



Human Resources Department

SUMMARY OF PROPOSED PERSONNEL POLICY CHANGES FEBRUARY 2020

- **EMP 1-0 EMPLOYEE PERSONNEL RECORDS**
 - As all personnel files are now kept electronically, the policy is updated to reflect the process for requesting to view or obtain copies of personnel records.
 - Notification of change of name/address/phone, etc. can be submitted in writing or via Employee Self Service.

- **EMP 8-0 TIME AND ATTENDANCE**
 - Wording changed on page 2 to reflect attendance records now maintained through the City's timekeeping system. (Note: Paper attendance sheets were used in the past).

- **EMP 12-0 PAY PLAN**
 - **Promotions** –
 - Current employees can only get a salary increase of 5% or the entry salary of the new position, whichever is greater.
 - Department Heads may offer an outside candidate up to the midpoint of the position. Current policy is more favorable to an outside hire than an internal candidate.
 - **Change Proposed** - Allow Department Heads the same latitude with salary consideration for an internal candidate, as long as the candidate meets higher than entry requirements.
 - **Working Test** –
 - The City has multiply working test periods (not just 12-months) so wording has been changed to include any working test period.
 - Increases no longer occur in July so reference has been removed.
 - Disciplinary statement added.

- **EMP 17-0 TERMINATION OF EMPLOYMENT**
 - Payroll notification paragraph deleted as Departments no longer use Personnel Action Sheets.

- **EMP 18-0 RETIREMENT RECOGNITION**
 - Current policy states any requests outside of those stated in the policy requires City Administrator and Mayor/Council approval. The proposed changes approval to City Administrator and Human Resources Director.

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- **EMP 20-0 WORKING TEST**
 - Language has been added to include working test for unsatisfactory performance or policy violation.
- **DIS 3-01 DISCIPLINARY APPEALS**
 - The policy is updated to reflect the Mayor's elimination of separate department council committees and the establishment of a Council Appeals Committee.