



HUMAN RESOURCES DEPARTMENT AND PERSONNEL FUNCTIONS POLICY NO: 201-P

- Applies To: All departments and employees
- Effective Date: 02/25/2025
- Associated References: None

Purpose:

The purpose of this policy is to establish the roles, responsibilities, and functions of the Human Resources (HR) Department, ensuring consistency, fairness, and compliance with applicable laws and regulations. The HR Department is responsible for managing personnel-related activities and fostering a positive, equitable work environment for all employees.

Additional Authority:

The HR Department reports to the City Manager and works collaboratively with department heads to ensure alignment with organizational goals. The HR Director or designated representative is responsible for interpreting and enforcing this policy.

Scope:

On September 19, 1988 the personnel functions were transferred to the City Manager Department. Personnel matters will be dealt with by the City Manager or his/her designee. The HR Department shall oversee personnel functions, including but not limited to recruitment, employee relations, performance management, training, benefits administration, compliance, and policy development.

Responsibility:

The City Manager, through the Human Resource Department, is responsible for the development and implementation of this policy. The HR Department shall regularly review and update this policy to reflect changes in laws, regulations, or organizational needs. Training on HR policies and procedures will be provided to department heads and employees as necessary.

Policy Statement:

The Human Resources Department shall have the following functions:

Maintaining personnel records, reports and information system; insurance benefits administration; EEO compliance; unemployment compensation administration; wage and salary administration; personnel research; personnel policy development and compliance; workers compensation administration; job evaluation; promotion, transfer and separation processing; pension plan administration; induction and orientation; retirement preparation programs; recruiting, interviewing and selection assistance; complaint and disciplinary procedures; employee assistance programs; human resource planning: vacation and leave processing; union and labor relations; labor negotiations; employee communications; payroll processing; and training programs.

The City Manager or his/her designee shall act as head of this function and shall also prescribe rules and regulations for further administration of this office.

<p>Approved By: Elizabeth Vogel on 02/25/2025</p> <p>Signature: <u>E. Vogel</u></p>	<p>HISTORY: Supersedes Executive Order #241 dated September 19, 1988 and Executive Order #261 dated March 1, 1991 Amended Date: 02/25/2025</p>
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