



# City of Hudson, Ohio

## Staff Report With Text

**File #:** 17-97      **Version:** 1      **Name:**

**Type:** Ordinance      **Status:** Passed

**File created:** 6/13/2017      **In control:** City Council

**On agenda:** 6/20/2017      **Final action:** 6/20/2017

**Title:** AN ORDINANCE AMENDING CHAPTER 254 OF THE CODIFIED ORDINANCES ENTITLED "EMPLOYEE HANDBOOK AND PERSONNEL RULES" CONCERNING THE EMPLOYMENT EXAMINATION PROCESS; AND DECLARING AN EMERGENCY.  
Executive Summary: This Ordinance adopts the amended changes to the Employee Handbook and Personnel Rules, Chapter VI -Employment Procedures, Section B(4)(d) as approved by the Personnel Advisory and Appeals Board (PAAB) on June 8, 2017.

**Sponsors:** David A. Basil

**Indexes:** Administration

**Code sections:**

**Attachments:** 1. Examination - Chapter VI Section B (4)(d), 2. Ordinance No. 17-97

Date	Ver.	Action By	Action	Result
6/20/2017	1	City Council	approved on the consent agenda	Pass

**AN ORDINANCE AMENDING CHAPTER 254 OF THE CODIFIED ORDINANCES ENTITLED "EMPLOYEE HANDBOOK AND PERSONNEL RULES" CONCERNING THE EMPLOYMENT EXAMINATION PROCESS; AND DECLARING AN EMERGENCY.**

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### Legislative History

None.

### Purpose & Explanation

When a written examination is utilized for vacancies within the City of Hudson, the City allows applicants a right to request a review of the examination questions and answers within seven calendar days following receipt of the examination results. The City, at times, uses outside testing agencies to provide the examinations. Due to the testing agencies protection of their intellectual property, obtaining the examination questions and answers is not feasible. By removing the right to request a review of the examination questions and answers, the City can continue to utilize the expertise and knowledge of these outside testing agencies while still adhering to the Charter of the City of Hudson, whereby all appointments and promotions of Municipal employees shall be made solely on the basis of merit and fitness demonstrated by examination, demonstrated job performance or other evidence of competence. See attached proposed amendment to the Employee Handbook and Personnel Rules, Chapter VI -Employment Procedures, Section B(4)(d).

### Timing Considerations

None.

**Fiscal Impact**

Currently Budgeted

Supplemental Appropriation Required

☒ Appropriation Not Required.

**Suggested Action**

Staff recommends adopting the amended change to the Employee Handbook and Personnel Rules as approved by the PAAB.

**Submitted by,**

Jane Howington, City Manager

Suzanne Havranek, Human Resources Coordinator