

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: March 26, 2015**

SUBJECT: Update of 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: a) Resolution No. 1908; b) Exhibit A with amended Policy No. 2-06 "Overtime," 2-07 "On-Call Duty," 2-08 "General Leave," 2-09 "Holiday Leave," 2-10 "Other Short-Term Absences," 2-11 "Return to Work," 2-12 "Family and Medical Leave Act," 2-13 "Workers' Compensation Benefits," 2-14 "Work Hours," 2-15 "Rest Breaks – Meal Breaks," and 2-16 "Time Lost During Severe Weather and Other Emergencies" and c) Employee Acknowledgement Form (Summary of Changes)

SUMMARY/BACKGROUND: The Personnel Board reviewed Personnel Policies 2-06 through 2-16 and determined that certain amendments should be adopted to clarify the administration of these policies and update them in accordance with recent statutory amendments. Staff proposes that Policy Nos. 2-06 through 2-16 be repealed in their entirety and reenacted to incorporate the amendments approved by the Personnel Board to read as indicated in Exhibit A.

OPTIONS ANALYSIS: Council may either adopt these policy revisions by Resolution No. 1908, suggest changes to the revisions prior to adoption, or decline to adopt these policy revisions.

ACTION OPTION: Motion to authorize the Mayor (or, in his absence, the Vice Mayor) to sign Resolution No. 1908 adopting revisions to Town Personnel Policy No. 2-06 through 2-16, **OR** Motion not to approve Resolution No. 1908. **VOTE.**

RECOMMENDATION: Staff recommends authorizing signature for Resolution No. 1908 to repeal in their entirety and reenact to incorporate the amendments approved by the Personnel Board.

FISCAL ANALYSIS: Staff believes that these policy clarifications will assist in administering policy more effectively and better assist employees in understanding benefits and procedures.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____