

## **STAFF REPORT**

DATE: December 29, 2022

TO: Governing Body

FROM: Human Resources / Communications Department

RE: Personnel Policy Manual Revision 01.03.2023

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**BACKGROUND:** The last update for the personnel policy was approved in June 2021. In an effort to keep city policy current and effective, items were noted from 2021 until today that needed to be revised. There were no major changes but simple revisions for clarification purposes or to better match the current policy.

Those revisions are included in this update and include:

- General Formatting - Updated table of contents as well as used consistent language and formatting throughout the full document.
- Chain of Command - Updated to clarify chain of command.
- KPERS Retirement Benefits - Added information regarding KPERS retirement requirements for health and dental benefits.
- Shared Leave Program - Updated to be available after completion of training period.
- Promotion/Transfer/Reclassification/Demotion/Retirement - These sections were grouped together and had language that wasn't clear and consistent. They were updated to clearly communicate current processes.
- On Call Policy - For an unknown reason, this policy was removed from the 2010 policy update. Although, employees still utilize the on-call policy. It has been added back in and now reflects the most current policy.
- Weapons - There was a small section addressing guns in the workplace violence section but was separated and expanded to include expectations by the City in accordance with the Kansas Personal Family and Protection Act.

**RECOMMENDATION:**

Approve the proposed policy as presented.