

Summary of Changes to Personnel System Policy - January 5, 2015

Below is a summary of updates to the PSP. Most of the modifications are nominal changes that mirror current procedures, policies, new benefits, etc. However, there is one policy change recommended below that is a substantive change and that is described in #15 below. As you work your way through the PSP, you will notice yellow, highlighted areas. Those are the modifications as listed below. Please let me know if you have any questions. – Sandra Pate

1. Page 1: Section 1.2(1) - Added position of Executive Director of Sports to the list of regular full-time positions.
2. Page 2: Section 1.2(2)(d) – Added that intern positions may not commence until Application for Internship has been received by HR and approved.
3. Page 3: Section 1.2(4) - Added position of Finance Director/Treasurer to the list of Appointed City Officials.
4. Page 4: Section 1.2(6) – Added statement that “unless otherwise specifically state in the PSP or authorized by resolution of the City Council, City Attorneys and Prosecutors are not covered under the PSP.
5. Page 10: Section 2.5 & 3.7 - Added brother-in-law and sister-in-law to definition of immediate family member (the current definition includes other in-laws, so adding brother and sister-in-law is reasonable). Also added that policy include “step” family relationships.
6. Page 14: Section 3.2 – Added that Mayor can authorize temporary positions as long as budget funds are available (current procedure).
7. Page 14: Section 3.3(1) – Changed the internal posting period from 14 days to 7 days.
8. Page 15: Section 3.3(3) – Added that HR shall qualify all applications based upon the position’s job requirements and qualification (current procedure).
9. Page 16: Section 3.1(7)(a & b) – Added “alcohol test” to controlled substance testing for pre-employment (current procedure).
10. Page 17: Section 3.4(3) – Added Safety Checklist to required new hire documentation.
11. Page 17: Section 3.4(4) – Added employee ID Badges
12. Page 17: Section 3.4(5) – Added statement that probationary employees are prohibited from applying for, or transferring into, other positions at the City while still on probation.
13. Page 19: Section 3.6(2) – Needed to modify time clock procedures now that we have a web based time clock system.
14. Page 22: Section 3.7(2)(d) – Defined what a “day” constitutes with regard to bereavement leave benefit. “Day” equal to normally scheduled shift.
15. Page 23 & 24: Section 3.7(4)(a-c) – **Policy Change**: Instead of making employees wait for an entire year before they get or are able to use any vacation, we propose allowing employees to begin accruing immediately upon hire, but not allowed to use until after successful completion of probation. (In these

sections, we also added that the City will not pay out accumulated vacation if the employee is still on probation if they terminate).

16. Page 25: Section 3.7(5) – Added requirement that employee must provide HR with formal documentation of military assignments and military compensation/pay vouchers prior to the City approving any City compensation during military leave.
17. Page 31: Section 3.9(4) - Revised Travel Policy to remove per diem for meals and incidentals.
18. Page 33: Section 4.2(1) – Revised this section to address Tier 1 and Tier 2 RSA membership.
19. Page 34: Section 4.2(1) – Added section to document City’s 10 year vested requirement for retiree/spouse to remain on the City’s health insurance.
20. Page 34: Section 4.2(2) – Added Great West as the City’s second option on a deferred compensation plan.
21. Page 35: Section 4.3(1) – Modified section to accurately describe the City’s self funding and the employee’s premium, etc.
22. Page 35: Section 4.3(2) - Added section on the City’s prescription drug benefit.
23. Page 35: Section 4.3(3) - Added section on the City’s On-Site Health Care Clinic.
24. Page 35: Section 4.3(4) – Added section on the employee’s Employee Assistance Program (EAP).
25. Page 36: Section 4.4(1) – Added sentence to explain that employee on probation are not eligible for the Educational Assistance program.
26. Page 37: Section 4.4(2) – Added section describing the City’s Sick Leave Bank Program.
27. Page 40: Section 5.3(1) – Added the City’s new “Safety Policies and Procedures Manual” to this section.
28. Page 48: Section 6.1 – Added the City’s promotion policy (current procedure).
29. Page 49: Section 6.5 – Added that employee may be suspended from work without pay in accordance with City’s disciplinary procedure as outline in the PSP.