

## **ORDINANCE 20-18**

### **AN ORDINANCE TO AMEND THE EMPLOYEE HANDBOOK OF THE CITY OF SPRING HILL REGARDING HIRING PROCESS**

**WHEREAS**, the Board of Mayor and Aldermen of the City of Spring Hill, pursuant to its Charter (Article 4, Section 4-101) 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 does desire to amend the personnel rules and regulations established in Ordinance 11-02, and

**WHEREAS**, the Board of Mayor and Aldermen, by passage of this Ordinance, hereby amends the Employee Handbook by modifying the "Hiring Policy" Section of the Employee Handbook; and

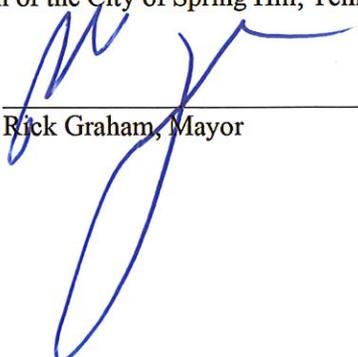
**WHEREAS**, the City of Spring Hill Board of Mayor and Alderman desires to ensure equal opportunity for career advancement to all employees; and

**WHEREAS**, the City of Spring Hill Board of Mayor and Alderman desires to ensure that all employment opportunities within the City of Spring Hill are appropriately advertised.

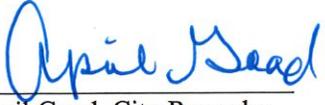
**BE IT THEREFORE ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPRING HILL, TENNESSEE** that the following amendments be made to the Employee Handbook for the employees of the City of Spring Hill, TN, effective immediately upon passage of this ordinance:

It is the policy of the City to promote qualified employees to more responsible positions whenever possible. When a vacancy exists, the department head will submit a Personnel Requisition to Human Resources for approval by the City Administrator before the vacancy is advertised or posted internally. The recruitment and selection of an applicant for employment will be based upon that individual's qualifications, competency and potential, and will not be influenced by race, color, religion or creed, sex, pregnancy, national origin, citizenship, age, political affiliation, disability, veteran status, genetic information or any other protected status under federal or state law. Individuals may be recruited from a wide geographic area to assure obtaining well-qualified applicants for various types of positions. No hire or offer of employment will be made to any department head or equivalent position without the vacancy being internally and externally advertised for a minimum of 10 business days. No hire or offer of employment will be made to any other position without the vacancy being internally advertised for a minimum of 10 business days. Advertisement of any position must occur in a manner to reach the highest number of potentially qualified candidates as possible within reason. Advertisements of vacant positions may exceed these minimum requirements. Interim or acting appointments intended to be temporary in nature may be made without meeting these minimum requirements.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 19<sup>th</sup> day of October, 2020.

  
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Rick Graham, Mayor

ATTEST:

  
\_\_\_\_\_  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
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Patrick Carter, City Attorney

Passed on First Reading: September 21, 2020

Passed on Second Reading: October 19, 2020



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Date: September 7, 2020

Memo To: Board of Mayor and Aldermen

From: Matt Fitterer, Alderman

RE: Ordinance to amend Employee Handbook

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During the City Administrator's performance review and evaluations in the spring of 2020, several Aldermen identified weaknesses in the City's hiring process related to department head or equivalent vacancies.

To resolve these weaknesses, and to eliminate the potential for future aberrations, it is proposed to amend the City's Hiring Policy found within the Employee Handbook.

A redlined version of the proposed text changes is below. A clean version is provided within the corresponding ordinance.

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