

Topic	2025 Personnel Policy	2026 Employee Manual	Change Type	Key Update / Impact
Disciplinary Action	Personnel Policy p. 13, "Disciplinary Action," plus scattered conduct provisions. The named provision addresses violations of the drug/alcohol policy and permits discipline or termination, including for a first offense.	Manual § 2-22. Manual pp. 31-33 Creates a comprehensive City-wide discipline policy: causes, discretionary factors, documented verbal and written reprimands, suspension with or without pay, termination, notice, personnel-file documentation, and appeal notice.	Substantially revised	Manual adds a general procedure and due-process steps.
Grievance	The Personnel Policy does not contain a general grievance or appeal procedure for these employment actions.	Manual § 2-23. Manual p. 34 Allows a full-time employee who is involuntarily demoted, suspended, or terminated to appeal. Written appeal is due to the City Clerk within 10 days; an Administrative Hearing Officer handles grievances.	New topic	Manual creates an appeal process not found in the Personnel Policy.
Benefits Overview	Personnel Policy pp. 19-22, individual benefit sections; opening disclaimer. Benefits are addressed separately, and the opening pages reserve the City's right to change benefits and state that the manual is not a contract.	Manual § 3-1. Manual p. 35 Provides a general overview and disclaimer: benefit descriptions are summaries; official plan documents control; the City retains discretion to interpret, amend, or terminate benefits.	Expanded / consolidated	Manual improves the plan-document disclaimer and consolidates benefit-administration language.
Paid Holidays	Personnel Policy p. 20, "Holidays". Lists the same 10 holidays and additional approved observances. States all employees are eligible, reserves the right to require work, and says holiday compensation will be established by separate written policy.	Manual § 3-2, pp. 36-37. Limits paid holidays to full-time regular, year-round employees; lists 10 holidays; adds weekend observance rules, religious-holiday leave, holiday premium rates, and holiday scheduling rules.	Materially revised	Eligibility changes from "all employees" to full-time regular employees.
Paid Vacations / Annual Leave	Personnel Policy p. 20, "Vacation". Contains the same service tiers for full-time employees and half-rates for part-time employees, monthly proration, caps, seniority scheduling, authorization rules, and military-leave use.	Manual § 3-3. Manual pp. 37-39 Sets full-time accrual tiers of 8-16 hours by service; preserves 380-hour pre-June-2018 and 300-hour post-June-2018 caps; includes scheduling, authorization, holiday treatment, no disciplinary forfeiture, and payout of unused vacation at separation.	Materially revised	Manual omits part-time accrual and changes several references from monthly to pay-period accrual.
Sick Days / Sick Leave	Personnel Policy p. 20, "Sick Leave." Provides 8 hours per month for regular full-time employees and 4 hours per month for regular part-time employees; includes permitted uses, leave order, accumulation, and payout rules.	Manual § 3-4. Manual pp. 39-40 Provides 8 hours per pay period for regular full-time employees, partial-period accrual, unlimited accumulation, and detailed payout rules for retirement, terminal illness, FMLA exhaustion, and medical termination.	Materially revised	Manual changes full-time accrual from monthly to per pay period, omits part-time accrual, permitted uses, leave-order, and donation provisions, and adds detailed payout events.
Lactation Accommodations	The Personnel Policy does not contain a lactation-accommodation policy.	Manual § 3-5. Manual pp. 40-41 Provides reasonable break time and a private non-bathroom space, addresses compensation and concurrent use of paid breaks, directs requests to HR or a supervisor, and prohibits retaliation.	New topic	Manual adds a lactation-accommodation and anti-retaliation policy.
Workers' Compensation	Personnel Policy pp. 19 and 21-22, "Worker's Compensation" and related continuation provisions.	Manual § 3-6. Manual pp. 41-47 Detailed policy covering reporting, medical documentation, wage replacement, use of accrued leave, FMLA coordination, temporary light duty, return-to-work/fitness-for-duty, benefit continuation, COBRA, and employment status.	No Changes;	Much of the detailed language is carried forward.
Jury Duty	Personnel Policy p. 15, "Jury Duty". States only that regular employees receive paid leave for required jury duty.	Manual § 3-7. Manual p. 48 Allows required jury service; requires notice and verification; expects return to work when excused; directs jury payments to the City and continues regular pay, excluding overtime/on-call/premium pay; addresses exempt salary treatment.	Expanded	Manual adds administrative and compensation procedures.
