



Town of Paradise Valley

6401 E Lincoln Dr
Paradise Valley, AZ 85253

Meeting Notice and Agenda Town Council

Mayor Jerry Bien-Willner
Vice Mayor Mark Stanton
Council Member Ellen Andeen
Council Member Christine Labelle
Council Member Scott Moore
Council Member Julie Pace
Council Member Anna Thomasson

Thursday, May 9, 2024

3:00 PM

Council Chambers

1. CALL TO ORDER / ROLL CALL

Notice is hereby given that members of the Town Council will attend either in person or by electronic conference system, pursuant to A.R.S. §38-431(4).

2. EXECUTIVE SESSION

24-169 Discussion and consultation with the Town Attorney, as authorized by A.R.S. §38-431.03(A)(3), for legal advice regarding the Paradise Valley Employee Handbook update.

24-154 Discussion of Town Manager annual performance review as authorized by A.R.S. §38-431.03(A)(1).

24-155 The Town Council may go into executive session at one or more times during the meeting as needed to confer with the Town Attorney for legal advice regarding any of the items listed on the agenda as authorized by A.R.S. §38-431.03(A)(3).

3. STUDY SESSION ITEMS - IMMEDIATELY FOLLOWING THE EXECUTIVE SESSION

The Study Session is open to the public for viewing, and the following items are scheduled for discussion among the Council, Staff, and their designees. The Town Council will be briefed by staff and other Town representatives. There will be no votes and no final action taken on discussion items. The Council may give direction to staff and request that items be scheduled for consideration and final action at a later date. The order of discussion items and the estimated time scheduled to hear each item are subject to change.

24-164 Discussion of Police Pension Funding Policy, Financial Management Policy, and Budget Follow Up Items
30 Minutes

Staff Contact: Leslie DeReche, 480-348-3696

[24-161](#)

**Discussion of Town of Paradise Valley Employee Handbook Update
60 Minutes**

Staff Contact:

Gina Monger 480-348-3542

[24-160](#)

**Discussion of FY 2024 Community Services Program and FY 2025
Homelessness Initiative Funding Recommendations**

Staff Contact:

Andrew B. Ching, 480-348-3690

Duncan Miller 480-348-3690

4. BREAK

5. RECONVENE FOR REGULAR MEETING 6:00 PM**6. ROLL CALL****7. PLEDGE OF ALLEGIANCE*****8. PRESENTATIONS***[24-158](#)**Discussion and Possible Action to Recognize 3228 E San Miguel Place as an Historic Property**

Recommendation: Approve the Historical Advisory Committee's recommendation to recognize 3228 E San Miguel Place as an official historic property in Paradise Valley

Staff Contact: Duncan Miller, 480-348-3610

9. CALL TO THE PUBLIC

Citizens may address the Council on any matter not on the agenda or any item on the Study Session (Section 3 on the agenda). In conformance with Open Meeting Laws, Council may not discuss or take action on this matter at this Council meeting, but may respond to criticism, ask that staff review a matter raised, or ask that it be placed on a future agenda. Those making comments shall limit their remarks to three (3) minutes. Please fill out a Speaker Request form prior to addressing the Council.

10. CONSENT AGENDA

All items on the Consent Agenda are considered by the Town Council to be routine and will be enacted by a single motion. There will be no separate discussion of these items. If a member of the Council or public desires discussion on any item it will be removed from the Consent Agenda and considered separately. Please fill out a Speaker Request form prior to the start of the meeting and indicate which item you would like to address.

[24-156](#)**Minutes of Town Council Meeting April 25, 2024**[24-162](#)**Discussion and Possible Action to Adopt Resolution 2024-06 Designating the Town's Filing Agent for the Annual Expenditure Limitation Report for FY 2024-2025**

Recommendation: Adopt Resolution 2024-06 designating a Chief Fiscal Officer for the submission of the annual expenditure limitation report.

Staff Contact: Duncan Miller, 480-348-3610

11. SPECIAL MEETING / PUBLIC HEARING

The Town Council may hear public comments and take action on any of these items. Citizens may address the Council regarding any or all of these items. Those making comments are limited to three (3) minutes. Speakers may not yield their time to others. Please fill out a Speaker Request form prior to the start of the meeting and indicate which item you would like to address.

24-163**Discussion and Possible Action to Adopt Resolution 2024-07
Approving the Final Budget for Fiscal Year 2024/2025**

Recommendation: Adopt Resolution 2024-07 approving the Final Budget for Fiscal Year 2024/2025.

Staff Contact: Leslie DeReche, 480-348-3696

RECONVENE REGULAR MEETING**12. ACTION ITEMS**

The Town Council May Take Action on This Item. Citizens may address the Council regarding any or all of these items. Those making comments are limited to three (3) minutes. Speakers may not yield their time to others. Please fill out a Speaker Request form prior to the start of the meeting and indicate which item you would like to address.

13. FUTURE AGENDA ITEMS

The Town Council May Take Action on This Item. The Mayor or Town Manager will present the long range meeting agenda schedule and announce major topics for the following meeting. Any member of the Council may move to have the Town Manager add a new agenda item to a future agenda. Upon concurrence of four more Members, which may include the Mayor, the item shall be added to the list of future agenda items and scheduled by the Town Manager as a future agenda item within 60 days, or longer with Council approval.

24-157**Consideration of Requests for Future Agenda Items**

Recommendation: Review the current list of pending agenda topics.

Staff Contact: Town Manager, 480-348-3690

14. MAYOR / COUNCIL / MANAGER COMMENTS

The Mayor, Council or Town Manager may provide a summary of current events. In conformance with Open Meeting Laws, Council may not have discussion or take action at this Council meeting on any matter discussed during the summary.

15. ADJOURN*AGENDA IS SUBJECT TO CHANGE*

**Notice is hereby given that pursuant to A.R.S. §1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the Town Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the Town Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the Town will assume that the rights afforded parents pursuant to A.R.S. §1-602.A.9 have been waived.*

The Town of Paradise Valley endeavors to make all public meetings accessible to persons with disabilities. With 72 hours advance notice, special assistance can also be provided for disabled persons at public meetings. Please call 480-948-7411 (voice) or 480-483-1811 (TDD) to request accommodation to participate in the Town Council meeting.



Action Report

File #: 24-169

Discussion and consultation with the Town Attorney, as authorized by A.R.S. §38-431.03(A)(3), for legal advice regarding the Paradise Valley Employee Handbook update.



Action Report

File #: 24-154

Discussion of Town Manager annual performance review as authorized by A.R.S. §38-431.03(A)(1).



Action Report

File #: 24-155

The Town Council may go into executive session at one or more times during the meeting as needed to confer with the Town Attorney for legal advice regarding any of the items listed on the agenda as authorized by A.R.S. §38-431.03(A)(3).



Action Report

File #: 24-164

AGENDA TITLE:

Discussion of Police Pension Funding Policy, Financial Management Policy, and Budget Follow Up Items

STAFF CONTACT:

TOWN *Of* **PARADISE VALLEY**



STAFF REPORT

TO: Mayor Bien-Willner and Town Council Members

FROM: Andrew B. Ching, Town Manager
Leslie DeReche, Chief Financial Officer

DATE: May 9, 2024

DEPARTMENT: Finance and Budget
Leslie DeReche, 480.348.3696

AGENDA TITLE:
Discussion of debt capacity, pension policy, and pension liabilities

SUMMARY STATEMENT:
The information presented in this Study Session looks at debt capacity and options for pension policy and pension funding.

BACKGROUND:
Staff and Piper Sandler will present information on debt capacity and the unfunded pension liability.

BUDGETARY IMPACT
The information presented is intended to facilitate Council feedback in the development of the pension policy and the excess contribution for Fiscal Year 2024.

ATTACHMENT(S):
A. Staff Report
B. Presentation

Town of Paradise Valley Excise Tax Revenue Debt & Pension Discussion



Bill Davis

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Erika Coombs

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602-808-5414

Table of Contents

1. Excise Tax Revenue/Debt Discussion
2. Pension Discussion

1. Excise Tax Revenue/Debt Discussion



History of Excise Tax Rate Changes

Transaction Privilege Tax

- 2.50% (effective July 31, 2011)
- 1.65% (effective September 1, 2004)
- 1.40% (effective January 1, 1999)
- 1.20% (effective October 1, 1993)
- 1.00% (thru September 30, 1993)

Use Tax

- 2.50% (effective July 31, 2011)
- 1.65% (effective September 1, 2004)
- 1.40% (effective January 1, 1999)

Historical and Estimated Future Sales Tax Revenue and Debt Service Coverage

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
						Population Based Distributions		Population Based Distributions					
	Fiscal Year	Sales & Use Tax	% Growth	Bed Tax	% Growth	State Shared Income Tax	% Growth	State Shared Sales Tax	% Growth	Franchise Taxes	% Growth	TOTALS	Debt Coverage
Projected Sales Tax Revenues	2014/15	\$ 11,447,385		\$ 3,117,450		\$ 1,551,940		\$ 1,171,604		\$ 1,037,258			
	2015/16	\$ 11,345,902	-0.89%	\$ 3,207,626	2.89%	\$ 1,543,526	-0.54%	\$ 1,217,296	3.90%	\$ 1,146,142	10.50%	\$ 18,460,492	12.38x
	2016/17	13,818,317	21.79%	3,701,739	15.40%	1,703,256	10.35%	1,277,675	4.96%	1,056,547	-7.82%	21,557,534	12.05x
	2017/18	14,833,522	7.35%	4,443,281	20.03%	1,778,003	4.39%	1,378,388	7.88%	1,288,360	21.94%	23,721,554	13.67x
	2018/19	16,964,383	14.37%	4,847,777	9.10%	1,730,881	-2.65%	1,439,439	4.43%	1,273,973	-1.12%	26,256,453	16.14x
	2019/20	18,346,804	8.15%	4,003,739	-17.41%	1,875,319	8.34%	1,499,081	4.14%	1,252,683	-1.67%	26,977,626	17.83x
	2020/21	17,816,818	-2.89%	3,759,236	-6.11%	2,091,832	11.55%	1,736,433	15.83%	1,264,625	0.95%	26,668,944	18.32x
	2021/22	23,724,250	33.16%	6,731,157	79.06%	1,807,821	-13.58%	1,669,381	-3.86%	1,369,026	8.26%	35,301,635	12.13x
	2022/23	25,615,262	7.97%	6,937,607	3.07%	2,405,795	33.08%	1,874,665	12.30%	1,374,569	0.40%	38,207,898	13.24x
	2023/24	26,383,720	3.00%	7,145,735	3.00%	2,405,795	0.00%	1,930,905	3.00%	1,388,315	1.00%	39,254,470	13.69x
	2024/25	27,175,231	3.00%	7,360,107	3.00%	2,405,795	0.00%	1,988,832	3.00%	1,402,198	1.00%	40,332,164	28.72x
	2025/26	27,990,488	3.00%	7,580,910	3.00%	2,405,795	0.00%	2,048,497	3.00%	1,416,220	1.00%	41,441,911	29.57x
	2026/27	28,830,203	3.00%	7,808,338	3.00%	2,405,795	0.00%	2,109,952	3.00%	1,430,382	1.00%	42,584,670	60.93x
	2027/28	29,695,109	3.00%	8,042,588	3.00%	2,405,795	0.00%	2,173,251	3.00%	1,444,686	1.00%	43,761,428	No debt outstanding
	2028/29	30,585,962	3.00%	8,283,866	3.00%	2,405,795	0.00%	2,238,448	3.00%	1,459,133	1.00%	44,973,204	
	2029/30	31,503,541	3.00%	8,532,382	3.00%	2,405,795	0.00%	2,305,601	3.00%	1,473,724	1.00%	46,221,043	
	2030/31	32,448,648	3.00%	8,788,353	3.00%	2,405,795	0.00%	2,374,770	3.00%	1,488,461	1.00%	47,506,026	
	2031/32	33,422,107	3.00%	9,052,004	3.00%	2,405,795	0.00%	2,446,013	3.00%	1,503,346	1.00%	48,829,264	
	2032/33	34,424,770	3.00%	9,323,564	3.00%	2,405,795	0.00%	2,519,393	3.00%	1,518,379	1.00%	50,191,901	
	2033/34	35,457,513	3.00%	9,603,271	3.00%	2,405,795	0.00%	2,594,975	3.00%	1,533,563	1.00%	51,595,117	
Average Growth (5-Years):			12.15%		13.54%		7.35%		6.57%		1.37%		

Existing Debt

- Annual debt service is approximately \$1.4 million through final maturity
- Coverage is projected to be more than 25 times

Source: Town's Annual Comprehensive Financial Report (ACFR) and Arizona Department of Revenue

Summary

Existing debt secured by excise tax revenue has an interest rate of 1.09% and will be paid off in August 2026

Current debt service coverage is extremely high

Given excise tax revenue projections, the Town has significant flexibility with regard to issuing additional debt secured by excise tax revenue

2. Pension Discussion



Pension Discussion

Contributions and Investments = Benefits and Expenses			
Assets Market value at a point in time	Liabilities Future pension benefits earned as of a point in time and considers all estimated future pension payment to be paid Discounted to present value (assumed rate of return on assets)	Moving Target Overfunded or Underfunded Liability based on Assets Available to Fund Liability changes over time Investments Actuarial data	Analyze Level of funding Timing Gains and losses over time

Key Takeaways

- Pension costs are expected to rise for issuers across the state due in part to growing legacy costs (Tier 1 and Tier 2)

Accruing the Necessary Funds to Pay for the Future

Similar to saving for a child's college education or your retirement, you estimate the amount of money you will need and when you will need it. You have three basic options:

- You could deposit a single lump sum amount representing the present value of that future cost into a savings account calculated to grow with sufficient earnings to meet your target amount.
- You could save over time, depositing a certain percent each year into an account and again assume that sufficient interest earnings will accrue to fully fund your target amount.
- You could wait until that future date and hope to have the resources to pay the entire target amount in a single payment.

Unanticipated Events

Actuaries cannot anticipate:

- Plan changes; when a benefit formula is changed or the future of interest rates/returns, and
- Differing actual experience, when actual experience indicates that previous assumptions must be modified to reflect an updated current reality (i.e. life expectancy, salary levels, disability claims)

PSPRS Rates of Return (Net of Fee Returns)

	1 Year	3 Years	5 Years	7 Years	10 Years
PSPRS Return	8.0%	8.0%	7.2%	7.5%	6.9%

Town's Historical Unfunded Actuarial Accrued Liability

- UAAL is the difference between the actuarial accrued liability and the actuarial value of assets. In simpler terms, if you compare the cost of the Town's pension promises with the value of Town's pension assets, the promises currently exceed the assets. That shortfall is the Town's Unfunded Actuarial Accrued Liability.

Fiscal Year	Total UAAL	Funded Ratio
2014/15	\$21,130,334	25.08%
2015/16	\$21,313,569	26.55%
2016/17	\$22,475,668	29.38%
2017/18	\$17,948,248	48.64%
2018/19	\$17,736,052	51.20%
2019/20	\$9,389,315	75.40%
2020/21	\$10,112,791	74.88%
2021/22	(\$87,775)	100.21%
2022/23	\$5,265,223	88.17%

Objectives

Arizona Public Safety Personnel Retirement System

Actuarial Valuation Report as of June 30, 2023 – Paradise Valley Police Dept. (076)

Impact of Additional Contributions

	Additional Contributions (000s)										
	\$0	\$1,000	\$2,000	\$3,000	\$4,000	\$5,000	\$6,000	\$7,000	\$8,000	\$9,000	\$10,000
Impact On											
Funded Status - June 30, 2023	87.4%	89.5%	91.6%	93.8%	95.9%	98.0%	100.2%	102.3%	104.5%	106.6%	108.70%
FYE 2025 Contribution Rate	33.45%	30.34%	27.23%	24.11%	21.00%	17.89%	14.78%	11.66%	8.55%	5.44%	2.33%

Table shows the hypothetical change in the funded status and contribution rate from the June 30, 2023 actuarial valuation results for Tiers 1 & 2 if an additional contribution of the amount shown had been made to the Fund on June 30, 2023. This illustration can help estimate the impact of contributing additional monies to the fund in the future.

Historical Summary of Employer Rates

	Validation Date June 30	Fiscal Year Ending June 30	Normal Cost	Pension Unfunded Amortization	Total	Normal Cost	Health Unfunded Amortization	Total
TIERS 1 & 2	2019	2021	17.05%	21.25%	38.30%	0.48%	0.12%	0.60%
	2020	2022	15.59%	14.66%	30.25%	0.43%	0.13%	0.56%
	2021	2023	15.18%	9.15%	24.33%	0.42%	(0.01%)	0.41%
	2022	2024	14.99%	12.06%	27.05%	0.37%	0.00%	0.37%
	2023	2025	15.18%	18.27%	33.45%	0.32%	0.10%	0.42%
TIER 3 ¹	2019	2021	9.68%	0.00%	9.68%	0.26%	0.00%	0.26%
	2020	2022	9.68%	0.00%	9.68%	0.26%	0.00%	0.26%
	2021 ²	2023	9.00%	0.00%	9.00%	0.12%	0.00%	0.12%
	2021	2023	9.68%	0.00%	9.68%	0.26%	0.00%	0.26%
	2022 ²	2024	8.69%	0.00%	8.69%	0.12%	0.00%	0.12%
	2022	2024	9.30%	0.00%	9.30%	0.26%	0.00%	0.26%
	2023 ²	2025	8.63%	0.00%	8.63%	0.12%	0.00%	0.12%
	2023	2025	8.77%	0.00%	8.77%	0.12%	0.00%	0.12%

¹ Rates shown are Board approved EE/ER rates, unless otherwise noted. Does not reflect Legacy costs that the employer must also contribute.

² Rates shown are calculated EE/ER rates

Objectives

Manage to Town's Pension Policy

- Balance Funded status to achieve budget/resource priorities
- Discipline to ensure that promised benefits can be paid
- Maintain intergenerational equity

Contribution Requirements

Development of Employer Contributions - Tiers 1 & 2 Members				
Valuation Date	June 30, 2023		June 30, 2022	
Applicable to Fiscal Year Ending	2025		2024	
	Rate	Dollar	Rate	Dollar
Pension				
Normal Cost				
Total Normal Cost	22.83%	\$ 672,333	22.64%	\$ 653,979
Employee Cost	<u>(7.65%)</u>	<u>(225,289)</u>	<u>(7.65%)</u>	<u>(220,978)</u>
Employer (Net) Normal Cost	15.18%	447,044	14.99%	433,001
Amortization of Unfunded Liability	<u>18.27%</u>	<u>538,043</u>	<u>12.06%</u>	<u>348,365</u>
Total Employer Cost (Pension)	33.45%	985,087	27.05%	781,366
Health				
Normal Cost	0.32%	9,424	0.37%	10,688
Amortization of Unfunded Liability	<u>0.10%</u>	<u>2,945</u>	<u>0.00%</u>	<u>0</u>
Total Employer Cost (Health)	0.42%	12,369	0.37%	10,688
Total Employer Cost (Pension + Health)	33.87%	997,456	27.42%	792,054
Alternate Contribution Rate (ACR) *	18.37%		12.06%	
Underlying Payroll (as of valuation date)		2,887,211		2,818,147

* The Alternate Contribution Rate is the sum of the positive amortization rates for Tiers 1 & 2 Pension and Health (subject to an 8% minimum) and is charged when retirees return to active status.

The results above are based on the current amortization schedule approved by the Board of Trustees for your individual plan (see "Actuarial Assumptions and Methods").

Best Approach

- Have a target range. This allows flexibility as there will be continuous movement.
- Plan for known changes that will impact the liability, including pay increases, staff changes, actuarial changes, and investment returns.
- Do not overcorrect. Move towards your target over time and make course corrections, but don't be too reactive, as this is a long-term process. (The actuaries use actuarial numbers for a reason and allocate major changes over several years.)
- Make adjustments/payments based on your circumstances and what makes sense for your organization.
- Target actuarial rate, but do not ignore the market rate.

You can always put more money in, but you can never get a refund.

GFOA Recommendations

Every government employer that offers defined benefit pensions or OPEB should obtain no less than biennially a reasonable actuarially determined contribution (ADC) to serve as the basis for its contributions to those respective plans;

The ADC should be calculated in a manner that fully funds the long-term costs of promised benefits, while balancing the goals of 1) keeping contributions relatively stable and 2) equitably allocating the costs over the employees' period of active service;

Every government employer that offers defined benefit pensions or OPEB should make a commitment to fund the full amount of the ADC each period;

Every government employer that offers defined benefit pensions or OPEB should demonstrate accountability and transparency by communicating all of the information necessary for assessing the government's progress toward meeting its pension funding objectives.

For information on our locations, visit pipersandler.com/locations.

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Action Report

File #: 24-161

AGENDA TITLE:

Discussion of Town of Paradise Valley Employee Handbook Update

STAFF CONTACT:

TOWN *Of* **PARADISE VALLEY**



STAFF REPORT

TO: Mayor Bien-Willner and Town Council Members

FROM: Andrew B. Ching, Town Manager
Gina Monger, Human Resources Director

DATE: May 9, 2024

DEPARTMENT: Town Manager (Human Resources)

Gina Monger

gmonger@paradisevalleyaz.gov

480-348-3542

AGENDA TITLE:

Town of Paradise Valley Employee Handbook Update

RECOMMENDATION:

The information being presented is to serve as the foundation for the proposed update to the *Town of Paradise Valley HR Policy & Procedure Handbook (Employee Handbook)* for adoption by Council on May 23, 2024.

SUMMARY STATEMENT:

The *Employee Handbook* was adopted on February 26, 1998. Since then, many section revisions have been presented to Council, and subsequently approved; but to date, a complete review of the entire document has not been conducted. The revised *Employee Handbook* was developed in collaboration with John C. Gaylord, Gust Rosenfeld, P.L.C.

Attached is the proposed *Employee Handbook* for Council to consider, along with the current *Employee Handbook*, as amended, for reference. The redesign of the handbook clearly defines and maintains the compensation, benefits, and working conditions recommended to be (re)approved by Council, and the subsequent authority delegated to the Town Manager to implement the Council's direction, through Town administrative policies.


In addition, the 21 administrative policies provided are to demonstrate the use of the delegated authority by the Town Manager, granted through the Council's recommended approval of the revised *Employee Handbook*. The language in many of the administrative policies provided for Council's reference derives from the current *Employee Handbook*, as well as best and current employment practices within the Town, and legal and human resource professional affiliations and recommendations.

BUDGETARY IMPACT:

Bonding Leave: 320 hours of paid employee time plus benefits.
No other new budget impacts.

ATTACHMENTS:

- A.** Staff Report: *Town of Paradise Valley Employee Handbook* Update
- B.** *Employee Handbook*, adopted 02/26/1998
- C.** Article 1: Definition of Terms, amendment adopted 06/09/2023
- D.** Section 201: Purpose, amendment adopted, 06/09/2023
- E.** Section 703: Unclassified Service, amendment adopted 06/09/2023
- F.** Section 810: Overtime, amendment adopted 06/09/2023
- G.** Section 812: Premium Pay, amendment adopted 06/09/2023
- H.** Section 904: Sick Leave, amendment adopted 06/09/2023
- I.** Section 905: Annual Vacation Leave, amendment adopted 06/09/2023
- J.** *Employee Handbook*, draft 05/09/2024
- K.** Administrative Policy (AP)-04.1: Code of Conduct
- L.** AP-04.2: Discrimination and Harassment Prevention
- M.** AP-04.3: Reasonable Accommodation and Fitness-for-Duty
- N.** AP-04.4: Drug- and Alcohol-Free Workplace
- O.** AP-05.1: Recruitment and Selection
- P.** AP-05.2: Probationary and Review Periods
- Q.** AP-05.3: Performance Reviews
- R.** AP-06.1: Classification Plan
- S.** AP-07.1: Compensation
- T.** AP-07.2: Bilingual Services
- U.** AP-08.1: Hours of Work and Overtime
- V.** AP-09.1: Insurance Benefits
- W.** AP-10.1: Designated Holidays
- X.** AP-10.2: Vacation and Personal Leaves
- Y.** AP-10.3: Sick Leave
- Z.** AP-10.4: Family and Medical Leave Act Leave
- AA.** AP-10.5: Miscellaneous Leaves
- BB.** AP-11.1: Miscellaneous Benefits
- CC.** AP-12.1: Employee Grievances
- DD.** AP-13.1: Employee Investigations
- EE.** AP-14.1: Discipline and Appeals
- FF.** Presentation

	TOWN OF PARADISE VALLEY		
	Administrative Policy		
	Title: MISCELLANEOUS LEAVES	Policy No. AP-10.5	
Policy Owner: Gina Monger, Human Resources Director		Approved By: Andrew Ching, Town Manager	
Authorized By: <i>Chapter 10: Holiday and Leave Benefits, Town Employee Handbook</i>		Revision History: None	Effective Date: 06/23/2024

1. PURPOSE

This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 10: Holiday and Leave Benefits* of the *Town of Paradise Valley* (hereinafter referred to as the “Town”) *Employee Handbook*.

2. POLICY

The Town strives to provide benefits of paid leave to address an employee’s need to be away from work. No monetary compensation will be paid to an employee who does not have applicable accrued paid leave to use during the approved period of absence.

3. BEREAVEMENT LEAVE

- 3.1. Eligible employees may be granted paid bereavement leave due to the death in the employee’s immediate family.
- 3.2. Unless specified otherwise in this policy, only probationary and regular status employees are eligible for paid leave benefits based upon their scheduled hours of work per week. Employees who work less than 20 hours per week are not eligible for the benefits described herein.

3.2.1. **Tier 1:** Employees scheduled to work 40 hours or more per week, or an alternate schedule that equals 80 hours or more in the pay period.

3.2.2. **Tier 2:** Employees scheduled to work 30 hours, but less than 40 hours per week.

3.2.3. **Tier 3:** Employees scheduled to work 20 hours, but less than 30 hours per week.

- 3.3. Immediate family member is defined as the employee’s:

- 3.3.1. Spouse/Domestic Partner
- 3.3.2. Child [step]
- 3.3.3. Mother [in-law, step]
- 3.3.4. Father [in-law, step]
- 3.3.5. Sister [in-law, step]
- 3.3.6. Brother [in-law, step]
- 3.3.7. Grandparent
- 3.3.8. Grandchild

- 3.4. Bereavement hours are available as follows:

Employee Group	Up To (Workdays)
Tier 1	5/8-hour shifts: 5 workdays 4/10-hour shifts: 4 workdays 4/9-hour shifts or 9/80s: 5 workdays 3/12-hour shifts and 8-hour shift: 4 workdays
Tier 2	2 workdays
Tier 3	1 workday

- 3.5. The Town Manager may authorize work time for employees to attend services for a co-worker. This authorization is exceptional, intended to be used in limited and specific circumstances, and may/not apply to all staff.

4. CIVIC LEAVE

- 4.1. Employees who are subpoenaed as a witness or summoned for jury duty during their regularly scheduled work hours are entitled to civic leave, which is equivalent to their regular compensation, exclusive of overtime, while serving, unless the employee is named plaintiff or defendant in litigation which does not arise out of employment with the Town. The Town will pay the difference between the employee's salary and any fee received, upon submission to the Human Resources of proof of service and amount of fee. The employee may retain any travel payment received.
- 4.2. Employees must notify their supervisors immediately of a subpoena or summons that will require absence during the workday and receive advance approval for court leave.

5. DONATED LEAVE

5.1. Provisions

- 5.1.1. Donated leave is compensation for an employee during qualifying periods of absence due to the employee's serious health condition. For the purposes of this policy, a serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a healthcare provider, and generally involves a period of incapacity. Incapacity means an individual is unable to work, attend school, or perform other regular daily activities because of the serious health condition, due to treatment of it, or for recovery from the condition.
- 5.1.2. Employees using donated leave will retain their employment status and benefits as they would if using another form of paid leave. Donated leave hours will not count towards hours worked in the workweek for overtime purposes.
- 5.1.3. Only vacation and sick leave may be voluntarily donated in accordance with the provisions of this section. No other types of paid time off are authorized for donation.
- 5.1.4. The approval period to receive donated leave will not exceed 90 calendar days. The approval period may be extended for up to an additional 14 calendar days, exclusive of bereavement leave, due to the death of the family member that was the subject of the donated leave eligibility by the receiving employee.
- 5.1.5. The conversion of vacation leave to donated leave will be hour-for-hour (1 to 1), regardless of the employee's rate of pay, and credited to the receiving employee's sick leave bank. The conversion of sick leave will be two hours of sick leave equals one hour of donated leave (2 to 1), regardless of the employee's rate of pay, and credited to the receiving employee's sick leave bank.

- 5.1.6. Donated leave is not a loan. Employees may not solicit, offer, or receive monetary compensation for any other benefits in exchange for leave donations.

5.2. Recipient Eligibility

- 5.2.1. Leave may be donated to an active employee who:

- 5.2.1.1. Has exhausted or will exhaust all of their eligible paid leave accruals;

- 5.2.1.2. Will (need to) be absent from work for more than 14 calendar days due to the employee's medical condition as documented by the employee's medical provider.

- 5.2.2. Employees who are eligible for disability benefits are prohibited from receiving both disability benefits, time-loss/worker's compensation payments, or donated leave at the same time.

5.3. Donor Eligibility

- 5.3.1. The employee donating vacation time must have at least 80 hours remaining after the donation. The employee donating sick time must have at least 160 hours remaining after the donation.

- 5.3.2. If an employee wishes to donate hours, the employee will submit the following in writing to Human Resources: who the leave donation is for, what type of leave, and how many hours are to be donated. Human Resources will review the donation eligibility requirements and if eligible, will forward the donation to payroll for processing.

5.4. Procedure

- 5.4.1. Employees wishing to receive leave donations will notify Human Resources, in writing. The request will include the (anticipated) date they will exhaust their available paid leave accruals and also provide the required documentation from the healthcare provider of the employee's need to be absent from work due to their personal medical condition, that includes the anticipated duration of the absence.

- 5.4.2. Employees approved donated leave will be kept confidential unless the receiving employee authorizes Human Resources to announce their name and eligibility. The qualifying reason for the approval of donated leave will remain confidential.

- 5.4.3. The effective date of the donated leave approval will be the date the request was received by Human Resources or the first day of leave without pay, whichever is later. Retroactive requests for approval are prohibited. Employees may use donated leave up to, but not to exceed their regularly scheduled hours of work, excluding overtime or other additional compensatory hours.

- 5.4.4. Employees who wish to donate sick and/or vacation leave in accordance with this subsection will submit their request in writing to payroll and indicate the type and amount of leave to be donated, and who it is to be donated to.

- 5.4.5. Payroll will apply hours donated to the receiving employee's time in the order they are received. If any donated hours remain unused, they will be returned to the donating employees in reverse order of contribution (last in, first out) based on the approval date for the leave donations. In the event more than one employee donated leave on the same day, the hours will be split proportionately based on their amount of respective donations.

6. MILITARY LEAVE

- 6.1. An employee who requests absence with pay on military leave pursuant to *ARS 26-168, Absence from employment for military duty* and *26-171, National guard training*, or *38-610, Leaves of absence for certain military and disaster training; definition*; will submit a copy of the orders for duty to Human Resources. Human Resources will review the orders and confirm the leave period to the employee and supervisor/department director.
- 6.2. Employees will be granted paid military leave for annual training for a period not to exceed 30 workdays in any 24-month period.
- 6.3. For military duty in the armed services of the United States, the 24-month period will commence on the fiscal year of the United States (October 1).
- 6.4. For military duty in the national guard, the 24-month period will be 24 consecutive months back from the time of leave.
- 6.5. The Town will pay the employee's full salary for the time absent due to authorized military active duty training as set forth in *Subsection 6.2.* above. The amount received from the armed services for active duty will be retained by the employee. Military leave in excess of 30 workdays will be charged to accrued vacation or leave without pay.

