

# City of Sterling Personnel Policies

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## CHAPTER 1

### INTRODUCTION

#### SECTION 1 - GENERAL PERSONNEL POLICY

The City of Sterling bases its personnel program on the merit system of employment. This means that all employees are selected, retained, and advanced on the basis of adequacy of job performance. It also means that equal employment opportunity is provided to all individuals without regard to race, sex, disability, sexual orientation, religion, age, national origin or ancestry, or other factors, which cannot be lawfully used as a basis for an employment decision.

**The conditions and provisions set out in the manual are not a contract of employment between the City of Sterling and any employee, and should not be considered as such, nor is it intended to obligate either the City of Sterling, as employer, or any individual employee, to a specified employment term. Personnel policies and regulations are intended as a guide and information for all employees. They do not create a vested right to any particular benefit for any particular employee.**

These policies or any part thereof are subject to change, amendment, modification or deletion at any time by action of the City Manager of the City of Sterling and without prior notice to the employees. The City administrative staff will attempt to notify the employees of such changes in policy as they occur, but such changes shall be effective on the date of adoption by the City Manager of the City of Sterling or on such date as otherwise provided in the policy and shall be binding of all employees regardless of whether the employee receives the actual notice of change.

When an element of this policy manual is in conflict with Federal or State statute or the City Charter of the City of Sterling, the applicable Federal or State statute or City Charter provision shall take precedent.

#### SECTION 2 - PURPOSE OF THE MANUAL

It is the purpose of this manual to establish and maintain a uniform system of policies and procedures which will be followed by the City of Sterling, Colorado, in the administration of its personnel program. The policies, procedures, and provisions established herein are intended to provide an efficient, equitable and functional system of personnel administration based on merit principles which govern the appointment, promotion, transfer, layoff, dismissal and other related conditions of employment. **The manual and its provisions are designed to serve only as a guide to the City's policy and procedures and not as a contract of employment or warranty of benefits.**

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## **SECTION 3 - SCOPE OF POLICIES, PROCEDURES AND PROVISIONS**

The policies, procedures and provisions set forth in this manual shall apply to all employees in the service of the City, except the following:

- Mayor,
- City Council Members,
- City Manager,
- City Attorney,
- Municipal Court Judge,
- Members of Appointed boards and commissions,
- Persons employed by these appointed boards,
- Persons employed under contract to supply professional or technical services for the City, and
- Unpaid appointees and volunteers.

## **SECTION 4 - ADMINISTRATION OF THE PERSONNEL PROGRAM**

The Personnel program consists of policies and procedures related to employment in the service of the City and shall be administered by the City Manager or their designated representative. The City Manager has the authority to appoint, suspend, and remove all heads of departments and employees of the City. The City Manager also has the authority to exercise supervision and control over all current executive and administrative departments of the City or departments that may be hereafter created by the City Council. The City Manager is also responsible for the effective administration of all personnel policies and rules and may delegate such functions as deemed necessary.

### **A. Human Resource Director**

The Human Resource Director is appointed and authorized by the City Manager to administer and maintain the personnel program of the City consisting of the sum total of all policies, procedures, classification plans and pay plans that are related to personnel in the service of the City, and to perform any other lawful acts which may be necessary or desirable to carry out the purpose and provisions of these policies and procedures. Such acts shall include, but shall not be limited to, the following:

1. Interpreting, applying and enforcing personnel policies, procedures and provisions as delineated in the Personnel Policy and Procedure Manual, and other Administrative Policies.
2. Prepare, install, and maintain a classification plan based on the duties, authority and responsibility of positions in the City service.
3. Prepare and maintain a pay plan in the City service.
4. Initiating amendments and revisions to these policies and procedures at such times as necessary or warranted by change in city, state and federal laws regarding employment practices.
5. Initiating or revising job descriptions, wage and salary scheduled, benefit plans and programs, and performance evaluation systems as necessary.
6. Enforcing all applicable state and federal laws and their resultant effect upon personnel policies, procedures and practices.

