



Personnel Policy and Procedure Manual Update Summary

New PD 2.11, Prohibited Technology on City Devices.

PD 2.11 complies with SB 1893 (88th Legislature, regular session), which requires governmental entities, including a municipality, to adopt a policy prohibiting the use of TikTok and certain other social media applications and services on government devices, including those owned or leased by a municipality.

Revised PD 4.04, On-Call Duty.

- **Stand-By On-Call Pay:** New provisions allow an on-call employee to report ½ hour worked on a Mon – Fri workday that he is on call and 1 hour worked on a Saturday, Sunday, or observed holiday that he is on call regardless of whether he works any callouts. If he does work one or more callouts, he still reports the ½ hour or one hour stand-by time, whichever is applicable, as time worked.
- **Callout On-Call Pay:** Revised procedures clarify that the current 2-hour minimum applies only to the first call out or first call out period (back-to-back callouts) within a 24-hour on-call shift. For any callouts occurring during the same 24-hour shift after the first callout or callout period, the employee only reports the actual time worked.
- **Rounds Pay:** New provisions apply to employees who are assigned to make scheduled park/facility rounds on a regular day off. The employee will receive a minimum of two hours of pay for each day of rounds assignment. For any work beyond two hours, the employee only reports the actual time worked.

Revised PD 4.06, Salary Administration (only the page with the new procedures is attached).

Procedures have been added relating to temporary assignments to facilitate the City's continued operations during special circumstances (e.g., sudden departure of a key employee or an employee with unique skills). In such circumstances, an employee may be temporarily assigned to other duties for a period not to exceed six (6) months during a 12-month period.

New PD 12.02, Travel Expense Reimbursement.

The new policy establishes maximum limits for the reimbursement of travel expenses to help ensure consistency in the determination of what is a reasonable expense and help employees be aware of the maximum reimbursement they will receive before incurring travel expenses. The maximum allowed meal expenses are equivalent to the U.S. General Services Administration's (GSA's) Federal Domestic Maximum Per Diem Rates by location, which are effective at the beginning of each fiscal year (October 1) and are the same maximum expenses allowed for state employees and for Houston County employees. The policy includes a new form for travel expense reimbursement.

Revised Appendix B, Employee Handbook (only pages with changes are attached).

- A reference to the prohibited technology (e.g., TikTok) on City-owned or City-leased devices has been added to Section IV., Information Technology Resources.
- Rule 2.03 relating to promptly complying with lawful instructions issued by a supervisor or other authority has been changed from a level 2 violation to a level 3 – 4 violation, with the level for a specific violation to be dependent upon the severity of the violation.
- Technical corrections made to some of the drop-down rule number references.

Revised Appendix D, General Pay Plan. The General Pay Plan has been updated with the pay rates that were effective October 10, 2024 (start of first full pay period in FY 2025).