



City of Smyrna

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Issue Sheet

File Number: 2020-75

Agenda Date: 2/17/2020

Version: 1

Status: Agenda Ready

In Control: City Council

File Type: Authorization

Agenda Number: D.

WARD / COUNCILMEMBER: Ward # / Councilmember Name

\$ IMPACT: None

Agenda Title:

Approval of revised personnel policies EMP 1-0, EMP 8-0, EMP 12-0, EMP 17-0, EMP 18-0, EMP 20-0 and DIS 3-01 and authorize the Mayor to sign related documents.

ISSUE AND BACKGROUND:

Periodic review of personnel policies is a must to remain compliant and up to date with laws, regulations and change in internal practices. The following policies have been updated to reflect these changes.

(Summary of Changes has been provided):

- EMP 1-0 Employee Personnel Records
- EMP 8-0 Time and Attendance
- EMP 12-0 Pay Plan
- EMP 17-0 Termination of Employment
- EMP 18-0 Retirement Recognition
- EMP 20-0 Working Test
- DIS 3-01 Disciplinary Appeals.

RECOMMENDATION / REQUESTED ACTION: Approval of revised personnel policies

EMP 1-0, EMP 8-0, EMP 12-0, EMP 17-0, EMP 18-0, EMP 20-0 and DIS 3-01 and authorize the Mayor to sign related documents.