

**CITY OF DAPHNE, ALABAMA
ORDINANCE 2023-33**

**AMENDING CITY'S EMPLOYEE HANDBOOK
(SECTIONS 5.1, 7.2, and 10.3)**

WHEREAS, the City Council of the City of Daphne, after due consideration, believes it appropriate to amend several sections of the City of Daphne Employee Handbook;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA AS FOLLOWS:

SECTION I:

That the following Sections of the Employee Handbook be amended:

Section 5.1	General Provisions – Timing of Formal Evaluations
Section 7.2	Types of Discipline (Disciplinary Probation)
Section 10.3	Employee Anniversary Date

The specific revisions to these sections are set forth in Exhibit A to this Ordinance.

SECTION II: REPEALER

That any Ordinance, or parts thereof, heretofore adopted by the City Council of Daphne, Alabama, which is in conflict with this Ordinance be and is hereby repealed to the extent of such conflict.

SECTION III: SEVERABILITY

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

SECTION IV: EFFECTIVE DATE

This Ordinance shall take effect and be in force from and after the date of its approval by the City Council of the City of Daphne and publication as required by law.

ADOPTED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF DAPHNE, ALABAMA, THIS 5th DAY OF September, 2023.



Robin LeJeune, Mayor

ATTEST:



Candace G. Antinarella, CMC, City Clerk

EXHIBIT A

AMENDMENT TO EXISTING POLICIES

5.1 General Provisions, 7.2 Types of Discipline,
and 10.3 Employee Anniversary Date

5.1. GENERAL PROVISIONS

Timing of Formal Evaluations. Unclassified and regular status classified full-time and part-time employees will be evaluated at least once annually. Evaluations of probationary status employees normally will be conducted during the third and sixth months of the probationary period. If an employee receives a promotion or demotion during their employment with the City, the employee's annual evaluation date will fall on the anniversary of the promotion or demotion effective date henceforth.

7.2. TYPES OF DISCIPLINE

Disciplinary Probation. A Department Head may, alone or in conjunction with other disciplinary action, place an employee on disciplinary probation. During probation, the performance of the employee will be evaluated regularly. At the end of the probation, if an employee is unable to improve job performance or work behavior to an acceptable level, the employee will be subject to further disciplinary action, up to and including dismissal. If an employee's annual evaluation falls during the disciplinary probation period, the regularly scheduled annual evaluation will be postponed until the probationary period is completed.

10.3. EMPLOYEE SERVICE DATE

Establishment. Each unclassified, classified, and part-time employee will have a service date established based on the date of employment. An employee's service date is used to determine eligibility for longevity pay increases, benefits, and other areas related to an employee's years of service.

Should the employee be promoted or demoted during their tenure with the City, the employee's service date will remain the same however the annual evaluation date will change to the effective date of promotion or demotion. Lateral transfers within the same department and same pay grade will not constitute a change in the employee's evaluation date.