



SMALL TOWN, BIG BEACH

COUNCIL AGENDA SUMMARY

DATE: June 6, 2022
TO: Mayor, City Council
FROM: Steve Griffin, City Administrator
Sandy Carden, Human Resources Director
RE: 2022 City Personnel Handbook Update

ISSUE: Request that the City Council consider an overall update to the City's Personnel Manual to incorporate the 2010 and 2020 Slavin studies, reports and recommendations approved by the City Council on compensation, incorporate new and separate State laws establishing Police department pre and post disciplinary procedures and overall current practice not formally adopted by the Council

RECOMMENDATION: Approval

BACKGROUND AND SUMMARY OF CHANGES:

EEOC and Harassment

p. 10- New Workplace Violence Prevention policy added to prioritize that such behavior is not tolerated at any time.

p. 12 - NEW Anti-Retaliation policy added to insure employees have a protected right to bring problematic issues / concerns to their Directors

General Employment Information

p. 17-20 Employment Status policy and Probationary period defined to reflect current practices including:

- listing all City positions that are at-will vs. classified
- 1 year probationary status with all new hires

P. 21-24 Performance Assessment Review Program added additional wording to support the awarding of merit pay increases when budgeted by the City Council vs. employees that do not. Also formalizes a due process procedure for counseling and /or dismissing employees that do not meet standards during a 90 day notice period.

p. 24- 25 Promotional increase policy revised and added based on the 2010 Slavin study that had not been formally incorporated into the City's handbook which includes the establishment of new anniversary / probationary dates with promotions of current employees

Employee Conduct and Disciplinary Procedures

p. 31-32 New Weapons policy added that generally disallows employees to possess firearms on their person (excepting law enforcement personnel) while on duty but may be stored in vehicles with proper credentialing so to be consistent with Alabama law

p. 36-39 A new and separate pre and post Disciplinary procedure has been established separately for the Police Department consistent with State Code provisions.

Difference in Police Discipline vs Regular Employee

- Police have 10 days to request pre-discipline hearing vs 3 days for regular employees
- Mayor must reside over Police discipline vs Dept. Head, City Administrator, HR Director allowed to reside over others.

p. 42 requires that any request for secondary employment must be approved prior to the start of the secondary employment

p. 46-48 Added New Safe Harbor policy to protect the employer and employee regarding improper deductions and the proper reporting of hours for payroll.

Employee Compensation

p. 50 Holiday pay for City Employees who work on Holidays- changed how regular part time employees get paid for working on the holiday; revised it to be the same as full time employees, paid overtime for hours worked on the holiday in addition to holiday pay for part time, i.e. 4 hours.

P. 52-53 Step up pay – Defined step up pay for employees who may act in the capacity of a key employee such as department head, division, etc for a temporary period of time.

p. 53 Assignment of Special Duties Policy added new policy for employees who may be given additional duties for a certain period of time such as PIO, K-9 assignments, Field Training officer, etc.

p. 53-59 Compensation Plan and Salary Administration policies added due to fully implement Slavin Study for establishing and adopting pay scales for all City positions together with procedures for implementing Council approved market adjustments, merit pay and starting pay generally set at 90% of established pay scales vs, the previous grade and steps,

Employee Benefits

p. 60-64 Employee benefits broadly defined, removed detail as these may change year to year.

p. 62 Inserted language to incorporate the Council approved RSA Tier 2 employees being provided Tier 1 benefits for retirement including being required to contribute at higher rates

p. 67-69 Education Assistance policy has been updated to include:

- Clarification that tuition reimbursement is only available to non-probationary employees.
- Formally eliminated step increases for obtaining degrees above minimum job requirements that had been eliminated with the adoption of the 2010 Slavin study in

conjunction with enhancing other compensation salary and benefits as well as the elimination of steps vs ranges.

- Revised the education assistance program to reflect changing the amount of reimbursement based on grade attained for course; A=100%, B=75%, and C= 50% reimbursement.

Authorized Leave of Absences

p. 70 Under “Employment Benefits during FMLA leave” changed it to read that if an employee is in a paid status they can still accrue leave and receive holiday pay. If not in a paid status, employee has no leave available, or is using sick bank, they will not accrue leave or be paid for the holiday.

p. 73-77 Donated Sick Leave Bank- added sick leave bank vs. current policy of unlimited individual donations. The proposed new policy has a committee who reviews the request for the leave and makes the determination, not just the department head or supervisor.

p. 79 Bereavement Leave continues to be limited to 3 days, however, with supervisor approval an employee can use any accrued leave available including sick leave in addition to the 3 day bereavement leave request.

Safety and Security

p. 84-86 Changed Safety and Security policies to replicate the Safety Manual

p. 89-90 Revised Uniforms/ID Cards/Keys policy to reflect current procedures.

p. 91 Added New Lock Repair/Changes policy to reflect current procedures.

Additional Information

p. 92 Revised Dress Code policy to reflect current practices

p. 93 Added contact person to Media Inquiries; Public Information Officer, Mayor, City Administrator or appointed person for Police and Fire inquiries.

p. 93 Added New Social Media/Technology and reference the current Administrative Policy 14- Technology Use Policy also needs to be adopted as an appendix to the Personnel Handbook.

p. 95 Conflict of Interest policy defined what it is as determined by the Alabama Ethics Commission.

p. 96-97 Personnel Files defined their location, information kept, and procedure for reviewing or copies of files.

P. 99 City Assigned Vehicles – rules and determination defined of who assigned one and the IRS rule of reporting requirement.

P. 100-101 Added NEW Vehicle Accident Procedures policy defining procedures to follow if involved in an accident.



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BUDGET IMPLICATIONS: None estimated since changes reflect current practices / procedures and previous Council approvals of 2010 and 2020 Slavin compensation studies

DEPARTMENT: Executive & Human Resources

STAFF CONTACTS: Steve Griffin & Sandy Carden