

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION  
Date: October 9, 2014**

**SUBJECT:** Update 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

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**ATTACHMENTS:** a) Resolution No. 1889, b) Policy No. 2-04 Compensation, and c) Policy No. 2-37 Cellular Phone Personnel Policies and Procedures

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**SUMMARY BACKGROUND:** It is proposed that the Town Council approve updates to the following 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.

These revisions have been reviewed by the Personnel Board and are recommended for adoption.

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**OPTION ANALYSIS:** The Council may adopt one or both of the revised policies, suggest further revisions, or decline approval.

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**ACTION OPTION:** Motion to authorize the Mayor (or, in his absence, the Vice Mayor) to sign Resolution No. 1889 adopting revised Policy No. 2-04 “Compensation”, and Policy No. 2-37 “Cellular Phone”, OR Motion not to approve these revised policies. **VOTE.**

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**RECOMMENDATION:** Town staff recommends authorizing the Mayor to sign the resolution adopting these policy revisions.

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**FISCAL ANALYSIS:** It is estimated the that cost will be \$15,000 for the anticipated 30,000 hours annually for Shift Different Pay to employees scheduled to work evening hours. No other fiscal impact is associated with the proposed changes (including Grant premium pay since that will continue to be covered by grant funding).

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**REVIEWED BY:**

Management Services Director \_\_\_\_\_

Town Clerk \_\_\_\_\_

Town Attorney \_\_\_\_\_

Town Manager \_\_\_\_\_

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**COUNCIL ACTION:**

Approved    Denied    Tabled/Deferred    Assigned to \_\_\_\_\_