

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION  
Date: August 18, 2016**

**SUBJECT:** Personnel Policies and Procedures, Holiday & General Leave

**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. 1972; b) Exhibit A, amended Policy No. 2-08 "General Leave"  
and 2-09 "Holiday Leave" (Clean), and c) Amended Policies No. 2-08 and 2-09 (Redline)

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**SUMMARY BACKGROUND:** Currently full-time employees (working 30 to 40 hours per week) receive the same fixed-rate general leave and holiday pay benefits while part-time employees (working 20 to 29 hours per week) receive pro-rated benefits based on each individual schedule. It is proposed that the method for calculating leave benefits be consistent for full and part-time employees and be based on a fixed-rate schedule. The Personnel Board reviewed the proposed amendments and recommends approval of said amendments. These amendments were discussed by the Town Council at its July 21, 2016 work study. Staff recommends that the Council approve the policy updates to read as indicated in Exhibit "A."

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**OPTION ANALYSIS:** Council may adopt these policy revisions by Resolution No. 1972, suggest changes to the revisions prior to adoption, OR decline to adopt these policy revisions.

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**ACTION OPTION:** Motion to authorize the Mayor (or, in his absence the Vice Mayor) to sign Resolution No. 1972 adopting revisions to Town Personnel Policy No. 2-08 and 2-09, **OR** Motion not to approve Resolution No. 1972. **VOTE.**

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**RECOMMENDATION:** Staff recommends authorizing signature for Resolution No. 1972 to incorporate the amendments to read as indicated in Exhibit "A".

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**FISCAL ANALYSIS:** \$3,280 for increase in leave and compensation benefits to the 15 employees who hold a part-time position with the Town.

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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 \_\_\_\_\_