

TITLE 4: MUNICIPAL PERSONNEL

Chapter

- 1. SOCIAL SECURITY FOR OFFICERS AND EMPLOYEES**
- 2. HUMAN RESOURCES/RISK MANAGEMENT DEPARTMENT**
- 3. MUNICIPAL PERSONNEL REGULATIONS**
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CHAPTER 1: SOCIAL SECURITY FOR OFFICERS AND EMPLOYEES

Section

- 4-101 Policy and purpose as to coverage
- 4-102 Necessary agreements to be executed
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§ 4-101 POLICY AND PURPOSE AS TO COVERAGE.

It is hereby declared to be the policy and purpose of the town to provide for all eligible employees and officials of the town, whether employed in connection with a governmental or proprietary function, the benefits of the system of federal old age and survivors insurance. In pursuance of said policy, and for that purpose, the town shall take such action as may be required by applicable state and federal laws or regulations.

(2007 Code, § 4-101)

§ 4-102 NECESSARY AGREEMENTS TO BE EXECUTED.

The Mayor is hereby authorized and directed to execute all the necessary agreements and amendments thereto with the state executive director of old age insurance, as agent or agency, to secure coverage of employees and officials as provided in the preceding section.

(2007 Code, § 4-102)

§ 4-103 WITHHOLDINGS FROM SALARIES OR WAGES.

Withholdings from the salaries or wages of employees and officials for the purpose provided in § 4-101 are hereby authorized to be made in the amounts and at such times as may be required by applicable state or federal laws or regulations, and shall be paid over to the state or federal agency designated by said laws or regulations.

(2007 Code, § 4-103)

§ 4-104 APPROPRIATIONS FOR EMPLOYER'S CONTRIBUTIONS.

There shall be appropriated from available funds such amounts at such times as may be required by applicable state or federal laws or regulations for employer's contributions, and the same shall be paid over to the state or federal agency designated by said laws or regulations.

(2007 Code, § 4-104)

§ 4-105 RECORDS AND REPORTS TO BE MADE.

The Town Manager or his or her designee shall keep such records and make such reports as may be required by applicable state and federal laws or regulations.

(2007 Code, § 4-105)

§ 4-106 EXEMPTIONS FROM COVERAGE.

There is hereby exempted from this chapter any authority to make any agreement with respect to any position, any employee, or official not authorized to be covered by applicable state and federal laws or regulations.

(2007 Code, § 4-106)

CHAPTER 2: HUMAN RESOURCES/RISK MANAGEMENT DEPARTMENT

Section

- 4-201 Department established; functions
- 4-202 Manager; appointment and responsibilities

§ 4-201 DEPARTMENT ESTABLISHED; FUNCTIONS.

There is created and established an office of Human Resources/Risk Management Department, which provides review and planning of personnel policies; coordinates the development and implementation of town personnel policies; administers the town's affirmative action program; administers the town's risk management program; and provides such other services as may be directed by the Town Manager.

(2007 Code, § 4-201)

§ 4-202 MANAGER; APPOINTMENT AND RESPONSIBILITIES.

The Town Manager shall appoint the manager of the Human Resources/Risk Management Department, who shall report directly to the Town Manager. The manager shall be appointed for an indefinite term and may be removed at any time. The manager shall direct the operations of the Human Resources/Risk Management Department.

(2007 Code, § 4-202)

CHAPTER 3: MUNICIPAL PERSONNEL REGULATIONS

Section

- 4-301 Applicability
- 4-302 Personnel policies
- 4-303 Administration of personnel policies
- 4-304 Classification and compensation plans

§ 4-301 APPLICABILITY.

This chapter shall apply to all employees of the town unless specifically exempt by the Charter, the ordinances of the town, or other applicable law, without regard to race, religion, national origin, political affiliation, sex, age, or disability.

(2007 Code, § 4-301) (Ord. 04-31, passed 10- -2004)

§ 4-302 PERSONNEL POLICIES.

The Town Manager or his or her designee shall prepare written personnel policies (which may be in the form of an employee handbook). The Town Council may adopt and/or amend said personnel policies from time to time by resolution.

(2007 Code, § 4-302) (Ord. 04-31, passed 10- -2004)

§ 4-303 ADMINISTRATION OF PERSONNEL POLICIES.

(1) The personnel policies shall be administered by the Town Manager, or his or her designee, under the policy direction of the Town Council and in conformity with applicable laws.

(2) The Town Manager, or his or her designee, shall also:

(a) Prepare and recommend revisions to the personnel policies to the Town Council for consideration;

(b) Prepare and recommend revisions to the classification plan to the Town Council for consideration;

(c) Prepare and recommend revisions to the compensation plan to the Town Council for consideration; and

(d) Perform such other duties as may be assigned by the Town Council not inconsistent with this chapter.

