

**AN ORDINANCE NO. 12-27**

To amend and reordain Subsection D(1) of Section 51-82 of Chapter 51, Personnel Policies and Grievance Procedure, of the Code of the City of Colonial Heights, by changing and clarifying the duty of the Personnel Board; and to amend Ordinance No. 72-53 by deleting Section 33 of Article 3 thereof, which relates to the Personnel Board's duties.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That Chapter 51, Personnel Policies and Grievance Procedure, of the Colonial Heights City Code, be and is hereby amended and reordained as follows:

**§ 51-82. Procedure.**

A. Step 1.

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D. Step IV.

(1) If Step III fails to resolve the grievance, the grievant may, within seven calendar days after completion of Step III, request, in writing addressed to the City Manager, a hearing before the Personnel Board. ~~The Personnel Board has been established by Ordinance No. 72-53 "(t)o establish a personnel system based on merit principles, a plan of classification and grading for all positions in the classified services according to similarity of authority, duties and responsibilities and a pay plan consisting of a salary range for each class of positions in the classified plan," to be the final authority to rule on grievances. The sole duty of the Personnel Board shall be to rule on grievances, and it shall be the final authority to rule on grievances.~~

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2. That Ordinance No. 72-53, adopted on second reading on December 12, 1972, is amended and reordained as follows:

AN ORDINANCE NO. 72-53

To establish a personnel system based on merit principles, a plan of classification and grading for all positions in the classified services according to similarity of authority, duties and responsibilities, and a pay plan consisting of a salary range for each class of positions in the classified plan.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. The adoption of Ordinance No. 72-53 to establish a personnel system based on merit principles, a plan of classification and grading for all positions in the classified services according to similarity of authority, duties and responsibilities, and a pay plan consisting of a salary range for each class of positions in the classified plan. The manual of class specifications and the manual on personnel rules and pay plan are attached hereto and made a part of this said ordinance.

2. This ordinance shall be in full force and effect on its second reading.

Approved:

John C. Kellman, Jr.  
Mayor

Attest:

Malcolm H. Elmore  
City Clerk

I certify that the above ordinance was:

Adopted on its first reading on November 28, 1972.

Ayes: 7. Nays: 0. Absent: 0.

Adopted on its second reading on December 12, 1972.

Ayes: 7. Nays: 0. Absent: 0.

Malcolm H. Elmore  
City Clerk

(Amended by 76-5; 77-9; 77-49)

ORDINANCE NO. 72-53, Article 3—Administration, Sec. 32.

A PERSONNEL BOARD SHALL BE ESTABLISHED, CONSISTING OF THREE (3) MEMBERS APPOINTED BY CITY COUNCIL. THE MEMBERS OF THE BOARD SHALL BE PERSONS IN SYMPATHY WITH THE APPLICATION OF MERIT PRINCIPLES TO PUBLIC EMPLOYMENT. NO MEMBER OF THE BOARD SHALL BE EMPLOYED BY OR BE AN OFFICIAL OF THE CITY, NOR SHALL BE A MEMBER OF ANY LOCAL, STATE OR NATIONAL COMMITTEE OF A POLITICAL PARTY OR AN OFFICIAL OR MEMBER OF A COMMITTEE IN ANY PARTISAN POLITICAL CLUB OR ORGANIZATION, NOR SHALL HOLD OR BE A CANDIDATE FOR ANY ELECTIVE OFFICE.

THE MEMBERS OF THE BOARD SHALL SERVE FOR A TERM OF THREE (3) YEARS; PROVIDED THAT IN THE APPOINTMENT OF THE FIRST BOARD THE CITY COUNCIL SHALL APPOINT ONE MEMBER FOR A TERM OF ONE (1) YEAR, ONE FOR A TERM OF TWO (2) YEARS, AND ONE FOR A TERM OF THREE (3) YEARS. VACANCIES OCCURRING DURING A TERM SHALL BE FILLED FOR THE BALANCE OF THE TERM. MEMBERS OF THE BOARD SHALL SERVE WITHOUT COMPENSATION, BUT FUNDS WILL BE PROVIDED FOR REASONABLE AND NECESSARY EXPENSES. THE BOARD SHALL ELECT ITS OWN CHAIRMAN.

~~Sec. 33. IN ADDITION TO THE DUTIES SET FORTH ELSEWHERE IN THIS ORDINANCE, THE BOARD SHALL:~~

~~33.1 ADVISE THE PERSONNEL DIRECTOR, THE CITY MANAGER AND THE COUNCIL ON MATTERS OF PERSONNEL POLICY AND PROBLEMS OF PERSONNEL ADMINISTRATION.~~

~~33.2 REPRESENT THE PUBLIC INTEREST IN THE IMPROVEMENT OF PERSONNEL ADMINISTRATION IN THE CITY SERVICE.~~

~~33.3 MAKE ANY INQUIRY WHICH IT MAY CONSIDER DESIRABLE CONCERNING PERSONNEL ADMINISTRATION IN THE CITY SERVICE, AND MAKE RECOMMENDATIONS TO THE CITY MANAGER OR THE COUNCIL WITH RESPECT THERETO.~~

3. That this ordinance shall be in full force and effect upon its passage on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

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I certify that the above ordinance was:

Adopted on its first reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_.

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_.

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_.

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_.

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
City Attorney