

# Manual for Personnel Administration

Number: A-1

Revision:

Revision Date: 07/01/2017

## 1.0 POLICY

In accordance with the provisions of Chapter 2, Article III, Section 2-45 of the **Town Code of Ordinances** titled "**Town Manager**", the Town Manager shall prepare and maintain a personnel manual, current and applicable to the conditions of employment, internal procedures, practices, expectations of employees, and other such policies and procedures that shall pertain to employees, employment and representation with the town.

The policies, rules, regulations and other administrative provisions for personnel administration are established within this manual for the information and guidance of the Town's employees, managers and supervisors.

## 2.0 PURPOSE

The purpose of this manual is to ensure the uniform administration of all Town of Carolina Beach personnel policies.

## 3.0 SCOPE

The personnel policies in this manual apply to all Town of Carolina Beach employees unless otherwise specified in each policy.

## 4.0 DEFINITIONS

- 4.1 Human Resources Director - An individual appointed by the Town Manager who is responsible for personnel administration for the Town.
- 4.2 Revision Date - The date the last major change was made to the policy. Effective 07/01/2017 a brief summary of each major change will be logged until such time as the policy is updated and the change is added to the policy. This summary is located after the Table of Contents.

## 5.0 ORGANIZATIONAL RULES

- 5.1 The Town Code of Ordinances authorizes the Town Manager to establish personnel policies, rules and procedures as necessary. The Town Manager may also allow exceptions to the policies/rules in those situations where such authorization is not specifically noted in this policy.
- 5.2 The Town Council shall be responsible for approving the Personnel Policy Manual, the Position Classification System and the Pay Plan. They shall also make and confirm appointments when so specified by the General Statutes.
- 5.3 The Town Manager is responsible for the administration of the Human Resources program in accordance with the Town Charter, the Town Code of Ordinances and these policies. The Town Manager shall have the final authority in decisions of appointments, suspensions, and dismissals in accordance with the Town Charter and other policies and procedures as spelled out in other Articles in this manual.

Specifically, the Town Manager shall:

- A. Recommend revisions to the personnel system to the Town Council for consideration;
  - B. Make changes as necessary to maintain an up-to-date and accurate position classification plan;
  - C. Recommend necessary revisions to the pay plan;
  - D. Determine which employees shall be subject to the overtime provisions of FLSA;
  - E. Develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the town
  - F. May serve as or appoint an employee to the role of Human Resources Director
- 5.4 The Human Resources Director shall be responsible for the preparation and presentation to the Town Manager for approval the policies governing the overall administration of the Human Resources program.

Specifically, the Human Resource Director shall make recommendations to the Town Manager on the following:

- A. Rules and revisions to the personnel system to the Town Manager for consideration;
  - B. Changes as necessary to maintain an up-to-date and accurate position classification plan;
  - C. Necessary revisions to the pay plan;
  - D. Which employees shall be subject to the overtime provisions of FLSA
  - E. Maintenance of a roster of all persons in municipal service;
  - F. Establish and maintain a list of authorized positions in municipal service at the beginning of each budget year which identified each authorized position, salary grade classification of position, title of position, salary range, and changes in class title and status, and other such data as may be desired or useful;
  - G. Develop and administer such recruiting program as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the Town;
  - H. Develop and coordinate training and educational programs for Town employees;
  - I. Investigate periodically the operation and effect of the personnel provisions of this policy;
- 5.5 Managers and Supervisors shall meet their responsibilities as directed by the Town Manager and/or the Council, being guided by this Policy Manual and related procedures and Town ordinances. The Town will require all supervisors to meet their responsibilities by:
    - A. Dealing with all employees in a fair and equitable manner and upholding the principals of equal employment opportunity.
    - B. Fairly administering and implementing all of the policies regarding personnel matters;
    - C. Develop employees through continued education and training,
    - D. Making objective evaluations of individual work performance and discuss these evaluations with each employee so as to bring about needed improvements in work performance;
    - E. Keep employees informed of their role in accomplishing the work of their unit and conditions or changes affecting their work.

