

ORDINANCE NO. 1687

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 - I. Purpose and Scope**

**1.05. Definitions**

**Part-Time Employee:** An employee who has successfully completed his/her new hire or re-hire probationary period and who is regularly scheduled to work **29** hours or less each week. Regular part-time employees are not eligible for City benefits, *except* those required by law.

**SECTION - III. Hours of Work and Attendance**

**3.01 Hours of Work**

The City will establish the regular work schedule for each Department. Different work schedules (such as four, 10-hour work days) to facilitate completion of job assignments and to provide necessary City services may be established by the Department Head with the approval of the Mayor. The Department Head is responsible for advising the employee of his/her scheduled working hours.

A regular work schedule for regular, full-time employees consists of forty hours each workweek. Police *law enforcement and corrections officers* work a rotating shift schedule consisting of seven 12-hour shifts during an established fourteen (14) day work period.

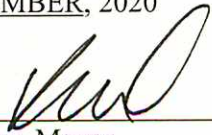
Part-time and temporary employees will work hours as scheduled by their Department Head. Part-time employees generally are scheduled to work **29** hours or less per week.

Section 2. Any ordinance, resolution, or part(s) thereof, in conflict with said "Personnel Rules, Policies, and Procedures – 2014," Section – I. Purpose and Scope, 1.05 Definitions; and Section – III. Hours of Work and Attendance, 3.01 Hours of Work is hereby repealed.


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 14TH DAY OF SEPTEMBER, 2020

  
Karin Wilson, Mayor

Attest:

  
Lisa A. Hanks, MMC  
City Clerk

Ord. No. 1687 Published in  
FAIRHOPE COURIER  
on Wednesday, September 30, 2020  
 City Clerk