7. PARENTAL LEAVE

- 7.1. Paid parental leave is paid time off that is awarded to qualifying employees for the following:
 - 7.1.1. The live birth of an employee's child; and/or
 - 7.1.2. The adoption of a child age 17 or younger, excluding the adoption of a spouse's child.
- 7.2. Paid leave benefits are based on the qualifying event in a rolling 12-month period, beginning on the date of the qualifying event for eligible employees, as follows:
 - 7.2.1. Tier 1 employees are eligible for 320 hours
 - 7.2.2. Tier 2 employees are eligible for 240 hours
 - 7.2.3. Tier 3 employees are eligible for 160 hours
- 7.3. To be eligible, the employee must have successfully completed their original probationary period and are scheduled to work at least 20 hours per week. If both parents of the live birth/adopted child work for the Town, each parent will be eligible for 320 hours of paid time.
- 7.4. Paid parental will run concurrently with approved FMLA Leave. Paid parental leave will not be used concurrently with any other approved paid leave or disability benefit.

8. VOTING LEAVE

- 8.1. Employees will have adequate time to vote. To comply with the statutory requirements for allowing work time to vote, the Town will allow employees a maximum of two hours of paid time away from work to vote, when the following conditions are met:
 - 8.1.1. The employee must declare an intention to vote at an election held within the State of Arizona on the day of election.

8.1.2. There are less than three consecutive hours between the opening of the polls and the beginning of the employee's regular work shift and less than three consecutive hours between the end of employee's work shift and the closing of the polls.

8.1.3. The employee obtains prior approval from their supervisor.

8.2. If requested, an employee must be able to show proof of status as a registered voter.

9. ADMINISTRATIVE LEAVE

9.1. An employee may be placed on administrative leave with pay if circumstances warrant such action, as follows:

9.1.1. An employee who is the subject of an investigation and doing so will preserve the integrity of the investigation.

9.1.2. To ensure the employee's and/or Town's safety and security.

9.1.3. Employees involved in work-related critical incidents.

9.1.4. As otherwise deemed necessary by the Town Manager/designee.

9.2. Human Resources will provide the affected employee with a written notice of their placement on administrative leave with pay and the conditions of the leave period.

9.3. Employees will (continue to) abide by all Town policies, rules, procedures, and expectations during their administrative leave period. Employees will be available during their scheduled hours of administrative leave as defined in their written notice and may be asked to report for duty with little to no advance notice.

9.4. Failure to adhere to any provision of the paid administrative leave will be considered insubordination and subject to disciplinary action, up to and including dismissal.

10. LEAVE WITHOUT PAY

10.1. Except for leave without pay due to unexpected sick leave reasons, as defined in the sick leave administrative policy, including worker's compensation illness/injury, leave without pay must be approved in advance by the Town Manager.

10.2. Leave without pay may be granted for the following reasons:

10.2.1. Educational leave

10.2.2. Governmental service leave may be granted for service in the public interest, including but not limited to search and rescue and community emergency response

10.2.3. Childcare and elder care emergency leave

10.2.4. Public Health Service and Peace Corps leave

10.2.5. Leave necessary to reasonably accommodate a disability as required by state or federal law

10.2.6. Conditions applicable for leave with pay

- 10.3.** To request leave without pay for any reason provided in *Subsection 10.2*, the employee will make the request in writing to Human Resources, explaining the need for unpaid leave and the anticipated duration of the requested absence without pay. The request must include the length of the absence, any anticipated benefit to the Town, and any other relevant information.
- 10.4.** Human Resources will review the request with the employee's department director for a recommendation and then provide the request, along with their recommendation, to the Town Manager for final consideration.
- 10.5.** The employee will receive a written response to their request for leave without pay. If approved, the response will include any conditions to be met by the employee during and/or upon their return to work.
- 10.6.** Any unpaid in excess of 30 calendar days will require the employee to pay 100% of the premiums for their healthcare benefits (employee and employer portions) to continue their benefits uninterrupted. Payments for healthcare benefits will be made directly to the Town no later than the first of each month.
- 10.7.** An employee who fails to return to work at the conclusion of their approved leave will deemed to have abandoned their position, placed on unauthorized leave without pay, and subject to formal discipline, up to and including dismissal.

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PREAMBLE

- Employees shall uphold the Constitution of the United States of America, the Constitution of the State of Arizona, and the Ordinances of the Town of Paradise Valley. Goals and policies established by the Town Council shall also guide employee actions.
- Employees shall uphold the public trust.
- Employees shall act with honor, integrity, and respect for others.
- Employees shall be loyal to the Town of Paradise Valley, their supervisors and fellow employees.
- Employees shall conduct themselves in a manner that reflects positively on the Town of Paradise Valley.
- Employees shall respect private, confidential and proprietary information to which they are privy.

ARTICLE I. DEFINITION OF TERMS

The following terms, whenever used in this Handbook, shall be defined as follows:

Administrative Review: opportunity for a classified employee to meet with the Department Director and to submit information or evidence, facts or pertinent mitigating circumstances prior to a final decision on disciplinary action by the Department Director.

Council: the seven member Common Council of the Town of Paradise Valley.

Disability: a physical or mental impairment that substantially limits one or more of the major life activities of an individual; a record of such an impairment; or being regarded as having such an impairment.

Disciplinary Action: an act by management designed to correct or eliminate the unacceptable behavior, conduct or performance of employees who fail to meet established standards or comply with organizational policies and procedures.

Discrimination: includes, but is not limited to, an act favoring or disfavoring another employee based upon race, color, religion, gender, age, disability, sexual orientation or national origin of the other employee.

Dismissal: involuntary termination from Town service.

Eligibility List: a list maintained by the Personnel Officer of former employees who wish to be considered for rehire.

Employee: any person working for the Town in exchange for financial compensation. An employee may have one or more of the following designations:

Classified Employee: all employees whose positions have been approved and budgeted by the Town Council and are not included in the unclassified service.

Contract Employee: an employee whose terms of employment are governed by a contract.

Exempt Employee: employee exempt from the provisions of the Federal Fair Labor Standards Act.

Full-time Employee: an employee hired on the basis of working 40 hours per week, 52 weeks per year.

Non-exempt Employee: employee subject to the provisions of the Federal Fair Labor Standards Act.

Part-time Employee: an employee hired on a basis of less than 40 hours per week.

Probationary Employee: an employee who has not completed the probationary period.

Regular Employee: an employee who has completed the probationary period.

Temporary Employee: an employee hired for a limited length of time.

Supervisory Employee: any employee having responsibility to supervise one or more subordinate employees.

Unclassified Employee: Town officers appointed by the Town Council, volunteers and personnel appointed to serve without pay, temporary employees, probationary employees.

Fair Labor Standards Act (FLSA): the Federal Fair Labor Standards Act of 1938, as Amended, and set forth in Title 29 United States Code., together with the Portal-to-Portal Act, Title 29 United States Code.

Family and Medical Leave Act (FMLA): the Federal Family and Medical Leave Act of 1993 providing certain job-protected leave to eligible employees for certain medical or family needs.

Personnel Appeals Board: a committee appointed by the Council to hear appeals on limited disciplinary matters.

Personnel Officer: the individual designated by the Town Manager as having primary responsibility for the human resource function of the Town.

Termination: the separation of an employee from the Town service by any means whether it be voluntary or involuntary.

Town: the Town of Paradise Valley.

Town Manager: the Town Manager is appointed by the Town Council as the chief administrator of the Town. The Town Manager is responsible for the administration of this Handbook. Throughout this Handbook, the term "Town Manager" also refers to the designee of the Town Manager.

Work Rules: policies and rules adopted by individual departments that involve the daily operations of that particular department to facilitate efficient and effective service and which are consistent with this Handbook.

ARTICLE II. GENERAL PROVISIONS

SECTION 201

Purpose

- A. This Handbook is designed to establish a human resource system that meets the needs of the citizens and employees of the Town. This Handbook applies to Town employees, not to individuals who perform work for the Town on a contractual basis or unclassified employees, except as may be specifically incorporated in a contract or appointment. This Handbook is not intended to serve as a contract of employment nor to guarantee employment to any employee. No individual or representative of the Town has the authority to make any agreement to the contrary. Should any article, paragraph, sentence, clause or phrase of this Handbook or the application of the same to a particular set of persons or circumstances be declared invalid for any reason, the remainder of such Handbook shall not be affected.
- B. All employees should retain their copy of the Handbook for future reference and must sign a statement that they have received and read the Handbook. The procedures and remedies in this Handbook shall not be held as exclusive. Questions about this Handbook should be discussed with the employee's supervisor or the Personnel Officer.

SECTION 202

Equal Employment Opportunity

- A. It is the policy of the Town to assure equal employment opportunity to all qualified persons based solely on an individual's ability to perform the essential functions of a job, regardless of race, color, religion, disability, age, gender, sexual orientation or national origin. The Town will not discriminate against an employee or applicant with disabilities regarding any position for which the employee or applicant is qualified. The Town is an equal employment opportunity employer, and every effort will be made to ensure that appointments, promotions, reclassifications, transfers, compensation, training, layoffs, terminations, or any other type of personnel actions are based on merit, fitness, or other factors determined to be non-discriminatory.

SECTION 203

Terms of Employment

- A. The policies and procedures relative to employment of all employees are set out in this Handbook, standard operating procedures, or if applicable, in the work rules of a particular department. If there is a conflict between the departmental work rules and the statements and procedures found in this Handbook, this Handbook shall govern.

SECTION 204 **Revisions to Human Resource Policies & Procedures Handbook**

A. The Town Manager shall ensure the Employee Handbook policies follow and reflect all changes to local, state and federal law, with the authority to amend items deemed necessary for legal compliance and proper administration of employee affairs based on Town Council policy direction.

B. The Town Manager shall transmit all Handbook Managerial amendments to the Town Council within two (2) business days of making an amendment determination. The Town Manager's decision shall be final unless within seven (7) calendar days at least three (3) members of the Town Council submits a written request to the Town Manager to appeal the decision. An appeal shall be set for consideration at a Town Council meeting within fourteen calendar (14) days after the Town Manager's receipt of the third written Council appeal request. The Town Council shall first decide, by a majority vote of the members present and not otherwise disqualified, to affirm whether the Town Manager's Handbook change meets the criteria for a Managerial Amendment. If the Council decides that the criteria have been met, then there shall be no further appeal and the Managerial Amendment is final. If the Council decides that the criteria have not been met, the Town Council may deny the Managerial Amendment to the Handbook.

C.
The Town Council reserves the right and authority to amend, change, or discontinue any policy described in this Handbook regarding compensation or policies with fiscal implications to the Town, at any time at its sole and absolute discretion. The Employee Handbook will be considered on every odd numbered years starting in June 2021 as part of the Budget process and Council adoption of all financial policies.

SECTION 204 (A,B,C) Revised: 10/08/2020

SECTION 205 **Administration**

A. The interpretation and application of the provisions of this Handbook shall be made by the Town Manager. The Town Manager may issue Standard Operating Procedures to clarify and interpret this Handbook.

ARTICLE III. REQUIREMENTS FOR ORIGINAL & CONTINUING EMPLOYMENT

SECTION 301 **Citizenship**

- A. All applicants for Town employment and all employees must present evidence of United States citizenship or registration as a legal alien in accordance with the Immigration Reform and Control Act of 1986. All applicants for sworn police officer positions must be United States citizens.

SECTION 302 **Oath of Office**

- A. Every employee shall take the oath or affirmation as prescribed by state law.

SECTION 303 **Physical and Mental Fitness**

- A. Applicants and employees of the Town shall be of sufficient mental and physical condition to be able to perform the essential functions of the position for which they have applied. Reasonable accommodations for a qualified individual with a disability shall be provided unless such accommodation would impose an undue hardship on either the Town or other employees. The physical and mental qualifications of persons employed by the Town and applying for employment may be evaluated by health care providers approved by the Town.
- B. Arizona Peace Officer Standards and Training Board physical and mental requirements and applicable work rules govern physical and mental fitness requirements of sworn police officers.

SECTION 304 **Nepotism**

- A. Relatives are defined as follows:

Spouse	Parent (in-law)
Child	Sister (in-law)
Grandparent	Brother (in-law)
Grandchild	Uncle
Nephew	Aunt
Niece	

- B. Relatives are not allowed to work for the same immediate supervisor or have reporting authority or administrative responsibility over one another in the chain of command. If such a situation is created by marriage, one party shall submit a request to the Town Manager for transfer. If a transfer cannot be made within 90 days, one employee must resign from the Town service. However, in the interest of the Town, the Town Manager may authorize exceptions to this policy. Variables to be considered in these decisions may include nature of the work place, lines of supervision, positions of a confidential nature and other potential concerns.

- C. The Council shall not appoint to an unclassified position any person who is a relative of a Council Member by blood or marriage, nor shall the Town Manager or any Department Director or other individual with hiring authority hire any relative of his/her or of any member of the Council to any classified position.

SECTION 305

Police Department Personnel

- A. Police Department Personnel are subject to additional testing and background requirements as specified in the work rules and applicable law.

SECTION 306

Residency²

- A. All employees who may be called in for service in an emergency must reside within a 30 mile radius of the Paradise Valley Municipal Complex. This includes essential employees whose services may be required in an emergency including, but not limited to, Town Manager, Town Attorney, Department Directors, exempt employees, all public safety personnel, public works field personnel, building and zoning inspectors, and administrative support personnel whose services may reasonably be required such as the Information Systems Analyst. The Town Manager may, at his or her discretion, grant exceptions to this requirement in circumstances when the employee may demonstrate the ability to respond to work promptly in the event of an emergency.
- B. All employees must immediately notify the Personnel Officer of any change in residence.

² Section 306 Added 1/28/99
P:\Policies & Procedures\0 Town of Paradise Valley HR Policies and Procedures Rev.docx
Handbook Adopted: 2/26/98

ARTICLE IV. EMPLOYEE RIGHTS AND RESPONSIBILITIES

SECTION 401

Political Activity

- A. The Town shall not use its personnel, equipment, materials, buildings or other resources for the purpose of influencing the outcomes of elections, except that the Town may distribute informational reports on a proposed bond election.
- B. Employees shall not use the authority of their positions to influence the vote or political activities of any subordinate employee.
- C. No employee shall seek election to the Town Council while still employed by the Town.
- D. No employee shall solicit or distribute campaign material or campaign for any candidate during working hours and/or in a uniform used by or identified with the Town Government.
- E. Nothing contained in this section shall be construed as denying the civil and political liberties of any employee as guaranteed by the United States and Arizona Constitutions.

SECTION 402

Gifts and Gratuities

- A. No one seeking appointment or promotion to a Town position or appointive office will directly or indirectly give any money, service or other item to any person in connection with their appointment, or proposed appointment.
- B. No employee shall accept as an individual any fee, gift, service or other valuable item in the course of performing the duties and responsibilities of the position other than compensation set by the Town. Employees and officers may accept such items as candy, cake, cookies, flowers, plants or other items, of nominal value which are intended to be complimentary or appreciative in nature and which would be made available for general office consumption or use. Meals and miscellaneous travel expenses related to the conduct of Town business are exempt from this policy.
- C. Department Directors may approve awards given by civic groups from a bona fide award program.

SECTION 403

Outside Employment/Business Activities

- A. Employees may engage in employment or business activities other than their job with the Town under the following conditions:
 - 1. The outside employment/business activity does not constitute a conflict of interest, or the appearance of a conflict of interest, with Town duties and responsibilities.

2. The outside employment/business activity is not inconsistent or incompatible with Town duties and responsibilities, working hours, assignments, or emergency assignments. The number of hours worked at outside employment may be restricted and shall be in accordance with any department work rules.
- B. Employees may engage in one-time, short duration jobs (an evening, single weekend, etc.) without written permission of their Department Director provided that the conditions in Section 403.A above are met.
 - C. Employees must obtain the prior written permission of their Department Director:
 1. To engage in regular (scheduled or intermittent) employment, including operating a personal business, other than their job with the Town. Department Directors will deny permission only when the conditions in Section 403.A. above are not met.
 2. To accept or continue any outside employment while on sick leave, industrial accident leave, or Family and Medical leave.
 - D. Police officers may accept off-duty jobs approved and posted by the Police Department under departmental work rules without further written permission.

SECTION 404

Privacy

- A. Only the Personnel Officer, or designee, can release employment information, except as required by the Arizona Peace Officer Standards and Training Board.
- B. The Town makes lockers, desks, file cabinets and computer files (including electronic mail) available for the convenience of some employees without cost to the employee. These conveniences are Town property. Employees using these lockers, desks, file cabinets and computer files (including electronic mail) shall have no expectation of privacy concerning inspection of the lockers, desks, file cabinets and computer files by the Town. If the employee uses a lock, or a password, the Department Director must be furnished with a key or the combination to the lock, or the password. The Town may search lockers, desks, file cabinets and computer files (including electronic mail) for work related reasons or on the basis of reasonable suspicion of misconduct.
- C. Records created by employees in the course of official business of the Town are considered public records and subject to Town rules on management, retention and destruction of public records.
- D. Certain employees by the nature of their position have access to information of a confidential nature. Employees shall not disclose information of a confidential nature without specific authority from the Department Director or Town Manager.

SECTION 405

Personnel File

- A. Employees shall have the right to view their personnel file.

ARTICLE V. RECRUITMENT AND SELECTION⁷

SECTION 501

Recruitment

- A. Notice of vacancies within the classified service may be given by placing an advertisement in a newspaper of local circulation at least once, by posting notice of the vacancy at Town Hall, or by such other means chosen by the Town Manager. If a vacancy in the classified service is filled through promotion, transfer, redesignating a part-time or temporary employee as a full-time employee, appointment of a police reserve officer to a full-time position, or by the use of an existing employment list, then notice of the vacancy is not required.
- B. Application for Town employment shall be made on forms provided by the Town. Resumes, letters of reference, and other material which may assist in determining the qualifications of the applicant may be submitted with the application. All applications for employment, together with accompanying materials, become the property of the Town. Any misrepresentation in the information furnished in the application may warrant immediate termination as soon as discovered, regardless of the duration of employment or position held, in addition to other consequences available.
- C. The Personnel Officer shall, in accordance with state and federal privacy and security laws, examine criminal history information from and through the Arizona Department of Public Safety including recent records of arrest that did not result in prosecution and/or conviction concerning any employee or candidate for appointment to Town service.
- D. Appointment to Town service may be subject to satisfactory completion of mental and/or physical examination prior to employment. Examinations are given by a health care provider designated and paid for by the Town. Consistent with the Town's Drug and Alcohol Free Workplace Policy, a drug test may be required of applicants receiving a conditional offer of employment.
- E. The applicant selected for employment shall be given a conditional offer of employment, subject to such additional testing and background checks as may be required.

SECTION 502

Probation

- A. The probationary period is an integral and final part of an individual's selection and screening process. This period is intended to allow an employee to demonstrate satisfactory competence in the new position. It allows a supervisor time to observe the employee's performance, train and assist the employee to adjust to the position; or to terminate the employee who does not meet the required performance standards.
- B. All original appointments shall be subject to a probationary period of one year of continuous and successful service. All promotional appointments, voluntary transfers, and voluntary demotions shall be subject to a probationary period of six months continuous and successful service in addition to completion of the one-year original appointment probationary period.

⁷ Article V Title Revised 9/14/00, §502.B Revised 09/12/02
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- C. During an original appointment probationary period, an employee may be dismissed at any time without a statement of cause, without prior notice, and without the right of grievance or appeal.
- C. Probationary employees become regular employees upon submission of the completed Personnel Action Form by the Department Director to the Personnel Officer at the end of the probationary period. Probationary employees who do not become regular employees will be considered terminated without further action by the Town Manager.
- E. Employees who fail to complete a promotional, voluntary transfer or voluntary demotion probationary period may be reassigned to the position from which they were promoted or to a similar or lower level position if they meet the minimum qualifications with approval of the Town Manager, if such a vacancy exists. If the employee is reassigned, they will be subject to a new probationary period regardless of whether or not they had regular employee status. If no vacancy exists, the employee may be assigned to a position which is equivalent to their former position in terms of scope of responsibilities and pay for a period not to exceed six months, subject to the determination and approval of the Town Manager based on staffing requirements. At the end of the six month period, if there is still no vacancy, or sooner based on the Town Manager's assessment of staffing requirements, the employee will be terminated. Such probationary employees have the right to a pre-termination Administrative Review but may not appeal to the Personnel Appeals Board.

SECTION 503

Reinstatement

- A. Regular employees who resign from the Town service in good standing may request in writing to the Personnel Officer to be placed on an eligibility list. Upon approval of the Personnel Officer, employees' names will be put on eligibility lists for equivalent or lower position classes occupied at the time of resignation, contingent upon the following:
 - 1. Employees may be reinstated within one (1) year of their termination date.
 - 2. Candidates on an eligibility list may be subject to further testing.
 - 3. Employees who resign during probation are not eligible for reinstatement to that position or class.
- B. Employees hired from an eligibility list are classified as new employees and must serve the required probationary period.
- D. An employee who resigns from Town service to enter active duty in the armed forces, voluntarily or involuntarily, is covered under the Veteran's Re-employment Rights Law.

SECTION 504

Trainee Assignments⁸

- A. When it is deemed to be in the best interest of the Town, the Town Manager may authorize the appointment of a trainee to fill an open position in a specialized or skilled trades class subject to the following restrictions:
1. Trainees shall be hired at 10% below the minimum of the rate of pay for the position for which training is being conducted. Trainees who are current Town of Paradise Valley employees and making above 10% below the minimum shall not receive a decrease in pay.
 2. Trainee positions shall not last longer than one calendar year, unless extended by the Town Manager.
 3. Trainees are subject to the probationary period during the entire tenure of the trainee position.
 4. All trainee appointments shall be made in writing and will describe the position for which they are training, the beginning rate of pay, and the evaluation periods.
 5. Once the trainee has successfully completed the probationary period, a performance evaluation will be given and the rate of pay will be adjusted to the minimum of the salary range. Trainees who are current Town of Paradise Valley employees making above the minimum of the salary range will not receive a decrease in pay.

SECTION 505

Internship Program⁹

- A. When it is deemed to be in the best interest of the Town, and subject to the availability of funds, the Town Manager may authorize the appointment of a student intern.
- B. A student intern may be paid in conjunction with a senior level undergraduate academic program, or graduate level academic program, with the objective to complete a specified departmental project.
- C. Paid interns shall be considered temporary employees within the unclassified service as defined in Section 703(B)(3).
- D. Unpaid interns shall be considered volunteers within the unclassified service as defined in Section 703(B)(2).

⁸ Section 504 Added 9/14/00

⁹ Section 505 Added 9/14/00

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ARTICLE VI. CHANGES IN EMPLOYEE STATUS

SECTION 601

Promotion

- A. Definition: an employee's change of status from a position in one class to a position in another class whose salary range midpoint is at least 5% higher than the class of the employee's current position. Acting capacities, assignment pay, and re-classifications of positions are not considered promotions.
- B. Vacancies that occur in the classified service may be filled by promotion. However, if in the opinion of the Town Manager, the best interests of the Town would be furthered by open recruitment instead of promotion, then such recruitment shall be conducted. Promotions must be approved by the hiring Department Director and the Town Manager.
- C. Notice of promotional opportunities will be made by posting a notice entitled "Promotional Opportunity" in the Town Hall, Public Safety Building, and the Public Works Building, and through other appropriate means.
- D. Employees requesting a promotion must submit an application to the Personnel Officer.

SECTION 602

Reclassification

- A. Definition: A change in the classification of a position based on a substantial change in job duties. A reclassification is not considered a promotion.
- B. A position may be reclassified to a higher level classification, or the classification may be assigned to a higher salary range. The affected employee may or may not receive a salary increase.
- C. A position may be reclassified to a lower level classification, or the classification may be assigned to a lower salary range. An employee's salary will be frozen if the new maximum is lower than the incumbent's salary. The employee will receive no salary increase until the new maximum salary is higher than the employee's salary.
- D. Reclassifications are not subject to the grievance procedure and are not appealable to the Personnel Appeals Board.

SECTION 603

Transfer

- A. Definition: an employee's change of status from a position in one class to a position in another class with the same midpoint salary plus or minus 2.5%, entails the performance of similar duties, and requires substantially the same basic qualifications.
- B. Vacancies in the classified service may be filled by transfer.
- C. Employees may be voluntarily or involuntarily transferred from one position to another within the same or similar classifications. The transfer must be in the best interest of the Town. Transfers from one department to another

require approval of both Department Directors unless the Town Manager orders the transfer.

- D. Transferred employees retain their merit increase date and rate of pay. All benefit accruals remain the same.
- E. An employee request for a transfer may be initiated by a written request to the affected Department Directors outlining the reasons for the request and the position to be transferred to. The request will be evaluated and a determination made by the affected department directors.
- F. Transferred employees must meet the minimum qualifications for new positions.

SECTION 604

Voluntary Demotion

- A. Demotion: an employee's change of status from a position in one class to a position in another class whose salary range midpoint is at least 5% lower than the class of the employee's current position.
- B. Vacancies in the classified service may be filled by voluntary demotion.
- C. An employee request for a voluntary demotion may be initiated by a written request to the affected Department Directors outlining the reasons for the request and the position to be demoted to. The demotion must be made in the best interests of the Town and for the betterment of the employee. All voluntary demotions must be approved by the Town Manager and affected Department Directors.
- D. Employees receiving a voluntary demotion will retain their previous salary if it does not exceed the maximum for the new position. If the salary exceeds that level, employees will receive a pay reduction to the maximum for the new position.
- E. Employees must meet the minimum qualifications for the new position.

SECTION 605

Resignation

- A. Employees resigning from the Town must submit a written resignation to their Department Director at least two weeks prior to separation. The resignation must state the effective date of the resignation.
 - 1. Resignations are forwarded to the Personnel Officer by the Department Director.
 - 2. Failure of employees to provide proper notice of resignation may be cause for denial of future employment with the Town.
 - 3. Resigned employees may withdraw their resignation prior to the termination date with consent of the Town Manager.

4. The two weeks notice may be waived by the Town Manager.
- B. At the discretion of the Town Manager, an inexcusable absence of greater than one day may be considered a resignation.

SECTION 606 **Retirement**

- A. Employees retiring from the Town must be in good standing and be eligible to receive benefits from one of the Town's retirement plans.
- B. The maximum retirement age is 65 for members of the Public Safety Personnel Retirement System. There is no maximum retirement age for members of the Arizona State Retirement System.
- C. Employees retiring from the Town must submit written notification to their Department Director at least thirty (30) days prior to the retirement date. The notification is forwarded to the Personnel Officer.

SECTION 607 **Disability**

- A. Employees may be transferred, demoted, or terminated from Town employment for reasons of disability when a mental or physical condition renders them incapable of satisfactorily performing the essential functions of their position, with or without reasonable accommodation as required by law.
- B. If the results of a medical examination indicate that an employee is unable to perform the essential functions of the position and the Town is unable to provide reasonable accommodation, the employee may be placed on available medical leave or any other paid or unpaid leave prior to commencement of disability benefits or termination.
- C. Employees may be eligible to receive disability benefits if they become disabled and unable to perform their job due to an injury or illness. This income protection benefit is governed by the provisions of the Town's Long-term Disability Protection Program for members of the Public Safety Personnel Retirement System and by the provisions of the Town's Short-term Disability Protection Program and the Arizona State Retirement System for all other employees.

SECTION 608 **Involuntary Termination**

- A. Lay-off of Town employees may become necessary due to a lack of work or funds. Positions may be funded for reduced hours or eliminated as necessary to meet budgetary requirements. Regular employees will not be laid off if there are temporary or probationary employees in the same class for which the regular employee is qualified, eligible and available. Incumbents in positions which are reduced in hours or eliminated may apply for other vacancies with the Town for which they possess the minimum qualifications.
- B. A probationary employee may be terminated at any time.

- C. A regular employee may be dismissed for disciplinary reasons. Refer to ARTICLE XIV, Disciplinary and Appeal Procedure.

SECTION 609

Death

- A. Upon the death of an employee, all accrued vacation and sick leave shall be paid to the surviving spouse, or, if there is no surviving spouse, to the surviving children, closest living relative, or other person as legally directed by the employee in a will or as required under State law. The payment shall be based on the hourly rate of pay last earned by the employee and on the number of vacation and sick hours accrued at the time of death.

SECTION 610

Entitlements at Separation

A. Sick Pay

1. At the time of resignation or retirement, an employee with ten (10) or more years of continuous service shall receive the cash value of accumulated sick leave under Section 904, and calculated as set forth below.
2. If the employee has worked for the Town at least ten years but fewer than fifteen years, then the cash value shall be computed by multiplying the employee's current hourly wage by one-half of the number of hours of sick leave accumulated under Section 904.
3. If the employee has worked for the Town fifteen years or longer, then the cash value shall be computed by multiplying the employee's current hourly wage by the total number of hours of sick leave accumulated under Section 904, to a maximum of 480 hours, plus the employee's current hourly wage by one-half of the number of hours of sick leave accumulated in excess of 480 hours.

SECTION 611

Exit Interview

- A. The purpose of the exit interview is to provide an opportunity for departing employees to express their views regarding their employment and to provide a means for channeling these views to management. Its intent is to provide for the uniform treatment of departing employees, to obtain and compile data on separations as a basis for analyzing employee turnover, to advise employees of their separation rights to benefits, to provide a tool to identify and resolve organizational problems, and to process the required documentation.
- B. The Town Manager or Personnel Officer may conduct an exit interview with each regular employee separating from Town employment. The separating employee may also be asked to complete an exit questionnaire. The exit interview may be declined by the employee.
- C. The Personnel Officer shall provide information about COBRA, 457 plans, retirement benefits and other information either during the exit interview, or by letter.

ARTICLE VII. CLASSIFICATION PLAN

SECTION 701

Description

- A. The Town Manager is responsible for the establishment and maintenance of a classification plan, subject to approval of the Council.
- B. Positions are assigned to a classification based on the nature and level of duties and responsibilities. All positions in the same classification should be sufficiently alike to permit use of a single descriptive title, the same qualification requirements and the same salary potential.
- C. Positions may be reclassified on the basis of change in the duties and responsibilities or qualifications for the position. See Section 806.
- D. The classification plan provides job titles for all positions, distinguishing features of the classification, examples of work performed, required knowledge, skills and abilities, desirable training and experience, and other requirements deemed necessary. Positions requiring special licensing or requirements will include such statement.
- E. Job specifications are descriptive only and are not restrictive in nature. Supervisors may assign different tasks to a position when the duties are similar in kind and responsibility to those described in the specification.

SECTION 702

Classified Service

- A. The classified service includes all employees whose positions have been approved and budgeted by the Town Council in the line items "Salaries" and have not been included in the unclassified service.
- B. Tenure of employees in the classified service is subject to satisfactory work performance, necessity for the position, the availability of funds, or other appropriate reason.

SECTION 703

Unclassified Service

- A. The unclassified service includes employees in positions which must be responsive to Town Council. Employees within the unclassified service are at-will employees; employment is subject to termination by the employee or the Town at any time for any reason, unless otherwise stated in a written contract of employment.

- B. The following positions are unclassified:
 - 1. All Town officers appointed by the Town Council:

- * Town Manager
- * Town Attorney
- * Town Marshal
- * Town Engineer
- * Town Clerk

- 2. Volunteers and personnel appointed to serve without pay.

- a. Non-exempt Town employees may not perform volunteer service for the Town when the volunteer hours involve the "same type of services"

(as defined by the Fair labor Standards Act) for which the individual is currently employed.

