

RESOLUTION 21-10

A RESOLUTION OF THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF WHITE HOUSE, TENNESSEE, APPROVING CERTAIN AMENDMENTS AND REVISIONS TO THE PERSONNEL MANUAL.

WHEREAS, the City maintains a consistent set of adopted rules and procedures for the administration of personnel matters; and

WHEREAS, the City Administrator is charged with the duty to review the adopted policies and procedures that govern the City's personnel system and make recommendations of updates and improvements to the procedures; and

WHEREAS, the City has engaged the services of a professionally trained Human Resources Director to advise on personnel matters, including improvements to language contained in the Personnel Manual; and

WHEREAS, this professional has made a number of recommendations to revise the personnel rules and procedures; and

WHEREAS, the Board of Mayor and Aldermen wish to amend the current personnel manual;

NOW, THEREFORE, the Board of Mayor and Aldermen of the City of White House do hereby resolve that the Personnel Manual is hereby amended by changing and updating the City of White House Personnel Manual.

This resolution shall be effective upon passage.

Adopted this 17th day of June 2021.



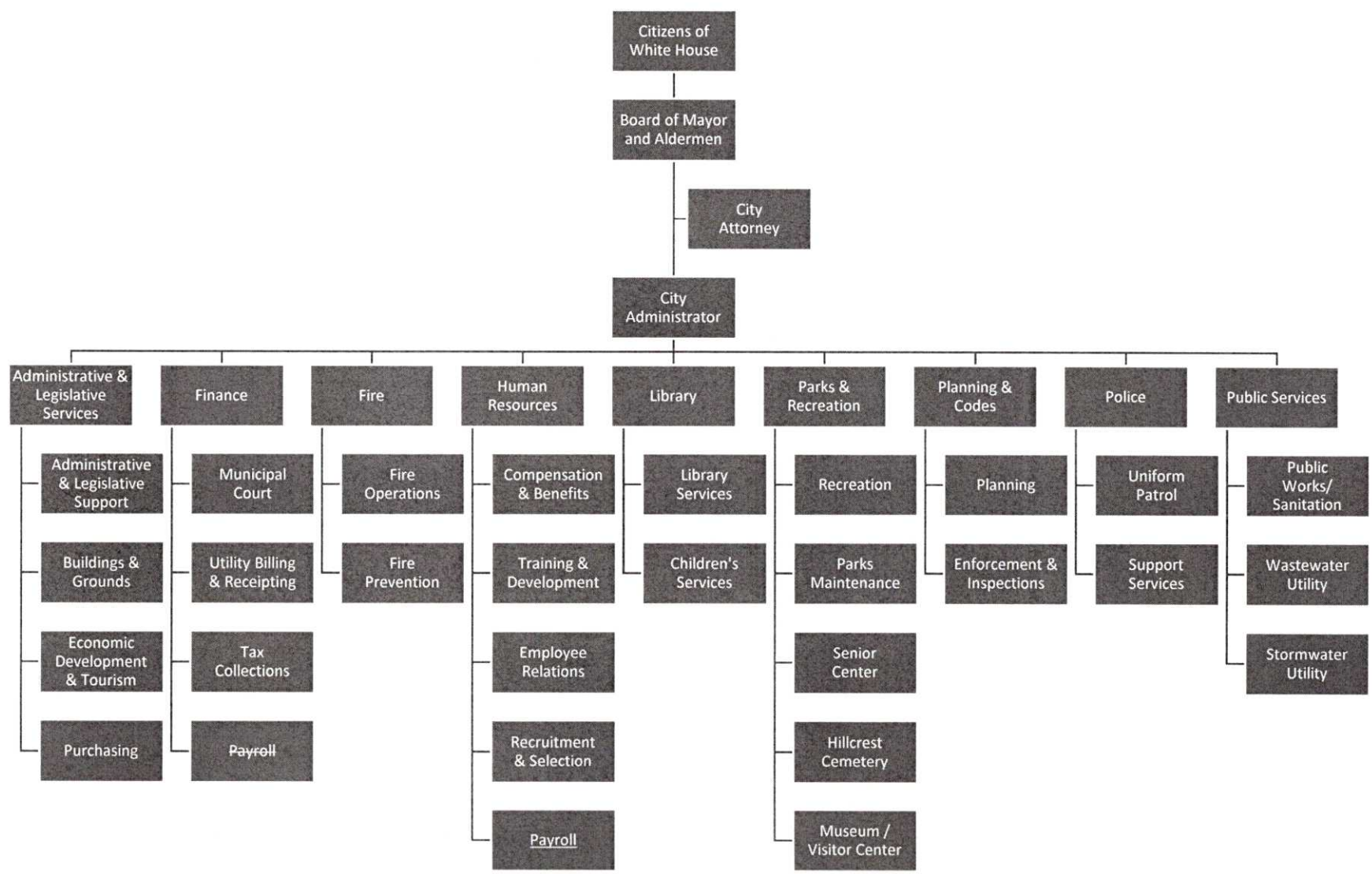
Michael Arnold, Mayor

ATTEST:



Derek Watson, City Recorder

City of White House Organizational Chart 1.5



5.7. MINIMUM AGE

The Fair Labor Standards Act requires that employees of State and local governments be at least 16 years of age for most jobs and at least 18 years of age to work jobs declared hazardous by the Secretary of Labor. ~~All Firefighters and Police Officers must be a minimum of 21 years of age.~~

6.6. WEATHER EMERGENCY LEAVE

In the event of a weather-related emergency that results in the closing of city offices, the City Administrator is authorized to provide weather emergency leave to employees. Any weather emergency leave provided to employees must be used within twelve (12) months of the City Administrator's authorization.

8.1. DISCIPLINARY SYSTEM

PROCEDURE

Administration of Discipline

B. Notice of Charges

2. The *Notice of Charges* will contain the following: *Charges Type of Violation* – what rules, directives, or orders have been violated; and *Specifications Description of Violation* – a description of the conduct that constituted the violation; and *Previous Disciplinary Actions/Dates*. The issuing employee and the employee receiving the notice shall both sign and date the notice. The Notice of Charges form is to be forwarded to the Department Head. The Department Head shall schedule a disciplinary hearing to make a final determination.

7.1. CODE OF CONDUCT

Rule 33 – LOST AND FOUND ARTICLES: Persons reporting lost or found articles of clothing or sporting equipment in the City parks should be directed to the ~~secretary~~ administrative assistant in the Parks Department. Persons reporting lost or found property of any other kind or any other place in the City should be directed to the Police Department.

8.2. DEPARTMENT HEAD AND SUPERVISORY STAFF RESPONSIBILITIES

Supervisory Authority and Responsibilities

A supervisor who personally observes employee misconduct has the authority to exercise limited disciplinary action.

1. If the misconduct is minor the supervisor will counsel the employee and, if appropriate, recommend training or other action that will assist the employee in better understanding his duties.
2. If the employee's misconduct has previously been addressed by counseling or the misconduct is of a serious nature, a *Notice of Charges* will be issued as defined in 8.1 Disciplinary System. The supervisor will contact Human Resources to acquire previous disciplinary actions.
3. An employee will be required to read and sign the *Employee Rights* form which serves as written notice of the date, time, and location of the employee's Disciplinary Hearing.