

ORDINANCE NO. 142

AN ORDINANCE TO AMEND THE ASHLAND CITY MUNICIPAL CODE BY DELETING TITLE 4, CHAPTERS 3 AND 5, AND REPLACING TITLE 4, CHAPTER 2 IN ITS ENTIRETY WITH A NEW CHAPTER CREATING A PERSONNEL SYSTEM.

BE IT ORDAINED BY THE CITY COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE AS FOLLOWS:

**SECTION 1.** TITLE 4, CHAPTERS 3 AND 5 OF THE ASHLAND CITY MUNICIPAL CODE ARE HEREBY DELETED IN THEIR ENTIRETY.

**SECTION 2.** THE FOLLOWING NEW CHAPTER REPLACES TITLE 4, CHAPTER 2 OF THE ASHLAND CITY MUNICIPAL CODE:

**CHAPTER 2  
PERSONNEL SYSTEM**

**SECTION**

- 4-201. Purpose of a Personnel System.
- 4-202. Coverage.
- 4-203. Administration of the Personnel System.
- 4-204. Personnel Rules and Regulations.
- 4-205. Personnel Records.
- 4-206. Right to Contract for Special Services.
- 4-207. Discrimination.
- 4-208. Amendments.

4-201. **PURPOSE OF A PERSONNEL SYSTEM.** The purpose of this Chapter is to establish a system of personnel administration in the Town of Ashland City that is based upon merit and fitness. The system shall provide means to select, develop, and maintain an effective municipal work force through the impartial application of personnel policies and procedures free of personal and political considerations and regardless of race, sex, age, creed, national origin or handicapping condition.

2-2302. **COVERAGE.** All offices and positions of the Municipal government are divided into the classified service and the exempt service. The classified service shall include all regular full-time employees in the City's service unless specifically placed in the exempt service.

Offices and positions of the Municipal government placed in the exempt service are as follows:

1. All elected officials.
2. Members of appointed boards and commissions.
3. Consultants, advisers, and legal counsel rendering temporary professional service.
4. City Attorney.
5. Independent contractors.
6. Persons employed not more than six (6) months during a fiscal year.
7. Part-time employees paid by the hour and not considered regular part-time.
8. Volunteer personnel appointed without compensation.
9. City Judge.

All employment positions of the municipal government not expressly exempted from coverage by this section shall be subject to the provisions of the city charter.

**4-203. ADMINISTRATION OF THE PERSONNEL SYSTEM.** The personnel system shall be administered by the Mayor, with the following duties and responsibilities:

1. Exercise leadership in developing an effective personnel administration system subject to provisions in this Ordinance, other ordinances, the City Charter, and Federal and State Laws relating to personnel administration.
2. Establish policies and procedures for the recruitment, appointment, and discipline of all employees of the Municipality subject to those policies as set forth in this Ordinance, the City Charter and the Municipal Code.
3. Fix and establish the number of employees in the various Municipal government departments and offices and determine the duties, authority, responsibility, and compensation in accordance with the policies as set forth in the City Charter and Code, and subject to any required approval of the City Council and budget limitations.
4. Foster and develop programs for the improvement of employee effectiveness, including training, safety, and health.
5. Maintain records of all employees subject to the provisions of this chapter of the City Code which shall include each employee's class, title, pay rates, and other relevant data.
6. Make periodic reports to the City Council regarding the administration of the personnel system.
7. Prepare and recommend to the City Council a pay plan for all municipal government employees.

8. Develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the employment needs of the Municipal government.
9. Be responsible for certification of payrolls.
10. Develop a city travel policy covering travel reimbursement for employees and elected officials in conformance with state law.
11. Perform such other duties and exercise such other authority in personnel administration as may be prescribed by law and the City Council.

4-204. **PERSONNEL RULES AND REGULATIONS.** The Mayor shall develop further rules and regulations, in the form of a Policies and Procedures Manual, necessary for the effective administration of the personnel system. The City Council shall adopt via resolution the rules and regulations presented to them by the Mayor, with any necessary amendments agreed to by the Council. If the City Council has taken no action within ninety (90) days after receipt of the draft personnel rules and regulations, they shall become effective as if they had been adopted, and shall have the full force and effect of law. Amendments to the rules and regulations shall be made in accordance with the procedure below.

4-205. **PERSONNEL RECORDS.** The City Recorder shall maintain adequate records of the employment history of every employee as specified herein.

4-206. **RIGHT TO CONTRACT FOR SPECIAL SERVICES.** The City Council may contract with any competent agency for the performance of such technical services in connection with the establishment of the personnel system or with its operation as may be deemed necessary.

4-207. **DISCRIMINATION.** No person in the classified service or seeking admission thereto, shall be employed, promoted, demoted, or discharged, or in any way favored or discriminated against because of political opinions or affiliations, or because of race, color, creed, national origin, sex, ancestry, age, or religious belief.

4-208. **AMENDMENTS.** Amendments or revisions to the personnel rules and regulations may be recommended for adoption by the Mayor. Such amendments or revisions of these rules shall become effective after public hearing and adoption via resolution by the City Council.

**SECTION 3. REMAINING CHAPTERS.** All remaining chapters of Title 4 shall be renumbered sequentially.

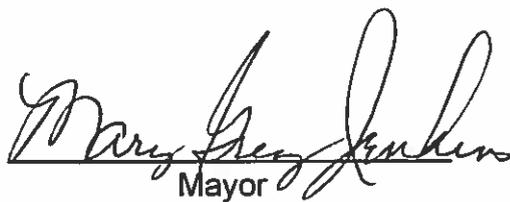
**SECTION 4. SEVERABILITY.** If any provision of this Ordinance, or if any policy or order thereunder, or the application of any provision to any person or circumstances is held invalid, the remainder of this chapter, and the application of the provision of this

chapter, or of the policy or order to persons or circumstances other than those to which it is held invalid, shall not be affected thereby.

**SECTION 5. EFFECTIVE DATE.** This Ordinance shall take effect TWENTY (20) days from and after its final passage.

PASSED 1st reading 12-12, 1995

PASSED 2nd reading 1-9, 1996

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Recorder

## Selling Fireworks? Permit Is Required

According to the Tennessee Department of Commerce and Insurance, individuals planning to set up a roadside stand to sell fireworks must obtain a permit from the department's fire prevention division.

A \$25 seasonal permit is required to sell fireworks in the state during the designated dates of June 20 through July 5 and Dec. 10 through Jan. 5. However, applicants should first check local ordinances to find

out if fireworks are permissible in their particular area.

Last year 1,132 permits were issued by the Department of Commerce and Insurance. Permits are also issued to manufacturers, distributors, retailers and wholesalers for various fees.

Applicants for permits can be obtained from the Fire Prevention Division, 3rd Floor, 500 James Robertson Parkway, Nashville, 37243-1137.

MCN

7-6-94

For Martin  
Don Martin  
1-16-96