

ORDINANCE NO. 236

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY ARIZONA, ADOPTING "AUGUST 1990 AMENDMENTS TO THE TOWN OF JEROME PERSONNEL POLICIES AND PROCEDURES MANUAL," BY REFERENCE

BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF JEROME, ARIZONA:

Section 1 - Adoption of the "August 1990 Amendments to the Town of Jerome Personnel Code"

THAT certain document known as the "August 1990 Amendments to the Town of Jerome Personnel Code," three copies of which are now on file in the office of the Town Clerk of the Town of Jerome, Arizona, which were made a public record by Resolution No. 249 of the Town of Jerome, are hereby referred to, adopted, and made a part hereof as if fully set out in this ordinance.

Section 2 - Repeal of Conflicting Ordinances

Any and all former ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance hereby adopted are hereby repealed.

Section 3 - Validity

If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of the "August 1990 Amendments to the Town of Jerome Personnel Code" adopted herein by reference, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF JEROME, ARIZONA THIS *14th* DAY OF *August*, 1990.

Philip Tovrea

Phil Tovrea, Mayor

ATTEST:

Betsy Lloyd

Betsy Lloyd, Town Clerk

APPROVED AS TO FORM:

Chester R. Lockwood, Jr.

Chester R. Lockwood, Jr., Town Attorney

A PUBLIC RECORD OF THE TOWN OF JEROME

AUGUST 1990 AMENDMENTS TO THE TOWN OF JEROME PERSONNEL CODE

SECTION 1. Section 8 C.10 of the Town of Jerome Personnel Code is amended by renumbering it as No. 11 and adding a new Section 8 C. 10 as follows:

10. Emergency and Temporary Employees

Emergency and temporary employees shall not be included in the classified service. Provisions of the Merit System and Grievance Procedures shall not apply to emergency and temporary employees.

- a. Emergency Employees - To insure job coverage in emergency situations, the Department Commissioner may make an emergency appointment for up to 10 working days without regard to minimum qualifications or examination. No individual may work more than 60 days in any 12-month period on emergency appointment. Emergency employees are ineligible for paid leave and insurance benefits.
- b. Temporary Employees - The Department Commissioner may make a temporary appointment for a period of 90 calendar days. One extension, not to exceed 90 calendar days, may be authorized by the Department Commissioner if sufficient written justification warrants. The appointment may be made from a list composed of applications or by certification by the Department Commissioner that the applicant meets the minimum qualifications.
 - (1) A temporary employee who was appointed from an open competitive employment list shall be eligible for consideration for a permanent position through internal recruitment.
 - (2) A temporary employee who was not appointed from an open competitive employment list shall be ineligible for consideration for a permanent position through internal recruitment.
- c. Benefits for Temporary Employees - Temporary employees who work 20 hours or more a week are eligible for paid sick leave and holidays and are ineligible for paid vacation leave and insurance benefits.
- d. Limitations on Emergency and Temporary Appointments - Supervisors must justify requests in writing to the Department Commissioner to assure that emergency or temporary appointments will not be made repeatedly either for a single position or a single individual in circumvention of the classification or recruitment rules.

Section 2. Section 8 C. 11 is amended by renumbering it to No. 12.

Section 3. Section 11 B. 1., first and second sentences are amended as follows:

Sick leave with pay shall be granted to all permanent and temporary employees. Sick leave will not be granted to emergency or seasonal employees.

Section 4. Section 12 B. 1., sentence is amended to read as follows:

Full, part-time and temporary personnel are given the following paid holidays: (holidays named remain the same).