

## **Chapter 2 ADMINISTRATION**

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**[HISTORY: Adopted 4-2-79 as Chapter 6. Revised and restated in its entirety 11-7-94, effective 1-1-95, as Chapter 2. Subsequent amendment history noted where applicable.]**

### **REFERENCES**

**Personnel -- See Articles III and VII of the Charter and the Personnel Manual.**

**Financial disclosure -- See Chapter 32.**

**Police Department -- See Chapter 53.**

**§ 2-1. Committees. [Revised 3-6-95.]**

The Mayor, with the approval of the Council, shall appoint standing and other committees of the Council to perform such functions and be composed of such members as the Mayor may designate. The standing committees shall be Finance, Public Works, Public Safety and Legislative.

- (a) Finance is concerned with expenditures, revenue and budgetary items.
- (b) Public Works is concerned with maintenance and sanitation of streets and public grounds.
- (c) Public Safety is concerned with police, fire, and safety matters.

(d) Legislative is concerned with legislation, including but not limited to ordinances, resolutions, charter changes or any legislation which may be introduced by the chairman of the Committee or any member of the Council.

**§ 2-2. Action on petitions.**

Any petition bearing the signatures of bona fide residents of the Town of Riverdale Park equal to at least ten (10%) of the number of registered voters in the town shall be acted upon by the Council at the meeting at which it is presented. If any member of the Council believes the petition has merit enough to warrant further Council deliberation, action may be taken to refer it to a standing or regular committee or to a special committee or to table it to a committee or table it to the next meeting or to a special meeting. In any event, decisive action must be taken at the next regular Council meeting. Under no circumstances shall such a petition be construed to be a demand, request, or pressure for the recall of an elected official.

**§ 2-3. Personnel matters.**

Pursuant to its authority under Articles III and VII of the Charter, the Council, acting on the recommendations of the Town Administrator or the Mayor, shall approve, establish, modify, or abolish town personnel positions and classes of positions in the classified or unclassified service of the town.

**§ 2-4. Establishment of civil service departments and classified service positions. [Revised 3-6-95.][Revised 7-6-2020; effective 7-26-2020]**

Pursuant to the authority vested in the town under Articles III and VII of the Charter, the following departments in the civil service of the town are established.

- (a) Administrative Services Department;
- (b) Public Works Department;
- (c) Police Department;
- (d) Finance and Employee Services Department; and
- (e) Development Services Department.

Subject to the provisions of § 705 of the Charter and § 2-6 of this chapter, the employees of these departments and any other departments or employee positions which may be hereafter created are members of the classified civil service of the town and subject to the merit systems that are a part of the classified civil service of the town.

**§ 2-5. Merit system; personnel manual. [Revised 3-6-95.]**

(a) Merit system. Pursuant to the authority vested in the town under Articles III and VII of the Charter, a merit system for the appointment and promotion of employees in the town's classified civil service is established. The merit system shall provide rules and regulations regarding, among other things, job classification plans and descriptions of jobs, functions, and

duties, compensation plans, probationary periods, appeals by employees included in the classified civil service from dismissal or other disciplinary action, suspensions and removals, and vacation and sick leave regulations.

(b) Personnel Manual. The rules, regulations, job descriptions, and procedures of the merit system and all additional matters pertaining to the personnel systems of the town are set forth in the town's Personnel Manual, which is incorporated herein by reference and shall be amended or revised by Council resolution.

**§ 2-6. Unclassified service offices and positions. [Revised 3-6-95.] [Revised 7-6-2020; effective 7-26-2020]**

The following offices and positions are not included in the classified service of the town. Appointments and removals of persons to these offices and positions shall be subject to the provisions of §§ 702 and 705 of the Charter. Except for the positions of Town Manager and Finance Director whose powers, duties and functions are specified in the Town Charter, the powers, duties, and functions of these offices and positions shall be set forth in job descriptions prepared by the Town Manager and approved by the Town Council.

- (a) Town Manager;
- (b) Chief of Police, who shall be the head of the Police Department;
- (c) Public Projects and Services Director, who shall be the head of the Public Works Department;
- (d) Finance Director, who shall be the head of the Finance and Employee Services Department;
- (e) Development Services Director, who shall be the head of the Development Services Department; and
- (f) Administrative Services Director, who shall be the head of the Administrative Services Department.

Any person who holds a position identified in subsections (b) through (f) of this section and whose employment is terminated without cause shall be eligible for a severance payment equal to four months' salary calculated at the employee's final rate of pay. This severance payment shall be in addition to any other payments to which the employee may be entitled upon termination of employment.

**§ 2-7. Compensation of elected officials. [Revised 3-6-95.] [Revised 2-25-07][Amended 6-4-12, effective 6-24-12]**

(a) On and after June 3, 2013, the Mayor shall be compensated at the rate of one thousand dollars (\$1,000) per month.

(b) On and after June 3, 2013, the members of the Council shall be compensated at the rate of five hundred dollars (\$500) per month.

**§ 2-8. Prohibitions and Penalties. [Revised 3-6-95.]**

(a) Prohibitions.

(1) If a merit system is adopted, no person in the classified service of the town or seeking admission thereto shall be appointed, promoted, demoted, removed, or in any way favored or discriminated against because of his political or religious opinions or affiliations or any other factors not related to ability to perform the work.

(2) No person shall willfully or corruptly commit or attempt to commit any fraud preventing the impartial execution of the personnel provisions of this Code or any of the rules and regulations made there under.

(3) No officer or employee in the classified service of the town shall continue in such position after becoming a candidate for nomination or election to any town public office.

(4) No person seeking appointment to or promotion in the service of the town shall either directly or indirectly give, render, or pay any money, service, or other thing of value to any person for or on account of or in connection with his appointment, proposed appointment, promotion, or proposed promotion.

(5) No person holding a position in the classified service of the town shall make any contribution to the campaign funds of any political party or any candidate for town public office or take any part in the management, affairs, or political campaign of any political party or candidate for town public office, further than in the exercise of his rights as a citizen to express his opinion and to cast his vote.

(b) Penalties.

Any person who by himself or with others willfully or corruptly violates any of the provisions of this section is guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than five hundred dollars (\$500), or by imprisonment for a term not exceeding ninety (90) days, or by both such fine and imprisonment. Any person who is convicted under this section is ineligible for a period of five (5) years for appointment to or employment in a position in the town service and, if he be an officer or employee of the town, shall immediately forfeit the office or position he holds.