TO: Mayor Shaun Sipma  
Members of the City Council  
FROM: Lisa Jundt, Human Resource Director  
DATE: November 30, 2021  
SUBJECT: REVISION OF PERSONNEL ORDINANCE TO REMOVE NON-CAREER POSITION STATUS IN ACCORDANCE WITH ADOPTION OF THE 2022 BUDGET

I. RECOMMENDED ACTION
Recommend approval of revisions to the Personnel Ordinance as proposed.

II. DEPARTMENT CONTACT PERSONS
Lisa Jundt, Human Resource Director 857-4753

III. DESCRIPTION
A. Background
On September 20, 2021 the City Council adopted Ordinance 5654 on second reading, thus approving the 2022 Budget. A provision of the 2022 Budget approved by City Council, was to convert four (4) non-career employees to full-time civil service status, and revise the Personnel Ordinance as necessary to eliminate the non-career employee language. The changes to this ordinance are as follows:

- Section 24-2 – Definitions
  o Language eliminated referencing a “Non-career employee”.
- Section 24-31- Composition of Civil Service – subsection (a)
  o Eliminate language addressing non-career and add language to include “special appointments” from section 24-46.
- Section 24-37 – Job descriptions – subsection (c)(2)
  o Eliminate language addressing non-career position.
- Section 24-46 – Special appointments – subsection (c)
  o Eliminate subsection (c) in its entirety.
- Section 24-48 – Probationary employment- subsection (a)
  o Add language to have probationary period apply to those non-career employees converted to full civil service status effective January 1, 2022.

IV. IMPACT:
A. Service/Delivery Impact:
N/A
B. Fiscal Impact:
N/A
V. ALTERNATIVES  
N/A

VI. TIME CONSTRAINTS  
N/A

VII. LIST OF ATTACHMENTS  
A. Personnel Ordinance sections with revisions.