

ORDINANCE 23-15

AN ORDINANCE TO AMEND THE CITY OF SPRING HILL MUNICIPAL CODE BY ADDING A NEW CHAPTER 4, REVISING THE CITY SPRING HILL'S PERSONNEL SYSTEM.

WHEREAS, the Board of Mayor and Aldermen of the City of Spring Hill, pursuant to its Charter (Article 4, Section 4-401) and general law of the State of Tennessee, enacted and adopted an Employee Handbook for the employees of the City of Spring Hill; and

WHEREAS, the Board of Mayor and Aldermen of the City of Spring Hill desires to again amend the personnel rules and regulations established in Ordinance 99-4, to establish a formal human resources system; and

WHEREAS, the Board of Mayor and Aldermen, by passage of this Ordinance, hereby amends Chapter 4 of the City Code with the following new Chapter which shall read as follows;

**BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE
CITY OF SPRING HILL, TENNESSEE, AS FOLLOWS:**

SECTION 1 – CHAPTER 4 – EMPLOYEE HANDBOOK IS DELETED AND REPLACED WITH A NEW CHAPTER 4.

SECTION 2 - THE FOLLOWING NEW CHAPTER 4 IS ADDED TO THE CITY OF SPRING HILL'S MUNICIPAL CODE WHICH SHALL READ AS FOLLOWS:

CHAPTER 4 – HUMAN RESOURCES SYSTEM

4-401. **PURPOSE** - The purpose of this chapter is to establish a system of human resource administration in the City of Spring Hill that is based on merit and fitness. The system shall provide a means to select, develop, and maintain an effective municipal work force through impartially applying human resources policies and procedures free of personal and political considerations and regardless of race, color, gender, age, creed, national origin, or disability.

4-402. **COVERAGE** - All offices and positions of the municipal government are divided into classified service and exempt service. The classified service shall include all regular full-time and regular part-time positions in the city's service, unless specifically placed in the exempt service. All offices and positions of the municipal government placed in the exempt service are as follows:

- a. all elected officials;
- b. the city administrator;

- c. members of appointed boards and commissions;
- d. consultants, advisers, and legal counsel rendering temporary professional service;
- e. city attorney;
- f. independent contractors;
- g. officers/employees of school system;
- h. part-time employees paid by the hour of the day, and not considered regular;
- i. city judge.

All employment positions of the municipal government not expressly exempt from coverage by this section shall be subject to the provisions of the city charter.

4-403. **ADMINISTRATION** - The human resources system shall be administered by a Human Resources Director, under the direction of the City Administrator.

4-404. **PERSONNEL RULES AND REGULATIONS** - The Human Resources Director, under the direction of the City Administrator, shall develop rules and regulations necessary for effectively administering the human resources system. The Board of Mayor and Aldermen shall consider the rules as presented to them. Amendments to the rules and regulations shall be made in accordance with the procedure below.

Nothing in the human resources rules and regulations document shall be deemed to give employees any more property rights in their job than may already be given by the city charter. The city reserves the right to alter or change any or all of these rules without prior notice to employees.

4-405. **RECORDS** - The Human Resources Director shall maintain adequate records of the employment record of every employee as specified herein.

4-406. **RIGHT TO CONTRACT FOR SPECIAL SERVICES** - The Board of Mayor and Aldermen may direct the City Administrator to contract with any competent agency for performing such technical services in connection with the establishment of the human resources system or with its operation as may be deemed necessary.

4-407. **DISCRIMINATION** - No person in the classified service or seeking admission thereto shall be employed, promoted, demoted, discharged, or in any way favored or discriminated against because of political opinions or affiliations, race, color, creed, national origin, gender, age, religious belief, military status or disability.

4-408. **AMENDMENTS** - Amendments or revisions of the human resources rules shall be recommended for adoption to the Board of Mayor and Aldermen by Resolution. Such amendments or revisions of these rules shall become effective after approval by the governing body.

4-409. **SEVERABILITY** - If any provision of this ordinance, or if any policy or order thereunder, or the application of any provision to any person or circumstances is held invalid, the remainder of this chapter, and the application of the provision of this chapter, or of the policy or order to people or circumstances other than those to which it is held invalid, shall not be affected thereby.

SECTION 3 - EFFECTIVE DATE

This chapter shall take effect upon final passage, the public welfare requiring it.

PASSED first reading Sept. 18, 2023

PASSED second reading Oct. 2, 2023



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney



Jim Hagaman, Mayor



MEMO

Date: August 30, 2023

To: Board of Mayor and Aldermen

From: Richard Stokes, HR Director

Subject: Advantages of Adopting HR Policies by Resolution Instead of Ordinance

I am writing to discuss the advantages of adopting Human Resources (HR) policies through resolutions rather than ordinances. While both methods serve as mechanisms to establish and enforce policies, there are distinct benefits to utilizing resolutions for matters concerning HR practices within our organization. This memo highlights the reasons behind this recommendation.

Flexibility and Agility: Resolutions provide a more flexible framework for HR policy adoption. As organizational needs and industry standards evolve, resolutions can be adapted and revised more swiftly compared to ordinances. This agility ensures that our HR policies remain up-to-date and effective in a rapidly changing environment.

Ease of Implementation: Resolutions typically require less formal procedure and approval process compared to ordinances. This streamlined approach expedites the implementation of HR policies, enabling quicker response to emerging challenges or opportunities. Without the need for extensive legal review and public hearings, resolutions facilitate efficient policy enactment.

