

Executive Summary

Proposed Changes

Personnel Handbook

Please note: In the Personnel Handbook in your packet, all changes have been highlighted in yellow to hopefully make this easier.

Kevin

Charter Revision:

Change of Titles to Reflect New Charter

Pages with changes:

Cover Page (Wards to Districts)

2-4, 7, 13-14, 16, 18, 22-25, 27-28, 30, 31, 34, 38, 29, 41, 57-58, 60-64, 66, 72-74, 76, 78-80, 82, 84, 90-91, 96, 107, and 115

Explanation: The following pages have changes made due to the new charter that was approved terms, titles, or verbiage changes in 2025.

Welcome letter, Employment Acknowledgement Letter, Mobile Device Agreement Form

Explanation: The beginning of the handbook has been completely revamped to give a new and refreshed look. Some items were added that provide additional information needed to the Employee Acknowledgement letter and the Mobile Device Agreement form.

Page 5

Explanation: Changed the verbiage to reflect the current organization chart.

Page 28

- Management discretion – **In consultation with the Department Head**, the **City Manager** will have the final authority in the applicability of telecommuting for

each situation and shall have the right to terminate the telecommuting program or a telecommuting agreement at any time.

Explanation: Added Department Chairs to the decision making process. Reflects current practice already in place.

Page 31

Employees scheduled to work weekends to inspect and maintain water and sewer facilities, valves, pumps, and all related apparatuses will be paid a minimum of **4 hours worked at a rate** of one and one-half hours for every hour worked, whether or not the employee has reached 40 hours in that week.

Explanation: Reflects policy already in place and approved by Council; typo?

Page 32-33

Current:

If administrative offices are closed due to inclement weather, affected employees will be credited with regular paid hours. An employee who is unable to get to work when administrative offices are open or leaves early because of unusual weather conditions may charge the time missed to: PTO, compensatory time (if available), or leave without pay. The employee shall advise the supervisor by phone or email as in any other case of late arrival or absence.

Employees can make up the time lost from work at the discretion of the department head. These section does not apply to positions or departments who aren't affected by the closure.

Proposed:

If the administrative offices are closed due to inclement weather, employees in affected positions will receive their regular scheduled hours as paid time. An employee who is

unable to get to work or leaves early because of unusual weather conditions may charge the time missed to: PTO, compensatory time (if available), or leave without pay. The employee shall advise the supervisor by phone as in any other case of late arrival or absence.

Employees may make up work time lost due to unusual weather conditions at the discretion of their Department Head. This policy does not apply to positions or departments that are not affected by the closure.

If an employee is unable to report to work or must leave early due to severe weather which does not warrant early release or closure of their department, the time missed may be charged to:

- Paid Time Off (PTO)
- Compensatory time (if available)
- Leave without pay

Employees must notify their supervisor by phone or email in the same manner as reporting any late arrival or absence.

Explanation:

- Clarifies who receives paid time during closures.
- Improves language and structure.
- Standardizes communication requirements, though different sections use different notification rules (phone only vs. phone/email).
- Adds a crucial new section explicitly addressing severe weather *without* office closure.
- Reduces ambiguity and ensures consistent application across departments.

Page 41

Section 9.4 – Travel Procedures: The policy currently states that “Workshop/Class request forms are available in the City Clerk’s office.”

Explanation: The sentence was removed. This form doesn't exist and thus no one has been using this form. We want to update the policy to reflect current practice already in place. The change also makes this section more fluid and practical for employees.

Page 54 (New section)

11.2.3 PERSONNEL TIME OFF (ADDITIONAL CASH-OUT OPTION)

Employees who have accumulated more than 200 hours of Paid Time Off (PTO) by May 31 of each year are eligible to cash out up to one week's salary, provided that at least 200 hours of PTO remain after the cash-out. Employees must notify the Finance Director of their intent to cash out by June 20 of each fiscal year. The cash-out payment will be processed on or before the first full pay date of the new fiscal year.

Page 55-56 (New section)

Employees who receive donated Personal Time Off may receive no more than 480 hours (12 weeks) within a rolling 12-month period. All donations received must be in the form of whole hours. If approved, the employee will be eligible to receive leave paid at his/her normal compensation rate. Donated time may be used only for time off related to the reason specified in the approved request form. The recipient employee may not receive a cash payout in lieu of paid time off. This program is strictly voluntary for the donor and recipient. A recipient is not eligible to receive or use leave donations for an absence due to a job-related or illness for which Worker's Compensation benefits may be received or a disability incurred while committing a felony or assault.

Leave donations are strictly voluntary. No employee may threaten, coerce, or attempt to threaten or coerce another person for the purpose of interfering with rights involving donation, receipt, or use of leave.

Prohibited actions include, but are not limited to;

- Promising to confer or conferring a benefit such as appointment, promotion or salary increase; or
- Making a threat to engage in, or engaging in, an act of retaliation against an employee because of participation in a leave donation program.

- Donors are prohibited from accepting compensations or gifts from recipients in exchange for leave donations.
- Any employee violating this rule may be subject to disciplinary action, up to and including termination of employment.

Page 55

Donors may give PTO in any amount in excess of 8 or more hours per donation, so long as the donor maintains at least 60 PTO hours in their own PTO account following the donation. The leave that is donated will not be considered income to the donating employee for tax purposes.

Explanation-changed from 40 to 60 to ensure employees donating time have sufficient time remaining

Page 56 -57 (New section)

11.2.6 COMPENSATORY TIME DONATIONS/LEAVE SHARING

Exempt Employees eligible to accumulate compensatory time (comp time) wishing to donate must complete the "Leave Sharing Form" as a Donor. Donated leave will be credited to the recipients' leave balances each pay period until donated leave is fully applied or until the recipient returns to work. Donors may convert comp time to donated leave in any amount in excess of 8 or more hours per donation, up to a full week's salary for the person receiving the leave. The comp time donor must maintain at least 60 PTO hours in their own PTO account following the donation, and the donor can only elect to donate comp time up to one time per calendar year. The leave that is donated will not be considered income to the donating employee for tax purposes.

Explanation-Allows exempt employees eligible for comp time to donate up to one week's salary for the person needing leave based on medical emergency.

Page 57 (New statement)

Part-time firefighters who work on a designated holiday will be paid **1.5 times their base hourly rate** for all hours worked on holidays designated by the City.

Explanation- Acknowledging their commitment to serve on a designated holiday is a good practice for part-time firefighters because it fairly compensates them for working on a holiday without providing additional paid time they haven't worked or earned.