

Town of Payson, Arizona
PERSONNEL POLICY MANUAL UPDATE – SUMMARY OF CHANGES
August 2009

Section 1 – General Provisions

- 1.1 Definitions
The definitions section has been cleaned up. Substantive provisions have been moved to their appropriate sections in the manual. Unneeded definitions were eliminated.
- 1.2 Statement of Principals
The sections *employee classification* as well as *personnel officer* have been removed. These sections are covered in the definition section. The subsection on the *adoption and amendment of rules* has been removed since it is covered elsewhere in the manual. The sections on *right to contract for special service*, *policy interpretation* and *ADA compliance* have been removed.

Section 2 – Hiring and Employment Practices

- This entire section has been cleaned up to reflect the hiring process currently used. Additionally, certain specifics have been removed and will be left to the Human Resources Department to implement.
- 2.3 Employment Testing
This subsection has been reduced significantly. The amendments still require fair and impartial testing, but leave flexibility based upon the position.
- 2.4 Appointment
This section now encompasses old section 2.5 – Appointments, as well as Requirements for Original Employments. The residency requirements (old section 2, Subsection 6, Subsection 2) have been removed.
- 2.5 Probation
The wording of this section has been simplified.
- 2.6 Residency Requirement
This requirement has been removed.
- 2.8 Layoff
Layoff has been given its own subsection. A statement was added pertaining to the re-instatement of employee returning to the same position if it re-opens within one year of layoff.

Section 3 – Employee Compensation

- 3.1 Pay Plan and Work Schedule

The provisions relating to alternative work schedules have been rewritten to clarify the provisions. Additionally, language has been added explicitly allowing the Town Manager to require alternative work schedules. The provisions related to Time Off and extended leaves have been moved to Section 5 (Leave and Attendance Provisions).

3.1.9 Compensatory Time

Compensatory time will now be earned in fifteen (15) minute increments. Under the old policy it was earned in half-hour and one hour increments.

3.1.10 Hours Worked

The provisions of Resolution 2459 were integrated, making vacation hours and holiday included in the definition of Hours Worked.

Sick Leave was removed from the list of items not considered as Hours Worked.

3.2 Performance Reviews

This section was shortened. It was the consensus that the specific performance system and measures should be put together through Human Resources and by Administrative Policies and not in the Personnel Manual.

Section 4 – Separation of Employment, Employee Discipline and Due Process

This section adds numerous technical changes but no substantive changes.

Section 5 – Attendance and Leave Provisions

5.1.3 Paid Time Off

The 2009 draft incorporates Paid Time Off in lieu of separate vacation and sick leave. The provisions of 5.1.3 (Paid Time Off) allow employees to take Paid Time Off in an amount equal to the old vacation time plus sick time. This section also contains carryover, buy out and separation pay outs that mirror the current carryover, pay out and separation policy. There is also a note that the payout for 2009 of what would have been unused sick time has been doubled as a result of the Council not making payouts in 2008.

Typographical corrections were made to the Fire Department pay out rates. The previous policy was typed incorrectly.

5.2 Family and Medical Leave Act

The Family and Medical Leave Act provisions have been divided between Section 5.2 and Appendix D.

Section 6 – Supplemental Policies

6.1.1 Educational Assistance Program

Under the old policy, the maximum reimbursement was \$500 per fiscal year. Under the 2009 draft the maximum is equal to the cost of three credit hours at Arizona State University. This limitation is subject to annual budgeting by the Town.

The Service Awards Program and Medical Services Procedures have both been eliminated from the Manual. These will be handled administratively by the Human Resources Department.

- 6.4 Anti-harassment Policy
The language in the proposed manual is the same language originally adopted in Ordinance No. 478/Resolution 1146.
- 6.5 Computer E-Mail and Internet Policy
The computer e-mail and internet policy is now in Appendix E.
- 6.8 Substance Abuse Program
The purpose and policy statements from the prior manual have been eliminated. The substance abuse program, itself, remains unchanged.