
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Updates to the Personnel Manual**
DATE: December 27, 2023

Background:

As previously indicated, staff completed one final review of the Personnel Manual originally adopted in November. The following changes were made and are noted on the attached document as either strikethroughs or highlights in yellow. Minor punctuation or spacing corrections are not noted.

- Page 11 Changed Twitter to X
- Page 15 Added an allowance to allow PFRD members to work for State and Federal agencies.
- Page 33 Delete the first sentence under Vacation Leave, contextually it makes no sense.
- Page 34 Delete the paragraph relating to Annual Leave; Annual Leave is no longer a thing and Police Officers did not have Annual Leave. The paragraph is unnecessary with the changes to PTO.
- Page 35 Funeral Leave days are defined as eight (8) hour blocks; included reference to benefit eligible part-time employees as receiving pro-rated time.
- Page 59 Modified the paragraph regarding the timing of payment to terminated employees to be consistent with statutory requirements.
- Page 63 Modified the paragraph as on Page 15 noted above.
- Pages 64-68 Added language relating to cannabis use and added or modified definitions in this section relating to DOT drug testing.

Recommendation:

Staff recommends that the City Council adopt the changes to the Personnel Manual effective January 1, 2024.