



Legislation Text

File #: 24-0165, Version: 1

Resolution Modifying The City's Personnel System Policy (PSP)

Description of Topic: (who, what, where, when, why and how much)

Several revisions to the Personnel System Policy (PSP) are included in this update. See attached Summary of Changes.

Budgetary Impact:N/A

Non-Capital Item:

\_\_\_\_\_ Budgeted under account # \_\_\_\_\_ (discussion item)

\_\_\_\_\_ Not budgeted, requesting transfer of \$ \_\_\_\_\_ from Account # \_\_\_\_\_ to Account # \_\_\_\_\_. \*\*Request to Transfer Departmental Budget Dollars form must be attached\*\*

\_\_\_\_\_ Not budgeted requiring increase to account # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_. \*\*Request to Increase Departmental Budget Dollars form must be attached\*\*

Capital - Departmental \*\*Capital Purchase Worksheet form must be attached\*\*

\_\_\_\_\_ Budgeted under account # \_\_\_\_\_ for \$ \_\_\_\_\_ and described in budget as \_\_\_\_\_. Additional amount needed, if any: Increase in budget of \$ \_\_\_\_\_ OR, transfer of \$ \_\_\_\_\_ from Account # \_\_\_\_\_ to Account # \_\_\_\_\_ \*\*Request to Increase OR Request to Transfer Departmental Budget Dollars form must be attached\*\*

\_\_\_\_\_ Not Budgeted - account # \_\_\_\_\_ requires budget increase of \$ \_\_\_\_\_. \*\*Request to Increase Departmental Budget Dollars form must be attached\*\*

Capital Project - \*\*If requesting to start a project, a Capital Project Worksheet form must be attached\*\*

In current year Capital Projects Plan:

\_\_\_\_\_ Yes, described as \_\_\_\_\_, planned amount \$ \_\_\_\_\_, requesting \$ \_\_\_\_\_ as total project estimate, including contingencies, under account # \_\_\_\_\_

\_\_\_\_\_ No, requesting \$ \_\_\_\_\_ as total project estimate, including contingencies, under account # \_\_\_\_\_.

\_\_\_\_\_ Yes, requesting an increase of \$ \_\_\_\_\_ to an already approved project titled \_\_\_\_\_ that is being tracked under Account No. \_\_\_\_\_.

\_\_\_\_\_ No, requesting an increase of \$ \_\_\_\_\_ to an already approved project titled \_\_\_\_\_ that is being tracked under Account No. \_\_\_\_\_.

WHEREAS, The Human Resources Division has been evaluating the need for modifications to the City's Personnel System Policy (PSP) and recognizes a need to update the policy, and

WHEREAS, modifications have been made to the PSP and the City's labor attorney has reviewed and approved the proposed changes.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Foley, Alabama, as follows:

SECTION 1: The attached Personnel System Policy is hereby adopted with the attached policy and summary of changes becoming a part of this resolution upon adoption.

SECTION 2: All City employees shall receive a copy of this resolution and the modified Personnel System Policy. As additional changes are made, the PSP will be revised by resolution and redistributed. Supervisors should ensure employees receive, read, and understand the revised PSP and how the policy affects their employment with the City of Foley.

SECTION 3: This Resolution shall become effective immediately upon its adoption as required by law.