

HARTSVILLE/TROUSDALE COUNTY GOVERNMENT
ORDINANCE #279-2023-16

AN ORDINANCE REPEALING ORDINANCE 66-2012-02 (AN ORDINANCE DEFINING THE DUTIES AND RESPONSIBILITIES OF DEPARTMENT HEADS, DIRECTORS, AND SUPERVISORS OPERATING WITHIN THE HARTSVILLE/TROUSDALE COUNTY GOVERNMENT)

WHEREAS, the Hartsville/Trousdale County Metropolitan Charter (Section 4.01) gives the Commission the authority to amend the plan of administrative organization at any time by passage of an ordinance; and

WHEREAS, the Hartsville/Trousdale County Government utilizes Department Heads, Directors, Boards, Committees, and Commissions to direct the employees and operations of the various budgeted departments as outlined in the Hartsville/Trousdale Metropolitan Charter, Article 4; and

WHEREAS, The County Executive/Mayor shall have the authority to recruit, interview, and nominate individuals for Department Head/Director/Administrator positions subject to the approval of the County Commission; and

WHEREAS, The County Executive/Mayor shall have the authority to remove a Department Head/Director/Administrator from that administrative position; and

WHEREAS, the adoption of the Personnel Policy also known as the Hartsville/Trousdale County Employee Handbook in August 2022 addresses responsibilities of the Department Heads, Directors, and Supervisors throughout its pages.

NOW, THEREFORE, BE IT ORDAINED by the Hartsville/Trousdale County Commission meeting in regular session, that Ordinance 66-2012-02 be repealed in its entirety; and

BE IT FURTHER ORDAINED, that any other prior ordinance that contains language that is inconsistent or in contradiction to the 2022 Personnel Policy is hereby repealed.

This ordinance shall be adopted and effective upon passage of the second reading, the public welfare requiring it.

Public Hearing held on April 24, 2023

		1M <u>Landon Gulley</u>	Voice Vote			
First Reading:	<u>March 27, 2023</u>	2m <u>Beverly Atwood</u>	<i>Approved w/o opposition</i>	<i>Absent</i>	<u>0</u>	PASSED

Motion to deny and send to the Personnel Committee for review:

		1M <u>Brian Crook</u>	Voice Vote			
Second Reading:	<u>April 24, 2023</u>	2m <u>Shane Burton</u>	<i>Approved w/o opposition</i>	<i>Absent</i>	<u>1</u>	PASSED

***ORDINANCE TO BE SENT TO THE PERSONNEL COMMITTEE
PER DIRECTION ON APRIL 24, 2023 IN REGULAR SESSION***

ORDINANCE #66-2012-02

An Ordinance Defining the Duties and Responsibilities of Department Heads, Directors and Supervisors Operating Within the Hartsville/Trousdale County Government

Sponsored by Fergusson

WHEREAS, the Hartsville/Trousdale County Metropolitan Charter (Section 4.01) gives the Commission the authority to amend the plan of administrative organization at any time by passage of an ordinance; and

WHEREAS, the Hartsville/Trousdale County Government utilizes Department Heads, Directors, Boards, Committees, and Commissions to direct the employees and operations of the various budgeted departments as outlined in the Hartsville/Trousdale Metropolitan Charter, Article 4. The County Executive/Mayor shall have the authority to recruit, interview, and nominate individuals for Department Head/Director/Administrator positions subject to the approval of the County Commission. The County Executive/Mayor shall have the power to remove a Department Head/Director/Administrator from that administrative position. The County Executive/Mayor shall have the authority to approve purchase orders only after the appropriate Department Head/Director/Administrator has given his/her approval first.

NOW, THEREFORE, BE IT ORDAINED by the Commission of Hartsville/Trousdale County Government that, those Department Heads/Directors/Administrators shall have complete authority and oversight to manage the employees and conduct the day to day operations of such departments including approval of all budgetary spending. In all cases, the Department Head/Director/Administrator shall approve all purchase orders for spending department funds. Department Heads/Directors/Administrators shall be responsible for employee hiring, employee evaluations, employee disciplinary actions, employee terminations, delegation of employee duties, employee scheduling, and day to day operations within their respective departments. Department Heads/Directors/Administrators shall consult with the appropriate Board, Committee, or Commission for additional assistance in the operation of that department. In the absence of a Department Head/Director/Administrator and/or the lack of a nomination from the County Executive/Mayor within 10 days, the County Commission is authorized to nominate and approve an interim Department Head/Director/Administrator until such a time as a formal nomination is forthcoming. The County Executive/Mayor shall not be responsible for any employee hiring, employee evaluations, employee disciplinary actions, employee terminations, employee work assignments, or decision making pertaining to the day to day operations of any budgeted departments within Hartsville/Trousdale County Government except the operation of the County Executive/Mayor's office and its staff.

This Ordinance shall be effective upon passage of second reading.

Passes 1st Reading: 1/23/2012
Passes 2nd Reading: 2/27/2012