



MEMO

Human Resources

To: Finance & Personnel Committee
From: Shanon Swaney, Human Resources Director
Date: October 2, 2023
Re: 2024 Employee Handbook

The following changes are being recommended to the handbook for January 1, 2024.

Policies revised:

- Overtime (pg 12)
 - A section was added to allow non-rep employees to receive a two (2) hour minimum for being called in to work for an emergency outside of their regularly scheduled hours. This means the employee will be guaranteed two (2) hours of straight pay for responding outside of regular hours when called in for an emergency. Employees will receive pay for hours beyond the two (2) hour minimum consistent with the rest of the overtime policy. Represented employees and street department employees follow different call-in pay policies.
- Longevity (pg 16)
 - Longevity pay intends to reward an employee for consistent employment; therefore, longevity pay will no longer be paid out upon termination, either voluntary or involuntary. It will continue to be paid out upon retirement.
- Education Reimbursement & Professional Credentials (pg 19)
 - This policy was expanded to allow for part-time employees' eligibility for education reimbursement. Currently, the policy only allows full-time employees to receive education reimbursement benefits. The revised policy notes that a part-time employee must be regularly scheduled to work a minimum of 20 hours per week. The benefit will be noted as equal to 50% of the cost of tuition, registration fees, and textbooks, up to a maximum of \$2,500 per year for full-time employees and \$1,250 per year for regular part-time employees.

- The policy was also updated to revise the payback provisions. Currently, the payback provisions are based on the completion date of a program. Not all employees utilize the policy as part of a formal degree program, and, therefore, the policy was updated to note that the employee must remain in employment for two (2) years beyond the completion of a course or they are required to reimburse the City for the amount of education reimbursement received.
- Holidays (pg 22)
 - The word “observed” was added to the section of this policy which addresses work on a holiday. Currently, the policy states that “nonexempt employees who are required to work on a holiday”, but the word “observed” was added to clarify that the additional pay provisions are only applicable to the observed holiday based on the City holiday schedule.
- Telework Arrangements (pg 35)
 - This is a new policy being added to address telework arrangements. While the City does not allow regularly scheduled (i.e. full-time telework) telework, employees have historically been permitted to occasionally telework at the discretion of their supervisor. This policy is intended to provide some guidelines for these arrangements.
- Pre-employment Testing (pg 60)
 - Language added to clarify that pre-employment drug testing for seasonal employees is only required for safety-sensitive seasonal positions (responsible for life safety, operates a commercial motor vehicle, operates machinery or equipment). Pre-employment drug testing is required for all regularly scheduled full and part-time employees at this time.
 - Language added to clarify that pool attendants/concessionaires are not part of the random drug screening program (all employees, even those not part of the random drug screening pools are subject to reasonable suspicion testing).

A full copy of the revised handbook is attached.