

ORDINANCE #337

AN ORDINANCE OF THE MAYOR AND COUNCIL OF MONTEZUMA GEORGIA TO AMEND THE CODE OF ORDINANCES BY DELETING SECTIONS 5-200 & 5-203 IN THEIR ENTIRETY & SUBSTITUTING NEW SECTIONS 5-200 & 5-203 AS OUTLINED BELOW

Sec. 5-200. Types of appointments.

Department heads shall examine applications and applicants for employment and recommend applicants for appointments to vacancies existing within their departments. Appointments shall be made on the basis of ability, training and experience without regard to age, race, creed, sex, color, religion, handicap status or national origin. A person employed by the city shall be given one (1) of the following types of appointments:

- (1) *Probationary.* The initial six-month work test period during which an employee is observed for effective job performance.
- (2) *Regular full-time.* An employee who has satisfactorily completed the six-month test period and who regularly works at least thirty (30) hours per week.
- (3) *Regular part-time.* An employee who has satisfactorily completed the six-month work test period and who regularly works at least twenty (20) hours per week.
- (4) *Temporary.* Temporary appointments may be made to fill positions, which are authorized and established for a specific period of time; or when the work of the jurisdiction requires the service of one (1) or more employees on a seasonal or intermittent basis; or in case of emergency.
- (5) *Competitive appointments.* Competitive appointments are the normal practice of the city. When a vacancy occurs, a recruitment plan will be developed and implemented by the appointing authority. An applicant must be considered qualified for the job to be employed, and generally, the best qualified applicant will be employed.
- (6) *Noncompetitive appointments.* The city may promote from within whenever possible. Noncompetitive promotions shall be consistent with equal employment guidelines. This type of appointment also applies to temporary and part-time employees who are not covered by these policies.

(7) Retired---part-time---limited benefits. An employee who has retired directly from city service and city desires their continued services at a rate of not more than thirty (30) hours per week. Employees who are given this type appointment are not eligible for any additional retirement benefits, and cease earning sick, vacation and holiday leave. Employees of this type will be paid by the hour for the number of hours worked each pay period and are not guaranteed any number of hours. Departmental need as determined by the department chief, will dictate number of hours employee will work. Group health and life insurance benefits paid by the city are available to any employee who retires directly from city service.

Sec. 5-203. Rehired employees

Employees who voluntarily leave the city service and are subsequently rehired at a later date shall be paid at a step within the approved pay range not to exceed the maximum for that grade even if pay rate that employee left at was above the maximum for that pay grade and shall be considered a new employee. This means that all benefits accrued during the period of employment are forfeited and length of service will be calculated from the most recent employment date.

SO ORDAINED, BY THE MAYOR AND COUNCIL of the City of Montezuma, Georgia this 10th day of September, 2002. This Ordinance does not affect existing employees and only applies to employees hired after the date of passage.

Willie J. Larry - Mayor

David M. Peaster, Sr. – City Manager