

## Policy Updates

Policy	Current	Revision
FMLA	<p>FMLA is on a 12 month calendar measuring forward</p> <p>No language to reimburse city premiums if able to return after FMLA and doesn't</p>	<p>FMLA will be on a rolling 12 month calendar. During transition, employees will be evaluated on both calendars and get the one with the most benefit to them.</p> <p>Include language to reimburse city premiums if able to return after FMLA and doesn't</p>
Shared Leave Donation – Stand Alone Policy		Discontinue city wide and isolated donations with updates to leaves and Short Term Disability
Substance Abuse Policy	<p>Policy named Substance Abuse Policy</p> <p>3 sub-policies based on if employee does or does not drive for city business and type of driver, if so</p> <p>Post-accident testing limited to certain types of vehicle accidents</p> <p>No random drug testing for Non-DOT</p> <p>Termination for on duty alcohol detection at 0.04 non-DOT and 0.02 for DOT.</p> <p>All drug testing sent to third party collection site for urine collection</p>	<p>Policy Renamed to Drug Free Workplace Policy</p> <p>1 policy with consistent expectations and consequences for violations</p> <p>Post-accident testing for all accidents involving a motorized apparatus</p> <p>Implementing random drug testing for 10% of safety sensitive positions annually</p> <p>Termination for on duty alcohol detection at 0.02 for all employees.</p> <p>Added saliva testing as a testing method by trained in-house city staff</p>
Leave / Hours Worked	Paid leave is reduced by hours worked over on another shift/day in the pay week or work period.	Paid leave is not required to be reduced in the pay week or work period when working over on another shift or day unless

		was a flex schedule arrangement or hours worked were during the requested shift taking leave.
Appendix Policies	Several policies are listed as Appendix vs Chapters	Removed Appendix terms and named them Chapters with Chapter numbers
On Call Pay for Police	Police On Call pay program was not documented in the handbook	Pay weekly flat rate of \$100 and \$200 plus hours worked when on call according to overtime
Wages Upon Promotion	Non-sworn personnel placed in position with a higher wage range shall be paid the minimum of the range	Non-sworn personnel placed in position with a higher wage range shall be paid the minimum of the range or a 5% increase per grade up to a maximum of 10%, whichever is greater.
Compensatory Time	City can require compensatory time to be taken or paid out at any time for any employee.	City can require compensatory time to be taken or paid out at any time for any employee other than members of police and fire depts as defined by local govt code. For members of police/fire as defined in code, time taken and paid out must be agreed to by both the city and employee.

Random non-DOT Positions:

- a. Non-DOT Random – The random pool will include all non-DOT employees that work in safety sensitive position. The City will randomly test the equivalent of 10% of the workforce annually.
  1. Safety sensitive positions:
    - a. Employees assigned to drive or operate a city-owned vehicle or other motorized apparatus,
    - b. Employees assigned to operate heavy machinery,
    - c. All licensed peace officers in the police department divisions, licensed firefighters in the fire department divisions, and all licensed public safety communications specialists,
    - d. All field staff in the public works department in water-wastewater,
    - e. All certified lifeguards, and
    - f. All employees in the animal services division.