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## **B. Department Directors, Division Heads and Supervisors**

Department directors, division heads and work unit supervisors are expected to give efficient and effective supervision to their employees, and are responsible, along with the City Manager and the Human Resource Director, for carrying out the provisions of the personnel program within their individual departments, divisions and work units. These responsibilities include, but are not limited to the following:

1. Providing employees under their direction with information regarding City personnel policies.
2. Responding to employee grievances.
3. Recommending pay actions, promotion, demotion, dismissal and transfer.
4. Evaluating the job performance of employees.
5. Disciplining employees when necessary.

## **SECTION 5 - UNCLASSIFIED AND CLASSIFIED SERVICE**

The Charter of the City of Sterling (**Section 7-5**) divides the administrative service of the City into the unclassified and the classified service. The Charter defines the classified service to include full-time sworn employees of the Police and Fire Departments. The unclassified service shall include, by Charter definition, members of the City Council and all other employees of the City except those specifically included in the classified service.

## **SECTION 6 - DEPARTMENTAL POLICIES AND REGULATIONS**

The head of any City department or division may develop, implement and revise as necessary written policies, procedures and regulations to meet the unique operation requirements of their individual departments, divisions, and work units. Such policies, procedures and regulations shall not conflict with these policies, procedures, amendments thereto, and must therefore be approved by the Human Resource Director and the City Manager prior to implementation. Upon approval, such departmental/divisional policies, and regulations shall be in effect and disciplinary action may be imposed for violations. A current copy of the approved departmental/divisional policies and procedures shall be on file in the Human Resource Office. Nothing in this section shall be construed as granting any department authority to adopt regulations in violation of, or in conflict with, personnel policies approved and adopted by the City Manager of the City of Sterling.

## **SECTION 7 - GRIEVANCE PROCEDURE**

A grievance procedure has been established for utilization by all regular employees of the City of Sterling. Grievances are considered to be a complaint to management about conditions of work, work relationships, oral or written reprimands, or the interpretation or application of policies, rules, or regulations adopted to cover personnel practices. Any regular employee having such a grievance is encouraged to act under **Chapter 9** of your City of Sterling Personnel Policies to enable the City and the employee to attempt to resolve the grievance.

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## **SECTION 8 - EQUAL EMPLOYMENT OPPORTUNITY**

Equal employment opportunity will be assured in the personnel system. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, transfer, reassignment, discipline, or any other aspect of personnel administration, because of religious affiliation, or because of race, sex, age, disability, national origin, sexual orientation, or other non-job related factors, is prohibited, except where sex or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient job performance.

The City of Sterling does not discriminate on the basis of disability in its hiring or other employment practices. The City will not ask a job applicant about the existence, nature or severity of a disability or medical condition. Applicants may be asked about their ability to perform specific job functions. Medical examinations or inquiries may be made, but only after a conditional offer of employment is made and only if required of all applicants for the position. The City will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business. To the extent its selection criteria for employment decisions have the effect of disqualifying an individual because of a disability; the criteria will be job-related and consistent with business necessity. Employees' medical information will be maintained separately from personnel files and protected by confidentiality.

## **SECTION 9 - EMERGENCY OPERATIONS**

As this organization is called upon to respond to emergency situations which may involve any or all divisions of the organization, employees may be responsible for responding to those emergencies as they occur. Employees may be equipped with paging or other devices to assist in communications and in summoning employees to respond to an emergency situation. Procedures for emergency situations will be followed as developed by individual departments, the Emergency Management Coordinator, and the City administration.

## **SECTION 10 - REVISION AND/OR ADDITIONS TO THE MANUAL**

The policies, procedures and provisions of this manual are issued by the authority of the City Manager. Revisions and additions to these policies, procedures and provisions are subject to change at the City's discretion in order to maintain their legal compliance, operational effectiveness and the general scope of desired workplace conditions. Upon amendment of any part of this manual, the city will endeavor to use normal communication channels to appraise employees in a timely fashion of such changes and their effect, if any.

## **SECTION 11 - DISTRIBUTION OF MANUAL**

Copies of the manual shall be issued to all employees. Holders of the manual shall be responsible for inserting revisions and additions as they are issued and keeping their respective copies of the manual up to-date. A fee will be assessed for replacement of lost manuals or requests for additional manuals.