

100 Merit System

101.1

Consistent with Article VI of the Amarillo City Charter, Article II of the Amarillo City Code of Ordinances and all applicable Federal and State Laws, the City of Amarillo has adopted merit system employment policies and procedures that apply to all classified employees of the City. The merit system shall provide for the recruitment, selection and promotion of all classified position vacancies on the basis of job-related ability, knowledge and skills. Advancement within the classified service shall be based on demonstrated ability and quality of performance.

101.2

All persons applying for employment and all City employees shall receive fair and equitable treatment in all aspects of human resource management without regard to race, religion, national origin, gender, age, disability or political affiliation.

101.3

Employees shall be retained on the basis of their job performance. Inadequate job performance shall be brought to the attention of the employee with notice of the need to correct the deficiency. If the employee fails to improve performance after appropriate notice, the employee may be terminated.

101.4

No officer or employee in the classified service of the City shall continue in such position upon becoming a candidate to any public office except as may be allowed by applicable State and Federal law. Employees while in uniform or on duty may not engage in political activity for an elective office.

101.5

An employee may be subject to disciplinary action or discharge for any cause specified in the Human Resource Policies and Procedures, City directives or special orders, division or department rules, Civil Service Commission Rules and Regulations, or applicable Federal and State laws. The Department Head or Division Director taking disciplinary action shall prepare a written statement of the action taken and the grounds for the action. All procedures for employee disciplinary action and appeals of disciplinary action are specifically set forth in the Civil Service Commission Rules and Regulations.

101.6

The Director of Human Resources shall prepare the Human Resource Policies and Procedures. When approved by the City Manager, the Human Resource Policies and Procedures shall provide rules, practices and policies necessary for the effective administration of the City's merit system.