

PERSONNEL RULES

PROPOSED/RECOMMENDED CHANGES

Section #	Section Title	Revision
110	Definitions	<p>At-will employee - Revised language/terminology; removed reference to Assistant City Manager and replaced with City Manager Designee.</p> <p>Benefited Full-time Employee - Added definition</p> <p>Disciplinary Probation – Revised reference to Personnel Rules 540.D.</p> <p>Grievance – removed reference to discrimination; revised language</p> <p>Non-benefited Part-Time Employee - Added reference to MP 320 (Benefited and Non-benefited part-time employees)</p> <p>Part-time Employee –deleted definition and added reference to definitions for Benefited & Non-benefited Part-time Employee</p> <p>Retirement – Corrected the Retirement System names</p>
150	Personnel Records	Clarified that employee personnel files will contain “final” performance appraisals only (#7). Mid-year check-in performance appraisals are not maintained in official personnel files.
210.E.2.	Pre-employment Requirements	Added reference to pre-placement.
220.D.5 & 220.E.	Recruitment Summary Lists	Clarified duration of lists, extensions, and insufficient candidates.
250.E.	Reinstatement	Clarified rounding for timekeeping purposes. Clarified that rehired retirees are not eligible to get 50% of their forfeited sick time balance restored because they are compensated for 50% of their sick time balance upon retirement.
320.H.1.	Demotion	Added a reference to 540.D.5. regarding disciplinary probation and pre-deprivation hearings with a disciplinary reduction in pay.
320.I.	Shift Differential	Removed verbiage re HRM Advantage; no longer applies.
340.	Stability	Removed verbiage re HRM Advantage; no longer applies.
350.B.	Overtime - Schedules	Condensed section; removed reference to paid time off categories considered time worked. Section refers only to paid time off NOT considered time worked.
350.E.	Overtime - Payment	Clarified that once overtime is paid the time cannot be converted to comp time.
410	Absence From Work	Clarified requests for absence for Fire employees; clarified absences for full or partial days; lengthened time between instances; added flexibility with discipline; reduced number of days for abandonment of employment (excluding 24-hour work shifts).
421.B.	Holidays	Revised to allow employees four (4) weeks before/after a holiday to observe the holiday if it falls on a regularly scheduled day off.
421.D.		Clarified section regarding employees required to work to maintain City services.
422.B.	Vacation Time - Accrual	Removed reference to designated pay periods/hours per calendar year. Aligned Fire Personnel section with MOU.
422.C.	Vacation Time - Accumulation	Clarified that forfeited time will be placed in the Citywide Donated Leave bank.

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423.B.	Sick Time -Accrual	Removed reference to designated pay periods/hours per calendar year. Aligned Fire Personnel section with MOU.
423.B.5.	Sick Time -Accrual - Rehires	Clarified rounding for timekeeping purposes. Clarified that rehired retirees are not eligible to get 50% of their forfeited sick time balance restored because they are compensated for 50% of their sick time balance upon retirement.
423.E.	Sick Time -Payment at Retirement / Death	Clarified rounding for timekeeping purposes.
425.C.	Industrial Injury Program - WC Leave	Clarified that employees will not receive holiday premium if they are receiving industrial dock pay.
440	Special Leaves	Added reference to ADA qualifying conditions.
460	Crime Victim Rights Act	Revised to reflect changes in Victim Leave law; condensed section; removed reference to MP400 and replaced with MP344.
480	Insurance Programs	Removed reference to six month waiting period for part-time employees to be consistent with MP320.
510.B.8.	Standards of Conduct	Revised to include felony convictions, failure to report felony and misdemeanor convictions, and failure to report any felony arrest. Requires reporting to chain of command upon the start of the employee's next scheduled work day following the conviction or arrest.
520.C.	Work Rules – Pay Period	Removed reference to pay checks issued every other Thursday; added reference to ARS regarding designation of pay days for employees.
520.E.	Meal Breaks	Clarified that meal breaks apply to full-time employees only.
540.B.	Probation - Provisional Employment	Removed section. No longer applies; provisional appointment no longer exists and was previously removed from Rules.
610	Promotion	Clarified that employees on disciplinary probation may not compete in a promotional examination.
630.B.	Special Assignment – Duration	Clarified that special assignments may be revoked at discretion of City Manager, Designee or Deputy; revocation not subject to due process.
630.D.	Special Assignment - Compensation	Revised to state no change in salary for one pay period or less.
710.A.1.	Grievances - Grievable Issues	Added Management Policies
710.A.2.		Deleted reference to harassment/discrimination; will be handled as a complaint under MP 308-Workplace Harassment & Discrimination.
710.E.	Submission of Grievance	Clarified an occurrence for formal discipline.
820.B.	Suspension – Duration	Revised suspension for exempt employees as result of changes in the FLSA.
820.C.	Notification	Removed link to Notice of Suspension form; clarified form is printed from HRM.
830.B.	Demotion – Notification	Removed link to Notice of Demotion form; clarified form is printed from HRM.
930.B.	Dismissal – Pre-Deprivation Hearing	Removed link to Notice of Dismissal form; clarified form is printed from HRM.