

Discussion of Proposed Resolution No. 359 Revising the Employee Handbook

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Policies Proposed for Revision

- Religious Holiday Amendment – Section 6.03(F)
- Family Medical Leave Act (FMLA) – Section 6.06(F)
- These revisions are *required* due to do legal changes

Policies Proposed for Revision

- Vacation Cash Out at Retirement – Section 6.01(D)
- Sick Leave Cash Out at Retirement – Section 6.04(I)
- Tobacco Free Work Place – Section 8.09
- These changes are not required; revisions are being recommended by staff

Vacation Cash Out – Section 6.01(D)

- Current policy follows PERS I requirement – maximum of 240 hours can be cashed out for retirement eligible
- Not aligned with cash out policy for any other type of separation
- Only 3 current PERS 1 employees at City
- Proposal to change policy for PERS II and III employees so that they can cash out all accrued vacation time, similar to those separating from service that are not retirement eligible

Sick Leave Cash Out – Section 6.04(I)

- Amends policy so that it applies to retirement *eligible* employees, not those employees that are retiring as defined by PERS
- Aligns with how vacation cash out eligibility is defined
- Provides administrative clarity for staff

Tobacco Free Work Place – Section 8.09

- Makes all City workplaces tobacco free, not just City Hall
- Expands definition from “smoke free” to “tobacco free”, which includes chewing tobacco
- Aligns with code requirement for City parks

Recommendation

- No action is required. However, is looking for direction from Council regarding these proposed amendments.
- Resolution No. 359 is scheduled to be brought back for adoption on June 23.