



Department Source: Human Resources

To: City Council

From: City Manager & Staff

Council Meeting Date: September 5, 2023

Re: Amending Chapter 19, Personnel Policies to review specific policy provisions.

Executive Summary

Amendments to Chapter 19, Personnel Policies, are outlined for FY 2024. Changes are effective October 1, 2023 and January 1, 2024.

Discussion

Proposed changes for Chapter 19 effective October 1, 2023 include:

Section 19-4 Definitions.

Amend unclassified service to reflect title changes that occurred as a result of the classification and compensation study and to add new positions of Constituent Services and Legislative Affairs Administrator and Engagement Coordinator.

Section 19-97. Standby/on-call provisions.

Amend to increase standby pay by \$5.

Section 19-99 Temporary assignment pay and educational incentives.

Amend to reflect a title change that occurred as a result of the classification and compensation study.

Section 19-101 Shift differential.

Amend to increase shift differential from \$0.75 to \$1.00 per hour.

Section 19-121 Holidays.

Amend to add Veterans Day as a holiday and to clarify that permanent part-time employees receive holidays on a prorated basis.

Section 19-129 Vacation leave.

Amend to increase annual vacation accruals for general employees by approximately 8 hours per tier and increase maximum accrual balance.

Section 19-130 Sick Leave.

Amend to clarify that employees will be allowed up to 24 hours of sick leave to attend a funeral, and that department directors may grant up to a maximum of 48 hours of sick leave for a funeral when warranted, and to allow use of sick leave for travel time for pallbearer activities except for hire or as a public service.

Proposed changes for Chapter 19 effective January 1, 2024 include:



19-110. General benefits.

Amend to increase city contribution for employee-only medical coverage from \$542.51 per month to \$608.51 per month. This covers the 11% increase to gross premium rates under the self-insured medical plan. City contributions for dependent coverage are also increased:

- Employee + Spouse \$642.32/month to \$777.78/month
- Employee + Child(ren) \$608.69/month to \$719.07/month
- Employee + Family \$783.21/month to \$976.24/month

Fiscal Impact

Short-Term Impact: All costs associated with implementation of Chapter 19 changes have been included in the FY 2024 Budget.

Long-Term Impact: Based on annual budget and collective bargaining process

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Organizational Excellence, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Comprehensive Plan Impacts:

Primary Impact: Primary, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Legislative History

Date	Action
	Based on annual review and collective bargaining process.

Suggested Council Action

Approve amendments to Chapter 19, Personnel policies.