

Personnel Policy Update Summary

1. Formatting, layout and grammatical corrections were made
2. 2.5 Occasional remote work (non-represented employees only): new language
3. 4.3 Payday: we are moving to bi-weekly pay period
4. 4.4 Travel Away from the city: travel time language added, language to check out a credit card for expenses
5. 5.2 Training Policy: added clarity to current practice
6. 7.1 Vacation: removed 0-5months= 6.8hr to 0-5yrs=8hr per month;1hr increments to 30 min increments vacation leave taken, vacation accrual compensation, increased maximum accrual from 200 to 300hrs.
7. 7.2 Paid Time Off (non-represented employees only): clarified past practice and added language
8. 7.3 Sick Leave: A 960hr cap was added, 1hr increments to 30 min increments
9. 7.4 Leave Without Pay: Updated military leave from 15 to 21 days to comply with federal law
10. 7.7 National Service & Military Leave: Updated language to comply with state and federal policy
11. 7.8 Bereavement Leave: Added language to represent current practice
12. 7.10 Leave of Absences Generally: New section, summarizes leave
13. 7.11 FMLA/OFLA Policy: Updated language to current law
14. 7.12 Shared Leave: Clarified language
15. 8.1 General Policy: Updated dress standards language
16. 8.5 Use of Electronic Equipment and Social Media: Updated and added clarifying language
17. 8.11 Safety: Added panic button procedure