- F. Make every effort to resolve employee problems and grievances in a respectful manner and advising employees of their rights and privileges;
  - G. Cooperating and coordinating with other staff members in work flow and the distribution of information,
  - H. Prepare proper documentation and maintain current files;
  - I. Train employees to safely perform their jobs and ensuring employees wear the appropriate personal protective safety equipment.
- 5.6 Employees of the Town of Carolina Beach shall be expected to:
    - A. Report to work on time and remain on the job until the end of the tour of duty
    - B. Perform duties to the best of their abilities and contribute a full day's work for a full day's pay;
    - C. Be respectful and work cooperatively with other employees and citizens and accept additional assignments during peak workloads or emergency situations;
    - D. Request prior approval for leaves of absences or before leaving the worksite;
    - E. Refrain from spreading rumors or engaging in other activities which have a disruptive influence on morale or work progress;
    - F. Attempt to resolve issues and concerns using the proper procedures and channels as described in this policy
    - G. Follow all safety rules applicable to the job and wear all required personal protective safety equipment
- 5.7 Policy Layout - Each policy has the following layout:
    - A. Policy - This section contains the core policy statement.
    - B. Purpose - This section contains the rationale for the policy. Specific laws, if applicable, on which the policy is based are cited in this section or the Town's philosophical stance is explained.
    - C. Scope - This section defines who is covered by the policy.
    - D. Definitions - This section defines terms applicable to the understanding of the policy.
    - E. Organizational Rules - This section explains the specific rules that must be adhered to in order to ensure compliance with the policy.
    - F. Procedures - This section outlines the procedural responsibilities and process to carry out the policy for the typical situation.
    - H. Appendix, Appendices - This section contains supplementary information, forms (if appropriate), or other information needed in implementing and administering the policy.
- 5.8 Any changes to these policies will be communicated to Department Directors. The Department Directors shall be responsible for communicating any changes in policy, rules or regulations to all employees under their supervision.
- 5.9 Due to the particular personnel and operational requirements of various departments of the Town, each department may establish supplemental written personnel policies/rules not in conflict with the policies in the Manual for Personnel Administration. Departmental policies/rules must be submitted to Human Resources for review prior to implementation, and are subject to the approval of the Town Manager, to ensure they in no way are in conflict with the provisions in the Town personnel policy manual. These departmental requirements shall be considered as supplemental to this policy.

- 5.10 Some of these policies allow for exceptions, in specified circumstances, to be approved by the Town Manager and/or Human Resources Director. Unless otherwise specified, reference to the Town Manager shall include the Assistant Town Manager.
- 5.11 Employees, supervisors and managers are accountable to know and adhere to all of the policies in the Manual for Personnel Administration.
- 5.12 Throughout the policies when the pronoun “he” is used, it refers to both genders. In limited circumstances where a rule is gender specific, the specific gender is used.
- 5.13 No statement in this manual guarantees an employee any vested rights as the policies and benefits are subject to change without notification at the discretion of the Town Manager.

## **6.0 PROCEDURES**

- 6.1 The Human Resources Department will develop new policies, policy changes, rules and procedures in response to recommendations of the organization, changes in laws and/or market surveys. All changes to policy will be reviewed in collaboration with the Town Attorney prior to submittal to the Town Manager for approval.
- 6.2 The Human Resources Department will communicate approved new policies or policy changes to the Department Directors. Department Directors will communicate new or changed policies to all employees under their supervision. These policies will be included in the Manual for Personnel Administration and will be communicated to employees through appropriate internal communications.
- 6.3 Departmental policies/rules will be submitted to the Human Resource Department for review to ensure compliance with Town personnel policies.
- All rules and regulations adopted through this manual shall be binding on all Town Employees. An employee violating any of the provisions of this policy manual shall be subject to appropriate disciplinary action, as well as prosecution under any civil or criminal laws which have been violated.
- The Town Manager, Town Attorney, members of the Town Council, advisory board members and commissions will be exempt from this policy manual except in sections where specifically included.

## **7.0 APPENDIX, APPENDICES**

None