CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: _____

Meeting Type: Regular

Meeting Date: Jul 23, 2015

Action Requested By: Human Resources

Agenda Type: Ordinance

Subject Matter:

Ordinance to amend Section 8.2 (Appointment Rate) of Ordinance 04-315, Personnel Policies and Procedures Manual.

Exact Wording for the Agenda:

Ordinance to amend Section 8.2 (Appointment Rate) of Ordinance 04-315, Personnel Policies and Procedures Manual.

Note: If amendment, Please state title and number of the original

Item to be considered for: Introduction

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what council action will provide, allow and accomplish and; any other information that might be helpful.

This amendment is necessary in order to update language in the policy.

Associated Cost: _____

Budgeted Item: _____

MAYOR RECOMMENDS OR CONCURS: _____

Department Head: Dylan K Thomas

Date: Jul 17, 2015

ORDINANCE NO. 15-____

BE IT ORDAINED by the City Council of the City of Huntsville, Alabama, that Section 8.2 of Ordinance No. 04-315 (Personnel Policies and Procedures Manual), as adopted and approved on December 16, 2004, as amended, is hereby further amended as follows:

8.2 APPOINTMENT RATE (ORD.06-593)(ORD.08-776)

(A) Upon initial appointment, the entrance rate of new hires shall normally be the minimum rate of the salary grade for the position classification involved. However, the Mayor with City Council approval may authorize an initial entrance rate above the minimum rate in the following instances:

(1) When an applicant for a position may have qualifications distinctly above and beyond the minimum qualifications required for the position classification; or

(2) When recruiting efforts have failed to fill a position at the minimum rate. In cases of inability to recruit new hires at the minimum rate, any current employees in positions of the same class and grade, within the same department, and with the same or substantially similar qualifications and experience as the new hire, whose rates are below the rate established as the entrance rate for the new hire shall have their rates adjusted to the rate at which the position is finally filled.

(B) Individuals hired for the position of Police Officer who have three (3) or more years of continuous full time Alabama Peace Officers' Standards and Training Commission (APOSTC) certified law enforcement experience shall be hired at above the minimum rate.

Those individuals hired for the position of Police Officer who are not APOSTC certified police officers shall be eligible for hire at above the minimum rate provided they meet the following conditions:

(1) Currently employed police officers must have three or more years of continuous, sworn full time civilian law enforcement experience and must possess a current and valid Peace Officers Standards and Training certificate from the state the applicant received training and that certificate must be in good standing; or,

(2) Previously employed police officers who were continuously employed as a sworn full time civilian law enforcement officer with three (3) or more years of certified law enforcement experience must have less than two (2) years break in service at time of new hire and their law enforcement certification must

have been in good standing with the certifying agency at the time of separation.

(3) All non APOSTC certified lateral applicants must further comply with APOSTC rule 650- X- 4-.03.

These individuals with three (3) years but less than five (5) years APOSTC certified law enforcement experience or other state certified law enforcement experience (as previously described) shall be hired at one (1) step above the minimum rate. Such individuals with five (5) to seven (7) years APOSTC certified law enforcement experience or other state certified law enforcement experience (as previously described) shall be hired at two (2) steps above the minimum rate. Such individuals with more than seven (7) years APOSTC certified law enforcement experience or other state certified law enforcement experience (as previously described) shall be hired at three (3) steps above the minimum rate.

(C) Individuals hired for the position classification of Firefighter who have three (3) or more years of paid professional Firefighter experience and who are currently certified or certifiable as a professional Firefighter, level one, by the Alabama State Personnel and Standards Commission shall be hired at above the minimum rate.

These individuals with three (3) years but less than five (5) years paid professional Firefighter experience and currently certified or certifiable (as previously described) shall be hired at one (1) step above the minimum rate. Such individuals with five (5) to seven (7) years paid professional Firefighter experience and currently certified or certifiable (as previously described) shall be hired at two (2) steps above the minimum rate. Such individuals with more than seven (7) years paid professional Firefighter experience and currently certified or certifiable (as previously described) shall be hired at three (3) steps above the minimum rate.

ADOPTED this the ____ day of _____, 2015.

_____
President of the City Council of
the City of Huntsville, Alabama

APPROVED this the ____ day of _____, 2015.

_____
Mayor of the City of Huntsville,
Alabama