

**THIS IS A DRAFT OF AN ORDINANCE TO BE PROPOSED AT THE DECEMBER 20, 2021
WAITE PARK CITY COUNCIL MEETING**

CHAPTER II- ADMINISTRATION, OPERATIONS AND ORGANIZATION

ORDINANCE 22	CIVIL SERVICE BOARD.....	22-1
Section 22.1.	Establishment.....	22-1
Section 22.2.	Classified Service.....	22-1
Section 22.3.	Personnel Board	22-2
Section 22.4.	Powers and Duties	22-2

CHAPTER II- ADMINISTRATION, OPERATIONS AND ORGANIZATION

ORDINANCE 22 CIVIL SERVICE BOARD

Section 22.1. Establishment. The City establishes a Civil Service Personnel system authorized by Minnesota Statutes, Chapter 44 (Laws 1951, Chapter 675), and its amendments.

Section 22.2. Classified Service. Every employee, as defined by Minnesota Statutes, Chapter 44, shall be in the classified service except those excluded from the classified service by that law and the following employees, who are expressly excluded:

- A. Volunteer fire fighters;
- B. Every employee whose compensation is fixed at less than \$2,500 a year;
- C. Every employee hired by the day or week to perform unskilled or semi-skilled labor;
- D. Seasonal employees hired for less than nine (9) months in any calendar year;
- E. Any person employed in a professional or scientific capacity to make or conduct special inquiry investigation or examination for the City Council or any City agency;
- F. City Administrator ~~Clerk-Treasurer;~~
- G. Public Works Director;
- H. Finance Director;
- I. Planning & Community Development Director;
- J. Payroll/Human Resource Clerk;
- K. Utility Billing and Media/Publications Coordinator;
- L. Facility Events Coordinator
- M. City Clerk
- N. Water Resource/Facility Logistics Technician

Section 22.2 updated [4/27/202012/20/2021](#)

THIS IS A DRAFT OF AN ORDINANCE TO BE PROPOSED AT THE DECEMBER 20, 2021
WAITE PARK CITY COUNCIL MEETING

CHAPTER II- ADMINISTRATION, OPERATIONS AND ORGANIZATION

Section 22.3. Personnel Board. The City creates a personnel board. The Mayor, with the City Council's consent, shall appoint three (3) members to serve on the personnel board, and Minnesota Statutes Chapter 44, as amended, shall apply to the personnel board members' composition, terms, appointment, qualification and removal.

Section 22.4. Powers and Duties. The personnel board shall have control and supervision over the employment, promotion, discharge and suspension of all classified service employees as provided in Minnesota Statutes Chapter 44.

Updated 1/2015

Ordinance Amended [4/27/2020](#) [12/20/2021](#)