

Civil Service Rule XII: Employee Welfare

Section 1. Cooperation of Director:

The Director shall cooperate with appointing authorities in promoting programs of employee welfare. Such programs shall include training, health, recreation, safety, economics, affirmative action, suggestion system and other programs as may be deemed desirable for the purpose of promoting the loyalty and efficiency of City employees through their well-being, and creating a City Service which will be attractive as a career.

Section 2. Director to Take Initiative:

The Director shall take the initiative, wherever necessary, for the promotion of such programs. He shall direct, or assist in every way possible, investigations as to the feasibility of proposed programs and as to ways and means of making them effective.

Section 3. Retirement System:

The Director shall prepare recommendations to the Civil Service Commission for a suitable system for the retirement of employees who, by reason of injury, ill health or age, have become incapacitated for rendering satisfactory service. Such recommendations, in ordinance form, after review and approval by the Civil Service Commission, shall be submitted to the Mayor and Aldermen for action.

Section 4. Administration of Retirement System:

The Director shall prepare administrative rules governing the operation of the retirement system and shall institute such procedures and establish such records as may be necessary for the operation and enforcement of the ordinance.