(2007 Code, § 4-303) (Ord. 04-31, passed 10- -2004)

§ 4-304 CLASSIFICATION AND COMPENSATION PLANS.

The Town Manager or his or her designee shall prepare the classification and compensation plans. The Town Council may adopt and/or amend the classification and compensation plans from time to time by resolution.

(2007 Code, § 4-304) (Ord. 04-31, passed 10- -2004)

CHAPTER 4: OCCUPATIONAL SAFETY AND HEALTH PROGRAM

Section

- 4-401 Program created
- 4-402 Title
- 4-403 Purpose
- 4-404 Coverage
- 4-405 Standards authorized
- 4-406 Variances from standards authorized
- 4-407 Administration
- 4-408 Funding the program

Cross-reference:

Infectious disease control policy, see Ch. 5

Risk management, see Ch. 2

Editor's note:

This chapter was amended in the 2017 update of the code

§ 4-401 PROGRAM CREATED.

There is hereby created an occupational safety and health program for the employees of the town as follows.

(Ord. 02-21, passed 7- -2002)

§ 4-402 TITLE.

This chapter provides authority for establishing and administering the occupational safety and health program for the employees of the town.

(Ord. 02-21, passed 7- -2002)

§ 4-403 PURPOSE.

The town, in electing to update the established program plan, will maintain an effective and comprehensive occupational safety and health program plan for its employees, shall:

- (1) Provide a safe and healthful place and condition of employment that includes:

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- (a) Top management commitment and employee involvement;
 - (b) Continually analyze the worksite to identify all hazards and potential hazards;
 - (c) Develop and maintain methods for preventing or controlling the existing or potential hazards; and
 - (d) Train managers, supervisors, and employees to understand and deal with worksite hazards.
- (2) Acquire, maintain, and require the use of safety equipment, personal protective equipment, and devices reasonably necessary to protect employees;
- (3) Record, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, adequate records of all occupational accidents and illnesses, and personal injuries of, for proper evaluation and necessary corrective action as required;
- (4) Consult with the Commissioner of Labor and Workforce Development with regard to the adequacy of the form and content of records;
- (5) Consult with the Commissioner of Labor and Workforce Development, as appropriate, regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be achieved under a standard promulgated by the state;
- (6) Provide reasonable opportunity for the participation of employees in the effectuation of the objectives of this program plan, including the opportunity to make anonymous complaints concerning conditions or practices injurious to employee safety and health; and
- (7) Provide for education and training of personnel for the fair and efficient administration of occupational safety and health standards, and provide for education and notification of all employees of the existence of this program plan.
- (Ord. 02-21, passed 7- -2002)

§ 4-404 COVERAGE.

The provisions of the occupational safety and health program plan for the employees of the town shall apply to all employees of each administrative department, commission, board, division, or other agency of the town whether part-time or full-time, seasonal or permanent.

(Ord. 02-21, passed 7- -2002)

§ 4-405 STANDARDS AUTHORIZED.

The occupational safety and health standards adopted by the town are the same as, but not limited to, the State of Tennessee Occupational Safety and Health Standards promulgated, or which may be promulgated, in accordance with § 6 of the Tennessee Occupational Safety and Health Act of 1972, being T.C.A. §§ 50-3-201 et seq.
(Ord. 02-21, passed 7- -2002)

§ 4-406 VARIANCES FROM STANDARDS AUTHORIZED.

The town may, upon written application to the state's Commissioner of Labor and Workforce Development, request an order granting a temporary variance from any approved standards. Applications for variances shall be in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, Variances from Occupational Safety and Health Standards, Chapter 0800-1-2-, as authorized by T.C.A. Title 50. Prior to requesting such temporary variance, the town shall notify or serve notice to employees, their designated representatives, or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board as designated by the town shall be deemed sufficient notice to employees.
(Ord. 02-21, passed 7- -2002)

§ 4-407 ADMINISTRATION.

For the purpose of this chapter, Manager of Safety/Risk Management is designated as the Director of Occupational Safety and Health to perform duties and to exercise powers assigned to plan, develop, and administer this program plan. The Manager of Safety/Risk Management shall develop a plan of operation for the program plan and said plan shall become a part of this chapter when it satisfies all applicable sections of the Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, Safety and Health Provisions for the Public Sector, Chapter 0800-01-05, as authorized by T.C.A. Title 50.
(Ord. 02-21, passed 7- -2002)

§ 4-408 FUNDING THE PROGRAM.

Sufficient funds for administering and staffing the program plan pursuant to this chapter shall be made available as authorized by the Town Council.
(Ord. 02-21, passed 7- -2002)

