



## Human Resources Department

Date: June 6, 2006  
To: John M. Lamerato, Acting City Manager  
From: Peggy E. Clifton, Human Resources Director  
Subject: Agenda Item – Revisions to Troy City Code Chapter 11 (Personnel Board)

City Staff requests that City Council consider the enclosed revisions to Chapter 11. These revisions are summarized below:

Section 2.2 needs considerable updating in that it does not reflect the changes that have been previously approved by City Council to the Classification Plan for Classified Employees.

The term “probationary employee” implies that an employee has an entitlement to their position once that probationary period has been successfully completed. This is true for employees represented by a collective bargaining unit. However, Classified employees do not have the same entitlement; they are “at will” employees and do not have an employment agreement with the City of Troy. In that they do serve a period of time following employment during which they must demonstrate that they are capable of fulfilling the duties of the position, this six-month period is referred to as a “review period” to distinguish it from a more formal “probationary” period. Successfully completing a review period entitles the employee to certain leave time benefits, but does not result in a guaranteed entitlement to the position.

The Personnel Department is now called the Human Resources Department; the recommendation is to correct the title in Section 8.2.

The proposed revisions to Chapter 11 of the City Code are attached for your consideration. We will provide any additional information that you require.

Reviewed as to form and legality: \_\_\_\_\_  
Lori G. Bluhm, City Attorney

CITY OF TROY  
AN ORDINANCE TO AMEND  
CHAPTER 11 OF THE CODE  
OF THE CITY OF TROY

The City of Troy ordains:

Section 1. Short Title

This Ordinance shall be known and may be cited as an amendment to Chapter 11, Personnel Board, of the Code of the City of Troy.

Section 2. Amendment

Section 2.2 shall be amended to incorporate the following:

The Classified service shall include the following classifications:

Accountant

Administrative Aide

**Administrative Asst. to the City Manager**

Appraiser

Assistant naturalist

**Building Inspector**

Building Maint. Specialist

Civilian Communications Supv.

**Community Affairs Officer**

**Cross Connection Inspector**

**Education Coordinator**

**Engineering Assistant**

Engineering Technician

Field Supervisor

GIS Data Analyst

Inspector

Inspector Supervisor

**Insurance & Safety Coordinator**

**Inventory Control Assistant**

Landscape Analyst

Legal Assistant

**Legal Secretary**

Librarian I

Library Aide

**Manager's Office Secretary**

Museum Aide **Archivist**

**Naturalist**

**Office Coordinator**

**PC Specialist/Help Desk**

Plan Analyst

Planning Technician

**Project Manager (Engineering)**

~~Right-of-Way Appraiser~~

Right-of-Way Representative

~~Right-of-Way Technician~~

Secretary II

**Survey Supervisor**

~~Traffic Signal Technician~~

Section 7.6 shall be amended to incorporate the following:

~~Probationary employees~~ **Employees who have not completed the initial review period and are (1)** laid off for lack of work or lack of funds, **or (2)** ~~and probationary employees~~ who resign and whose resignations are withdrawn within one year, upon application and with the approval of the Department Head and the City Manager, shall have their names restored to the eligible list from which appointment was originally made.

Section 8.2 shall be amended to incorporate the following:

The ~~Personnel~~ **Human Resources** Department shall maintain the examination record of every candidate for one (1) year, and shall maintain the employment record of every employee for a period of five (5) years after separation of employment with the City.

### Section 3. Repeal

All ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this ordinance full force and effect.

### Section 4. Savings

All proceedings pending, and all rights and liabilities existing, acquired or incurred, at the time this Ordinance takes effect, are hereby saved. Such proceedings may be consummated under and according to the ordinance in force at the time such proceedings were commenced. This ordinance shall not be construed to alter, affect, or abate any pending prosecution, or prevent prosecution hereafter instituted under any ordinance specifically or impliedly repealed or amended by this ordinance adopting this penal regulation, for offenses committed prior to the effective date of this ordinance; and new prosecutions may be instituted and all prosecutions pending at the effective date of this ordinance may be continued, for offenses committed prior to the effective date of this ordinance, under and in accordance with the provisions of any ordinance in force at the time of the commission of such offense.

### Section 5. Severability Clause

Should any word, phrase, sentence, paragraph or section of this Ordinance be held invalid or unconstitutional, the remaining provision of this ordinance shall remain in full force and effect.

### Section 6. Effective Date

This Ordinance shall become effective ten (10) days from the date hereof or upon publication, whichever shall later occur.

This Ordinance is enacted by the Council of the City of Troy, Oakland County, Michigan, at a Regular Meeting of the City Council held at City Hall, 500 W. Big Beaver, Troy, MI, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Louise E. Schilling, Mayor

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Tonni L. Bartholomew, MMC  
City Clerk