

AN ORDINANCE OF THE TOWN OF GREENWOOD, FLORIDA

ADOPTING PERSONNEL POLICIES

ORDINANCE NO. 21

AN ORDINANCE OF THE TOWN OF GREENWOOD, FLORIDA; STATING GENERAL PERSONNEL POLICIES; PROHIBITING DISCRIMINATION; PROVIDING JOB DESCRIPTIONS; PROVIDING FOR ADVERTISEMENT RECRUITMENT EMPLOYMENT AND PROMOTION OF EMPLOYEES; STATING TYPES OF EMPLOYMENT; PROVIDING FOR EMPLOYEE BENEFITS, PROMOTION, TERMINATION, LEAVE, AND PAY POLICY; RESTRICTING OUTSIDE EMPLOYMENT; PROVIDING STANDARDS OF CONDUCT, CAUSE FOR DISMISSAL, AND GRIEVANCE PROCEDURES; REQUIRING SAFETY; LIMITING VISITATION; REQUIRING COURTESY, LIMITING PERSONAL MAIL AND TELEPHONE CALLS; LIMITING EMPLOYEE DEBT; PROVIDING TELEPHONE CONDUCT; REGULATING TOWN PROPERTY; REQUIRING CERTAIN INFORMATION; REGULATING SMOKING AND USE OF VEHICLES; PROVIDING FOR PAYROLL DEDUCTION; AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Greenwood has provided in its Charter that the Town shall have a civil service system for its agents or employees and shall enact any ordinances necessary to fully implement the civil service principles mandated by the Charter.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF GREENWOOD, FLORIDA:

SECTION 1. The following attached personnel policies of the Town of Greenwood, Florida, consisting of 22 pages is hereby incorporated by reference as if fully set forth herein and adopted as the personnel policies of the Town of Greenwood, Florida.

SECTION 2. The provisions of all ordinances in conflict with the provisions of this ordinance are repealed.

SECTION 3. If a Court of competent jurisdiction should determine that any provision or part thereof of this ordinance is invalid for any reason, such invalidity shall not affect the remaining provisions or parts thereof of this ordinance.

SECTION 4. This ordinance shall become effective upon its passage by the Town Council.

Proposed ordinance presented to the Town Council of the Town of Greenwood, Florida, and read in full, and discussed with an opportunity for interested persons to be heard at the April 9, 1991, regular meeting.

Proposed ordinance noticed once in a newspaper of general circulation in the Town of Greenwood, Florida, at least ten days prior to its adoption.

Proposed ordinance read by title before the Town Council of the Town of Greenwood, Florida, at the May 14, 1991, regular meeting, interested parties who appeared before the Town Council

being heard, and proposed ordinance passed by at least two affirmative votes of members of the Town Council of the Town of Greenwood, Florida, at said meeting.

Harry Vann
Chairman of the Town Council

ATTEST:

Cornelia Dain
Town Clerk

Approved by me on May 14, 1991.

Charlie Blumenthal
Mayor

Copies of the foregoing ordinance have been posted in three public places, including the office of the Town Clerk in the Town of Greenwood, Florida, for one week after its passage.

Cornelia Dain
Town Clerk

