

## **Employee Notice: Changes to the Employee Handbook for 2020**

The following is a summary of the changes within the Employee Handbook. For more details please refer to your Employee Handbook.

### Section 2 (Part I) – Types of Employees

1. City Executives – Change the following titles:
  - a. City Engineer to Director of Engineering & Public Works
  - b. Director of Finance to Director of Finance & Human Resources
  - c. Director of Parks and Recreation to Director of Parks, Recreation, Forestry, Facilities and Grounds
  - d. Director of Planning and Development to Director of Planning, Development and Assessment

### Section 5 (Part I) – Pay and Compensation

1. On-The-Spot Reward Program – added as a new bonus program
2. Premium Pay Hours – Deleted the language “*An assignment which is for less than a full day (i.e. less than 7.5 hours/8 hours) is not eligible for premium pay.*”

### Section 6 (Part I) – Benefits

1. Medical Benefit Plan
  - a. Retiree Medical Benefit Plan Coverage
    - i. City Executives – add language “*....or age fifty-three (53) for City Executive positions defined as Protective Employees, specifically the Chief of Police and Fire Chief.*”
2. Sick Leave
  - a. Sick Leave Usage – Added language “*No sick leave will be allowed if the employee is on vacation, lay-off, or any other paid or unpaid leave of absence.*”

### Section 7 (Part I) – Employment Recruitment and Separation

1. Nepotism – Recruitment – Deleted this item. This information has been added in Section II as the “Reporting Responsibility in Employment Policy”

### Reporting Responsibility in Employment Policy (Part II)

1. Added new policy rolled out in 2019.

### Social Media Policy (Part II)

1. Added new policy rolled out in 2019.