



**City Council Agenda
March 16, 2023**

Minutes Resolution Action Item

Agenda Description:

Discuss, consider, and possible action on personnel policy revisions.

Background Information:

The City of Joshua Personnel Policy Manual underwent policy revisions in October 2021. Since that date some policies have been identified as needing additional updates. Periodic policy updates are common to ensure that we properly educate employees on what is expected during daily activities as well as to clearly define rules and procedures.

4.3 Inclement Weather and Emergency Closings: Changes provide a benefit to emergency services personnel (public works, parks, and animal services) who work during emergency or inclement weather events.

4.9 Longevity Pay & Service Recognition: Changes establish a minimum dollar amount for longevity pay. Changes also remove the 12-month service eligibility requirement as well as the 20-year (240-month) maximum and provided additional guidance regarding milestone awards.

5.1 Holiday Leave: Changes provide a specific number of hours associated with holiday leave. Changes also create a holiday leave bank for shift fire and police personnel.

5.2 Vacation Leave: Changes clarify exempt employees vacation accruals and increase the annual allowed amount for vacation sell back for all employees.

Financial Information:

Some of the policies proposed do have minor financial impacts. All other revisions are reinforcing consistency amongst employees and departments.

City Contact and Recommendations:

Brittany Grounds, Human Resources Manager

Attachments:

- 4.3 Inclement Weather and Emergency Closings – DRAFT
- 4.3 Inclement Weather and Emergency Closings – REDLINE
- 4.3 Inclement Weather and Emergency Closings – ORIGINAL
- 4.9 Longevity Pay & Service Recognition – DRAFT
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- 4.9 Longevity Pay & Service Recognition – ORIGINAL
- 5.1 Holiday Leave – DRAFT
- 5.1 Holiday Leave – REDLINE
- 5.1 Holiday Leave – ORIGINAL
- 5.2 Vacation Leave – DRAFT
- 5.2 Vacation Leave – REDLINE
- 5.2 Vacation Leave – ORIGINAL