



# City of Smyrna

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## Issue Sheet

File Number: 2018-455

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**Agenda Date:** 11/5/2018

**Version:** 1

**Status:** Consent Agenda

**In Control:** City Council

**File Type:** Authorization

**Agenda Number:** D.

**WARD:** Ward

**COMMITTEE:** Human Resources

**\$ IMPACT:** None

**Agenda Title:**

Approval of revisions to Personnel Policies RSK 3-0 Accident Reporting, RSK 3-1 Safety/Accident Review Committee and BEN 6-0 Longevity Pay and authorize Mayor to execute related documents

**ISSUE:** Rrevisions to Personnel Policies RSK 3-0 Accident Reporting, RSK 3-1 Safety/Accident Review Committee and BEN 6-0 Longevity Pay and authorize Mayor to execute related documents

**BACKGROUND:** In an effort to tighten up our Risk Management policies and procedures, some updates and revisions to the policies were needed. Changes are proposed to the accident reporting procedures, and to the members and responsibilities of the Safety/Accident Review committee.

In addition, it is recommended that we add an additional line to the "Longevity Pay" policy so there is clear understanding these bonuses do not count in an employee's earnings for retirement purposes.

**RECOMMENDATION/REQUESTED ACTION:** Approval of revisions to Personnel Policies RSK 3-0 Accident Reporting, RSK 3-1 Safety/Accident Review Committee and BEN 6-0 Longevity Pay and authorize Mayor to execute related documents