



## **AGENDA ITEM ANALYSIS**

Project/Issue Name: 24-01 An Ordinance of the City Council Amending the Employee Handbook.

Submitted By: Lisa Addington, Chief of Staff

Date: January 23, 2024

### **Issue Statement**

Additions and revisions of the Employee Handbook specifically pertaining to substantive changes pertaining to Section 3, 403 and the addition of 509. There are also wording clarifications throughout the document to articulate the intent pertaining to the subject matter and ensure consistency throughout.

### **Discussion and/or Analysis**

At the conclusion of the Collection Bargaining Agreement with the Firefighter's union, it was agreed to amend section 403 of the handbook to allow for maximum payouts of vacation to match the maximum accruals for tenure of 9+ years of service. The same change was made to the Police schedule.

Another substantive change was to allow for classified positions to have a pay range pay schedule vs. our traditional step/grade system. This change would initially apply to all pay schedules; however, as written in the new IAFF CBA, Fire is willing to implement a pay range on a trial basis for 2024, pending the establishment of a consistent matrix to accompany this pay schedule. Therefore, step and grade terminology remains.

Lastly, longevity pay was established by Administrative Policy and has been adopted into the annual budget process, and we included it as its own section within the handbook.

### **Recommended Action**

Staff recommends approval of this revised Employee Handbook.