

RESOLUTION NUMBER 2023-10

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF PARADISE VALLEY, ARIZONA, ADOPTING AN AMENDMENT TO THE TOWN OF PARADISE VALLEY HUMAN RESOURCES POLICIES & PROCEDURES HANDBOOK.

WHEREAS, the Council updated the appointment process for certain Town staff positions pursuant to Ordinance 614, and has made further updates pursuant to subsequent ordinances; and

WHEREAS, pursuant to the provisions of Section 3-4-3 of the Town Code, the Council is empowered to adopt rules and regulations for personnel administration and to modify such rules and regulations from time to time; and

WHEREAS, the Council now desires to align the Town's human resources policies and procedures on appointment and classification with corresponding provisions of the Town Code.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Paradise Valley, as follows:

Section 1. The recitals above are hereby incorporated as if fully set forth herein.

Section 2. The Town of Paradise Valley Human Resources Policies & Procedures Handbook is hereby amended by amending Section 703 – Unclassified Service, as follows (deletions in ~~striketrough~~; additions in **bold**):

SECTION 703 Unclassified Service

A. The unclassified service includes employees in positions which must be responsive to Town Council. Employees within the unclassified service are at-will employees; employment is subject to termination by the employee or the Town at any time for any reason, unless otherwise stated in a written contract of employment.

B. **Section 502 *Probation* and subsections A and B of Section 503 *Reinstatement*, do not apply to any appointment made to any position designated as unclassified in this section.**

BC. The following positions are unclassified:

1. All Town officers appointed by the Town Council:

*a) Town Manager

*b) Town Attorney

c) **Town Magistrate**

*~~Town Marshal~~

*~~Town Engineer~~

*~~Town Clerk~~

2. Town officers appointed by the Town Manager after July 8, 2023. Such officers shall include (working titles may vary):

- a) Chief Financial Officer
- b) Community Development Director
- c) Municipal Court Director
- d) Human Resources Director/Manager
- e) IT Director
- f) Police Chief
- g) Public Works Director
- h) Town Clerk
- i) Town Engineer
- j) Town Marshal

An incumbent appointed to one of the above-listed positions on or before July 8, 2023, will retain the rights and privileges of the classified service until such time as that incumbent separates from Town employment, transfers to an unclassified position, or voluntarily relinquishes classified status.

23. Volunteers and personnel appointed to serve without pay. **Note: Non-exempt Town employees may not perform volunteer service for the Town when the volunteer hours involve the “same type of services” (as defined by the Fair labor Standards Act) for which the individual is currently employed.**

- a. ~~Non-exempt Town employees may not perform volunteer service for the Town when the volunteer hours involve the “same type of services” (as defined by the Fair labor Standards Act) for which the individual is currently employed.~~

34. Temporary employees

45. Probationary employees.

Section 3. The Mayor, the Town Manager, the Town Clerk, and the Town Attorney are hereby authorized and directed to execute all documents and take all steps necessary to carry out the purpose and intent of this Resolution.

PASSED AND ADOPTED by the Mayor and Council of the Town of Paradise Valley this 6th day of June, 2023.

Jerry Bien-Willner, Mayor

ATTEST:

Duncan Miller, Town Clerk

APPROVED AS TO FORM

Andrew J. McGuire, Town Attorney

SECTION 703

Unclassified Service

A. ~~A.~~ The unclassified service includes employees in positions which must be responsive to Town Council. ~~Employees within the unclassified service are at-will employees; employment is subject to termination by the employee or the Town at any time for any reason, unless otherwise stated in a written contract of employment.~~

B. Section 502 Probation and subsections A and B of Section 503 Reinstatement, do not apply to any appointment made to any position designated as unclassified in this section.

C. ~~B.~~ The following positions are unclassified:

1. All Town officers appointed by the Town Council:

a) Town Manager

b) Town Attorney

~~1) Town Marshal~~

~~2) Town Engineer~~

c) ~~Town Clerk~~ Town Magistrate

2. Town officers appointed by the Town Manager after July 8, 2023. Such officers shall include (working titles may vary):

a) Chief Financial Officer

b) Community Development Director

c) Municipal Court Director

d) Human Resources Director/Manager

e) Information Technology Director

f) Police Chief

g) Public Works Director

h) Town Clerk

i) Town Engineer

j) Town Marshal

An incumbent appointed to one of the above-listed positions on or before July 8, 2023, will retain the rights and privileges of the classified service until such time as that incumbent separates from Town employment, transfers to an unclassified position, or voluntarily relinquishes classified status.

~~23.~~ Volunteers and personnel appointed to serve without pay.

- a. Non-exempt Town employees may not perform volunteer service for the Town when the volunteer hours involve the “same type of services” (as defined by the Fair Labor Standards Act) for which the individual is currently employed.

~~34.~~ Temporary employees

~~45.~~ Probationary employees.