



Human Resources FY25-26 Employee Handbook

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City Council Meeting – July 21, 2025

Annual Policy Review

As part of the budget process, the city has taken a position to also review any updates to the Employee policies on an annual basis. This is an important process to ensure the following:

- Legal requirements
- Align practices with policy
- Maintain competitive position in market
- Provide clear expectations for all employees

Amendments to Policies

The City Manager may make revisions to this policy which do not involve a change in benefits offered or changes which would require an amendment to the City's current "Annual Operating Budget." The City Council must approve all changes involving employee benefits and/or budget amendments. Any new rules or regulations issued supersede these regulations and are fully binding on all employees.

FY25-26 Proposed Policy Revisions

Policy	Proposed Revision
6.3 Sick Leave	Adding a provision that allows the use of an employee's sick time to be used for additional bereavement leave, if needed. Includes allowing employees to take paid sick time if the covered bereavement relationship is outside of the current policy.
6.4 Paid Parental Leave (PPL)	Remove the one year waiting period and update the eligible hours if having less than one year of service to 40 hours (53 for fire shift personnel).
6.7 Military Leave*	For the purposes of calculating the amount of paid military leave of absence for a fire shift employee, a 24-hour work shift constitutes one workday.

* New Law (H.B. 2513) – effective September 1, 2025

FY25-26 Proposed Policy Revisions Continued

Policy	Proposed Revision
6.9 Other	Include Firefighters in existing policy to be eligible for Mental Health Leave like Police Officers and Public Safety Communications. Update language to align Public Safety Communications with the same process for Police Officers.
6.13 Catastrophic Leave	Add language that city will review case by case options for leave outside of the Catastrophic Leave pool if an employee does not have enough time to donate as a member of the pool and a need arises that they meet the criteria otherwise described for a catastrophic leave reason. Update language to include gapping the compensation between short-term or long-term disability benefits and catastrophic leave hours, avoiding doubling benefit time.

Requesting City Manager Approval

- Replace the word “termination” with “separation” through-out the Employee Handbook.
- Discrimination: add statement that city does not condone harassment of any kind to align with language in the Grievance policy statement.
- Probationary Period: add to include that licensed telecommunicators’ probationary period begins after they complete their training plans to align with sworn peace officers and firefighters.
- Nepotism: update to include city will not hire immediate relatives of internal service departments (HR, Finance, IT)
- Weapons: add knives with 5.5 inch specifications as prohibited weapons.
- Cell device: update language to align with current practice.
- Corrective Action: update to add reassignment and retraining as steps or actions that can be taken as part of corrective action.
- Grievance: update current steps in policy to add Deputy City Manager into evaluation of grievance.
- Comp Leave: update that the records are kept in the timekeeping software not staff accountant or HR.
- Inclement Weather: update to align with current practice that non-essential staff may be deemed essential based on event severity and expectation for essential and non-essential to remote work when practical.
- Bereavement: remove language regarding paperwork being completed by HR.
- Voting: add clarification when voting is considered paid time.
- Internship: remove college level language, allowing high school or career and technical students to intern/job shadow. Clarified provision for unpaid internships.
- Compensation: in the event of an employee passing, add language to discontinue use of a final pay beneficiary form and follow state statute regarding final pay and clarifying language for vacation and sick payout when less than 1 and 5 years of service, respectively.
- Travel: remove language referring to petty cash.
- Worker’s Compensation: clarify payments for first responders be offset by temporary income benefits, in essence keeping them whole from a pay perspective, avoiding double payment - same as existing workers’ compensation salary continuation policy.
- Reasonable Accommodation: remove citizen ADA policy since this is an Employee Handbook and add employee-related reasonable accommodation policy aligning with current practice.

Next Steps – Proposed

Timeframe	Component
October 1, 2025	Effective date for updated Employee Handbook

Questions/Comments
