

City of Sherwood, Oregon
Ordinance No. 2002-1129

**THE PERSONNEL ORDINANCE OF THE CITY OF SHERWOOD - ESTABLISHING A
PERSONNEL SYSTEM (REPEALING ORDINANCE NO. 686)**

WHEREAS, Ordinance No. 686 was adopted in October 1977; and,

WHEREAS, it is appropriate that the City Manager shall be designated as administrator of the City of Sherwood Employee Manual and shall have authority to adopt and amend the Employee Manual based on City Council policy decision and directives; Budget Committee directives, legal and legislative changes; housekeeping items, and the best business interest of the City of Sherwood.

NOW, THEREFORE, THE CITY ORDAINS AS FOLLOWS:

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

The City Manager shall be responsible for:

- a) Administering all the provisions of this ordinance and of the employee manual not specifically reserved to the city council or police chief, or otherwise addressed in labor or employment contracts.
- b) Approving employee manual and revisions and amendments to such manual.
- c) The police chief shall be responsible for administering the rules applicable to the police department.

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; and to assure that appointments and promotions of employees will be based on merit and fitness.

Section 3. Adoption and Amendment of Rules. An Employee Manual shall be adopted and amended by the City Manager on an annual basis based on the policy decisions made by the city council; budget committee directives; state and federal legislation; general housekeeping, and the best business interest of the City of Sherwood. The manual 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, discipline, discharge and other related activities. All appointments and promotions shall be made in accordance with the personnel rules

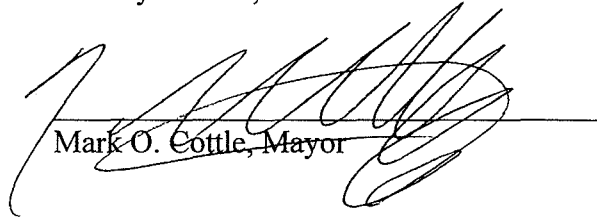
without regard to race, color, religion, gender, national origin, age or disability, and shall be based on merit and fitness.

Section 4. Separability. If any section, subsection, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. Annually the City Manager is directed to provide to the City Council a summary of changes that have been made in the previous year.

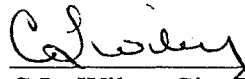
Section 5. Repeal. Ordinance No. 686 is hereby repealed.

Section 6. Effective Date. This ordinance shall become effective the 30th day after its enactment by the City Council and approval by the Mayor.

Duly passed by the City Council this 25th day of June, 2002.


Mark O. Cottle, Mayor

Attest:


C.L. Wiley, City Recorder

	AYE	NAY
Heironimus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Durrell	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Claus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Weeks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mays	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fox	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cottle	<input checked="" type="checkbox"/>	<input type="checkbox"/>