Summary: Review of Personnel Policies

Summary: The Policy Review Committee, Mayor, Chief of Staff, and Department Heads have proposed the following changes to the following Personnel Policies.

I. Policy 102: Personnel Policy Applicability
- Language clean up
- Removed references to paper copies and added references to electronic copies

II. Policy 202: Hiring
- Removed references to paper copies
- Language and format clean up
- Added Mayor or designee to approve hiring/new employee beginning work
- Clarified/updated new hire orientation process

III. Policy 504: Holidays
- Included employees in the Wastewater Treatment Plant, who do continuous work, to observe holidays on the actual holiday if it is to fall on a weekend.
- Policy Review Committee requested the addition of 3 holidays (New Year's Eve, MLK Day, and Good Friday), but that request was not approved by the Mayor or his Staff. However, the Mayor's Staff did recommend we should acknowledge MLK Day somehow.
- Policy Review Committee asked if Seasonal employees should be allowed to receive Holiday pay. This request was not approved.
- Language clean up

IV. Policy 505: Vacations
- Language and format clean up
- Added vacation limits to be an employee's annual accumulation plus 80 hours, which is the current limitation
- Specified amount of vacation that can be used for salaried and hourly employees
- Added that employee's must request vacation and Department Head or designee must approve prior to dates of vacation

V. Policy 705: Family and Medical Leave Act
- Language clean up
- Added that FMLA notices may be given by email
- Added forms may be obtained on City's Intranet
- Added how FMLA leave interacts with City paid leave