

ORDINANCE NO. 1635

AN ORDINANCE AMENDING ORDINANCE NO. 1510
KNOWN AS THE PERSONNEL RULES,
POLICIES AND PROCEDURES ORDINANCE

BE IT ORDAINED BY THE CITY OF FAIRHOPE GOVERNING BODY OF THE CITY OF FAIRHOPE, FAIRHOPE, ALABAMA, as follows:

Section 1. The ordinance known as the Personnel Rules, Policies, and Procedures Ordinance (No. 1510), adopted 14 April 2014, together with the Personnel Handbook of the City of Fairhope, be and the same hereby is changed and altered in respect to the certain sections below:

SECTION - IV. WAGE AND SALARY ADMINISTRATION

4.03. Employee Pay Rates

Employees shall be paid a salary or wage rate within the pay range of the job classification based upon the City's *Compensation and Job Classification Plan*. Generally, new employees will start employment at the minimum rate in the pay range for the job classification.

- **Commercial Driver's License.** If an employee obtains a commercial driver's license ("CDL") at the request or with the permission of the employee's Department Head to facilitate current job performance or to qualify the employee for a job that requires a CDL, the employee will receive a one dollar (\$1.00) per hour pay increase.
- **City Building Inspector Certifications.** City Building Inspectors will receive a fifty cent (.50¢) per hour pay increase for each approved certification the Building Inspector obtains (a *maximum* of two certifications within any one fiscal year, and a maximum of ten (10) certifications total).
- **Effective Date.** If an employee obtains a CDL or a Building Inspector obtains a certification as described above *before* June 1 of any fiscal year, the pay increase shall be effective upon approval by the Department Head and notification of payroll. The pay increase for a CDL/certification obtained *after* June 1 will be effective on October 1 (*i.e.*, the first day of the next fiscal year).

Pay increases are based on satisfactory job performance, including attendance and disciplinary record, and availability of funds. If an employee's Department Head recommends deferral of a pay increase because the employee's performance is unsatisfactory, the Mayor may defer a scheduled pay increase for a specified time or until the employee's job performance is satisfactory.

Quail Creek Snack Bar and Beverage Cart Attendant's rates of pay are based on the hourly wage established for the position *and* tips from patrons. All tips must be reported on forms provided by the City Payroll Administrator and forwarded to the Administrator each week for state and federal tax purposes and to be paid to the employees as income.

Quail Creek Golf Pro, Quail Creek Assistant Golf Pro, City of Fairhope Tennis Pro and Fitness Instructors are allowed in their sole discretion to give lessons to patrons, as requested, outside the normal work schedule. Such lessons are *not* a part of the employees' job duties for the City and are deemed to be an approved outside private business activity.

Section 2. Any ordinance, resolution, or part(s) thereof, in conflict with said "Personnel Rules, Policies, and Procedures – 2014," Section – IV. Wage and Salary Administration, 4.03 Employee Pay Rates is hereby repealed and replaced.


Section 3. If any section or provision of this ordinance, or of "Personnel Rules, Policies, and Procedures – 2014", be declared invalid or unconstitutional by judgment or decree shall not affect any other section or provision.

Section 4. This Ordinance shall take effect immediately upon its due adoption and publication as required by law.

ADOPTED THIS 28TH DAY OF JANUARY, 2019


Karin Wilson, Mayor

Attest:


Lisa A. Hanks, MMC
City Clerk

Ord. No. 1635 Published in
FAIRHOPE COURIER
on Wednesday, February 6, 2019
L. Hanks City Clerk