



AGENDA REPORT

City Council Meeting

TODAY'S DATE: October 3, 2025
MEETING DATE: October 15, 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. As a result of the Compensation and Classification Study, there are sections within the Personnel Policy that need to be added and updated, as it related to On Call and Duty Phone employees and subsequent compensation and compensation for Wastewater Treatment Plant employees. Additionally, adding policy on the City recovering employer paid premiums when an employee does not return from a Leave of Absence not covered by any leave bank and medical and/or dental premiums were paid throughout the Leave of Absence. Employees are responsible to cover their premiums during a Leave of Absence but the City continues to cover the employer portion of the premiums. If the employee does not return from Leave, those employer paid premiums as outlined above may be returned to the City. This policy is in line with the policy for FMLA, which reads, *"If the employee does not return to work at the end of the FMLA leave for reasons other than the continued serious health condition of the employee or eligible family member, the City may recover from the employee the premiums that were paid for the employee's medical coverage during the FMLA leave period"*.

Staff will be working evaluating and updating a revised Personnel Policy that will be brought to Council for review and adoption when that large exercise is completed. This new Personnel Policy when completed will incorporate the Salary Administration Policy into that final document so there will only be one Employee Handbook and Personnel Policy, which will be more efficient and easier for all.

A. The following changes are being requested within the Personnel Policy at this time and redlined versions are included as an attachment to this Agenda item:

1. Section XIII – Employee Classification

a. Section XIII(C) – On-Call and Duty Phone Employees

Change to reflect clarification for on-call and duty phone employees, including rotations and that these rotations will be managed at the Division level and Procedures developed by the Department Head.

2. Section XIV – Compensation Policies
 - a. Section XIV(O) – On-Call and Duty Phone Compensation

This is being added to the Personnel Policy and provides for compensation to employees in Public Works Streets, Utilities, Wastewater Treatment Plant, and Water Treatment Plant for carrying a City issued mobile device for on-call support and after-hours communication. Additionally, it provides compensation of 1 hour or actual time worked for responding to an emergency, paid at 1 ½ times the regular rate of pay. If call out occurs on a holiday, compensation will follow the City's Holiday Policy, as outlined in Section XV (c) of the Personnel Policy. The portion of the Holiday Policy applicable reads: *“Non-exempt employees scheduled to physically work on a holiday (actual or observed) or who are called in for unscheduled emergency work shall be compensated at a rate of two times the employee’s regular rate of pay”.*

3. Section XV – Employee Benefits
 - a. Section XV (E) – Leaves of Absence – to be changed as follows:

Add subsection 4 adding policy providing ability for the City to recover employer paid premiums when an employee does not return from a Leave of Absence not covered by any leave bank and medical and/or dental premiums were paid throughout the Leave of Absence. Employees are responsible to cover their premiums during a Leave of Absence but the City continues to cover the employer portion of the premiums. If the employee does not return from Leave, those employer paid premiums as outlined above should be returned to the City. This policy is in line with the policy for FMLA, which reads, *“If the employee does not return to work at the end of the FMLA leave for reasons other than the continued serious health condition of the employee or eligible family member, the City may recover from the employee the premiums that were paid for the employee’s medical coverage during the FMLA leave period”.*

STAFF RECOMMENDATION:

Staff recommends City Council make a motion to approve the changes to the Personnel Policy.

ACTION:

Motion to approve changes to the Personnel Policy.

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

ATTACHMENTS:

- Proposed Resolution
- Personnel Policy
- Personnel Policy redlined sections summary