3. Temporary employees
4. Probationary employees.

ARTICLE VIII. SALARY ADMINISTRATION

SECTION 801

Pay Plan

- A. The Town Manager administers a pay plan covering all classified positions. In arriving at salary ranges, consideration may be given to external market comparisons, internal equity, and budget constraints.
- B. The pay plan may be from time to time amended by the Town Council upon recommendation of the Town Manager.

SECTION 802

Salaries for Unclassified Positions

- A. Salaries for the Town Manager and Town Attorney are determined by Town Council.
- B. Job responsibilities for the unclassified positions of Town Clerk, Town Engineer, and Town Marshal may be assigned to employees in classified positions.

SECTION 803

Salary Adjustment for Classified Employees⁶

- A. The Town Manager shall develop a Standard Operating Procedure for the administration of salary adjustments.
- B. The Standard Operating Procedure may be amended, changed, or rescinded.
- C. The Town Manager may, in situations where direct application of the Classification and Compensation Plan and annual performance evaluation with merit salary adjustment do not fairly and equitably compensate employees, make a special adjustment of up to 5% salary increase. This special salary adjustment shall only be made once per 12-month period in situations where the Town Manager determines a salary increase to be necessary and appropriate, considering job responsibilities and/or extraordinary performance of the employee. Situations which may be subject to special adjustment include:
 - 1. When an employee has assumed additional compensable duties and/or responsibilities that are not adequately compensated through administration of the Classification and Compensation Plan.
 - 2. When an employee demonstrates sustained excellent performance that is not adequately compensated by annual performance evaluation and merit pay increase.

⁶ Section 803 Revised 7/14/00
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SECTION 804
Employees

Special Awards Programs for Classified

- A. The Town Manager may develop Standard Operating Procedures for implementation of special awards programs.
- B. The Standard Operating Procedure may be amended, changed, or rescinded.

SECTION 805

Promotion

- A. Employees who are promoted will receive at least 5% promotional salary increase. An employee's new salary, after the promotional increase, must be within the salary range for the class to which the employee has been promoted (e.g.: above minimum and below maximum). If the new salary, after the promotional increase, remains below the minimum of the new position's salary range, an additional amount will be granted to bring the incumbent's salary to at least the minimum salary for the range.
- B. Upon promotion, a promoted employee will receive a performance evaluation and may receive a prorated merit increase based on the number of months elapsed since the last merit increase date. The merit increase award is applied to the employee's base salary prior to the application of the promotional increase. Subsequent merit increases will be as set forth in the Standard Operating Procedure.

SECTION 806

Reclassification

- A. An employee will generally not receive a salary increase if the employee's salary is within the salary range of the reclassified position. Exceptions may be made and a salary increase granted by the Town Manager under circumstances where the employee has been assigned additional responsibilities.

SECTION 807

Exempt Employees¹⁰

- A. Employees exempt under the Fair Labor Standards Act (FLSA) are expected to work, on average, a 40 hour work week.
- B. Exempt employees may use paid leave of absences such as sick leave, vacation leave or other paid leave, for absences of less than one day.

SECTION 808

Special Assignment

- A. Employees may be assigned temporarily by their Department Director to duties outside the classified service, to specialized duties in addition to or in lieu of regular duties. Special assignments may be for specified or indefinite periods of time. Compensation for special assignments may be established by Council or by the Town Manager.
 - 1. Special assignments are for indefinite periods of time; and qualifications, selection, assignment, and reassignment are not appealable.

¹⁰ Section 807 Revised 9/14/00
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2. Employees on special assignment may receive assignment pay that is immediately discontinued when the employees return to their regular positions. The amount of assignment pay is established based on each special assignment.
3. Employees on special assignment lose no rights or entitlements held in their regular positions.

B. Acting Capacities

1. An employee is in an acting capacity when assigned to a higher classification, and fully performing all of the duties of that job, on a temporary basis in the absence of a permanent incumbent for two or more weeks.
2. A standard 5% assignment pay is to be paid when the acting capacity is two or more weeks, retroactive to the first day of the acting capacity assignment. If the salary range minimum of the class in which the employee is in an acting capacity is more than 5% higher than the employee's current salary, the adjustment will be to the minimum of the salary range.
3. Exempt employees who, as a result of their acting capacity, exceed their normal work week hours, may receive additional compensation or leave at the discretion of the Town Manager.

SECTION 810

Overtime

- A. It is the Town's policy to avoid overtime work whenever possible.
- B. Department Directors and supervisors are responsible for advance planning to minimize the use of overtime. Whenever possible overtime must be approved in advance by the Department Director or designee or as soon as possible in the event of emergency conditions.
- C. Non-exempt employees who perform work in excess of forty (40) hours within their work week, will be compensated at the rate of one and one-half (1.5) times the employee's regular rate of pay or accrue compensatory time at the rate of one and one-half (1.5) times overtime hours worked (See also overtime guidelines in the Fair Labor Standards Act.).

- D. Overtime pay is calculated to the nearest quarter of an hour, in accordance with federal labor laws. For example, if an employee worked 8 minutes overtime, it would be rounded to the nearest quarter of an hour, and the employee would be compensated for 15 minutes overtime. Time under 8 minutes is considered de minimis (“minor” or “trivial”) and is not subject to overtime compensation.
- E. At the direction of the Department Director or designee, an employee's work schedule may be adjusted within the work week. Schedule adjustments may not carry over to a successive work week.
- F. Department Directors may grant compensatory time to non-exempt employees for hours worked in excess of the established work week. Generally, an employee’s work schedule should be adjusted to avoid overtime within a work week. Department Directors may adjust the weekly work schedule to avoid overtime at the end of the work week.
- G. Employees who participate in required training are paid only for actual time in training sessions.
- H. Overtime will be paid for travel time only if travel time is compensable under the FLSA. Employees who are on out-of-town business for the Town will be compensated only for actual hours worked.
- I. Overtime is based exclusively on the amount of time worked each work week. An employee will not be paid overtime if the weekly total actually worked is less than 40 hours. Vacation, sick and holiday hours (excluding the extra holiday pay for certain sworn police officers and dispatchers) will count towards actual hours worked.
- J. FLSA Section 207(k): If a work period has been declared by the Police Chief for specific categories of sworn police officers, and approved by the Town Manager, overtime will be paid in accordance with Departmental Rules, as approved by the Town Manager and on file with the Management Services Department for payroll.
- K. Exempt employees may on occasion receive informal paid leave called exempt time for time worked in excess of their usual work schedules. Exempt time is given at the discretion of the Town Manager. Exempt time is based on an informal agreement between the exempt employee and Town Manager for which the employee has no claim or property rights.

SECTION 811

Standby Duty⁴

- A. Non-exempt employees who are required to work unrestricted standby duty (assignments which require the employee be available to report to work, but not necessarily restricted to their home) may receive, based on the Town Manager’s authorization, one hour of pay for each regular scheduled workday and two hours of pay for each non-scheduled workday while on standby duty.

⁴ Section 811 Added 4/8/99
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ARTICLE IX. FRINGE BENEFITS

SECTION 901

Eligibility for Fringe Benefits¹

- A. For full-time and part-time employees, eligibility for fringe benefits, except health, dental, disability, and life insurance, begins on the first day of paid employment. Temporary employees shall not be entitled to fringe benefits, except State Retirement (if required by State law), holidays and Worker's Compensation Insurance. If a temporary employee is converted to regular status, eligibility for fringe benefits shall begin on the first day worked as a temporary employee.

SECTION 902

Health and Life Insurance

- A. The Town's Group medical, dental and life insurance plans allow for full-time employees and part-time employees who work 30-40 hours per week to begin coverage as specified by the group insurance contract.
- B. Group insurance includes medical, dental, and life.
- C. Full-time employees and part-time employees who work at least 30 hours per week are eligible for group coverage. Part-time employees who have a status change to work at least 30 hours per week and have completed 90 days of continuous service will be eligible for group insurance coverage on the date specified by the group insurance contracts.
- D. Covered employees may elect family coverage for their eligible dependents. The Town may pay a portion of the incremental premium for family coverage, as established by Town Council Action.
- E. Details of coverage are as specified in the insurance provider's benefit plan booklet.
- F. The employee's share of the family coverage premium is deducted from paychecks the month before the effective coverage.

SECTION 903

Worker's Compensation Insurance

- A. All Town employees are covered by Workers' Compensation Insurance beginning with the first day of employment. Workers' Compensation provides State proscribed medical and hospitalization expense benefits, as well as partial compensation in lieu of salary for lost time for workers injured on the job.
- B. If an employee wishes to reject coverage by Workers' Compensation Insurance, such choice must be made in writing and filed with the Personnel Officer prior to any injury (A.R.S. 23-906.B.)
- C. Unless rejection of Workers' Compensation is made in accordance with Section 903 (B), Workers' Compensation is the only coverage the employee has for on-the-job injuries and illness.
- D. Every employee must immediately report every job related injury or illness, regardless of severity, to their supervisor. The supervisor must complete a report of industrial injury and immediately submit it to the Personnel Officer.

¹ Section 901 Revised 12/17/98, 10/14/03 §902.A,C Revised 09/12/02, 10/14/03
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- E. An employee returning from Workers' Compensation leave must notify their supervisor of their intent to return to work, and must provide a work release from the health care provider attesting that they are able to resume their normal work duties or modified work duties. The work release must be accepted by the Personnel Officer prior to the employee's return to work.
- F. Compensation for lost time for all employees
1. If an employee is injured while on duty, the Town will supplement the injured employee's Workers Compensation wages unless the injury was a result of gross misconduct. Supplemental pay will be paid only if the employee cannot return to duty (regular or modified), as determined by the Town and as supported by the employee's physician or an independent medical exam (IME) ordered by the Town directly or through its workers' compensation insurance provider.
 2. The employee's inability to work in a capacity assigned by the Town, including inability to work modified duty assignments, must be supported by appropriate medical documentation in order for the employee to remain eligible for the supplemental benefits plan.
 3. The employee must comply with risk management requirements such as evaluations for modified duty or participation in rehabilitation services and programs for the employee to remain eligible for the supplemental benefits plan.
 4. Town will continue to pay its share of any group health plan insurance premium and the employee shall continue to pay his or her share, if any. If the employee is not receiving sufficient compensation from the Town to cover his or her share of the premium, the employee shall make arrangements with the Human Resources and Finance Departments to make payments for his or her share of the premium. If payment is more than 30 days overdue, the Town shall provide written notice to the employee that payment has not been received and that coverage will be dropped. The notice shall be mailed to the employee at least 15 days before coverage is to be dropped. If the Town pays any of the employee's share of group health plan premiums, the Town may require the employee to reimburse the Town for the employee's share. If coverage is dropped, it shall be dropped retroactively to the date the unpaid premium payment was due and the provisions of the federal COBRA law shall apply.
 5. Lost time for Workers' Compensation in excess of three days will run concurrent with family medical leave.
 6. An employee will be compensated for medical appointments covered by Workers' Compensation benefits actually taken during the employee's regularly scheduled work day and will not be required to use sick leave. Whenever possible, such appointments shall be scheduled during non-work hours.

F. Compensation for lost time for nonpublic safety employees

1. An adjustment will be made to the nonpublic safety employee's pay to reflect the difference between regular wages and Workers' Compensation payments; so that the employee will continue to receive the same net pay prior to the injury or illness exclusive of overtime. This supplemental pay will not exceed twelve weeks, except under extraordinary circumstances approved by the Town Manager. Lost time for Workers' Compensation in excess of three days will run concurrent with family medical leave. After twelve weeks, the employee can use available sick time or vacation time to supplement Workers' Compensation payments, so that the employee will continue to receive the same net pay prior to the injury or illness, exclusive of overtime.
2. The employee's sick and vacation leave accruals will continue to accrue while the employee is participating in the supplemental benefits plan.

G. Compensation for lost time for public safety employees

1. "Public safety employee" shall be defined as an individual who is a member of the Public Safety Personnel Retirement System (PSPRS).
2. Pursuant to A.R.S. §38-961, the Town of Paradise Valley is required to provide a supplemental benefits plan for eligible public safety employees who are injured on the job and unable to perform the functions of their position. The provisions of this policy are not intended to conflict with or supersede state law, nor should they be interpreted or construed to do so. If any provision of this policy conflicts with state law, state law shall control.
3. Supplemental pay will be paid only if the employee cannot return to duty (regular or modified), as determined by the Town and as supported by the employee's physician or an independent medical exam (IME) ordered by its workers' compensation insurance provider. The employee's inability to work in a capacity assigned by the Town, including inability to work modified duty assignments, must be supported by appropriate medical documentation in order for the employee to remain eligible for the supplemental compensation plan.
4. An adjustment will be made to the employee's pay to reflect the difference between the employee's base pre-injury salary, less taxes and Workers' Compensation benefits paid to the employee under A.R.S. §38-961, and any voluntary deductions on the part of the employee. This supplemental pay will not exceed six months, except under extraordinary circumstances approved by the Town Manager. After six months, the employee may use available sick time or vacation time to supplement Workers' Compensation payments, so that the employee will continue to receive the same pre-injury salary, exclusive of overtime.
5. The Town will pay both employer and employee contributions to the Public Safety Personnel Retirement System as based on the employee's pre-injury salary.

6. The employee will receive credit for service in the Public Safety Personnel Retirement System at the same accrual rate as pre-injury.
7. The employee's sick, vacation, personal and compensatory leave accruals will stop accruing while the employee is participating in the supplemental benefits plan.
8. An employee's sick, vacation, personal and compensatory leave balances shall not be decreased while the employee is participating in the supplemental benefits plan, unless after six months the employee uses available sick time or vacation time to supplement Workers' Compensation payments, so that the employee will continue to receive the same net pay prior to the injury or illness, exclusive of overtime.

Revised 09/13/2012

SECTION 904

Sick Leave

- A. Full-time employees shall accrue 3.7 hours of sick leave each pay period, equivalent to 12 days per year.
- B. Part-time employees who are scheduled to work more than 20 but less than 30 hours a week shall be credited 50% of the full time sick leave. Those employees scheduled to work more than 30 but less than 40 hours a week shall be credited 75% of the full time sick leave.
- C. An employee is eligible for the accrual of sick leave if the employee receives any pay during the pay period.
- D. Sick leave includes all periods of approved absence with pay granted an employee due to:
 1. Illness or injury which renders the employee unable to perform the duties of the position.
 2. Illness, injury, examination or treatment by a health care provider of a member of the employee's immediate family. For the purpose of this section the term immediate family means the employee's spouse, child, and parent.
- E. Each Department Director or supervisor is responsible for control of abuse of the sick leave privilege. Abuse of sick leave may be subject to discipline. Employees utilizing sick leave may be required at any time to furnish a certificate from their health care provider, stating the nature of the illness or injury. Any employee absent from work on sick leave shall notify the appropriate Department Director or supervisor during the first hour of the first day of leave and as often thereafter as directed.
- F. Sick leave shall not be used in lieu of vacation nor shall it be used in addition to vacation.
- G. If an employee is sick or injured but has no accumulated sick or vacation leave, then the employee may take unpaid leave at the discretion of the Town Manager. No monetary compensation will be paid to an employee who does not have accrued paid leave time remaining. The Town will not pay in advance of earning sick time hours or vacation hours.

- H. An employee who is absent more than three work days may be subject to the Family Medical Leave Act. Employees who will be absent for medical reasons for more than three days must immediately notify the Department Director, regardless of whether the leave is paid sick leave, paid vacation leave, or unpaid leave. The Department Director is responsible for ensuring the Personnel Officer is immediately notified of absences of more than three days.
- I. Accrued sick leave shall be cumulative from year to year, except as noted in Section 904 J. Sick leave is a privilege provided by the Town as a guarantee against loss of wages during illness. No monetary compensation for unused sick leave shall be paid to any employee upon termination of employment except as stated in Section 610.
- J. Sick leave accumulated in excess of 480 hours must be converted on the 15th of December each year to either vacation time or cash value. If converted to vacation time, the conversion shall be one hour of vacation for every two (2) hours of accumulated sick leave in excess of 480 hours. If converted to cash value the conversion rate shall be made at 50% of the employee's current hourly wage multiplied by the number of hours in excess of 480 hours.
- K. Upon request, an employee shall provide a written release to return to work from a qualified health care provider. The release must be accepted by the Personnel Officer prior to the return to work.
- L. Donation of Vacation and Sick Leave: Vacation and Sick may be donated to other employees on extended Family Medical Leave and who have exhausted their paid leave accruals. The following stipulations apply:
1. Vacation and sick may be donated by any employee to any other employee who has exhausted all of their paid leave accruals (sick, vacation) because of a medical condition as verified by a health care provider. Employees who are eligible for disability benefits are prohibited from receiving both disability benefits and donated hours at the same time.
 2. The employee donating vacation time must have at least 80 hours remaining after the donation. The employee donating sick time must have at least 160 hours remaining.
 3. If an employee wishes to donate hours, an Authorization for Voluntary Leave Donation and Transfer form, signed by the donating employee indicating the number of hours donated and to whom, shall be submitted to the donating employee's Department Director for approval. Once approved, the form will be forwarded to the Personnel Officer to verify vacation and/or sick and make the appropriate adjustments.
 4. The donated vacation leave will be hour-for-hour (1 to 1), regardless of the employee's rate of pay, and credited to the employee's sick leave bank by the Personnel Officer.
 5. The donated sick leave will be two hours to one hour (2 to 1), regardless of the employee's rate of pay, and credited to the employee's sick leave bank by the Personnel Officer.
 5. Donated hours will be credited from the date the receiving employee exhausts paid leave.
 6. Upon issuance of a health care provider's release back to duty (either regular or modified duty where offered), no further donated leave will be transferred to the receiving employee.

7. Hours will be used in the order they are donated by pay period. If any hours remain unused in the receiving employee's sick leave bank, they will be returned to the donating employees in reverse order of contribution (last in, first out) based on the date the donating employee signed the Authorization for Voluntary Leave Donation and Transfer form. In the event more than one employee donated leave on the same day, the hours will be split proportionately based on their amount of respective donations.

Revised 9/24/2020

SECTION 905

Annual Vacation Leave³

- A. All full-time employees, except department directors, shall be entitled to the following annual vacation accrual:

<u>Years of Service</u>	<u>Annual Vacation Accrual</u>
1 - 4*	80 hours
5 - 10**	120 hours
11 or more***	160 hours

- * Each employee will receive 3.08 hours of vacation time each pay period.
** Each employee who completes 48 months of employment will begin to earn 4.62 hours of vacation time each pay period after the 48th month of employment
*** Each employee who completes 120 months of employment will begin to earn 6.16 hours of vacation time each pay period after the 120th month of employment.

- B. Department directors shall be entitled to the following annual vacation accrual:

<u>Years of Service</u>	<u>Annual Vacation Accrual</u>
1 - 4*	120 hours
5 or more**	160 hours

- * Each director will receive 4.62 hours of vacation time each pay period.
** Each director who completes 48 months of employment will begin to earn 6.16 hours of vacation time each pay period after the 48th month of employment

- C. Part-time employees who are scheduled to work more than 20 but less than 30 hours a week shall be credited 50% of the full time annual vacation leave. Those employees scheduled to work more than 30 but less than 40 hours a week shall be credited 75% of the full time annual vacation leave.

- D. Vacation hours will be accrued each payroll. An employee is eligible for the accrual of vacation leave if the employee receives any pay during the pay period.

- E. Each employee is encouraged to utilize all earned vacation leave annually.

- F. Each Department Director or supervisor shall be responsible for scheduling vacation periods of department employees in a manner consistent with the efficient functioning of the department. Department Directors and supervisors will give as much consideration as possible to the employee. However, time off from work requires scheduling on the part of the supervisor.

³ Section 905 Revised 2/25/99
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1. Vacation duration of one week or more should be requested at least two weeks in advance. Individual days or other short time vacation increments shall be requested no less than one day in advance.
 2. All requests are subject to approval by the appropriate Department Director or designee. It is recognized that special circumstances may arise reducing the advance notice given, and Department Directors and supervisors may consider these special circumstances in approving vacation schedules.
- G. At January 1 of each calendar year, the maximum allowed accrued vacation hours will be double the employee's annual accrual based on years of service in Section 905A. Excess vacation hours must be used by January 1 of each calendar year, or the hours in excess of the maximum will be forfeited.
- H. Upon termination, employees shall be paid for unused vacation leave at their current rate of pay.

SECTION 906

Disability Insurance

- A. Employees Covered by State Retirement System
1. Short Term Disability Insurance: All employees regularly scheduled to work at least 30 hours each week are eligible for Short Term Disability Insurance benefits the first day of the calendar month after completing 90 consecutive days of employment. Copies of the disability plan and group insurance are available from the Personnel Officer.
 2. Long-term Disability: The State Retirement System provides long-term disability benefits. The waiting period is six months from the start of the disability, or as otherwise established by law.
- B. Employees Covered by Public Safety Retirement System:
1. Long Term Disability Insurance: A sworn police officer regularly scheduled to work at least 30 hours each week is eligible for Long Term Disability Insurance on the first day of the calendar month after completing 90 consecutive days employment. Copies of the disability plan and group insurance are available from the Personnel Officer

SECTION 907

Military Leave

- A. An employee who requests absence with pay on military leave pursuant to A.R.S. 26-168, 26-171, or 38-610 shall submit a copy of the orders for duty with the request for military leave to the Department Director. The Department Director will forward a copy of the orders to the Personnel Officer.
- B. Employees shall be granted paid military leave for annual training for a period not to exceed thirty work days in any 24 month period.
1. For military duty in the armed services of the United States, the 24 month period will commence on the fiscal year of the United States (October 1) pursuant to A.R.S. 38-610.

2. For military duty in the national guard, the 24 month period will be 24 consecutive months back from the time of leave pursuant to A.R.S. 26-168.

- C. The Town will pay the employee's full salary for the time absent due to authorized military active duty training as set forth in (B) above. The amount received from the armed services for active duty will be retained by the employee. Military leave in excess of 30 work days will be charged to accrued vacation or leave without pay as authorized by the Town Manager.

SECTION 908

Jury Leave

- A. Full-time employees who are subpoenaed as a witness or summoned for jury duty during their regularly scheduled work hours are entitled to regular compensation, exclusive of overtime, while serving, unless the employee is named plaintiff or defendant in litigation which does not arise out of employment with the Town. The Town will pay the difference between the employee's salary and any fee received, upon submission to the Personnel Officer of proof of service and amount of fee. The employee may retain any travel pay received.
- B. Employees must notify their supervisors immediately of a subpoena or summons that will require absence during the work day and receive advance approval for court leave.

SECTION 909

Family and Medical Leave Act Benefits⁴

- A. Eligibility: An employee must be employed by the Town for at least twelve consecutive months and must have worked for at least 1,250 hours during the prior twelve month period.
- B. Eligible employees are entitled to 12 work weeks of leave without pay during a 12 month period pursuant to section 909C. A rolling 12-month period measured backward from the date the employee uses FMLA leave will be used to calculate the 12 month period. Leave will be without pay, unless the employee has accumulated sick leave or vacation leave.
- C. Leave may be taken for:
1. The birth of the employee's child.
 2. The adoption or placement of a child with the employee.
 3. To allow the employee to care for their spouse, child or parent with a serious health condition (note: the term "care of" is broadly interpreted under the FMLA and encompasses both physical and psychological care.)
 4. The employee having a serious health condition.
- D. A serious health condition is defined as an illness, injury, impairment or physical or mental condition requiring inpatient care in a hospital, hospice or residential health care facility, or continuing treatment or supervision by a health care provider.

⁴ §909.B Revised 09/12/02, §909.A Revised 12/19/03

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Handbook Adopted: 2/26/98

- E. Limitations:
1. If a husband and wife are both employed by the Town, they would be eligible for a combined 12 week leave in a 12 month period if leave is for the birth, adoption or placement of a child.
 2. In certain circumstances an eligible employee may be entitled to take their leave intermittently (that is, one week in January, four hours in February etc.) or on a "reduced leave schedule" when medically necessary.
 3. When leave is taken due to the birth or adoption or placement of a child, leave may NOT be taken intermittently or on a reduced leave unless the employee and Town agree otherwise;
- F. When leave is requested due to the expected birth, adoption or placement of a child, the employee must give 30 days notice of the leave. If the actual date of birth or adoption or placement is unknown, the employee must provide notice as soon as possible.
- G. When leave is required due to (1) a family member's or the employee's own serious health condition, and (2) the leave is foreseeable based upon a planned medical procedure, the employee must (a) give at least 30 days notice or as soon as possible, and (b) make as reasonable effort to schedule treatment so as to not unduly disrupt the Town's operations.
- H. The Personnel Officer may require the employee to produce "in a timely manner" and at the employee's expense, a certificate from a health care provider verifying the condition. The Personnel Officer may, at the Town's expense, require a second or third medical opinion and periodic recertifications. The Town may require periodic reports during the leave regarding the employee's status and intent to return to work.
- I. An employee who returns to work at the end of leave or 12 weeks, whichever is sooner, is entitled to be restored to his/her previous job or to an equivalent job with equivalent pay and benefits. During any unpaid FMLA leave, an employee is not entitled to an accrual of seniority or employment benefits such as vacation, holiday or sick pay. Any benefits accrued before leave began cannot be lost. Exception: the Town does not have to reinstate an exempt employee who is among the highest paid 10% of the employer's work force under certain conditions.
1. Before returning to work, employees must notify their supervisor of their intent to return to work, and must provide a work release from the health care provider attesting that they are able to resume work. The work release must be accepted by the Personnel Officer prior to the employee's return to work.
- J. During FMLA leave, the Town will maintain group health insurance coverage for an employee whenever such insurance is provided before the leave began, and on the same terms as if the employee had continued to work. If necessary, arrangements will be made for employees to pay their share of dependent health insurance premiums while on leave. In some cases, the Town may be entitled to recover premiums it pays to maintain health coverage for an employee who fails to return to work from the FMLA leave.

- K. All Family Medical Leave Requests must immediately be sent to the Personnel Officer for record and reporting purposes.
- L. The Department Director must notify the Personnel Officer of all absences for medical leave reasons that exceed three work days, regardless of whether sick leave, vacation leave, or unpaid leave is used. The Personnel Officer will determine if the absence is under the FMLA.
- M. Employees shall utilize any available sick leave or vacation leave concurrent with any leave requested under the FMLA.
- N. An employee on Family Medical Leave who is receiving vacation or sick leave pay will continue to be paid for holidays while on leave and accrue vacation and sick leave. An employee who does not receive any pay during a pay period will not be entitled to holiday pay nor accrue any vacation or sick leave.
- O. Any employee who does not return to work after the expiration of the greater of 12 weeks of Family Medical Leave or accrued vacation/sick leave (when entitled to use this) may be terminated.
- P. Family Medical Leave will run concurrently with absence due to a Workers Compensation injury. At the end of the 12 weeks, the status of the employee will be reviewed to determine the prognosis for return to normal duties.

SECTION 910

Holidays

- A. Holidays observed by the Town are:

New Year's Day	Labor Day
Civil Rights/MLK Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

- B. When a holiday date falls on a Saturday, the preceding Friday shall be observed as a holiday. When a holiday date falls on a Sunday, the following Monday shall be observed as a holiday. Public safety and other essential service employees may be required to work on holidays.
- C. Work on Holidays: Employees, except those employees covered under Section 910 (E and F), who are required to work on a paid holiday shall receive overtime pay for the time actually worked in addition to the holiday pay.
- D. Holiday Pay for Alternative Work Schedules:
 - 1. When a holiday falls on a scheduled work day for an employee on an alternative work schedule, except for those employees covered by Section 910(E and F), the employee shall receive holiday pay for eight hours. For example, the employee would actually work 32 hours during the holiday week, and be paid 8 hours holiday pay, totaling 40 hours.

- E. Holiday Pay for Dispatchers, Officers and Supervisors assigned to Patrol. Dispatchers, Officers and Supervisors assigned to Patrol will receive 8 accrued hours in the pay period the holiday falls.
1. If the above listed employees work a regular shift on the date of the holiday, holiday hours will count towards hours worked and will be eligible to be paid or banked at the over-time (1.5) rate (12 hours).
 2. Employees who do not work a regular shift on a holiday may choose one of the following at the regular time rate:
 - a. Bank 8 hours for use as paid time off in the future.
 - b. Be paid 8 hours in the pay period it occurs.
 3. All eligible employees may:
 - a. Be paid all unused accrued holiday hours at the end of the calendar year.
 - b. Be paid all but 16 unused accrued holiday hours at the end of the calendar year and carry-over the remaining 16 hours into the following year.
 - c. Carry-over a maximum of 16 hours of holiday time over to another calendar year.
 4. Upon separation employees will be paid out all accrued and unused holiday hours.
- F. Holiday Pay For Part-Time Employees: Part-time employees who are scheduled to work more than 20 but less than 30 hours a week shall be paid 4 hours holiday pay. Part-time employees who are scheduled to work more than 30 but less than 40 hours a week shall be paid 6 hours holiday pay.

SECTION 910 E Revised 10/08/2020

SECTION 911

Bereavement Leave

- A. A full-time employee may be granted up to **forty hours** of paid bereavement leave due to a death in the employee's immediate family. Such leave shall not be chargeable to sick or vacation leave. Part-time employees who work more than 20 and less than 30 hours a week may receive two days of paid bereavement leave. Part-time employees who work more than 30 and less than 40 hours per week may receive up to three days paid bereavement leave.
- B. For the purpose of this section a day is defined as eight hours.
- C. For the purpose of this section the term immediate family means the employee's spouse, child, mother [in-law], father [in-law], sister [in-law], brother [in-law], grandparent and grandchild.
- D. Special leave of absence with pay may be granted by the Town Manager to allow co-workers to attend memorial/funeral services for a co-worker, allowing sufficient local travel time to and from the service site. Such leave is not to be charged to any of the employee's accrued vacation, sick or bereavement leave.

- A. Employees shall have adequate time to vote. To comply with the Arizona State Statutes (ARS 16-402), the Town will allow employees paid leave from work when the following conditions are met:
1. The employee must be eligible to vote at an election held within the State of Arizona on the day of election.
 2. There are less than three consecutive hours between the opening of the polls and the beginning of the employee's regular work shift and less than three consecutive hours between the ending of employee's work shift and the closing of the polls.
 3. The employee must obtain prior approval from the supervisor.
 4. Two hours is the maximum time allowed for voting.
 5. The time off with pay must be used to vote.
 6. If requested, an employee must be able to show proof of status as a registered voter.

SECTION 913

Personal Leave⁵

- A. Full-time employees hired prior to June 30 are eligible for two personal days each calendar year, one personal day if hired between July 1 and September 30 and zero personal days if hired after September 30. Part-time employees who work more than 30 and less than 40 hours per week will receive up to twelve hours if hired prior to June 30, up to six hours if hired between July 1 and September 30 and zero hours if hired after September 30. Part-time employees who work more than 20 and less than 30 hours per week will receive up to eight hours if hired prior to June 30, up to four hours if hired between July 1 and September 30 and zero hours if hired after September 30. This leave may not be carried over to successive years.

SECTION 914

Special Leave Without Pay

- A. Regular employees may be granted leave without pay with the Town Manager's approval for the following reasons:
1. To receive an education that will improve the employee's value to the Town. The request must include the length of time to be taken, course work, and the benefit to the Town.
 2. The employee is sick or injured but has insufficient accumulated sick or vacation leave.
 3. For other purposes as deemed by the Town Manager to be in the Town's best interest.
- B. A leave of absence request form approved by the Department Director and the Town Manager, indicating the specific date when the leave of absence will end, shall be submitted to the Personnel Officer. An employee who fails to return to work on or before the ending date of the leave shall be considered absent without leave.
- C. Employees on special leaves without pay that exceed 30 days are responsible for the payment of the entire health and life insurance premium for the applicable coverage. Each such employee must submit the payment directly to the Personnel Officer.

