

**ORDINANCE NO. 1738**

**AN ORDINANCE AMENDING ORDINANCE NO. 1510 AND  
ORDINANCE NO. 1635 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.
- **Certifications and Trainings.** Any employee will receive a pay increase of fifty cent (.50¢) to one dollar (\$1.00) per hour, per certification (a maximum of two certifications within any one fiscal year, and a maximum of ten certifications total) for any certification deemed beneficial to his/her job and approved by his/her Department Head and the Mayor. Any certification and/or training paid for by the City will result in a contract with the employee for a month of service for each \$100.00 spent by the City on classes, certification fees, training, etc.
- **Effective Date.** If an employee obtains a CDL or 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 V. - EVALUATION, TRAINING AND DEVELOPMENT**

**5.02 EMPLOYEE TRAINING**

The City recognizes the mutual benefits derived from professional development and enhancement of job skills, and encourages employees to pursue available training opportunities.

Department Heads' responsibilities include (i) developing employees' job skills through in-service training and (ii) identifying outside training programs that may enhance job skills and notifying employees of these programs.

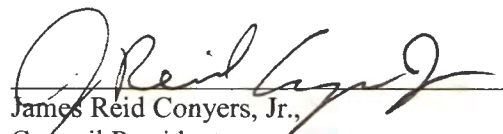
With the recommendation of the Department Head and approval by the Mayor, the City may provide partial or full payment for training workshops and seminars that are directly related to City employment, including any training necessary to obtain or maintain required licenses or certifications. Whether training time is paid or unpaid depends on the nature of the training, the needs of the City and the availability of funds. (See 4.03 EMPLOYEE PAY RATES, Certifications and Training)

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 and Section - V. Evaluation, Training and Development, 5.02 Employee Training is hereby repealed.

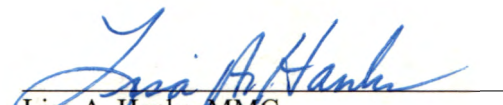
Section 3. If any section or provision of this ordinance, or of "Personnel Rules, Policies, and Procedures - 2014", be declared invalid or unconstitutional by judgment or decree shall not affect any other section or provision.

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

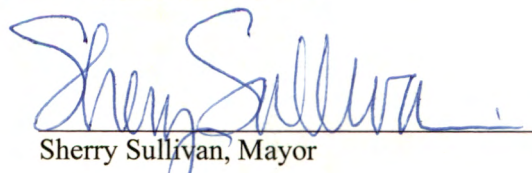
ADOPTED THIS 22ND DAY OF DECEMBER, 2021

  
James Reid Conyers, Jr.,  
Council President

Attest:

  
Lisa A. Hanks, MMC  
City Clerk

ADOPTED THIS 22ND DAY OF DECEMBER, 2021

  
Sherry Sullivan, Mayor

Ord. No. 1738 Published in  
FAIRHOPE COURIER  
on Wednesday, January 5, 2022  
Lisa A. Hanks, City Clerk