

Personnel Rules Changes

This document recaps the various recommended changes to the Personnel Rules. Administrative changes such as: Section number changes, grammar, punctuation, and capitalizations throughout the document will not be noted.

Personnel Rules Section Number	Personnel Rules Section Title	Proposed Changes
110 Definitions	Administrative Leave	Changing "Leave" to "Time Off" and "Leave Bank" to "Paid Time Off Categories" respectively.
	Anniversary Date	Changing "Benefits" to "Paid Time Off Accruals".
	Appointment	Eliminating the word "classified".
	At-will Employee	Changing "Temporary Employee" to "Temporary Project Employee".
	Benefited Part-Time Employee	Adding clarification that year is a fiscal year.
	Critical City Services Personnel	Adding new definition: All non-sworn employees in classifications where the number of employees available to perform the function is limited (minimum staffing); the function requires specialized skills; or failure to perform the function may have serious consequences.
	Components of Pay	Adding new definition: Extra compensation given to an employee who has additional and/or specialized knowledge, skill and ability that meets the City's requirements for such extra compensation (for example: bi-lingual compensation, hazardous materials, toxicology paramedic, advanced life support etc.).
	Dock Day-STATUS	Changing "Days Without Pay" to "Unpaid Time Away From Work".
	Effective Hourly Rate (Effective Rate of Pay)	Adding new definition: The employee's base hourly rate of pay (pay range and step).
	Essential Personnel	Adding new definition: Sworn Fire and Police employees in classifications where the number of employees available to perform the function is limited (minimum staffing); the function requires specialized skills; or failure to perform the function may have serious consequences.
	Non-Benefited Part-Time Employee	Adding clarification that the year is based on a fiscal year.
	Paid Time Off	Adding new definition: The time an employee is absent from work but receiving pay. The following absences are paid time off: observance of a holiday, vacation, sick, compensatory time, discretionary time, voting, jury duty/witness, bereavement, military leave, administrative leave, and donated leave.
	Part-time Employee	Changing "Calendar" to "Fiscal".
	Regular Rate Of Pay	Adding new definition: An hourly rate of pay determined by dividing the total compensation actually earned for the normal non-overtime workweek by the total number of hours worked. Includes all remuneration for employment paid to, or on behalf of, the employee, except payments specifically excluded under Section 7(E) of The FLSA.
Responsibility Center (RC)	Eliminating definition.	

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110 Definitions (Continued)	Responsibility Center Manager	Eliminating definition.
	Seasonal Employee	Changing "Calendar" to "Fiscal".
	Seniority	Changing "Victims Leave" to "Crime Victims' Rights Act". Eliminating reference to service credit.
	Special Leave	Adding "Crime Victims' Rights Act". Eliminating reference types of special leave.
	Temporary PROJECT Employee	Clarifying definition regarding project assignments and duration.
	Total Gross Bi-Weekly Pay	Adding new definition: Includes the employees range and step and any components of pay for the pay period before taxes and voluntary deductions.
	Unpaid Time Off	Adding new definition: The time an employee is absent from work and is not receiving pay. The following are examples of unpaid time off: industrial dock, voluntary dock, disciplinary dock, absent without authority dock.
210.E.	Pre-Employment Requirements	Eliminating the requirement "Prior to their hire date".
210.E.1.	Fingerprinting	Clarifying that exceptions may be made to the fingerprint process with the Human Resources Director's approval.
210.E.1.a.	Fingerprinting	Clarifying that individuals who start employment prior to DPS and FBI clearance, must be closely supervised if in contact with minors, disabled or homebound.
210.E.1.a.4.	Fingerprinting	Clarifying examples of non-City workers (temporary agency workers, volunteers, contract workers, etc.)
210.H.	Outside Employment	Changing "Responsibility Center Manager" to "Department Director".
250.D.	Provisional Appointment	Eliminating definition of provisional appointment. Addressed under temporary project appointment.
250.D.	Temporary PROJECT Appointment	Clarifying definition to refer to "Temporary Project Appointments" and clarifying duration.
250.E.	Reinstatement	Changing "Leave" to "Paid Time Off" or "Time".
260.C.	Mayor, City Council, Boards, and Committees	Adding the word "Project" to "Temporary Project Employee".
260.D.	Employing Relatives	Adding the word "Project" to "Temporary Project Employee".
320.I.1.	Shift Differential	Eliminating list of classifications.
320.I.1.	Shift Differential	Clarifying shift differential is a premium. All non-exempt employees, except Fire 24-hour and seasonal employees, shall receive premium. Shift Differential premium will be paid to employees whose shift start at or after 2 pm. The premium will be paid for hours worked between 3:30 pm and 8 am.
320.I.2.	Shift Differential	Clarifying shift differential as a premium. Changing the reference from night to eligible.