SECTION 915

Retirement

- A. All regular employees, except police officers, are participants in the Arizona State Retirement System.
- B. Police officers are participants in the Public Safety Personnel Retirement System. Police officers who are age 50 at the time of hire may be required to participate in the Arizona State Retirement System instead of the Public Safety Personnel Retirement System.

SECTION 916

Deferred Compensation

- A. Employees are eligible to participate in the Town's Deferred Compensation Plan (Section 457 of the Internal Revenue Code).

⁵ §913.A Revised 09/12/02

SECTION 917

Reimbursement for Tuition⁵

- A. Subject to funding availability, the Town may assist employees in their pursuit of additional training and higher education in courses related to their Town employment responsibilities and promotion opportunities, including core courses in a degree program, but excluding non-job related electives.
 - 1. The cost of testing in lieu of taking a course may also be paid, subject to the same limitations for reimbursement.
- B. Courses must be from a fully accredited college, university or approved technical/trade/business school.
- C. Each employee who wishes to be reimbursed must receive a written commitment from the Town Manager prior to enrolling in a course.
- D. Reimbursement will be paid at the rate of the average tuition charged per credit hour at Arizona State University, or the actual rate, whichever is less, times the number of credits successfully acquired. Reimbursement shall be paid at the end of each semester upon presentation of proof of each course passed with a "C" grade or higher, or its equivalent where letter grades are not used, for undergraduate classes, and grade "B" or higher for graduate classes, and presentation of receipt for tuition costs.
- E. Full-time employees working at least 40 hours per week shall receive tuition reimbursement at 100%. Part-time employees who are scheduled to work more than 30 hours but less than 40 hours a week shall receive tuition reimbursement at 75%. Part-time employees who are scheduled to work more than 20 hours but less than 30 hours a week shall receive tuition reimbursement at 50%.
- F. Employees shall not be reimbursed for non-tuition expenses such as administration fees, lab fees, books, recreation fees, etc.
- G. The amount of reimbursement shall be reduced by any financial assistance the employee receives from any outside source. When applying for tuition reimbursement, the employee shall notify the Personnel Officer of any financial assistance received from an outside source.
- H. Police reserve officers who have been sponsored by the Paradise Valley Police Department in an academy are eligible for reimbursement of the cost of the academy after successful completion of the field training program and one year of satisfactory service as a reserve officer with the Town.
- I. Employees who terminate employment with the Town shall reimburse the Town for any tuition assistance received in the prior twelve months of employment.

⁵ Section 917 Revised 4/8/99
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ARTICLE X. WORK PERIODS

SECTION 1001 Breaks

- A. Meal breaks are established by the department.
 - 1. The general policy of the Town is that all employees shall eat on their own time. They shall be allowed to cease work for a meal break to be specified by the Department Head or designee.
 - 2. Certain Police Department employees designated by the Police Chief, shall receive a paid meal period. In order to qualify for paid meal breaks, employees must be on call during their entire work shift and respond to duty during meal periods if necessary.
- B. Work breaks may be granted by the Department Director and may be granted to specific employees based on working conditions and work loads. Work breaks are not an automatic right of the employee. When work breaks are granted, they may not be taken at the beginning or end of a work shift, immediately before or after lunch, or be applied towards an alternate work schedule, or be used as leave time from the job. Inherent in the practice of allowing breaks is the absolute necessity of having personnel available at all times to assure coverage of telephone and public contact locations. Work demands may preclude the granting of a work break.

SECTION 1002 Work Weeks

The following work weeks may be approved by the Department Director:

- A. 5 - 8's. In this schedule, the employee works five 8-hour days; completing a 40-hour work week in five days, usually Monday through Friday.
- B. 4 - 10's In this schedule, the employee works four 10-hour days, completing a 40-hour work week in four days out of the work week.
- C. 9 / 80 A work week can begin on any day and at any hour. The day opposite the day off will be split into a 4-hour/4-hour (4 hours in the first work week, 4 hours in the second work week).
- D. Other schedules may be used as approved by the Town Manager.

SECTION 1003 Declaring Work Periods for Law Enforcement

- A. Pursuant to the partial overtime exemption of section 207(k) of the FLSA, the Police Chief may declare in writing work periods for sworn police officers, subject to the approval of the Town Manager and in conformance with Arizona State Statutes. A work period is any established and regularly recurring period of work which cannot be less than 7 consecutive days nor more than 28 consecutive days. The work period can be of any length, and it need not coincide with the pay period or with a particular day of the week or hour of the day. A copy of the declared work period must be filed with the Personnel Officer.

- B. A notation must be made on the time sheet which shows the work period for each employee, and indicates both the length of that period and the starting time.
- C. Separate work periods can be declared for different employees or groups of employees.

ARTICLE XI. TRAINING OF EMPLOYEES

SECTION 1101 Responsibility for Training

- A. The Town encourages the training of employees. Town sponsored training programs may include lecture courses, demonstrations, assignment of reading matter, or such other devices as may be available for the purpose of improving the effectiveness and broadening the knowledge of Town officers and employees in the performance of their respective duties.

SECTION 1102 Required Training

- A. The Town shall pay costs associated with attendance by an employee at any course, seminar, workshop, etc., required of the employee. Travel expenses will be reimbursed in accordance with the Town Travel Policy.
- B. Hours spent in the training program and for travel will be paid in accordance with the Fair Labor Standards Act, as set forth in the Town Manager's Standard Operating Procedures.

SECTION 1103 Voluntary Training

- A. Department directors may authorize voluntary training where time and costs are shared between the employee and the Town. Details must be agreed upon between the Department Director and employee, and must be in compliance with FLSA.
- B. Time paid for voluntary training will not be counted towards 40 hours worked in computing overtime.
- C. A copy of any agreed upon voluntary training program must be submitted to the Personnel Officer.

ARTICLE XII. VEHICLE USE

SECTION 1201 Certification and Records

- A. All employees who drive Town vehicles or drive their own vehicle on Town business must have in their possession the appropriate Arizona drivers license when driving on Town business.
- B. A Standard Operating Procedure or criteria for good driving records will be established which meets the Town's needs for safety, evaluating employee driving records and setting forth grounds for disciplinary action where driving records do not meet acceptable standards.

SECTION 1202 Use of Town Owned Vehicles

- A. Vehicles owned by the Town of Paradise Valley will be used for official business only.
- B. Employees may, with approval of their supervisor, use their personal vehicle to conduct Town business and will be reimbursed at the current approved mileage rate.

ARTICLE XIII. COMPLAINTS

SECTION 1301 Grievance

- A. Employees and supervisors are encouraged to meet, discuss and resolve problems, to prevent grievances whenever possible.
- B. Definition: A grievance is an allegation by a classified employee that the Handbook or the written work rules of any Town department have been misinterpreted or misapplied as to that employee; or that the classified employee has been discriminated against because of race, color, religion, gender, age, national origin, sexual orientation or disability as provided under applicable state or federal laws.
- C. Non-grievable matters: The following matters are not grievable:
 - 1. Fringe benefits including but not limited to retirement plans, any insurance program in which the Town participates, other benefits set forth in Article IX;
 - 2. Any examination, certification, or appointment;
 - 3. Any compensation/classification action (including salary ranges, merit increases, right to performance evaluation, or contents of performance evaluation);
 - 4. Any reduction in force action;
 - 5. Any matter not subject to control of the Town government;
 - 6. Complaints by unclassified employees;
 - 7. The Town's right to direct its employees;
 - 8. The Town's right to hire, promote, transfer, assign and retain employees;
 - 9. The Towns' right to manage Town operations, and to determine the methods, means, resources and personnel by which these operations are to be conducted.
- D. Procedure
 - 1. Within fifteen (15) days of the occurrence giving rise to the grievance, the employee shall submit a Grievance Form to his/her supervisor stating the basis of the grievance and the remedy sought. The Grievance Form must clearly state:
 - a. The employee's name, department, and classification;
 - b. The filing date of the grievance;
 - c. A complete statement of all facts and circumstances concerning the grievance, and the specific remedy sought;

- d. The specific rule alleged to have been violated for any grievance alleging noncompliance with the Handbook or the work rules of any department, or the nature of any alleged discriminatory action;
 - e. A summary of the efforts made to resolve the grievance informally;
 - f. Any additional information pertinent to the grievance;
2. Grievances not containing the information in 1 a. - f. above shall not be accepted.
 3. Within five (5) working days of receipt of the Grievance Form, the supervisor shall meet with the employee, discuss the grievance, and render a written decision and the basis for it. At the discretion of the Department Director or Town Manager, the length of time for the supervisor's response to the Grievance Form may be extended.
 4. If the employee chooses to appeal the grievance further, the grievance must be submitted to the next level of management within three (3) working days of receipt of the supervisor's decision. Within five (5) working days, that manager shall meet with the employee, discuss the grievance, and render a written decision and the basis for it. This appeal process continues through the chain of command to the Town Manager. At each succeeding step the employee must state in writing the reason for his appeal including why the previous response was unsatisfactory. At the discretion of the Department Director or Town Manager, the length of time for the supervisor's response to the Grievance Form may be extended.
 5. The decision of the Town Manager is final and is neither grievable nor appealable. A copy of the Town Manager's final decision shall be filed with the Personnel Officer.
 6. If the supervisor or manager fails to communicate their decision in writing within the specified time limit, unless the time limit is extended by the Department Director or Town Manager, and if the employee chooses to appeal the grievance further, the employee shall proceed to the next level of appeal within three (3) working days of the expiration of the specified time limit.
 7. Failure to submit a grievance in accordance with the above time limits, or to appeal a grievance to the next step, constitutes abandonment of the grievance. A grievance may be terminated at any time upon receipt of a signed statement from the employee requesting such a termination.

SECTION 1302 Sexual Harassment

A. Definition

1. Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended. Sexual harassment is any unwanted and unsolicited verbal comment, physical contact, gesture, invitation, proposition, demand or related action of a sexual nature which results in favorable or unfavorable employment decisions or creates an intimidating, hostile or offensive working environment for the complainant.

B. Town Policy

1. It is illegal and against the Town's policy for employees, male or female, to harass other employees by making unwelcome sexual advances, favors, or other verbal or physical conduct of a sexual nature a condition of any worker's employment; using a worker's submission to or rejection of such conduct as the basis for or as a factor in any employment decision affecting the individual; or otherwise creating an intimidating, hostile or offensive working environment by such conduct.
2. The creation of an intimidating, hostile or offensive working environment may include such actions as persistent comments of a sexual nature or the display of obscene or sexually oriented photographs or drawings. However, occasional conduct or actions that arise out of a personal or social relationship and are not intended to have a discriminatory employment effect may not be viewed as harassment. The Town will determine whether such conduct constitutes sexual harassment based on a review of the facts and circumstances of each situation.
3. The Town will not tolerate sexual harassment of or by its employees. All employees, including supervisors and managers, will be subject to discipline, up to and including discharge, for any act of sexual harassment they commit.

C. Complaint procedure

1. Employees who feel victimized by sexual harassment should report the harassment to their supervisor immediately. If the employee's immediate supervisor is the source of the alleged harassment, the employee should report the problem to the supervisor's superior or to the Personnel Officer. The supervisor or the Personnel Officer shall promptly notify the Department Director and Town Manager of the complaint. A job applicant who believes he or she has been a victim of sexual harassment may file a complaint with the Personnel Officer.
2. No employee will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint. Any employee found guilty of retaliation will be subject to discipline.

D. Investigation Procedure

1. Upon receipt of a complaint alleging sexual harassment, the Department Director will promptly notify the Personnel Officer. The Department Director and the Personnel Officer will fully investigate the complaint. The Personnel Officer will work with the department to obtain and evaluate all relevant evidence with respect to what has occurred and determine what remedy is appropriate.
2. If there is reasonable cause to believe that sexual harassment occurred, recommendations will be made by the Department Director for specific remedial and disciplinary actions. The complainant and the party charged will be notified of the findings.

E. Discipline

1. The type of discipline to which an employee will be subject for sexual harassment will depend on the severity of the finding. Discipline may range from verbal counseling to dismissal. If the discipline is a suspension, demotion, pay reduction or dismissal, the employee will be advised of his/her rights to appeal the action under the Handbook Article XIV.
2. The Town Manager has the authority to reassign any employee to minimize conflict created by a sexual harassment charge. If reasonable cause has been found that sexual harassment has taken place and that a reassignment is the best solution, every effort will be made to transfer the offending employee rather than the complainant unless the complainant chooses to be transferred. If reassignment is not practical, the Department Director will monitor the situation and prevent retaliation.

F. Confidentiality

1. All complaints shall be kept confidential except to satisfy the provisions of this rule and as may be required by law. All Town personnel who are involved with or aware of investigations are expected to maintain the same level of confidentiality.

SECTION 1303 **Equal Employment Opportunity**

A. Definition

1. Employment discrimination based upon an employee's race, color, gender, religion, sexual orientation or national origin is a violation of Title VII of the Civil Rights Act of 1964, as amended while discrimination based upon an employee's disability is a violation of the Rehabilitation Act of 1973 and Title I of the Americans with Disability Act of 1990. Age discrimination is a violation of the Age Discrimination in Employment Act, as amended. Discrimination is the differential treatment of an employee in any aspect of employment based upon their race, color, gender, religion, national origin, disability or age.

B. Complaint Procedure

1. Employees who feel that they have been discriminated against should report the incident to their supervisor immediately. If the employee's immediate supervisor is the source of the discrimination, the employee should report the problem to the supervisor's superior or the Personnel Officer. The supervisor or the Personnel Officer shall promptly notify the Department Director and Town Manager of the complaint. A job applicant who believes he or she has been a victim of discrimination may file a complaint with the Personnel Officer.
2. No employee will be subject to any form of retaliation or discipline for pursuing an employment discrimination complaint. Any employee found guilty of retaliation will be subject to discipline.

C. Investigation Procedure

1. Upon receipt of a complaint alleging discrimination, the Department Director will promptly notify the Personnel Officer. The Department Director and the Personnel Officer will fully investigate the complaint. The Personnel Officer will work with the department to obtain and evaluate all relevant evidence with respect to what has occurred and determine what remedy is appropriate. If there is reasonable cause to believe that employment discrimination has occurred, recommendations will be made by the Department Director for specific remedial and disciplinary actions. The complainant and the party charged will be notified of the findings.

D. Discipline

1. The type of discipline to which an employee will be subject for discrimination violations will depend on the severity of the finding. Discipline may range from verbal counseling to dismissal. If the discipline is a suspension, demotion, pay reduction or dismissal, the employee will be advised of his/her rights to appeal the action under the Handbook Article XIV.
2. The Town Manager has the authority to reassign any employee to minimize conflict created by a discrimination charge. If reasonable cause has been found that discrimination has taken place and that a reassignment is the best solution, every effort will be made to transfer the offending employee rather than the complainant unless the complainant chooses to be transferred. If reassignment is not practical, the Department Director will monitor the situation for evidence of retaliation.

E. Confidentiality

1. All complaints shall be kept confidential except to satisfy the provisions of this rule and as may be required by law. All Town personnel who are involved with or aware of investigations are expected to maintain the same level of confidentiality.

ARTICLE XIV DISCIPLINARY AND APPEAL PROCEDURES

SECTION 1401 Disciplinary Action

- A. The Town Manager has authority to take disciplinary action against any classified or unclassified employee. The Town Manager may delegate this authority to any management employee or subordinate employees.
- B. A process of progressive discipline should be followed to ensure that classified employees are afforded adequate opportunity to correct unacceptable behavior. However, the seriousness of the offense may dictate overriding progressive discipline, and serious offenses may lead to immediate dismissal. A combination of disciplinary actions may be used.
- C. The following reasons constitute grounds for dismissal:
 - 1. The employee lacks sufficient competency or efficiency to perform assigned duties and responsibilities.
 - 2. The employee is unsafe to himself/herself, other employees, the public, or Town property in the performance of duties and responsibilities; or the employee has committed a serious violation of safety rules and practices.
 - 3. The employee has been abusive in attitude, language, behavior, or conduct toward a fellow employee, a supervisor, or the public; or their action has resulted in physical harm, injury, or fear of same to such persons.
 - 4. The employee has been insubordinate, willfully disobedient, or has failed to follow reasonable direction from a supervisor or perform assigned duties.
 - 5. The employee has committed a criminal offense while employed by the Town.
 - 6. The employee has stolen public or private property, misappropriated Town funds, or has been an accomplice in any of these practices while employed by the Town.
 - 7. The employee has made unauthorized use of and/or removal of Town property.
 - 8. The employee, through negligence or willful misconduct, has caused damage to public property or waste of public supplies.
 - 9. The employee has engaged in conduct, on or off duty, that is of such a nature that it causes discredit to the Town.

10. The employee has purchased, possessed, used, manufactured, distributed, dispensed, or sold alcoholic beverages, unauthorized drugs or controlled substances, or any other intoxicants on Town property, while operating Town equipment, or while in the performance of Town duties unless authorized to do so; or the employee has reported to work under the influence of alcohol or drugs as defined in the Town's Drug -Free Workplace Policy; or the employee's off-duty use, possession, or sale of drugs or alcohol adversely affects work performance, safety, or the Town's reputation. A Department Director may search Town property and personal effects placed in Town property based on a reasonable suspicion of the presence of drugs or alcohol. Also for reasonable suspicion, an employee may be required to undergo an intoxilyzer, blood, breath, urinalysis, hair, saliva, or any other appropriate test to detect and substantiate the presence of alcohol or drugs. Refusal to undergo the test when ordered or switching or adulterating test samples will constitute violation of (4) above.
11. The employee has knowingly falsified any document, report or statement relating to employment with the Town.
12. The employee has secured employment with the Town through misrepresentation or fraud.
13. The employee has refused to subscribe to any oath or affirmation required in connection with Town employment.
14. The employee has been inexcusably absent, has failed to receive prior approval for any paid or unpaid absence, has abandoned his/her position, feigns sickness or injury, or otherwise deceives a supervisor as to his/her condition or ability to perform the duties of the position, or the employee has falsified a certificate justifying medical leave.
15. The employee has had excessive absenteeism or tardiness.
16. The employee has engaged in a strike.
17. The employee has violated the rules on outside employment set forth in Article IV Section 403.
18. The employee has failed to notify his/her Department Director within five (5) days of a conviction under a criminal offense.
19. The employee holds a Town elective office prior to resigning from a Town position or holds other office incompatible with a position with the Town.
20. The employee has used or attempted to use political influence in securing a promotion, leave of absence, transfer, or an increase in pay.
21. The employee has accepted a fee, gift, or other item in the course of performing the duties and responsibilities of his/her position, if the gift is given in hope of receiving a favor or preferred treatment, or if the gift is given after receipt of the favor or preferred treatment.

22. The employee has committed an act of discrimination or harassment because of race, color, religion, gender, national origin, disability, or age.
23. The employee has engaged in unprofessional conduct, personal attacks or defamation, or failed to maintain the highest standards of honesty and truthfulness in the employee's personal and professional dealings.
24. The employee has violated any Code of Ethics that has been adopted by the Town or Department.
25. The employee has violated a rule or standard of confidentiality prescribed for their position.
26. The employee has committed any other conduct of equal gravity to the reasons enumerated in this section.

D. Types of Disciplinary Actions

1. Not Appealable to the Personnel Appeals Board

- a. An oral reprimand is the non-written notification to an employee of job performance deficiency or misconduct and notification of the Town's level of expectations. The supervisor documents the date and nature of the reprimand on a "Record of Counseling/Disciplinary Action" form. The immediate supervisor is responsible for oral reprimands.
- b. A written reprimand is an official notification to an employee that there is cause for dissatisfaction with the employee's job performance or that there is misconduct. The written reprimand is documented on the "Record of Counseling/Disciplinary Action" form and placed in the employee's personnel file maintained by the Personnel Officer. The immediate supervisor is responsible for written reprimands.
- c. Administrative suspension is the non-disciplinary suspension of an employee with pay to permit an investigation into matters concerning a possible disciplinary action. During this period, the employee must be available to participate and aid in the investigation. In making the determination to suspend an employee with pay, the following factors are considered: does the employee's presence on the job or at the work site hinder the investigation, or is the employee's presence detrimental to the public interest or the continued efficient operation of the Town. The Department Director must approve administrative suspensions.

- d. Disciplinary suspension of three days or less is the temporary separation of an employee from Town service without compensation. A suspended employee receives written notification on a “Record of Counseling/Disciplinary Action Form” listing the specific charge(s), period of suspension, and administrative review and appeal rights, if any. The Personnel Officer is immediately provided a copy of the suspension notice. Suspensions must be approved by the Department Director.
 1. Exempt employees may not be suspended without pay for disciplinary reasons for a period of time less than 40 hours except for infractions of safety rules “of major significance” or in accordance with applicable Fair Labor Standards Act requirements. Safety rules of major significance are those rules and supervisory directives relating to the prevention of serious hazard, damage or danger to the Town, its facilities, employees or the public.
 2. During a period of suspension, a suspended employee may not work additional hours that are compensated at regular or overtime rate. They may not substitute vacation pay, sick pay, or other compensated time for unpaid hours.

2. Appealable to the Personnel Appeals Board

- a. Disciplinary suspension of greater than three days is the temporary separation of an employee from Town service without compensation. A suspended employee receives written notification on a “Record of Counseling/Disciplinary Action” form listing the specific charge(s), period of suspension, and administrative review and appeal rights, if any. The Personnel Officer is immediately provided a copy of the “Record of Counseling/Disciplinary Action” form. Suspensions must be approved by the Department Director and Town Manager. No employee may be suspended for more than four (4) calendar weeks at any one time for any one offense without being terminated from employment.

- b. Involuntary demotion is the movement of an employee from one class to another class at a lower rate of pay. The demotion may be permanent or temporary and must be approved by the Department Director and Town Manager. The employee receives written notice of the involuntary demotion on a “Record of Counseling/Disciplinary Action” form listing the specific charge(s), amount of pay reduction, administrative review and appeal rights, if any. The Personnel Officer is immediately provided a copy of the “Record of Counseling/Disciplinary Action” form. If the employee is demoted for disciplinary reasons, the reduction in pay is not less than five (5) percent.
- c. Disciplinary pay reduction is the reduction of an employee’s salary. The reduction may be permanent or temporary and must be approved by the Department Director and Town Manager. The disciplined employee receives written notification on a “Record of Counseling/Disciplinary Action Form” listing the specific charge(s), amount of pay reduction and administrative review and appeal rights, if any. The Personnel Officer is immediately provided a copy of the "Record of Counseling/Disciplinary Action Form".
- d. Dismissal is the discharge for cause of an employee from the Town service. The employee receives written notice of intent to discharge on a “Record of Counseling/Disciplinary Action Form” listing the specific charge(s), and administrative review and appeal rights. Prior to issuance of a “Record of Counseling/Disciplinary Action Form” for dismissal, the Department Director shall notify the Personnel Officer to coordinate the final pay. Any dismissal must be approved by the Department Director and Town Manager.
- e. Employees may appeal 2 a, b, c, and d above to the Personnel Appeals Board after using and exhausting internal appeals.

E. Employee Rights

1. Documentation of all disciplinary actions, excluding oral reprimands, include details of the specific charges, opportunity for the classified employee to explain the action or behavior, specific description of the disciplinary action, and the consequences of continuation or recurrence of the problem behavior. Disciplinary suspensions, reductions in pay, demotion, and dismissal notices will also outline the classified employee's rights to an administrative review and appeal to the Personnel Appeals Board if applicable. Departments should complete a Counseling/Disciplinary Action Form within 30 calendar days of the incident or within 30 calendar days from the time the department first became aware of the incident; exceptions to the above must be approved by the Department Director. A copy of the disciplinary action notice is put in the classified employee's personnel file. Failure of the Department to timely complete the Counseling/Disciplinary Action Form shall not prejudice the propriety of the discipline.
2. An Administrative Review provides an opportunity for classified employees to meet with the Department Director regarding the pending disciplinary action. Employees who have been notified of a proposed suspension of greater than three days, demotion, disciplinary pay reduction and dismissal are eligible, upon their request, for an Administrative Review with their Department Director. This review is a personal meeting with the Department Director to provide employees an opportunity to submit any additional information or evidence, facts or mitigating circumstances pertinent to the disciplinary action. After being notified of the type of disciplinary action proposed, classified employees wanting an Administrative Review must contact the Department Director's office by 5:00 p.m. on the next succeeding business day to arrange for an appointment. The Department Director will render a written decision of the Administrative Review within five working days.
3. An appeal to the Town Manager may be made by classified employees following an Administrative Review. The request for an appeal must be in writing and submitted to the Town Manager within three (3) business days following notification to the employee of the Department Director's decision under the Administrative Review. the Town Manager will render a decision within five working days.
4. A Personnel Appeals Board hearing may be requested by classified employees who have received a disciplinary suspension greater than three days, a demotion, a disciplinary pay reduction or a dismissal. A hearing before the Personnel Appeals Board is allowed only after classified employees have used and exhausted all other rights of review and appeal. The decision of the Personnel Appeals Board is final and binding. An appeal to the Personnel Appeals Board must be filed with the Personnel Officer within three (3) business days following notification to the employee of the Town Manager's decision.
5. Employees who have been discharged for cause from Town service are not eligible to be rehired in any capacity by the Town.

SECTION 1402 Strike

- A. Strikes by employees are prohibited. Any employee who engages in a strike may be dismissed. The term “strike” as used in this section means refusal to work or any other concerted action that disrupts or interferes with the carrying out of any Town function for the purpose of inducing, influencing, or coercing a change in the conditions, compensation, rights, privileges, or obligations of employment.
- B. Employees do not have the right of appeal to the Personnel Appeals Board under Section 1401 when the employee engages in a strike as described above.

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	TOWN OF PARADISE VALLEY		
	Administrative Policy		
Title: MISCELLANEOUS BENEFITS		Policy No. AP-11.1	
Policy Owner: Gina Monger, Human Resources Director		Approved By: Andrew Ching, Town Manager	
Authorized By: <i>Chapter 11: Miscellaneous Benefits, Town Employee Handbook</i>		Revision History: None	Effective Date: 06/23/2024

1. PURPOSE

- 1.1. This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 11: Miscellaneous Benefits* of the *Town of Paradise Valley* (hereinafter referred to as the "Town") *Employee Handbook*.
- 1.2. The provisions of this policy are subject to budgetary limitations as set forth by Town Council.

2. ADMINISTRATION

- 2.1. Employees will utilize allowances to ensure they are properly outfitted to successfully perform their duties. Items purchased will remain property of the employee upon separation from employment.
- 2.2. Department directors may provide further guidance regarding the use of allowances through a department order or directive, provided it does not conflict with this policy.

3. ALLOWANCES AND VOUCHERS

- 3.1. Employees will not be liable for damage to or loss of items in this section resulting from normal wear and tear, damage incurred in the performance of duties, or unavoidable loss. Employees will be liable for loss of or damage resulting from their own negligence or unauthorized actions/use.
- 3.2. Employees will properly utilize and maintain the benefits provided for in this section to ensure they have the attire and equipment necessary to perform their duties successfully and safely. Items purchased will remain property of the employee upon separation from employment. All Town-issued equipment must be returned upon separation from employment.

3.3. Cell Phones

- 3.3.1. The Town Manager/designee has designated positions that require the use of a cell phone to conduct Town business. Eligibility for this benefit is based on the position requirements, regardless of the number of hours worked per week, or if the position part-time or full-time status.
- 3.3.2. The two tiers are defined as follows:
 - 3.3.2.1. Tier 1 positions are those that require employees to be accessible outside of their working hours on more than a de minimis basis.
 - 3.3.2.2. Tier 2 positions are those whose job requires the employees to be away from their workstation on a regular basis and need to be able to effectively communicate Town business during their working hours.
 - 3.3.2.3. See *Appendix A* of this policy for the positions that have been designated as Tier 1 or Tier 2.

- 3.3.3. Unless otherwise specified, employees in positions identified in *Appendix A* have the option to be issued a cell phone by the Town or elect to use their personal cell phone for Town business.
- 3.3.4. Employees who elect to use their personal cell phone in lieu of being issued a Town-own cell phone will receive a cell phone allowance. Cell phone allowances are paid in lump sum on the first payday of each month as follows:
 - 3.3.4.1. Tier 1: \$115
 - 3.3.4.2. Tier 2: \$85
- 3.3.5. Employees will comply with the applicable provisions for the use of technology and public records policies related to cell phone use for Town business. Employees may be required to provide documentation to reconcile that the number on record for the Town is an active cell phone used by the employee.
- 3.3.6. As a condition of the cell phone benefit (Town-issued or allowance), employees will sign a cell phone agreement that explains the conditions of the cell phone for Town business. *Appendix B* is the employee agreement for the cell phone allowance. *Appendix C* is the agreement for the Town-issued cell phone.

3.4. Workwear

- 3.4.1. The Town will provide appropriate workwear for employees assigned to the technician positions of Public Works, Traffic Signal/Sign, and Lead/Building Maintenance.
- 3.4.2. New hires will receive an initial voucher of \$800.00 to purchase items from the approved vendor(s) list(s).
- 3.4.3. All eligible employees will receive a \$650.00 voucher at the beginning of each fiscal year to purchase workwear items from the approved vendor(s) list(s) as determined by the department director/designee.
- 3.4.4. For eligible employees with less than one year of service, the voucher will be adjusted as follows and provided at the beginning of the next fiscal year following their date of hire:
 - 3.4.4.1. If hired January 1st through March 31st, will receive 50% of the value on payday that includes July 1st in the pay period of current calendar year.
 - 3.4.4.2. If hired April 1st through June 30th, will receive 25% of the allowance on the payday that includes July 1st in the pay period of the current calendar year.
 - 3.4.4.3. If hired July 1st through December 31st, will receive 100% of the allowance on the payday that includes July 1 in the pay period of following calendar year.
- 3.4.5. Items not specifically listed for purchase with the voucher in this section are excluded. The department director may consider exceptions to this list based upon operational need and employee safety and wellbeing.

3.5. Safety Boots

- 3.5.1. All Public Works Department personnel are eligible for a boot voucher or reimbursement for safety boots of up to \$200 each fiscal year.

- 3.5.2.** Only safety boots that meet the American National Standards Institute (ANSI) standard of ASTM (American Society for Testing and Materials) F2413 are eligible for voucher or reimbursement. Employees will follow the established procedures for reimbursement by the Town.

3.6. Tools and Equipment

- 3.6.1.** Employees assigned to Senior Fleet Technician and Lead Building Technician positions are eligible for the tools and equipment allowance as provided for in this policy.
- 3.6.2.** New hires will receive an initial allowance of \$800.00 to be paid in lump sum on the first payday of their employment.
- 3.6.3.** All eligible employees will receive \$650.00, to be paid in lump sum on the payday that includes July 1st in the pay period. For eligible employees with less than one year of service, the allowance will be adjusted as follows:
- 3.6.3.1.** If hired January 1st through March 31st, will receive 50% of the allowance on payday that includes July 1st in the pay period of current calendar year.
 - 3.6.3.2.** If hired April 1st through June 30th: 25%, will receive 25% of the allowance on the payday that includes July 1st in the pay period of the current calendar year.
 - 3.6.3.3.** If hired July 1st through December 31st, will receive 100% of the allowance on the payday that includes July 1 in the pay period of following calendar year.

