

Policy	Revision
1.01 Objectives of Written Policies and Regulations	Clean-up - Language consistent with current practices
1.03 Policy Administration	Addition - Reference for departments to add city-wide policies
3.01 Employment at will	Clean-up - Language consistent with current practices
3.03 Equal Employment Opportunities	Clean-up - Language consistent with current practices; Remove - posting of opening with state agencies. Most state agencies have web crawlers and pull our positions automatically. This is no longer in practice.
3.04 Our Core Values of Respect Integrity, Service, and Excellence (RISE)	Clean-up - Language consistent with current practices
3.07 Promotions, Acting Positions, Transfers, Career Ladders, and Demotions	Addition - Employees on PIP will need approval to be promoted by ACM; Addition - fill promotion from within without posting, current practice as a rare exception; Addition - Employees on PIP will need ACM approval for lateral transfer; Addition - Career Ladder Process, reflects current practice
3.08 Vacant Positions and Hiring Process	Addition - job placement assessment may be required (physical), current practice.
3.10 Separation from Employment	Remove - Exit interview process is being updated, surveys are completed but it is not a function to be outlined in policy.
4.04 Performance Appraisal	Revision/Addition - Career Ladder evaluation dates will not change to anniversary of action information added about career ladders; Revision - Transfer will not impact evaluation dates.
4.05 Step Increases for Civilian Employees	Revision/Addition - Language added reflecting step date process currently in place.
4.06 Reclassification	Addition - Clarification on review process; Revision - evaluation date changed to be consistent with other actions
4.14 Workweeks	Addition - Added language to allow for director to approve alternate work schedule to reflect current practice; Addition - Added language to allow for different work periods in Police and Fire in compliance with FLSA guidelines.
4.20 Overtime and Compensatory Time	Revision - Allowance for approval of different Police and Fire shifts within FLSA guidelines and with CMO approval; Addition - Special Event Overtime to better track and outline process for special events.
5.06 Holidays	Addition - Juneteenth holiday added, already in place

5.08 Bereavement Leave	Revision - Updated to allow for up tp 3 days, rather than hourly amount, and different schedules within Fire
5.09 Catastrophic Leave	Revision - Language added to allow for use for dependents and appeal language - approved by ELT
5.11 Administrative Leave	Addition - Language added to reflect non-disciplinary admin leave, currently occurring
5.17 Paid Parental Leave	Addition - New section based on feedback from benefits committee and ELT. Provides employees with 2 paid weeks of leave for the birth, adoption, or placement of a child in foster care. Concurrent with FMLA when applicable.
6.01 Employee Code of Ethics	Remove - Ethics training statement; currently discussed at orientation and compliance training program being developed
6.03 Discipline and Appeal	Remove - ACM/DCM approval for terminations as recommended by CMO; not current practice
6.04 Performance Improvement Plan	Addition - added language that employees on PIP cannot be eligible for a transfer or promotion without approval.
6.17 Dress Code and Uniforms	Addition - Allow exceptions if approved by Dept director.
7.0 Employee Professional Development & Training	Clean-up - Language consistent with current practices
9.02 Provisions of the Plan	Remove - Accrued benefits being paused when an employee begins injury leave. This is not currently our practice.
9.03 Procedures	Addition/Revision - Employees will retain any temporary income benefits and that amount will be deducted from their salary when on salary continuation for an injury.
12.03 Safety Clothing and Equipment	Clean-up - Language consistent with current practices
12.04 City Vehicle Operator Standards	Clean-up - Language consistent with current practices