RULE 1

GENERAL PROVISIONS

SECTION 1: ADOPTION OF PERSONNEL SYSTEM

In order to establish an equitable and uniform procedure for dealing with personnel matters; to attract to municipal service 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 security for qualified employees; the following personnel system is hereby adopted. The contents of the Personnel Rules and Regulations do not constitute the terms of a contract of employment. Nothing contained in this book should be construed as a guarantee of continued employment.

Should any article, paragraph, sentence, clause, or phrase of this Ordinance or the application of the same to a particular set of persons or circumstances be declared unconstitutional or invalid for any reason, the remainder of such Ordinance shall not be affected.

Ordinance No. 199, Resolution No. 444, all Standard Operating Procedures and all other ordinances and resolutions or parts thereof inconsistent with the terms of this ordinance, are hereby repealed.

SECTION 2: AMENDMENT OF RULES

Following review by the Sierra Vista Employees' Council, the City Manager shall present to the Mayor and City Council personnel rules to be amended.

SECTION 3: CLASSIFIED AND UNCLASSIFIED SERVICE

The City service is divided into classified and unclassified positions. These rules and regulations shall cover all positions in the City classified service. Exception: Probationary at-will employees are not entitled to the provisions of Rule 13 Complaint and Grievance Procedures and Rule 14 Appeal to Hearing Officer.

The classified service is composed of positions in the service of the City of Sierra Vista, except those positions or offices exempted as follows which are considered unclassified:

A. All elected officials and members of boards and commissions.

B. All positions appointed by the Mayor and City Council.

C. Volunteer personnel.

D. Seasonal and temporary employees.

E. Part-time employees.

F. Organizations and their employees who are engaged by the City on a contractual basis.

SECTION 4: HUMAN RESOURCES MANAGER (Title)

The City Manager shall appoint and remove the Human Resources Manager of the City subject to the provisions of this Ordinance.

The Human Resources Manager and the City Manager shall not be combined into one position.

The Human Resources Manager is charged with the responsibility for administering the personnel system of the City and carrying into effect these rules and regulations.

Administration of the personnel system shall include:

A. Develop and administer a comprehensive system to recruit, select, develop and maintain an effective and responsive work force, maintain personnel and payroll records, and communicate personnel policies and practices.

B. Administer all the provisions of this ordinance and of the personnel rules not specifically reserved to the Mayor and City Council or the City Manager.

C. Prepare and recommend revisions and amendments to the Personnel Ordinance.

D. Prepare and maintain a position classification plan. The plan and any revisions thereof shall become effective upon review by the City Manager and approval of the Mayor and City Council.

E. Prepare a compensation plan, and revisions thereof, covering all classifications in the classified services. The plan, and any revisions thereof, shall become effective upon approval by the Mayor and City Council.

F. Perform such other duties as may be assigned by the City Manager not inconsistent with this ordinance.

SECTION 5: DEPARTMENT DIRECTORS, MANAGERS AND SUPERVISORS

Department Directors, Managers and Supervisors are charged with carrying into effect these rules and regulations and knowing the grievance procedures so that they may solve personnel difficulties at the lowest level possible. Department Directors, Managers and Supervisors shall recommend to the City Manager disciplinary actions including suspension, demotion or dismissal.

SECTION 6: SIERRA VISTA EMPLOYEES' COUNCIL

A. The name of this Council shall be the Sierra Vista Employees' Council.

B. The purpose of the Sierra Vista Employees' Council is to:

1. Secure better employer/employee relations;
2. Make recommendations on personnel rules and regulations;
3. Discuss/recommend personnel procedures;

4. Discuss mutual problems among departments in the City;
5. Make recommendations on productivity improvements;
6. Make recommendations on administrative policies;
7. Make recommendations on issues concerning employee morale; and
8. Act as employees' representative body on EEOC issues.

An elected representative shall endeavor to be fully informed as to the opinions, views and problems of the employees in his department. He/she shall work toward the improvement of conditions not only in his department but, throughout the City.

C. Membership

There shall be an annual election by departments by either a show of hands or by secret ballot to determine their employee representative(s). The elected representatives shall constitute the Sierra Vista Employees' Council.

Representatives of the Sierra Vista Employees' Council shall be selected from the classified service below the level of Director or Manager, by election in their respective divisions and/or departments as indicated below:

1.	Public Works Department		4 Members
	Administration/Engineering	1	
	Municipal Services Division	2	
	Streets/Wastewater	1	
2.	Police Department		2 Members
	Administrative Division	1	
	Police Division	1	
3.	Fire Department		2 Members
4.	Community Development Department		1 Member
5.	Leisure & Library Services Department		3 Members
	Leisure Services	1	
	Library Services	1	
	Communications & Marketing	1	
6.	City Manager’s Department		1 Member
	Finance	1	
7.	Administrative Services Department		3 Members
	City Clerk	1	
	Information Services	1	
	Procurement	1	

Total Membership 16 Members

D. Election Procedures and Terms

Only classified employees of the City shall be eligible to hold the position of employee representative.

