

4/2/2025 Personnel Policy, Rules, and Procedures Manual

Page I-6.D.3. 1st sentence:

“Assistant City Manager” should be changed to “Acting City Manager.”

B. Acting City Manager. By letter filed with the City Clerk, the City Manager shall designate,

Page IV-6.C.6. Certifications and degrees

Subsection 6. should be deleted. It is covered in Section XXI “Professional Development.”

Page VI-2B.14.a.

Add “Floating holidays are awarded on October 1 annually.”

Page VII-3.A.1.

Remove the last sentence, “Floating holidays must be taken or scheduled by July 1st of each year.”

Page VII-4.A.8.

Should “payroll calendar year” be changed to “fiscal year”?

Page VII-4.A. 9.

Change “Paternity/Maternity Leave” to “Maternity/Paternity Leave”

Page VII-8.B.a.

Change “am” to “an”

Page VII-8B.b.

Change “July 1st” to “September 30th”

Page VII-10.D.a.

Wordsmith because the deceased could be brought to Florida for burial/memorial

Page VII-22.K.4. 1st sentence:

Remove “(Board of Commissioners)”

Page XII-4.C.4.

Change “twent (20)” to “twenty (20)”

Page XXVI-1 through Page XXV-7

Change the Header on each page from “XXVI. USE OF CITY VEHICLES & USE OF PRIVATE VEHICLES FOR CITY BUSINESS” to “MISCELLANEOUS POLICIES”

Page XXVI-8 and Page XXVI-9

Change the page numbers to read “XXVI-1” and “XXVI-2”