

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: September 21, 2022

Submitted By:

Staff

Agenda Item:

Discussion and possible action on a resolution amending to the Personnel Policies Handbook

Description:

At the August 17, 2022 City Council meeting, the benefits section of the city's Personnel Policies Handbook was discussed. This section currently allows for sick leave payout to qualified employees, with no cap on the amount of sick leave an employee can earn. There is also no section in the current personnel policy manual that deals with compensatory time (comp time).

The proposed amendments to the Personnel Policies Handbook provide for various clarifications to the benefits sections, an accrual cap on sick leave, a payout cap on sick leave for qualified employees, clarifications to the Overtime Pay section, and the addition of a Compensatory Time section that includes a comp time accrual cap of 240 hours.

Action Requested:

To review the proposed amendments to the Personnel Policies Handbook and take action on Resolution 2022-09-21-31 approving the amended Personnel Policies Handbook

Fiscal Impacts:

Establishing an accrual cap on comp time and a payout cap on sick leave for qualified employees will help the city manage its future liabilities when employees separate with the City of Rollingwood

Attachments:

- Updated pages of the Personnel Policies Manual – Redline
- Updated pages of the Personnel Policies Manual – Clean
- Resolution 2022-09-21-31 Approving Amended Personnel Policies Manual
- Exhibit A to Resolution 2022-09-21-31 – Amended Personnel Policies Manual