

COUNTY LOCAL LAWS

BY LAW FOR A PERSONNEL SYSTEM GOVERNING THE APPOINTMENT AND REMOVAL OF EMPLOYEES, AND OTHER PERSONNEL PROCEDURES FOR EMPLOYEES IN THE COUNTY GOVERNMENT. THE PERSONNEL SYSTEM SHALL INSURE THAT PERSONNEL ACTIONS ARE BASED UPON MERIT AND FITNESS, AND THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT SHALL BE DISCRIMINATED AGAINST IN ANY PERSONNEL ACTION BY REASON OF RACE, COLOR, RELIGION, CREED, SEX, POLITICAL AFFILIATION, OR COUNTRY OF NATIONAL ORIGIN.

SECTION 902. CLASSIFIED AND EXEMPT SERVICE. COUNTY POSITIONS SHALL BE EITHER IN THE CLASSIFIED OR THE EXEMPT SERVICES. THE EXEMPT SERVICE SHALL CONSIST OF: (1) ELECTED OFFICIALS; (2) THE CHIEF ADMINISTRATIVE OFFICER; (3) THE HEADS OF OFFICES AND DEPARTMENTS IN THE EXECUTIVE BRANCH; (4) MEMBERS OF BOARDS AND COMMISSIONS; (5) THE CLERK OF THE COUNCIL; (6) THE IMMEDIATE STAFF OF THE COUNTY EXECUTIVE, NOT TO EXCEED FIVE PERSONS; (7) THE COUNTY AUDITOR; (8) PERSONS ASSIGNED TO HOURLY RATED POSITIONS FOR TEMPORARY OR SEASONAL HELP, PROVIDED THAT SUCH PERSONS ARE NOT COMPENSATED FOR MORE THAN 700 HOURS WORK PER TWELVE-MONTH PERIOD; (9) EXPERTS OR SPECIALISTS PERFORMING TEMPORARY SERVICES; (10) PERSONS EMPLOYED AS ATTORNEYS-AT-LAW, EXCEPT HEARING EXAMINEES; AND (11) EMPLOYEES REQUIRED TO BE COVERED BY THE STATE MERIT SYSTEM.

SECTION 903. SALARIES AND WAGES. SALARIES AND WAGES OF BOTH CLASSIFIED AND EXEMPT SERVICE EMPLOYEES SHALL BE DETERMINED IN ACCORDANCE WITH CLASSIFICATION AND SALARY PLANS. FOR SUCH PLANS TO BECOME EFFECTIVE, THEY SHALL BE SUBMITTED BY THE COUNTY EXECUTIVE TO THE COUNCIL FOR LEGISLATIVE ACTION THEREON. IF THE COUNCIL FAILS TO TAKE FINAL ACTION UPON A SALARY PLAN WITHIN SIXTY CALENDAR DAYS OF ITS SUBMISSION TO THE COUNCIL BY THE COUNTY EXECUTIVE, THEN SUCH PLAN SHALL STAND APPROVED.

SECTION 904. THE PERSONNEL LAW. THE PERSONNEL LAW OF THE COUNTY SHALL INCLUDE BUT NOT BE LIMITED TO: (1) CLASSIFICATION AND PAY PLANS INCLUDING THE ALLOCATION OF POSITIONS; (2) CONSTRUCTION, MAINTENANCE, AND EXPIRATION OF ELIGIBILITY LISTS; (3) CERTIFICATION AND APPOINTMENT PROCEDURES; (4) PROBATIONARY REQUIREMENTS; (5) PROMOTION, TRANSFER, AND SEPARATION PROCEDURES; (6) DISCIPLINARY PROCEDURES; (7) CAREER DEVELOPMENT PLANS; (8) SPECIAL RULES RELATING TO THE FIRE AND POLICE SERVICES; AND (9) SUCH OTHER MATTERS AS MAY BE REQUIRED BY LAW.