



## Legislation Text

---

**File #:** 18-306, **Version:** 1

---

**TO:** Mayor and Commissioners  
**FROM:** R. Max Lohman, City Attorney  
**DATE:** May 15, 2018

ORDINANCE NO. 04-18: AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 35, "EMPLOYEE POLICIES AND BENEFITS", SECTIONS 35.001 THROUGH 35.014 AND READOPTING SAME, AS REVISED, IN ORDER TO ADOPT A PERSONNEL POLICY AND PROCEDURES MANUAL, PROVIDING FOR ITS ADMINISTRATIVE AMENDMENT; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE, AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES (SECOND READING).

**Recommended Action:**

Motion to approve Ordinance 04-18 amending Chapter 35 to authorize the City Manager to implement the Personnel Policies and Procedures Manual.

**Background:**

Ordinance 04-18 repeals and readopts Chapter 35, "Employee Policies and Benefits", and authorizes the City Manager to implement a Personnel Policies and Procedures Manual. This Ordinance would repeal the Civil Service Board but all other measures part of the City's grievance process would remain in effect. In addition, the City Manager would be authorized to implement the City's Personnel Policies and Procedures Manual in order to centralize all of the current City personnel policies into one document. All policies contained in the Personnel Policies and Procedures Manual have received legal review by the City's labor counsel. The City Attorney recommends these revisions in order to centralize the City's personnel policies for all City employees governed under same and in order remain consistent with recent City-wide changes to move various administrative procedures from the Code of Ordinance to a separate policies and procedures manual.

**City Attorney Review:**

Approved as to form and legal sufficiency.