

CITY DEPARTMENTS

Mayor and Common Council – Elected officials of the city include the Mayor and a seven member City Council. The Mayor serves as the chief executive officer of the City, head of the Police Department and President of the Council.

City Administration – The City Administrator reports to the Mayor and Council, and is responsible for implementing the decisions of the City Council and administering daily operations. The City Clerk sets and maintains city precincts for all federal, state, county and city elections.

City Attorney – The City Attorney is the legal advisor to all offices of the City of Austin. The City Attorney attends, prosecutes or defends certain suits, actions or proceedings for and on behalf of the city.

Human Resources – This department is responsible for all employee relations, labor agreements and benefits.

Finance Department – This department is responsible for the fiscal management, processing and maintenance of all accounting transactions including accounting policies and procedures, payroll, accounts receivable, accounts payable, cash receipts, financial statement, bonding, investment program, insurance, capital expenditures and fixed assets.

Police Department – This department enhances the quality of life in the city by working cooperatively with the public to enforce the law, preserve the peace, reduce fear, and provide for a safe environment.

Fire Department – This department provides fire inspection, public education, fire suppression and rescue services to the citizens of the City of Austin, Austin Township and Lansing Township in Mower County.

Library – This department provides public library services including a circulating collection, reference services, computer access, and programming for people of all ages.

Public Works – the largest department of the city, it is responsible for much of the infrastructure in the city which encompasses some ten square miles of area. It encompasses engineering, street maintenance, wastewater treatment, sewer maintenance, building inspection, zoning enforcement and planning.

Parks, Recreation and Forestry Department – This department administers recreational activities throughout the year. They also maintain 29 parks, the J.C. Hormel Nature Center, Riverside and Packer arena.

ADVISORY BOARDS AND COMMISSIONS

Planning Commission - This 9 member commission advises and makes recommendations to the City Council on development related matters.

Parks and Forestry Board - This 5 member board sets policy and advises the City Council concerning recreation programming and park facilities. Their responsibilities include the evaluation of need, delivery of services and the quality of programs and facilities.

Library Board - This 9 member board governs and sets policy for the library, represent the library to the community and the community to the library, employ and supervise a qualified director, obtain adequate funds for good library service and promote use of library resources in the county.

Port Authority - Issues several forms of bonds with the approval of the City Council as a means to underwrite business development projects.

Police/Fire Civil Service Commissions - Comprised of 3 members each, these commissions are responsible for testing applicants to provide a rank order list of police and fire candidates for hiring decisions. In addition, they are charged with handling disciplinary issues.

Human Rights Commission - The purpose of this 9 member commission is to assist the State Department of Human Rights in implementing the Minnesota State Human Rights Act.

Austin/Mower Homeownership Board - This board is made up of elected and appointed officials from the City and County and was created by area agencies and businesses to develop and promote homeownership programs and services.

Board of Review - The primary function of this board is to review real estate at the request of citizens who feel the assessment of their property is unreasonable.

PURPOSE

The City Council, being the elected representatives of the City of Austin and charged with the responsibility of establishing policies for the operation and management of City affairs in accordance with the applicable laws and regulations, hereby establishes a uniform and equitable system of personnel administration of the City of Austin personnel. The policies and procedures contained in this handbook may be revised from time to time as the City deems appropriate without prior notice.

SCOPE

Except as otherwise provided, this handbook applies to all employees of the City of Austin except the following:

1. All elected officials
2. Members of City boards, commissions and committees
3. Volunteer personnel

NO PROVISION IN THIS HANDBOOK IS INTENDED TO CREATE A CONTRACT BETWEEN THE CITY OF AUSTIN AND ANY EMPLOYEE, OR TO LIMIT THE RIGHTS OF THE CITY AND ITS EMPLOYEES TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE. THIS HANDBOOK IS A GENERAL STATEMENT OF POLICY, TO BE MODIFIED AND APPLIED BY THE CITY AT ITS DISCRETION.

MANAGEMENT RIGHTS

The City Council retains the full and unrestricted right to operate and manage all human resources, facilities and equipment; to establish and modify functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules; and to perform all inherent managerial functions not specifically defined by collective bargaining agreements, rules, policies, procedures and resolutions.

EMPLOYEE RESPONSIBILITY

Employees under these rules, policies and procedures shall comply with, and carry out the provisions of these rules, policies and procedures. Any employee who fails to comply with any of the provisions contained herein shall be subject to disciplinary action up to and including discharge.

LABOR AGREEMENTS TAKE PRECEDENCE

Any employee whose position is included in a collective bargaining agreement entered into in accordance with the Public Employment Labor Relations Act (M.S. 179A.01 to 179A.25) shall be exempt from any provision in the Employee Handbook which is inconsistent with terms of such agreement.

CIVIL SERVICE RULES TAKE PRECEDENCE

Any rule or regulation stipulated by the Fire or Police Civil Service Rules which is more restrictive than the policies contained in the Employee Handbook shall govern.