The term of office of employee representatives shall commence at the first regular meeting of the Sierra Vista Employees' Council in January following their election and shall be for a period of two (2) years or until their successors are elected, not to exceed four consecutive years. Representatives within the same department shall serve staggered terms. The term of office for members of the executive committee shall be one (1) year.

Terms for alternates will correspond to that of the representative.

Incumbent representatives will conduct the annual election. After receiving nominations, employees will vote by a show of hands or by paper ballot. The results will be reported to the Secretary of the Sierra Vista Employees' Council. The nominee receiving the highest number of votes will be the representative. Employee representatives shall select their own alternate representative.

E. Duties and Obligations

The offices of the Chairman, Vice-Chairman, and Secretary shall be elected at the meeting in January by majority of the votes cast. Full membership inclusive of alternates must vote for election of officers.

Chairman: Shall conduct meetings, control discussion, give advice, be familiar with parliamentary procedure and appoint committees. He/she shall vote only in the event of a tie. The Chairman is an ex-officio member of all sub-committees of the Sierra Vista Employees' Council and shall be privileged to meet with employees' representatives and aggrieved employees for advice and assistance.

Vice-Chairman: Assist Chairman as Chairman shall determine, preside in absence of Chairman, act as Chairman in the event a vacancy occurs, until a Chairman is elected.

Secretary: Shall maintain a complete file of all documents belonging to the Sierra Vista Employees' Council, conduct correspondence of Sierra Vista Employees' Council, give notice of meetings, take minutes of meetings and keep records of all material pertaining to the Sierra Vista Employees' Council. The Secretary shall also serve as secretary to all committees chaired by the Chairman. One copy of these records shall be maintained by the City Clerk's Office and shall be maintained as public records as provided by A.R.S. Section 39-121, which states public records shall be open to inspections by any person. Section 41-756 further defines public records.

The Sierra Vista Employees' Council Executive Committee shall be comprised of three (3) elected executive officers.

The Committee will consist of the Chairman, Vice-Chairman, and Secretary. This committee shall represent the Sierra Vista Employees' Council between regular meetings. A quorum shall be three (3). No department will have more than one (1) member on the Executive Committee except the Public Works and Police Departments, who may have two (2).

Alternates: Alternates shall be empowered to act for representatives when the representative is unable to attend meetings and shall fill the vacancy of representatives if it should occur.

The Sierra Vista Employees' Council representatives should meet with their departments to communicate what is being discussed as part of regular business.

F. Removal from Sierra Vista Employees' Council

An employee may be removed from the Sierra Vista Employees' Council for the following reasons:

1. Unexcused absence
2. Improper representation
3. Advancement to supervisory position (Director or Manager)
4. Transfer to other department
5. Termination

A representative may be removed from the Council if he has three (3) consecutive unexcused absences from regularly scheduled meetings.

A representative may be removed by his constituency for improper representation by a two-thirds vote. The Sierra Vista Employees' Council may, however, by a majority vote, order a vote of confidence in any department on any representative. Documented reasons for causing such election will be presented to the departmental employees prior to such election.

Reasons 3, 4, or 5 of this section are cause for automatic removal.

An elected member of the Sierra Vista Employees' Council who desires to resign or who chooses not to serve shall submit a written resignation to the Chairman.

G. Meetings

Regular meetings of the Sierra Vista Employees' Council shall be held on the first Thursday of each quarter, unless a Special Meeting is called by the Chairman. These meetings shall be attended by the 16 employee representatives or their alternates, with the exception of excused members. Nine voting members shall constitute a quorum to do business. Not more than 1-1/2 hours of City time shall be granted each representative so that he can attend meetings of the Council. Travel time will be allowed in addition to the 1-1/2 hours.

Meetings shall be conducted according to accepted parliamentary procedures. Minutes of each meeting are to be kept. Following review by the Sierra Vista Employees'

Council Chairman and the City Manager, these minutes shall be posted on the City's intranet site, distributed via email to employees, and posted in each department.

An agenda of items to be discussed will be prepared and distributed in advance of the Sierra Vista Employees' Council meetings to all departmental representatives and the City Manager one week prior to the meetings.

Prior to the City putting into effect any new personnel rules and regulations or amendments thereto, the Sierra Vista Employees' Council shall be given a time period to review and submit comments, that period will include at least two regularly scheduled meetings. Recommended changes will be forwarded to the City Manager. No later than two (2) months after receiving such recommendations, the City Manager shall forward the proposed changes to the Mayor and City Council for its consideration. All recommendations for rules and regulations must be passed by a quorum.

Amendments to the By-laws shall be approved by two-thirds vote of the elected members prior to submittal to the City Manager for transmittal to the Mayor and City Council for their consideration and decision.