

AN ORDINANCE ESTABLISHING A PERSONNEL SYSTEM FOR THE CITY OF DRAIN; ADOPTING ADMINISTRATION SECTIONS 2.100 to 2.105; REPEALING PRIOR ORDINANCES; AND DECLARING AN EMERGENCY.

The City of Drain ordains as follows:

Section 1. This Ordinance is adopted to establish an equitable and uniform procedure for dealing with personnel matters; to attract to municipal service and to retain the best and most competent persons available; to assure that appointments and promotions of employees will be based on merit and fitness; and to provide a reasonable degree of job security for qualified employees.

Section 2. The following sections are hereby adopted as part of the City of Drain's Administration Code:

"2.100 Personnel Rules. Personnel rules shall be adopted and amended by resolution of the City Council. The rules shall provide means to recruit, select, develop, and maintain an effective and responsive work force, and shall include policies and procedures for employee hiring and advancement, training and career development, job classification, salary, administration, retirement, fringe benefits, discipline, discharge, and other related activities. All appointments and promotions shall be made in accordance with the personnel rules without regard to sex, race, color, age, religion or political affiliation; and furthermore, shall be based on merit and fitness."

"2.105 Administration of Personnel Rules. The City Administrator shall be responsible for:

- (a) Administering all the provisions of this ordinance and of the personnel rules not specifically reserved to the Common Council.

- (b) Preparing or causing to be prepared and recommending to the Common Council personnel rules and revisions and amendments to such rules."

Section 3. All ordinances or resolutions relating to the establishing of a personnel system or personnel matters in conflict with this ordinance or the rules promulgated hereunder are hereby repealed.

Section 4. The sections contained herein affect the public welfare and safety, and therefore an emergency is hereby declared to exist, and this Ordinance shall be effective immediately upon its passage by the Council and approval of the Mayor.

Passed by the Council this
13 day of February, 1979.

Approved by the Mayor this
13 day of February, 1979.

Robert A. Gray
Clerk of Council

Leroy J. Foley
Mayor