

### Proposed Revised Policy Changes (8/7/17)

Policy	Proposed Revisions	Reason
DIS 1-0 Disciplinary Action	<p>Provides separate steps for employees, Department Heads and City Administrator/City Clerk/City Attorney relating to adverse actions against the above.</p> <p>*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.</p>	<p>Provides separate steps for employees, Department Heads and City Administrator/City Clerk/City Attorney relating to adverse actions against the above.</p> <p>Moves the process along quicker.</p>
DIS 3-01 Disciplinary Appeals (Non PS)	<p>Modifies to make City Administrator final appeal level for suspensions and demotions. Only Terminations would have 1 more appeal level.</p> <p>Modifies to reduce total appeals to 3 levels – Final level would allow employee option to choose between Committee or Full Council.</p> <p>Adds appeal time limit</p>	<p>Allows CA to make final disciplinary decision for anything other than terminations.</p> <p>Reduces the number of hearings that the Council Committees and/or Council would hear</p> <p>Limits the time period for appeals to be heard</p>
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	<p>Removes reference to Leave Request Form</p> <p>Re: Donation – Added “designee” of City Administrator to sign donation forms</p> <p>Corrects who handles leave transfers in MUNIS</p>	<p>All handled thru KRONOS (electronically)</p> <p>Allows CA to designate someone (usually ACA) to approve donation form</p> <p>HR Technician (not Payroll) handles leave transfers in MUNIS/KRONOS</p>
LVE 2-0 Sick Leave	<p>Reworded to follow new GA Kin Care Law. Added Definition of Covered Individual</p> <p>Records retained by HR</p> <p>Restrict use of sick leave after notice of termination is received (new)</p>	<p>New GA Kin Care Law requires employers to allow use of sick leave for additional family members.</p> <p>HR retains records/not Payroll</p> <p>Keeps employees from abusing leave policy prior to departure</p>

	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