
 Town of Swansboro	Personnel Policy		General Provisions Responsibilities in the Administration of the Personnel Program	
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ARTICLE 1 GENERAL PROVISIONS

Section 4. Responsibilities in the Administration of the Personnel Program

Responsibilities of the Town Board of Commissioners

The Town Board of Commissioners shall be responsible for approving personnel policies, the position classification and pay plan, and may change the policies and benefits as necessary. They also shall make and confirm appointments when so specified by the general statutes.

Responsibilities of the Town Manager

The Town Manager has final responsibility for directing the activities of all classified employees.

The Manager shall be responsible to the Town Board of Commissioners for the administration and technical direction of the personnel program. The Town Manager shall appoint, suspend, and remove all Town employees except those whose appointment is otherwise provided for by law. The Town Manager shall make appointments, dismissals and suspensions in accordance with the Town charter and other policies and procedures spelled out in other Articles in this Policy.

The Town Manager shall supervise or participate in:

- a) recommending rules and revisions to the personnel system to the Town Board of Commissioners for consideration;
- b) making changes as necessary to maintain an up to date and accurate position classification plan;
- c) preparing necessary revisions to the pay plan;
- d) determining which employees shall be subject to the overtime provisions of the Fair Labor Standards Act

- e) establishing and maintaining a roster of all persons and authorized positions in the municipal service, setting forth each position and employee, class title of position, salary, any changes in class title and status, and such data as may be desirable or useful;
- f) developing and administering such recruiting programs as may be necessary to obtain an adequate supply of competent applicants to meet the needs of the Town;
- g) developing and coordinating training and educational programs for Town employees;
- h) investigating periodically the operation and effect of the personnel provisions of this chapter; and
- I) performing such other duties as may be assigned by the Town Board of Commissioners not inconsistent with this Chapter.

All employees shall have full access to the Town Manager for these purposes.

Responsibilities of Supervisors:

A supervisor shall meet his/her responsibilities as directed by the Board, being guided by this policy and Town ordinances. The Town will require all supervisors to meet their responsibilities by:

- a) dealing with all employees in a fair and equitable manner and upholding the principles of equal employment opportunities;
- b) developing and motivating employees to reach their fullest potential through continued education and training.
- c) making objective evaluations of individual work performance and discussing these evaluations with each employee so as to bring about needed improvements;
- d) keeping employees informed of their role in accomplishing the work of their unit and of conditions or changes affecting their work;
- e) making every effort to resolve employee problems and grievances and advising employees of their rights and privileges;
- f) cooperating and coordinating with other staff members in work flow and distributing information;
- g) making proper documentation and maintaining current files.

Responsibilities of the Employee:

An employee of the Town of Swansboro shall be expected to:

- a) report to work on time and remain on the job until the end of the tour of duty;
- b) perform duties to the best of his/her ability and contribute a full day's work for a full day's pay;
- c) work well with citizens and with other employees and accept additional assignments during peak workloads and emergency situations;
- d) request prior approval for leaves of absence or before leaving the worksite;
- e) refrain from spreading rumors or engaging in other activities which have a disruptive influence on morale or work progress.