

**TOWN OF MONTVILLE
NOTICE OF ADOPTION OF ORDINANCE**

Notice is hereby given that the Town Council of the Town of Montville, at a regular meeting held January 10, 2011 adopted the following Ordinance:

ORDINANCE NO. 2011-001

**AN ORDINANCE ESTABLISHING A
DEPARTMENT OF HUMAN RESOURCES**

THE TOWN OF MONTVILLE HEREBY ORDAINS:

§ 114-1. Created.

There shall be an administrative department of the Town of Montville known as the “Department of Human Resources.”

§ 114-2. Duties.

The Department of Human Resources shall be responsible for assisting the Mayor in the hiring, termination, retention, promotion, performance counseling, and review of all personnel for all departments, boards, commissions, and authorities, except the Board of Education, the Water and Sewer Commission and the Housing Authority.

The Department of Human Resources shall be the repository of all personnel records which shall be confidential, and shall administer the personnel policies required by the Town Charter, all collective bargaining agreements, and all other labor agreements ratified by the Town Council, except those of Board of Education, the Water and Sewer Commission and the Housing Authority.

Any additional duties and responsibilities of the Department of Human Resource shall be established by resolution of the Town Council, except as otherwise set forth below.

§114-3. Appointment of Director; Director; powers and duties.

- a. The office of the Mayor shall recommend not fewer than three qualified candidates for the position of or any vacancy in, the Director of Human Resources to the Town Council for selection.
- b. The Director of Human Resources shall be responsible for the efficiency, discipline, and good conduct of the Department of Human Resources.
- c. The Director of Human Resources shall supervise assistants and employees of the Department of Human Resources and prescribe their duties.
- d. Within six (6) months after the adoption of this ordinance and every two years thereafter, the Director of Human Resources will present to the Town Council

for its approval, a policy and procedure to address complaints alleging discrimination based upon any legally protected class.

- e. The Director of Human Resources shall exercise his or her powers and discharge his or her duties under the supervision of the Mayor.
- f. The personnel rules required by §C902 of the Town Charter shall include procedures for grievances brought by the Director of Human Resources, including procedures for the hearing of such grievances by the Town Council.
- g. The job description for Human Resources Manager presented to the Council in March 2010 is accepted and re-titled as Director of Human Resources; this description may be updated and/or amended from time to time by resolution of the Town Council.

§114-4. Agreements with the Board of Education, the Water and Sewer Commission, and the Housing Authority.

The Mayor is authorized to enter into agreements with the Board of Education, the Water and Sewer Commission, and the Housing Authority for utilizing the assistance of the Department of Human Resources for administration of any and/or all aspects of human resources, including, but not limited to labor agreements.

§114-5. Salaries.

Any salaries and benefits and paid to the Director of Human Resources or other employees of the Department of Human Resources shall be established upon recommendation of the Mayor as provided in §C906 of the Town Charter.

This ordinance shall become effective thirty (30) days from the date of its adoption.

Dated at Montville Connecticut this 11th day of January 2011.

Lisa Terry, Town Clerk