



Personnel Policy Amendments

MINOR AMENDMENTS:

1. Page 1, Section 1.2 – Sunset Clause
 - a. Removed “once a year”
 - i. There may be a need to amend the policy more than once year.
2. Capitalized the “C” in City and “D” Department Director throughout the policy.
3. Removed wrongfully placed punctuations throughout the policy.
4. Page 7, Section 1.9.8 – Anit-Harassment Policy
 - a. Updated the referenced section in the last paragraph.
5. Page 22 and 23, Section 2.12.3 – City Issued Cellular Phones
 - a. Deleted last line under Eligibility and Acquisition.
 - i. Outdated.
 - b. Abbreviated I.T.
 - c. Deleted #3 and #5
6. Page 26, Section 2.13 – Social Media
 - a. Deleted “and for residents” not needed.
7. Page 28, Section 2.13.2 – Guidelines
 - a. 2c removed the word “and” and replaced it with “or”.
 - b. 2a added the words “Do not post” at the beginning of the sentence.
 - c. 2j added “is not permitted” at the end of the sentence.
 - d. 2l added “is not permitted” at the end of the sentence.
 - e. 2m added “is not permitted” at the end of the sentence.
8. Page 30, Section 2.13.4 – Employee Social Media
 - a. #3 added the word “and” after state law; and added the word “or” after vendor.
9. Page 36, Section 3.2.3 – Application for Employment Required
 - a. Deleted the word “form” from the last sentence in the first paragraph.
10. Page 44, Section 4.1 – Categories of Employment
 - a. #3 removed the work “until” after the word unless.
11. Page 45, Section 4.2 – Introductory Period
 - a. Changed the word from regular to “regularly”.
12. Page 54, Section 6.6 – Exemption from FLSA
 - a. Updated the listed exempt positions.
13. Page 6.10, Section 6.10 – Timesheets
 - a. Removed the reference to our current time system.
14. Page 61, Section 6.11.4 – Emergency Periods
 - a. #3 changed the word from “Emergency” to Exigency” to be accurate.
15. Page 63, Section 6.11.5 – Compensation During Emergency
 - a. Added the Section before 6.12
 - b. Changed wording from “emergency” to “these designated”, to refer to both Emergency and Exigency periods.
16. Page 63, Section 6.11.6 – Employee Groups

- a. Changed the word “and” to “as well as”.
- 17. Page 68, Section 8.3 – Vacation Leave
 - a. #1 moved a sentence from #2.
- 18. Page 85, Section 8.8 – Bereavement Leave
 - a. Updated reference information and added the Kinship Chart for referencing.
- 19. Page 97, Section 9.5.12 – Claims Review
 - a. Replaced Director of Human Resources with Safety Committee.
- 20. Page 101, Section 10.3 – General Policy
 - a. Reworded paragraph to state, “...grounds for disciplinary action, up to and including termination.”
- 21. Page 104, Section 10.7.6 – Failing a Drug or Alcohol Test
 - a. Rearranged a sentence.
- 22. Page 112, Section 11.7.6 – Responsibilities of Vehicle and Equipment Operators
 - a. Added the verbiage “employees must wear seat belts at all times.”

MAJOR AMENDMENTS

1. Pages 15 and 16, Section 2.2 – Professional Appearance
 - a. Expanded on #1a for Jeans
 - i. Added jeans and colored jeans will be limited to Friday’s only or with City Manager’s prior approval, and that they cannot have holes, rips or tears.
 - b. Expanded #4a and #4b
 - i. All tops and dresses must have covered shoulders.
 - ii. T-shirts can only be worn on Friday and must be content appropriate.
 - c. Reworded #5d
 - i. Tennie shoes can only be worn on Friday.
2. Page 36, Section 3.2.4 – Background Checks
 - i. Amended section to reflect the change made to the drug testing section, and to be in line with current practices.
3. Page 46, Section 5.1.2 – Paychecks
 - a. Deleted #3, because we did not utilize pay cards.
 - b. Updated #5 to be reflective of the City’s current practices.
4. Page 58, Section 6.9 – Compensatory Time
 - a. Deleted inaccurate sentences.
 - b. Deleted last bulleted item not a current practice.
5. Page 63, Section 6.12 – Telecommuting Policy
 - a. Updated policy to be reflective of current practices.
6. Page 64, Section 7.1 – Medical, Dental, Life and AD&D
 - a. Provided language that allows for a part-time, temporary and/or seasonal employee that is promoted to regular full-time, the ability to sign up for benefits sooner.
 - b. Removed the designated contribution percentages for health insurance and replaced it with verbiage which states it is determined by City Council.
7. Page 71, Section 8.5.1 – Eligibility and Accrual
 - a. Added the purpose of Sick Leave
8. Page 102, Section 10.7 – Drug and Alcohol Tests
 - a. Updated the policy to be include more substances that are commonly tested.
9. Page 103, Section 10.7.2 – Post-Accident Testing
 - a. Defined reportable.
10. Page 104, Section 10.7.4 – Random Testing
 - a. Defined safety sensitive positions.
11. Page 107, Section 11.7 – Utilization of Vehicles and Equipment
 - a. Added a sentence about the application of the policy.
 - b. Changed “supervisor or Department Head” to “City Manager”.
12. Page 108, Section 11.7.1 – Car Allowance

- a. Amended this section to allow for the City Manager's discretion and/or approval.
13. Page 108, Section 11.7.2 – Take Home Vehicles
- a. Reworded and rearranged this section to allow for the City Manager's approval and to establish geographic boundaries.