



City of Stevenson

Leana Kinley, City Administrator

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To: City Council
From: Leana Kinley, City Administrator
RE: Personnel Policy Updates
Meeting Date: September 21, 2023

Executive Summary:

Changes with the personnel policy have been identified throughout the past couple of months to reflect current practices and to address rising costs. Details regarding those changes are further outlined below.

Overview of Items:

The appendices referenced throughout the policy have been updated in addition to the specific changes identified below.

- *5.2 Employee Pay Rates:* Updated to clarify that each year an employee will receive a step increase, provided they are outside their probation and have a satisfactory performance review. This has been the city's standard practice and wasn't made clear in the policy.
- *7.7 Boot Allowance:* The cost of a quality pair of work boots which can last through the years is around \$400. The benefit has been revised to a bi-annual benefit of \$400, which is the same cost over the two years. Or the employee can use the benefit annually at \$200 each year.
- *8.10 Holidays:* Clarification was added to state that approval of Personal Days follows the same process as Vacation Leave. They are meant to be pre-planned leave days as holidays are generally pre-planned.
- *8.11 Religious Holidays:* Language updated to reflect the language in the policy. The term Personal Day is used in place of Floating Holiday as included in the paid holiday list under section 8.10 Holidays.

Action Needed: Approve resolution 2023-417 revising the policy as presented or with changes.