



City of Brunswick – Human Resources Standards of Practice

SECTION 1 OVERVIEW

- 1.1 Introduction**
- 1.2 General Provisions and Definitions**



City of Brunswick – Human Resources Standards of Practice

SUBJECT: 1.1 Introduction

EFFECTIVE DATE: 1/5/2000

DATE REVISED: 6/5/02

PURPOSE:

This Human Resources Standards of Practice Manual helps the City of Brunswick attract, develop and retain valued employees by providing managers and supervisors with guidelines to help them ensure that employees receive fair and consistent treatment in the workplace. In addition, it is a written documentation of the City organization's commitment to fair employment practices and equal employment opportunity. All employees are expected to use this manual as a source of guidance and information. The policies, practices, procedures, and benefits described herein do not create a contractual obligation on the part of the City. The City expressly reserves the right to modify, discontinue, or otherwise change the policies, practices, procedures, and benefits outlined in this manual at the discretion of the City. While the City recognizes the importance of having equitable personnel policies and procedures, nothing in this manual should be construed as conveying any property rights or any expectation of continued or tenured employment. All employees working for the City are employed on an at-will-basis.

SCOPE:

These Standards of Practice and Guidelines pertain to all departments and work units of the City organization. Individual departments may adopt more specific guidelines with respect to operations. Departmental operating guidelines will be consistent with these organizational Standards and Guidelines and will be reviewed by the Human Resources Department and the City Manager. Should there be a conflict between departmental guidelines and these Standards and Guidelines, these City-wide Standards and Guidelines will take precedent.

CONTENT:

This Manual provides both Standards and Practice Guidelines. The Standards are general statements of policy. Practice Guidelines give directions for administering the Standard. Questions regarding the implementation of Human Resources Standards of Practice should be directed to the Human Resources Director.

HOW TO USE THIS MANUAL:

The format of this manual is such that each section describes the “Subject” or topic of discussion, followed by the “Standard” of practice. The Standard is like a policy statement. It tells what the organization’s practice will be. The “Guidelines” provide just that – guidelines for managers to use in ensuring that the Standard is met. The Guidelines give more detail about how the Standard should be administered and what it means. As revisions are made, persons on the distribution list will receive the revised pages with instructions about what old pages should be deleted and replaced with the updates. Note that the implementation date is posted on the first page of each section or Standard. It will also note any revision date. Each page, which has been revised after the original implementation date, will bear the notation “(rev.)” and the lower right hand corner of the page and will include the revision date. You should share this new information with your employees and ensure that this manual is available to each for inspection or reference.



City of Brunswick – Human Resources Standards of Practice

SUBJECT: 1.2 General Provisions and Definitions

EFFECTIVE DATE: 1/5/2000

DATE REVISED: 6/5/02; 8/21/02

Standard

Human Resources matters shall be administered in a fair and consistent manner. These Standards of Practice shall provide the foundation and shall serve as a guide for implementation on a daily basis.

Practice Guidelines

1.1 Amendments to These Standards of Practice: The City Manager may amend, from time to time, with Commission approval, the administrative rules, regulations, and procedures contained within this manual. The City expressly reserves the right to modify, discontinue, or otherwise change the policies, practices, procedures, and benefits outlined in this manual at the discretion of the City. While the City recognizes the importance of having equitable personnel policies and procedures, nothing in this manual should be construed as conveying any property rights or any expectation of continued or tenured employment. All employees working for the City are employed on an at-will-basis. Proposed amendments will be distributed to department heads for review and comment. Copies of the amendments shall be filed in the Human Resources Department and distributed to all department heads.

1.2 Availability: A copy of this manual will be available to all employees for review in each department and in the Human Resources Department.

1.3 Definitions:

Adverse Action – means a disciplinary suspension (with or without pay), disciplinary demotion, disciplinary reduction in pay, or dismissal.

Appeal - a request made of the Department Head or City Manager by an employee to review and reconsider a recommendation or decision regarding an adverse action.

Board of City Commissioners - the governing body of the City of Brunswick which is charged with the legislative affairs of the City.

1.2-1 (rev. 8/21/02)

Budgeted Position Listing - the official listing of positions budgeted within each department identifying the classification of the position, pay grade, incumbent, pay rate, position number, class code, and other related information.

Business Day – Monday through Friday, 8:00 a.m. to 5:00 p.m.

City – City of Brunswick

Conflict Resolution Process- a process through which an employee's complaint or difference of opinion is resolved through discussion and a sharing of views and concerns.

Classification Plan – a comprehensive listing of all budgeted positions and the job classification titles to which they are assigned. Also a part of the Classification Plan are job descriptions for each job classification. Job class titles are then assigned to certain pay grades representing a hierarchical order within the organization.

Classify - to assign a position to a job classification based on an analysis of the tasks, duties and responsibilities of the position and based on other job-related factors.

Closing Date - an established date determined by the Human Resources Department which concludes recruitment efforts for a particular opening.

Demotion - the reassignment of an employee to a position having a lower pay grade (and salary range) than the position from which the reassignment is made.

Department - a principal operating unit or series of operating units as designated by the City Manager.

Department Head - the highest level of supervision and coordination within a department of the City of Brunswick organization.

