

ORDINANCE NO. 77-686

AN ORDINANCE ESTABLISHING A PERSONNEL
SYSTEM FOR THE CITY OF SHERWOOD

THE CITY OF SHERWOOD DOES ORDAIN as follows:

Section 1: TITLE. The Title of the ordinance shall be "The Personnel Ordinance of the City of Sherwood".

Section 2: PURPOSE. This ordinance is adopted to establish an equitable and uniform procedure for dealing with personnel matters; to attract to municipal service and to retain the best and most competent persons available; to assure that appointments and promotions of employees will be based on merit and fitness; and to provide a reasonable degree of job security for qualified employees.

Section 3: ADOPTION AND AMENDMENT OF RULES. Personnel rules shall be adopted and amended by resolution of the City Council. The rules shall provide means to recruit, select, develop, and maintain an effective and responsive work force, and shall include policies and procedures for employee hiring and advancement, training and career development, job classification, salary administration, retirement, fringe benefits, discipline, discharge, and other related activities. All appointments and promotions shall be made in accordance with the personnel rules without regard to sex, race, color, age, religion or political affiliation; and, furthermore, shall be based on merit and fitness.

Section 4: ADMINISTRATION OF THE RULES. The City Administrator shall be responsible for:

- (1) Administering all the provisions of this ordinance and of the personnel rules not specifically reserved to the City Council, or Police Chief.
- (2) Recommending to the City Council personnel rules and revisions and amendments to such rules.
- (3) The Police Chief shall be responsible for administering the rules as applicable to the Police Department.

Section 5: SEPARABILITY. If any section, subsection, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not effect the validity of the remaining portions of this ordinance.

INTRODUCED AND ADOPTED this 19th day of October, 1977.

CITY OF SHERWOOD, OREGON

By Jack O. Harper
Mayor

ATTEST:

By Polly Blankenbaker
Recorder