

TOWN OF MIDDLETON CODE D - PERSONNEL	
Subject: Personnel Management	Number: 1.0.1
Coverage: Staff & Council	Approved by: Council & CAO
Effective Date : October 3, 2005	Revision Date: October 2, 2006, October 6, 2014

Rationale

The following policy establishes the responsibility for the administration of Town employees and managers job descriptions.

Policy Statement

- 1) The Council will be responsible for the development, preparation, and revision of the job description of the Chief Administrative Officer.
- 2) The Chief Administrative Officer will be responsible for the development, preparation, revision, and deletion of the job descriptions for all Town employees, other than that of Chief Administrative Officer.
- 3) Further, the CAO may adopt a system of classification of positions of municipal officers and employees and specify offices that may not be filled by the same person, and determine the salaries, wages, and emoluments to be paid to municipal officers and employees, including payment pursuant to a classification system.

Previous Policies

The previous policy 9/1 "Job Descriptions Town Office & Managers" approved by Council on October 3, 2005 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 6th day of October, 2014.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 7th day of October 2014.

Rachel L. Turner
Chief Administrative Officer