



Personnel Policies Updates



Consideration:

Ch. 5 Employee Compensation
/Advancement

Ch. 7 Benefits (Remove)

Ch. 7 Harassment (Add)

Ch. 16 Personnel Files

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For Consideration



1. Ch. 5 Employee Compensation and Advancement
2. Ch. 7 Benefits (Remove)
3. Ch. 7 Harassment (Add)
4. Ch. 16 Personnel Files

Ch. 5 – Employee Compensation & Advancement



1. Primary reasons for change:
 - General clean up to match current practices
 - Certification, Stipend and Longevity pay – take out of the hourly rate & refer to compensation plan
2. Other reasons for change
 - Clarify: City's pay period, time sheets, direct deposit
 - Change title to “Payroll”

Ch. 7 – Benefits (Remove)



1. Primary reasons:

- Most of the subsections in 2006 version have been addressed in other chapters
- Coming back to Council with Chapter 1 subsection on employee benefits
 - Short summary of City's employee benefits package
 - Subject to Council approval and appropriation

Ch. 7 – Harassment (Add)



1. Primary reasons:

- We need a harassment policy
- Aligns with harassment training campaign

2. Key provisions:

- General policy statement, aligns with state, federal law
- Supervisor responsibilities, training
- Definitions (Sexual harassment, other harassment)
- Reporting, retaliation, responsive action

Ch. 16 – Personnel Files



1. Primary reasons:

- General clean up, modernize
- Electronic file storage, transmittal standards
- Clarifies: which records PD will keep in their files
- Updates records content inventory



Questions