



Department Source: Human Resources

To: City Council

From: City Manager & Staff

Council Meeting Date: September 6, 2022

Re: Approving amendments to Chapter 19, Personnel Policies, to revise specific policy provisions.

Executive Summary

Please find highlights for amendments to Chapter 19, Personnel Policies, for FY 2023. Changes are effective October 1, 2022 and January 1, 2023.

Discussion

Proposed changes effective January 1, 2023 include:

Section 19-110, General benefits

(a) Increases the city contribution for employee medical coverage:

- Employee \$524.16 to \$542.51 per month
- Employee + Spouse \$620.60 to \$642.32 per month
- Employee + Child(ren) \$588.11 to \$608.69 per month
- Employee + Family \$756.72 to \$783.21 per month

Information on 2023 rates for full time permanent employees is attached.

Proposed changes effective October 1, 2022 include:

Section 19-192, Duration

(d) Clarifies that acting capacity immediately prior to receiving a permanent appointment to the same classification shall be considered as time spent as a probationary or qualifying employee in the position.

Section 19-238, Procedures for grievances, disciplinary review and complaints

(e)(1) Clarifies the human resources department shall provide notice of the decision to the employee.

(e)(2) Clarifies timeline for elevating review request to the human resources director.

(f)(4) Clarifies administrative procedures and timelines related to grievance responses.

Fiscal Impact

Short-Term Impact: All costs associated with implementation of the ordinance provisions have been included in the FY 2023 budget.

Long-Term Impact: Annual review and calculation.



Strategic & Comprehensive Plan Impact

[Strategic Plan Impacts:](#)

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

[Comprehensive Plan Impacts:](#)

Primary Impact: Not Applicable, Secondary Impact: Secondary, Tertiary Impact: Tertiary

Legislative History

Date	Action
Annual Review process	Chapter 19 provisions are reviewed annually as part of the budget preparation cycle and the labor group negotiation process.

Suggested Council Action

Approve the proposed ordinance.