



Personnel Policies Updates



Consideration:

- Ch. 3 Hiring Practices
- Ch. 4 Types of Employment
- Ch. 6 Work Schedules
- Ch. 9 Holidays
- Ch. 10 Health and Safety
- Ch. 13 Separations
- Ch. 18 Travel

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For Consideration



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6. Ch. 13 Separations
7. Ch. 18 Travel

Ch. 3 – Hiring Practices



Reason for change:

- ADD (New) Section 3.13 Eligibility for Rehire
- HR and hiring managers currently do not have guidance or standards to follow when deciding on which former employees are eligible for rehire

Ch. 4 – Types of Employment



Reason for change:

- ADD to Section 4.01 Categories
 - A NEW category of employee: Unpaid Interns
 - Best practice, to prevent misclassification, improve risk management, wage and hour compliance

Ch. 6 – Work Schedules



Reasons for change:

- AMEND Section 6.05 Call Back and Standby
- Provide clearer overtime eligibility and calculation guidance when staff respond to work requirements after regularly scheduled duty hours

Ch. 9 - Holidays



Reasons for change:

- ADD to Section 9.01 General Policy
 - Juneteenth (National Independence Day) as a new recognized holiday
 - Fiscal impact: negligible. Estimated burden to budget is ~\$5,300

Ch. 10 – Health and Safety



Reasons for change:

- AMEND Section 10.05 Drug and Alcohol-Free Workplace
- Remove “property damage” as a criteria for mandatory post-accident drug and alcohol testing
- “property damage” definition may unnecessarily drive excessive costs (expensive drug and alcohol screenings and administrative leave lost-time)

Ch. 13 – Separations



Reasons for change:

- AMEND Sections 13.02 Voluntary Terminations & 13.03 Involuntary Terminations
- Replace “introductory period” with “initial employment period”

Ch. 18 – Travel



Reason for change:

- AMEND Section 18.04
Expenditures/Reimbursements
- ADD a provision that allows recovery of advance per diem as a payroll deduction if an employee does not travel



Next Steps:

1. Publish updates (ASAP)
2. Staff training
3. Keep up regular maintenance



Questions