



POLICIES AND PROCEDURES MANUAL

SUBJECT Human Resources Function	DEPARTMENT Human Resources	DEPARTMENT IDENTIFICATION 1400		
	SECTION 1401	PAGES 1-2	EFFECTIVE DATE 1/1/82	REVISION DATE <u>2/3/14</u> upon <u>CC</u> <u>approval</u>

1.0 PURPOSE:

To describe the policies and procedures to be followed by the City Human Resources ~~Division~~ Department and to describe the existing Human Resources policies affecting City employment.

2.0 ORGANIZATIONS AND PERSONS AFFECTED:

This policy applies to all departments in the City government organization.

3.0 POLICY:

It is the policy of the City Human Resources ~~Division~~ Department to administer ~~and enforce~~ the City's personnel ~~policies and procedures~~ functions and policies and procedures, including but not limited to talent acquisition (recruitment & selection) and retention, safety, employee/labor relations, classification/compensation and benefits, compliance, and training and organizational learning and development, employee assistance, Safety Program, Wellness and Workers' Compensation, in compliance with laws, policies and procedures as set forth in the various references cited below. Moreover, it is the policy of the City Human Resources ~~Division~~ Department to ~~periodically~~ regularly review and make recommendations regarding the administration of all personnel matters relating to the employees of the City of West Allis.

4.0 REFERENCES:

Applicable federal and Wisconsin employment laws, rules, regulations (such as WFEA, ADA, COBRA, EEO, FMLA, HIPAA, etc.)

Rules of the Board of Police and Fire ~~Commissioners~~ Commissioners ~~Rules~~

City of West Allis Policies and Procedures Manual

Collective Bargaining Agreements

~~Civil Service Commission Rules and Regulations.~~

City of West Allis Revised Municipal Code Sections 2.73, 2.75, 2.76, 2.80, 2.48, and subsections of Chapters ~~IV-4~~ and ~~5V~~ as related to personnel matters.

Wisconsin Statutes Chapter 68, and Sections 62.13 and 111.70

5.0 PROCEDURES:

(1) RESPONSIBILITY

~~(a) It is the responsibility of the Human Resources Division to administer the existing personnel policies affecting City employment and to make recommendations to the City Administrative Officer/Clerk-Treasurer, regarding the administration of all personnel matters within the City organization.~~

(a) Human Resources Department. The Human Resources Department shall administer and carry out the purposes of Section 2.76 and such policies of the Common Council, the Board of Police and Fire Commissioners, and Civil Service Commission to

effectuate such ordinances and policies to:

1. Provide City departments with qualified personnel to deliver City services as fairly, efficiently and effectively as possible.
2. Develop, implement and continuously improve automated systems to screen, select, and hire individuals for positions, which are job related, in compliance with Human Resources best practices, benchmarks, competitive positioning and performance metrics, and consistent with applicable State and federal employment laws and regulations.
3. Insure equal employment opportunity in all personnel actions, including but not limited to hire, tenure or term and conditions or privilege of employment based on ability to perform the duties and responsibilities assigned to the particular position without regard to age, race, creed or religion, color, handicap, sex, national origin and ancestry, political affiliation, or any other legally protected status.

~~(2) GENERAL POLICIES~~

(b) Human Resources Director. The Human Resources ~~Manager~~Director, under the general supervision of the City Administrator~~ive Officer/Clerk-Treasurer~~, shall:

