

Summary of Changes to Personnel System Policy – March 18, 2024

1. Page 2: Section 1.2 (2) – Removed access to the Pre-Determination Hearing for temporary and intern positions.
2. Page 2: Section 1.2 (2)(a) Temporary employees may not be re-employed as a temporary employee until at least one complete pay period after the date of dismissal.
3. Page 4: Section 1.2(5) – Removed access to the Pre-Determination Hearing for probationary employees.
4. Page 7: Section 2.3 – Added text messaging and social media postings as examples of prohibited harassment under the EEO/Harassment Policy.
5. Page 10: Section 2.6 – Increased the amount from \$20 to \$35 - This policy does not prohibit accepting *occasional* meals (not to exceed \$35) paid for by individuals or businesses doing business with or soliciting business from the City.
6. Page 13: Section 2.14 – Removed “social” relationship and added ‘romantic’ relationship under the Non-Fraternization Policy.
7. Page 16: Section 3.3 (7)(a) – Updated the New Hire Candidates section under the Controlled Substance and Alcohol Testing Policy the position as safety-sensitive and removed alcohol test as follows, “any offer of employment to an applicant for a *safety-sensitive* position with the City of Foley shall be conditioned upon the applicant’s completion of a controlled substance test.”
8. Page 17: Section 3.4 (5) and throughout the remainder of the PSP – Added Corrections Officers and updated Fire Fighter(s) to Firefighter(s) where Law Enforcement Officers and Fire Fighters are mentioned for the purposes of length of probation and leave policies.
9. Page 19. Section 3.6(1)(a) – Completed time and any requested payroll change must be submitted to HR no later than 12:00 p.m. on the Tuesday preceding the Friday payday. The time was changed from 2:00 p.m. up to 12:00 p.m.
10. Page 23. Section 3.7(3)(c) – Administrative Leave Without Pay – Added a section for Benefits During Leave.
11. Page 23-26. Section 3.7(4) – Annual Paid Vacation Leave – Updated the required continued years of service for increases to leave accrual rates to mirror the payroll software. Added the statement “An employee must take their vacation time in excess of (80, 160, 168, or 190) hours in the pay period prior to the pay period in which their anniversary date falls in.
12. Page 28. Section 3.7(9) – Family Medical and Servicemember Leave Policy – Corrected the Intermittent Leave and Reduced Work Schedule section.

13. Page 36. Section 4.2(1) – Immediate Benefits Upon Employment-Employee Retirement System – Added retirees receive a framed retirement certificate at the time of their retirement and the retiree’s performance award will be approved by resolution by the City Council prior to retirement.
14. Page 36. Section 4.2(1) – Added a new retirement benefit for Law Enforcement Officers - In appreciation of their years of service to the City, retiring Law Enforcement Officers are eligible to receive their badge and duty pistol at the time of their retirement.
15. Page 37. Section 4.2(7) – Removed the Optional Benefit wording to Direct Deposit of Pay Check to make it mandatory for employees to have their wages direct deposited. No paper checks will be issued to employees except for extenuating circumstances.
16. Page 37. Section 4.2(8) – State of the City Address Luncheon added this sentence - Eligible employees may win gift cards and prizes of nominal value through random drawings at the event.
17. Page 37. Section 4.2(10) – Removed the FEDlogic benefit as we did not renew this benefit due to lack of employee eligibility or participation.
18. Page 38. Section 4.2(11) – Added the Employee Appreciation Luncheon including employee milestone anniversary certificates and gift cards, and the Extra Mile Award plaque and \$1,000 performance award. The Extra Mile Award will be memorialized by the City Council at the next meeting following this event.
19. Page 38. Section 4.2(12) – Added City Sponsorships.
20. Page 39. Section 4.3(7) – Added the new AirMedCare benefit for eligible employees, dependents, and household members.
21. Page 39. Section 4.3(8) – Added the new Life Scan Wellness Screening benefit for eligible employees.
22. Page 47. Section 5.5 – Updated the Cellphone Usage Policy.
23. Page 53. Section 6.2 – Amended the Temporary Promotion Policy to include the maximum pay increase an employee can receive to mirror our Promotion Policy.
24. Other minor grammatical or housekeeping changes are not listed.