



KEY PERSONNEL RULES

CHANGES Effective 11/2/22

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Human Resources Director



Part-Time Benefited, Grant Funded, Project Funded change to Full-Time (Initial Regular Probation)

- Movement within Same Department
 - Employed greater than one year
 - Most Recent Performance Appraisal is successful
 - Will not have to serve Initial Regular Probation
- Movement to a Different Department
 - Employed greater than one year
 - Most Recent Performance Appraisal is successful
 - Will serve a six-month probation period which cannot be extended
- Movement prior to one year of service
 - Will serve a twelve-month probation period

Fire Personnel 12 Hour Shift

- Adding the conversion rates for Fire Personnel working a 12 Hour Shift for the following:
 - Holidays
 - Vacation
 - Sick
 - Bereavement

Grievance vs Appeal

- Grievance
 - Used when a Rule, Policy or Procedure has been misapplied/misinterpreted or
 - Step Increase has been denied
- Appeals
 - Used to Appeal a Disciplinary Action
- Submissions will be on template forms

Written Counseling

- Considered to be non-disciplinary action
- Will no longer be maintained in the Personnel File
- Will be maintained in the Supervisor's Workstation File
- Will no longer be signed
- Written Counseling will take the place of non-disciplinary Memorandum of Understanding

Suspension Changes

- Pre-deprivation hearing is required for suspensions greater than 20 hours (previously was 16 hours)
- Police Sworn Employees are entitled to a Pre-deprivation hearing for ALL suspensions regardless of the amount of hours
- Suspensions must begin to be served within 90 days

Demotion Changes

- An employee who is demoted for failing to meet the requirements of the position shall:
 - Be demoted to the formerly held position if existing or vacant or
 - Be demoted to a currently existing, vacant and funded position which the employees meets the requirements within the employee's department or
 - If neither are available, the employee shall be terminated

Disciplinary Probation Changes

- While on Disciplinary Probation, an employee will not be allowed to compete in any promotional testing
- May apply and be considered for demotion or lateral transfer with City Manager Designee approval

Recruitment and Retention

- Adding December 24th as a City holiday
- Proposed Sick Rollover Option (Effective Date TBD)
 - Allows employees with a defined balance of sick hours to elect to convert 50% of future accrued sick time hours to vacation
 - Full-time = 480 hours
 - Part-time = 240 hours
 - Fire Personnel working a 24-hour shift = 672 hours
 - Fire Personnel working a 12-hour shift = 504 hours

Dates

- September 19, 2022 Introduce Ordinance –
Repeal/Replace Personnel Rule
- October 3, 2022 Public Hearing/Take Action on
Ordinance Change
- November 2, 2022 Personnel Rules Effective

Questions