

## Chapter 2.48

### PERSONNEL SYSTEM

#### Sections:

- 2.48.010 Title.
- 2.48.020 Purpose.
- 2.48.030 Adoption and amendment of rules.
- 2.48.040 Administration of the rules.

2.48.010 Title. The title of the ordinance codified in this chapter shall be "The Personnel Ordinance of the City of Scappoose." (Ord. 338 §1, 1974)

2.48.020 Purpose. The ordinance codified in this chapter is adopted to establish an equitable and uniform procedure for dealing with personnel matters; to attract to municipal service and to retain the best and most competent persons available; to assure that appointments and promotions of employee will be based on merit and fitness; and to provide a reasonable degree of job security for qualified employees. (Ord. 338 §2, 1974)

2.48.030 Adoption and amendment of rules. Personnel rules shall be adopted and amended by resolution of the city council. Before amendment, written notice shall be given to all employees through normal channels of communication. The rules shall provide means to recruit, select, develop, and maintain an effective and responsive work force, and shall include policies and procedures for employee hiring and advancement, training and career development, job classification, salary administration, retirement, fringe benefits, discipline, discharge, and other related activities. All appointments and promotions shall be made in accordance with the personnel rules without regard to sex, race, color, age, religion or political affiliation; and, furthermore, shall be based on merit and fitness. (Ord. 338 §3, 1974)

2.48.040 Administration of the rules. The city manager with the consent of the council shall be responsible for:

A. Administering all the provisions of this chapter and of the personnel rules not specifically reserved to the council;

B. Preparing or causing to be prepared and recommending to the council personnel rules, and revisions and amendments to such rules. (Ord. 600, 1993; Ord. 338 §4, 1974)

