

ORDINANCE NO. 60

AN ORDINANCE RELATING TO PERSONNEL RULES AND REGULATIONS.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF LEONARDTOWN, AS FOLLOWS:

PERSONNEL SYSTEM

1.01. PURPOSE. The purpose of this Ordinance is to establish a system of personnel administration in the Town of Leonardtown that is based on merit and fitness. The system shall provide means to select, develop, and maintain an effective municipal work force through the impartial application of personnel policies and procedures free of personal and political consideration and regardless of race, sex, age, creed, national origin or handicapping condition.

1.02. COVERAGE. All offices and positions of the Municipal government are divided into the classified service and the unclassified service. The classified service shall include all regular full-time and regular part-time positions in the Town's service unless specifically placed in the unclassified service. All offices and positions of the Municipal government placed in the unclassified service are as follows:

- a. All elected officials.
- b. The Town Administrator, heads of all offices and departments, and persons appointed to fill vacancies in these positions.
- c. Members of appointed boards and commissions.
- d. Consultants, advisers, and legal counsel rendering temporary professional service.
- e. Town Attorney.
- f. Independent contractors.
- g. Persons employed by the Municipality for not more than three (3) months during a fiscal year.
- h. Part-time employees paid by the hour of the day, and not considered regular.
- i. Volunteer personnel appointed without compensation.
- j. Town Treasurer.
- k. Election Judge.

1-03. ADMINISTRATION. The personnel system shall be administered by the Town Administrator, who shall have the following duties and responsibilities:

- a. Exercise leadership in developing an effective personnel administration system subject to provisions in this Ordinance, other ordinances, the Town Charter, and Federal and State Laws relating to personnel administration.
- b. Establish policies and procedures for the recruitment, appointment, and discipline of all employees of the Municipality subject to those policies as set forth in this Ordinance, the Town Charter and the Municipal Code.
- c. Fix and establish the number of employees in the various Municipal government departments and offices and determine the duties, authority, responsibility, and compensation in accordance with the policies as set forth in the Town Charter and Code, and subject to the approval of the Mayor and Council and budget limitations.
- d. Foster and develop programs for the improvement of employee effectiveness, including training, safety, and health.
- e. Maintain records of all employees subject to the provisions of this Ordinance which shall include each employee's class, title, pay rates, and other relevant data.
- f. Make periodic reports to the Mayor and Council regarding the administration of the personnel system.
- g. Recommend to the Mayor and Council a position classification plan, and install and maintain such a plan upon approval by the Mayor and Council.
- h. Prepare and recommend to the Council a pay plan for all municipal government employees.
- i. Develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the employment needs of the Municipal government.
- j. Be responsible for certification of payrolls.

k. Perform such other duties and exercise such other authority in personnel administration as may be prescribed by law and the Mayor and Council.

1-04. PERSONNEL RULES AND REGULATIONS. The Town Administrator shall develop rules and regulations, in the form of an employee's handbook, necessary for the effective administration of the personnel system. Amendments to the rules and regulations shall be made in accordance with the procedure below.

1-05. RECORDS. The Town shall maintain adequate records of the employment record of every employee as specified herein.

1-06. RIGHT TO CONTRACT FOR SPECIAL SERVICES. The Mayor and/or Council may direct the Town Administrator to contract with any competent agency for the performance of such technical services in connection with the establishment of the personnel system or with its operation as may be deemed necessary.

1-07. DISCRIMINATION. No person in the classified service or seeking admission thereto, shall be employed, promoted, demoted, or discharged, or in any way favored or discriminated against because of political opinions or affiliations, or because of race, color, creed, national origin, sex, ancestry, age, or religious belief.

1-08. AMENDMENTS. Amendments or revisions of these rules may be recommended for adoption from time to time. Such amendments or revisions of these rules shall become effective after approval by the Governing Body at a regular public meeting.

## SECTION 2. SEVERABILITY

If any provision of this Ordinance, or if any policy or other thereunder, or the application of any provision to any person or circumstances is held invalid, the remainder of this Ordinance, and the application of the provision of this Ordinance, or of the policy or order to persons or circumstances other than those to which it is held invalid, shall not be affected thereby.

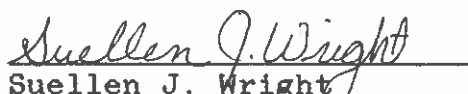
SECTION 3. EFFECTIVE DATE

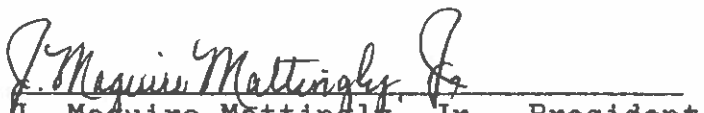
This Ordinance shall take effect twenty (20) calendar days after its passage.

Passed by the Commissioners of Leonardtown this 9th day of April, 1990.

COMMISSIONERS OF LEONARDTOWN

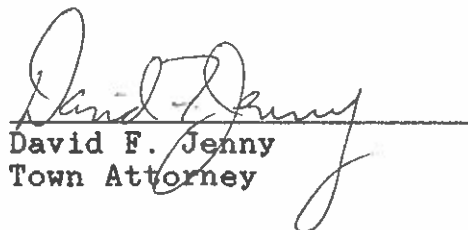
ATTEST:

  
Suellen J. Wright  
Town Secretary

  
U. Maguire Mattingly, Jr., President

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Edward H. Long, Vice President

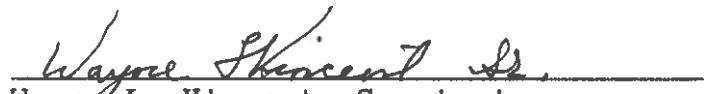
APPROVED AS TO LEGAL FORM  
AND SUFFICIENCY:

  
David F. Jenny  
Town Attorney

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Daniel W. Muchow, Commissioner

  
Ruth W. Proffitt, Commissioner

  
Stephen L. Raley, Commissioner

  
Wayne L. Vincent, Commissioner