

## TITLE 4

### MUNICIPAL PERSONNEL

#### CHAPTER

1. SOCIAL SECURITY FOR OFFICERS AND EMPLOYEES.
2. PERSONNEL SYSTEM.
3. OCCUPATIONAL SAFETY AND HEALTH PROGRAM.
4. TRAVEL AND EXPENSE POLICY.

#### CHAPTER 1

### SOCIAL SECURITY FOR OFFICERS AND EMPLOYEES

#### SECTION

- 4-101. Policy and purpose as to coverage.
- 4-102. Necessary agreements to be executed.
- 4-103. Withholdings from salaries or wages.
- 4-104. Appropriations for employer's contributions.
- 4-105. Records and reports.
- 4-106. Exclusion of coverage due to another retirement system.
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**4-101. Policy and purpose as to coverage.** It is declared to be the policy and purpose of this municipality to extend, at the earliest date, to the employees and officials thereof, not excluded by law or this chapter, and whether employed in connection with a governmental or proprietary function, the benefits of the system of federal old age and survivors insurance as authorized by the Federal Social Security Act and amendments thereto, including Public Law 734-81st Congress. In pursuance of said policy, and for that purpose, the city shall take such action as may be required by applicable state and federal laws or regulations. (1973 Code, § 1-701)

**4-102. Necessary agreements to be executed.** The mayor is hereby authorized and directed to execute all the necessary agreements and amendments thereto with the state executive director of old age insurance, as agent or agency, to secure coverage of employees and officials as provided in the preceding section. (1973 Code, § 1-702)

**4-103. Withholdings from salaries or wages.** Withholdings from the salaries or wages of employees and officials for the purpose provided in the first section of this chapter are hereby authorized to be made in the amounts and at such times as may be required by applicable state or federal laws or regulations,

and shall be paid over to the state or federal agency designated by said laws or regulations. (1973 Code, § 1-703)

**4-104. Appropriations for employer's contributions.** There shall be appropriated from available funds such amounts at such times as may be required by applicable state or federal laws or regulations for employer's contributions, and the same shall be paid over to the state or federal agency designated by said laws or regulations. (1973 Code, § 1-704)

**4-105. Records and reports.** The recorder shall keep such records and make such reports as may be required by applicable state and federal laws or regulations. (1973 Code, § 1-705)

**4-106. Exclusion of coverage due to another retirement system.** There is excluded from this chapter any authority to make any agreement with respect to any position or any employee or official now covered or authorized to be covered by any other ordinance creating any retirement system for any employee or official of the city. (1973 Code, § 1-706)

**4-107. Exclusion of coverage due to lack of authorization.** There is hereby excluded from this chapter any authority to make any agreement with respect to any employee or official not authorized to be covered by applicable state or federal laws or regulations. (1973 Code, § 1-707)

## CHAPTER 2

### PERSONNEL SYSTEM

#### SECTION

- 4-201. Purpose.
- 4-202. Coverage.
- 4-203. Administration.
- 4-204. Personnel rules and regulations.
- 4-205. Records.
- 4-206. Right to contract for special services.
- 4-207. Discrimination.
- 4-208. Amendments.

**4-201. Purpose.** The purpose of this chapter is to establish a system of personnel administration in the City of Waynesboro 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. (Ord. #683, March 1994)

**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 manager.
- (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. (Ord. #683, March 1994)

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

(1) Exercise leadership in developing an effective personnel administration system subject to provisions 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 the city council and budget limitations.

(4) Foster and develop programs for the improvement of employee effectiveness, including training, safety, and health.

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

(6) Make periodic reports to the city council regarding the administration of the personnel system.

(7) Recommend to the city council a position classification plan, and install and maintain such a plan upon approval by the city council.

(8) Prepare and recommend to the city council a pay plan for all municipal government employees.

(9) 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.

(10) Be responsible for certification of payrolls.

(11) 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/commission/council. (Ord. #683, March 1994)

**4-204. Personnel rules and regulations.** The city manager shall develop rules and regulations, in the form of an employee's handbook, necessary for the effective administration of the personnel system. The council shall adopt the rules presented to them by the city manager. If the council has taken no action within ninety days after receipt of the draft personnel rules and regulations, they shall become effective as if they had been adopted, and shall have the full force and effect of law. Amendments to the rules and regulations shall be made in accordance with the procedure below. (Ord. #683, March 1994)

**4-205. Records.** The city manager shall maintain adequate records of the employment record of every employee as specified herein. (Ord. #683, March 1994)

**4-206. Right to contract for special services.** The city councilmen may direct the city manager 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. (Ord. #683, March 1994)

**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. (Ord. #683, March 1994)

**4-208. Amendments.** Amendments or revisions of these rules may be recommended for adoption by the city manager. Such amendments or revisions of these rules shall become effective after public hearing and approval by the governing body. (Ord. #683, March 1994)

## CHAPTER 3

### OCCUPATIONAL SAFETY AND HEALTH PROGRAM

#### SECTION

- 4-301. Title.
- 4-302. Purpose.
- 4-303. Coverage.
- 4-304. Standards authorized.
- 4-305. Variances from standards authorized.
- 4-306. Administration.
- 4-307. Funding the program.

