

**PERSONNEL RULES**  
**PROPOSED/RECOMMENDED REVISIONS – 2019**

Section #	Section Title	Proposed Revision
250.E.	Reinstatement	Revised section reference from 423.B.6. to 423.B.5.
320.E.1.	Promotion	Revised to specify additional approval required for promotional increases above the midpoint of the range.
320.I.	Shift Differential	Removed references to an eligible shift as a shift of eight (8) or more hours. Also clarified shift diff will be paid for an employee while on sick time.
330.F.	Excep Performance Recognition Award	Revised to clarify award amounts for consistency with Policy. Also revised rating definitions for consistency with current Performance Appraisal Form.
420.	Paid Time Off	Clarified shift differential will be paid for an employee while on sick time.
421.B.	Observation of Holidays	Revised to allow employees the ability to observe a holiday that falls on a regular day off, at any point from the time of accrual to the end of the calendar year.
423.B.	Sick Time – Accrual	Revised method used to calculate sick time, including the addition of a pro-rated grant schedule for new hires. Added requirement for full-time employees to work a minimum number of hours in a pay period in order to continue to accrue sick time. Clarified grant schedule for rehires and returning/reactivated non-benefited/seasonal employees.
423.F.5.	Use of Sick Time	Clarified employee's call-in time to be at least ½ hour prior to start of shift.
424.C.	Bereavement-Amount of Time	Revised to allow Fire personnel working a 24 hour shift to use bereavement time for an absence up to 48 hours or 2 work shifts (v. 2 consecutive shifts).
430.A.	Unpaid Time Off - Paid Time Off Accrual	Revised to include a requirement for full-time employees to work a minimum number of hours in a pay period in order to continue to accrue sick time.
510.B.8. 510.B.8.d. 510.B.13.	Causes for Discipline or Dismissal	Clarified overall statement for ease of reading; separated into 4 brief statements.  Added: Misdemeanor conviction depending on severity and nature Added: Unlawful harassment/discriminatory conduct committed on or off the job against another employee or applicant for employment.
540.C.1.a.	Initial Regular Employment Prob	Added Police & Fire Dispatcher Trainee and Police & Fire Dispatcher Lateral classifications to an 18-month initial probation period (v. 12 months).
620.B.	Inter-Department Transfer	Revised to require additional approval for a transfer that also includes a promotional increase above the midpoint of the range.

Revised 2/7/19