

Policy Updates 10.1.2023 Summary

****** Are we implementing Longevity Pay change this year – anyone on annual can stay, but all others and new hires are required to be per pay (not in policy, but is a practice).**

Policy	Current	Revision
Hair Discrimination		Address new law - Crown Act, added into Chapter Follow Up with Dept SOPs
Chapter 6 and Chapter 11		Add clarifying language that last day of employment cannot be on a paid day off excludes medical leave of absence, paid admin leave.
6.1 (b) Holiday	Holiday hours equivalency at 8, 9, or 10 for Police based on shift	All non-Fire shift get 8 hours holiday Draft the draft Public Safety Holiday Pay program. Clarify the loss of holiday pay provisions.
6.1 (f) 1	Personal Holiday wording to allow Good Friday when requested	Update employee use of personal holiday for holidays of significance for them.
6.1 (h) Fire Holiday	Fire Holiday No Payout Includes Part Time language, Adding Police and Dispatch into holiday hours plan.	Update to new Public Safety policy that allows payout and remove part time language
6.1 (i) Religious Holidays	Section about allowing off for religious holidays	Remove – not all holidays of significance are religious in nature. Time off can be asked as needed using other leave as normal regardless of reason.
6.8 Inclement Weather (e)	Notifications use term automated “telephone call”... Silent on if had time off, are they eligible for weather closure.	Update to “message”... Update to last email sent out on HR reviewing time for ability to use closure.
Leave of Absence	Clarify practice and aligning all paid leave requirements that an employee cannot take unpaid leave until they have exhausted applicable paid leave.	Employees are not permitted to take unpaid leave when they have leave accrued or another paid leave benefit available unless unpaid leave is for a disciplinary suspension or while an employee is on Short Term Disability. In the event of Short Term Disability, the employee is required to use 40% of the regular scheduled hours absent in leave to offset the 60% Short Term Disability base

		wage compensation until leave time is exhausted.
City Internship Program	Implemented program 2023, policy drafted but not in handbook	Add final policy in handbook – put under Chapter 9 Compensation as Section 9.21.
12.3 Retirement Benefits (2) (A)	Indicates life as a potential retiree benefit Pre Medicare Retirees that have access to an employer’s plan or privately held plan are not eligible to be on the retiree insurance	Remove life for clarity since not offered through the city. Add language to clarify ineligibility and responsibility to report status change at the time it occurs
Drug Free Workplace	Attendance listed as reason to reasonable suspicion test	Update that attendance alone is generally not a reason to reasonable suspicion test, but in conjunction with other factors listed.
FML		Explain STD and other W/C as only exceptions
Tuition Reimbursement Policy	Discrepancy a paid receipt required before pre-approving the reimbursement	Update can pre-approve class prior getting paid receipt, but must be provided once paid or no later than submitting grades for the actual reimbursement.
Compensation for Injured First Responders	New Policy	Address new Law
Mental Health Leave	New Policy	Address new Law Follow Up with Dept SOPs
Travel	Per diem on first and last day of travel is on quarter system	Per diem on first and last day of travel paid at 75% - Policy is being re-written
Social Media Policy	New Policy	Expanded expectation