

## **ARTICLE VII. PERSONNEL**

### **Section 1. Merit basis of appointment.**

Appointments and promotions in the administrative service of the City shall be made according to merit and qualifications. To carry out this purpose, there may be created a department of human resources, the head of which shall be the human resources director, who shall be appointed by the City Manager.

(Ord. No. 1169-96 <sec> 1, 11-20-96)

### **Section 2. Unclassified and classified service.**

- (a) The unclassified service shall comprise the following offices and positions:
- (1) Members of the Council, other elective officers and persons appointed to fill vacancies in elective offices.
  - (2) The City Manager, the City Clerk and the City Attorney.
  - (3) Members of boards and commissions in the City's service.
  - (4) Persons employed or appointed to make or conduct a special inquiry, investigation, make reports or conduct examinations. If the Council or the City Manager certifies that such employment is temporary and that the work should not be performed by employees as classified service.
- (b) The classified service shall comprise all offices and employments not specifically included in this section in the unclassified service.

(Ord. No. 1169-96 <sec> 1, 11-20-96)

### **Section 3. City Personnel Rules and Regulations.**

The City shall adopt and enforce a policy prohibiting illegal harassment of employees in the workplace. There shall be no illegal discrimination in employment, employment opportunities or job actions on the basis of race, color, religion, age, sex, national origin, disability, pregnancy, genetic information, or marital status. No job applicant or present employee will be illegally discriminated against or given preference because of any of the above characteristics, unless otherwise required by law.

(Ord. No. 1169-96 <sec> 1, 11-20-96; Ord. No. 1171-96 <sec> 1, 11-20-96; Ord. No. 1399-04 <sec> 2, 12-15-04; Ord. No. 1851-16 <sec> 1, 07-13-2016)