

## NOTICE OF ORDINANCE

NOTICE IS HEREBY GIVEN that on the 4th day of April, 2022, the governing body of the City of Hobbs adopted an ordinance amending Chapter 2.56 of the Hobbs Municipal Code related to the personnel rules for the City of Hobbs. A summary of the ordinance is contained in its title and is described as follows:

### CITY OF HOBBS

### ORDINANCE NO. 1141

### AN ORDINANCE AMENDING CHAPTER 2.56 OF THE HOBBS MUNICIPAL CODE RELATED TO THE PERSONNEL RULES FOR THE CITY OF HOBBS

#### Chapter 2.56 - Personnel Rules

##### Article 1 - General Provisions

- 2.56.010 - Title and scope.
- 2.56.020 - Personnel manual—Adopted—Personnel merit system adopted.
- 2.56.030 - Definitions.
- 2.56.040 - Applicability—Administration and implementation.
- 2.56.050 - City Manager—Authority and responsibility.
- 2.56.060 - Amendment.
- 2.56.070 - Administrative procedures and regulations.
- 2.56.080 - Equal employment opportunity.
- 2.56.090 – Reasonable Accommodation.
- 2.56.100 – Whistleblower.

##### Article 2 - Classification

- 2.56.200 - Identification—Consistency in pay ranges—Approval of plan.
- 2.56.210 - New positions—Classification required before filling.
- 2.56.220 - Maintenance of plan.
- 2.56.230 - Reclassification.

##### Article 3 Compensation

- 2.56.300 - Compensation plan review—Recommendation.
- 2.56.310 - Employees paid according to classification and compensation plans City Manager's authority.
- 2.56.320 - Rate at appointment—Increases.
- 2.56.330 - Rate Increases upon promotion.
- 2.56.340 –Rate Decreases upon Demotion.
- 2.56.350 - Transfer.
- 2.56.360 - Reclassification.
- 2.56.370 – Distribution of Pay upon Termination.
- 2.56.380 – Pay Periods & Distribution.
- 2.56.385 – Employee Compensation Information.

- 2.56.390 – Corrections.
- 2.56.395 – Tracking of hours worked.

#### Article 4 - Hours of Work and Overtime

- 2.56.400 - Hours of work.
- 2.56.410 - Overtime—Eligibility for non-exempt positions.
- 2.56.420 - Overtime—Scheduling.
- 2.56.430 - Computation of overtime.
- 2.56.440 - Positions ineligible for overtime—Compensatory absences.
- 2.56.450 – Work breaks.
- 2.56.460 - Absences.

#### Article 5 - Appointment

- 2.56.500 - Recruitment and application process.
- 2.56.510 - Nature and types of examinations.
- 2.56.520 - Employment lists.
- 2.56.530 - Job vacancies.
- 2.56.540 - Types of appointment—Status.
- 2.56.550 - Probationary period.
- 2.56.560 - Performance review.
- 2.56.570 - Medical examination.
- 2.56.580 - Nepotism.
- 2.56.590 – Reemployment of retired employees.

#### Article 6 - Changes in Employment Status

- 2.56.600 - Transfer and promotion.
- 2.56.610 - Demotion.
- 2.56.620 - Reduction in Force and Layoffs.
- 2.56.630 - Furlough.
- 2.56.640 - Disability—Termination of employee.
- 2.56.650 - Termination—Grounds.
- 2.56.660 - Resignation.

#### Article 7 - Disciplinary Actions

- 2.56.700 - Just cause discipline.
- 2.56.705 - Definition of just cause.
- 2.56.710 - Disciplinary action.
- 2.56.715 - Grounds.
- 2.56.720 - Off duty conduct.
- 2.56.725 - Progressive discipline.
- 2.56.730 – Types of action permitted.
- 2.56.735 – Verbal counseling.
- 2.56.740 - Written reprimand.
- 2.56.745 - Suspension.
- 2.56.750 - Demotion.

- 2.56.755 - Procedure for filing and hearing—Further appeal of suspension or demotion only.
- 2.56.760 Termination.
- 2.56.765 - Procedure for filing and hearing—Further appeal of involuntary termination only.
- 2.56.770 - Failure to follow procedure—Representation.
- 2.56.775 - Notice of meeting for suspensions, demotions, and involuntary terminations.
- 2.56.780 - Department heads exempt from grievance or appeal rights.
- 2.56.785 – Internal investigations

#### Article 8. - Leaves and Benefits

- 2.56.800 - Paid holidays designated.
- 2.56.805 - Certain employees exempted from paid holidays.
- 2.56.810 - Additional compensation for work on paid holidays.
- 2.56.815 - Holidays during paid time off.
- 2.56.816 - Paid time off.
- 2.56.816.1 - Paid time off caps.
- 2.56.816.2 - Extension of paid time off cap.
- 2.56.816.3 – Short-term and long-term disability insurance for paid time off employees.
- 2.56.820 - Rate of accumulation of paid time off.
- 2.56.825 - Incremental use, scheduling of paid time off.
- 2.56.830 - Paid time off for part-time regular employees.
- 2.56.835 - Paid time off accumulation paid upon termination.
- 2.56.840 - Family and medical leave policy.
- 2.56.845 - Paid time off bank.
- 2.56.850 - Workers' compensation leave.
- 2.56.855 - Workers' compensation leave amount—Conditions.
- 2.56.860 - Reduction of workers' compensation.
- 2.56.865 - Injuries on job.
- 2.56.870 - Workers' compensation leave—Eligibility for other leaves.
- 2.56.875 - Temporary disability leave generally.
- 2.56.880 - Administrative leave.
- 2.56.882 - Court and jury duty leave.
- 2.56.884 – Bereavement and funeral leave.
- 2.56.886 - Military leave.
- 2.56.888 - Unauthorized leave.
- 2.56.890 - Suspension of paid leave.
- 2.56.892 - Leave without pay.
- 2.56.894 – Insurance Benefits.
- 2.56.896 – Longevity Pay .
- 2.56.898 – Bilingual incentive pay

#### Article 9 - Employee Conduct

- 2.56.900 - Participation in political activity.
- 2.56.910 - Election to municipal office—Resignation required.
- 2.56.920 - Outside employment.

- 2.56.930 - Special job requirements—Residency—Telephone.
- 2.56.940 - Union agreements.
- 2.56.950 - Attire and grooming standards.
- 2.56.960 – Workplace Violence
- 2.56.965 – Conflict of Interest and Ethical Behavior
- 2.56.970 – Drug and alcohol use.
- 2.56.975 - Workplace safety and incident reporting.

Article 10 - Grievances

- 2.56.1000 - Informal grievances.
- 2.56.1020 - Informal grievance procedure.
- 2.56.1030 - Conditions or actions not grievable.

Article 11 – General Repealer

- 2.56.1100 – Prior Versions Repealed.

A copy of the ordinance is available to interested persons during regular business hours in the Office of the City Clerk, City Hall, 200 East Broadway, Hobbs, New Mexico. The ordinance is also available for viewing online at [www.hobbsnm.org](http://www.hobbsnm.org).

*/s/Jan Fletcher*  
Jan Fletcher, City Clerk