

REQUEST FOR ACTION

<u>Department Head</u>	<u>City Council Date</u>	<u>Agenda Item</u>
Phil Kern, City Administrator	April 20, 2010	

Approve Personnel Policy amendments

ACTION REQUESTED

Motion to approve amended Personnel Policy.

BACKGROUND

The City of Delano last made changes to its Personnel Policy in May of 2003. At that time, the Policy addressed the need of the City's employees adequately while fairly outlining procedures relating to Human Resources.

As a matter of practice, staff has logged issues and instances when the policy did not function as intended or did meet the needs of workforce. Consequently, the following revisions have been drafted and proposed for Council review and approval.

- Vacation Leave Accrual: The amendment contained within the attached draft includes a change to the process of distributing accrued vacation leave. Presently, the policy grants employees an annual allocation of vacation leave that is placed in the employees leave bank on their anniversary date. Instead of allocating leave on an annual basis, the proposed language would allocate vacation leave along with pay periods on a pro-rated basis.
- Vacation Leave Use: The changes to this portion of the Policy allow vacation time to be used in quarter hour increments, rather than four hour blocks.
- Sick Leave Use: The changes to this portion of the Policy allow sick time to be used in quarter hour increments, rather than one hour increments.
- Funeral Leave: The personnel policy currently allows employees to utilize up to three days of sick leave as funeral leave in the event a select list of deceased persons. The amendment removes the list and allows employees to take three days of sick leave for funerals.
- Maternity/Paternity Leave: The changes to this portion of the Policy clarify and add the term "Paternity."

Staff recommends approval of the Personnel Policy dated 4/20/2010.

ATTACHMENTS

- Personnel Policy Dated 4/20/2010