3.7. Uniforms and Equipment

- 3.7.1.** Sworn employees, defined as Police Detectives, Officers, Sergeants, Commanders, and the Chief of Police, are eligible for the uniforms and equipment allowance as provided for in this policy.
- 3.7.2.** New hires will receive an initial allowance of \$2,000.00 to be paid in lump sum on the first payday of their employment.
- 3.7.3.** All eligible employees will receive \$750.00, to be paid in lump sum on the paydays that include January 1st and July 1st in the pay period (\$1,500.00 total each fiscal year). For eligible employees with less than one year of service, the allowance will be adjusted as follows:
- 3.7.3.1.** If hired January 1st through March 31st, will receive 50% of the allowance on payday that includes July 1st in the pay period of current calendar year.
 - 3.7.3.2.** If hired April 1st through June 30th: 25%, will receive 25% of the allowance on the payday that includes July 1st in the pay period of the current calendar year.
 - 3.7.3.3.** If hired July 1st through December 31st, will receive 100% of the allowance on the payday that includes July 1 in the pay period of following calendar year.

3.8. Clothing

- 3.8.1.** Employees assigned to Police Lead/Dispatcher and Communications Manager positions are eligible for the clothing allowance as provided for in this policy.
- 3.8.2.** New hires will receive an initial allowance of \$650.00 to be paid in lump sum on the first payday of their employment.

3.8.3. All eligible employees will receive \$500.00, to be paid in lump sum on the payday that includes July 1st in the pay period. For eligible employees with less than one year of service, the allowance will be adjusted as follows:

3.8.3.1. If hired January 1st through March 31st, will receive 50% of the allowance on payday that includes July 1st in the pay period of current calendar year.

3.8.3.2. If hired April 1st through June 30th: 25%, will receive 25% of the allowance on the payday that includes July 1st in the pay period of the current calendar year.

3.8.3.3. If hired July 1st through December 31st, will receive 100% of the allowance on the payday that includes July 1 in the pay period of following calendar year.

4. EMPLOYEE RECOGNITION

The Town wishes to recognize employees for their years of service, retirement from service, and outstanding service that occurs during their employment with the Town.

4.1. Years of Service

4.1.1. Full-time and part-time active employees are eligible for milestone service awards on the anniversary of the following years of continuous Town service as follows:

Years of Continuous Service	Full-Time (40 hours/week)	Part-Time (30<40 hours/week)	Part-Time (20<30 hours/week)
5 years	\$100	\$75	\$50
10 years	\$200	\$150	\$100
15 years	\$300	\$225	\$150
20 years	\$400	\$300	\$200
25 years	\$500	\$375	\$250

4.2. Retirement Recognition

4.2.1. Retirement recognition awards are provided to active employees upon retirement after completion of five continuous years of employment.

4.2.2. Based on years of continuous service as defined in *Subsection 4.2.1*, retiring employees will receive the applicable cash award, or a *Paolo Soleri Cosanti Bronze Wind Bell*.

4.2.3. Police Department employees may be eligible for benefits in accordance with the Police Department General Order for retirement credentials.

4.3. Spot Performance Bonus

4.3.1. The Town recognizes the value of providing immediate rewards and recognition to employees for a specific accomplishment or demonstration of the Town values. Spot bonuses are timely rewards to recognize outstanding employee service or an accomplishment of a significant task or project.

4.3.2. The amount of the spot performance bonuses to be allocated will be set during the annual budget process for the upcoming fiscal year.

4.3.3. Spot bonuses apply to all full-time and part-time, regular, and probationary employees. Spot bonuses include:

4.3.3.1. Cash awards to be paid on the next available paycheck.

4.3.3.2. Gifts or other items intended to reward employees.

4.3.4. Spot bonuses are usually delivered by the direct supervisor or department director. Department directors are responsible for ensuring the proper allocation of spot bonuses to personnel and budget limitations.

5. INCENTIVES

5.1. Commute Reduction

5.1.1. The Town participates in the Maricopa County Travel Reduction Program (TRP), a program intended to reduce air pollution by promoting alternative mode usages and vehicles. The Site Transportation Coordinator identified in the Town's TRP oversees the incentives provided for in this subsection that are based on the annual plan submitted to Maricopa County.

5.1.2. All active employees who use alternative modes of transportation (AMT) to commute to their work location are eligible for the incentives described in this section. Employees who are provided AMT vehicles by the Town are excluded. Employees may be asked to verify eligibility for incentive pay. Incentive pays are submitted through the eligible employee's timecard for payment .

5.1.3. Alternative modes of transportation include:

5.1.3.1. Electric vehicles (hybrids are excluded)

5.1.3.2. Public transportation

5.1.3.3. Bicycles and other manually powered vehicles

5.1.3.4. Carpools and ridesharing

5.1.4. Employees are eligible for one of the following incentive payments each day they commute to and/or from work and AMT is used, as follows, subject to the Town's TRP:

5.1.4.1. \$2.50 per commute day

5.1.4.2. \$5.00 per high-pollution advisory (HPA) day, as announced by the Town.

5.1.5. Monthly cash award drawings are held to award AMT users for daily commuting and HPA commuting. AMT users will have their names entered into each applicable drawing for each day they use AMT, subject to the Town's TRP. Daily commuting and HPA award amounts are added to the employee's first paycheck, following the end of each quarter.

6. TRAUMATIC EVENT COUNSELING

6.1. In accordance with *ARS 38-672 Traumatic event counseling for public safety employees, and ARS 38-673 Traumatic event counseling for peace officers and firefighters*, the Town will provide traumatic counseling services for eligible employees who experience a qualifying event.

6.2. Employees who wish to utilize this benefit are strongly encouraged to contact Human Resources, in writing, and provide their job title and the date of the incident that gave rise to their request for traumatic event counseling.

6.3. Human Resources will review the incident and seek assistance from the Chief of Police/designee as appropriate to determine eligibility, based upon the statutes. Eligibility and approval of traumatic event counseling is based upon each incident. Employees may be approved for traumatic event counseling services for more than one qualifying incident simultaneously.

6.4. The employee will be notified in writing of the decision by Human Resources whether the request meets the statutory requirements for traumatic event counseling under this subsection.

6.5. If approved, for each qualifying incident, the employee will be eligible for:

6.5.1. 12 licensed mental health counseling visits (visits) paid for by the Town, pursuant to the schedule of fees set forth in ARS 23-908(B).

6.5.2. Up to an additional 24 visits may be authorized (for a total of 36 visits) if the visits will likely improve the employee's condition(s), as determined by their licensed mental health professional, and occur within 1 year following the first visit.


6.6. Employees are encouraged to schedule appointments outside of work time. Any work time missed for attending visits will be paid time by the Town and will not require use of the employee's accrued leave.

7. REFERENCES

Appendix A: Cell Phone Use Designated Positions

Appendix B: Cell Phone Allowance Agreement

Appendix C: Town-Issued Cell Phone Agreement

		TOWN OF PARADISE VALLEY	
		Administrative Policy	
Title:		Policy No.	
Miscellaneous Benefits		AP-11.1	
Appendix A: Cell Phone Use Designated Positions		Revision History:	Effective Date:
		None	06/23/2024
Position	Tier	Position	Tier
Administrative Specialist	N/A	Plans Examiner/Building Inspector	2
Administrative Support Specialist	N/A	Plans Examiner/Deputy Fire Marshal	1
Applications System Analyst	1	Police Administrative Supervisor	N/A
Associate Engineer (Hillside)	2	Police Analyst	2
Building Maintenance Technician	2	Police Chief	1
Building Official/Fire Marshal	1	Police Commander	1
Chief Financial Officer	1	Police Communications Manager	1
Chief Information Officer	1	Police Community Resource Officer	2
Code Compliance Officer	2	Police Corporal	N/A
Community Development Director	1	Police Corporal Criminal Investigations Unit (CIU)	1
Court Security Lead Officer	N/A	Police Detective (CIU)	1
Court Security Officer	N/A	Police Dispatcher	N/A
Court Services Supervisor	1	Police Officer	N/A
Crime Analyst	1	Police Records Specialist	N/A
Deputy Town Attorney	1	Police Sergeant	N/A
Engineering Technician	2	Police Sergeant Administrative	2
Evidence Custodian	1	Police Sergeant CIU	1
Finance Analyst (Accountant)	N/A	Police Technical Systems Administrator	1
Finance Manager	1	Postal Clerk	N/A
Human Resources Director	1	Procurement Coordinator	1
Information Technology Team Lead	1	Prosecutor	1
Information Technology Technician	1	Public Works Superintendent	1
Lead Building Maintenance Technician	2	Public Works Technician	2
Lead Photo Enforcement Technician	N/A	(Town-issued cell phone only in lieu of radio)	
Lead Police Dispatcher	N/A	Senior Court Services Specialist	N/A
Lead Postal Clerk	N/A	Permit Technician	N/A
Legal Support Specialist	N/A	Senior Court Services Specialist	N/A
Management Analyst	1	Senior Engineer	2
Management Specialist	N/A	Senior Engineering Technician	2
Municipal Court Director	1	Senior Fleet Technician	2
Paralegal	N/A	Senior IT Analyst	1
Payroll Analyst	1	Senior Planner	N/A
Photo Enforcement Technician	N/A	Town Clerk	1
Planner 1	N/A	Town Engineer	1
Planner 2 (Hillside)	2	Town Manager	1
Planning Manager	1	Traffic Signal and Sign Technician 2	2
		Victim Advocate	1



CELL PHONE ALLOWANCE AGREEMENT

Appendix B

Employee Name:	Date:
Position:	

By signing below, I understand and agree to all the conditions of eligibility for a Town of Paradise Valley cell phone allowance.

1. I will purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions.
2. I agree that I am responsible for plan choices, service levels, calling areas, service and phone features, termination clauses, and payment terms and penalties.
3. I agree that I am responsible for payment of all charges of my personal cell phone plan. If I leave the eligible position, I will continue to be responsible for the contractual obligations of my personal cell phone plan.
4. I agree that I am responsible for the purchase, loss, damage, insurance, and/or replacement of phone equipment.
5. I understand and agree that I will not use the cell phone in an unsafe manner while operating a motor vehicle or other equipment provided by the Town. I will also apply the same required safety considerations while operating a Town vehicle or while using my personal vehicle.
6. I agree to permit my personal cell number to be listed in the staff directory for reference, be in possession of the cell phone, keep it charged and in operational condition, use it appropriately, and be accessible as required by their department director or supervisor.
7. I acknowledge that cell phone transmissions are not secure and that I should use discretion in relaying confidential information over cell phones. Further, cellular telephones may not be used to defame, harass, intimidate, or threaten any person. Employees are prohibited from using their cellular phones on Town work time in any illegal, illicit, or offensive manner, or to engage in any conduct prohibited by the *Town Employee Handbook* or any administrative policy or procedure.
8. I will promptly report to my department director any updates or changes regarding cell phone numbers or plan changes that could impact the access to cellular services. I will inform the Town to discontinue the allowance if the cell service is cancelled. If such notification is not submitted within 30 days of no longer meeting criteria or service cancellation, I must repay any allowance received.
9. I agree to carry my cell phone with me, keep it charged and in operational condition, use it appropriately, and be accessible for business use of the cellular phone device as required by their department director or supervisor.
10. I agree to abide by any cell phone guidelines and/or policies including protected information as established by the Town. I also acknowledge that cell phone data is subject to public records requests within the limitations of the state and federal statutes.
11. I understand and agree that I may be required to provide documentation to reconcile the cell phone number on record for the Town is the active cell phone I use for Town business.
12. I will register my cell phone with "Alert PV" for emergency notification purposes at [Alert Paradise Valley | Paradise Valley, AZ - Official Website \(paradisevalleyaz.gov\)](https://www.paradisevalleyaz.gov/alert-pv).
13. I hereby acknowledge and agree that the Town is not liable for any illegal or prohibited use of my cell phone.
14. I understand and agree that in the event I do not adhere to any part of this agreement, I may be subject to termination of the Town cell phone allowance and/or disciplinary action.

Employee Signature:	Date:
HR USE ONLY	
<input type="checkbox"/> Tier 1: \$115	<input type="checkbox"/> Tier 2: \$85
Effective Date:	

Orig: Personnel File
cc: Employee



TOWN-ISSUED CELL PHONE AGREEMENT

Appendix C

Employee Name:	Date:
Position:	

By signing below, I understand and agree to all the conditions of issuance of a Town-owned cell phone.


1. I understand this phone is to be used for Town business only. Personal use of a Town-issued cell phone should be limited to emergent situations, or where there is no other communication option available.
2. I understand and agree that I will not use the Town cell phone in an unsafe manner while operating a motor vehicle or other equipment provided by the Town. I will also apply the same required safety considerations of using a Town cell phone while operating a Town vehicle or while using my personal vehicle.
3. I understand and agree that if I lose or damage the cell phone beyond reasonable wear and tear, I am responsible for paying for its replacement unless sufficient evidence can be supplied that the phone was stolen or lost outside my control. Exceptions may be made by the department director.
4. I acknowledge that cell phone transmissions are not secure and that I should use discretion in relaying confidential information over cell phones. Further, cellular telephones may not be used to defame, harass, intimidate, or threaten any person. I am prohibited from using the Town cellular phones in any illegal, illicit, or offensive manner, or to engage in any conduct prohibited by the *Town Employee Handbook* or any administrative policy or procedure.
5. I agree to carry the cell phone with me, keep it charged and in operational condition, use it appropriately, and be accessible for business use of the cellular phone device as required by their department director or supervisor.
6. Cell phone billings are subject to audits by the Town as well as other entities. I also acknowledge that cell phone bills are subject to public records requests within the limitations of the state and federal statutes.
7. I agree to adhere to this *Town of Paradise Valley Cell Phone Agreement* regarding use of Town-issued cell phones. This updated agreement supersedes all previous cellular policies/agreements.
8. I understand and agree that in the event I do not adhere to any part of this agreement that I may be subject to termination of access to the Town cell phone and/or disciplinary action.

Employee Signature:	Date:
----------------------------	--------------

Orig: Personnel File
cc: Employee

ARTICLE I. DEFINITION OF TERMS

Unclassified Employee: Town officers appointed by the Town Council or the Town Manager, volunteers and personnel appointed to serve without pay, temporary employees, and probationary employees.

	TOWN OF PARADISE VALLEY		
	Administrative Policy		
	Title: EMPLOYEE GRIEVANCES	Policy No. AP-12.1	
Policy Owner: Gina Monger, Human Resources Director		Approved By: Andrew Ching, Town Manager	
Authorized By: <i>Chapter 12: Employee Grievances, Town Employee Handbook</i>		Revision History: None	Effective Date: 06/23/2024

1. PURPOSE

This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 12: Employee Grievances* of the *Town of Paradise Valley* (hereinafter referred to as the "Town") *Employee Handbook*.

2. APPLICABILITY

This policy applies to all classified and unclassified employees hired before July 8, 2023, as provided for in *Subsection 502: Unclassified Service, B.2.* of the *Town Employee Handbook*

3. GRIEVANCE

3.1. A grievance is an alleged violation of the Employee Handbook, an administrative policy, or a written work rule of the Town.

3.2. The following are not grievable matters under this policy:

3.2.1. The Town's right to direct its employees

3.2.2. The Town's right to hire, promote, transfer, assign, and retain employees

3.2.3. The Towns' right to manage Town operations, and to determine the methods, means, resources, and personnel by which these operations are to be conducted

3.2.4. The Town's employee benefits plans and provisions

3.2.5. Any examination, certification, or appointment

3.2.6. Any action related to classification or compensation

3.2.7. The contents of performance evaluation

3.2.8. Any reduction-in-force or layoff action or furlough

3.2.9. Any matter not subject to control of the Town government

4. PROCEDURE

4.1. Filing a Grievance

- 4.1.1. A grievance must be filed within 15 days of after the date the alleged violation occurred, or the date the grievant should became aware, or should have become aware of the issue giving rise to the grievance. The employee will utilize this 15-day period to informally bring about settlement. Parties are encouraged to include Human Resources throughout the grievance process.
- 4.1.2. If the issue is not resolved informally, the employee may submit a grievance to their immediate supervisor within the time period specified above. The Town may elect to use a grievance form to file and process complaints in accordance with this policy.
- 4.1.3. Any grievance submitted by an eligible employee must clearly state:
 - 4.1.3.1. A statement of the pertinent facts surrounding the grievance.
 - 4.1.3.2. The date upon which the incident occurred.
 - 4.1.3.3. A specific description of how each cited alleged violation has occurred.
 - 4.1.3.4. The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion.
 - 4.1.3.5. The requested remedy.
- 4.1.4. The grievance must be signed and submitted by the aggrieved employee.
- 4.1.5. The receiving supervisor will sign and date the grievance upon receipt.
- 4.1.6. Any grievance that does not contain all of the elements described in *Subsections 4.1.3. and 4.1.4.* will be considered incomplete and returned to the employee. If the grievance is resubmitted by the employee within the original 15-day filing period, the grievance will be accepted.

4.2. Step 1: Department Director

- 4.2.1. Within seven calendar days of receipt of the grievance by the supervisor from the employee, the department director will meet with the employee and discuss the grievance.
- 4.2.2. Within seven calendar days of the Step 1 meeting, the department director will issue a written decision regarding the alleged violations and the remedy sought. The written decision will also include the employee's right to appeal the decision to Step 2.
- 4.2.3. The timelines may be extended by the department director, if approved in writing by the Town Manager. The employee will be notified of any extension granted. Failure by the department director to meet the timelines without an authorized extension will result in the grievance automatically being advanced to Step 2.

4.3. Step 2: Town Manager

- 4.3.1. If the requested remedy is not granted at Step 1, the employee may appeal the decision to Step 2 in writing to Human Resources. The appeal to Step 2 must occur within seven calendars days following the receipt of the Step 1 decision.

4.3.2. Within 14 days of receipt of the Step 1 response, Human Resources will schedule a meeting with the employee and the Town Manager to discuss the grievance.

4.3.3. Within 14 calendar days of the Step 2 meeting, the Town Manager will issue a written decision regarding the alleged violations and the remedy sought. The decision of the Town Manager is final and is neither grievable nor appealable.

4.3.4. The timelines for Step 2 may be extended by the Town Manager/designee if the extension is provided to the employee in writing before the original deadline giving rise to the extension.

4.4. Resolution

If the Town provides the requested remedy or a mutually agreed-upon alternative, the grievance will be considered resolved and may not be moved to the next step.

4.5. Withdrawal of Grievance

4.5.1. Failure by the employee to submit a grievance or appeal a decision in accordance with this policy constitutes abandonment of the grievance. The grievance will be closed and no further action will be taken.


4.5.2. A grievance may be withdrawn at any time by written notice from the employee.

4.6. Records

Human Resources will maintain the records related to grievances filed under this policy in accordance with the state records retention schedule.

SECTION 201: PURPOSE

- A. This Handbook is designed to establish a human resource system that meets the needs of the citizens and employees of the Town. This Handbook applies to Town employees, not to individuals who perform work for the Town on a contractual basis, except as may be specifically incorporated in a contract or appointment. This Handbook is not intended to serve as a contract of employment nor to guarantee employment to any employee. No individual or representative of the Town has the authority to make any agreement to the contrary. Should any article, paragraph, sentence, clause or phrase of this Handbook or the application of the same to a particular set of persons or circumstances be declared invalid for any reason, the remainder of such Handbook shall not be affected.
- B. All employees should retain their copy of the Handbook for future reference and must sign a statement that they have received and read the Handbook. The procedures and remedies in this Handbook shall not be held as exclusive. Questions about this Handbook should be discussed with the employee's supervisor or the Personnel Officer.

	TOWN OF PARADISE VALLEY		
	Administrative Policy		
	Title: EMPLOYEE INVESTIGATIONS		Policy No. AP-13.1
Policy Owner: Gina Monger, Human Resources Director		Approved By: Andrew Ching, Town Manager	
Authorized By: <i>Chapter 13: Employee Investigations, Town Employee Handbook</i>		Revision History: None	Effective Date: 06/23/2024

1. PURPOSE

This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 13: Employee Investigations* of the *Town of Paradise Valley* (hereinafter referred to as the "Town") *Employee Handbook*.

2. POLICY

- 2.1. The Town is committed to ensuring that all Town-initiated investigations are conducted in a fair, impartial, thorough, and thoughtful manner and in compliance with all applicable local, state, and federal laws.
- 2.2. This policy applies to all Town employees. The Police Department will follow its general order on department employee investigations.

3. ADMINISTRATION

3.1. Assignment of Investigations

- 3.1.1. Persons assigned to investigate Town employee alleged misconduct should be trained in conducting employee investigations.
- 3.1.2. Any person identified in the allegation of misconduct as a witness, respondent, or otherwise involved, should not be assigned the investigation.

3.2. Investigative Process

- 3.2.1. Upon receipt of information of possible employee misconduct, the Town will promptly initiate an appropriate investigation. The Human Resources Department Director/designee will have primary responsibility for investigating employee misconduct. Depending upon the seriousness of the alleged misconduct and/or persons involved, the Town may retain a qualified outside party to conduct the investigation.
- 3.2.2. If necessary, the employees identified as parties to, or witnesses of, the alleged misconduct will be separated during the course of the investigation, either through internal transfer or administrative leave.
- 3.2.3. The assigned investigator will inform all parties in the investigative process that confidentiality will be maintained to the extent possible to ensure a fair and complete investigation is conducted.
- 3.2.4. Employees interviewed as part of an internal Town investigation will fully cooperate with the investigative process, be forthcoming and truthful in their verbal and written responses. Employees under investigation will be provided with a statement of rights to review and sign, acknowledge receipt.

3.2.5. Investigations will usually be completed by the assigned investigator with 14 calendars days of a Town manager/supervisor becoming aware of the alleged misconduct. The assigned investigator will provide written notification to the employee, department director, and Human Resources if the completion of the investigation exceeds the 14-day completion period. The notification will include the date the investigation will be completed.

3.2.6. The investigation may be suspended if the employee who is the subject of the investigation becomes unavailable due to a leave of absence. The timeframes for completion will be extended by the leave period of the employee. If the employee resigns during the investigative process, the investigation may be suspended indefinitely and documented as such in the employee's personnel file.

3.3. Investigative Actions

3.3.1. The assigned investigator will:

3.3.1.1. Obtain verbal and written statements from all parties involved.

3.3.1.2. Take photographs/video of any injury or damage (if applicable).

3.3.1.3. Preserve all evidence and secure the evidence in a secure location. Document all evidence obtained. The assigned investigator will be responsible for maintaining the chain-of-custody for the evidence.

3.3.1.4. If there is a potential for recurrence prior to the conclusion of the investigation, notify the Town Manager/designee to ensure all measures to protect employees, visitors, and property, are taken.

3.4. Investigative Findings

3.4.1. Upon conclusion of the investigation, the assigned investigator will submit a written report of their findings to the Town Manager/designee, subject to the timelines in *Subsection 2.2.5*. The assigned investigator should submit a draft for review by the Town Manager/designee prior to finalizing their findings.

3.4.2. The possible investigative findings are as follows:

3.4.2.1. *Violation found.* The investigation supported by a preponderance of evidence that a violation of the Town policies, workplace rules, or law occurred.

3.4.2.2. *No violation found.* The investigation into the allegation(s) found that the evidence did not support the allegations of misconduct through a preponderance of evidence.

3.4.2.3. *Inconclusive investigation.* In some cases, the evidence may not conclusively indicate whether the allegations were founded or unfounded.

3.4.3. If it is determined that misconduct has occurred, the procedures set forth in the administrative policy for discipline and appeals will apply.

3.4.4. If the investigation is inconclusive or if it is determined that there has been no violation of policy but potentially problematic conduct may have occurred, appropriate preventive action may be recommended.

3.4.5. The investigative findings will be shared with the reporting employee if the investigation was related to harassment, discrimination, or retaliation for reporting such conduct.

4. RETALIATION


- 4.1.** The Town prohibits retaliation including making threatening communication by verbal, written, or electronic means against any individual who reports or provides any information concerning unlawful discrimination, harassment or other violations of Town policies, rules, and standards of conduct.
- 4.2.** Any employee found to be engaging in retaliation will be subject to disciplinary action up to and including dismissal.

SECTION 703

Unclassified Service

- A. The unclassified service includes employees in positions which must be responsive to Town Council. Employees within the unclassified service are at-will employees; employment is subject to termination by the employee or the Town at any time for any reason, unless otherwise stated in a written contract of employment.
- B. Section 502 *Probation* and subsections A and B of Section 503 *Reinstatement* do not apply to any appointment made to any position designated as unclassified in this section.
- C. The following positions are unclassified:
 - 1. All Town Officers appointed by the Town Council:
 - a) Town Manager
 - b) Town Attorney
 - c) Town Magistrate
 - 2. Town Officers appointed by the Town Manager after July 8, 2023. Such officers shall include (working titles may vary):
 - a) Chief Financial Officer
 - b) Community Development Director
 - c) Municipal Court Director
 - d) Human Resources Director/Manager
 - e) Information Technology Director
 - f) Police Chief
 - g) Public Works Director
 - h) Town Clerk
 - i) Town Engineer
 - j) Town Marshal

An incumbent appointed to one of the above-listed positions on or before July 8, 2023, will retain the rights and privileges of the classified service until such time that the incumbent is terminated from Town employment, transfers to a different unclassified position, or voluntarily relinquishes classified status.
 - 3. Volunteers and personnel appointed to serve without pay.
 - a) Non-exempt Town employees may not perform volunteer service for the Town when the volunteer hours involve the “same type of services” (as defined by the Fair Labor Standards Act) for which the individual is currently employed.
 - 4. Temporary employees
 - 5. Probationary employees.

	TOWN OF PARADISE VALLEY Administrative Policy		
	Title: DISCIPLINE AND APPEALS		Policy No. AP-14.1
Policy Owner: Gina Monger, Human Resources Director			
Approved By: Andrew Ching, Town Manager		Policy Owner: Gina Monger, Human Resources Director	
Authorized By: Chapter 14: Discipline and Appeals, Town Employee Handbook		Revision History: None	Effective Date: 06/23/2024

1. PURPOSE

This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 14: Discipline and Appeals* of the *Town of Paradise Valley* (hereinafter referred to as the "Town") *Employee Handbook*.

2. APPLICABILITY

- 2.1. In accordance with *Chapter 5: Conditions of Employment* of the *Employee Handbook*, the policy applies to all classified employees and unclassified employees hired before July 8, 2023, as defined in *Section 501: Unclassified Service, Subsection B.2*.
- 2.2. An employee may be disciplined, up to and including, dismissal for any violation of *Town Employee Handbook*, including but not limited to *Chapter 3: Code of Ethics* and *Chapter 4: Code of Conduct*; Town administrative policies, departmental directives and orders, and other Town rules, procedures, and expectations.
- 2.3. The Police Department may establish and maintain a *general order* that defines the disciplinary procedure, including investigative procedures for department personnel, in accordance with state or federal requirements.

3. TYPES OF DISCIPLINE

3.1. General Discipline

- 3.1.1. Discipline is differentiated from corrective action/counseling by the delivery of a warning should further recurrence of misconduct or continued poor performance occur. The warning statement in formal discipline will include that should recurrence of misconduct occur, further disciplinary action may be taken, up to and including dismissal.
- 3.1.2. Discipline is documented action and included in the affected employee's personnel file. The Town Manager/designee may provide a form for use in documenting formal disciplinary action.
- 3.1.3. The level of discipline from least to most severe is verbal reprimand, written reprimand, suspension, involuntary demotion, and dismissal.
- 3.1.4. Corrective action and counseling typically will not be included in the personnel file, and may be verbal and informal in nature.

3.2. Verbal Reprimand

- 3.2.1. A verbal reprimand is formal notification of disciplinary action being taken against an employee. A verbal reprimand is a discussion with the employee that includes an explanation of the demonstrated unsatisfactory job performance or misconduct, what was violated, and the future performance expectations of the employee, along with the disciplinary warning statement, should further misconduct (including poor performance) occur.
- 3.2.2. The verbal reprimand is documented by the supervisor who delivered the action with the date, time, and general nature of the employee conduct that gave rise to the disciplinary action. The documentation of the verbal reprimand is not formal in nature and is only intended to memorialize the discussion.

3.3. Written Reprimand

- 3.3.1. A written reprimand is an official written notification to an employee of disciplinary action. The written reprimand will include:
 - 3.3.1.1. A summary of the employee misconduct giving rise to the reprimand.
 - 3.3.1.2. A summary of the employee's response upon being questioned about the misconduct or a summary of the employee investigation if one was conducted.
 - 3.3.1.3. The policy, procedure, general order, handbook, performance and job expectations, working conditions, or other employment rule that was violated.
 - 3.3.1.4. The future expectations of conduct and performance of the employee.
 - 3.3.1.5. The warning statement that should there be recurrence, further disciplinary action, up to and including dismissal may be taken.
- 3.3.2. Written reprimands may be issued by anyone within the employee's direction line of supervision, up to the Town Manager.

3.4. Suspension Without Pay

- 3.4.1. Suspension without pay is the removal of the employee from the workplace for a specific period of time, but no less than 7 calendar days and no more than 14 calendar days, as a result of the finding of employee misconduct.
- 3.4.2. During a period of suspension, a suspended employee may not work additional hours that are compensated at regular or overtime rate, nor may any form of paid leave or compensatory time be used in lieu of unpaid hours.
- 3.4.3. Exempt employees may not be suspended without pay for disciplinary reasons for a period of time less than 40 hours except for infractions of safety rules "of major significance" or in accordance with applicable Fair Labor Standards Act requirements. Safety rules of major significance are those rules and supervisory directives relating to the prevention of serious hazard, damage or danger to the Town, its facilities, employees, or the public.

3.5. Involuntary Demotion

3.5.1. Involuntary demotion is reassignment of an employee from a position in one pay range to a different position in a lower pay range.

3.5.2. An involuntary demotion will not result in the displacement of another employee unless the displaced employee voluntarily agrees to be reassigned to another equivalent position.

3.6. Dismissal

Dismissal is the discharge for cause of an employee from the Town service. Employees who are dismissed for cause from Town service are not eligible to be rehired in any capacity by the Town.

4. DELEGATION OF AUTHORITY

4.1. The Town Manager has authority to impose disciplinary action as warranted, and as defined in *Section 3. Types of Discipline*, against any classified or unclassified employee, except unclassified employees who are appointed by the Town Council.

4.2. The Town Manager has delegated authority to department directors and their subordinate supervisors to impose verbal and written reprimands and suspensions. Department directors/supervisors are encouraged to discuss proposed disciplinary action with Human Resources prior to imposing discipline to ensure consistent and equitable application of discipline across the Town.

5. PROCEDURE

5.1. Overview

5.1.1. Generally, progressive discipline should be followed to ensure that employees are afforded sufficient opportunity to correct unacceptable behavior.

5.1.2. The seriousness of the employee misconduct may warrant overriding progressive discipline and result in immediate dismissal. A combination of disciplinary actions may be used.

5.2. Allegation of Misconduct

5.2.1. When an allegation of misconduct (including unsatisfactory work performance) is made, the appropriate supervisor/manager will engage in fact-finding to determine the circumstances surrounding the employee's conduct.

5.2.2. If the facts are unclear or incomplete, an employee investigation may be initiated in accordance with the administrative policy for employee investigations. Completion of any disciplinary action should occur within 30 calendar days of the Town becoming aware of the alleged misconduct; however, action may be taken after the recommended 30-calendar day period, as appropriate.

5.3. Employee Response

The employee will be questioned and have the opportunity to respond to the allegations verbally or in writing. Any response received by the employee will be considered prior to any final decision regarding misconduct or action to be taken.

5.4. Imposing Discipline

5.4.1. For findings that warrant a verbal or written reprimand, the appropriate supervisor will refer to Subsections 3.2 *Verbal Reprimand* and 3.3 *Written Reprimand* for delivery and documentation of the disciplinary action. For all other disciplinary actions, *Section 6. Notice of Discipline*.

