



Consent Item

RE: Personnel Manual Revision

Recommendation: Accept the proposed change to the Personnel Manual.

Explanation: These changes are reflective of the language and benefits covered in the collective bargaining agreement. One change is due to housekeeping.

Introduction - Clarify which employees are considered “at-will.”

Page 11 - Over time - Remove “non-uniform”

Page 12 - Call In Pay - Changes reflect contract recommendation.

Page 13 - Holiday Pay - Changes reflect language in agreement.

Page 14 - Vacation - Changes reflect language in agreement.

Page 15 - Sick Pay - Change reflects “hours” verbiage that is consistent with the agreement.

Page 17 - Personal Days - Change reflects “hours” verbiage that is consistent with the agreement.

Page 18 - On-Duty Death/Dependent Coverage - This is a new policy that will be extended to all full-time employees due to the agreement recommendation.

Page 20 - Replacements - Allows for employees to have their prescription glasses or sunglasses replaced if damaged during the scope of work, as described in the agreement.

Page 27 - Hepatitis Vaccine - Reflects agreement language.

Page 27-28 - Workers Compensation - This is a *housekeeping change*. This was originally amended into the policy in 2005 and continues to be our current practice. However, it was accidentally omitted during a 2012 revision by an outside personnel attorney.

Page 53 - Suspension - Addition to reflect agreement language.

City Attorney Jones has reviewed this policy and suggested minor changes that are reflected here.