

ORDINANCE NO. **BG2019 - 23**

ORDINANCE AMENDING CODE OF ORDINANCES

ORDINANCE AMENDING CHAPTER 17
(PERSONNEL POLICIES) OF THE CITY OF
BOWLING GREEN CODE OF ORDINANCES TO
MAKE ADMINISTRATIVE CHANGES TO
COMPLY WITH EXISTING OR PROPOSED
POLICY AMENDMENTS

WHEREAS, City staff is currently reviewing the Administrative Personnel Policy and Procedures Manual for possible changes; and,

WHEREAS, some existing and proposed language changes conflict with the language in Chapter 17 (Personnel Policies) of the City of Bowling Green Code of Ordinances; and,

WHEREAS, it is in the best interest of the City to amend Chapter 17 (Personnel Policies) to comply with the existing and proposed language in the Administrative Personnel Policy and Procedures Manual.

NOW, THEREFORE, BE IT ORDAINED by the City of Bowling Green, Kentucky as follows:

1. Chapter 17 (Personnel Policies) is hereby amended as follows:

17-1 PERSONNEL MERIT SYSTEM.

...

17-1.05 Adoption of Rules; Enumeration of Phases to be Covered by Program.

The City Manager shall present to the Board of Commissioners rules and regulations to be adopted by the Board. Such adoption shall be by municipal order. The rules shall cover specific procedures and policies to govern the following phases of the personnel program.

- a. Administration of pay and position classification plan.
- b. Announcement of vacancies and the acceptance of applications for employment.
- c. Preparation and conduction of examinations.
- d. Certification of persons eligible for employment.

(Ordinance No. BG2019 - 23)

- e. Establishment of promotional policies.
- f. Evaluation of the work of employees including those serving a training/probationary period.
- g. Transfer, promotion and reinstatement of employees in the competitive service.
- h. Separation from the service of employees by resignation, layoff, suspension, dismissal, and for incapacity to perform required duties.
- i. Establishment of hours of work, attendance and leave regulations, and working conditions.
- j. Development of employee morale, welfare and training.
- k. Rules governing the outside employment of municipal employees.
- l. Rules governing relationships with employee organizations.
- m. Maintenance and use of necessary records and forms.
- n. A uniform system of handling all grievances.
- o. Such other matters as may be necessary and proper to carry out the intent and purpose of this Chapter.

...

17-1.09 Preparation of the Pay Plan; Contents of Plan.

The Human Resources Director shall develop classification pay schedules to [and] maintain [a] uniform and equitable pay plans consisting of [~~minimum and maximum~~] rates of pay for each class of positions. Salary ranges for each class shall be coordinated with the position classification, general rates of pay for comparable work in other public and private employment in the area, cost of living data, suggestions of department heads and employees, maintenance or other benefits received by employees, financial policy of the City and other economic considerations.

(Ordinance No. BG2019 - 23)

~~[17-1.10 Procedure for Modifying Classification, Pay Plans.]~~

~~[The Human Resources Director shall give the employees the opportunity to make suggestions and recommendations concerning the classification and pay plans. After receiving such suggestions and recommendations, the Human Resources Director shall review this information and shall make such modifications as he believes proper and submit the plan to the City Manager and the Board of Commissioners for approval.]~~

17-1.1[1]0 Probationary Period.

The rules and regulations shall provide that all original and promotional appointments shall be for a training/probationary period ~~[of not less than twelve (12) months]~~ as set out in the Administrative Personnel Policy and Procedures Manual.

17-1.1[2]1 Suspensions, Demotions and Dismissals.

The City Manager may suspend an employee without pay for disciplinary purposes for periods of time as set out in the Administrative Personnel Policies and Procedures Manual ~~[No employee shall be suspended for more than thirty (30) days in any calendar year except that extensions may be made pending any investigation and hearing].~~ The City Manager, with the approval of the Board of Commissioners, may demote or dismiss an employee whose work is unsatisfactory. Written notice of the action shall be served upon the employee affected and filed with the Human Resources Director before it shall become effective. ~~[In the case of officers of the Police and Fire Divisions, KRS 95.450 shall be applicable.]~~

17-1.1[3]2 Discrimination Prohibited.

...

17-1.1[4]3 Solicitation of Contributions.

...

17-1.1[5]4 Registration with Federal Selective Service System Required.

(Ordinance No. BG2019 - 23)

...

2. All prior Municipal Orders or Ordinances or parts of any Municipal Order or Ordinance in conflict herewith are hereby repealed.

3. This Ordinance is adopted pursuant to KRS 83A.060 in that it was introduced on May 21, 2019, and given final reading on June 4, 2019, and said Ordinance shall be in full force and effect upon signature, recordation and publication in summary pursuant to KRS Chapter 424.

ADOPTED: June 4, 2019

APPROVED: Bruce Wilkerson
Mayor, Chairman of Board of Commissioners

ATTEST: Ashley Jackson
City Clerk

SPONSORED BY: Jeffery B. Meisel, City Manager, 05/14/2019, 11:45 a.m.