- 5.4.2. The appropriate action will depend upon the severity, frequency, and pervasiveness of the misconduct and any prior corrective and/or disciplinary action taken against the employee.

6. NOTICE OF DISCIPLINE

For proposed suspensions, involuntary demotions, and dismissal actions, the process outlined in this subsection will be followed.

6.1. Pre-Disciplinary Notice

- 6.1.1. Following the fact-finding or investigative process, if the proposed disciplinary action is suspension, involuntary demotion, or dismissal, then Human Resources will prepare a pre-disciplinary notice to be delivered to the employee that includes the following:

- 6.1.1.1. Date (and time as applicable) of the alleged misconduct;
- 6.1.1.2. Date the Town became aware of the alleged misconduct;
- 6.1.1.3. The proposed disciplinary action;
- 6.1.1.4. Summary of the facts, including the employee's response to the allegation(s); and
- 6.1.1.5. Summary of the violations of the Town policies, procedures, rules, and work expectations

- 6.1.2. The notice will be signed by the supervisor recommending the disciplinary action.

- 6.1.3. The pre-disciplinary notice will also include a meeting notice with the department director/head to afford the employee the opportunity to explain why the proposed action should not be taken against them. The meeting should be scheduled for no less than three business days following the delivery of the pre-disciplinary notice to the employee.

6.2. Pre-Disciplinary Meetings

- 6.2.1. The meeting will be conducted by the department director and Human Resources will attend to provide procedural guidance during the meeting as needed.
- 6.2.2. The employee may bring a representative to attend on their behalf, but the representative may not interfere with the meeting or answer questions directed at the employee. If an employee of the Town attends as a representative, the employee representative will be considered their own personal time and be required to use eligible leave accruals for their missed work time.
- 6.2.3. The employee may provide any new information that they believe may be relevant for the manager to consider.
- 6.2.4. The employee may decline to attend the meeting and/or provide a written response in lieu of their attendance.

6.3. Determination of Discipline

- 6.3.1. Following the pre-disciplinary meeting, the department director may seek more information prior to making the determination.
- 6.3.2. If the decision is to impose discipline, the department director will provide a written notice of discipline explaining the decision, including any mitigating or aggravating factors, and what the final disciplinary

action is and any details regarding its execution. The notice of discipline will generally be delivered to the employee within seven calendar days following the meeting.

6.3.3. The notice of discipline will include the appeal process, as defined in *Section 7.0 Appeals*.

6.3.4. If the decision is to vacate the proposed discipline, the department director will provide a written notice to the employee that the proposed action has been dismissed.

6.4. Execution of Discipline

The disciplinary action may be executed while the action is under formal appeal procedures as set forth in *Section 7. Appeals*.

7. APPEALS

7.1. Subject to Appeal

Only suspensions, demotions, and dismissals are subject to the appeals procedure.

7.2. Step 1: Town Manager

7.2.1. Within 7 calendar days of receipt of the notice of discipline, the employee may submit a written request to Human Resources to appeal to Step 1, the review by the Town Manager.

7.2.2. Within 14 calendar days of receipt of the written appeal, a meeting will be scheduled with the Town Manager to hear the employee's appeal. The Town Manager may ask questions or request further information from the appealing employee or others with knowledge of the facts.

7.2.2.1. Employees may elect to provide a written statement in lieu of attending the Step 1 meeting. If the employee elects to provide a written statement, the statement must be received by Human Resources on or before the date/time of the Step 1 meeting.

7.2.2.2. If the employee fails to appear for the Step 1 meeting without prior notice, the employee is considered to have withdrawn their right to any further appeal and the disciplinary action will be upheld.

7.2.3. Within 14 calendar days following the Step 1 meeting, the Town Manager will provide a written response to the employee. The Town Manager/designee may extend the respond deadline and will notify the employee of such extension. The response will include the process to appeal the disciplinary action to Step 2, the Personnel Appeals Board (PAB).

7.3. Step 2: Personnel Appeals Board


7.3.1. The PAB is comprised of appointed committee members to hear disciplinary cases and render decisions on behalf of the Town. See *Appendix A* for current board members.

7.3.2. Within 7 calendar days from the receipt of the Step 1 appeal decision, the employee may submit a written appeal to the Town Clerk to move the appeal to Step 2. A hearing before the PAB is allowed only after the employee has exercised and exhausted their Step 1 appeal process.

7.3.3. The PAB will follow the *PAB Rules and Procedures* for conducting the appeal hearing and issuing the decision. The PAB's decision will be provided to the employee in writing within 30 calendar days following the hearing. The decision of the PAB is final and binding.

8. REFERENCES

Appendix A: Personnel Appeals Board Members

	TOWN OF PARADISE VALLEY Administrative Policy		
	Title: DISCIPLINE AND APPEALS		Policy No. AP-14.1
Appendix A: Personnel Appeals Board Members and Liaison		Revision History: None	Effective Date: 06/23/2024

Name	Title	Term Start	Term Expiration
Fernando Iacona	Board Member	2023	2025
Deborah Corso	Board Member2015	2023	2025
Neil Hiller	Board Member	2024	2027

SECTION 810

Overtime

- A. Overtime is time worked by a non-exempt employee in excess of 40 hours per work week, each work week beginning Sunday at 12:00 a.m. and ending Saturday at 11:59 p.m.
- B. Department Directors and supervisors are responsible for scheduling employees sufficiently in advance to minimize overtime, and employees are responsible for adhering to their work schedules. Overtime must be approved by the Department Director or designee in advance or, in the event of an emergency, as soon as possible.
- C. Non-exempt employees who work overtime may elect to receive overtime compensation in the form of cash payment or in the form of compensatory time off.
 - 1. The election of either cash payment or compensatory time off shall be made when the employee submits a timesheet including overtime for approval.
 - 2. Overtime accrued as compensatory time off will be reported as actual hours worked, which payroll personnel will convert to compensatory hours earned. Payroll personnel will determine available compensatory time earned as of the last timesheet approved in the electronic payroll system.
 - 3. Overtime pay will be compensated at the rate of one and one-half (1.5) times the employee's base pay rate, inclusive of any assignment pay and shift differential, or one and one-half (1.5) hours of compensatory time off for each hour of overtime worked.
 - 4. Overtime pay is calculated to the nearest quarter of an hour. For example, employee worked from 1 to 7 minutes is rounded down and not counted as hours worked; employee time from 8 to 14 minutes is rounded up and counted as quarter-hour (0.25) worked.
- D. When reasonably possible, supervisors will adjust employee schedules within the work week to avoid overtime and minimize costs. This provision does not apply to employees assigned to positions that require relief.
- E. Sworn employees and Police Dispatchers may accumulate a maximum balance of 120 hours of compensatory time. All other employees may accumulate a maximum of 80 hours of compensatory time. The Town Manager has the discretion to increase these maximum accumulation limits.
- F. The use of compensatory time must be approved in advance, and such approval may be contingent upon the availability of relief employee(s). Compensatory time used will be reported on employee timesheets as actual hours off.
- G. Accrued compensatory time may be cashed out only upon termination or upon promotion to an exempt classification. The cash value of accrued

compensatory time is calculated at the employee's then-current pay rate or, if accrued time is paid out upon promotion to an exempt position, at the employee's last pay rate in a non-exempt position.

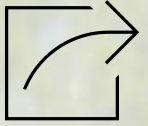
- H. Overtime is based exclusively on time worked in excess of 40 hours in a work week. An employee will not be paid overtime if the weekly total actually worked is less than 40 hours. Use of vacation, sick, and holiday hours will count towards actual hours worked, but donated leave compensatory time, additional compensation for time worked on a holiday, and other paid leave shall not.
- I. Exempt employees may on occasion receive informal paid leave called exempt time for time worked in excess of their usual work schedules. Exempt time is given at the discretion of the Town Manager. Exempt time is based on an informal agreement between the exempt employee and Town Manager for which the employee has no claim or property rights.

Town of Paradise Valley

Employee Handbook Update

May 9, 2024

PURPOSE



- Maintain clear delegation of authority from Town Council to the Town Manager.



- Incorporate current and best employment practices.

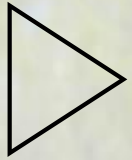


- Create a document that supports administrative policy management in real time.



- Provide opportunity to (re)distribute work and compensation rules to all staff under new Town leadership.

PROCESS

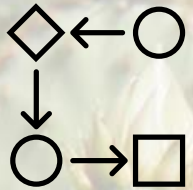


INITIATION

- Identified as HR project upon hire (February 2023).
- Following cooperation on handbook amendments in spring 2023, Mr. Gaylord offered to collaborate on handbook project.

METHOD

- Reviewed entire handbook to identify language that should be Council-approved and language that could be delegated to Town Manager.
- Rewrote entire handbook and presently, 21 administrative policies, to support the revised handbook being presented to Council.



PROCESS (cont'd)



REVIEW

- Handbook and administrative policies were reviewed by legal.
- Executive Leadership Team given opportunity to review draft administrative policies, along with handbook.
- All employees provided opportunity to give feedback on handbook.

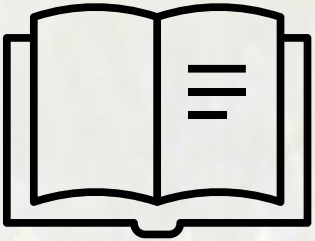
APPROVAL

- Seeking Council support to proceed with the updated handbook.
- Administrative policies (to be) approved by the Town Manager demonstrate application of delegated authority granted by Council through the revised handbook.

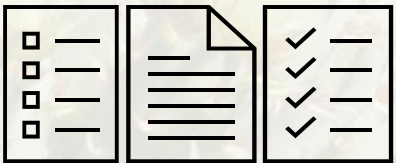


STRUCTURE

Handbook
(adopted by Council)



Handbook authorizes Town
Manager to adopt Admin
Policies on specific topics.



Administrative Policies
(adopted by Town
Manager)

- The Council establishes policy and governing rules in the *Employee Handbook*.
- Within the handbook, Council authorizes the Town Manager to manage the operational details.
- This allows Council to set policy and direction, leaving the Town Manager some flexibility to implement that direction.
- This also prevents Council from being inundated with ongoing personnel rule changes while enabling the Town Manager to implement timely changes as needed.

REVISION HIGHLIGHTS



- Inclusion of Town mission, vision, and employee values' statements.
- New format and reorganized to align with employee lifecycle.
- Opportunity to review supporting administrative policies.
- Encouraged employee engagement.
- Opportunity to reinforce employee understanding of workplace rules and procedures.
- *Chapter 5: Performance Reviews* – exemplary service awards.
- *Chapter 10: Miscellaneous Leaves* – new parental leave benefit.
- *Chapter 11: Miscellaneous Benefits* – new “spot-on” performance bonuses.

MORE HIGHLIGHTS: PARENTAL LEAVE IN ACTION

Congratulations Town Families!



The Delgado Family Addition
(no picture available)



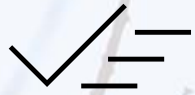
The Cook Family Addition:
March 26, 2024



The Rebenar Family Addition:
February 1, 2024

Thank you Council and the
Town of Paradise Valley!

NEXT STEPS



- Incorporate handbook recommendations from Council.
- Revise the administrative policies as needed.
- Final review of handbook by legal and Town Manager.

05/23/2024

- Present revised handbook to Council for approval.

06/03/2024

- Finalize and approve administrative policies, effective 06/23/2024 (beginning of pay period).
- Submit and test changes to *Paycom* (HR production system).

06/10/2024

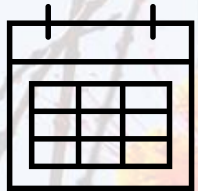
- Provide education to staff on new handbook and administrative policies.
- Make available electronically to staff and Council.
- Distribute employee acknowledgement.

06/23/2024

- Handbook and administrative policies go into effect.

ONGOING

- Continue to review and update existing administrative policies.





Questions?

SECTION 812

Premium Pay

- A. The Town Manager may establish premium pay rates for police department personnel assigned to work nontraditional days or hours.

SECTION 904

Sick Leave

- A. Full-time employees shall accrue 3.7 hours of sick leave each pay period, equivalent to 12 days per year.
- B. Part-time employees who are scheduled to work more than 20 but less than 30 hours a week shall be credited 50% of the full time sick leave. Those employees scheduled to work more than 30 but less than 40 hours a week shall be credited 75% of the full time sick leave.
- C. An employee is eligible for the accrual of sick leave if the employee receives any pay during the pay period.
- D. Sick leave includes all periods of approved absence with pay granted an employee due to:
 - 1. Illness or injury which renders the employee unable to perform the duties of the position.
 - 2. Illness, injury, examination or treatment by a health care provider of a member of the employee's immediate family. For the purpose of this section the term immediate family means the employee's spouse, child, and parent.
- E. Each Department Director or supervisor is responsible for control of abuse of the sick leave privilege. Abuse of sick leave may be subject to discipline. Employees utilizing sick leave may be required at any time to furnish a certificate from their health care provider, stating the nature of the illness or injury. Any employee absent from work on sick leave shall notify the appropriate Department Director or supervisor during the first hour of the first day of leave and as often thereafter as directed.
- F. Sick leave shall not be used in lieu of vacation nor shall it be used in addition to vacation.
- G. If an employee is sick or injured but has no accumulated sick or vacation leave, then the employee may take unpaid leave at the discretion of the Town Manager. No monetary compensation will be paid to an employee who does not have accrued paid leave time remaining. The Town will not pay in advance of earning sick time hours or vacation hours, except as set forth in Subsection (M) of this Section or in Subsection 905 (I).
- H. An employee who is absent more than three work days may be subject to the Family Medical Leave Act. Employees who will be absent for medical reasons for more than three days must immediately notify the Department Director, regardless of whether the leave is paid sick leave, paid vacation leave, or unpaid leave. The Department Director is responsible for ensuring the Personnel Officer is immediately notified of absences of more than three days.
- I. Accrued sick leave shall be cumulative from year to year, except as noted in Section 904 J. Sick leave is a privilege provided by the Town as a guarantee against loss of wages during illness. No monetary compensation for unused sick leave shall be paid to any employee upon termination of employment except as stated in Section 610.

- J. Sick leave accumulated in excess of 480 hours must be converted on the 15th of December each year to either vacation time or cash value. If converted to vacation time, the conversion shall be one hour of vacation for every two (2) hours of accumulated sick leave in excess of 480 hours. If converted to cash value the conversion rate shall be made at 50% of the employee's current hourly wage multiplied by the number of hours in excess of 480 hours.
- K. Upon request, an employee shall provide a written release to return to work from a qualified health care provider. The release must be accepted by the Personnel Officer prior to the return to work.
- L. Donation of Vacation Leave: Vacation may be donated to other employees on extended Family Medical Leave and who have exhausted their paid leave accruals. The following stipulations apply:
1. Vacation may be donated by any employee to any other employee who has exhausted all of their paid leave accruals (sick, vacation) because of a medical condition as verified by a health care provider. Employees who are eligible for disability benefits are not eligible to receive donated hours.
 2. The employee donating vacation time must have at least 80 hours remaining after the donation.
 3. If an employee wishes to donate hours, an Authorization for Voluntary Leave Donation and Transfer form, signed by the donating employee indicating the number of hours donated and to whom, shall be submitted to the donating employee's Department Director for approval. Once approved, the form will be forwarded to the Personnel Officer to verify vacation and make the appropriate adjustments.
 4. The value of donated vacation leave will be hour-for-hour, regardless of the employee's rate of pay, and credited to the employee's sick leave bank by the Personnel Officer.
 5. Donated hours will be credited from the date the receiving employee exhausts paid leave.
 6. Upon issuance of a health care provider's release back to duty (either regular or modified duty where offered), no further donated leave will be transferred to the receiving employee.
 7. Hours will be used in the order they are donated by pay period. If any hours remain unused in the receiving employee's sick leave bank, they will be returned to the donating employees in reverse order of contribution (last in, first out) based on the date the donating employee signed the Authorization for Voluntary Leave Donation and Transfer form. In the event more than one employee donated leave on the same day, the hours will be split proportionately based on their amount of respective donations.
- M. At the discretion of the Town Manager, the Town may advance sick leave to an employee during that employee's first twelve months of employment with the Town. The amount of sick leave so advanced shall not exceed what the employee is entitled to accrue in the first full year of employment with the Town. If an employee separates from employment with the Town, for any reason, before accruing the full amount of sick leave that has been advanced, all such un-

accrued leave shall be due and payable to the Town at the employee's then-current hourly rate, and the amount so calculated may be withheld in full or in part from the employee's final paycheck.

SECTION 905**Annual Vacation Leave³**

- A. All full-time employees, except department directors, shall be entitled to the following annual vacation accrual:

<u>Years of Service</u>	<u>Annual Vacation Accrual</u>
1 - 4*	80 hours
5 - 10**	120 hours
11 or more***	160 hours

- * Each employee will receive 3.08 hours of vacation time each pay period.
** Each employee who completes 48 months of employment will begin to earn 4.62 hours of vacation time each pay period after the 48th month of employment
*** Each employee who completes 120 months of employment will begin to earn 6.16 hours of vacation time each pay period after the 120th month of employment.

- B. Department directors shall be entitled to the following annual vacation accrual:

<u>Years of Service</u>	<u>Annual Vacation Accrual</u>
1 - 4*	120 hours
5 or more**	160 hours

- * Each director will receive 4.62 hours of vacation time each pay period.
** Each director who completes 48 months of employment will begin to earn 6.16 hours of vacation time each pay period after the 48th month of employment

- C. Part-time employees who are scheduled to work more than 20 but less than 30 hours a week shall be credited 50% of the full time annual vacation leave. Those employees scheduled to work more than 30 but less than 40 hours a week shall be credited 75% of the full time annual vacation leave.
- D. Vacation hours will be accrued each payroll. An employee is eligible for the accrual of vacation leave if the employee receives any pay during the pay period.
- E. Each employee is encouraged to utilize all earned vacation leave annually.
- F. Each Department Director or supervisor shall be responsible for scheduling vacation periods of department employees in a manner consistent with the efficient functioning of the department. Department Directors and supervisors will give as much consideration as possible to the employee. However, time off from work requires scheduling on the part of the supervisor.

1. Vacation duration of one week or more should be requested at least two weeks in advance. Individual days or other short time vacation increments shall be requested no less than one day in advance.
 2. All requests are subject to approval by the appropriate Department Director or designee. It is recognized that special circumstances may arise reducing the advance notice given, and Department Directors and supervisors may consider these special circumstances in approving vacation schedules.
- G. At January 1 of each calendar year, the maximum allowed accrued vacation hours will be double the employee's annual accrual based on years of service in Section 905A. Excess vacation hours must be used by January 1 of each calendar year, or the hours in excess of the maximum will be forfeited.
- H. Upon termination, employees shall be paid for unused vacation leave at their current rate of pay.
- I. At the discretion of the Town Manager, the Town may advance annual vacation leave to an employee during that employee's first twelve months of employment with the Town. The amount of annual vacation leave so advanced shall not exceed what the employee is entitled to accrue in the first full year of employment with the Town. If an employee separates from employment with the Town, for any reason, before accruing the full amount of annual vacation leave that has been advanced, all such un-accrued leave shall be due and payable to the Town at the employee's then-current hourly rate, and the amount so calculated may be withheld in full or in part from the employee's final paycheck.



EMPLOYEE HANDBOOK

Resolution: TBD

June 23, 2024

(COVER PAGE DESIGN TO BE DETERMINED)

DRAFT 05/09/2024

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CHAPTER 1: HANDBOOK ADMINISTRATION

SECTION 100: PURPOSE

- A.** This Handbook summarizes fundamental employment policies that align with Town Council expectations and Town Code, in addition to state and federal requirements.
- B.** The Handbook is not intended to address every possible topic, and many matters covered by this Handbook are addressed in other documents, including administrative policies, departmental directives, and supervisory and regulatory requirements. Employees are strongly encouraged to direct questions to supervisors and Human Resources.
- C.** Neither this Handbook nor any other verbal or written communication by a management representative is, nor should it be considered, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights.

SECTION 101: REVISIONS TO THIS HANDBOOK

- A.** The Town Council reserves the right and authority to amend, change, or discontinue any provision of this Handbook. Approved changes will be communicated to all Town employees.
- B.** The provisions of this Handbook should comply at all times with relevant state and federal law. Therefore, the Town Manager is authorized to amend any provision of this Handbook, with the advice of the Town Attorney, to reflect, incorporate, or comply with a change to state or federal law. Any such amendment will be listed on the next Town Council meeting agenda.

SECTION 102: ADMINISTRATIVE POLICIES

- A.** The Town Manager is authorized to implement, clarify, and interpret the provisions of this Handbook by establishing the administrative policies identified in this Handbook.
- B.** Administrative policies will be signed by the Town Manager and made accessible electronically to all members of the Town Council and Town Staff. New administrative policies and updates to existing policies will be communicated to all Town employees.
- C.** In the event of any conflict between the provisions of this Handbook and the provisions of an administrative policy, this Handbook will prevail.

SECTION 103: SAVINGS CLAUSE

- A.** Should any provision of this Handbook or the application of the same to a particular set of persons or circumstances be declared invalid for any reason, the remainder of this Handbook will not be affected.
- B.** This Handbook supersedes all prior handbooks.

CHAPTER 2: GENERAL INFORMATION

SECTION 200: HOURS OF BUSINESS

Subject to closures due to the observance of the Town's designated holidays, business hours are as follows:

- A. Town Hall: Monday through Friday, 7:00 a.m. to 4:00 p.m.
- B. Town Hall Post Office: Monday through Friday, 8:00 a.m. to 4:00 p.m.
- C. Police Administration Office: Monday through Thursday, 7:00 a.m. to 6:00 p.m.
- D. Municipal Court: Monday through Thursday, 7:00 a.m. to 6:00 p.m.
- E. Public Works Building: Monday through Thursday, 6:00 a.m. to 4:00 p.m.

SECTION 201: PARKING

Parking is available on a first-come, first-served basis, other than parking spots designated for disabled drivers or carpool.

SECTION 202: SMOKE-FREE WORKPLACE

- A. Smoking and vaping are prohibited in Town vehicles and on Town premises, except for designated smoking areas and inside personal vehicles.
- B. In accordance with state statute, designated smoking areas must be at least 25 feet from any exterior doorway. The Town's designated smoking area is outside of the employee break area in Town Hall. The exit door to the smoking area is to be kept shut to prevent smoke from entering the building.

SECTION 203: HOUSEKEEPING

- A. The Town takes pride in its buildings and facilities. Employees are expected to keep their workspaces safe, clean, and free of slip, trip, and fall hazards.
- B. Employees who use the break areas are to clean up after use, to include food, dishes, and other items are washed and/or properly disposed of.

SECTION 204: EMPLOYMENT FILES

- A. The Town maintains a file for each employee, which consists of records related to salary, benefit elections and accruals, and discipline. The confidentiality and security of these files is maintained by the Human Resources Department. Access to all employment files is limited to those who are authorized to view the records, have a business reason to do so, and is allowed by statute.
- B. The Town Manager is hereby authorized to implement this section through an administrative policy.

SECTION 205: DIRECT DEPOSIT AND PAYDAYS

- A. The Town maintains a bi-weekly payroll schedule and payday is every other Friday.
- B. The Town finds that the electronic deposit of employee earnings is an efficient and reliable method of payment and requires direct deposit enrollment for all employees.

SECTION 206: RESIDENCY

- A. The Town finds that certain positions may be required to immediately respond onsite to the Town municipal complex; and therefore, employees assigned to these positions must reside within an established boundary to effectively do so.

- B. The Town Manager is hereby authorized to implement this section through an administrative policy.

CHAPTER 3: CODE OF ETHICS

SECTION 300: EMPLOYEE OATH

- A. Employees will uphold the Constitution of the United States of America, the Constitution of the State of Arizona, and the Ordinances of the Town of Paradise Valley. Goals and policies established by the Town Council will also guide employee actions.
- B. Employees will:
- 1) Uphold the public trust.
 - 2) Act with honor, integrity, and respect for others.
 - 3) Conduct themselves in a manner that reflects positively on the Town.
 - 4) Respect private, confidential, and proprietary information to which they are privy.
 - 5) Take and abide by the oath of office in accordance with *ARS 38-231, Officers and employees required to take loyalty oath*

SECTION 301: TOWN MISSION AND VISION

- A. The mission of the Town is to provide high-quality public service to a community which values limited government. The vision of the Town of Paradise Valley is to make every effort to enhance the community's unique character for its residents and people from around the world.
- B. Town employees will provide public service to the Town in support of the Town's mission and vision.

SECTION 302: EMPLOYEE VALUES

The Town has established employee values to guide employee performance throughout their employment. Employees of the Town dedicate themselves to:

A. PROFESSIONALISM

- 1) Seeking opportunities to enhance ourselves through education and training for improved performance, organizational results, and career growth.
- 2) Proactively identifying and creating ways to overcome obstacles and provide solutions.
- 3) Becoming known as very knowledgeable within our own areas.
- 4) Remaining current on "best practices."
- 5) Being flexible and open to new responsibilities.
- 6) Acting and behaving in ways that promote positive working relationships.
- 7) Recognizing and rewarding accomplishments.

B. HIGH-QUALITY CUSTOMER SERVICE

- 1) Continuing to make our customers' needs our primary focus.
- 2) Developing trust and credibility with our customers.
- 3) Being courteous, respectful, and helpful in all customer interactions (both internal and external).
- 4) Responding to customer questions and requests in a timely manner and making helpful referrals when appropriate.
- 5) Staying in touch with the "public service spirit."
- 6) Valuing and actively seeking out customer feedback.

C. TEAMWORK

- 1) Collaborating across departments, programs, and services to accomplish common goals.
- 2) Working towards solutions that all team members can support.
- 3) Addressing conflict positively and quickly to make best use of team effectiveness.
- 4) Recognizing and encouraging behaviors that contribute to teamwork.

- 5) Maintaining positive relationships with coworkers.
- 6) Understanding how our actions and decisions affect other work groups and working with those groups toward solutions.

D. RESPECT

- 1) Creating an environment of mutual respect and honesty in how we communicate with each other.
- 2) Listening to what is said at all levels of the organization and the citizens we serve.
- 3) Remaining open to different perspectives.
- 4) Fostering and celebrating the diversity of our workforce
- 5) Keeping the workplace free from harassment.
- 6) Interacting with other employees and the public with respect and dignity at all times.

E. ACCOUNTABILITY

- 1) Taking responsibility for our actions and decisions.
- 2) Following through on our commitments.
- 3) Ensuring our work and information is complete and accurate.
- 4) Achieving results stated in our performance plans.
- 5) Continually striving to improve efficiency and cost effectiveness.
- 6) Committing to the highest standards of ethical conduct in all that we do.

F. TRANSPARENCY

- 1) Building a common understanding of administrative processes between the Town's residents and their government.
- 2) Ensuring that internal controls are established, properly documented, and maintained.
- 3) Avoiding both actual conflicts of interest and the appearance of such conflicts.
- 4) Making decisions at the level closest to the customer whenever possible.
- 5) Improving access to public records through enhanced public communication and web-based solutions.

G. APPRECIATION OF THE TOWN'S HERITAGE

- 1) Knowing about the people in the community who have made significant contributions to the Town and its history.
- 2) Being aware that the community's current values are shaped by its history and heritage.
- 3) Understanding that the Town's resort community has played an integral role in developing Paradise Valley into a world class destination.
- 4) Appreciating the involvement of past and current citizens who have helped shape the Town's vision and continue to affect the Town's future through civic engagement.
- 5) Respecting the community's values of limited government, low density, and open space, in a residential desert setting.

CHAPTER 4: CODE OF CONDUCT

SECTION 400: WORKPLACE CONDUCT

- A. The Town is committed to providing a safe and healthy work environment for all employees, regardless of background, position, or employment status. The Town finds that there are fundamental expectations in the workplace that employees are expected to follow to ensure a safe, productive, and healthy workplace.
- B. These fundamental employee expectations include, but are not limited to, the expectation that all employees will:

- 1) Follow all lawful Town policies, procedures, rules, directions, and expectations.
- 2) Subscribe to the oath of the State of Arizona or other affirmations required by the Town.
- 3) Display a positive, courteous, and respectful attitude, maintain professionalism, and foster a collaborative work environment.
- 4) Encourage representation and participation of different groups of individuals within the Town.
- 5) Maintain required licenses, certifications, and other credentials.
- 6) Adhere to emergency availability and duty reporting requirements.
- 7) Refrain from engaging in discriminatory, harassing, abusive, retaliatory, defaming, threatening language, behavior, or conduct toward any person.
- 8) Maintain a well-groomed, clean, and professional appearance including appropriate attire and, if applicable, well-kept uniforms, workwear, and equipment.
- 9) Strive to be good stewards of public funds.
- 10) Comply with all technology resource policies regarding computers and electronic communication.
- 11) Use Town vehicles for official business only.
- 12) Maintain an acceptable driving record.
- 13) Be forthcoming and truthful in all communications related to the Town and Town business.
- 14) Maintain the confidentiality of sensitive or non-public information.
- 15) Comply with guidance regarding publicity and media interactions.
- 16) Comply with guidance on recording communications with employees and the public.
- 17) Comply with all Town policies and rules regarding the use of social media for Town business.
- 18) Report fit for duty, on time, and as scheduled.
- 19) Accurately record and submit their time.
- 20) Maintain satisfactory work performance and strive to exceed expectations.
- 21) Refrain from conduct, on or off-duty, that may cause discredit to the Town.
- 22) Perform duties safely and properly report safety concerns.
- 23) Immediately report all workplace injuries and accidents.
- 24) Maintain a drug and alcohol-free workplace.
- 25) Report all criminal convictions within five calendar days of ruling.
- 26) Comply with provisions for employment outside of the Town.
- 27) Refrain from inappropriate political activity.
- 28) Take steps to avoid any appearance of any conflict of interest.
- 29) Abide by Town's policy of receiving gifts, gratuities, fees, services, or goods of any value.
- 30) Refrain from hiring or appointing any relative, by blood or marriage, of any member of the Town Council to any Town position and immediately reporting any personal relationship that may constitute nepotism in the workplace.
- 31) Refrain from planning, supporting, or participating in a strike, work stoppage, or any concerted activity intended to interfere with Town business.
- 32) Understand that all records, regardless of form created, are subject to *ARS Title 39 – Public Records, Printing, and Notices* and must comply with retention, disclosure, and disposal requirements of Town records.
- 33) Be familiar with guidance regarding artificial intelligence.
- 34) Comply with purchasing requirements.
- 35) Comply with guidance regarding solicitation and distribution of materials and information on Town property.
- 36) Abide by the travel policy, when traveling for Town business.
- 37) Comply with security provisions.
- 38) Comply with work rules regarding pets and service animals on Town property.

SECTION 401: EMPLOYEE CONDUCT POLICIES

A. In furtherance of the Town's commitment to a safe and healthy workplace, the Town Manager will implement the following policies:

- 1) Employee code of conduct
- 2) Equal employment opportunity and harassment prevention

- 3) Reasonable accommodation
- 4) Drug and alcohol-free workplace
- 5) Loss control and safety, including worker's compensation

B. The Town Manager is hereby authorized to implement additional policies to support the provisions of this section.

SECTION 402: PERSONAL PRIVACY AND INSPECTIONS

- A. The Town makes facilities, vehicles, equipment, and office amenities available to employees to improve the delivery of public services and to support employees in the performance of their duties. Employees have no expectation of privacy when using such property or facilities, which may be inspected at any time.
- B. Employees are expected to fully cooperate in the conduct of any search or inspection for cause, of their persons, personal possessions, and property, including personal vehicles parked on Town property
- C. The Town Manager is hereby authorized to implement this section through an administrative policy.

