
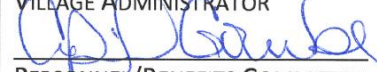
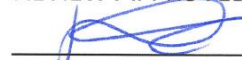




POLICY AND PROCEDURE STATEMENT

SUBJECT MANAGEMENT RIGHTS	PAGE 1 OF 2	DATE EFFECTIVE APRIL 1, 2019		
SECTION/POLICY NO. 1.04	APPROVED BY  MAYOR	SUPERSEDES NEW		
PREPARED BY VILLAGE ADMINISTRATOR & PERSONNEL DIRECTOR	 VILLAGE ADMINISTRATOR  PERSONNEL/BENEFITS COMMITTEE	APPROVAL DATE 3/28/2019	ISSUE DATE 4/1/2019	REVIEW DATE
REFERENCE	REVIEW APPROVED BY  PERSONNEL DIRECTOR	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL, CLERK- TREASURER, AND VILLAGE EMPLOYEES		

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY

- I. All functions, rights, powers, and responsibilities of the Village of Ashville and its agents, in regard to the operation of its business and work force, which the Village has not specifically abridged, deleted, granted or modified by the express and specific written provisions herein, shall remain exclusively those of the Village.

PURPOSE:

- I. The Village of Ashville maintains the ultimate right to administer the business of the Village. Appropriate persons in the Village of Ashville develop policies, as they are needed for operation and regulation.

PROCEDURE

- I. In addition to other functions and responsibilities which are covered by law, the Village has and will retain the full right and responsibility to direct operations of the Village, to promulgate rules and regulations and to otherwise exercise the prerogatives of management, including but not limited to, the following:
 1. To manage and direct its employees, including the right to select, hire, promote, transfer, assign, evaluate, layoff and recall or to reprimand, suspend, discharge, or discipline for just cause to maintain order among employees;
 2. To promulgate and enforce employment rules and regulations and to otherwise exercise the prerogatives of management;
 3. To manage and determine the location, type and number of physical facilities, equipment, programs, and the work to be performed;
 4. To determine the Village's goals, objectives, programs and services, and to utilize both internal and external personnel in a manner designed to effectively meet these purposes;

5. To determine the size, composition, and duties of the work force, the number of shifts required, to establish work schedules, to establish hours of work, to establish, modify, consolidate, or abolish jobs (or classifications); and to determine staffing patterns, including, but not limited to the assignment of employees, duties to be performed, qualifications required, and areas worked;
6. To relieve employees from duty due to the lack of work, lack of funds, or for other legitimate reasons which improve the economy or efficiency of the Village's operation.
7. To determine when a job vacancy exists, the standards of quality and performance to be maintained;
8. To determine the necessity to schedule overtime and the amount required thereof;
9. To maintain the security of records and other pertinent information;
10. To determine the overall budget and uses thereof;
11. To maintain and improve the efficiency and effectiveness of the Employer's operation;
12. To determine and implement necessary actions in emergencies or other situations;
13. To exercise complete control and discretion over Village's organization and the necessary technology to perform the work.