



REQUEST FOR COUNCIL ACTION

AGENDA DATE: August 26, 2024

AGENDA ITEM: Consider revised definition of Immediate Family in Personnel Policies

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

The City Council approved an Earned Sick and Safe Leave (ESST) Policy in December 2023. A revised and amended ESST policy was approved in January 2024.

To have consistent language with the ESST Policy and our Personnel Policies (Employee Handbook), we are requesting to redefine immediate family in our Personnel Policies.

Currently, our Personnel Policies define “Immediate Family” as employee’s spouse, children, stepchildren, parents, or legal guardian and siblings.

To have closer consistency between the ESST Policy and our Personnel Policies, we are requesting to have a more broadly interpreted definition in our Personnel Policies description of “Immediate Family” as, spouse or domestic partner; children, foster children, adult children, legal ward, children for whom the employee is legal guardian, or children to whom the employee stands or stood in loco parentis; sibling, step-sibling, or foster sibling; biological, adoptive, or foster parent, step-parent or a person who stood in loco parentis when the employee was a minor child; grandchildren, foster grandchildren, or step grandchildren; grandparent or step grandparent; a child-in-law or sibling in-law, and any other individual related by blood or whose close association with the employee is the equivalent of a family relationship. We would like this language to be retroactive to January 1, 2024, which is when the ESST Policy went into effect.

This broad language will provide closer consistency with our ESST Policy, which helps with policy enforcement and uniformity for the employee. This language has been reviewed by our labor attorney.

REQUESTED COUNCIL ACTION:

Make a motion to approve the revised definition of “Immediate Family” in the City of Grand Rapids Personnel Policies, as mentioned above, with an effective date retroactive to January 1, 2024.