



# Personnel Policies Updates



## Consideration:

Ch. 3 Hiring Practices

Ch. 4 Types of Employment

Ch. 10 Health and Safety

Sec. 11.09 Reporting Accidents, Incidents or Injuries

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# For Consideration



1. Ch. 3 Hiring Practices
2. Ch. 4 Types of Employment
3. Ch. 10 Health and Safety
4. Sec. 11.09 Reporting Accidents, Incidents or Injuries

# Ch. 2 – Hiring Practices



1. Primary reasons for change:
  - General clean up to match current practices
  - Updates: EEO policy to match federal law
  - Clarifies: City hires and promotes based on qualifications, merit, and business needs

# Ch. 2 – Hiring Practices



## 2. Other reasons:

- Adds improved guidance on pre-hire medical exams
- Adds objective criteria for the City Manager to consider when resolving immediate family supervisory conflicts (nepotism)
- Clarifies criteria that would disqualify a person under 18 years of age from working for the City

# Ch. 2 – Hiring Practices



## 2. Other reasons:

- Adds internal competitive consideration as a method of recruitment
- Removes 'list keeping' as a method of recruitment
- Clarifies pre-employment driving record and credit check standards
- Updates I9 employment eligibility verification procedures to match federal law

# Ch. 2 – Hiring Practices



## 2. Other reasons:

- Clarifiess new-hire onboarding expectations
- Clarifies service credit adjustments for prior-service employees

# Ch. 4 – Types of Employment



1. Primary reasons for change:
  - Defines in more detail the 3 types of employees
  - Updates initial employment period time to match current practice
  - Clarifies when the first performance evaluation is due for employees ending their initial employment period

# Ch. 10 – Health and Safety



1. Primary reasons for change:
  - Creates a shared responsibility for safety
  - Sets expectations and performance standards for supervisors as the front-line oversight for safety
  - Updates Workers' Compensation guidance to match current practice



# Ch. 10 – Health and Safety



1. Primary reasons for change:
  - Adds a drug and alcohol-free workplace policy
  - Mandatory post-accident testing (matches Ch.11)
  - Reasonable suspicion standards
  - Articulates consequences for policy violation
  - Pre-employment testing standards

# Section II.09 – Reporting Accidents



Reason for change:

- Removes discretionary decision to conduct post-accident drug and alcohol testing – it would be mandatory (consistent with Ch. 10)



# Questions