Designee – the person, or persons, to whom a department head delegates certain authority for decisions in the absence of the department head.

Employee - an individual hired and paid by the City on the City payroll whose work is assigned by the City, who is provided resources and tools to perform the job, and who is subject to performance evaluation, discipline or dismissal.

Exempt Positions - administrative, professional and executive positions as defined by the Fair Labor Standards Act (FLSA) which are not subject to overtime regulations of the FLSA as amended.

Full-time Regular Employee – means an employee who has completed the introductory employment period and is regularly scheduled to work at least thirty (30) hours per week on a non-temporary basis as determined quarterly, except that such term shall not include an employee who has been on a leave of absence, paid or unpaid, in excess of six months.

Incumbent - the individual occupying a specific position.

Immediate Family - spouse; parents, siblings, children, grandchildren, grandparents, or spouse of any of these; stepmother, stepfather, stepchild or spouse of any of these; or any other relative whom it can be demonstrated is a member of the employee's/individual's household, to include anyone permanently living in the house, or legal dependents of the employee. Also included is the child, parent, sibling, or grandparent of a spouse.

Internal Recruitment - to recruit applicants only from within the City organization for a particular vacancy.

Introductory employment period – a period of time during which a new employee, or an employee who has moved to different position, is being tested for job capability and adequacy of performance.

Job Analysis - a systematic study of the tasks, duties, responsibilities and other job-related factors of a position.

Job Analysis Questionnaire - a questionnaire containing questions about the tasks, duties, responsibilities, and other job-related factors required of a position.

Job Class - a position or group of positions having similar duties and responsibilities, requiring similar qualifications, which can be properly designated by one title indicative of the nature of work performed and which are assigned to the same salary range.

Job Description - a written description of typical duties and responsibilities characteristic of positions assigned to a specific class, along with the required qualifications, knowledge, skills and abilities an individual must possess to be considered for a vacancy in the class.

Job Posting - a posted notice prepared by the Human Resources Department and distributed within City departments listing an available opening(s) with the City.

Non-Exempt Positions - positions which are subject to overtime regulations of the Fair Labor Standards Act.

Part-time Employee - an employee (regular, seasonal or temporary) who is regularly scheduled to work fewer than 30 hours per work week.

Pay Grade - a level of pay associated with a minimum and maximum annual salary figure identified by its hierarchical relationship to other levels of pay; the pay grade is labeled with a number.

Pay Plan - a schedule of pay grades and pay ranges systematized into sequential rates including minimum, intermediate, and maximum rates of pay along with guidelines for the administration of compensation.

Pay Range (or Salary Range) - the range or distance between the pay grade minimum and maximum pay rate.

Personnel Action - any transaction which affects an employee's terms or conditions of employment such as employment, promotion, demotion, suspension, dismissal, transfer or salary increase or decrease; also refers to the official document (Personnel Action form) used to implement such a transaction.

Personnel File - as used herein, the official Personnel File consists of information in any form with respect to the employee and, by way of illustration but not limitation, relating to employee's application, selection or non-selection, performance, promotions, demotions, transfers, suspension and other disciplinary actions, evaluation forms, leave, salary, and termination of employment. The Personnel File includes documents upon which employment decisions could be made. The official Personnel File resides in the Human Resources Department.

Position - a group of current duties and responsibilities, assigned by competent authority, requiring the full or part-time employment of one person; the existence of a position or its identity does not depend upon its being occupied by an employee.

Position Downgrade – the reassignment of a position to a lower pay grade. The title of the position remains unchanged.

Position Upgrade – the reassignment of a position to a higher pay grade. The title of the position remains unchanged.

Promotion - the reassignment of an employee to a previously vacant position which is in a higher pay grade and salary range than the position from which the reassignment is made.

Reclassification - the reassignment of an existing position from one job class to another based on changes in job content such as tasks, duties, difficulty, required skill, and responsibility of the work performed.

Recruitment - solicitation of applications.

Reemployment - the rehiring of a former employee when the employee is not credited with prior years of service for the purpose of calculating leave accrual rates and other benefits associated with length of service.

Reinstatement – the rehiring of a former employee when the employee is credited with prior years of service for the purpose of calculating leave accrual rates and other benefits associated with length of service.

Seasonal Employee - a person appointed to serve in a position established to perform work associated with a peak workload period recurring at approximately the same time each year for a period of eight (8) months or less.

Shall – denotes a condition or act that is mandatory.

Should – denotes a condition or act that is desirable, but is not mandatory.

On Call – describes a condition in which an employee is expected to be available to report back to work after the end of the regular work day, in the case of an emergency.

Temporary Employee - a person appointed to serve in a position established to perform unanticipated or nonrecurring work for a period of six (6) calendar months or less.

Transfer - the reassignment of an employee from one position to another previously vacant position (in the same or different department) when the old and new positions are in the same pay grade. A transfer may also describe a situation when the employee and his/her current position are moved from one cost center to another.

Work Day –the number of regularly scheduled work hours in a 24-hour period. For regular employees who do not work shifts, a workday is equal to eight (8) hours per day. For employees who work shifts, a workday is equal to twenty-four (24) hours.

Work Week – a seven-day period beginning at 12:01 a.m. on Monday and ending at 12:00 midnight on Sunday.