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Title: Repealing Toledo Municipal Code (“TMC”) Chapter 137; enacting a new TMC Chapter 137; and declaring emergency.

Sponsors: Eileen Granata

Indexes:

Code sections:

Attachments:

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7/19/2022	1	City Council		
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Amending TMC Ch. 137 - HR Dept.
HR/Law
T. Alexander (x1500) / E. Granata (x1034)

Repealing Toledo Municipal Code (“TMC”) Chapter 137; enacting a new TMC Chapter 137; and declaring emergency.

SUMMARY & BACKGROUND:

This Ordinance repeals Toledo Municipal Code (“TMC”) Chapter 137, Department of Human Resources and enacts a new TMC Chapter 137, to update the Chapter to align with current Section names and duties and to permit Deputy Director position, subject to Council approval under the Charter.

NOW, THEREFORE, Be it ordained by the Council of the City of Toledo:

SECTION I. That the existing Toledo Municipal Code Chapter 137, Department of Human Resources, which reads as follows:

**CHAPTER 137
Department of Human Resources**

- 137.01 Department established.
- 137.02 Duties of Director.
- 137.03 Workers' Compensation and Safety Section established.
- 137.04 Duties of Manager - Workers' Compensation.
- 137.05 Selection and Evaluation Section established.
- 137.06 Duties of Manager - Selection and Evaluation.

- 137.07 Employee Relations Section established.
- 137.08 Duties of Manager - Employee Relations.
- 137.09 Human Resource Development and Benefits Section established.
- 137.10 Duties of Manager - Human Resources Development.

137.01. Department established.

There is hereby created a Department of Human Resources as an administrative department in the City which retains all of the duties and responsibilities of the former Division of Human Resources.

137.02. Duties of Director.

(a) The Director of Human Resources shall execute the duties imposed by ordinance of Council and such other duties as may be prescribed by the Mayor.

(b) The Director of Human Resources shall be responsible for the effective administration of the Department and shall oversee the management of the Workers' Compensation and Safety Section, the Selection and Evaluation Section, the Employee Relations Section, the Human Resource Development and Benefits Section and such other areas as are assigned to the Department.

137.03. Workers' Compensation and Safety Section Established.

There is hereby created a Workers' Compensation and Safety Section within the Department of Human Resources.

137.04. Duties of Manager - Workers' Compensation.

(a) The Manager - Workers' Compensation herein created shall execute the duties imposed by ordinance of Council and such further duties as may be prescribed by the Mayor or the Director of Human Resources.

(b) The Manager - Workers' Compensation shall head the Workers' Compensation and Safety Section and under the general direction of the Director of Human Resources, shall direct the areas of employee safety and health, injury leave, transitional work, workers' compensation, and risk management and related activities.

137.05. Selection and Evaluation Section established.

There is hereby established a Selection and Evaluation Section in the Department of Human Resources.

137.06. Duties of Manager - Selection and Evaluation.

(a) The Manager - Recruiting and Selection herein created shall execute the duties imposed by ordinance of Council and such further duties as may be prescribed by the Mayor or the Director of Human Resources.

(b) The Manager - Selection and Evaluation shall head the Selection and Evaluation Section and under the general direction of the Director of Human Resources, shall direct the areas of examinations, recruitment, career ladder development, promotion, selection, performance evaluation, compensation, classification, personnel record maintenance and related activities.

137.07. Employee Relations Section established.

There is hereby created an Employee Relations Section in the Department of Human Resources.

137.08. Duties of Manager - Employee Relations.

(a) The Manager - Employee Relations hereby created shall execute the duties imposed by ordinance of Council and such further duties as may be prescribed by the Mayor and Director of Human Resources.

(b) The Manager - Employee Relations shall head the Employee Relations Section and shall direct the areas of employee relations, labor contract administration, collective bargaining, mid-term negotiations, grievance review, disciplinary action, arbitration representation by department personnel, personnel policy preparation and monitoring, and related activities.

137.09. Human Resource Development and Benefits Section established.

There is hereby created a Human Resources Development and Benefits Section in the Department of Human Resources.

137.10. Duties of Manager - Human Resource Development

(a) The Manager - Human Resources Development herein created shall execute the duties imposed by ordinance of Council and such further duties as may be prescribed by the Mayor or the Director of Human Resources.

