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Middletown Chapter X

CHAPTER X: PERSONNEL POLICIES

SECTION 1. CLASSIFIED SERVICE AND REGULAR PART-TIME.

A. Classification Plan of the City⁶⁷

It shall be the duty of the Mayor [and *MIDDLETOWN Commission of Civil Rights, and Equal Opportunities*] to cause to be prepared a statement of the duties and responsibilities of each position in the classified service, the compensation pertaining thereto and of the minimum qualifications for such positions.

These statements shall comprise the Classification Plan [and *MIDDLETOWN Commission of Civil Rights, and Equal Opportunities*] of the City which shall become effective upon approval by

resolution of the Common Council and which may be amended by resolution of

the Council, either upon the recommendation of the Mayor or [and *MIDDLETOWN Commission of Civil Rights, and Equal Opportunities*] or upon the initiative of the Council itself.

B. New or Additional Classified Service Positions

New or additional positions in the classified service may be created and changes in the duties and responsibilities of existing positions may be made by resolution of the Common [and/or *MIDDLETOWN Commission of Civil Rights, and Equal Opportunities*] Council upon recommendation of the Mayor or [and *MIDDLETOWN Commission of Civil Rights, and Equal Opportunities*] or upon the initiative of the Council itself.

C. Personnel Rules⁶⁹

. The Mayor [And *MIDDLETOWN Commission of Civil Rights, and Equal Opportunities*] shall also cause to be prepared a set of personnel rules which shall be reviewed or revised at least every four (4) [two (2)] years and which shall provide, among other things, for:

1. The method of holding competitive examinations;
2. Administration of the classification plan;

3. Probationary period of employment;
4. Hours of work;
5. Vacations;
6. Equal Opportunity and equity
7. Affirmative Action
8. Diversity and Inclusion
9. Sick leaves and other forms of absences; and,
10. Such other rules as may be necessary to provide for an [anti-racism, systematic-racism, and/or discrimination and to establish a fair and mandatory set of procedures to eliminate unlawful discrimination typically imposed on the basis at the very and un-questionable least, race, creed, color, orientation, and national origin]
11. [To establish a fair and mandatory access to employment opportunities (to include the City of Middletown Police Department) of person of Black, Brown, and other disadvantaged persons or groups.] and an adequate and systematic procedure for the handling of the personnel affairs of the City.

If the Mayor does not cause the personnel rules [*MIDDLETOWN Commission of Civil Rights, and Equal Opportunities* rules and regulations] to be reviewed every [Two years] and four years,

then the Common Council [Shall] may initiate, by majority vote, the review of the personnel [and *MIDDLETOWN Commission of Civil Rights, and Equal Opportunities*] rules. Such rules and amendments

thereto shall become effective upon approval of the Common Council and being filed with the City/[Council Clerk.] Town Clerk.

The copies of such rules and amendments thereto shall be provided [by the Mayor, and or Common Council] for all members of the classified service.

D. Employment Contracts for Classified Service Employees⁷⁰

. Nothing in this section shall be construed to prevent members of the classified service from.

67 Recodification of Article X, Section 1.B.

68 Recodification of Article X, Section 1.C.

69 Recodification of Article X, Section 1.D.

70 Recodification of Article X, Section 1.E.

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entering into a contract with the City for the purpose of establishing working conditions, wages and other conditions pertaining to the continuance and termination of employment.

E. Regular Part-Time Employee defined⁷¹

. A regular part-time employee of the;

City shall mean any person who is employed a minimum of 20 hours per week for at least 8 months of a 12-month calendar year.

F. Equal opportunity, diversity, equity, affirmative action and inclusion⁷²[S39].

It shall be the policy of the City to maintain a [*MIDDLETOWN Commission of Civil Rights, and Equal Opportunities*.] system that will assure recruitment of the best available persons [*to include all Minorities*] to appointment to vacant positions. And continue training and evaluation of employees and bargain fully with the collective bargaining representatives of employees [and *MIDDLETOWN Commission of Civil Rights, and Equal Opportunities*]. Moreover, the City is [~~Shall be~~] required to provide equal opportunity to all qualified applicants and to all employees with respect to initial employment, advancement and general working conditions, without respect to age, race, religious creed, color, sex, marital status, sexual orientation, gender identity or expression, or national origin, ancestry, or physical disability, as recognized by United States Federal and/or State of Connecticut anti-discrimination statutes as a "protected class" now existing, or as amended in the future. Moreover, no officer or employee of the City of [*Middletown*] Stamford, shall be appointed, discharged, reduced in rank or pay, removed or in any way favored or discriminated against, because of their status in any "protected class," as set forth herein.

1. The Plan. [*MIDDLETOWN Commission of Civil Rights, and Equal Opportunities.*] and City administrators [shall be] responsible for equal opportunity and diversity management, [inclusion] and human resources, [with review by the] in consultation with the Human Relations Commission. [*MIDDLETOWN Commission of Civil Rights, and Equal Opportunities*] shall regularly develop and maintain a comprehensive and systematic diversity, equity, affirmative action and inclusion plan which will [Shall] assure equal opportunity in recruitment, selection and retention, job structure, promotion policies, training to improve job performance and upward mobility, including any related procedures and practices, including performance appraisals and employee review in accordance with best practices in the human resource management.

2. Approval of the Plan. Said plan shall [will] be reviewed by the Mayor, [and shall be] submitted to the Common Council [with recommendation only] and be deemed effective upon approval by said Council.

3. Exception. The sole exception to these protections is that officers or employees who by the terms of the Charter serve at the pleasure of the Mayor are subject to employment decisions based on their political opinion or affiliation. [Take out completely]

SECTION 2. HIRING TEMPORARY EMPLOYEES.

All temporary employees shall be hired by the Mayor unless the Mayor [And/or City Common Council] gives, ok to department Director to do so.

71 Recodification of Article X, Section 1.F.

72 New provision (2021).

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written authorization to a Director to hire a temporary employee or employees.

SECTION 3. APPOINTMENT OF CLASSIFIED EMPLOYEES OF THE CITY.

All classified employees of the City shall be appointed by the Mayor pursuant to and in accordance with the City Personnel Rules, [Equal Employment Opportunity Commission Agency] and Classification Plan.

All positions of employment within the City government, except the Mayor's Chief of Staff⁷³ and the [Corporation Counsel,] [City Council Clerk,] appointed by the Common Counsel⁷⁴[S40], shall [not] be open to all qualified applicants and the application, selection processes. and, if applicable, testing shall be conducted in accordance with the Personnel Rules of the City.

SECTION 4. POLITICAL ACTIVITY.

The political activities of classified municipal employees shall be governed by Section 7-421 and 7-421 (A) as set forth in Chapter 113 of the Connecticut General Statutes and any amendments thereto.