City of Winder Personnel Policy Manual
Title: Administration
Date Issued: 03/2013
Policy: 010

Mayor

City Administrator

10.10 Authority

A. The Mayor and Council of the City of Winder, Georgia, support personnel policies to ensure equitable treatment of all employees. The purpose of this document is to establish a system of personnel administration that meets the legal and administrative needs of the City of Winder.

B. Changes to these policies are not authorized except as approved by the Mayor and City Administrator or by City Council Action. The City reserves the right to make changes to personnel policies or benefits at any time. These policies shall be effective with the date of their implementation and applicable until changed by the signing of the policy by the Mayor and City Administrator or by City Council action. Such changes may affect benefits or other conditions of employment from the date of the change forward.

10.11 Purpose

These policies provide orderly procedures for administering the personnel system in such a way as to be consistent with the following merit principles:

A. Recruiting, selecting, and advancing employees on the basis of their relative ability, knowledge, and skills, including open competition of qualified applicants for initial appointment.

B. Establishing pay grades and job descriptions.

C. Training employees, as needed, to assure high quality performance.

D. Retaining employees on the basis of adequacy of their performance, correcting inadequate performance and separating those employees whose performance is inadequate.

10.12 Policy Interpretation

The responsibilities for the implementation and interpretation of this manual are administrative in nature and rest solely with the City Administrator under the guidance of the Mayor and Council. It is the responsibility of the Human Resources Department to act as a representative to the City Administrator in explaining any personnel policies, practices, or procedures as requested.

10.13 Responsibility of Policy Administration

A. The City Administrator is responsible for the administration of the personnel policies and rules, which shall apply to all employees except those specifically exempt. (See Section 10.15).

B. The City Administrator reserves certain management rights in the administration of its personnel policies and programs, including: The right to interpret, and administer personnel policies and procedures.

1) The right to determine the means, methods and procedures by which work is performed.

2) The right to establish, revise and administer job performance standards and conduct standards and to determine acceptable performance and conduct.

3) The right to determine training and staff development activities appropriate to job classification and performance.

C. The official master copy of the City of Winder's Personnel Policies and Procedures shall be maintained on file in the office of the Personnel Officer. Copies will be distributed to all Department Heads, City Council, and employees.

D. Each employee, regardless of employment status, shall acknowledge that he has received a copy of the City of Winder's Personnel Policies. All employees are expected to comply with all provisions of the policies and procedures contained within the Personnel Policy Manual.

10.14 Personnel Officer

The City Administrator shall act as the Personnel Officer or designate someone to serve in this capacity. The Human Resources Department shall maintain a complete system of personnel files and records. The Human Resources Department shall also assist in the preparation and maintenance of the position classification plan and policy revisions; as well as, perform other duties in connection with a modern personnel program.

10.15 Positions Covered by Policies

All employees covered through the City's payroll system shall comprise all positions now existing or hereafter established, except the following:

A. The Mayor, members of the City Council, and other elected officials.

B. Members of appointed or elected boards and commissions, judges, and the city attorney.

C. Persons employed to make or conduct temporary or special inquires, investigations, or examinations on behalf of the Mayor and/or City Council, or an appointed Committee.

D. Volunteer personnel who receive no regular compensation from the city.

10.16 Masculine Pronoun

Any reference to the masculine pronoun shall have both masculine and feminine application.

10.17 Employment with the City of Winder

Employment with the City of Winder is not for a fixed period of time. All employees unless otherwise designated through an employment contract signed by the Mayor/Council are considered to have an at-will relationship with the City of Winder and are free to terminate at any time for any reason or no reason. Likewise, the City of Winder is free to terminate any employee at any time for any reason. No supervisor or other representative of the City of Winder has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

10.18 Departmental Policies and Procedures

Each Department Head may establish additional written policies and standard operating procedures or guidelines, as may be deemed necessary for the efficient and orderly administration of the Department. Such policies and procedures are subject to review and approval by the City Administrator before becoming effective. Policies and procedures must be consistent with the general policies, procedures, or regulations established by the City.

10.19 Separability

If any provision of law, or if any policy or order there under or the applications of such provision to any person or circumstances shall be held invalid, or unconstitutional by a court of competent jurisdiction, the remainder of the employment policies, and the application of such circumstances other than those to which it is held invalid, shall not be affected thereby.