

Meeting Date: 9/28/2010



Agenda Item # 5B 6B

CITY COUNCIL AGENDA ITEM

Contact Name: Christine Davis
Department/Contact # 386-775-5432

Department Director: *[Signature]*
City Manager: Jamie Croteau

- Type of Item:
- | | | | |
|-------------------------------------|--------------------------|--------------------------|---------------------|
| <input type="checkbox"/> | Public Hearing | <input type="checkbox"/> | Resolution |
| <input checked="" type="checkbox"/> | Ordinance First Reading | <input type="checkbox"/> | Discussion & Action |
| <input type="checkbox"/> | Ordinance Second Reading | <input type="checkbox"/> | Council Approval |

Subject: Revision to the City's Personnel Policies and Procedures Manual.

BACKGROUND: The financial difficulties arising from the current economic and budget challenges resulted in numerous budget changes for Fiscal Year 2010-11. At previous meetings, it was discussed that Council would need to take action at a future date to address the City's Personnel Policies and Procedures Manual. Under the current policies some items are referenced that could require funding, even when funding constraints exist. The current budget does not provide funding for a merit, cost-of-living or payment of the sick bonus. To clarify the City's right to fund or defund any employee entitlements and or benefits within the Personnel Policies and Procedures Manual, it is necessary to revise Section 01-01, Human Resources Policies and Procedures. This section has been revised by adding Section 1.1.1, which states that, all employee entitlements and/or benefits contained within the Policies and Procedures Manual are subject to funding within the annual budget.

RECOMMENDATIONS: Staff recommends Council approve Ordinance No. 432 at the first reading, thereby revising Section 01-01, HUMAN RESOURCES POLICES AND PROCEDURES, Update, Communication and Maintenance.

ATTACHMENTS: Ordinance No. 432.

FINANCIAL IMPACT:

Reviewed by City Attorney _____
Reviewed by Finance Dept. *[Signature]*
Reviewed by: _____

1st Discussion Date: 8/23/2010	2nd Discussion Date: 9/15/2010	Third Discussion Date: date.	Other Dates: date.
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ORDINANCE NO. 432

AN ORDINANCE OF THE CITY OF ORANGE CITY, FLORIDA; AMENDING POLICY #01-01, HUMAN RESOURCES POLICIES AND PROCEDURES, OF THE CITY'S "PERSONNEL POLICIES AND PROCEDURES MANUAL"; CONTAINING A SEVERABILITY CLAUSE AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Orange City Personnel Policies and Procedures were adopted by Ordinance No. 92-05-01 on May 26, 1992, amended thereafter by Ordinance No. 99-06-1 on July 13, 1999; by Ordinance No. 46 on August 21, 2001; by Ordinance No. 59 on October 23, 2001; by Ordinance No. 248 on June 28, 2005, and by Ordinance No. 280 on November 14, 2006; and

WHEREAS, the City Council of the City of Orange City deems it necessary to amend the City's Personnel Policies and Procedures to revise Policy #01-01 concerning HUMAN RESOURCES POLICIES AND PROCEDURES, Update, Communicate and Maintenance; and

WHEREAS, words with single underlined type shall constitute additions to the original text and ~~strike-through~~ shall constitute deletions to the original text.

NOW, THEREFORE, BE IT ENACTED BY THE COUNCIL OF THE CITY OF ORANGE CITY, FLORIDA:

SECTION ONE. That Policy #01-01, Human Resources Policies and Procedures, Update, Communication and Maintenance, is hereby revised to read:

POLICY AND PROCEDURE # : 01-01

SUBJECT: HUMAN RESOURCES POLICIES AND PROCEDURES
Update, Communicate and Maintenance

POLICY:

It is the policy of the City of Orange City to communicate new and revised Human Resources policies and procedures to all managers and employees.

PROCEDURE:

1. Updating
 - 1.1 Amendments, changes or revisions to this Policies and Procedures Manual shall be recommended by the City Manager and shall be

approved by the City Council, by Ordinance, in accordance with the City Charter and Code of Ordinances.

1.1.1 From time to time the City may be faced with budget constraints that do not allow funding for some benefits contained within the Policies and Procedures Manual. It may be necessary to suspend or repeal all or part of employee entitlements and/or benefits. In which case, such items will be subject to funding. Therefore, employee entitlements and/or benefits (i.e. merit, cost-of-living, insurances, vacation leave, sick leave, holiday leave, sick bonus etc.) outlined within this Policies and Procedures Manual are hereby deemed subject to funding within the annual budget.

- 1.2 The Manager of Human Resources will arrange for the review and processing of new or revised policies.
2. Communication
 - 2.1 The Manager of Human Resources will distribute a copy of the approved new or revised policy to each Department Head.
 - 2.1.1 Each Department Head will distribute a copy of the policy to employees in their area(s) of responsibility.
 - 2.2 When determined as appropriate by the City Manager, the approved new or revised policy will also be communicated to employees through distribution of a copy of the actual policy or through an official communication publication.
3. Maintenance
 - 3.1 The Manager of Human Resources will maintain an adequate supply of up-to-date, complete manuals to meet the requests of management for additional copies.
 - 3.2 All requests for manuals or copies should be directed to the Manager of Human Resources.

SECTION TWO. Severability: If any section, part of a section, paragraph, clause, phrase or word of this ordinance is declared invalid, the remaining provisions of this ordinance shall not be affected.

SECTION THREE. Effective Date: This Ordinance is hereby Nunc Pro Tunc upon its adoption by the City Council of the City of Orange City, Florida.

First Reading this _____ day of _____, 2010.

ROLL CALL VOTE AS FOLLOWS:

O. William Crippen	_____	Anthony Pupello	_____
Gary A. Blair	_____	Tom Abraham	_____
Jeff Allebach	_____	Tom Laputka, Vice Mayor	_____
Harley Strickland, Mayor	_____		

Second Reading this _____ day of _____, 2010.

ROLL CALL VOTE AS FOLLOWS:

O. William Crippen	_____	Anthony Pupello	_____
Gary A. Blair	_____	Tom Abraham	_____
Jeff Allebach	_____	Tom Laputka, Vice Mayor	_____
Harley Strickland, Mayor	_____		

PASSED and ADOPTED this _____ day of _____, 2010.

ATTEST:

AUTHENTICATED:

Deborah J. Renner, CMC, City Clerk

Albert T. Erwin, Mayor

Approved as to form and legal sufficiency:

William E. Reischmann, Jr., City Attorney

