



Commission Meeting Agenda Item Memorandum

ITEM TYPE

Action Item

MEETING DATE:

October 5, 2021

PRESENTER:

Erika McComis, City Manager

ITEM DESCRIPTION:

Consider approval of Resolution 21-23 approving amendments to the City of Breckenridge Personnel Policy and Procedure Manual.

BACKGROUND INFORMATION:

Upon review of the employee policies, it has been determined that amendments were needed to provide clarification in employee policies. The commission will see further policies submitted over the next few months to update the current employee handbook in its entirety.

The proposed policies submitted for consideration at this time are:

Employee Leave - this policy addresses benefit leave accruals, FMLA provisions, military leave, and holidays.

Employee benefits - this policy addresses employee insurance, workers compensation, retirement, COBRA, and unemployment insurance.

Classification and Salary - this policy addresses overtime, accrual of comp time, on-call pay, and call-back pay for employees called back into work after normal business hours.

Time Keeping and Payroll - this policy addresses employee attendance, payroll, and deductions.

FISCAL IMPACT:

Not Applicable

Proposed Expenditure:

General Ledger Code:

Proposed Revenue:

- Budget Amendment Required: No
 Financial Review Completed by:

LEGAL REVIEW:

Not applicable.

ATTACHMENTS:

Employee Leave Policy
Employee Benefits Policy
Classification and Salary Administration Policy
Timekeeping and Payroll Administration Policy

RECOMMENDED MOTION AND/OR ACTION:

Move to approve Resolution 21-23 approving amendments to the City of Breckenridge Personnel Policy and Procedure Manual.