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320.I.3.	Shift Differential	Changing "Benefit Leave" to "Time Off". Adding employees are not eligible for shift differential when working a day shift or attending training during the day.
320.I.4.	Shift Differential	Clarifying shift differential is a premium and an employee must meet the shift differential requirements to receive shift differential premium, even if the employee is called back to work.
320.I.5.	Shift Differential	Adding the provisions in this section are valid through December 31, 2012. Effective January 1, 2013, eligible employees will be paid according to a chart in Management Policy 400 – Timekeeping and Leave Administration.
320.J	Pay Schedule	Eliminating Section.
340	Stability Pay	Adding the provisions in this section are valid through December 31, 2012.
340.D.	Credited Service	Adding provisions for how stability pay will be handled as of January 1, 2013.
350.B.	Overtime Schedules	Adding Fire employees working a twenty-four (24)-hour shift shall be eligible to receive overtime compensation for hours worked in excess of 24 hours during the 27 day work period. Effective July 1, 2012, for purposes of calculating overtime, Fire personnel working a twenty-four (24)-hour shift the following paid time off categories will be considered time worked: vacation, discretionary time, voting, jury duty/witness, bereavement, military leave administrative leave, sick and donated time. The following paid time off category will not be considered time worked: compensatory time and observance of a holiday. Clarifying overtime calculation for employees working a forty (40) work week. Effective July 1, 2012, for purposes of calculating overtime, for employees working a forty hour work week the following paid time off categories will be considered time worked: observance of a holiday (except Critical City Services and Essential Personnel), vacation, discretionary time, voting, jury duty/witness, bereavement, military leave administrative leave, and donated time. The following paid time off categories will not be considered time worked: sick and compensatory time.
350.C.	Overtime Authorization	Adding employee's responsibilities and clarifying supervisor's responsibilities.
350.E.	Payment	Clarifying employees will be paid at their regular rate of pay.
350.F.	Compensatory Time	Adding full-time and benefited part-time employees are eligible. Eliminating the full-time cap reference.

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370.B.	Executive/Additional Benefits	Changing "Leave Days" to "Time".
410.A.	Absence From Work	Eliminating reference to "Leave of Absence Form". Changing "Leave With Pay" and "Leave Without Pay" to and "Paid and Unpaid Time Off".
410.B.	Unexcused Absences	Clarifying an unexcused absence is "Unpaid Time Off".
420	Holidays Paid Time Off	Moving "Paid Time Off" section prior to the "Holiday" section. Term 'Paid Leave' will be eliminated. The term 'Paid Time Off' will replace "Paid Leave". Clarifying all paid time off can be taken in quarter-hour increments. An employee receiving pay in any of the paid time off categories will be paid at the employee's effective rate of pay (not including <u>shift differential</u> pay), unless otherwise noted.
421.A.	City Holidays are as Follows:	Changing title to "City Holidays are as Follows"
421.B.	Observation of Holidays	Clarifying Departments will have discretion to define Holiday calendars based on either observed holidays or actual holidays.
421.C.	Eligibility	Clarifying benefited employees are relieved from duty for their full shift and will receive pay.
421.D.	Employees Required to Work TO MAINTAIN CITY SERVICES	Changing title to "Employees Required to Work to Maintain City Services"
421.D.1.	Employees Required to Work TO MAINTAIN CITY SERVICES	Clarifying all non-exempt employees (except Critical and Essential Personnel) will receive a "Holiday Premium" for time worked on a Holiday. Clarifying the "Holiday Premium" is calculated on the employee effective hourly rate.
421.D.2.	Employees Required to Work TO MAINTAIN CITY SERVICES	Adding "Critical City Services" classification. Clarifying Critical City Services and Essential Personnel will receive Holiday Pay based on schedule and will receive "Holiday Premium" for time worked on a Holiday, except fire personnel working a twenty-four (24)-hour shift. Clarifying the "Holiday Premium" is calculated on the employee effective hourly rate. Employee in these classes will not flex the holiday.
421.E.	HolidayS During Paid Leave TIME OFF	Changing title to "Holidays During Paid Time Off" Clarifying section applies to all benefited employees. Changing from "Leave" to "Time Off" and "Vacation Leave" to "Paid Time Off Categories".
421.F.	HolidayS During Unpaid Leave TIME OFF	Changing title to "Holidays During Unpaid Time Off".