(b) The Manager - Human Resources Development shall head the Human Resources Development and Benefits Section and under the general direction of the Director of Human Resources, shall direct the areas of employee benefits, insurance coverage, incentive programs, employee services, retirement counseling, employee/ management training, employee development, and related activities.

is repealed

SECTION 2. That a new Toledo Municipal Code Chapter 137, Department of Human Resources, is enacted to read as follows:

**CHAPTER 137
Department of Human Resources**

- 137.01 Department established.
- 137.02 Director of Human Resources.
- 137.03 Deputy Director of Human Resources.
- 137.04 Benefits and Workers' Compensation Section.
- 137.05 Selection and Evaluation Section.
- 137.06 Employee Relations Section.
- 137.07 Human Resource Training and Development Section.

137.01. Department established.

The Department of Human Resources is established as an administrative department in the.

137.02. Director.

(a) The Director of the Department of Human Resources shall be appointed by the Mayor in the manner provided by the Charter to serve at the pleasure of the Mayor. The Director of Human Resources shall execute such duties as may be prescribed by the Mayor or imposed by ordinance of Council

(b) The Director of Human Resources shall be responsible for the effective administration of the Department and shall oversee the management of the Benefits and Workers' Compensation Section, the Selection and Evaluation Section, the Employee Relations Section, the Training and Development Section and such other duties as are assigned to the Department.

137.03 Deputy Director.

A Deputy Director may be appointed by the Mayor in the manner provided by the Charter and shall serve as the Acting Director in the absence or unavailability of the Director. The Deputy Director shall report to the Director of Human Resources and shall assume and perform such duties, including providing oversight of specific functions or Department sections, as may be prescribed by the Director of Human Resources or the Mayor.

137.04. Benefits and Workers' Compensation Section.

(a) A Benefits and Workers' Compensation Section within the Department of Human Resources is established.

(b) A Manager of Benefits and Total Rewards, under the general direction of the Director of Human Resources, shall manage and direct the work of the Section and have responsibility for programs and activities related to employee safety and health, injury leave, transitional work, workers' compensation, risk management, employee benefits, compensation, insurance coverage, incentive programs, employee services and retirement counseling. The Manager shall have such other duties as may be prescribed by the Director of Human Resources or the Mayor.

137.05. Selection and Evaluation Section.

(a) A Selection and Evaluation Section in the Department of Human Resources is established.

(b) A Manager of Selection and Evaluation, under the general direction of the Director of Human Resources, shall manage and direct the work of the Section and have responsibility for programs and activities related to employee on-boarding, examinations, recruitment, promotion, selection, classification and personnel record maintenance. The Manager shall have such other duties as may be prescribed by the Director of Human Resources or the Mayor.

137.06. Employee Relations Section.

(a) An Employee Relations Section in the Department of Human Resources is established.

(b) A Manager of Employee Relations, under the general direction of the Director of Human Resources, shall manage and direct work of the Section, including responsibility for programs and activities related to employee relations, performance evaluation, labor contract administration, collective bargaining, mid-term negotiations, grievance review, disciplinary action, arbitration representation by department personnel, personnel policy preparation and monitoring. The Manager shall have such other duties as may be prescribed by the Director of Human Resources or the Mayor.

137.07. Human Resource Training and Development Section.

(a) A Human Resources Training and Development Section in the Department of Human Resources is established.

(b) A Manager of Training and Development, under the general direction of the Director of Human Resources, shall manage and direct the work of the Section, including responsibility for programs and activities related to career ladder development, employee and management training

and employee development. The Manager shall have such other duties as may be prescribed by the Director of Human Resources or the Mayor.

SECTION 3. That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were passed in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Sections 121.22 of the Ohio Revised Code.

SECTION 4. That this Ordinance is declared to be an emergency measure and shall be in force and effect from and after its passage. The reason for the emergency lies in the fact that same is necessary for the immediate preservation of the public peace, health, safety, and property and for the further reason that it is necessary for the alignment and continued operations of the Department and to effectively support the human resources needs of the City government.

Vote on emergency clause: yeas _____, nays _____.

Passed: _____, as an emergency measure: yeas _____, nays _____.

Attest: _____
Clerk of Council

President of Council

Approved: _____

Mayor

I hereby certify that the above is a true and correct copy of an Ordinance passed by Council _____.

Attest: _____
Clerk of Council