

CHAPTER 12

PERSONNEL

ARTICLE 1. Personnel Rules and Regulations

ARTICLE 1. PERSONNEL RULES AND REGULATIONS

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§ 12.1.1 TITLE AND SCOPE

This Article may be known and cited as the “Personnel Ordinance” for the employees of the Village of Los Ranchos de Albuquerque.

This article requires the Mayor to establish and maintain a personnel policy (“Personnel Policy”), which is subject to the review and approval of the Board of Trustees. The Board of Trustees must approve the Personnel Policy on a bi-annual basis, which bi-annual review shall include proposed amendments or changes submitted by the Mayor or his designee as the Mayor may deem necessary.

The Personnel Policy, approved by the Board of Trustees, shall apply to all Village employees and shall describe the classifications of Village employees and the criteria for each classification. Elected Officials, the Treasurer, and those on professional service contracts shall not be covered by this personnel policy.

§ 12.1.2 PERSONNEL PRACTICES

(A) Purpose. The Village of Los Ranchos shall endeavor to assure its employees that it complies with all applicable federal and state employment laws. The Personnel Policy is intended to provide a personnel system, which promotes efficiency in the conduct of public business and endeavor to assure fair and impartial treatment of all applicants for employment and all employees of the Village.

The Village of Los Ranchos de Albuquerque is an Equal Employment Opportunity employer and it is Village policy to provide equal employment opportunity to all qualified persons, regardless of race, age, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, disability or serious medical condition, or any other status protected by law. The Personnel Policy, shall endeavor to assure nondiscriminatory employment opportunity in all aspects of employment, including but not limited to, recruitment, selections, promotions, upgrades, transfers, lay-offs, terminations, and in all terms and conditions of employment, including but not limited to, compensation, benefits, social and recreational programs, and training opportunities.



§ 12.1.3 AUTHORITY FOR ADMINISTRATION

(A) The Mayor or his/her designee shall:

(1) Develop, maintain, and enforce procedures for the recruitment, selection, compensation, promotion, training, discipline and other aspects of personnel management for all personnel to which the Personnel Policy is applicable;

(2) Implement and enforce the appropriate classification and pay plans for the Village;

(3) Recommend to the Board of Trustees amendments to the Personnel Policy as are deemed necessary and desirable;

(4) Delegate to the Personnel Director the responsibilities and authorities as are deemed appropriate for the administration of the Personnel Policy.

(B) The Personnel Director for the Village of Los Ranchos de Albuquerque shall be the Village Administrator until such time as the Board of Trustees designates another person to act in that capacity.

§ 12.1.4 SEVERABILITY

If any section, subsection, sentence, clause, word or phrase of this Article or the resulting Personnel Policy, for any reason, held to be unconstitutional or otherwise unenforceable by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Article.

§ 12.1.5 EFFECTIVE DATE AND PUBLICATION

This Article shall become effective and be in full force and effect, from and after its passage, publication and posting, according to Law.

§ 12.1.6 COMPILING CLAUSE

This Article shall be incorporated and compiled as part of the Codified Ordinances of the Village of Los Ranchos de Albuquerque.

§ 12.1.7 REPEALER

Chapter 21 of the Village of Los Ranchos de Albuquerque Codified Ordinances, Adopted by Ordinance No. 176 is herein repealed.

Ordinance and State Law References regarding Chapter 12, Article 1 (f/k/a Chapter 21):

Ordinance #112, January 12, 1994, establishing personnel policies and procedures for the employees of the Village;

Ordinance #134, enacted Feb. 14, 1996, codified Ordinance #112 as Chapter 21;

Ordinance #151, July 8, 1998, providing for and promulgating the personnel rules and regulations for the employees;

Ordinance #153, January 13, 1999, amending ORD #151;

Ordinance #176, June 25, 2003, replacing Chapter 21 of the codified Ordinance;

Ordinance #194, May 11, 2005, amending ORD #176;

Ordinance #251, June 8, 2015, amending Ch.12 Article 1 Sections 1 through 20 of the 2013 Codified Ordinances;

§ 3-11-6, NMSA 1978;



§ 3-12-4, NMSA 1978;
§ 3-13-4, NMSA 1978;
§§ 3-14-14, 3-14-15, NMSA 1978;
§§ 10-1-10, 10-1-11, NMSA 1978;
§ 14-2-1, NMSA 1978;
§ 28-2-1, NMSA 1978 *et seq.*, Criminal Offender Employment Act
Fair Labor Standards Act (29 CFR, Part 553);
American with Disabilities Act of 1990 (42 U.S.C. 12101-17, 12201-13 (Supp. V1994);
Title VII of the Capital Civil Rights Act (29 CFR 553-230);

