

RESOLUTION NO. 2023- 14

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ASHLAND CITY UPDATING SECTION II, EMPLOYMENT : APPLICATIONS OF THE PERSONNEL POLICIES AND PROCEDURE MANUAL GOVERNING EMPLOYMENT WITH THE TOWN OF ASHLAND CITY**

**WHEREAS**, the City Council for the Town of Ashland City has adopted resolution 2020-33 as the most recent Employee Manual; and

**WHEREAS**, the Employee Manual shall be updated with the attached changes.

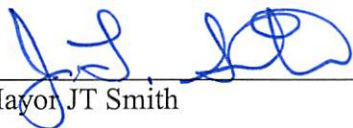
**NOW, THEREFORE BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF ASHLAND CITY, TENNESSEE**, that the Employee Manual updates and changes, attached hereto, is hereby approved, and adopted and shall replace any previously adopted sections of the Employee Manual and shall become effective immediately following passage of this resolution.

Adopted this 14<sup>th</sup> day of March, 2023.

Voting in Favor 7

Voting Against 0

Attest:

  
\_\_\_\_\_  
Mayor JT Smith

  
\_\_\_\_\_  
City Recorder Alicia Martin, CMFO

1. People employed by the municipality for not more than six (6) months during a fiscal year.
2. Part-time employees paid by the hour or the day who are not considered regular part-time.
3. Volunteer personnel appointed without compensation or who only receive incentive pay and/or compensation for special events.
4. The city judge.
5. Part-time District Attorney.
6. Probation services for Municipal Court.
7. Reserve officers.

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.

## ADMINISTRATION

These rules shall be administered by the Mayor in conformity with the ordinance establishing a personnel system. Amendments to the rules and regulations shall be made in accordance with the procedure herein.

## SECTION II – EMPLOYMENT

### APPLICATIONS

The Town of Ashland City shall make every effort to attract qualified applicants for various types of positions. When a vacancy occurs or a position is made available, the department head is to notify ~~the City Recorder~~ **Human Resources** by email of the department vacancy. Salary and other considerations need to be discussed prior before posting vacancies.

Applications are only accepted when vacancies exist and will only be considered for specific positions applied. The Mayor may also provide notice of vacancies in alternate media, including taped messages, radio announcements, or other methods to ensure effective communication to someone with disabilities.

Open positions may be advertised internally and externally concurrently. ~~In no situation will an open position be advertised externally prior to being advertised internally.~~ Open positions will be sent out via email to all town employees ~~and will also be posted in breakrooms of city buildings.~~ ~~Employees will have one (1) week prior the position being advertised externally to submit applications.~~ External advertisements may include publication in the officially designated newspaper, social media, the town website, and/or other websites based on the position in order to attract qualified applicants.

All employment applications are received at ~~Workforce Essentials~~ **City Hall** in Ashland City. Applications are given a beginning and end date for receiving and given thorough consideration by the Mayor and/or Department Head. The Mayor will make reasonable accommodations in the application process to applicants with disabilities making a request for such accommodations.

An applicant may be removed from consideration if he/she:

1. Declines an appointment when offered.
2. Cannot be located by the postal authorities – it shall be deemed impossible to so locate an applicant when a communication mailed at the last known address is returned unclaimed.