

Section 1: General Provisions

Policy #1: Purpose

Effective Date: July 1, 2011

I. Purpose

This policy establishes a uniform and efficient human resources management system for the fair treatment of applicants and employees in all aspects of personnel administration.

II. Scope

These Town Personnel Policies and Procedures shall apply to all persons holding a paid position as an employee of the Town, except the Town Manager, Town Attorney, a member of any appointed or volunteer board or committee, or any others that may be excluded by the Town Board. For this purpose, and subject to the exceptions set out herein, Town employees shall be defined as those employees in departments and offices for which the Town Board serves as the final budget authority.

III. Background

These policies have been written with the realization that the strength of the Town government depends directly on the individual contributions made by every employee. In return, the Town expects that each employee shall attempt to achieve high levels of productivity and efficiency in carrying out the employee's job in the spirit of job satisfaction, service to the Town, and assuring accountability in the services provided to the public.

The intent of these Personnel Policies is to:

- A. Promote and increase efficiency, responsiveness to the public, and economy in Town service;
- B. Provide opportunity for qualified persons to enter and progress in Town service based on merit and ability;
- C. Maintain recruitment, advancement, and longevity practices enhancing the attractiveness of a Town career and encouraging all employees to give their best efforts to the Town and the public;
- D. Maintain consistent, up-to-date position classification and compensation plans based on the relative duties and responsibilities of jobs in Town service; and
- E. Promote morale among Town employees by fostering good working relationships and providing uniform human resource policies.

IV. Definitions

None

V. Legislation

Article 7 of Chapter 160A of the North Carolina General Statutes

VI. Policy

It is the Policy of the Town of Mooresville to provide all Town employees with personnel policies and procedures for an efficient work environment.

VII. Provisions

A. Revocation or Modification

The Town Manager may add, revoke, or modify the Policies and Procedures at any time without prior notice. Every attempt will be made to keep the policies current; however, there may be times when policy changes are enacted before the written materials can be revised. This document supersedes all other previous versions of personnel policies and procedures.

B. Responsibilities

i. Town Board

The Town Board is responsible for establishing and approving plans for the compensation, position classifications, and benefits for Town employees, which may be amended from time to time.

ii. Town Manager

The general and final authority for human resource management rests with the Town Manager, who may delegate it as necessary, except for matters reserved to the Town Board. The Town Manager may unilaterally amend, modify, or delete these policies at any time without notice.

iii. Human Resources Director

The Director of Human Resources shall advise and support management in all personnel related areas, including employee-management relations; training and career development; classification; compensation; benefits; retirement programs; and employee morale.

iv. Department Directors

Department Directors are responsible for enforcing these policies, notifying their employees of changes to the policies, and for cooperating with the Director of Human Resources and his/her designee on all matters pertinent to their organizational units.

v. Employees

Each employee has a duty to report any information that assists the Town in administering these policies. Examples include, but are not limited to, reporting possible violations and imminent safety threats. The employee shall report this information to his or her immediate supervisor, Department Director, or the Human Resources Director.

C. Departmental Rules and Regulations

Each department is authorized to establish supplemental rules and regulations applicable only to the personnel of that department, subject to approval by the Town Manager. Any such rules and regulations shall not conflict with the provisions of this policy, but shall be considered as a supplement to this policy. In the event of a conflict, this personnel policy shall prevail.

D. Policy Distribution

The Personnel Policies and Procedures will be distributed to all Town employees electronically by the Town's intranet and are available in a paper format upon request.

E. Manual Revision and Maintenance

The Director of Human Resources is delegated the responsibility for developing, administering, interpreting, and maintaining the Personnel Policies and Procedures. The policies and procedures are subject to review and approval by the Town Manager. All employees are responsible for updating the Personnel Policies and Procedures manuals in their custody upon notification of changes. Any employee may recommend a revision to an existing personnel policy or procedure, or suggest a new policy or procedure. This may be accomplished by submitting a request and draft of the proposal or revision to the Director of Human Resources or his/her designee.

F. Disclaimer

This manual (including any modifications) is prepared for informational and guideline purposes only and does not constitute a contract in any respect between the Town and its employees. Employment with the Town is At-Will (Section #2, Policy #1), and either the employee or employer may terminate the relationship at any time for any or no reason.

VIII. Authorization

Approved by:

Erskine Smith
Town Manager

July 1, 2011
Date