

## **ARTICLE I. GENERAL PROVISIONS**

### **Section 1. Purpose of the Policy**

It is the purpose of this policy and the rules and regulations set forth to establish a fair and uniform system of personnel administration for all employees of the Town under the supervision of the Mayor and Board of Commissioners. This policy is established under authority of Chapter 160A, Article 7, of the General Statutes of North Carolina.

These provisions for personnel administration remain subject to change whenever the Board deems necessary.

### **Section 2. At Will Employment**

The Town of Cameron is an "at will" employer. Nothing in this policy creates an employment contract or term between the Town and its employees. No course of conduct or action by any person or group of persons, and nothing in these policies modifies the at-will nature of an employee's employment with the Town. Employees are not granted a property interest in Town employment.

All Town positions are subject to budget review and approval each year, and salary advancement is subject to annual funding and approval by the Board.

### **Section 3. Merit Principle**

All appointments and promotions shall be made solely based on merit. All positions requiring the performance of the same duties and fulfillment of the same responsibilities shall be assigned to the same class and the same salary range. No applicant for employment or employee shall be deprived of employment opportunities or otherwise adversely affected as an employee because of such individual's race, color, religion, sex national origin, political affiliation, non-disqualifying disability, or age.

### **Section 4. Responsibilities in the Administration of the Personnel Program**

#### **Responsibilities of the Mayor and Board of Commissioners:**

As the Chief Executive officer, the Mayor is the head of the administrative branch of the Town government and is directly responsible to the Board for the administration of the affairs of the Town. The Mayor is the final authority for directing the activities of all employees. Therefore, the Mayor shall establish rules and procedures as necessary to effectively accomplish the mission of the Town which are not inconsistent with the Town's Charter of Ordinances or with Federal and State laws.

The Board of Commissioners shall be responsible for establishing and approving personnel policies, the position classification and pay plan, and may change the policies and benefits as necessary. They also shall make and confirm appointments when so specified by the general statutes.

**Responsibilities of the Town Clerk:** The Town Clerk shall be responsible to the Mayor and Board of Commissioners for the day-to-day administration and technical direction of the personnel program.

The Town Clerk shall recommend policies and revisions to the personnel system to the Board of Commissioners for consideration, and shall:

- a) Maintain a roster of all persons and authorized positions in the municipal service, setting forth each position and employee, class title of position, salary, any changes in class title and status, and such data as may be desirable or useful;
- b) Develop and administer such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the Town;
- c) Administer the benefits programs of the Town;
- d) Investigate periodically the operation and effect of the personnel provisions of this policy; and
- e) Performing such other duties as may be assigned by the Board of Commissioners not inconsistent with this policy.

**Responsibilities of Supervisors:** A supervisor shall meet his/her responsibilities as directed by the Mayor, being guided by this policy and Town ordinances. The Town will require all supervisors to meet their responsibilities by:

- a) Dealing with all employees in a fair and equitable manner and upholding the principles of equal employment opportunities;
- b) Developing and motivating employees to reach their fullest potential through continued education and training.
- c) Making objective evaluations of individual work performance and discussing these evaluations with each employee to bring about needed improvements;
- d) Keeping employees informed of their role in accomplishing the work of their unit and of conditions or changes affecting their work;
- e) Making every effort to resolve employee problems and grievances and advising employees of their rights and privileges;
- f) Cooperating and coordinating with other staff members in work flow and distributing information;
- g) Making proper documentation and maintaining current files.

**Responsibilities of the Employee:** An employee of the Town of Cameron shall be expected to:

- a) Report to work on time and remain on the job until the end of the tour of duty;
- b) Perform duties to the best of his/her ability and contribute a full day's work for a full day's pay;
- c) Work well with other employees and accept additional assignments during peak workloads and emergency situations;
- d) Request prior approval for leaves of absence;
- e) Refrain from spreading rumors or engaging in other activities which have a disruptive influence on morale or work progress.