

RESOLUTION NO. R2012-07

A RESOLUTION OF THE CITY OF WILDWOOD, FLORIDA;  
AMENDING CHAPTERS 4.3 AND 5.1 OF THE CITY OF  
WILDWOOD PERSONNEL RULES; AND PROVIDING FOR  
AN EFFECTIVE DATE.

Be it resolved:

SECTION 1. Chapter 4.3 City of Wildwood Personnel Rules is hereby amended as follows [cross-throughs (-) indicate deletions and underlines ( ) indicate additions]:

Policy 4.3. RECRUITING.

- A. SUBJECT: Employee recruitment.
- B. PURPOSE: To provide a uniform procedure for recruitment of the City's employees.
- C. POLICY. A uniform procedure for the recruitment of City employees will promote fairness in employee hiring practices.
- D. PROCEDURE.

1. A need for recruitment of employees arises when any of the following occurs:

a. A vacancy in a classified position exists and it is determined that it will be filled. Wherever a vacancy is to be filled, the department head under whose authority the position falls shall notify the City Manager of the need and shall indicate the class of the position.

b. A new position is proposed by the City Manager and approved by the City Commission.

c. Temporary help is necessary because of seasonal or other employment needs as set by the City Manager.

In all of the above situations the Personnel Office will be notified by the City Manager of the need to fill the position. If there is an existing employee who meets the requirements of the position and the employee wishes to transfer to the open position, the City Manager has the discretion to transfer the employee to the open

position without the need for advertisement. If there is no qualified employee that the City Manager determines should be transferred to the open position, then the City Manager shall direct the Personnel Office to advertise the position and accept applications.  
~~advertise the position and to accept applications.~~

2. A vacancy in a classified position must be filled by appointment of a probationary or temporary employee.

3. All appointments to City service shall be made according to merit and fitness. Merit and fitness may be ascertained by examination which shall be prepared by or under the direction of the City Manager. Examinations shall relate to these matters that will test fairly the capacity and fitness of the candidates to discharge efficiently the duties of the position for which the examinations are held. Examinations may include written, oral, physical or any other qualifications or attributes which, in the judgment of the City Manager, enter into the determination of the relative fitness of the applicant.

4. Recruitment may occur by:

a. Insofar as it is practicable, vacancies in higher positions may be filled by promotion from lower classes.

b. The City will advertise regular part-time and full-time vacant positions on the City website. If insufficient application result from placement on the website, then the City will advertise in the local newspaper or such other publication as the City Manager deems appropriate. The City will also post any notice of vacancies in the City Hall

c. A position may be filled by transferring an employee from another position of the same class or similar class with essentially the same basic qualifications and having the same maximum salary. Transfers must be approved by both department heads concerned and the City Manager.

d. Discrimination against any person in recruitment, examination, appointment, training, promotion, or any other personnel action because of political or religious opinion or affiliation or because of race, sex, national origin, age, physical handicap, or any other non-merit factor is prohibited.

5. In determining successful candidates for any classified position, due consideration shall be given to such factors as education, training, experience, aptitude, knowledge, character, skills, abilities, physical fitness, references or other factors which may enter into the determination of the relative fitness of the applicant. It shall be the policy of the City to comply with the requirements of Chapter 295 of the Florida Statutes in considering the employment of Veterans.

6. No application will be accepted unless a Vacancy has been posted by the Personnel Office upon approval of the City Manager.

SECTION 2. Chapter 5.1 City of Wildwood Personnel Rules is hereby amended as follows [cross-throughs (-) indicate deletions and underlines ( ) indicate additions]:

Policy 5.1. CLASSIFICATION PLAN.

- A. SUBJECT. Inventory of employee positions.
- B. PURPOSE. The classification plan provides a complete inventory of all positions in the city service as well as accurate descriptions for each class of employment. The plan standardizes titles, each of which is indicative of a range of duties and responsibilities and has the same meaning throughout the classified service.
- C. POLICY. It is the policy of the City to clarify the duties and responsibilities of the City employee through use of a classification plan. The classification plan consists of:
  - a. A grouping into classes of positions which are or approximately equal difficulty and responsibility, which require the same general qualifications and which can be equitably compensated for within the same pay range under similar working conditions.
  - b. A class title, descriptive of the work of the class, which shall identify each class.
  - c. The classification plan may be coordinated with or overlay the compensation plan.
- D. PROCEDURES.
  - 1. Class Title - Class title shall be used in all official city

records. No person shall be appointed to, or employed in a position in the classified service under a title not included in the classification plan.

2. Uses of the Classification Plan

- a. In determining lines of promotion and in developing an employee training program
- b. In determining salaries which are the commission's goal to pay for various types of work.
- c. In preparing announcements for examination.
- d. As a guide in preparing examinations which will measure the qualifications needed to perform the work of the class.
- e. In determining personal service budget items.
- f. In providing uniform job terminology which is understandable by City officials, employees, and general public.

3. Maintenance of the Classification Plan - The City Manager is charged with the responsibility for the proper and continuous maintenance of the classification plan so that it will reflect on a current basis the duties being performed by each employee in the city service. The administration staff shall recommend to the City Manager any necessary amendments to the plan in the form of new classes and the abolishment of classes no longer required in the plan. Re-allocations of positions within the approved classification plan shall be made as follows:

- a. The City Manager shall make or cause to have made a study of each new position as it is created, and on the basis of the study, place the position into the appropriate class within the classification plan.
- b. Changes in the duties and responsibilities of a position involving either the addition of new assignments or the taking away or modifying or existing assignments shall be reported to the City Manager by department heads. If these are determined to be permanent, or more than minor changes which justify the re-allocation to a different classification, the City Manager shall place such position in its appropriate class.
- c. The City Manager shall periodically cause to have reviewed the classification of positions, and upon the basis of investigation make appropriate changes in the allocations to the classification plan.
- d. An employee affected by the allocation or re-allocation of a position in the classification plan shall be afforded a

reasonable opportunity to be heard by the City Manager after filing a written request. The City Manager, after hearing the facts of the case, shall render his decision and such decision will be reported to the employee and to the department head in writing.

4. The position description does not constitute an employment agreement between the City and employee and is subject to change as the needs of the City and the requirements of the job change.

5. The City Manager has the discretion to approve placement of an employee in a temporary position as a department head if a department head is absent for a period of four weeks or longer and the department head's absence requires that employee to assume supervisory or other responsibilities that are those of the absent department head. The City Manager may designate such employee as an acting department head as follows:

a. In the City Manager's sole discretion the employee may receive a stipend of up to 10% of his or her pay grade for the period of the department head's absence.

b. The funds to allow such payment must be available in the budget.

c. The City Manager makes a determination that it is appropriate to temporarily fill the department head's position.

SECTION 3. This resolution shall become effective from the date it is passed by the City Commission of the City of Wildwood, Florida.

PASSED AND RESOLVED this 25<sup>th</sup> day of June, 2012, by the City Commission of the City of Wildwood, Florida.

SEAL

ATTEST: Joseph Jacobs  
Joseph Jacobs, City Clerk

CITY COMMISSION  
CITY OF WILDWOOD, FLORIDA

Ed Wolf  
Ed Wolf, Mayor