

Ordinance No. 16-15

ORDINANCE:

To amend Chapter 15 of the Rockville City Code, entitled "Personnel," by amending Section 15-3 entitled "City Manager" so as to clarify the role of the City Manager in personnel matters involving employees in the City Attorney's Office and City Clerk's Office

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF ROCKVILLE, that Chapter 15 of the Rockville City Code entitled "Personnel," be amended by amending Section 15-3 entitled "City Manager," to read as follows:

CHAPTER 15: PERSONNEL

ARTICLE 1. IN GENERAL

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Sec. 15-3. - City Manager.

(a) Except as provided in subsection (c) below, [T] the responsibility for implementing the provisions of this chapter and for general supervision of the Civil Service is vested in the City Manager. Authority to administer and direct the provisions of this chapter may be delegated to the Director of Personnel by the City Manager.

(b) These responsibilities include:

- (1) Recommendations to the Council for the establishment and the classification or reclassification of all positions in the Civil Service;
- (2) Recommendations for, and after adoption by the Council, the administration of rates of compensation covering all classes of positions in the Civil Service. Such recommendation shall be included each year as a part of the budget recommendations of the City Manager;
- (3) Establishing standards of qualifications for all employment positions established by the Council;
- (4) Recruiting, examining, investigating and determining qualifications of applicants for all positions in the Civil Service;
- (5) The appointment, transfer, promotion, demotion, suspension, dismissal or any other change in status of an employee;

- (6) Maintenance of such personnel records as may be required;
- (7) Recommending measures calculated to increase efficiency and to promote the interest and welfare of employees;
- (8) Recommending for approval by the Council, when necessary, policies, procedures and rules governing relationships between the City and any individual employees, employee groups, and/or employee organizations which may be created for the purpose of representing a group of City employees on matters relating to conditions of employment;
- (9) Establishing and proposing for approval by the Mayor and Council Personnel Policies and Procedures implementing this chapter and the policies of the Mayor and Council and otherwise governing personnel matters and employment with the City. A summary of any proposed Personnel Policies and Procedures, and any amendments thereto, shall be transmitted to the Mayor and Council. If within fifty-five (45) days of said transmittal no action is taken by the Mayor and Council to formally consider the proposal, said proposed Personnel Policies and Procedures, or any amendments thereto, shall be deemed to have been approved by the Mayor and Council and shall become effective upon the expiration of said fifty-five (45) days or upon such other date set by the City Manager, whichever date comes later. Any provision of this chapter that requires approval by the Mayor and Council may be approved as part of the approval of the Personal Policies and Procedures.
- (10) Establishing or authorizing supervisors to establish, work rules for their subordinates. Work rules so established shall not require the approval of the Mayor and Council.
- (11) Devising necessary administrative policies and procedures to execute and implement the approved Personnel Policies and Procedures and any work rules. Such administrative policies and procedures shall not require the approval of the Mayor and Council.
- (12) Administering such rules and procedures as may be set forth relating to the Civil Service.

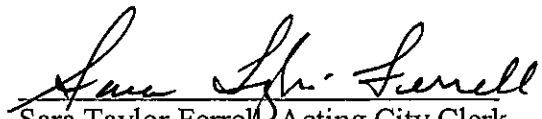
(c) As set forth in the Charter and Chapter 2, Sections 2-36 and 2-56, employees in the City Clerk's Office and City Attorney's Office shall be compensated, classified, reclassified, supervised, hired, suspended and/or terminated by the City Clerk or City Attorney respectively. Notwithstanding any other provisions in this Code, the City Attorney and the City Clerk have the same authority over the employees in the City Attorney's Office and the City Clerk's Office respectively, as the City Manager has over employees under the City Manager's jurisdiction with regard to personnel matters. The employees in the City Attorney's Office and City Clerk's Office are part of the civil service and subject to all rules and regulations governing the civil service except as set forth in the Charter and this Code.

This Ordinance shall become effective upon the effective date of Charter Amendment No. 2015-00064 and the effective date of Charter Amendment No. 2015-00065, whichever effective date is later.

Note: Underlining indicates material added
[Brackets] indicate material deleted
Asterisks * * * indicate material unchanged by this ordinance

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I hereby certify that the foregoing is a true and correct copy of an ordinance adopted by the Mayor and Council at its meeting of July 13, 2015.


Sara Taylor Ferrell, Acting City Clerk