SECTION 403: REPORTING IMPROPER GOVERNMENTAL ACTIONS

- A. The Town encourages reporting by its employees of improper governmental action (commonly referred to as a "whistleblower") taken by Town officers or employees and to protect Town employees who have reported improper governmental actions, as provided for in *ARS 23-425, Employee discharge or discrimination*.
- B. The Town Manager is hereby authorized to implement this section through an administrative policy.

CHAPTER 5: CONDITIONS OF EMPLOYMENT

SECTION 500: UNCLASSIFIED SERVICE

- A. The unclassified service includes employees in positions which must be responsive to Town Council. Unclassified employees serve at-will, and their employment is subject to termination at any time, for any reason or for no reason, unless otherwise stated in a written contract of employment.
- B. The following positions are unclassified:
 - 1) Town Officers appointed by the Town Council:
 - a. Town Manager
 - b. Town Attorney
 - c. Town Magistrate
 - 2) Town Officers appointed by the Town Manager, on or after July 8, 2023. Such officers will include (working titles may vary):
 - a. Chief Financial Officer
 - b. Chief Information Officer
 - c. Chief of Police
 - d. Community Development Director
 - e. Human Resources Director/Manager
 - f. Public Works Director
 - g. Town Clerk
 - h. Town Engineer

i. Town Marshal

An incumbent appointed to one of the above-listed positions on or before July 8, 2023, will retain the rights and privileges of the classified service until such time that the incumbent is terminated from Town employment, transfers to a different unclassified position, or voluntarily relinquishes classified status.

- 3) Volunteers and other personnel appointed to serve without pay.
- 4) Temporary employees.
- 5) Probationary employees.

SECTION 501: CLASSIFIED SERVICE

- A. Classified service includes all employees in positions that are not otherwise identified as unclassified.
- B. The Town Manager is hereby authorized, subject to established budget limitations, to implement this section through an administrative policy.

SECTION 502: RECRUITMENT AND SELECTION

- A. The Town supports hiring and retaining a highly qualified and diverse workforce to deliver outstanding public services. The Town may utilize various programs and services to meet the hiring needs of the Town, including internships and training programs.
- B. The Council will not appoint to an unclassified position any person who is a relative of a Councilmember by blood or marriage, nor will the Town Manager or any department director or other individual with hiring authority hire any relative or any member of the Council to any position.
- C. The Town Manager is hereby authorized, subject to established budget limitations, to implement this section through an administrative policy.

SECTION 503: PROBATIONARY AND REVIEW PERIODS

- A. All newly hired and rehired employees will serve a probationary period, during which time the employee will serve at-will and may be dismissed at any time, without a statement of cause, without prior notice, and without the right to grievance or appeal procedures.
- B. When appointed to a new classified position, an employee may be required to serve a new probationary period.
- C. The Town Manager is hereby authorized to implement this section through an administrative policy.

SECTION 504: PERFORMANCE REVIEWS

- A. The Town seeks to review employee performance on at least an annual basis, or more often as employee performance dictates.
- B. The Town Manager may recommend performance pay (merit) increases for qualifying employees to Town Council for approval. In conjunction with merit increases, the Town Manager authorize exemplary service awards for exceptional employee performance.
- C. The Town Manager is hereby authorized, subject to established budget limitations, to implement this section through an administrative policy.

SECTION 505: REMOTE WORK

- A. The Town recognizes that providing remote working opportunities for eligible positions and personnel promotes work/life balance, while supporting clean air efforts within the region.
- B. The Town Manager is hereby authorized, subject to established budget limitations, to implement this section through an administrative policy.

SECTION 506: EMERGENCY RESPONSE AVAILABILITY

- A. The Town must ensure proper precautions are in place in the event of an emergency, to include the availability of personnel whose services may be required. Public safety and Public Works Department personnel may be called in for duty in an emergency and therefore must reside within a reasonable distance from the Paradise Valley Municipal Complex to respond accordingly.
- B. The Town Manager may require the response of additional personnel as appropriate to the emergency.

SECTION 507: TRAINING AND PROFESSIONAL DEVELOPMENT

- A. The Town encourages the training and development of employees to improve effectiveness and broaden the knowledge of Town officers and employees in the performance of their respective duties.
- B. The Town Manager is hereby authorized, subject to established budget limitations, to implement this section through an administrative policy.

SECTION 508: REDUCTIONS-IN-FORCE, LAYOFFS, AND FURLOUGHS

- A. The Town strives to remain fiscally responsible and organizationally sound to ensure the greatest use of limited public resources. The Town also recognizes that there may be circumstances that warrant temporary layoffs or permanent reductions-in-force and/or furloughs to ensure the future of the Town.
- B. The Town Manager is hereby authorized to implement this section through an administrative policy.

CHAPTER 6: CLASSIFICATION

SECTION 600: PURPOSE

The Council finds that a systematic process for grouping jobs into common classifications based on similarities in duties, responsibilities, and requirements, supports the Town's efforts to provide equitable and competitive jobs and compensation.

SECTION 601: APPLICATION

- A. The Town Manager is responsible for the establishment and maintenance of a position classification plan, subject to approval by the Town Council.
- B. Classification studies are an effective tool to review the classification plan, which includes compensation for each classification, on a periodic basis. The Town Manager will issue a compensation administrative policy that will include five to eight municipalities that are reflective of the Town's workforce competition, to be used for compensation and classification studies and other comparative analyses.

- C. The Town Manager is responsible for the position classification reviews.
- D. The Town Manager is hereby authorized, subject to established budget limitations, to implement this section through an administrative policy.

CHAPTER 7: COMPENSATION

SECTION 700: PURPOSE AND APPLICABILITY

- A. The Town seeks to offer competitive wages and salary to recruit and retain highly qualified employees through consideration of market conditions, competing employers, and internal equity.
- B. Salaries, pay adjustments, and allowances for the Town Manager and the Town Attorney are determined by the Town Council.

SECTION 701: BASE PAY

Except as otherwise noted, the Town Manager will establish and maintain a compensation schedule for all active positions that includes minimum and maximum wage/salary ranges.

SECTION 702: PAY ADJUSTMENTS

- A. The Town recognizes the need to adjust employee pay to address various pay issues.
- B. The Town Manager is authorized to establish wage and salary adjustments for:
 - 1) Promotions
 - 2) Demotions
 - 3) Reclassifications
 - 4) Special Work Assignments
 - 5) Communication Training Officer (CTO) Assignments (Police Dispatchers)
 - 6) Rotational Assignments
 - 7) Performance
 - 8) Acting Appointments
 - 9) Recruitment
 - 10) Retention
 - 11) Internal Equity
 - 12) Other specific conditions as deemed appropriate.
- C. The Town Manager is authorized to establish rates of premium pay for:
 - 1) Nontraditional work schedules.
 - 2) Standby and callback assignments.
 - 3) Hazardous work environments or work duties.
 - 4) Bilingual services.
 - 5) Other specialized skills or unique working conditions that warrant additional pay.

SECTION 703: DELEGATED AUTHORITY

The Town Manager is hereby authorized, subject to established budget limitations, to implement this chapter through an administrative policy.

CHAPTER 8: HOURS OF WORK AND OVERTIME

SECTION 800: WORKWEEKS AND WORK SCHEDULES

- A. The Town's designated workweek is 12:00 a.m. Sunday, through 11:59:59 p.m. Saturday.
- B. The Town Manager may designate work schedules within the designated workweek, including flexible and alternate work schedules, provided they are in accordance with state and federal statutes.

SECTION 801: BREAKS AND MEAL PERIODS

- A. The Town finds that rest periods and unpaid meal periods support employee productivity and wellbeing. The Town Manager/designee may designate certain positions, depending upon nature of the work, to be scheduled for unpaid meal periods of 30-60 minutes. Rest periods/breaks during an employee's shift are unscheduled, intermittent, and short in duration.
- B. The Town Manager/designee may designate certain positions eligible for paid meal periods if employees are required to remain on call and available to respond to work throughout their meal period as work necessitates.
- C. The Town will provide appropriate break time and space for nursing employees.

SECTION 802: OVERTIME

- A. The Town finds that to ensure the effective delivery of its public services, employees may be required to work over 40 hours in the designated workweek.
- B. The Town further recognizes that non-exempt employees are eligible for overtime compensation for all hours worked over 40 in the designated workweek.
- C. The Town Manager may establish alternate overtime rules for specific work groups, in accordance with state and federal regulations.
- D. Compensation for overtime hours will be paid at time and one-half, inclusive of any assignment pay, or as other required by state or federal statute.
- E. The Town authorizes the use of compensatory time off in lieu of cash payment for overtime hours worked.

SECTION 803: EXEMPT EMPLOYEES

- A. The Town finds that employees exempt under the Fair Labor Standards Act (FLSA) are expected to work, on average, a 40-hour workweek, over a 52-week calendar year.
- B. The Town further finds that exempt employees may use paid leave for absences of less than one day.
- C. The Town also authorizes additional time off for exempt employees, as a result of excessive hours worked under specific circumstances.

SECTION 804: DELEGATED AUTHORITY

The Town Manager is hereby authorized, subject to established budget limitations, to implement this chapter through an administrative policy.

CHAPTER 9: INSURANCE BENEFITS

SECTION 900: ELIGIBILITY

- A. Full-time and part-time eligible employees' insurance benefits begin on the first day of the month following their date of hire.
- B. Temporary employees are not eligible for insurance benefits, except for those that are mandated by statute.

SECTION 901: HEALTHCARE

- A. The Town provides group healthcare benefits that includes medical, dental, vision, prescription, life, and accidental death and dismemberment (AD&D) insurances for eligible employees as part of an overall comprehensive compensation package.
- B. The Town may pay a portion of the applicable premiums for employee and/or dependent coverages, as established by action of the Town Council.

SECTION 902: DISABILITY INSURANCE

- A. The Town finds that short- and long-term disability insurances are critical to an employee's ability to recover from an illness or injury.
- B. The Town Manager will establish disability insurance for eligible employees to supplement the long-term disability benefits offered through the Arizona State Retirement System (ASRS) or Public Safety Personnel Retirement System (PSPRS).

SECTION 903: SUPPLEMENTAL INSURANCES

- A. The Town finds that offering other insurance coverages to employees provides additional support to employees' health and wellbeing.
- B. The Town Manager is hereby authorized to offer optional insurances with 100 percent of the premiums paid by the employee. The Town may pay the administrative fees associated with the optional coverages.
- C. Optional coverages that may be offered include:
 - 1) Pet insurance
 - 2) Supplemental healthcare (medical, dental, vision, and related)
 - 3) Disability
 - 4) Accident
 - 5) Life and final expenses
 - 6) Others as identified

SECTION 904: DELEGATED AUTHORITY

The Town Manager is hereby authorized, subject to established budget limitations, to implement this chapter through an administrative policy.

CHAPTER 10: HOLIDAY AND LEAVE BENEFITS

SECTION 1000: ELIGIBILITY

The Town Manager will determine eligibility and accrual rates for all paid leave benefits, including holidays.

SECTION 1001: DESIGNATED HOLIDAYS

- A. The Town recognizes the observation of paid designated holidays throughout the calendar year.
- B. The holidays observed by the Town are:
 - 1) New Year's Day
 - 2) Martin Luther King/Civil Rights Day
 - 3) Presidents' Day
 - 4) Memorial Day
 - 5) Independence Day
 - 6) Labor Day
 - 7) Veterans' Day
 - 8) Thanksgiving Day
 - 9) Native American Heritage Day (day after Thanksgiving)
 - 10) Christmas Day
- C. The Town also honors former Town Clerk Mary Ann Brines in recognition of her years of outstanding public service. As provided for in *Town Resolution 1230*, the Town Manager is authorized to grant one special paid holiday to all eligible employees each calendar year.

SECTION 1002: PERSONAL LEAVE

- A. The Town will offer paid personal leave days as part of the total compensation package.
- B. The Town Manager will determine the accrual rate for eligible employees for personal leave as set forth in this section.

SECTION 1003: VACATION LEAVE

- A. The Town finds that it is important for employees to take time away from work and authorizes the accrual of paid vacation leave for eligible employees.
- B. The Town Manager will determine the accrual rate for eligible employees for vacation leave as set forth in this section.

SECTION 1004: SICK LEAVE

- A. The Town finds that paid sick leave is an added insurance benefit to support employee health. The Town authorizes the accrual of paid sick leave for eligible employees each pay period at a rate no less than what is statutorily required.
- B. The Town Manager will determine under what conditions sick leave may be used by employees.

SECTION 1005: FAMILY AND MEDICAL LEAVE ACT LEAVE

The Town adheres to the Family and Medical Leave Act (FMLA) and provides job-protected leave from work for family and medical reasons.

SECTION 1006: MISCELLANEOUS LEAVES

The Town recognizes that employees may need to be absent from work and offers:

- A. *Civil Leave* to address absences due to legal proceeding for personal reasons or on behalf of the Town.
- B. *Bereavement Leave* to address absences due to the death of an immediate family member or in certain circumstances, the death of a Town employee.
- C. *Donated Leave* is a leave-program designed to enable employees to donate accrued leave to eligible employees during times of illness and injury.
- D. *Military Leave* to address absences due to military training and orders to serve in the US military. their residential jurisdiction.
- E. *Parental Leave* to support absences from work due to the birth or adoption of a child.
- F. *Voting Leave* to address absences to exercise their right to vote in local, state, or federal elections.
- G. *Administrative Leave* is to address circumstances that warrant removing an employee from the worksite.
- H. *Leave Without Pay* for circumstances that necessitate an employee's absence beyond any paid leave that may be available or eligible for use.

SECTION 1007: DELEGATED AUTHORITY

The Town Manager is hereby authorized, subject to established budget limitations, to implement this chapter through one or more administrative policies. For more information, see the administrative policy on miscellaneous leave benefits.

CHAPTER 11: MISCELLANEOUS BENEFITS

SECTION 1100: ALLOWANCES

- A. The Town appreciates the need to support employees in the performance of their duties by providing additional resources to protect their health, safety, and security as well as to offset costs associated with their job.
- B. The Town Manager may establish allowances for designated positions to provide the following:
 - 1) Uniforms
 - 2) Workwear
 - 3) Clothing
 - 4) Equipment
 - 5) Tools
 - 6) Cell phones
 - 7) Hazardous work
 - 8) Other working conditions that warrant an allowance to support employees in the effective performance of their duties.

SECTION 1101: EMPLOYEE SERVICE RECOGNITION

- A. The Town appreciates the dedicated service its employees provide to the public.

- B. The Town Manager is authorized to utilize compensation and benefits to establish and maintain an employee service recognition program to honor years of service, retirement, and extraordinary work contributions.
- C. The Town Manager is hereby authorized, subject to established budget limitations, to implement this section through an administrative policy.

SECTION 1102: PERFORMANCE BONUSES

- A. The Town recognizes that there are opportunities that warrant employee performance recognition compensation in addition to annual merit increases.
- B. The Town Manager may utilize a bonus to reward exceptional performance over an entire review period. The Town Manager may utilize a bonus to reward incident-specific performance recognition that is outside of the annual performance review process.
- C. The Town Manager is hereby authorized, subject to established budget limitations, to implement this section through an administrative policy.

SECTION 1103: TUITION ASSISTANCE

- A. The Town supports employees who seek to expand their education in support of their current or future Town employment opportunities, are eligible to receive tuition reimbursement.
- B. The Town Manager is hereby authorized, subject to established budget limitations, to implement this section through an administrative policy.

SECTION 1104: WORKER'S COMPENSATION

- A. The Town strives to maintain a safe and healthy environment for its employees and the public.
- B. The Town is a self-insured employer and may elect to join a risk pool.
- C. All Town employees are covered by workers' compensation insurance beginning on the first day of employment. Workers' compensation provides state-prescribed medical and hospitalization expense benefits, as well as partial compensation in lieu of salary for lost time for workers injured on the job.
- D. The Town Manager is hereby authorized, subject to established budget limitations, to implement this section through an administrative policy.

SECTION 1105: EMPLOYEE SUGGESTION PROGRAM

- A. The Town encourages employees to provide innovative and efficient ideas to further promote the Town's mission and vision.
- B. The Town Manager is authorized to establish an employee suggestion program that provides monetary awards.
- C. The Town Manager is hereby authorized, subject to established budget limitations, to implement this section through an administrative policy.

SECTION 1106: EMPLOYEE ASSISTANCE PROGRAM

The Town provides the Employee Assistance Program (EAP), which offers counseling, legal, and other self-help referral services to assist employees and their families.

SECTION 1107: WELLNESS PROGRAM

- A. The Town recognizes the value of proactive health and wellness benefits for employees.
- B. The Town Manager is hereby authorized, subject to established budget limitations, to implement this section.

SECTION 1108: TRAUMATIC EVENT COUNSELING

- A. The Town acknowledges that peace officers may be exposed to traumatic events during the performance of their duties.
- B. The Town will provide traumatic counseling services in accordance with *ARS 38-672 Traumatic event counseling for public safety employees*, and *38-673 Traumatic event counseling for peace officers and firefighters*.

SECTION 1109: COMMUTE REDUCTION INCENTIVES

- A. The Town finds that providing commute trip reduction programs support efforts to reduce traffic congestion, improve air quality, and assist with work/life balance for employees.
- B. The Town Manager is authorized to provide travel reduction incentives for employees who use alternate modes of transportation.

SECTION 1110: RETIREMENT PLANS

- A. The Town finds that providing a retirement benefit to eligible employees is an integral part of an overall comprehensive benefits package.
- B. The Town is a participating employer in the Arizona State Retirement System (ASRS) and the Public Safety Personnel Retirement System (PSPRS).
- C. Eligibility for plan enrollment and benefits are governed by each plan's respective provisions.
- D. The Town Manager is hereby authorized, subject to established budget limitations, to implement this section.

SECTION 1111: DEFERRED COMPENSATION

- A. The Town finds that offering an optional deferred compensation plan (Section 457 of the Internal Revenue Code) supports employees in their efforts to plan for their retirement futures.
- B. Employees are eligible to participate in the Town-sponsored deferred compensation plan subject to plan and federal limitations.
- C. The Town may elect to offer deferred compensation employer contributions for employees who elect the high-deductible healthcare plan.
- D. The Town Manager is hereby authorized, subject to established budget limitations, to implement this section.

SECTION 1112: HEALTH SAVINGS ACCOUNT

- A. The Town finds that offering a high-deductible healthcare plan (HDHP) for eligible employees, also known as a health-savings account-eligible plan, provides greater health and wellbeing options for employees.

- B. By providing a HDHP, the Town must also provide a supplemental health-savings account. Employees who enroll in the HDHP, are also eligible to contribute to their health-savings account.
- C. The Town Manager is hereby authorized, subject to established budget and federal limitations, to implement this section.

SECTION 1113: FLEXIBLE SPENDING ACCOUNTS

- A. The Town finds that offering flexible savings accounts (Section 125 of the Internal Revenue Code) for healthcare and dependent care expenses as an option for employees provides them with additional financial options to meet their personal needs.
- B. Employees are eligible to participate in the Town-sponsored flexible spending account plan subject to plan and federal limitations.
- C. The Town Manager is hereby authorized, subject to established budget limitations, to implement this section.

SECTION 1114: DELEGATED AUTHORITY

The Town Manager is hereby authorized, subject to established budget limitations, to implement this chapter through one or more administrative policies.

CHAPTER 12: EMPLOYEE GRIEVANCES

SECTION 1200: PURPOSE

- A. The Town encourages employees to resolve any concerns or complaints at the lowest possible level.
- B. Employees and supervisors are encouraged to meet, discuss, and resolve problems, to prevent grievances whenever possible. In the absence of an informal resolution, the Town provides for a grievance process to address classified employee complaints.

SECTION 1201: ADMINISTRATION

- A. For the purposes of this section, a grievance is an allegation that this Handbook, an administrative policy, or the written work rules of any Town department have been misinterpreted or misapplied as to that employee; or that the employee has been discriminated against because of race, color, religion, gender, age, national origin, sexual orientation, disability, or other lawfully protected status.
- B. Issues that are not grievable and exempt from this section include:
 - 1) The Town's right to direct its employees.
 - 2) The Towns' right to manage Town operations, and to determine the methods, means, resources, and personnel by which these operations are to be conducted.
 - 3) Benefits provided by the Town, as set forth in this Handbook.
 - 4) The Town's right to hire, promote, transfer, assign, and retain employees.
 - 5) Any examination, certification, or appointment.
 - 6) Any compensation or classification action (including salary ranges, merit increases, right to performance evaluation, or contents of performance evaluation).
 - 7) Any reduction-in-force, layoff, or furlough action.
 - 8) Any matter not subject to control of the Town government.
 - 9) Complaints by unclassified employees, except as set forth in subsection B.2 of *Section 502: Unclassified Service*.

C. The procedure will include:

- 1) The information required to submit a grievance.
- 2) The timelines for processing a grievance.
- 3) An outline for each step in the process.
- 4) The appeal process for each step, up to and including the final and binding step.

SECTION 1202: AUTHORITY

The Town Manager will establish an administrative policy to respond to formal grievances filed by eligible employees and is hereby authorized to implement this chapter through an administrative policy.

CHAPTER 13: EMPLOYEE INVESTIGATIONS

SECTION 1300: PURPOSE

The Town recognizes that certain allegations of employee misconduct will require an investigation to determine the facts of the matter. Allegations regarding harassment, discrimination, or retaliation for reporting such allegations will be fully investigated, as appropriate to the circumstances.

SECTION 1301: ADMINISTRATION

The Town Manager will establish an administrative policy to conduct employee investigations, which, at a minimum, will include:

- A. How an investigator is assigned.
- B. The general timeframes for which an investigation is to be completed.
- C. The rights of the employee under investigation.

SECTION 1302: AUTHORITY

The Town Manager is hereby authorized to implement this chapter through an administrative policy.

CHAPTER 14: DISCIPLINE AND APPEALS

SECTION 1400: PURPOSE

- A. The Town's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of unwanted employee behavior and performance issues.
- B. The Town reserves the right to combine or skip the application of progressive discipline depending on the facts of each situation and the nature of the offense. The seriousness of the offense may lead to immediate dismissal.

SECTION 1401: DISCIPLINARY PROCESS

- A. The Town will outline the process through an administrative policy for which discipline will be administered.
- B. At a minimum, the administrative policy will include:
 - 1) Definitions of the types of discipline that are the subject of this chapter.


- 2) Investigative process.
 - 3) Notification of possible discipline.
 - 4) Pre-disciplinary hearing process.
 - 5) Appeal process to the Town Manager.
 - 6) Appeal process to the Personnel Appeals Board.
- C. Employees who have been dismissed or resigned in lieu of dismissal from Town service are not eligible to be rehired in any capacity by the Town.

SECTION 1402: APPEALS

- A. The Town finds that the seriousness of specific disciplinary actions require the ability for the affected employee to appeal the action taken against them. Only demotions, suspensions greater than one workweek, and dismissals are eligible for appeal to the Personnel Appeals Board (PAB).
- B. The Town will provide a PAB in accordance with *Town Code Section 2-5-5 Personnel Appeals Board*, to hear appeals filed in accordance with this article and corresponding administrative policy of disciplinary actions taken, provided the affected employee has exhausted all other rights of review and appeal.
- C. The PAB will convene as needed, but no less than once a year for training purposes.
- D. The decision of the PAB hearing is final and binding.

SECTION 1403: AUTHORITY

- A. The Town Manager has authority to take disciplinary action against any classified or unclassified employee who meets the criteria in *Section 501: Unclassified Service*.
- B. The Town Manager may delegate the authority to reprimand and suspend without pay to appropriate Town personnel. Demotions and dismissals are under the authority of the Town Manager only.
- C. The Town Manager will establish an administrative policy to administer the discipline and appeals and is hereby authorized to implement this chapter through an administrative policy.

	TOWN OF PARADISE VALLEY		
	Administrative Policy		
	Title: CODE OF CONDUCT	Policy No. AP-04.1	
Policy Owner: Gina Monger, Human Resources Director		Approved By: Andrew Ching, Town Manager	
Authorized By: <i>Chapter 4: Code of Conduct, Town Employee Handbook</i>		Revision History: None	Effective Date: 06/23/2024

1. PURPOSE

This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 4: Code of Conduct* of the *Town of Paradise Valley* (hereinafter referred to as the "Town") *Employee Handbook*.

2. POLICY

- 2.1. This policy applies to all active Town employees.
- 2.2. All employees are expected to adhere to this policy. Violations of this policy may result in disciplinary action, up to and including dismissal.
- 2.3. The Police Department (PD) may establish and maintain *PD General Orders* that further define departmental conduct requirements, in accordance with this policy and any state or federal requirements.
- 2.4. Paradise Valley Municipal Court employees are subject to the *Arizona Code of Judicial Administration, Section 1-303: Code of Conduct for Judicial Employees*. Judicial officers are subject to the *Arizona Code of Judicial Conduct, Arizona Supreme Court Rule 81*. The minimum standards provided in the *Code of Conduct for Judicial Employees* and *Arizona Code of Judicial Conduct* do not preclude the adoption of more rigorous standards. In circumstances of conflicting conduct requirements, the more stringent standard is applicable.

3. FUNDAMENTAL EXPECTATIONS

- 3.1. Employees will not engage in any conduct that, whether on or off duty, is unbecoming and detrimental to their duties, position, or the Town. Employees will treat each other and all persons respectfully, professionally, and with dignity and courtesy.
- 3.2. Employees will observe and obey all laws, lawful orders and directives, Town policies, department procedures and orders, supervisory written and oral directions, and expectations.
- 3.3. Employees will satisfactorily perform their duties as assigned and as required by local, state, and federal requirements. Employees will report any condition that may prevent them from performing the essential functions of their position to Human Resources.
- 3.4. Employees will maintain and demonstrate all licensure, credentialing, or other requirements of their position. Employees will immediately report any change in the status of any license or credential required for their position.

4. CONTACT INFORMATION

Employees will ensure that the Town has their current primary phone number, and physical and mailing addresses, and emergency contacts are current. All changes need to be promptly provided in writing to Human Resources or updated through the personnel online system, as applicable.

5. TOWN RESOURCES

5.1. Employees will not damage, abuse or lose Town resources and property entrusted to them. Other than de minimis use and explicitly authorized by Town policy, Town property and resources will not be used for personal benefit or gain.

5.2. Employees will return all Town-issued property upon separation from employment with the Town.

6. NEPOTISM

6.1. To avoid the appearance of, or actual conflict, no applicant of the Town or employee who is a relative, household member, or in a relationship with an employee, will be assigned to audit the work of the other, hired, assigned/transferred, or appointed to a lead or supervisory position or role over the other.

6.2. The Town reserves the right to determine if a conflict exists in accordance with this section. The Town will consult this section when assigning, transferring, reclassifying, or promoting employees.

6.3. Definitions of terms used in this subsection are as follows:

6.3.1. Household members. Persons residing together in a close, personal relationship.

6.3.2. Relatives. Includes parent, parent-in-law, step-parent, grandparent, child, child-in-law, step-child, grandchild, spouse or state-registered domestic partner, sibling, sibling-in law, aunt, uncle, niece, nephew, or individual closely related to the employee by blood, marriage, state-registered domestic partnership, legal adoption, or other legal obligation.

6.3.3. Relationship. A close, personal, consensual affiliation between two Town employees that is romantic or sexual in nature. A roommate or person who shares a substantial financial interest with another employee, or a person who has any other relationship of such nature that it may create a conflict of interest, or the appearance of a conflict of interest.

6.4. Employees are responsible for adhering to the provisions of this section. Employees will report any relationship, household member, or relative changes that are a real or potential conflict of this policy to their department director immediately to avoid any harm to the Town or its employees.

6.5. Should a conflict as defined by this policy occur, the Town will attempt to find a suitable position within the Town to which one of the affected employees may transfer to. If no position exists and is vacant, only one of the employees will be eligible to continue their employment with the Town. The other will be asked to resign from service.

6.6. The employees involved in the conflict will be given 30-calendar days' notice from the date the determination is made that the conflict cannot be accommodated to decide who is going to terminate the issue giving rise to the conflict, or voluntarily resign from service to resolve the conflict.

- 6.7. After the 30-days' notice, if the parties do not end the conflict or submit the necessary written notice resignation, the Town Manager will make a determination on the basis of operational necessity and the employees will be advised of the decision accordingly.
- 6.8. The Town Manager may authorize exceptions to this section as warranted based on the specific set of circumstances. All exceptions will be documented in the affected employee(s) personnel file.

7. POLITICAL ACTIVITY

- 7.1. The Town will not use its personnel, equipment, materials, buildings, or other resources for the purpose of influencing the outcomes of elections. The Town may distribute informational reports on a proposed bond election.
- 7.2. Employees will not use the authority of their positions to influence the vote or political activities of any subordinate employee.
- 7.3. No employee will seek election to the Town Council while still employed by the Town. No employee will solicit or distribute campaign material or campaign for any candidate during working hours and/or in a uniform or apparel that is identified with the Town government.
- 7.4. Nothing contained in this section will be construed as denying the civil and political liberties of any employee as guaranteed by the United States and Arizona Constitutions.

8. GIFTS AND GRATUITIES

- 8.1. No one seeking appointment or promotion to a Town position or appointive office will directly or indirectly give any money, service, or other item to any person in connection with their appointment, or proposed appointment.
- 8.2. No employee will accept as an individual any fee, gift, service, or other valuable item while performing the duties and responsibilities of their position other than compensation set by the Town.
- 8.3. Employees and officers may accept such items as candy, cake, cookies, flowers, plants, or other items, of nominal value which are intended to be complimentary or appreciative in nature and which would be made available for general office/department consumption or use.
- 8.4. Meals and miscellaneous travel expenses related to the conduct of Town business are exempt from this policy and subject to the provisions under separate policy(ies).
- 8.5. Department directors may approve awards given by civic groups from a bona fide award program. Such programs will be submitted to the Town Manager for approval.

9. OUTSIDE EMPLOYMENT AND BUSINESS ACTIVITIES

- 9.1. Outside employment and volunteer activities will not conflict with an employee's official duties or otherwise negatively impact an employee's ability to perform their duties as a Town employee. The Town reserves the right to determine if a conflict exists in accordance with this section.
- 9.2. The use of Town resources for outside employment and volunteerism, including de minimis use, is prohibited, except for space provided on the designated employee bulletin board. An employee will not use their position at the Town to create the opportunity for private gain. All items posted on the bulletin board are subject to review and may be removed at the Town's discretion.

- 9.3. Peddling, solicitation, or sale for charitable or other purposes is not allowed among or by employees during business hours on Town property. Paper solicitation in designated break areas is permitted on the designated employee bulletin boards.
- 9.4. An employee who sustains an injury or illness in connection with their outside employer is not entitled to receive worker's compensation benefits through the Town. Such injury/illness will be managed through the established policies and procedures for personal employee illnesses/injuries.
- 9.5. Employees may engage in employment or business activities other than their job with the Town under the following conditions:
 - 9.5.1. The outside employment/business activity does not constitute a conflict of interest, or the appearance of a conflict of interest, with Town duties and responsibilities.
 - 9.5.2. The outside employment/business activity does not conflict with Town duties and responsibilities, working hours, assignments, or emergency assignments. The number of hours worked at outside employment may be restricted and will be in accordance with any departmental work rules.
 - 9.5.3. Employees must obtain the prior written permission of their department director:
 - 9.5.3.1. To engage in regular (scheduled or intermittent) employment, including operating a personal business, other than their job with the Town. Department directors will deny permission only when the conditions in. above are not met.
 - 9.5.3.2. To accept or continue any outside employment while on sick leave, industrial accident leave, or Family and Medical Leave Act Leave.
 - 9.5.4. Sworn officers are subject to the requirements as set forth in the *PD General Orders*.

