

**CHAPTER 8  
EMPLOYEE POLICIES AND PROCEDURES**

**SECTION:**

- 1-8-1: Appointment
- 1-8-2: Personnel Policy and Code of Conduct
- 1-8-3: Salaries and Classification
- 1-8-4: Rules and Regulations
- 1-8-5: Availability of Policies
- 1-8-6: Deferred Compensation

1-8-1: **APPOINTMENT:** All appointive officers and all employees of the City shall serve at the discretion of the Mayor and Council and shall have no right of continued employment or employment benefits, except as agreed in writing and expressly approved by the Council or as authorized in the City Personnel Policy, as expressly approved by the Council. (Ord. 3171, 4-12-18).

1-8-2: **PERSONNEL POLICY AND CODE OF CONDUCT:** All employees shall be subject to the Personnel Policy and Code of Conduct as approved by the Council, except to the extent such Personnel Policy or Code of Conduct is inconsistent any written contract approved by the Council, in which case, the contract shall control. (Ord. 3171, 4-12-18).

1-8-3: **COMPENSATION:** All employees, including appointive officers, shall receive such salaries, benefits, and other compensation as determined by the Council by ordinance (including the City's annual amended appropriation ordinance), resolution, written collective bargaining agreement, or other agreement. (Ord. 3041, 12-10-15)

1-8-4: **RULES AND REGULATIONS:** All employees shall abide by rules and regulations adopted by the Council and the Department in which they are employed and by rules and regulations adopted by the Human Resources Department and approved by the Mayor. (Ord. 3003, 4-23-15; Ord. 3171, 4-12-18).

1-8-5: **AVAILABILITY OF POLICIES:** Any person hired after the effective date of this Code shall be given a copy of the Personnel Policy, the Code of Conduct and his or her pay grade classification schedule at the time he or she is hired. Notwithstanding the foregoing, nothing herein shall prevent the application or enforcement of any policy or procedure set forth in the Personnel Policy or Code of Conduct in the event an employee fails to receive a copy thereof at the time of his or her employment. One copy of the Personnel Policy, Code of Conduct and classified pay grade schedules shall be maintained in the office of the City Clerk, Personnel Department and each department of the City. If the Personnel Policy or Code of Conduct is amended or modified after the effective date of this Code, a copy of such amendment or modification shall be posted for a period of not less than two weeks in the office of the City Clerk, Personnel Department and in a conspicuous place in each of the administrative offices of each department of the City. (Ord. 3003, 4-23-15)

1-8-6: DEFERRED COMPENSATION: The Mayor and City Council may, by ordinance or by contract, provide for any retirement plan, deferred compensation plan, insurance benefits or other program benefits permitted by law.