

Proposed Revised Policy Changes (8/7/17)

Policy	Proposed Revisions	Reason
DIS 1-0 Disciplinary Action	Provides separate steps for employees, Department Heads and City Administrator/City Clerk/City Attorney relating to adverse actions against the above. *Reduces the “effective date” of action from 15 days to 5 business days from date of notification; *Places employee on “unpaid” admin leave for proposed terminations.	Provides separate steps for employees, Department Heads and City Administrator/City Clerk/City Attorney relating to adverse actions against the above. Moves the process along quicker.
DIS 3-01 Disciplinary Appeals (Non PS)	Modifies to make City Administrator final appeal level for suspensions and demotions. Only Terminations would have 1 more appeal level. Modifies to reduce total appeals to 3 levels – Final level would allow employee option to choose between Committee or Full Council. Adds appeal time limit	Allows CA to make final disciplinary decision for anything other than terminations. Reduces the number of hearings that the Council Committees and/or Council would hear Limits the time period for appeals to be heard
GEN 1-0 Introduction	Modifies to Add Department Heads and City Clerk as covered employees	Ensures Department Heads and City Clerk are covered by and must comply by City Personnel Policies
GEN 1-02 Definitions	Modifies definition of PT employee	PT now is anything less than 32
GEN 6-0 Inclement Weather	Additional language for clarification; also deleted reference to holiday hours for police/fire	Additional language for clarification; holiday hours are incorporated with annual leave accruals
LVE 1-01 Annual Leave	Removes reference to Leave Request Form Re: Donation – Added “designee” of City Administrator to sign donation forms Corrects who handles leave transfers in MUNIS	All handled thru KRONOS (electronically) Allows CA to designate someone (usually ACA) to approve donation form HR Technician (not Payroll) handles leave transfers in MUNIS/KRONOS
LVE 2-0 Sick Leave	Reworded to follow new GA Kin Care Law. Added Definition of Covered Individual Records retained by HR Restrict use of sick leave after notice of termination is received (new)	New GA Kin Care Law requires employers to allow use of sick leave for additional family members. HR retains records/not Payroll Keeps employees from abusing leave policy prior to departure

	Sick leave donation authorized by CA (delete M/C)	Expedites the authorization of donation in case of emergencies
LVE 3-0 Funeral Leave	Reworded line relating to requesting leave	Such leave is now requested through KRONOS
LVE 6-0 Jury/Court Pay	Adding “Compensation” line allowing employees to keep jury pay	Updating with City practice
LVE 7-0 Leave Without Pay	Deleted line relating to completing Personnel Action Sheet	No longer use Personnel Action Sheet for this process