



Pay Plan, Benefits & Handbook Updates for FY'23/FY'24

Human Resources

FY 2023-24 Budget Special Session

Human Resources – Overview

- The City routinely evaluates its compensation plans, benefits program and employee handbook for any updates as applicable for recruitment and retention of qualified staff, regulatory compliance, or other organizational needs.
- This year all of the City's benefit program contracts continued however we were able to negotiate a dental buy-up option and improved dependent life insurance benefits.
- Medical premiums for employees are not increasing for this coming year but we are in the beginning process of a claims analysis in order to prepare for future years.
- Pay grade modifications and adjustments to be reflective of the market were approved in the budget.

Insurance and Benefits: FY 2023-24

Health Insurance

- An analysis of the insurance fund and the sustainability of the current plan design will be done Fall 2023
- We will proceed with an RFP in Spring 2024 to review all medical plan options
- We will strive to remain competitive with peer cities in our market

Benefits

- Implementing a City paid Basic Dependent Life coverage
- Adding a First Responder benefit to life insurance
- Adding dental option with higher annual benefit

Employee Handbook - Overview

- Annually we review and recommend updates to the Employee Handbook to remain current with changes within the laws and regulations
- Policies are routinely reviewed with the Benefits Committees and Associations for their buy in and feedback
- Significant modifications to the Handbook include:
 - Public Safety Holidays – allowing Police, Fire and Public Safety Communications to utilize holiday banks. This allows staff that worked on the holiday flexibility in how they utilize the holiday hours. They can decide to receive the pay immediately or take a future day off to celebrate the holiday. Fire currently has this practice.
 - Add the Internship Program to the handbook as an ongoing program to grow staff from within
 - Travel Policy changing the per diem on travel days to a flat 75% of the daily amount
 - Compensation for Injured First Responders – addresses a new law
 - Mental Health Leave – addresses a new law
 - Many changes are cleaning up language and structure

Questions / Comments
