

HR Committee

Agenda

Date: 8/16/2024

Time: 11:00am

Location: Olympic Conference Room – City Hall

Item 1: HR Rules, Regulations, Policies & Procedure Manual

1. New Manual
 - Updated Applicability Statement
 - Added At-will Statement
 - Added “About the City’s Code of Conduct” Statement
 - Code of Conduct move before all polices
 - Section Title Changes
 - Section 1 General Policies changed to General
 - Section 2 Employment changed to Employment Practices
 - Section 3 Standard of Conduct to Basic Work Rules
 - Section 7 Leaves & Absences to Time Away from Work
 - Section 8 Safety & Welfare to Risk Management
 - Section 9 moved to Section 10 and is now HR
 - Added Section 11 Operational & Other Miscellaneous Policies
 - Updated Policy Format
 - Updated Appendixes
 - Minor Updates:
 - Rewrites with minor changes to language and/or clarifications
 - Nothing to change the nature of policy as it is currently
2. Policy Updates
 - 5.04 Paid Holidays: Add administrative holidays
 - 9.03 Senior Staff Employment:
 - Renumbered to 10.02
 - Corrected payouts at termination for involuntary terms
 - Added simplified severance pay calculation
3. New Policies Added
 - Educational Assistance
 - Narcan (required by state law)

Item 2: Retirement

1. Plan Restatement
2. Will have on agenda in September or October – waiting on GMA provide