

CHAPTER 33: PERSONNEL

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GENERAL PROVISIONS

§ 33.01 TOWN MANAGER TO ADMINISTER.

The Town Manager shall be responsible for the administration of this personnel chapter which shall apply to all appointed employees of the town.
(1978 Code, § 2-6001) (Am. Ord. passed 11-3-1986)

Statutory reference:

The Board may adopt ordinances concerning annual leave, sick leave, hours of employment, holidays, working conditions, and the like. See G.S. § 160A-164. The Board shall fix or approve the schedule of pay, expense allowances, and other compensation of municipal employees and may adopt pay classification plans

§ 33.02 ALL NON-ELECTED EMPLOYEES COVERED.

The provisions of this chapter shall be applicable to all municipal employees except elected officials. (1978 Code, § 2-6002)

§ 31.03 OUTSIDE EMPLOYMENT.

All outside employment for salary, wages or commissions and all self-employment must be reported to and approved by an employee's department head. Conflicting outside employment may be grounds for dismissal.

(1978 Code, § 2-6003)

APPOINTMENTS, DISMISSAL AND DEMOTION

§ 33.20 APPOINTMENTS.

Appointments to positions within the town shall be made on the basis of ability, training and experience. The Town Manager shall appoint all full-time employees of the town.

(1978 Code, § 2-6011) (Am. Ord. passed 11-3-1986)

§ 33.21 PROMOTIONS.

Supervisors shall anticipate retirements and turnover and hire and train employees to assume greater responsibility. In filling vacancies an effort should be made to promote qualified town employees before seeking an outside replacement.

(1978 Code, § 2-6012)

§ 33.22 SUSPENSION.

During the investigation, hearing or trial of an employee on any criminal charge, or during the course of any civil action involving an employee, when suspension would be in the best interest of the town, the Town Manager may suspend the employee without pay for the duration of the proceedings as a non-disciplinary measure. Back pay shall not ordinarily be recoverable, but where the suspension is terminated by full reinstatement of the employee, the Town Manager may authorize full recovery of pay and benefits for the entire period of suspension or for any lesser period of the suspension.

(1978 Code, § 2-6013) (Am. Ord. passed 11-3-1986)

§ 33.23 DISMISSAL.

- (A) An employee whose work is not satisfactory over a period of time shall be notified in what way his work is deficient and what he must do if his work is to be satisfactory. If an employee fails to perform work up to the standard of the classification held, or continues to be negligent, inefficient, or unfit to perform his duties, he may be dismissed by the Town Manager.
 - (B) Any discharged employee shall be given a written notice of his discharge setting forth the effective date and reasons for his discharge if he shall request such a notice.
- (1978 Code, § 2-6014) (Am. Ord. passed 11-3-1986)

§ 33.24 DEMOTION.

Any employee whose work in his present position is unsatisfactory but who offers promise of becoming a satisfactory employee in another position may be demoted by the Town Manager.

(1978 Code, § 2-6015) (Am. Ord. passed 11-3-1986)

CONDITIONS OF EMPLOYMENT

§ 33.35 TOWN PERSONNEL REGULATIONS; CONDITIONS OF EMPLOYMENT.

The town personnel regulations concerning conditions of employment shall be adopted and amended from time to time as needed by the Board of Commissioners and hereby adopted by reference into this code as if set forth fully herein.