

CHARTER

ARTICLE IV. ADMINISTRATIVE DEPARTMENTS

Sec. 4.01. General provisions.

(a) *Creation of departments.* The council may establish city departments, offices or agencies in addition to those created by this Charter and may prescribe the functions of all departments, offices and agencies. No function assigned by this Charter to a particular department, office or agency may be discontinued, or, unless this Charter specifically so provides, assigned to any other.

(b) *Direction by manager.* All departments, offices and agencies under the direction and supervision of the manager shall be administered by an officer appointed by and subject to the direction and supervision of the manager. With the consent of the council, the manager may serve as head of one or more such departments, offices or agencies or may appoint one (1) person as head of two (2) or more of them.

Sec. 4.02. Merit system.

(a) *Merit principle.* All appointments and promotions of city officers and employees shall be made solely on the basis of merit and fitness demonstrated by examination or other evidence of competence.

(b) *Personnel officer.* There shall be a personnel officer appointed by the manager as provided in section 4.01(b), who shall administer the personnel system of the city.

(c) *Merit system board.* There shall be a merit system board consisting of three (3) members appointed by the council from the qualified electors of the city for staggered terms of three (3) years. Members of the board shall hold no other city office or city employment. The personnel officer shall provide necessary staff assistance for the merit system board.

(d) *Personnel rules.* The personnel officer shall prepare personnel rules. The manager shall refer such proposed rules to the merit system board which shall submit to the manager its recommendations thereon. When reviewed by the manager, the rules shall be referred to the council, and the council may adopt them with or without amendment. These rules provide for:

- (1) The classification of all city positions, based on the duties, authority and responsibility of each position, with adequate provision for reclassification of any position whenever warranted by changed circumstances
- (2) A pay plan for all city positions
- (3) Methods for determining the merit and fitness of candidates for appointment or promotion
- (4) The policies and procedures regulating reduction in force and removal of employees

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- (5) The hours of work, holidays, attendance regulations and provisions for sick and vacation leave
- (6) The policies and procedures governing persons holding provisional appointments
- (7) Policies regarding in-service training programs
- (8) Grievance procedures, including procedures for hearing of grievances by the merit system board, which may render advisory opinions based on its findings to the city manager. A copy must be furnished the aggrieved employee
- (9) Other practices and procedures necessary to the administration of the city merit system.