**4-301. Title.** This section shall provide authority for establishing and administering the occupational safety and health program plan for the employees of the City of Waynesboro. (1973 Code, § 1-901, as replaced by Ord. #730, Sept. 2003)

**4-302. Purpose.** The city commission, in electing to update their established program plan will maintain an effective occupational safety and health program for its employees and shall:

- (1) Provide a safe and healthful place and condition of employment that includes:
  - (a) Top management commitment and employee involvement;
  - (b) Continually analyze of the worksite to identify all hazards and potential hazards;
  - (c) Develop and maintain methods for preventing or controlling existing or potential hazards; and
  - (d) Train managers, supervisors, and employees to understand and deal with worksite hazards.
- (2) Acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees.
- (3) Make, keep, preserve, and make available to the Commissioner of Labor and Workforce Development of the State of Tennessee, his designated representatives, or persons within the Tennessee Department of Labor and Workforce Development to whom such responsibilities have been delegated, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
- (4) Consult with the State Commissioner of Labor and Workforce Development with regard to the adequacy of the form and content of records.
- (5) Consult with the State Commissioner of Labor and Workforce Development, as appropriate, regarding safety and health problems which are

considered to be unusual or peculiar and are such that they cannot be achieved under a standard promulgated by the state.

(6) Provide reasonable opportunity for the participation of employees in the effectuation of the objectives of this program, including the opportunity to make anonymous complaints concerning conditions or practices injurious to employee safety and health.

(7) Provide for education and training of personnel for the fair and efficient administration of occupational safety the health standards, and provide for education and notification of all employees of the existence of this program. (1973 Code, § 1-902, as replaced by Ord. #730, Sept. 2003)

**4-303. Coverage.** The provisions of the occupational safety and health program plan for the employees of the City of Waynesboro shall apply to all employees of each administrative department, commission, board, division, or other agency of the City of Waynesboro whether part-time for full-time, seasonal or permanent. (1973 Code, § 1-903, as replaced by Ord. #730, Sept. 2003)

**4-304. Standards authorized.** The occupational safety and health standards adopted by the city commission are the same as, but not limited to, the State of Tennessee Occupational Safety and Health Standards promulgated, or which may be promulgated, in accordance with section 6 of the Tennessee Occupational Safety and Health Act of 1972 (Tennessee Code Annotated, title 50, chapter 3). (1973 Code, § 1-904, as replaced by Ord. #730, Sept. 2003)

**4-305. Variances from standards authorized.** The City of Waynesboro may, upon written application of the Commissioner of Labor and Workforce Development of the State of Tennessee, request an order granting a temporary variance from any approved standards. Applications for variances shall be in accordance with Rules of Tennessee Department of Labor and Workforce Development, Occupational Safety, Chapter 0800-1-2, as authorized by Tennessee Code Annotated, title 50. Prior to requesting such temporary variance, the city manager shall notify or serve notice to employees, their designated representatives, or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board as designated by the city recorder shall be deemed sufficient notice to employees. (as added by Ord. #730, Sept. 2003)

**4-306. Administration.** For the purposes of this chapter, the city manager, is designated as the director of occupational safety and health to perform duties and to exercise powers assigned so as to plan, develop, and administer for the City of Waynesboro program. The director shall develop a plan of operation for the program and said plan shall become a part of this chapter when it satisfies all applicable sections of the Tennessee Occupational

Safety and Health Act of 1972 and Part IV of the Tennessee Occupational Safety and Health Plan. (as added by Ord. #730, Sept. 2003)

**4-307. Funding the program.** Sufficient funds for administering and staffing the program pursuant to this chapter shall be made available as authorized by the Waynesboro City Commissioner. (as added by Ord. #730, Sept. 2003)



## CHAPTER 4

### TRAVEL AND EXPENSE POLICY

#### SECTION

4-401. Coverage.

4-402. Travel and expense policy.

4-403. Vehicle use policy.

**4-401. Coverage.** The mayor, city commissioners, members of boards and committees appointed by the mayor or board of commissioners, including municipal utility boards, and other city employees may be reimbursed for reasonable and necessary expenses incurred in the conduct of official business. (Ord. #684, March 1994)

**4-402. Travel and expense policy.** The travel and expense policy adopted by the board of commissioners on March 28, 1994, and any amendments, will govern the reimbursement of expenses incurred by these municipal officials and board and committee members. (Ord. #684, March 1994)

**4-403. Vehicle use policy.** The vehicle use policy adopted by the city council on March 28, 1994, and any amendments to that written policy, will govern the use of vehicles by these municipal officials and board and committee members. (Ord. #684, March 1994)