

FILLMORE CITY ADMINISTRATIVE POLICY

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ARTICLE I. PURPOSE AND SCOPE

The purpose of the Administrative Policy is to define how the day to day affairs of the city are run.

ARTICLE II. DEFINITIONS

A. FILLMORE CITY

For the purposes of Fillmore City Policies any reference to Fillmore City means the Mayor and/or the department head.

B. CITY COUNCIL

Means the elected members of the legislative body.

C. DEPARTMENT HEAD

Means a city employee who supervises city departments.

D. STAFF

Staff means city employees who are not department heads.

ARTICLE III. ADMINISTRATIVE AUTHORITY

A. GENERALLY

I. MAYOR

The Mayor is the chief administrative and executive officer of the city. Department heads have been delegated the administrative authority to make the day to day decisions that keep city operations running smoothly. The Mayor may or may not choose to delegate certain administrative responsibilities to the city council.

II. DEPARTMENT HEADS

Department heads report to the Mayor, are accountable to the Mayor, and receive instruction from the Mayor.

III. STAFF

Staff receives instructions from department heads and the Mayor and reports to department heads. Department heads are responsible for assigning work responsibilities to staff.

IV. CITY COUNCIL

City Council members have legislative responsibilities. City Council members who accept administrative assignments from the Mayor report to the Mayor. Unless the Mayor assigns administrative authority to the City Council, City Council members do not supervise department heads or staff and make requests for staff assistance to the department heads.

B. ASSIGNMENT OF ADMINISTRATIVE POWER TO THE CITY COUNCIL

- I. The Mayor alone may choose to delegate certain administrative responsibilities to the City Council.
- II. If the Mayor determines to make assignments, it must be done with the advice and consent of the City Council and changes to such cannot be made without a concurrence of the majority of the City Council.
- III. If authority is delegated to the City Council, the terms of the authority will be defined clearly, including what responsibilities are delegated to what council members, what department heads and staff members will be supervised by what council members, and the time period in which authority is to be delegated which can last up to the duration of the Mayor's term in office.

ARTICLE IV. EMPLOYEE SALARIES AND WAGES

A. SALARY SCHEDULE

The Fillmore City Salary Schedule will be utilized for the salaries and wages for city employees. It will be reviewed and updated by the Mayor and Recorder at least every 3 years and adjusted for cost of living allowances.

New employees may be started at a step level justified by skill level, education, or experience that meet or exceed minimum requirements of the position – to be determined by the Mayor.

New employees may become eligible to advance one step upon satisfactory completion of probation and annually thereafter at the beginning of each fiscal year, or more often as recommended by the Supervisor and approved by the Mayor. Step increases are not guaranteed but must be earned and recommended by the supervisor following a performance evaluation.

All increases shall be performance based following a supervisor's performance evaluation and recommendation.

Performance based bonuses and/or merit increases may be awarded any time for outstanding performance as recommended by the supervisor and approved by the Mayor.

B. COST OF LIVING ADJUSTMENTS SCHEDULE

Cost of Living Adjustments (COLA) will be considered at the beginning of each new budget year and must be approved by the City Council. COLA's may take the place of a step increase in the event of limited funding or if a step increase is not recommended but performance is acceptable.