



OFFICE OF HUMAN RESOURCES

September 26, 2016

TO: Mayor and City Council
FROM: Stacey O'Brien, Human Resources Coordinator
RE: Revision to Personnel Handbook

OVERVIEW

After careful consideration and review, City administration, in conjunction with Lowenbaum Law, is proposing the following amendments to the City's Personnel Policy Manual. It is important to note that there is a fundamental change in the approach to the Manual; specifically that human resources related procedures that were included in the previous Manual have been intentionally deleted as best practices dictate that these should be separate policy documents and not part of the Manual. We are also proposing removing redundancy in an effort to make the Manual easier to understand.

After final approval of personnel policies, we will create and disseminate policies and procedures to all employees. In addition, we will begin implementing training sessions for all employees in order to review and discuss these policies and procedures. We will also conduct training specifically for our supervisory personnel on all aspects of the Manual and how to consistently and fairly apply these policies.

The following changes are being recommended:

Chapter 1, Introduction

- Removed Section 1.5 General and Singular/Plural Clause
- Removed Section 1.6 Collective Bargaining (included in Section 1.4 Application and Scope)
- Removed Section 1.8 Severability

Chapter 2, Terms of Employment

- Revised Section 2.1 to incorporate other policies on harassment and ADA interactive process
- Revised Section 2.3 to include supervision by family member for seasonal positions only
- Revised Section 2.5 to require residency of City Manager only

Chapter 3, Classification and Compensation

- Removed Section 3.2, Temporary Work at a Higher Classification
- Revised Section 3.1 to define part-time for purposes of ACA
- Revised Section 3.2 to allow for a merit based pay program

Chapter 4, Employment Practices

- Removed Section 4.5 Outside Employment
- Removed Section 4.9 Wage Garnishment
- Removed Section 4.10 Modified or Light Duty
- Revised Section 4.1 to clarify probationary periods
- Revised Section 4.2 to clarify confidentiality of personnel records
- Revised Section 4.5 to payout comp time earlier

Chapter 5, Conduct and Discipline

- Removed Section 5.11.5 Pagers
- Revised Section 5.2 to include smoking in unauthorized areas
- Revised Section 5.9 to include concealed carry
- Revised Section 5.10 to include e-cigarettes
- Revised Section 5.11 to include DOT regulations
- Revised Section 5.11.1 to include no use of mobile devices in city vehicles

Chapter 6, Absence from Work

- Revised Section 6.2 to include FMLA be used concurrently with other leave and to include care of covered service member
- Revised Section 6.5 to include MLK Day as paid holiday
- Revised Section 6.8 to clarify personal day earned after 6 months

Chapter 7, Separation

- No significant removals or revisions.

Chapter 8, Benefits

- Revised Section 8.6 to allow Medicare eligible retirees to stay on city health plan

Chapter 9, Miscellaneous

- No significant removals or revisions.

SUMMARY

Staff, along with Michael Lowenbaum, will thoroughly review and discuss these proposed amendments with the members of City Council at the Strategic Session on September 26th. The proposed amendments are being provided in advance of that discussion so that you may be thoroughly prepared for the discussion and so we may address any specific questions or issues you may have.