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Agenda Item

Personnel Policy Update

Meeting Date

April 8, 2025

Prepared By

Leaha M. Jackson, City Administrator

Background

The red items in the Personnel Policy under Electronic Time Reporting and Computer Use add in language to incorporate the past practice of having the ability to clock in remotely from a phone for some positions and clarifies the ownership of data collected while using City property and programs even on personal devices.

Included is a copy of the notice sent to the Union Representative and Employees of the update.

Recommended Action

Approve the amended Personnel Policy as presented.

Council Action: Motion by: _____ Second by: _____

Motion to:

Voted in Favor: _____ Voted Against: _____

Approved: _____ Denied: _____ Tabled: _____ No Action: _____