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Discussion of Resolution No. 482 – Amending the Employee Handbook

August 2, 2021



Background

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- Employee Handbook contains City's personnel policies
- Handbook first adopted in 1996 and most recently updated in November 2020
- Proposed updates intended to:
 - Bring handbook and policies up-to-date
 - Provide policy clarity to employees and managers
 - Reflect current HR and administrative practices

Employee Handbook Summary of Changes

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- Housekeeping/clean-up (language, formatting, terminology)
- Addition and modification of definitions
- Clarification and codifying of existing policies and administrative procedures
- Adds new policy provisions previously not found in the Employee Handbook



Noteworthy Policy Changes

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- Adds a reference to the City's Remote Work Administrative Policy
- Applies select elements from the City's Maintenance Workers Collective Bargaining Agreement to the entire workforce:
 - Two additional earned vacation days after 20 years of service
 - Increases rest period from 10 – 15 minutes
 - Adds 12-hour shift premium of \$3.00
- Adds Juneteenth as an observed holiday
- Expands Inclement Weather policy



Noteworthy Policy Updates

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- Places a combined annual ceiling cap of donated leave
- Allows for other earned leave accruals to be used as an extension of sick leave after sick leave is exhausted
- Allows hiring managers to consider candidates from similar recent recruitments



Recommendation

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- No action is required tonight; discussion item only.
- Staff recommends that Council adopt Resolution No. 482 when it is brought back to Council on August 16, 2021.