

ORDINANCE NO. 86-10

AN ORDINANCE SETTING FORTH THE PROCEDURE FOR HIRING CITY WORKERS, INCLUDING PROVISIONS ON TEMPORARY APPOINTMENTS, OATH, AND RESIDENCY.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF GALENA, KANSAS:

SECTION 1: Definitions.

- (1) All City workers shall be designated as either officers or employees for the purposes of this ordinance as follows:
 - (a) Officers shall include all elected positions of the City and the following appointed positions: City Attorney, City Superintendent, City Clerk, Municipal Judge, Chief of Police, and Building Inspector.
 - (b) Employees shall include all regular workers paid by the city, whether full-time or part-time, except those designated above as officers.

SECTION 2: Advertising.

- (1) The City Clerk shall advertise at least one time all officer and employee positions, whether a vacancy exists or not, in the official City newspaper during the first two weeks of March, June, September, and December of each year.
- (2) Each advertisement shall state that the City is an Equal Opportunity Employer and will not discriminate against any applicant on the basis of race, color, creed, sex, age, national origin, ancestry, religion, or physical handicap.
- (3) The City Clerk shall prepare and maintain a file of job descriptions for all City positions and make this file available to any applicant during normal business hours.
- (4) The City Clerk shall maintain a file of job applications submitted by applicants for each position. The applications shall be retained on file for one year and then discarded.

SECTION 3: Appointments.

- (1) All officers and employees shall begin their duties only upon appointment by the Mayor and confirmation by the Council, except as provided in Section 4 of this ordinance.
- (2) The Mayor may, in his discretion, consult with the Council Personnel Committee and the department heads or officers before making an appointment; however, the Mayor shall not be bound to follow any recommendations made. The Mayor shall appoint only from the applications on file with the City Clerk. In the event a vacancy occurs for which no applications are on file, the City Clerk shall immediately advertise the position in the official City newspaper.

SECTION 4: Temporary Appointments.

- (1) If one or more vacancies occur in employee positions, the Mayor may fill them on a strictly temporary basis. The temporary appointee shall serve only until the next regular Council meeting or special Council meeting called

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to consider the vacancy. After the next regular Council meeting or special council meeting called to consider the vacancy, the positions shall remain vacant until a permanent appointee is confirmed by the Council or the council votes to continue the temporary appointee pending a permanent appointee.

- (2) The temporary appointee must have an application on file for the position.
- (3) If one or more vacancies occur in officer positions, the Mayor may fill them on a strictly temporary basis. The temporary appointee shall serve until a permanent appointee is confirmed by the Council.

SECTION 5: Oath.

- (1) All officers and employees, full-time or part-time, permanent or temporary, must subscribe in writing, the oath required by K.S.A. 75-4308 before assuming their duties.

SECTION 6: Residency.

- (1) Any employee of the City who fails to become a resident of the City within 90 days of appointment and confirmation or ceases thereafter to maintain residency within the City shall become immediately terminated. This provision shall not apply to employees specifically exempted by the Statutes of the State of Kansas.

SECTION 7: Repealer.

- (1) This Ordinance repeals any other ordinance to the extent said other ordinance is in conflict herewith.

SECTION 8: Publication.

- (1) This ordinance shall be in full force and effect on and after the date of its publication in the official City newspaper.

Passed by the Governing Body of the City of Galena, Kansas, this 2nd day of September, 1986.

APPROVED BY THE MAYOR:

John O. Stephenson
John O. Stephenson

ATTEST:

Cheryl Haines
Cheryl Haines, City Clerk

(SEAL)