



AGENDA REPORT

City Council Meeting

TODAY'S DATE: June 10, 2025
MEETING DATE: June 18, 2025
TO: City Council
FROM: Cheryl Hughes, Central Services Director
SUBJECT: Approve Personnel Policy Changes

DESCRIPTION/BACKGROUND:

City Council adopted the current Personnel Policy on April 17, 2019. City staff recognizes two sections within the policy that need to be updated now and an addition to the policy; although the entire policy is being evaluated and updated and a revised Personnel Policy will be brought to Council for review and adoption when that large exercise is completed.

The following changes are being requested at this time:

1. Section XIV – Compensation Policies

a. Section XIV(F) – Hours of Work - to be changed as follows:

Change to reflect operational changes that allow for more flexible schedules, including a 4/10 work schedule at City Hall. All changes are red and red-lined in the attachment to this Agenda Report.

City Hall hours remain Monday thru Friday 8:00 am – 5:00 pm. Changes to this section ensure coverage while providing for flexible work schedules.

2. Section XIV – Compensation Policies

a. Section XIV(G) – Rest and Meal Periods – to be changed as follows:

Change reference to division head to read “department” head instead;

Add clarifying language that provides flexibility to allow employees who remain at their worksite during the meal period, to not be required to add 30 minutes up to the maximum of 1 hour to their scheduled shift.

3. Section XV – Employee Benefits

a. Section XV – Holidays – to be changed as follows:

Update the Holidays portion of the policy to accommodate the addition of a 4/10 or other approved flexible schedule. Current policy states that when a holiday falls on an employee

regularly scheduled day off, the employee shall take equivalent time off on the nearest working day. This is changed to now reflect that if a holiday lands on an employee's regularly scheduled day off, the employee shall have the typical work schedule hours placed into a Holiday Bank. For example, if an employee typically works 10 hours, the employee will have 10 hours placed into a Holiday Bank for the holiday which fell on the employee's regularly scheduled day off. Furthermore, the policy places a maximum number of hours that can be accrued in the Holiday Bank to 50 hours. Accrued hours in the employee Holiday Bank must first be used before use of PTO.

A couple additional changes were made providing clarifications to Holiday pay as it relates to seasonal and temporary employees and adding Juneteenth to the Recognized Holidays. All changes to this section are red and red-lined in the attachment to this Agenda Report.

4. Addition of Employee Training, Licensing, and Certification Approval and Reimbursement Policy to the City's Personnel Policy. This policy provides a formal approval process for employee training, licensing, and certifications and adds conditions that if the job related certification or license costs of \$2,500 or more paid for by the City, will be subject to a reimbursement schedule in the event the employee voluntarily separates from employment within the specified period after completion of the training or fails to obtain the required certification or training. This ensures the City receives value from the costs of licensing and certifying employees. If the employee voluntarily separates employment in Year 1 the reimbursement amount is 100% of the amount paid for by the City; Year 2 is 50% of the amount paid by the City; after Year 2 – no reimbursement required. There is an exception and that is of extenuating personal circumstances that require a voluntary separation as approved by the Mayor – who may waive or reduce reimbursement in such case(s).

STAFF RECOMMENDATION:

Staff recommends City Council consider approving the changes to Section XIV – Compensation Policies and Section XV – Employee Benefits and adding to the Personnel Policy the Employee Training, Licensing, and Certification Approval and Reimbursement Policy.

ACTION:

City Council to approve changes to Section XIV – Compensation Policies and Section XV – Employee Benefits and adding to the Personnel Policy the Employee Training, Licensing, and Certification Approval and Reimbursement Policy.

WILL THERE BE ANY FINANCIAL IMPACT? No HAS THIS ITEM BEEN BUDGETED? N/A

ATTACHMENTS:

- Proposed Resolution
- Personnel Policy redlined sections
- Employee Training, Licensing, and Certification Approval and Reimbursement Policy