

## **ORDINANCE NO 192**

### **AN ORDINANCE ADOPTING A PERSONNEL POLICY MANUAL AND RELATED JOB DESCRIPTIONS; ESTABLISHING A PERSONNEL REVIEW BOARD; AND REPEALING ALL ORDINANCES AND MANUALS THAT MAY BE IN CONFLICT.**

**WHEREAS**, the Detroit City Council finds it in the interest of the citizens of the City of Detroit to adopt personnel policies and rules in coordination with City-County Insurance Services guidelines and consistent with prudent personnel practices and Federal and State requirements; and,

**WHEREAS**, the Detroit City Council finds that personnel matters shall be governed through the Personnel Policy Manual and Job Descriptions.

#### **NOW, THEREFORE, THE DETROIT CITY COUNCIL ORDAINS AS FOLLOWS:**

**SECTION 1.** The City of Detroit Personnel Policy Manual is hereby adopted and attached as "Exhibit A" to this Ordinance.

**SECTION 2.** The City Council hereby establishes a Personnel Review Board, which shall be comprised of three City Council members as appointed by the Mayor with the approval of the City Council. The Personnel Review Board shall review of the Personnel Policy Manual at least each two years, beginning with 2004 and continuing each even numbered year. At the discretion of the Personnel Review Board, the Personnel Policy Manual may be reviewed more frequently.

**SECTION 3.** Reviews and updates of the Personnel Policy Manual shall be completed by the Personnel Review Board, presented to the City Council for approval and shall become adopted upon signature of the Mayor.

**SECTION 4.** The Personnel Review Board is empowered to receive inquiries/appeals from City employees in the event that an interpretation is deemed necessary and to conduct interviews, make hiring and firing decisions and disciplinary action recommendation, up to and including termination of employment, to the Mayor for final approval.

**SECTION 5.** In the event that an employee asserts that a provision of the manual has been inappropriately applied or the employee has been unjustly treated by the Supervising Authority or the Personnel Review Board, the employee has the right to present the matter to the City Council for review. The decision of the City Council will be final.

**SECTION 6. Repeal.**

This ordinance repeals all previous ordinances or parts thereof that are in conflict with Ordinance 192 and this ordinance repeals any previous policy manuals in their entirety.

**SECTION 7. Severability.**


Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause or phrase; and if this ordinance or any portion thereof should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which the ordinance or such portion thereof was enacted.

First read for the record in full on June 10, 2003.

Second reading by title only on July 8, 2003.

**Adopted by the Detroit City Council this 8<sup>th</sup> day of July 2003.**

**CITY OF DETROIT**

  
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**Harold M. Hills, Mayor**      **Date: July 8, 2003**

**Attest:**

**CITY OF DETROIT**

**By:**  \_\_\_\_\_ **Date: July 8, 2003**  
**Sandra K. Furbish, City Recorder**

**Approved as to form:**

  
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**By: David A. Rhoten, City Attorney**