



Personnel Policy Amendments

MINOR AMENDMENTS:

1. Page I, Notice to Employees
 - a. Updated verbiage
2. Page 3, Section 1.8 – Equal Employment Opportunity – General
 - a. Expanded the types of discrimination.
3. Page 7, Section 1.9.8 – Employees Acknowledge Receipt of Policy
 - a. Deleted section.
 - i. This is covered in the written form during new hire orientation.
4. Page 8, Section 1.10 – Persons with Disabilities
 - a. Deleted last paragraph. It is covered in subsection 1.10.3.
5. Page 9, Section 1.10.3 – Request for Accommodations
 - a. Added a clarifying paragraph
6. Page 16 and 17, Section 2.4.1 – Guidelines
 - a. Added language “or as soon as you are made aware” to the sentence. Currently states 72 hour notices, but sometimes notice is less than that.
 - b. Added the words “with or” in relation to an employee submitting doctor’s release that may have limitations.
7. Page 31, Section 2.13.4 – Employee Social Media
 - a. #7 added the language, “and/or unless it is a part of promotional campaign or City employee event. (i.e. Customer Service Week)
8. Page 44, Section 4.1 – Categories of Employment
 - a. Removed direct deposit and an item temporary and seasonal employees were ineligible for.
9. Page 45, Section 4.2 – Introductory Period
 - a. Removed the words, “if budgeted and recommended” and replaced with wording that states it must be identified on the appropriate new hire form.
10. Page 47, Section 5.1.3 – Deductions
 - a. Clarified #3 by adding that TMRS is mandatory for regular full-time employees.
11. Page 51, Section 5.6 – Call-Back Pay
 - a. Updated the reference section number to 6.8.
12. Page 68 – Section 7.7 – Leave Time
 - a. Remove Section. It only prefaces that the leave policy is the next section.
13. Page 72, Section 8.4 – Holidays
 - a. Added the Council approved holiday, Juneteeth.
 - b. Updated the reference section on #1 to 6.8.
 - c. Updated the number of holidays referenced in #5

MAJOR AMENDMENTS

1. Pages 15 and 16, Section 2.2 – Professional Appearance
 - a. Removed language from #1, “or a City polo or shirt is acceptable.”
 - b. Removed language from #4a and b, “No t-shirts.”
 - c. Removed language from #5a, “that have a back or strap.”
 - d. Removed and replaced language on #5e with “in-between the toe flip flop shoes.”
2. Page 46, Section 5.1.2 – Paychecks.
 - a. Modifying the entire section to be reflective of the City’s push to use less paper and more current.
 - i. Employees would be required to go direct deposit and have their direct deposit stub go to their email.
 - ii. We started this push because there were a number of outstanding uncashed checks. It was becoming cumbersome to track down payee and/or ask the payee to cash it or we reissue it.
3. Page 49, Section 5.2 – Promotions
 - a. Increased the pay increase percentage from 5% to 8%.
4. Page 64, Section 6.11.5 – Compensation During Emergency
 - a. Added language that spells out the City will not compensate employees to sleep during a designated emergency period.
5. Page 70, Section 8.3 – Vacation Leave
 - a. Reduce the length of time an employee must be employed before being eligible for vacation.
 - i. Our effort to assist in recruitment and to be more in line with other municipalities.
6. Page 108, Section 11.7.1 – Car Allowance
 - a. Adding this section.
 - i. Currently the City does not have a formal policy addressing car allowance.