



PERSONNEL RULES AND REGULATIONS

HIGHLIGHT OF CHANGES



- 1.02 (B) At-will positions - added Assistant Department Directors, Department Operations Manager and City Engineer
- 1.02 (D) City Clerk shall have day-to-day supervision of all aspects of the City Clerk's office. Employees of the City Clerk's office shall be hired, dismissed, supervised and evaluated solely by the City Clerk or his designee, and shall have the duties as prescribed, exclusively, by the City Clerk.
- 1.04 Updated language for Overall Employment Policy to reflect current law, legally protected categories and ADA accommodations

- Definitions
 - Benefits definition added
 - Designated workweek definition added
 - Probationary period changed from days to hours

SECTION 3

PAGES 9-25

- 3.06 Release of Information was updated
- 3.09 Bribery section was added
- 3.10 Acceptance of gift, gratuities and/or benefits was added
- 3.11 Additional ethical conduct requirements for employees with regulatory responsibilities was added
- 3.12 Additional ethical conduct requirements for reporting individuals and procurement employees
- 3.13 Whistleblower policy was added
- 3.14 Use of City Property was update and expanded
- 3.15 Uniforms was updated

- 4.02 Provides for 30 hour employees to receive health insurance
- 4.04 Decreased severance pay to twenty (20) weeks

- 5.01 Vacancies process updated
- 5.02 Interviews process updated
- 5.07 Pay Rates for new employees simplified

- 6.01 Types of separations were explained and updated in sub-sections 6.01(A) – (G)
- 7.02 Permanent Transfers was moved to Section 8.08
- 8.08 Updated with language from 7.02 and addresses lateral position move

- Section 9 No substantial changes
- Section 10.02 Call-in – added sending a text

- 11.01 Disciplinary Action, General Statement, added wording to exclude at will employees from this section
- 11.03(D) Language was moved from Section 12.02
- 11.04 Pre-Disciplinary procedure moved from Section 12.03
- 12.05 Added Name Clearing Hearing process
- Section 13 No substantial changes

- 14.02 Workweek defined
- 14.03(C) Accrual for comp time limited to 40 hours
- 14.05 Only actual hours worked will count toward overtime
- 14.06 Call back hours was changed to 3 hours of pay or actual whichever is greater
- 14.07 Telecommuting section added

- 15.01(C) Beginning 10-1-2020 the two (2) additional Personal Days for MAPS employees were changed to 16 hours of PTO
- 15.01 (F) Clarifies that employees who separate employment with the City and have personal days will not be paid out for the day
- 15.04 Addresses Holiday pay for 24 hour shift employees

- 16.02 references to Maternity Leave were removed; they are addressed in Family and Medical Leave Act
- An accrual chart for the MAPS employees was added because of the added 16 hours; formerly two (2) Personal Day
- The accrual chart for the twenty-four (24) hour shift employees was updated to a line with the employees covered by IAFF contract.
- 16.09 changed to clarify use of catastrophic sick

- 17.01(A)(1) Added out of state bereavement leave for twenty-four (24) hour shift employees
- Section 18 Language was updated to reflect Federal Law
- 19.02 Added language to include court pay if an employee is call to serve in Federal Court
- 20.01 Requires an employee exhaust all available PTO before requesting a leave of absence without pay
- Section 21 & 22 No substantial changes

- Prohibition of Harassment Policy - updated to reflect current law and expand on other forms of prohibited harassment - gender, race, national origin, ethnicity, disability, religion, color, age, pregnancy, veteran status, sexual orientation, marital status or other status protected by the law.
- Updated the process for receiving a report of harassment

- Sections 24-26 No substantial changes
- 27.03(C) Language added that failing to disclose financing for school while seeking reimbursement from the city is a group II disciplinary offense

- 28.01 Definition of smoking revised
- 28.03 City subsidy of workers' compensation limited to three (3) months
- 28.04 Light duty better defined
- 28.06 Updated records and reports to a line with state law
- 28.11 Added social media policy
- 29.05 Allows the City Manager to set the amount for an employee to receive in lieu of being covered by the City's health insurance
- 29.06 Added statement outlining who is eligible to receive benefits
- 29.07 Added reservation of rights to change or discontinue benefits