Internal Administrative Control: HR policies often necessitate frequent updates, clarifications, and adjustments based on operational requirements. Adopting policies through resolutions allows our organization to maintain internal control over these adjustments without the lengthy and potentially complex process associated with ordinances. This control ensures that our policies remain aligned with our specific needs and objectives.

Focus on Operational Details: HR policies often involve detailed operational guidelines that may not require the level of formality associated with ordinances. Resolutions allow us to address operational intricacies in a manner that is concise and accessible to relevant personnel without the need for extensive legal language.

Responsive to Feedback: Resolutions provide a nimbler mechanism to incorporate feedback and suggestions from stakeholders. With less formalities than ordinances, our organization can more readily consider input from employees, managers, and other relevant parties, fostering a sense of inclusivity and collaboration.

Preservation of Ordinances for Key Matters: By utilizing resolutions for HR policies, we can preserve the significance and impact of ordinances for matters of greater legal, structural, or citywide importance. This approach maintains a clear distinction between policies that require a higher level of scrutiny and those that can be managed more efficiently through resolutions.

In conclusion, adopting HR policies through resolutions offers our organization several advantages in terms of flexibility, implementation speed, administrative control, operational focus, responsiveness, and the preservation of the significance of ordinances. This approach ensures that our HR policies remain adaptable, practical, and aligned with our evolving needs.



OFFICE OF THE HUMAN RESOURCES

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486-2252, ext 265



www.springhilltn.org



| Municipality | Recipient Last Name | Recipient First Name | Recipient Email | How are your personnel policies adopted? | How are your personnel policies adopted? 'Other' Comments | Is there anything else you'd like to share regarding the adoption of personnel policies in your |
|----------------|---------------------|----------------------|-----------------------------------|--|---|--|
| Bartlett | Archdeacon | Ted | tarchdeacon@cityofbartlett.org | Resolution | | |
| Benton | Swigert | Debbie | recorder@cityofbentontn.com | Resolution | | |
| Chattanooga | Lawrence | Mande | alawrence@chattanooga.gov | Resolution | | |
| Clarksville | Luntz | Tessa | tessa.jones@cityofclarksville.com | Resolution | | |
| Clinton | Sylvester | Angela | asylvester@clintontn.net | Resolution | | The resolution passed allows us to do updates on a regular basis and present it to Council periodically. |
| Collegedale | Boyd | Kristin | kboyd@collegedaletn.gov | Ordinance | | |
| Cookeville | Sells | Carl | csells@cookeville-tn.gov | Resolution | | |
| Crossville | Crockett | Leah | leah.crockett@crossvilletn.gov | Other | We have an ordinance that states the Personnel Policies will be submitted to Council for adoption once approved by the City Manager and Personnel Board. There are instances where a Resolution is passed that has an effect on Personnel Policies. When that occurs the Resolution is added to the Personnel Policies. | |
| East Ridge | Sinigaglio | Michelle | msinigaglio@eastridgetn.gov | Resolution | | |
| Farragut | Pence | Michelle | mpence@townoffarragut.org | Resolution | | |
| Gatlinburg | Diebold | Michele | micheled@gatlinburgtn.gov | Resolution | | |
| Goodlettsville | West | Dawn | dwest@goodlettsville.gov | Ordinance | | |
| Greeneville | Fuller | Patsy | pfuller@greenevilletn.gov | Resolution | Board approved as a Handbook-HR Regulations | Originally a lot of the personnel policies were in the Charter. In 2019, we pulled the personnel policies out to an employee handbook / HR regulations of its own. |
| Hendersonville | Gallo | Jason | jgallo@hvilletn.org | Resolution | | Some policies are in the Municipal code, so it may require an ordinance, but more frequently a resolution. |
| Hendersonville | Eckenroth | Jesse | jeckenroth@hvilletn.org | Other | Ordinance if they are incorporated into the municipal code. If they are not part of the municipal code it is by City Attorney discretion. | |
| Kingsport | Copas | Tyra | TyraCopas@KingsportTN.gov | Resolution | | |
| La Vergne | Patton | Andrew | apatton@lavergetn.gov | Resolution | | |



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|--------------|---------------------|----------------------|----------------------------------|--|---|---|
| Lexington | Burton | Fran | fran.burton@lexingtontn.gov | Ordinance | | |
| Loudon | Brown | Jaison | jaison.brown@loudonutilities.org | Resolution | | |
| Martin | Newton | Brittany | bnewton@cityofmartin.net | Ordinance | | |
| Maryville | Crawford | Leslie | lgcrawford@maryville-tn.gov | Resolution | | |
| McMinnville | Rutledge | Libby | lrutledge@mcminnvilletn.gov | Ordinance | | |
| Mt. Juliet | Gore | Lynn | lgore@mtjuliet-tn.gov | Resolution | | |
| Mt. Pleasant | Alderson | Laytoya | lalderson@mppleasant-tn.gov | Resolution | | |
| Nolensville | Duenez | Misti | mduenez@nolensvilletn.gov | Ordinance | | |
| Sevierville | Ward | Kristi | kward@seviervilletn.org | Ordinance | | no |
| Smyrna | Craig | Jeff | jeff.craig@townofsmyma.org | Other | | |
| Sparta | Jeffries | Lorie | l.jeffries@spartatn.gov | Resolution | | |
| Spring Hill | Stokes | Richard | rstokes@springhilltn.org | Ordinance | | |
| Union City | Darnall | Amanda | personnel@unioncitytn.gov | Ordinance | | |
| White House | Brewton | Amanda | abrewton@whitehousetn.gov | Resolution | | |