

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: October 2, 2014**

SUBJECT: Personnel Policies and Procedures

SUBMITTING DEPARTMENT: Human Resources

PREPARED BY: Karen Smith, Human Resources Director

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: 2-04 Compensation, 2-37 Cellular Phone Personnel Policies and Procedures

SUMMARY BACKGROUND: It is proposed that the Town Council approve the following updates to the Personnel Policies and Procedures.

2-04 Compensation

- Section 8.0, Shift Differential Pay – provides fifty (50) cents per hour shift differential pay for all regular employees who are scheduled to work evening hours (9:00 p.m. to 6:00 a.m.).
- Section 9.0, Public Safety Grant Pay – provides a premium rate of pay, calculated at one and a half times an employee’s hourly rate, for non-exempt staff working any federal, state or other public safety “overtime grant.”

2-37 Cellular Phone – prohibits employees from use of cell phones when driving on town business except as directed during public safety emergencies.

OPTION ANALYSIS: None, for discussion only

ACTION OPTION: None, for discussion only

RECOMMENDATION: None, for discussion only

FISCAL ANALYSIS: \$15,000 for anticipated 30,000 hours annually for Shift Different Pay to those employees scheduled to work evening hours. Grant premium pay is non-impacting as it has and continues to be covered by grant funding.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____