



## STAFF REPORT

DATE: 11/25/24  
TO: City Council  
FROM: Ted Henry, City Manager  
SUB: Personnel Policy Edit/Update

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### SUMMARY

In preparation for the transition to a new ERP system, several changes were made to the personnel policy in July 2024.

One smaller change in July was adjusting the Police Department's hourly staff pay schedule from a 40-hour pay period to an 80-hour pay period (Page 20, Section C). Since then, staff have found that a straightforward, across-the-board approach is more effective for the following reasons:

1. Elimination of Two Methods/Standards

Having two different methods for calculating overtime can lead to confusion, be difficult to explain to employees, and create inconsistencies in overtime calculations. The new 80-hour pay period policy has presented challenges for police department staff when using vacation and personal days, especially when overtime is worked in one week and PTO is requested in another. This situation can disincentivize officers from taking necessary vacation or sick leave.

Another example involves payroll administration. A few weeks ago, our Director of HR was unexpectedly absent due to a family emergency. We were on the verge of having a less experienced staff member process payroll, which could have led to errors, as smaller nuances in payroll calculations might have been missed. This situation underscores the importance of simplifying payroll rules.

2. No Customization Required for the New ERP System

A new timekeeping system will be configured in January, and we are approaching the deadline for implementing changes that may impact timekeeping. This policy change will streamline the process by eliminating the need for additional settings to be programmed into the Time and Attendance Module.

### RECOMMENDATION:

Staff recommends approving the changes as requested.