

CHAPTER III

ADMINISTRATION OF RULES

Policy 3.1. RESPONSIBILITY FOR ADMINISTRATION OF THE RULES

- A. SUBJECT. Responsibility for administration of personnel rules.
- B. PURPOSE. To provide a chain of command for the administration of these policies and procedures.
- C. POLICY. It is the policy of the Town that there shall be an orderly administration of the Town's personnel rules. This is promoted by an established chain of command.
- D. PROCEDURE.
1. The Town Mayor shall act as the Chief Executive Officer of the Town.
 2. The Town Mayor shall carry out such duties as are prescribed under the Town Charter, ordinances, resolutions, these rules, and from time to time as directed by the Town Council.
 3. The Town Mayor, at his discretion, may delegate any or all of the duties assigned to him by these rules.
 4. Each Department Director shall report directly to the Town Mayor on personnel issues. The Department Director shall carry out such duties as are prescribed by the Town Charter, ordinances, resolutions, these rules and the directives of the Town Mayor.
 5. Employees within each department shall report to the person designated as his or her supervisor in the department and supervisors shall report to the Department Director or Town Mayor. Employees shall carry out such duties as are prescribed for them in their job descriptions and as directed by their supervisor, Department Director or the Town Mayor.
 6. Failure to follow chain of command may result in disciplinary action, up to and including termination, unless otherwise noted in other sections of these Personnel Policies and Procedures.

Policy 3.2. ADMINISTRATION OF EXAMINATIONS OR TESTS.

- A. SUBJECT. General administration of examinations or tests required.
- B. PURPOSE. To provide a procedure for the administration of tests required by these policies and procedures.
- C. POLICY. The Town's policy is that tests and examinations required by these rules be administered in a manner to promote fair and equal, nondiscriminatory treatment of all employees.
- D. PROCEDURE.
1. The Town Mayor or designee shall give, or cause to be given, any examination or

tests required or desired under the provisions of these rules.

2. The Town Mayor or designee, at his discretion, may delegate any or all of these duties assigned to him or her by these rules.
3. If an employee or prospective employee is required to complete a test, it shall be administered in a manner that fulfills all requirements of any law applicable to that particular department.