



MEMO

DATE: April 29, 2024

TO: City Manager Greg Buckley, City Council, City Staff

FROM: Amanda Baryenbruch, City Clerk / Human Resources Director

SUBJECT: Updates to the Personnel Policy Manual

Below is a summary of the changes in the Personnel Policy Manual:

3.02 Employment Types

Added language for the Parks and Recreation Part-Time Staff to better suit the department needs. The Parks and Recreation Department has year-round staff and staff would prefer to work more hours during the summer months. Due to the way the Personnel Policy is currently outlined, it does not allow these staff members to work extra hours without being offered benefits by the City. From a recommendation by the Parks and Recreation Director,

6.03 Overtime

Clarification language was added to overtime pay outlining if an employee would be called in numerous times within a 2 hour period. Language was added to change/update the compensatory time policy as outlined in Appendix B.

6.09 Working Remotely

Rephrased section from "Working from home" to "Working Remotely"

6.14 Step-Up Pay

This section was added at the request of the management team. This practice is currently effective but needed to be addressed in the Personnel Policy.

6.15 Standby

This section was added at the request of the management team. This practice is currently effective but needed to be addressed in the Personnel Policy.

8.02 Personal Days

Rephrased from personal holidays to personal days.

8.03 Vacation

Added language if an employee would leave within the first 12 months of employment and the requirement of their vacation benefit being pro-rated with the possibility of reimbursing the City.

8.05 Sick Leave

Language in this section was rephrased to outline when sick leave can be used versus vacation. The updated language excludes the ability to use sick leave for childcare of a healthy child. FMLA filing requirement for an extended absence was also added to this section.

8.08 Funeral Leave

The addition of “significant other” and “Partner” added. The addition of the section up to one day off with pay for aunt, uncle and cousin. Language added to allow the City Manager with approval from the City Council to grant funeral leave to employees in rare circumstances.

10.01 Discipline

Included language outlining behavior that may result in discipline.

Chapter 14

Added subsections to the chapter to allow employees to follow easily reference the policies set forth by the Federal Government and State Government.

Appendix B – Compensatory Time Policy

Addition of this section related to the updates made in section 6.03 Overtime to outline the updates to the Compensatory Time Policy due to WRS reporting requirements