

Derrick Mostella
Mayor



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County Seat of St. Clair County

ORDINANCE 2022-002

**AN ORDINANCE TO AMEND THE CITY OF ASHVILLE, ALABAMA
PERSONNEL POLICIES AND PROCEDURES HANDBOOK**

WHEREAS, the City of Ashville, Alabama (the “City”), has previously adopted a document entitled Personnel Policies and Procedures (the Handbook”); and

WHEREAS, it is necessary from time to time to make changes to the Handbook to fairly, equitably and efficiently regulate employment related matters; and

WHEREAS, the City finds and determines that it is in the best interest of the City, its citizens, and its employees to amend the Handbook as set out in this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Ashville, Alabama, as follows:

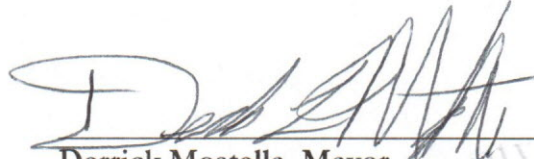
- Section 1:** That the **SECTION 4 - STAFFING: “4.6 PROBATIONARY PERIOD.”** within the Handbook be and is hereby amended to state as shown on Exhibit “A” to this Ordinance, which is incorporated herein as if set out fully here.
- Section 2:** It is expressly the intention of the Council that the policy enacted by this Ordinance apply from the effective period of Ordinance No. 2022-001. To the extent necessary to effectuate the express terms of this resolution, the City Council finds and determines that this resolution shall apply retroactively.
- Section 4:** The Council hereby adopts and ratifies the actions of its elected and appointed officers and officials as well as employees of the City who have taken actions consistent with the provisions of this Ordinance prior to its enactment and during its effective period.
- Section 3:** If any provision in this Ordinance shall be or be declared to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.
- Section 4:** That all ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.
- Section 5:** That this ordinance shall become effective as provided by law after passage, approval and publication.

Council Members

Robin L. Bowlin - Edward Roscoe Lane - Sue Price - Shirley Smith - R. Denise Williams

ORDAINED, ADOPTED and APPROVED this the 18 day of January, 2022.

CITY OF ASHVILLE, ALABAMA


Derrick Mostella, Mayor

ATTEST:

Chrystal St. John
Chrystal St. John, City Clerk



Exhibit A

4.6 PROBATIONARY PERIOD.

a. Every new employee hired for a job/position into a classified position, rehired in a classified position, promoted, demoted, or transferred in a classified position within the organization shall serve a satisfactory probationary period of twelve months before being designated as a regular classified employee. An employee that has already completed a probationary period and that is transferring from a part time position within the organization to a full time position (or vice-versa) will not be required to complete a second probationary period unless required by said employee's new department head and/or mayor. An employee that has been employed by the City for a period of five years in a non-classified position shall be required to complete a probationary period upon beginning a classified position at the discretion of his/her department head and/or mayor. The probationary period shall be regarded as an integral part of the training and evaluation process and shall be utilized for closely observing an employee's work, obtaining the most effective adjustment of all new employees in their jobs, and for separating any individual whose performance does not meet required performance standards. In the case of promotions, demotions, or transfers within the organization, employees who, in the sole judgment of management, are not successful in their new position can be removed from that job at any time during the probationary period. Employees will be allowed to return to their former job, if it is available, or to any other comparable available job for which the employee is qualified.

b. Absences during the probationary period will automatically extend the probationary period by the length of the absence. If the employee's supervisor determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee, said supervisor may extend the probationary period for a specified period not to exceed one year, by notifying the employee in writing. Lengthy or frequent absences during the probationary period are discouraged and shall be granted only in justifiable situations. Vacation and sick leave will be accrued during the probationary period as provided in the sections of this handbook governing such accruals. Vacation leave accrued during the probationary period should not be taken until the employee has completed one year of employment. Sick leave accrued during the probationary period may be utilized after the employee has completed six months of employment. All leave utilized during the probationary period is subject to the conditions of the probationary period as well as the regular conditions of such leave.

c. The supervisor shall endeavor evaluate the performance of each probationary employee in writing at least twice during the probationary period, generally at six-month intervals. The first to be conducted no later than the end of the first six-month period and the second before the end of the probationary period. The rating period may be adjusted according to any increase in the probationary employment period. The evaluator will confer with and advise each probationary employee about the employee's progress. The evaluation will note any improvements necessary for the employee to meet established City standards. Each evaluation will be completed on an evaluation form and signed by the evaluator, department head, and the employee. A copy of each evaluation will be forwarded for inclusion in the employees' permanent personnel file. Change in status from probationary to regular status is dependent upon a satisfactory rating on the final evaluation. If a satisfactory rating is not obtained on the final evaluation, the probationary employee will be terminated, or in the case of promotion, will be demoted, or transferred pursuant to section 4.6a.

d. Probationary employees are "at will" employees and may be dismissed at any time during the probationary period with or without cause, if it is deemed in the best interest of the City to do so. A written notice may be furnished the terminated individual. If provided, a copy of such notice will be included in the individual's personnel file. A probationary employee has no right to due process related to their employment.