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Personnel Rules Section Number	Personnel Rules Section Title	Proposed Changes
		Changing "Leave" to "Time Off". Clarifying an employee can use a "Paid Time Off" categories and still receive holiday pay.
421.G.	Starting Employment	Removing the requirement the first day of employment must be the beginning of a pay period.
430	Paid Leaves	Moving Section (now Section 420)
422	Vacation Leave TIME	Changing title to "Vacation Time"
422.A.	Definition	Changing "Leave" to "Time" and "Paid Time Off".
422.B.1.a.	Accrual	Adding the provisions in this section are valid through December 31, 2012. Changing "Leave" to "Time".
422.B.1.b.	Accrual	Adding the provisions in this section are valid through December 31, 2012. Adding provisions effective January 1, 2013, part-time employees will be accruing vacation time as of their date of hire.
422.B.2.	Accrual	Adding provisions effective January 1, 2013 how eligible employee will accrue vacation time.
422.B.3.	Accrual	Adding the provisions in this section are valid through December 31, 2012. Changing "Leave" to "Time".
422.B.4.	Accrual	Adding the provisions in this section are valid through December 31, 2012. Changing "Leave" to "Time". Adding provisions effective January 1, 2013, for accrual rate changes to be effective biweekly.
422.B.5.	Accrual	Adding the provisions in this section are valid through December 31, 2012. Adding provisions effective January 1, 2013, for accrual rate changes to be effective biweekly.
422.B.6.	Accrual	Changing "Leave" to "Time".
422.B.7.	Accrual	Changing "Leave" to "Time".
422.C.	Credited Service	Adding the provisions in this section are valid through December 31, 2012.
422.D.	Accumulation	Changing "Leave" to "Time". Changing reference to firefighter to fire personnel working a 24-hour shift. Adding donated time counts as used vacation time.
422.E.	Use of Vacation Leave TIME	Changing title to "Use of Vacation Time" Changing "Leave" to "Time".
422.F.	Separation	Changing "Leave" to "Time".
422.G.	Change in Benefits	Changing "Leave" to "Time".
423	Sick Leave TIME	Changing title to "Sick Time".

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		Changing "Leave" to "Time".
423.A.	Definition	Changing "Leave" to "Time".
423.A.1.	Definition	Changing "Leave" to "Time".
423.A.4.	Definition	Expanding list of immediate family members. Removing 30-day maximum requirement to care for an immediate family member.
423.A.5.	Definition	Adding bereavement time provision.
423.B.1.	Accrual	Adding the provisions in this section are valid through December 31, 2012. Changing "Leave" to "Time". Changing "firefighters" to "Fire personnel". Adding provisions effective January 1, 2013, for biweekly accruals.
423.B.2.	Accrual	Adding the provisions in this section are valid through December 31, 2012. Changing "Leave" to "Time". Adding provisions effective January 1, 2013, part-time employee will be accruing sick time as of their date of hire.
423.B.3.	Accrual	Adding the provisions in this section are valid through December 31, 2012. Changing "Leave" to "Time".
423.B.4.	Accrual	Adding the provisions in this section are valid through December 31, 2012. Changing "Leave" to "Time". Adding provisions effective January 1, 2013, for accrual rate changes to be effective biweekly. Adding guidelines regarding Sick Time accrual, usage, and minimum requirements.
423.B.5.	Accrual	Changing "Leave" to "Time".
423.B.6.	Accrual	Changing "Leave" to "Time".
423.B.7.	Accrual	Changing "Leave" to "Time".
423.C.	Accumulation	Changing "Leave" to "Time". Changing from "firefighters" to Fire personnel working a 24-hour shift.
423.D.	Automatic Conversion	Changing "Leave" to "Time".
423.E.	Payment at Retirement/Death	Changing "Leave" to "Time". Clarifying payout will be calculated at the employee's effective hourly rate.
423.F.	Payment at Termination	Changing "Leave" to "Time".
423.G.	Use of Sick Leave TIME	Changing title to "Use of Sick Time".
423.G.1.	Use of Sick Leave TIME	Changing "Leave" to "Time". Adding minimum taken parameters