1. ~~B~~ be responsible for the overall ~~administration~~ administration, coordination and evaluation of the personnel ~~function~~ functions in the City of West Allis. ~~The Human Resources Manager shall work with the West Allis Civil Service Commission, Police and Fire Commission, and Department Heads, regarding the administration and development of the City's comprehensive personnel program.~~
2. Direct, supervise, and establish rules, goals objectives and initiatives for the efficient and effective administration of the Human Resources Department. Recommends and implements new approaches to effect continual improvements.
3. Ensures compliance with all federal, state and local employment laws.
4. ~~The Human Resources Manager shall administer the City personnel function in such a manner as to encourage and~~ Develop and provide resources to ensure adherence to ~~facilitate the development of a~~ comprehensive, uniform personnel policies and procedures for all agencies and departments in the City government; prepare and maintain the employee handbook. -
5. ~~The Human Resources Manager shall~~ Advise and make recommendations to the City Administrator~~ive Officer/Clerk-Treasurer~~ for consideration by the appropriate policy-making body relating to personnel policies and practices in the City of West Allis.
6. Align training and development opportunities, performance management and other initiatives with the City's strategic goals and objectives.
7. Administer employee benefit program offerings.
8. Oversee development and implementation of effective onboarding, off-boarding, retention and succession planning efforts.
- ~~Direct, supervise, and establish rules for the effective administration of the Human Resources Department;~~
9. Oversee the execution of programs, practices and policies that mitigate risk and avert workplace violence and ensure safety.
10. Provide administrative assistance to the Civil Service Commission.
11. Serve as the City's Affirmative Action Officer and Labor Negotiator.

(23) GENERAL POLICIES

- (a) Municipal personnel administration in the City of West Allis ~~operates in conjunction with two merit systems, which establish regulations~~ providing for the appointment, advancement, and retention of employees on the basis of merit and fitness to be ascertained in most cases by competitive examination, without regard to sex, marital status, race, religion, national origin, disability, or political affiliation ~~or any other legally protected status. The merit system is overseen by the Police and Fire Commission, and the Civil Service System wherein the Human Resources Director has the authority to administer the provisions of the Civil Service System as set forth in the Revised Municipal Code, City Policies and Procedures, and the Commission's Rules and Regulations.~~
- (b) Provision has also been made in these regulations as set forth below for appeal to either the Board of Police and Fire Commissioners or the Civil Service Commission, whichever has jurisdiction, by ~~any applicant or~~ any employee who believes ~~that~~ the intent of the merit system or its regulations have been violated.

~~Each of the merit systems is overseen by five citizens of the City of West Allis, who are appointed by the Mayor and confirmed by the Common Council for definite terms of office. The Civil Service Commission has jurisdiction over general City personnel matters, while~~

~~1. the Board of Police and Fire Commissioners has jurisdiction over Police and Fire personnel matters. The existing policies and regulations that have been adopted by the two merit systems, include the classification of positions; minimum qualifications and methods of selection for any such positions; promotions; transfers; causes and methods of removal from such positions, including demotions, layoffs, and dismissals; annual, sick, and other leave; compensation and awards; resignations; work schedules; disciplinary actions, including suspensions and within grade reductions; and, procedures for resolving major complaints and grievances. Separate from Civil Service Commission responsibilities, the City negotiates with certified labor organizations on matters of wages, hours, and working conditions, as prescribed by law (Wisconsin Employment Relations Commission).~~

1. The Board of Police and Fire Commissioners. Pursuant to Section 62.13, Wis. Stats. the Board of Police and Fire Commissioners have jurisdiction over Police and Fire personnel matters and serves as their appellate body in disciplinary actions in accordance with Section 62.13 (5), Wis. Stats.

2. The Civil Service Commission. The Civil Service Commission serves as an appellate body for hearing appeals of decisions by appointing officers concerning termination, discipline and alleged workplace safety complaints for all City employees except for: 1) protective service employees under the jurisdiction of the Police and Fire Commission (covered by Section 62.13 Wis. Stats.), 2) Executive Service employees, statutorily appointed employees identified specifically in statute as serving at the pleasure of an appointing authority, and elected officials (covered by Sections 17.12 and 17.16 Wis. Stats. and/or Policy 405 in the City of West Allis Policies and Procedures Manual and/or covered by Section 2.02 of the Revised Municipal Code); and 3) employees not under regular tenure (e.g., probationary, provisional, temporary, special, part-time less than 0.5 budgeted FTE).