

CHAPTER 260

EMPLOYEES GENERALLY

EDITOR'S NOTE: Because of the frequency of change, provisions relating to compensation and benefits are not codified. Copies of the latest relevant legislation or employee contracts may be obtained, at cost, from the Clerk.

260.01	Department heads	260.03	Current practices, reports and records of departments.
260.02	Vacancies.	260.04	Bonds

CROSS REFERENCES

Elective officers – see CHTR §4.1

Terms of office - see CHTR. §4.3

Deputy administrative officers - see CHTR. §6.7

Municipal Employees' Retirement Act of 1984 - see

M.C.L.A. §§38.1501aet seq.

Compensation and salaries in home rule cities - see

M.C.L.A. §§117.3, 117.5, 117.17, 117.19, 117.20,
17.33

Civil service in home rule cities - see M.C.L.A. §117.4i

260.01 DEPARTMENT HEADS.

The administrative officers of the City shall consist of the Treasurer, Assessor, Attorney, Police Chief, Water & Sewer Superintendent, Superintendent of the Department of Public Works and such other officers as shall be so designated by the City Council. All administrative officers, other than the Attorney and the Assessor, are responsible to the City Manager for the effective administration of their respective departments and offices, and all activities assigned to them. The City Manager may set aside any action taken by any administrative officer and may supersede him or her in the functions of his or her office, but, as to officers appointed by the City Council, such action shall be subject to approval by the Council.

260.02 VACANCIES.

In case of vacancy in office or during the absence of any administrative officer, the City Manager may designate an interim acting head or perform personally the functions of the office, until such vacancy is filled in accordance with the Charter.

260.03 CURRENT PRACTICES, REPORTS AND RECORDS OF DEPARTMENTS.

All departments of the City shall comply with the following:

(a) All department heads shall keep informed as to the latest practices in their particular fields and shall inaugurate, with the approval of the City Manager in the case of departments responsible to him or her, or in the case of other departments, with the approval of the officer or body to whom the department head is responsible, such new practices as appear to be of benefit to the service and to the public.

(b) Reports of the activities of each department shall be made to the Manager as he or she shall direct.

(c) Each department head shall be responsible for the preservation of all public records under his or her jurisdiction and shall provide a system of filing and indexing the same. No public records, reports, correspondence or other data relative to the business of any department shall be destroyed or removed permanently from the files without the knowledge and approval of the City Council, and such material shall be subject to the provisions of this chapter.

260.04 BONDS.

Surety bonds, conditioned as required by Section 5.11 of the Charter, shall be filed by the following officers of the City in not less than the amounts indicated:

Manager - \$100,000

Clerk - \$100,000

Treasurer - \$250,000

Deputy Treasurer - \$100,000

Deputy Clerk - \$100,000

All other officers of the City and employees (except the Mayor and Council members) shall file a blanket bond of fifty thousand dollars (\$50,000).

