

ORDINANCE 19-25

AN ORDINANCE OF THE CITY OF WHITE HOUSE, TENNESSEE AMENDING THE MUNICIPAL CODE TITLE 4, CHAPTER 2 PERSONNEL SYSTEM.

WHEREAS, the Board of Mayor and Aldermen desire to update the Municipal Code regarding the personnel system;

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen that the White House Municipal Code Title 4, Chapter 2 PERSONNEL SYSTEM be amended from the Municipal Code as follows:

TITLE 4: MUNICIPAL PERSONNEL
CHAPTER 2: PERSONNEL SYSTEM
SECTIONS: Multiple sections edited
**Amendments are made in bold, italics, and underlined text.*

4-201. Purpose. The purpose of this chapter is to establish a system of personnel administration in the City of White House that is based on merit and fitness. The system shall provide means to select, develop, and maintain an effective municipal work force through the impartial application of personnel policies and procedures free of personal and political considerations and regardless of race, sex, age, creed, national origin, or handicapping condition disability. (1979 Code, § 1-801)

4-202. Coverage. All offices and positions of the municipal government are divided into the classified service and the exempt service. The classified service shall include all regular full-time and regular part-time positions in the city's service unless specifically placed in the exempt service. All offices and positions of the municipal government placed in the exempt service are as follows:

- (1) All elected officials.
- (2) The city administrator, if there be one.
- (3) Members of appointed boards and commissions.
- (4) Consultants, advisers, and legal counsel rendering temporary professional service.
- (5) The city attorney.
- (6) Independent contractors.
- (7) ~~Persons employed by the municipality for not more than three months during a fiscal year.~~
- (8) Part-time employees paid by the hour of the day, and not considered regular.
- (9) Volunteer personnel appointed without compensation.
- (10) The city judge.

All employment positions of the municipal government not expressly exempted from coverage by this section shall be subject to the provisions of the city charter. (1979 Code, § 1-802)

~~**4-203. Administration.** The personnel system shall be administered by the mayor, who shall have the following duties and responsibilities:~~

~~(1) Exercise leadership in developing an effective personnel administration system subject to provision in this chapter, other ordinances, the city charter, and federal and state laws relating to personnel administration.~~

~~(2) Establish policies and procedures for the recruitment, appointment, and discipline of all employees of the municipality subject to those policies as set forth in this chapter, the city charter and the municipal code.~~

~~(3) Fix and establish the number of employees in the various municipal government departments and offices and determine the duties, authority, responsibility, and compensation in accordance with the policies as set forth in the city charter and code, and subject to the approval of board of mayor and aldermen and budget limitations.~~

~~(4) Maintain records of all employees subject to the provisions of this chapter of the city code which shall include each employees' class, title, pay rates, and other relevant data.~~

~~(5) Make periodic reports to the board of mayor and aldermen regarding the administration of~~

the personnel system.

(6) — Recommend to the board of mayor and aldermen a position classification plan, and install and maintain such a plan upon approval by the board of mayor and aldermen.

(7) — Prepare and recommend to the aldermen a pay plan for all municipal government employees.

(8) — Develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the employment needs of the municipal government.

(9) — Be responsible for certification of payrolls.

(10) — Perform such other duties and exercise such other authority in personnel administration as may be prescribed by law and the board of mayor and aldermen. (1979 Code, § 1-803)

4-204. Personnel rules and regulations. The mayor shall develop rules and regulations, in the form of an employee's handbook, necessary for the effective administration of the personnel system. The board of mayor and aldermen shall adopt the rules presented to them by the mayor, as a part of this chapter. Amendments to the rules and regulations shall be made in accordance with the procedure below. (1979 Code, § 1-804)

4-205. Records. The administrative assistant, assigned by the mayor shall maintain adequate records of the employment record of every employee as specified herein. (1979 Code, § 1-805, modified)

4-206. Right to contract for special services. The board of mayor and alderman may direct the mayor to contract with any competent agency for the performance of such technical services in connection with the establishment of the personnel system or with its operation as may be deemed necessary. (1979 Code, § 1-806)

4-207. Discrimination. No person in the classified service or seeking admission thereto, shall be employed, promoted, demoted, or discharged, or in any way favored or discriminated against because of political opinions or affiliations, or because of race, color, creed, national origin, sex, ancestry, age, or religious belief. (1979 Code, § 1-807)

4-208. Amendments. Amendments or revisions of these rules may be recommended for adoption by the mayor. Such amendments for revisions of these rules shall become effective after approval by the governing body. (1979 Code, § 1-808)

4-203. Personnel Manual. Policies, procedures, and regulations related to personnel and personnel management are administered according to the City of White House Personnel Manual. The City of White House Personnel Manual is revised and adopted by the Board of Mayor and Aldermen by resolution when required.

This ordinance shall become effective upon its final reading and adoption by the Board of Mayor and Aldermen, and publication, the public welfare requiring it.

First Reading: December 19, 2019 PASSED

Second Reading: January 16, 2020 PASSED



Michael Arnold, Mayor

ATTEST:



Derek Watson, City Recorder