

**ORDINANCE NO. 2012-14**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FLAGSTAFF AMENDING THE FLAGSTAFF CITY CODE, TITLE 1 ADMINISTRATIVE, CHAPTER 14 PERSONNEL SYSTEM, SECTION 1-14-001-0001 PERSONNEL SYSTEM ADOPTED, AMENDING THE FLAGSTAFF EMPLOYEE HANDBOOK OF REGULATIONS BY ADOPTING THE "2012 ADDENDUM 4 FLAGSTAFF EMPLOYEE HANDBOOK OF REGULATIONS" BY REFERENCE, RELATING TO POLICIES AND PROCEDURES CONCERNING EQUAL EMPLOYMENT OPPORTUNITY, NON-DISCRIMINATION AND ANTI-HARASSMENT, AMERICANS WITH DISABILITIES ACT, COMPLAINTS, AFFIRMATIVE ACTION, PROBATIONARY EMPLOYEES, PERFORMANCE EVALUATION, REDUCTION IN FORCE, AND GRIEVANCES; PROVIDING FOR PENALTIES, REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, AUTHORITY FOR CLERICAL CORRECTIONS, AND ESTABLISHING AN EFFECTIVE DATE.**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:**

**Section 1. In General.** The Flagstaff City Code, Title 1 Administrative, Chapter 14 Personnel System, Section 1-14-001-0001 Personnel System Adopted is hereby amended as set forth below (deletions shown as stricken, and additions shown as capitalized text) and by amending that certain document known as the Flagstaff Employee Handbook of Regulations, by adopting those changes as set forth in that certain document known as "2012 Addendum 4 of the Flagstaff Employee Handbook of Regulations" of the City of Flagstaff, three copies of which are on file in the office of the City Clerk, which document was made a public record by Resolution No. 2012-33 of the City of Flagstaff, and which is hereby referred to, adopted and made a part hereof as if fully set out in this ordinance.

**SECTION 1-14-001-0001 PERSONNEL SYSTEM ADOPTED:**

There is hereby established pursuant to Article IV, section 5, of the Charter of the City a personnel system based on the principles of merit and fitness to be known as the "~~Personnel Policies of the City of Flagstaff - 1980~~", which policies are hereby adopted by reference pursuant to Article VII, section 13, of the Charter of the City, and the same are hereby designated and declared to be a public record of the City. 'FLAGSTAFF EMPLOYEE HANDBOOK OF REGULATIONS,' WHICH MAY BE AMENDED FROM TIME TO TIME, Three (3) copies of the "~~Personnel Policies of the City of Flagstaff - 1980~~" WHICH shall be KEPT ON file in the office of the City Clerk and there retained available for the use and inspection by any interested person during normal business hours. The aforesaid rules and regulations shall be placed on file with the City Clerk immediately following the adoption and approval of this Chapter.

~~The City of Flagstaff hereby adopts the "2003 Amendments to the Personnel Policies of the City of Flagstaff," and by said adoption the City hereby augments and removes certain language contained in the Personnel Policies of the City of Flagstaff and hereby incorporates all of the provisions of the 2003 Amendments to the Personnel Policies of the City of Flagstaff into the Personnel Policies of the City of Flagstaff.~~

(ORD. 1116, ENACTED 06/03/1980; Ord. 2003-21, AMENDED 11/08/03, ORD. 2004-25 AMENDED 12/21/2004, ORD. 2006-21 AMENDED 9/19/2006; ORD. 2007-39 AMENDED 08/07/2007, ORD. 2009-12 AMENDED 07/01/2009, ORD. 2010-10 AMENDED 06/08/2010, ORD. 2012-14 AMENDED 08/22/2012)

**Section 2. Penalties.** Any person found guilty of violating any provision of this ordinance shall be guilty of a class one misdemeanor. Each day that a violation continues shall be a separate offense punishable as herein described.

**Section 3. Repeal of Conflicting Ordinances.** All ordinances and parts of ordinances in conflict with the provisions of this ordinance or any part of the code adopted herein by reference are hereby repealed.

**Section 4. Severability.** If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of the code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

**Section 5. Clerical Corrections.** The Human Resources Director is hereby authorized to correct typographical and grammatical errors, as well as errors of wording and punctuation, as necessary related to the City of Flagstaff Employee Handbook of Regulations as amended herein, and to make formatting changes needed for purposes of clarity and form, or consistency.

**Section 6. Effective Date.** This ordinance shall become effective thirty (30) days following adoption by the City Council.

PASSED AND ADOPTED by the City Council and approved by the Mayor of the City of Flagstaff this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

---

MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM:

\_\_\_\_\_  
ATTORNEY

\\city-hall\users\$\awendel\Ordinance 2012-14 aw.doc