

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: May 27, 2010**

SUBJECT: Proposed revisions to Personnel Policies

SUBMITTING DEPARTMENT: Human Resources

PREPARED BY: Danielle Gersper, Human Resources Director

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

ATTACHMENTS: a) Resolution 1699 b) Personnel Policy Table of Contents; Compensation No. 2-04; Family and Medical Leave Act No. 2-12, Cellular Phone Usage No. 1-01, Cellular Phone No. 2-37.

SUMMARY/BACKGROUND: From time to time, staff reviews the Town's Personnel Policies to ensure that they are up-to-date from a legal and operational standpoint. Over the past several months, staff has put together a number of proposed Policy revisions as updates. In addition, it is proposed to move the Cellular Phone Usage Policy 1-01 from the Administrative section to the Personnel section. In addition, the Cellular Phone Policy has been revised with guidance from the Cell Phone Committee, a group of representative employees who are assigned cell phones by the Town. Before presenting them to the Council for formal adoption, it is proposed that they be reviewed in Work/Study. All of the proposed revisions have been reviewed by the department heads and were brought before the Personnel Board on April 20, 2010. The Personnel Board approved the revisions and addition as presented.

Compensation, Policy No. 2-04: Staff recommends changing the demotion section to correspond with a change made in the "Disciplinary Action" Policy, No. 2-21 in September, 2007. The Disciplinary Action Policy change separated a Reduction in Pay from the Demotion action. The need to change the Compensation Policy was not recognized at the time.

Family and Medical Leave Act, Policy No. 2-12: With the passage of the Fiscal Year 2010 National Defense Authorization Act, special provisions have been added to the FMLA for military leave to cover the armed forces. The changes within this policy reflect this change.

Cellular Phone, Policy No. 2-37: Staff proposes replacing Cellular Phone Usage Policy 1-01 with Policy No. 2-37. The changes to the Cellular Phone Policy reflect the guidelines of the Internal Revenue Service for use of business property. These changes reflect options which will eliminate the requirement to audit individual cell phone bills on a monthly basis and track all calls to/from a Town cell phone.

If after tonight, Council directs staff to proceed with these revisions, it is proposed that the "Compensation" Policy No. 2-04, "Family and Medical Leave Act" Policy No. 2-12, and the "Cellular Phone" Policy No. 2-37 be adopted on May 27, 2010 with an effective date of July 1, 2010.

OPTIONS ANALYSIS: The Council may adopt the "Compensation" Policy No. 2-04, "Family and Medical Leave Act" Policy No. 2-12, and the "Cellular Phone" Policy No. 2-37 as drafted, suggest further revisions, or decline approval.

ACTION OPTION: Motion to authorize the Mayor to sign **Resolution No. 1699** adopting “Compensation” Policy No. 2-04, “Family and Medical Leave Act” Policy No. 2-12, and the “Cellular Phone” Policy No. 2-37 as drafted and move the “Cellular Phone Usage” Policy No. 1-01 from the Administrative section to the Personnel section or motion not to approve Resolution No. 1699. **VOTE.**

RECOMMENDATION: Staff recommends approval of Resolution No. 1699 as attached.

FISCAL ANALYSIS: Cellular Phone No. 2-37: The addition of the stipend option may increase the telephone budget line item within the each department based on the department head’s discretion.

No known fiscal impact associated with the proposed changes of the remaining two policies.

REVIEWED BY:

Management Services Director _____ Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____