



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council Discussion on the Modifications to the City of Forest Park's Personnel Policy & Procedures – Human Resources Department

Submitted By: Shalonda Brown, Director

Date Submitted: March 15, 2022

Work Session Date: April 4, 2022

Council Meeting Date: April 4, 2022

Background/History:

The Human Resources Department along with the City Manager is proposing some changes to the current city's Personnel Policy and Procedures. The modifications added/revised will finalize our policies to ensure employees have a strong foundation and understanding of the city's expectations. Some of the policies being added were already voted on by Mayor and Council but are not published in our official employee handbook. Once approved, new employee handbooks will be printed and distributed to each employee. Sections that have been modified/added are as follows:

Rule II: Compensation **Rule V.** Employment Practices **Rule VIII.** Performance Appraisal

Rule IX: Attendance and Leave **Rule XIX:** Dress Code **Rule XX:** Weapons Possession Policy **Rule XXI:** Social Media Policy

Cost: \$

Budgeted for: _____ **Yes** _____ **No**

Financial Impact:

There is no financial impact

Action Requested from Council: