



REQUEST FOR COUNCIL ACTION

AGENDA DATE: January 24, 2022

AGENDA ITEM: Consider amendments to the Personnel Policy Manual.

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BACKGROUND:

Under section 5.15 Life Insurance in the Personnel Policy Manual, it states that *“The City provides a term life insurance policy for all regular FT and PT employees and on-call Firefighters. Eligibility for this benefits begins the first of the month following 30 days of employment. Basic term life is paid 100% by the City.”* Based on clarification from the insurance carrier, we will no longer be allowed to add PT employees and on-call Firefighters effective immediately. The AT Group, the City’s agent for life insurance, is in the process of trying to locate a carrier that will cover on-call Firefighters. We would like to amend the policy to say *“The City provides a term life insurance policy for all regular FT employees and PT Library employees.”* The remainder of the section is correct.

Under section 5.8 Holidays in the Personnel Policy Manual, it states that the City provides eleven paid holidays per calendar year. In the list of holidays, it indicates that there is one floating holiday. We would like to clarify that the floaters are *awarded at the beginning of the year and expire at the end of the year.*

REQUESTED COUNCIL ACTION:

Make a motion to amend the Personnel Policy Manual (1) clarifying that floaters are awarded at the beginning of the year and expire at the end of the year effective immediately; and (2) to remove any new PT employees, with the exception of Library employees, and on-call Firefighters from life insurance eligibility.