



## ARTICLE I GENERAL PROVISIONS POLICY

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### I. POLICY:

It is the policy of the Town of Selma to provide all Town employees with personnel policies and procedures to establish a fair and uniform system of personnel administrations under the supervision of the Town Manager. This policy is established under the authority of Chapter 160A, Article 7, of the general Statutes of North Carolina.

### II. PURPOSE:

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

### III. PROVISIONS:

The Town Manager is responsible for implementation of a pay for performance and employee appraisal system.

#### **At Will Employment**

The town of Selma is an “at will” employer. Nothing in this policy creates an employment contract or term between the Town and its employees. No person has the authority to grant any employee any contractual rights of employment.

#### **Merit Principal**

All appointments and promotions shall be made solely on the basis of merit. All positions requiring the performance of the same duties and fulfillment of the same responsibilities shall be assigned to the same class and the same salary range. No applicant for employment or employee shall be deprived of employment opportunities or otherwise adversely affected as an employee because of such individual’s race color, religion, sex, national origin, marital status, veteran status, political affiliation, non-disqualifying disability, age or genetic information.

### IV. RESPONSIBILITIES IN THE ADMINISTRATION OF THE PERSONNEL PROGRAM

#### **Responsibilities of the Town Council**

The Town Council shall be responsible for establishing and approving personnel policies, the position classification and pay plan, and may change the policies and benefits as necessary. They also shall make and confirm appointments when so specified by the North Carolina General Statutes.

#### **Responsibilities of the Town Manager**

The Town Manager shall be accountable to the Town Council for the administration and technical direction of the personnel program. The Town Manager shall appoint, suspend, and remove all Town Employees except those whose appointment is otherwise provided for by law. The Town Manager shall make appointments, dismissals, and suspensions in accordance with the Town Charter and other policies and procedures spelled out in other Articles in this policy.

The Town Manager shall supervise or participate in:

- 1) Recommending rules and revisions to the personnel system to the Town Council for consideration.
- 2) Making changes as necessary to maintain an up-to-date and accurate position classification plan.
- 3) Preparing and recommending necessary revisions to the pay plan.
- 4) Determining which employees shall be subject to the overtime provisions of the Fair Labor standards act (FLSA).
- 5) Establishing and maintaining a roster of all persons and authorized positions in the municipal service, setting forth each position and employee, class title of position, salary, and changes in class title and status, and such data as may be desirable or useful.
- 6) Developing and administering such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the Town.
- 7) Developing and implementing such administrative procedures as are necessary to implement these policies provided the administrative procedures are not in conflict with these policies.
- 8) Performing such other duties as may be required by law or assigned by the Town Council not inconsistent with this Policy; and
- 9) Appointing an employee to the role of Human Resources Director

### **Responsibilities of the Deputy Town Manager**

Under the general direction of the Town Manager, functions as second administrative officer for administration of assigned areas of responsibility. In absence of the Town Manager, serves as first administrator for the Town. Provides administrative guidance to assigned departments, assist with budget development and administration, coordination of Town programs and assists in the development of long- and short-term comprehensive plans to meet organizational and development needs of the Town.

The Deputy Town Manager shall supervise or participate in:

1. Develop, plan, and implement goals and objectives relating to assigned departments.
2. Recommend and administer departmental policies and procedures.
3. Maintain departmental efficiency, effectiveness, and safety.
4. Serve as a team member of the Town's management team; provide information and recommendations regarding operations.
5. Develop strategic long range and short-range plans to determine goals and objectives

for all assigned departments

6. Participate, oversee, and manage the administration of the departmental budgets, budget projections and justifications for the annual budget
7. Acts as the first administrator in the absence of the Town Manager

### **Responsibilities of the Human Resources Director**

The Town Manager shall appoint a Human Resources Director or perform this role him/herself. The responsibilities of the Human Resources Director are to make recommendations to the Town Manager on the following.

- 1) Rules and revision to the personnel system for the Town Manager's consideration.
- 2) Changes as necessary to maintain an up-to-date and accurate position classification plan.
- 3) Necessary revision to the pay plan.
- 4) Which employees shall be subject to the overtime provisions of FLSA.
- 5) Maintenance of a roster of all persons in the municipal service.
- 6) Establishment and maintenance of a list of authorized positions in the municipal service at the beginning of each budget year which identifies each authorized position, class title of position, salary range, and y changes in class title and status, category number, and other such data as may be desirable or useful;
- 7) Development and administration of such recruiting programs as may be necessary to obtain and adequate supply of competent applicants to meet the needs of the Town.
- 8) Development and/or coordination of training and educational programs for Town Employees.
- 9) Development and recommendation of such administrative procedures as are necessary to implement these policies provided the administrative procedures are not in conflict with these policies.
- 10) Periodic evaluations of the operation and effect of the personnel provisions of this policy; and
- 11) Such other duties as may be assigned by the Town Manager not inconsistent with this policy.

### **Responsibilities of Supervisors and Department Heads**

Supervisors and Department Heads shall meet their responsibilities as directed by the Town Council and/or the Town Manager, being guided by this Policy and Town ordinances. The Town will require all supervisors and Department Heads to meet their responsibilities by:

- 1) Dealing with all employees in a fair and equitable manner and upholding the principles of equal employment opportunities.
- 2) Developing and motivating employees to reach their fullest potential through continued education and training.
- 3) Making objective evaluations of individual work performance and discussing these evaluations with each employee so as to bring about needed improvements.

- 4) Keeping employees informed of their role in accomplishing the work of their unit and of conditions or changes affecting their work.
- 5) Making every effort to resolve employee problems and grievances and advising employees of their rights and privileges.
- 6) Cooperating and coordinating with other staff members in the workflow and distribution of information; and
- 7) Making proper documentation and maintaining current files.

### **Application of Policies, Plan, Rules and Regulations**

The personnel policy and all rules and regulations adopted pursuant thereto shall be binding on all Town Employees. The Town Attorney, members of the Town Council, advisory boards, and commissions will be exempted except in sections where specifically included. An employee violating any of the provisions of this policy shall be subject to appropriate disciplinary action, as well as prosecution under any civil or criminal laws which have been violated.

### **Departmental Rules and Regulations**

Because of the particular personnel and operational requirements of the various departments of the Town, each department is authorized to establish supplemental written rules and regulations applicable only to the personnel of that department. All such rules and regulations shall be subject to review by the Human Resources Director and the approval of the Town Manager and shall not in any way conflict with the provisions of this policy, but shall be considered as a supplement to this policy.

### **Definitions**

For the purposes of this policy, the following words and phrases shall have the meanings respectively ascribed to them by this section:

**Full-time employee:** An employee who is in a position for which an average work week equals at least 40 hours, and continuous employment of at least 12 months, are required by the Town.

**Part-time employee:** An employee who is in a position for which an average work week of at least 20 hours and less than 29 hours and continuous employment of at least 12 months are required by the Town.

**Regular employee:** An employee appointed to a full or part-time position who has successfully completed the designated probationary period.

**Probationary employee:** An employee appointed to a full or part-time position who has not yet successfully completed the designated probationary period.

**Temporary or Seasonal Employee:** An employee, not in a permanent position, for which the average work week required by the Town is less than 30 hours and not over the course of six months in the year.

**Trainee:** An employee status when an applicant is hired (or employee promoted) who does not meet all of the requirements of the position. During the duration of a trainee appointment, the employee is on a probationary status.

**Permanent position:** A position authorized for the budget year for a full 12 months and budgeted for at least 20 hours and less than 30 hours per week. All Town positions are subject to budget review and approval each year by the Town Council and all employees' work and conduct must meet Town standards. Therefore, reference to "permanent" positions or employment should not be construed as a contract or right to perpetual funding or employment.

Policy adopted by Selma Town Council

Effective Date: August 10, 2021

Amended: November 14, 2000

Amended: August 11, 2015

Amended: December 13, 2022

*As of December 13, 2022, this policy replaces and supersedes any previous policies, or unwritten policies or practices covering the same subject.*