

To: Mayor and Council Members

From: Nathan Burkett, Assistant City Administrator

CC: Bill Reynolds, City Administrator

Date: April 3, 2018

Subject: Personnel Handbook changes summary

The following is a summary of recommended changes to the Shakopee Personnel Handbook:

Reference	Summary
Generally	The document has been reformatted for consistency, certain sections have been moved. These changes are not noted in track changes but can be shown if desired.
II.B. Scope	Amended scope to include paid on call firefighters.
II.C. Equal Opportunity Employment policy	Updated with League of Minnesota cities model language.
II.D. Data Practices Advisory	Updated with LMC model language.
II.G. Administration of this policy	Clearly identifies that city administrator is responsible for administration of the policy and allows delegation, adoption of procedures and forms. Accordingly, throughout the policy it references city administrator, but this clause allows for "or designee" to be inferred at each reference. Allows for department specific procedures if needed and approved.
II.H. Savings Clause	Ensures that the policy cannot be entirely disregarded because of one portion which may be found to be contrary to law.
II.I. Management Rights	Specifically retains management rights to management.
III.L.	Deletes the exemption from this policy for temporary and seasonal employees.
IV.A Conduct of a City Employee	Amends conduct to better align with organizational values.

IV.B.4. Hours "off the clock"	Specifically disallows employees to work "off the clock" to ensure compliance with FLSA.
V.A. Scope	Amendments for clarity.
V.B. Hiring Authority	Clearly specifies the city administrator's hiring authority, aligned with ordinance and current practice.
V.D. Applications	Allows for waiver of application process by city administrator.
V.F. Pre-employment medical exams	Amends and incorporates LMC model language.
V.G. Awarding accrued leave at time of hire	Specifies administrative authority and reserves exceptions to the city council.
V.H.1 Probationary period	Clarifies probationary periods.
V.H.3. Discharge during probationary period	Allows administrative discharge of an employee during probationary period.
V.H.4. Completion of probation	Allows administrative completion of probationary period in accordance with current practice.
V.H.5. Temporary Appointments	Allows administrative appointment of acting positions in certain circumstances and authorization for temporary pay increases.
V.J. Promotions	Amended for clarity and consistency.
VI.A. Position Descriptions	Allows administrative amendment of revisions to job descriptions when such revisions or assignment does not increase the position classification. Requires council approval for new positions or revisions increasing compensation.
VI.B. Assigning and Scheduling Work	Allows administrative reassignment of a position depending on needs and workload of the city.
VI.E. Direct Deposit	Amends and incorporates LMC model language and current practice.
VI.F. Pay Periods	Amended to clarify and ensure compliance with FLSA.
VII.E. Phased retirement	Limits average number of hours per week to 20, as opposed to requiring an average of at least 20.
VIII.D. Floating Holiday	Requires floating holidays to be used by first pay period in December for payroll workflow.
IX.F. Leave Donation policy	Incorporates previously approved leave donation policy in to the personnel policy.

X.A.5. Disciplinary Authority	Encourages department heads and supervisors to consult with administration on disciplinary issues, requires administrative consultation on all disciplinary actions that may result in official documentation in personnel file and clarifies that the hiring authority is also the authority for disciplinary action that results in loss of wages (suspension, demotion, termination).
XII.I	Revises travel reimbursement policy to satisfy internal control requirements, requires prudent care, clarifies expectations when making travel plans, adopts per-diem.