

## CHAPTER 5

### PERSONNEL REGULATIONS

#### SECTION

- 1-501. **General Provisions.**
- 1-502. **Coverage.**
- 1-503. **Personnel Rules.**
- 1-504. **Specific Procedures and Policies.**
- 1-505. **E-Mail Communications.**

1-501. **General Provisions.** It is hereby declared personnel policy of the City of Paris that:

- A. Employment in the city government shall be based on merit and free of personal and political considerations.
- B. Just and equitable incentives and conditions of employment shall be established and maintained to promote efficiency and economy in the operation of the municipal government.
- C. Positions having similar duties and responsibilities shall be classified and compensated for on a uniform basis.
- D. Appointments, promotions and other personnel actions requiring the application of the merit principle shall be based on systematic tests and evaluation.
- E. Every effort shall be made to stimulate high morale by fair administration of this ordinance and by every consideration of the rights and interests of employees, consistent with the best interests of the public and the city.
- F. Tenure of employees covered by this ordinance shall be subject to good behavior, satisfactory performance of work, necessity for the performance of work, and availability of funds.

1-502. **Coverage.** All offices and positions of the city are divided into classified service and exempt service as provided thereinbelow:

- A. Exempt Service:
  - 1. All elected officials and persons appointed to fill vacancies in elective offices.
  - 2. The City Manager.
  - 3. Members of appointed boards, commissions, or committees.
  - 4. Persons engaged under contract to supply expert professional, technical or other services.
  - 5. Volunteer personnel appointed to serve without compensation.

6. City Attorney, City Judge.
  7. Emergency employees who are hired to meet immediate requirements of an emergency condition, such as extraordinary fire, flood or earthquake which threatens life or property.
  8. Seasonal employees who work less than six months in the year, or who are expected to and do work part-time for less than 1,000 hours in a year.
  9. Persons jointly employed by the municipality and some other governmental agency.
- B. The classified service shall include all other full-time positions in the City service which are not specifically placed in the exempt service by this ordinance.

**1-503. Personnel Rules.** The City Manager shall draft such personnel rules as shall be necessary to carry out the provisions of this ordinance, which rule shall be adopted by the City Commission by resolution and shall have the force and effect of law. Amendments to the personnel rules shall be made in accordance with the above procedure.

**1-504. Specific Procedures and Policies.** The personnel rules drafted by the City Manager shall cover specific procedures and policies to govern those phases of the City personnel program as deemed necessary by the City Manager (Ord. #654, 02/05/87).

**1-505. E-Mail Communications.** All electronic mail sent or received via internet communications on city owned equipment is subject to review by the city manager, his designee, or the appropriate department head. Employees wishing to receive private communications should refrain from utilizing city owned equipment and should advise the electronic mail correspondents sending potentially sensitive material that all e-mail is subject to inspection. All e-mail communications involving city employees utilizing city owned equipment shall be governed by the personnel rules of the City of Paris as provided in 1-503 for the purposes of supervision and enforcement of this chapter (Ord. #960, 11/02/99).