



Human Resources

Employee Handbook and Compensation Structures

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FY 2024-2025

# Employee Handbook Updates

## Policy

**\*Effective October 1, 2024**

Replacement and Disposal of Technology Equipment*	Update policy to report to BTX-IT replacement and/or disposal of city technology equipment.
Holiday*	Update policy to reflect practice and remove statement regarding rescheduling a holiday for use within 60 days.
Longevity*	Update policy to reflect practice in listing per pay period as method of payment unless already grandfathered in with a lump sum payment method.
Dress Code*	Update to reflect current practices associated with jewelry and body art.
Tuition Reimbursement*	Update to include other educational institutions or academies that help foster career growth for current employees.
Discipline*	Update terminology to Corrective Action
Acceptable Use Policy (Target effective date 1/1/25)	Enhancement of acceptable use practices to safeguard the confidentiality, integrity, and availability of the information we create, collect, and maintain.
Personal Day*	Update to reflect an additional personal day for employees.
Telecommute work arrangements (Target effective date 1/1/25)	Develop policy for formal telecommute work arrangements. This work arrangement is for certain departments/positions if conducive for the type of work.
Work Schedules*	Update policies to reflect a 4x10 schedule and 48/96 certified Fire Personnel.
Catastrophic Leave Donation*	Develop policy for Catastrophic Leave Pool

# Redlined Handbook – Summary of Changes

Policy Title	Policy Section	Change
Chapter 4 – Replacement and Disposal of Equipment. Also included in Chapter 16 –Privacy Issues	4.2 and 16.8	Updated sections to <i>include reporting to BTX-IT replacement and/or disposal of city electronic/technology equipment.</i>
Chapter 4 – Dress Code – General Description	4.6	Change language under jewelry and body art to read: <i>“Inappropriate visible tattoos will be required to be covered. Tongue rings, brow rings, facial piercings, ear gauges, or visible belly-button rings may be permitted depending upon the position and if done so in a way that represents a professional appearance at work.”</i> This policy is updated to reflect current practice.
Chapter 6 – Holidays	6.1	Remove section: <i>“A rescheduled holiday must be used within 60 days or be forfeited.”</i> Added a statement of in the same week to read: Full-time employees will be paid for the holiday plus all hours worked, unless the time off for the holiday is rescheduled for another regularly scheduled workday <i>“in the same week”</i> . This change reflects current practice.
Chapter 6 - Holidays	6.9	Added “personal day” section. <u><i>Personal Day.</i></u> <i>Full-time employees will receive one (1) paid Personal Day off each fiscal year. The Personal Day may be used in partial or whole day increments, depending on Department Director/manager approval and business needs of the department. If the Personal Day is not taken on or before the last day of the fiscal year, it will not carry over and will be forfeited. The Personal Day is not eligible for pay out in the event it is unused and an employee leaves the City.</i>

## Redlined Handbook – Summary of Changes Continued

<b>Policy Title</b>	<b>Policy Section</b>	<b>Change</b>
Chapter 9 – Work Periods	9.1	Updated work schedules to reflect current start/end times and added the 48/96 certified Fire Personnel schedule.
Chapter 9 – Compensation	9.4	Added reference to the 48/96 certified Fire Personnel schedule.
Chapter 9 – Longevity Pay	9.4	Added statement: <i>“Longevity payments will be paid on a per pay period basis unless already grandfathered with a lump sum payment method.”</i>
Chapter 12 – Employee Benefits – Tuition Reimbursement - Coursework	12.2	Added statement: <i>“Participation in academies or other educational institution(s) that help foster career growth for current employees.”</i>

# Redlined Handbook – Summary of Changes Continued

- ✓ The overall handbook effective date(s) are updated to reflect 10/1/2024
- ✓ The *Table of Contents and page numbers* will be updated to reflect correct format after changes have been made.
- ✓ Through-out the handbook the term disciplinary or disciplinary action was replaced with Corrective Action. Includes adding the term Corrective Action in the vocabulary of the employee handbook.
- ✓ Catastrophic Leave Pool policy will be included in overall handbook as part of Chapter 6 – *Vacation, Sick, Leave of Absence, and other Absence from Work.*

# Compensation Structures – FY24-25

## **Updated compensation structures include:**

- General Government
- Fire Step Plan
- Police Step Plan
- Recreation Instructor
- Certification/Allowances

## **Changes for FY24-25 include:**

- Current dates for new fiscal year
- Added FY approved budgeted positions (ex: Economic Development Analyst)
- Added FY approved reclass positions (ex: Fair Labor Standards Act (FLSA) requirement)



Questions?

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