Bereavement Leave	The Personnel Policy does not contain a bereavement-leave provision.	Manual § 3-8. Manual p. 48 Provides full-time employees up to three paid workdays for specified close relatives and two paid hours to attend a fellow City employee's funeral; allows verification.	New topic	Manual adds paid bereavement leave and limited leave for a fellow employee's funeral.
Voting Leave	Personnel Policy p. 16, "Time Off To Vote". Provides one paid hour, excluding meal hours, at the employer's convenience, if the employee votes; does not apply when the employee has three consecutive nonworking polling hours.	Manual § 3-9. Manual pp. 48-49 Provides up to one paid hour to vote, excludes employees with three consecutive nonworking polling hours, suggests leave at the beginning/end of schedule, and requests two days' notice when possible.	No Changes	Manual modernizes and adds scheduling/notice guidance, but does not expressly retain the Policy's condition that the employee actually cast a legal vote or the exclusion of meal hours.
Insurance Programs / HRA	Personnel Policy p. 19, "Medical Insurance". States the City may provide eligible employees and families group medical, dental, and vision insurance; addresses full benefit cost after 30 days in leave-without-pay status.	Manual § 3-10. Manual p. 49 Allows full-time employees to participate in health and other insurance plans; plan documents control. Adds a possible annual Health Retirement Account contribution after one consecutive year, subject to Council approval and available funds.	Materially revised	Manual is broader but less specific about dental/vision and omits the Policy's 30-day LWOP cost rule from this section.

Employee Assistance Program	The Personnel Policy does not contain an EAP provision.	Manual § 3-11. Manual p. 49 States that the City provides an Employee Assistance Program with qualified counselors and directs employees to HR for details.	New topic	Manual adds an Employee Assistance Program benefit.
Retirement Plan	Personnel Policy p. 19, "Retirement Savings Plan". States full-time employees are provided a Wyoming State Retirement Plan and that the plan includes tax-deferred employee contributions.	Manual § 3-12. Manual pp. 49-50 Requires full-time benefited employees to participate in WRS, notes law-enforcement contributions, no opt-out, four-year vesting, voluntary pre-/post-tax 457(b) plans, and statutory treatment of rehired retirees.	Expanded	Manual adds mandatory participation, vesting, 457(b) options, and rehired-retiree guidance.
Longevity Pay	Personnel Policy p. 19, "Longevity Pay". Contains the same eligibility, pre-/post-July 1, 2018 structures, dollar amounts, service credit, and anniversary timing.	Manual § 3-13. Manual pp. 50-51 Pre-July 1, 2018 hires receive \$10 per month for each year starting after five years; later hires receive \$30 per month for each five-year band. Requires five years' continuous service.	Substantially the same	No material substantive change identified.
Personal Leave / Leave Without Pay	Personnel Policy p. 22, "Leave without Pay"; p. 19 medical-insurance rule. Allows leave without pay for up to six months with advance approval; requires annual leave exhaustion; credits benefits/service for approved leave not exceeding 30 days.	Manual § 4-1. Manual pp. 52-53 Allows unpaid personal leave for up to three months in a 12-month period; requires annual leave exhaustion; addresses service credit, job abandonment, insurance/COBRA, return notice, and no guaranteed reinstatement.	Materially revised	Maximum leave decreases from six to three months.
Military Leave	Personnel Policy p. 15, "Military Leave". Cites USERRA; provides 15 paid days annually for Reserve/National Guard duty; protects reemployment; and continues participating medical/life insurance paid by the City for active-duty employees for up to 12 months.	Manual § 4-2. Manual p. 53 Provides statutory military leave and reemployment rights, requires advance notice when feasible, and allows annual Reserve/National Guard leave up to the number of days allowed by law.	Materially revised / omissions	Manual omits the express 15 paid days and 12-month City-paid insurance benefit found in the Policy.
Family and Medical Leave (FMLA)	Personnel Policy p. 21, "Family Medical Leave Act". Short policy states one year/1,250-hour eligibility, 12 weeks unpaid leave, notice expectations, scheduling, and mandatory use of accrued sick and vacation before unpaid leave.	Manual § 4-3, pp. 54-62. Comprehensive FMLA policy covering eligibility, 12-week leave, military caregiver leave, reduced schedules, health coverage, restoration, notices, certification, and fitness-for-duty.	Substantially expanded	Manual is far more complete and changes eligibility wording to 12 months that need not be consecutive.