

Merit Principle

Number: B-1

Revision:

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1.0 POLICY

The Town has established a centralized Human Resources system under the Town Manager by which all matters relating to personnel shall be administered. It is the intent of the Town Council to establish an equitable and uniform system of personnel administration to place municipal employment on a merit basis to the end that the best qualified persons available shall constitute the Town service.

2.0 PURPOSE

The Town of Carolina Beach recognizes that a knowledgeable, skilled work force provides more effective services for the citizens. The purpose of this policy is to affirm the Town of Carolina Beach's commitment to the merit principle in all matters relating to personnel administration to help ensure a competent and diverse workforce. Decisions on employment are based on qualifications, experience and suitability for the job. Compensation decisions are based on performance.

3.0 SCOPE

This policy applies to all matters of personnel administration with all employees.

4.0 DEFINITIONS

- 4.1 Merit System - A uniform system of personnel administration and employee recognition which has been adopted by the Town of Carolina Beach to recruit, employ, retain, and advance the best qualified persons available, and to centralize personnel administration under the Town Manager.

5.0 ORGANIZATIONAL RULES

- 5.1 It is the Town's expectation that all supervisors and managers of the Town of Carolina Beach adhere to the merit principle in all matters of personnel administration. Failure to do so will result in corrective action up to and including termination.
- 5.2 All appointments and promotions shall be made solely on the basis of merit. All positions requiring the performance of the same duties and fulfillment of the same responsibilities shall be assigned to the same class and the same salary range.
- 5.3 No applicant for employment or employee shall be deprived of employment opportunities or otherwise adversely affected as an employee because of such an individual's race, color, religion, gender, national origin, political affiliation, non-disqualifying disability, age, sexual orientation or genetic information.

6.0 PROCEDURES

- 6.1 All matters dealing with Human Resources shall be routed through the Human Resources Director who shall maintain a complete system of personnel files and records and perform such other duties as may be delegated by the Town Manager.

7.0 APPENDIX, APPENDICES

None