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		Eliminating reference to "leave of absence" form.
423.G.2.	Use of Sick Leave TIME	Changing "Leave" to "Time" and "Paid Time Off".
423.G.3.	Use of Sick Leave TIME	Changing "Leave" to "Time" and "Paid or Unpaid Time Categories".
423.G.4.	Use of Sick Leave TIME	Changing "Leave" to "Time" and to "Paid Time Off".
423G.5.	Use of Sick Leave TIME	Eliminating reference to short-term disability. Adding provision that sick time cannot be advanced or transferred between employees.
424	Bereavement Leave TIME	Changing title to "Bereavement Time".
424.A.	Authority	Changing "Leave" to "Time".
424.C.	Amount of Leave TIME	Changed title to "Amount of Time" Changing "Leave" to "Time". Increasing the hours an employee has available. Changing "Sick or Vacation Leave" to "Paid or Unpaid Time Off Category".
424.D.	Chargeability	Eliminating section.
425.B.	Restriction	Changing "Leave" to "Time".
426	Jury Duty Or Witness Leave TIME	Changing title to "Jury Duty or Witness Time" Eliminating the payroll deduction. Clarifying pay will be calculated at the employee's effective hourly rate.
430	Unpaid Leaves TIME OFF	Changing title to "Unpaid Time Off" Changing reference to "Leave Balances" to Paid Time Off Categories"
430.A.	Leave PAID TIME OFF Accrual	Changing "Leave" to "Time Off".
430.B.	Stability Pay	Changing "Leave" to "Time Off".
430.C.	Merit Review Date	Changing "Leave" to "Time Off".
430.D.	Insurance Participation	Adding employee responsibility for payment of insurance premiums.
440.A.	Special Leave	Adding Crime Victims' Rights Act Changing "Sick, Vacation, Dock", etc. to "Paid and Unpaid Time Off".
440.B.	Approval	Adding Special Leave can be approved by City Manager Designee, who is not the Department Head.
440.C.	Use of Leave TIME	Changed title to "Use of Time" Changing "Leave Balances" to "Paid Time Off Categories" Changing "Leave" to "Time".
440.E.	Insurance Participation	Adding employee responsibility for payment of insurance premiums.
460	CRIME Victim's Leave RIGHTS ACT	Changing Title to Crime Victim Rights Act. Eliminating reference to Victim's Leave Management Policy.

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460.A.	Eligibility	Changing "Leave" to "Time". Adding provisions that allow employees to request victims' rights act to obtain an order of protection, an injunction against harassment or any other injunctive relief to help ensure the health, safety or welfare of themselves or their child
460. B.	Use of Leave TIME	Changing title to "Use of Time" Eliminating employees requirement to use Paid/Unpaid Time Off in a particular order and allowing employees to select the time they would like to use.
460.C.	Requesting Leave TIME	Changing "Leave" to "Time". Clarifying employee must provide documentation in advance of the proceedings. Eliminating the Leave of Absence form.
470.A.	General	Changing "Leave" to "Time".
470.D.	Insurance Participation	Changing "Leave" to "Time".
490.B.	Required Training	Changing reference to "Type of Leave" to "Paid or Unpaid Time off Categories".
510.B.9.	Causes for Discipline or Dismissal	Adding qualifiers regarding falsification of documents or records or false statements.
520.A.	Work Week	Adding a reference to work period for Fire personnel working a 24-hour shift. Eliminating reference to Fire personnel shall be paid 56 hours per week.
520.B.	Work Period	Adding work period for all Fire personnel working a 24-hour shift is a period of twenty-seven (27) days, starting at 12:01 a.m. on day 1 and ending at 12:00 a.m. Midnight on day 27.
520.C.	Pay Period	Adding pay period defined and pay checks are issued every other Thursday for the two weeks that ended at midnight the previous Sunday and impact to pay date in event of a holiday.
520.D.	Rest Periods	Changing "Leave" to "Time". Adding reasonable break times will be afforded to nursing mothers.
520.F.	Work Rules	Adding the City reserves the right to establish an employee's work schedule in accordance with operational needs.
560.B.	Duration	Deleting "Assistant City Manager". Adding employees will be paid at their effective hourly rate.
560.C.	Chargeability	Changing "Leave" to "Time".
710.A.2.	Grievable Issues	Adding additional complaints to be filed under Management Policy 308: Genetic Information, Crime Victims' Rights Act or any Other Protected Status, expanded list of discrimination types.

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910.A.	Constructive Discharge	Changing "Leave Of Absence" to "Time Off".