

ORDINANCE NO. 432

AN ORDINANCE OF THE CITY OF ORANGE CITY, FLORIDA; AMENDING POLICY #01-01, HUMAN RESOURCES POLICIES AND PROCEDURES, OF THE CITY'S "PERSONNEL POLICIES AND PROCEDURES MANUAL"; CONTAINING A SEVERABILITY CLAUSE AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Orange City Personnel Policies and Procedures were adopted by Ordinance No. 92-05-01 on May 26, 1992, amended thereafter by Ordinance No. 99-06-1 on July 13, 1999; by Ordinance No. 46 on August 21, 2001; by Ordinance No. 59 on October 23, 2001; by Ordinance No. 248 on June 28, 2005, and by Ordinance No. 280 on November 14, 2006; and

WHEREAS, the City Council of the City of Orange City deems it necessary to amend the City's Personnel Policies and Procedures to revise Policy #01-01 concerning HUMAN RESOURCES POLICIES AND PROCEDURES, Update, Communicate and Maintenance; and

WHEREAS, words with single underlined type shall constitute additions to the original text and ~~strike through~~ shall constitute deletions to the original text.

NOW, THEREFORE, BE IT ENACTED BY THE COUNCIL OF THE CITY OF ORANGE CITY, FLORIDA:

SECTION ONE. That Policy #01-01, Human Resources Policies and Procedures, Update, Communication and Maintenance, is hereby revised to read:

POLICY AND PROCEDURE # : 01-01

SUBJECT: HUMAN RESOURCES POLICES AND PROCEDURES
Update, Communicate and Maintenance

POLICY:

It is the policy of the City of Orange City to communicate new and revised Human Resources policies and procedures to all managers and employees.

PROCEDURE:

1. Updating
 - 1.1 Amendments, changes or revisions to this Policies and Procedures Manual shall be recommended by the City Manager and shall be

approved by the City Council, by Ordinance, in accordance with the City Charter and Code of Ordinances.

1.1.1 From time to time the City may be faced with budget constraints that do not allow funding for some benefits contained within the Policies and Procedures Manual. It may be necessary to suspend or repeal all or part of employee entitlements and/or benefits. In which case, such items will be subject to funding. Therefore, employee entitlements and/or benefits (i.e. merit, cost-of-living, insurances, vacation leave, sick leave, holiday leave, sick bonus etc.) outlined within this Policies and Procedures Manual are hereby deemed subject to funding within the annual budget.

- 1.2 The Manager of Human Resources will arrange for the review and processing of new or revised policies.
2. Communication
 - 2.1 The Manager of Human Resources will distribute a copy of the approved new or revised policy to each Department Head.
 - 2.1.1 Each Department Head will distribute a copy of the policy to employees in their area(s) of responsibility.
 - 2.2 When determined as appropriate by the City Manager, the approved new or revised policy will also be communicated to employees through distribution of a copy of the actual policy or through an official communication publication.
3. Maintenance
 - 3.1 The Manager of Human Resources will maintain an adequate supply of up-to-date, complete manuals to meet the requests of management for additional copies.
 - 3.2 All requests for manuals or copies should be directed to the Manager of Human Resources.

SECTION TWO. Severability: If any section, part of a section, paragraph, clause, phrase or word of this ordinance is declared invalid, the remaining provisions of this ordinance shall not be affected.

SECTION THREE. Effective Date: This Ordinance is hereby Nunc Pro Tunc upon its adoption by the City Council of the City of Orange City, Florida.

First Reading this 28th day of September, 2010.

ROLL CALL VOTE AS FOLLOWS:

O. William Crippen	<u>yes</u>	Anthony Pupello	<u>yes</u>
Gary A. Blair	<u>no</u>	Tom Abraham	<u>yes</u>
Jeff Allebach	<u>yes</u>	Tom Laputka, Vice Mayor	<u>yes</u>
Harley Strickland, Mayor	<u>yes</u>		

Second Reading this 12th day of October, 2010.

ROLL CALL VOTE AS FOLLOWS:

O. William Crippen	<u>yes</u>	Anthony Pupello	<u>yes</u>
Gary A. Blair	<u>no</u>	Tom Abraham	<u>yes</u>
Jeff Allebach	<u>yes</u>	Tom Laputka, Vice Mayor	<u>yes</u>
Harley Strickland, Mayor	<u>yes</u>		

PASSED and ADOPTED this 12th day of October, 2010.

ATTEST:

Deborah J. Renner
Deborah J. Renner, CMC, City Clerk

AUTHENTICATED:

Harley Strickland
Harley Strickland, Mayor

Approved as to form and legal sufficiency:

William E. Reischmann, Jr.
William E. Reischmann, Jr., City Attorney