City Personnel Policy

PERSONNEL POLICY APPLICABILITY

POLICY: 102

Council approval: ~~03/29/2010~~ # Pages: 1

All employees of the City shall be divided into Civil Service and Non-Civil Service employment. Civil Service employment shall include all employees except those exempted by Chapter 400.6 of the Code of Iowa. ~~Exempt employees shall be treated as members of the Non-Civil Service.~~ These policies and regulations shall apply to both Non-Civil Service and Civil Service employees. These policies do not apply to ~~M~~members of appointive boards, commissions and committees. ~~shall be exempted from these policies.~~

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Adoption of Policies

These policies and any amendments thereto shall become effective when adopted by resolution of the City Council. Upon adoption, the policies outlined herein shall supersede any and all personnel policies, rules, regulations, or procedures previously adopted by the City Council and in conflict herewith.

Departmental Policies, Regulations and Orders

The Mayor or Department Head may establish such policies and regulations and promulgate such orders as are deemed necessary for the efficient and orderly administration of the city or department and for maintaining the proper discipline, conduct, and behavior of departmental employees. Such policies must be consistent with these personnel policies if they address subjects covered herein; but, they may address subjects not covered herein. Such departmental policies, regulations ~~-~~ and orders may provide for disciplinary action.

Forms

The Director of Human Resources may establish and update forms as needed to carry out the intent of these policies and provide for consistent documentation and approval as required by these policies. The most current of these forms will be made available in an electronic format to all employees. ~~may be found in Appendix "A" "City of Council Bluffs Forms" included with this policy manual. All departments will receive notice of any form changes by interoffice mail. The updated forms will be available on the City's web site at councilbluffs-ia.gov (link to Human Resources Department page).~~

Availability of Policies

~~A copy of the City Personnel Policies shall be made available to each employee.~~ The City personnel policies will be stored in an electronic format in a location available to all employees.

Exceptions

Exceptions to the City Personnel Policies may be made, in writing, upon a finding of

good cause by the Mayor. A file on all exceptions will be maintained by the Director of Human Resources. ~~in the Human Resources Department~~. Upon Mayoral approval, all exceptions are required to be submitted in writing to the Director of Human Resources by the respective Department Head.