



AGENDA ACTION FORM

Consideration of a Resolution to Approve the New and Revised Personnel Policies

To: Board of Mayor and Aldermen
From: Chris McCartt, City Manager *CM*

Action Form No.: AF-257-2026
Work Session: August 17, 2025
First Reading: N/A

Final Adoption: August 18, 2026
Staff Work By: Tyra Copas
Presentation By: Tyra Copas

Strategic Focus Area: 1. Efficient & Responsive Government

Recommendation:

Approve the Resolution

Executive Summary:

If approved, the policies presented will establish the City's current personnel policy framework and will supersede any previously adopted policies or provisions addressing the same subject matter, unless otherwise specifically noted.

Background

At the direction of the City Manager, the Human Resources Department has **conducted a comprehensive review of the City's personnel policies** to ensure they are current, consistent with applicable federal and state laws, reflective of current City practices, and aligned with the City's organizational needs.

As part of this review, **Human Resources, in collaboration with the appropriate policy owners and in consultation with MTAS to incorporate best practices**, has developed and revised the attached personnel policies. The proposed policies are intended to provide clear expectations, promote consistent practices across City departments, and ensure the City's policies remain current, effective, and sustainable.

The proposed policies have been reviewed by the appropriate City staff, City Attorney, and Leadership Team.

Key Overall Changes

- Update policies to reflect current federal and state law and regulatory requirements.
- Clarify employee and supervisory responsibilities.
- Establish consistent practices across City departments.
- Remove outdated or duplicative provisions and updated terminology and procedures to reflect current City operations.
- Provide greater clarity regarding employee benefits, workplace expectations, and administrative processes.
- Address operational or organizational changes that have occurred since the policies were last adopted.
- Establish a review of policies every two years.

Attachments:

Resolution
Presentation with Key Changes
Updated Policy Framework
Updated Personnel Policies

	Y	N	O
Baker	—	—	—
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Mayes	—	—	—
Phillips	—	—	—
Montgomery	—	—	—