



# City of Smyrna

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## Legislation Details (With Text)

**File #:** 2017-294      **Version:** 1      **Name:**

**Type:** Authorization      **Status:** Consent Agenda

**File created:** 8/1/2017      **In control:** City Council

**On agenda:** 8/7/2017      **Final action:** 8/7/2017

**Title:** Approval of revisions to Personnel Policies and authorize Mayor to execute related documents

**Sponsors:** Andrea Blustein

**Indexes:**

**Code sections:**

**Attachments:** 1. Proposed Revised Policy Changes 080717 Memo.pdf, 2. 1-0 Disciplinary Action (draft).pdf, 3. 1-0 Disciplinary Action (redline).pdf, 4. 1-01 Annual Leave (draft).pdf, 5. 1-01 Annual Leave (redline).pdf, 6. 1-01 Introduction (draft).pdf, 7. 1-01 Introduction (redline).pdf, 8. 1-02 Definitions (draft).pdf, 9. 1-02 Definitions (redline).pdf, 10. 2-0 Sick Leave (draft).pdf, 11. 2-0 Sick Leave (redline).pdf, 12. 3-0 Disciplinary Appeals (draft).pdf, 13. 3-0 Disciplinary Appeals (redlined).pdf, 14. 3-0 Funeral Leave (draft).pdf, 15. 3-0 Funeral Leave (redline).pdf, 16. 6-0 Inclement Weather (draft).pdf, 17. 6-0 Inclement Weather (redline).pdf, 18. 6-0 Jury Court Leave (draft).pdf, 19. 6-0 Jury Court Leave (redline).pdf, 20. 7-0 Leave without Pay (draft).pdf, 21. 7-0 Leave without Pay (redline).pdf

Date	Ver.	Action By	Action	Result
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**WARD:** Ward

**COMMITTEE:** Human Resources

**\$ IMPACT:** None

Approval of revisions to Personnel Policies and authorize Mayor to execute related documents

**ISSUE:** Several City Personnel Policies are in need of revision to be current and/or up-to-date with practices and labor law changes

**BACKGROUND:** Due to changes in procedures, practices and labor laws, several of the City's personnel policies are in need of revisions. Details as to the proposed changes are outlined in an attachment, along with redlined and "draft" copies of the policies.

- DIS 1-0 Disciplinary Action
- DIS 3-0 Disciplinary Appeals
- GEN 1-0 Introduction
- GEN 1-02 Definitions
- GEN 6-0 Inclement Weather
- LVE 1-0 Annual Leave
- LVE 2-0 Sick Leave
- LVE 3-0 Funeral Leave
- LVE 6-0 Jury/Court Leave
- LVE 7-0 Leave Without Pay

**RECOMMENDATION/REQUESTED ACTION:** Approval of revisions to the following Personnel Policies and authorize the Mayor to execute related documents:

DIS 1-0 Disciplinary Action

DIS 3-0 Disciplinary Appeals

GEN 1-0 Introduction

GEN 1-02 Definitions

GEN 6-0 Inclement Weather

LVE 1-0 Annual Leave

LVE 2-0 Sick Leave

LVE 3-0 Funeral Leave

LVE 6-0 Jury/Court Leave

LVE 7-0 Leave Without Pay