

Council Agenda Bill

AB Number

AB25-084

Agenda Bill Information

Title *

City Personnel Policy Handbook

Action *

Motion

Council Agenda Section

Committee Report

Council Meeting Date *

09/22/2025

Staff Member

Kim Johnson

Department *

Administration

Committee

Finance and Administration

Committee Date

09/16/2025

Exhibits

Packet Attachments - if any

!!Personnel Policies 9.2025 Final Review.docx

351.83KB

Summary

Introduction *

Brief summary.

Since emerging from the pandemic, the Human Resources Department has undergone a complete rebuild. We have developed numerous new procedures and best practices to enhance efficiency, provide consistency, and improve the quality of service we provide to our city employees. Our department operates under the use and interpretation of the Personnel Policies Manual. This is a vital resource that outlines city policies, reflects our city values, and serves as a guide for employees across the city.

Proposed Motion

Move to adopt the updated Personnel Policy Handbook

Background/Overview *

What was done (legislative history, previous actions, ability to hyperlink)

Over the past eighteen months, the Human Resources Department has worked extensively with fellow Directors and employment attorneys to update the policy manual, which had not been revised since 2012. This comprehensive review included both the Manual and other separately adopted policies. In the thirteen years since the last update, numerous new laws, as well as significant operational changes, have impacted HR programs and policies.

Analysis*

The adoption of this updated Manual ensures that our policies are current with applicable laws and aligned with city procedures. As part of this effort, we also revised and included several key policies, including the Travel and Meal Reimbursement Policy, a comprehensive Electronic Communications Policy (which includes a social media Policy), Employee Recognition Policy, and the City's Drug and Alcohol Policy (including CDL drivers), among others. These important policies will now be accessible in one document.

Budgetary Status*

Funds have already been authorized in this year's budget.

Budget Summary

The adoption of the updated Personnel Policies Manual has certain implications that will affect the budget, although the exact effect of the increases and decreases is difficult to estimate. Human Resources worked closely with the Finance Department so potential increases would likely be low and would be spread across many departments, increasing the likelihood that departments would be able to keep any expenditures in line with the current budget and to establish policies identified by the State Auditor that required clarifications. Examples of policy changes that could affect a department's expenditures are shown in the table below or on the following page.

Fiscal Impact

Amount of Expenditure	Amount Budgeted	Appropriation Requested
		\$0.00

Fiscal Impact Screenshot

Benefit / Expenditure	Previous Policy	New Policy	Cost Effect
Non-travel refreshments	Allowed for meetings > 3 hours	Allowed for meetings > 1.5 hours	Potential Increase
	Business meetings with vendors and staff during meal periods.	Business meetings with vendors and staff	Potential Increase
	Not Addressed	Training meetings pertinent to City business	Potential Increase
	Not Addressed	Employee-related wellness event, no more than once per quarter	Potential Increase
Non-travel Meals	Limit of \$25 per person	Limited to per diem rates, or \$10 for Wellness events	Potential for both Increase and Decrease
	Meals when staff are expected to work through meal period are not addressed.	Meals when staff are expected to work through meal period, upon approval.	Potential Increase
	Retirements, birthdays, anniversaries, illness, or bereavement are not addressed	Meals should not be purchased for retirements, birthdays, anniversaries, illness, or bereavement.	Potential Decrease
	Meals for members of the public are not addressed.	Meals for members of the public are only allowed in certain situations.	Potential Decrease
Employee Retirement Recognition Event	Not Addressed	\$200 limit	Potential Increase
PTO Payment upon Separation	If two weeks' notice is not given, the City may elect not to pay accrued PTO/vacation.	If two weeks' notice is not given, the City may deduct the appropriate number of days from the PTO/vacation payout.	Potential Increase
Medical benefits for Part-time Employees	Employee must work more than 22.5 hours per week	Employee must work more than 30 hours per week	Potential Decrease
Certification Test Costs	Not Addressed	City will pay for the first two testing attempts	Unknown