10. WORKPLACE VIOLENCE AND BULLYING

- 10.1. The Town will not tolerate any act or threat of violence made in the workplace, on Town property, or by an employee while conducting Town business. The Town will respond promptly to threats, acts of violence, bullying, and acts of aggression by employees or against employees by coworkers, members of the public, or others.
- 10.2. Violent conduct, bullying conduct, or any threat of violence, implied or direct, is prohibited. This includes conduct on Town property as well as off-site conduct, whether in person or electronic in connection with Town business or that could impact an employee's work environment, or cause harm to the Town's interest. Prohibited conduct includes but is not limited to:
 - 10.2.1. The use of force with the intent to cause harm such as physical attack, any unwanted contact such as hitting, fighting, pushing, or throwing objects.
 - 10.2.2. Behavior that diminishes the dignity of others through unlawful harassment, including harassment based on race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, gender expression, sexual orientation, predisposing genetic characteristics, marital status, familial status, veteran status, military status, domestic violence victim status, or criminal conviction status.
 - 10.2.3. Acts or threats, made directly or indirectly, intended to intimidate, harass, threaten, bully, coerce, or cause fear of harm; these may include physical acts (such as lunging, throwing objects) or verbal acts.

10.2.4. Acts or threats, made directly or indirectly, by oral statements, written words, electronic communications, or non-verbal means (such as notes, email, mail, text messages, social media, body language, gestures, or symbols that communicate a direct or indirect threat of physical or mental harm).


10.2.5. Stalking.

11. WEAPONS IN THE WORKPLACE

11.1. Except for sworn officers of the Town Police Department, employees are prohibited from carrying or possessing any type of firearm on Town property, regardless of whether an individual has a permit or not.

11.2. An individual may not carry, possess, or use any dangerous instrument or weapon (such as firearms, explosives, other weapons, dangerous chemicals) on any property owned or controlled by the Town without appropriate Town authorization. Lawful possession of a firearm from a valid, approved telecommute location is permitted; however, the worktime carrying or use of such firearm(s) is prohibited.

11.3. Personal protective items, such as pepper spray or mace, may be carried while coming and going from work. However, they must be safely stored in a locker or office while working. The items may not be carried during work hours and must be removed from the building when the employee leaves work. Employees may carry the items while on a Town work trip.

	TOWN OF PARADISE VALLEY Administrative Policy		
	Title: DISCRIMINATION AND HARRASSMENT PREVENTION		Policy No. AP-04.2
Policy Owner: Gina Monger, Human Resources Director		Approved By: Andrew Ching, Town Manager	
Authorized By: <i>Chapter 4: Code of Conduct, Town Employee Handbook</i>		Revision History: None	Effective Date: 06/23/2024

1. PURPOSE

- 1.1. This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 4: Code of Conduct* of the *Town of Paradise Valley* (hereinafter referred to as the “Town”) *Employee Handbook*.
- 1.2. The Town is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the Town expects that all relationships among persons in the workplace will be business-like and free of explicit bias, prejudice, and harassment.
- 1.3. The Town has developed this policy to ensure that all its employees can work in an environment free from unlawful discrimination, harassment, and retaliation. The Town will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

2. POLICY

- 2.1. This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment.
- 2.2. Any employee who has questions or concerns about these policies should talk with the Human Resources or their department director.

3. INDIVIDUALS AND CONDUCT COVERED

- 3.1. This policy apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by members of the public, such as an outside vendor, consultant, or customer.
- 3.2. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events. The Town will use its best efforts to prevent or mitigate such conduct even when it is engaged in by third parties and members of the public.

4. DISCRIMINATION

- 4.1. It is the policy of the Town to ensure equal employment opportunity without discrimination or harassment on the basis of race (including hairstyle/texture), color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. The Town prohibits any such discrimination or harassment against any applicant or employee.
- 4.2. The law and the policies of the Town prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against discrimination, harassment, and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

5. HARASSMENT

- 5.1. Harassment on the basis of any other protected characteristic is strictly prohibited. Under this policy, harassment is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of their relatives, friends, or associates, and that:
 - 5.1.1. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
 - 5.1.2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
 - 5.1.3. Otherwise adversely affects an individual's employment opportunities.
- 5.2. Harassing conduct includes epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by email, phone (including voice messages), text messages, social networking sites, or other means.

5.3. Sexual Harassment

- 5.3.1. Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the *Equal Employment Opportunity Commission Guidelines*, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature which includes but is not limited to any of the following:
 - 5.3.1.1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
 - 5.3.1.2. Submission to, or rejection of, such conduct that is used as the basis for employment decisions.
 - 5.3.1.3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

- 5.4. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

6. REPORTING AN INCIDENT OF DISCRIMINATION, HARASSMENT, OR RETALIATION

- 6.1. The Town encourages reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, Human Resources, or any Town manager.
- 6.2. The Town encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. The Town recognizes; however, that an individual may prefer to pursue the matter through formal complaint procedures outlined in this policy or as provided for in the administrative policy for employee grievances.

7. COMPLAINT PROCEDURE

- 7.1. Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, department director, or Human Resources.
- 7.2. The Town encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.
- 7.3. Any reported allegations of discrimination, harassment, or retaliation will be investigated promptly in accordance with the administrative policy for employee investigations. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.
- 7.4. The Town will maintain confidentiality throughout the investigatory process to the extent consistent necessary to conduct a thorough investigation and take appropriate action.


8. RETALIATION

- 8.1. The Town prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.
- 8.2. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like

harassment or discrimination itself, will be subject to disciplinary action, up to and including dismissal. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

9. CONSEQUENCES FOR VIOLATIONS

- 9.1.** Any violation of this policy may warrant disciplinary action up to and including dismissal.
- 9.2.** False and malicious complaints of harassment, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action up to and including dismissal.

	TOWN OF PARADISE VALLEY Administrative Policy		
	Title: REASONABLE ACCOMMODATION AND FITNESS-FOR-DUTY		Policy No. AP-04.3
Policy Owner: Gina Monger, Human Resources Director		Approved By: Andrew Ching, Town Manager	
Authorized By: <i>Chapter 4: Code of Conduct, Town Employee Handbook</i>		Revision History: None	Effective Date: 06/23/2024

1. PURPOSE

- 1.1. This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 4: Code of Conduct* of the *Town of Paradise Valley* (hereinafter referred to as the "Town") *Employee Handbook*.
- 1.2. The Town is committed to offering equal access to employment opportunities for persons with disabilities in accordance with the Americans with Disabilities Act (hereinafter "ADA") of 1990, the Americans with Disabilities Amendments Act (hereinafter "ADAAA") of 2008, and the regulations and guidance issued by the Equal Employment Opportunity Commission (hereinafter "EEOC").
- 1.3. The Town will provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, to enable the performance of the essential functions of the job.

2. POLICY

- 2.1. The Town will comply with all federal and state laws concerning the employment of persons with disabilities.
- 2.2. The Town respects the religious beliefs and practices of all employees and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the Town's business.
- 2.3. The Town will provide reasonable accommodations for pregnancy or pregnancy-related health conditions in accordance with local, state, and federal laws.
- 2.4. Reasonable accommodations will be made when available, unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the Town.
- 2.5. The Town will not discriminate against qualified applicants or employees (hereinafter "individuals") making reasonable accommodations requests. The need for a reasonable accommodation will not negatively impact the consideration of a qualified individual with a disability.
- 2.6. This policy applies to all applicants and employees of the Town. All employees are required to comply with the Town's safety standards.

3. ADMINISTRATION

3.1. Process

- 3.1.1.** Individuals are encouraged to submit their reasonable accommodation request in writing to Human Resources. The request should include the type of accommodation needed, duration, and any other information that may assist consideration of their request. Requests for reasonable accommodation will be reviewed on a case-by-case basis and handled in a timely manner.
- 3.1.2.** The process will be interactive between the individuals and the Town, keeping the individual involved throughout. If the individual does not respond or otherwise engage in the process or provide the requested information, the Town will proceed with the process without the individual's input. The Town is not obligated to accommodate individuals who fail to cooperate.
- 3.1.3.** Job applicants requiring reasonable accommodation to complete the application process should notify Human Resources as soon as practicable.
- 3.1.4.** The requesting individual will receive a written decision regarding their request for a reasonable accommodation. When two or more effective accommodations allow a qualified individual with a disability an equal employment opportunity, the Town will select the reasonable accommodation to be provided to the individual.
- 3.1.5.** If an employee cannot be reasonably accommodated in their current position, the Town will seek an alternate position that is available, one that the employee is qualified to perform, at the same or lower salary level, and meets the employee's reasonable accommodation needs.

3.2. Health Information

- 3.2.1.** When an individual has requested a reasonable accommodation and their disability is not obvious, the Human Resources Director/designee may ask for a statement from a healthcare professional identifying the disability and how it limits the individual's ability to perform the essential functions of the position.
- 3.2.2.** The requesting employee may be required to sign a release authorizing their healthcare provider(s) to share information with the Human Resources Director/designee regarding the employee's health status and need for accommodation. The Town will treat the information about the presence or nature of a disability as confidential medical information and will secure the information apart from the employee's personnel file.
- 3.2.3.** The request for health information for a pregnancy-related accommodation is subject to the limits set forth in statute.

3.3. Refusal

A qualified individual has the right to refuse an accommodation that is offered. If an individual refuses a reasonable accommodation and cannot perform the essential functions of the job without the accommodation, the Town will not consider such person to be otherwise qualified and will treat the situation as a performance issue if the individual is an employee.

4. FIT-FOR-DUTY EXAMINATION

4.1. Purpose

The Town may request medical information or order a medical examination when it is job-related and consistent with business necessity when there is a reasonable belief, based upon objective evidence, that

an employee is unable to perform an essential function or will pose a “direct threat” because of a medical condition.

4.2. Procedure


- 4.2.1.** The scope and manner of any inquiries or medical examinations must be limited to information necessary to determine whether the employee is able to perform the essential functions of the job or can work without posing a direct threat. Employees certified by the Arizona Peace Officers Standards and Training Board (AZPOST) will follow *the Police Department General Order for fitness-for-duty examinations*, in accordance with *ARS 38-1112, Law enforcement officers, fitness for duty examinations*.
- 4.2.2.** The Town Manager/designee will notify the employee of the reason for the examination. Such medical examination will be at no expense to the employee. The employee will receive the applicable rate of pay for the time required for the examination. The results of the examination will be furnished to the employee upon the employee's request.
- 4.2.3.** Determination of physical or mental fitness will be by a medical provider designated by the Town. If requested by the employee, the examination will be conducted by a medical provider of the same sex as the employee.
- 4.2.4.** If an employee is found unfit for duty in their regular classification, a second medical opinion may be provided at the Town's expense, at the request of the affected employee, before any employment action is taken by the Town. If an employee is not working at the time of the request, the time needed to obtain a second opinion will be unpaid, or the employee may elect to use any applicable paid leave.

5. DISABILITY SEPARATION

When an employee cannot be reasonably accommodated, the Town may initiate a disability separation of the employee. An employee who is unable to perform the essential functions of the position due to a disability may also request a voluntary disability separation. Disability separation is not a disciplinary action.

6. COMPLAINTS AND RETALIATION

- 6.1.** Any individual who feels discriminated against, or retaliated against, based upon their disability or request for reasonable accommodation, may either file a complaint in accordance with the discrimination and harassment prevention policy, the employee grievance policy, or file a formal complaint with any state or federal agency.
- 6.2.** Any employee found to be engaging in retaliation will be subject to disciplinary action up to and including dismissal.

	TOWN OF PARADISE VALLEY		
	Administrative Policy		
Title:		Policy No.	
DRUG- AND ALCOHOL-FREE WORKPLACE		AP-04.4	
Policy Owner:		Approved By:	
Gina Monger, Human Resources Director		Andrew Ching, Town Manager	
Authorized By:		Revision History:	Effective Date:
Chapter 4: Code of Conduct, Town Employee Handbook		05/17/1999	06/23/2024

1. PURPOSE

- 1.1. This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 4: Code of Conduct* of the *Town of Paradise Valley* (hereinafter referred to as the "Town") *Employee Handbook*.
- 1.2. The policy complies with the *Code of Federal Regulations (CFR) 49, Part 40-Procedures for Transportation Workplace Drug and Alcohol Testing Programs* and *Part 382-Controlled Substances and Alcohol Use and Testing*, as required by the US Department of Transportation (USDOT) and the Federal Motor Carrier Safety Administration (FMSCA).
- 1.3. This policy also complies with the *Drug-Free Workplace Act of 1988*.
- 1.4. The Town is committed to delivering outstanding services to its residents by providing and maintaining a safe work environment. The Town provides a drug and alcohol-free workplace.
- 1.5. Portions of this policy are not USDOT-mandated but reflect the Town's policy are underlined.

2. DRUG-FREE WORKPLACE ACT OF 1988

- 2.1. All Town employees are subject to the provisions of the *Drug-Free Workplace Act of 1988*.
- 2.2. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled or illegal substance is prohibited in the workplace. Any violation of this subsection may result in discipline, up to and including dismissal.
- 2.3. An employee who is convicted of any criminal controlled substance statute for a violation occurring in the workplace will notify Human Resources or their department director no later than five calendar days after such conviction.

3. FMCSA COMPLIANCE

- 3.1. All commercial driver's license (CDL) drivers, including full-time, part-time, intermittent, backup, and international drivers, who operate Town commercial motor vehicles (CMV) are:
 - 3.1.1. Subject to the CDL requirements on public roads in the U.S.
 - 3.1.2. Performing safety-sensitive functions.
 - 3.1.3. Subject to USDOT controlled substance and alcohol testing.

3.1.4. Subject to the Town's controlled substance and alcohol testing requirements as defined in this policy.

3.1.5. The list of positions that require CDLs and are subject to this policy are listed in Appendix A of this policy.

3.2. Non-CDL Police Department personnel are subject to the requirements as set forth in the drug and alcohol Police Department General Order.

3.3. The Town has assigned the Human Resources Director as the Designated Employer Representative (DER) for the purposes of administering the provisions of this policy. The DER's contact information is provided in Appendix A of this policy.

4. DEFINITIONS

4.1. **Adulterated specimen:** A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

4.2. **Accident:** The term accident does not apply to events involving boarding and alighting from a stationary vehicle, or those involving the loading or unloading of cargo, but is an event involving a CMV that results in:

4.2.1. A fatality.

4.2.2. Injury to a person who needs immediate medical treatment away from the accident site.

4.2.3. One or more vehicles being disabled due to the accident.

4.3. **Actual knowledge:** Actual knowledge by the Town that a driver has used alcohol or controlled substances based on the Town's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use. Observation as used in this definition means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing. As used in this section, "traffic citation" means a ticket, complaint, or other document charging driving a CMV while under the influence of alcohol or controlled substances.

4.4. **Alcohol:** The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

4.5. **Breath alcohol technician (BAT):** A person who instructs and assists employees in the alcohol testing process and operates an evidential breath testing device.

4.6. **Cancelled test:** A controlled substance or alcohol test that has a problem identified that cannot be or has not been corrected, or which this part otherwise requires to be cancelled. A cancelled test is neither a positive nor a negative test.

4.7. **Controlled substance (drug):** Substances defined in § 40.82, as amended:

4.7.1. Marijuana metabolites

4.7.2. Cocaine metabolites

4.7.3. Amphetamines and methamphetamines

4.7.4. Opiates – opium and codeine derivatives

4.7.5. Phencyclidine (PCP)

4.8. **Conviction:** An unvacated adjudication of guilt or failure to comply with the law.

4.9. **Designated Employer Representative (DER):** The Town's appointed employee to exercise authority to remove a driver from safety-sensitive functions or by causing the driver to be removed from performing these functions. This person must be an employee of the Town and cannot be delegated to a consortium/third-party administrator (C/TPA).

4.10. **Dilute specimen:** A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

4.11. **Disabling damage:** Damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

4.11.1. **Inclusions:** Damage to motor vehicles that could have been driven but would have been further damaged if so driven.

4.11.2. **Exclusions**

4.11.2.1. Damage which can be remedied temporarily at the scene of the accident without special tools or parts.

4.11.2.2. Tire disablement without other damage even if no spare tire is available.

4.11.2.3. Headlight or taillight damage.

4.11.2.4. Damage to turn signals, horn, or windshield wipers which make them inoperative.

4.12. **Driver:** Any person who operates a commercial motor vehicle. This includes, but is not limited to: full-time, regularly employed drivers; casual, intermittent, or occasional drivers; leased drivers and independent owner-operator contractors.

4.13. **Driveaway-towaway operation:** Operation in which an empty or unladen motor vehicle with one or more sets of wheels on the surface of the roadway is being transported:

4.13.1. Between vehicle manufacturer's facilities.

4.13.2. Between a vehicle manufacturer and a dealership or purchaser.

4.13.3. Between a dealership, or other entity selling or leasing the vehicle, and a purchaser or lessee.

4.13.4. To a motor carrier's terminal or repair facility for the repair of disabling damage (as defined in §390.5) following a crash.

4.13.5. To a motor carrier's terminal or repair facility for repairs associated with the failure of a vehicle component or system.

4.13.6. By means of a saddle-mount or tow-bar.

4.14. **Invalid result:** The result reported by a US Department of Health and Human Services (HHS)-certified in accordance with the criteria established by the HHS when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

4.15. **Medical review officer (MRO):** A licensed physician who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

- 4.16. Negative result:** The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen.
- 4.17. Non-negative specimen:** A specimen that is reported as adulterated, substituted, positive (for drug(s) or drug metabolite(s)), or invalid.
- 4.18. Oral fluid specimen:** A specimen that is collected from an employee's oral cavity and is a combination of physiological fluids produced primarily by the salivary glands. An oral fluid specimen is a direct-observation collection. Same-gender observer is not required to be present during oral fluid collection.
- 4.19. Positive result:** The result reported by an HHS-certified laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentrations.
- 4.20. Safety-sensitive function:** All time from the time a driver begins to work or is required to be in readiness to work until the time they are relieved from work and all responsibility for performing work. Safety-sensitive functions include all time:
- 4.20.1.** At an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer.
 - 4.20.2.** Inspecting equipment or otherwise inspecting, servicing, or conditioning any CMV at any time.
 - 4.20.3.** Spent at the driving controls of a CMV in operation.
 - 4.20.4.** Other than driving time, in or upon any CMV, except time spent resting in a sleeper berth.
 - 4.20.5.** Loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
 - 4.20.6.** Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
- 4.21. Split specimen:** In drug testing, the specimen that is sent to a first laboratory and stored with its original seal intact, and which is transported to a second laboratory for retesting at the employee's request following MRO verification of the primary specimen as positive, adulterated, or substituted.
- 4.22. Stand-down:** The practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test result.
- 4.23. Substance Abuse Professional (SAP):** A person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. SAPs are not used for non-DOT controlled substance and alcohol violations.
- 4.24. Substituted specimen:** An employee's specimen not consistent with a normal human specimen, as determined by HHS (e.g., a urine specimen, with creatinine and specific gravity values that are so diminished, or so divergent that they are not consistent with normal human urine).
- 4.25. Undiluted (neat) oral fluid:** An oral fluid specimen to which no other solid or liquid has been added. For

example: A collection device that uses a diluent (or other component, process, or method that modifies the volume of the testable specimen) must collect at least 1 mL of undiluted (neat) oral fluid.

5. EFFECTS OF ALCOHOL AND CONTROLLED SUBSTANCES

The Town will provide information to all drivers concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

6. PROHIBITIONS

- 6.1. No driver will report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. The Town having knowledge that a driver has an alcohol concentration of 0.04 or greater will not permit the driver to perform or continue to perform safety-sensitive functions.
- 6.2. No driver will perform safety-sensitive functions within four hours after using alcohol. The Town having actual knowledge that a driver has used alcohol within four hours will not permit a driver to perform or continue to perform safety-sensitive functions.
- 6.3. No driver will report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drug or substance identified in *21 CFR 1308.11 Schedule I*, including marijuana.
 - 6.3.1. Hemp-derived products containing a concentration of up to 0.3% tetrahydrocannabinol (THC) are not controlled substances. Any product, including "Cannabidiol" (CBD) products, with a concentration of more than 0.3% THC remains classified as marijuana, a Schedule I drug under the Controlled Substances Act.
- 6.4. No driver will report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other *Schedules in 21 CFR part 1308* except when the use is prescribed by a licensed medical practitioner, who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.
- 6.5. The Town having actual knowledge that a driver has used a controlled substance, will not permit the driver to perform or continue to perform a safety-sensitive function, except when the use is prescribed by a *licensed medical practitioner*, who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.
- 6.6. The Town may require a driver to inform the employer of any therapeutic drug use.
- 6.7. No driver will report for duty, remain on duty, or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances. The Town having knowledge that a driver has tested positive or has adulterated or substituted a test specimen for controlled substances will not permit the driver to perform or continue to perform safety-sensitive functions.
- 6.8. No driver will refuse to submit to any of the following tests:
 - 6.8.1. Pre-employment controlled substance

- 6.8.2. Post-accident alcohol or controlled substance
- 6.8.3. Random alcohol or controlled substances
- 6.8.4. Reasonable suspicion alcohol or controlled substance
- 6.8.5. Return-to-duty alcohol or controlled substances
- 6.8.6. Follow-up alcohol or controlled substance

6.9. The Town will not permit a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions.

7. MARIJUANA AND CANNIBIDIOL PRODUCTS

- 7.1. Medicinal and/or recreational use of marijuana is permitted under Arizona law; however, it remains illegal under federal regulations.
- 7.2. Cannabidiol (CBD) products with a concentration of more than 0.3% of tetrahydrocannabinol (THC) remain classified as a Schedule 1 drug under the Controlled Substances Act. CBD products with a concentration up to 0.3% are legal; however, employees should use extreme caution consuming CBD products as the Federal Drug Administration (FDA) does not currently certify the levels of THC in CBD products, consequently there is no federal oversight to ensure the accuracy of the amount of THC in any product.
- 7.3. A positive test result for marijuana metabolites resulting from the consumption of any substance, constitutes a violation of this policy.

8. PRE-EMPLOYMENT DRUG TESTING

- 8.1. Pre-employment drug tests are conducted after making a contingent offer of employment or transfer.
- 8.2. If a driver has not performed a safety-sensitive function for 30 or more consecutive calendars days, and has not been in the random testing pool during that time, the driver must take and pass a pre-employment drug test before they can return to a safety-sensitive function.
- 8.3. The Town will not allow a driver, who the employer intends to hire or use to perform safety-sensitive functions unless the Town has received a controlled substances test result from the MRO or C/TPA indicating a verified negative test result for that driver.
- 8.4. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.
- 8.5. An applicant with a verified positive pre-employment drug test will have the Town offer of employment rescinded and will not be hired. Town employees who do not pass the pre-employment tests will be denied their transfer and be subject to discipline in accordance with this policy.
- 8.6. Except as provided for in Subsection 3.2, the Town does not conduct USDOT pre-employment alcohol testing.

9. POST-ACCIDENT TESTING

- 9.1. As soon as practicable following an occurrence involving a CMV operating on a public road in commerce, the Town will test for alcohol for each of its surviving drivers:

9.1.1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the

loss of human life.

9.1.2. Who receives a citation within 8 hours of the occurrence under state or local law for a moving traffic violation arising from the accident, if the accident involved:

9.1.2.1. Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident.

9.1.2.2. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

9.2. As soon as practicable following an occurrence involving a CMV operating on a public road in commerce, the Town will test for controlled substances for each of its surviving drivers:

9.2.1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life.

9.2.2. Who receives a citation within 32 hours of the occurrence under state or local law for a moving traffic violation arising from the accident, if the accident involved:

9.2.2.1. Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident.

9.2.2.2. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

9.3. A driver who is subject to post-accident testing will remain readily available for such testing or may be deemed by the Town to have refused to submit to testing. Nothing in this section will be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

9.4. No driver required to take a post-accident alcohol test will use alcohol for eight hours following the accident, or until they undergo a post-accident alcohol test, whichever occurs first.

9.5. The Town will provide drivers with necessary post-accident information, procedures, and instructions, prior to the driver operating a CMV, so that drivers will be able to comply with the requirements of this section.

9.6. The results of a breath or blood test for the use of alcohol, conducted by federal, state, or local law enforcement or public safety officials having independent authority for the test, will be considered to meet the requirements of this section, provided such tests conform to the applicable federal, state, or local alcohol testing requirements, and that the results of the tests are obtained by the Town.

9.7. The results of a urine test for the use of controlled substances, conducted by federal, state, or local law enforcement or public safety officials having independent authority for the test, will be considered to meet the requirements of this section, provided such tests conform to the applicable federal, state, or local controlled substances testing requirements, and that the results of the tests are obtained by the Town.

9.8. Post-accident testing does not apply to an occurrence involving only the:

9.8.1. Boarding or alighting from a stationary motor vehicle.

9.8.2. Loading or unloading of cargo.

9.8.3. Course of the operation of a passenger car or a multipurpose passenger vehicle by the Town unless the motor vehicle is transporting passengers for hire or hazardous materials of a type and quantity that require the motor vehicle to be marked or placarded.

9.9. If an alcohol test is required and is not administered within two hours following the accident, the Town will prepare and maintain a file on record stating the reason(s) the test was not promptly administered. If the alcohol test is not administered within eight hours following the accident, the Town will cease attempts to administer the test and will prepare and maintain the same record.

9.10. If a post-accident controlled substance test is not administered within 32 hours following the accident, the Town will cease attempts to administer the controlled substance test and prepare and maintain on file a record stating the reason(s) why the test was not promptly administered.

9.11. The Town reserves the right to administer non-USDOT post-accident controlled substance and alcohol testing on any Town employee.

10. RANDOM TESTING

10.1. Random controlled substance and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year and conducted at all times of the day when safety-sensitive functions are performed.

10.2. Testing rates will meet or exceed the minimum annual percentage rate set each year by the FMCSA. The Town may utilize a service agent (C/TPA) to perform the random selections and such C/TPA will be identified in Appendix A of this policy.

10.3. A driver will only be tested for alcohol while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions. Random controlled substance testing may occur any time while the driver is on duty.

10.4. Upon notification of the selection for random controlled substance and/or alcohol testing, each driver must immediately proceed to the designated testing site.

10.5. Employees assigned to the Criminal Investigative Unit within the Police Department may be subject to random drug testing.

11. REASONABLE SUSPICION

11.1. The Town will require a driver to submit to an alcohol test when the Town has reasonable suspicion to believe that the driver has violated the prohibitions of this policy concerning alcohol.

11.2. The Town will require a driver to submit to controlled substance testing when the Town has reasonable suspicion to believe that the driver has violated the prohibitions of this policy concerning controlled substances.

11.3. The Town will ensure that all persons designated to supervise drivers receive at least 60 minutes of training on alcohol misuse and receive at least an additional 60 minutes of training on controlled substances use.

The training will be used by the supervisors to determine whether reasonable suspicion exists to require a driver to undergo reasonable suspicion testing. The training will include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. Recurrent training for supervisory personnel is not required.

11.4. A written record will be made of the observations leading to an alcohol or controlled substances reasonable suspicion test, and signed by the supervisor or company official who made the observations, within 24 hours of the observed behavior or before the results of the alcohol or controlled substances tests are released, whichever is earlier.

11.5. The Town reserves the right to administer non-USDOT reasonable suspicion controlled substance and alcohol testing on any Town employee.

12. TESTING PROCEDURES

12.1. All FMCSA controlled substance and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended. See Appendix A for the Town's list of contact personnel, collection sites, and C/TPA.

12.2. The procedures that will be used to test for the presence of alcohol and controlled substances, protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver, including post-accident information, procedures, and instructions.

12.3. A supervisor will escort an employee who is subject to reasonable suspicion testing to the testing site and provide a safe ride home to the employee following the testing procedure. The supervisor will remain with the employee for the duration of the testing procedure.

12.4. The Town reserves the right to test for controlled substances in addition to those identified by the USDOT and this policy for non-USDOT tests.

12.5. Testing involving possible criminal charges will be conducted in a manner consistent with the applicable investigative protocols. Such testing will generally be coordinated by the assigned investigative unit.

12.6. Urine and oral fluid specimens are authorized for collection and testing. No DNA testing, to include (but not limited to blood, sweat, and hair) is permitted.

12.6.1. The Town may use one or the other, but not both may be used at the beginning of a testing event. In the event there is a problem in the collection process that necessitates a second collection (e.g., insufficient quantity of urine, temperature out of range, or insufficient saliva), then a different specimen type could be chosen by the Town (i.e., through a standing order or a discussion with the collector) or its service agent (i.e., if there is no standing order and the service agent cannot contact the DER) to complete the collection process for the testing event.

12.6.2. Only urine and oral fluid specimens screened and confirmed at HHS-certified laboratories (see § 40.81) are allowed for drug testing under this part. Point-of-collection (POC) urine, POC oral fluid drug testing, hair testing, or instant tests are not authorized.

12.7. Dilute Urine Specimen

12.7.1. If the MRO informs the Town that a positive controlled substance test was diluted, the Town may treat the test as a verified positive test. The Town will not direct the driver to take another test

because the specimen was diluted.

12.7.2. If the MRO informs the Town that a negative test was dilute, the following action will be taken accordingly:

12.7.2.1. If the MRO directs the Town to conduct a recollection under direct observation (i.e., because the creatinine concentration of the specimen was equal to or greater than 2 mg/dL, but less than or equal to 5 mg/dL, the Town will comply immediately.

12.7.2.2. Otherwise (i.e., if the creatinine concentration of the dilute specimen is greater than 5 mg/dL), the Town will direct the employee to take another test immediately.

12.8. Split Specimen Test

12.8.1. If the MRO notifies the driver that they have a verified positive drug test and/or refusal to test because of adulteration or substitution, the driver has 72 hours from the time of notification to request a test of the split specimen. The request may be verbal or in writing. If the driver makes this request to the MRO within 72 hours, the requirements for a split specimen test are initiated. There is no split specimen testing for an invalid result.

12.8.2. If, the driver does not request a test of the split specimen within 72 hours, the driver may present to the MRO information documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the driver from making a timely request.

12.8.3. The Town will ensure that the split specimen test is conducted in a timely manner.

12.8.4. The Town will pay for the cost of the split specimen test and will arrange for reimbursement by the employee. All costs associated with second testing of the verified positive split specimen are paid by the driver, unless the result of the split specimen test invalidates the positive result of the original test. Retests will not be delayed due to the driver's inability to pay.

13. TEST REFUSALS

13.1. If a driver refuses to take a drug test, the driver will incur the consequences specified under USDOT agency regulations for a violation of those USDOT agency regulations. The consequences specified under USDOT agency regulations for a refusal cannot be overturned or set aside by an arbitration, grievance, state court or other non-federal forum that adjudicates the personnel decisions the Town has taken against the employee.

13.2. A refusal to test is defined as the:

13.2.1. Failure to appear for any test (except a pre-employment test) within a reasonable time, as determined by the Town, consistent with applicable USDOT agency regulations, after being directed to do so by the Town. This includes the failure to appear for a test when called by a C/TPA.

13.2.2. Failure to remain at the testing site until the testing process is complete. Provided that a driver who leaves the collection site before the testing process commences for a pre-employment test is not deemed to have refused to test. The collector is not required to inform the driver that the failure to remain at the collection site is a refusal. If a driver leaves prior to the completion of the testing process, the Town must decide whether the driver's actions constitute a refusal.

- 13.2.3. Failure to provide a specimen for any drug test required. Provided that a driver who does not provide a specimen because have left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test. The collector is not required to inform the driver that the failure to remain at the collection site is a refusal. If a driver leaves prior to the completion of the testing process, the Town must decide whether the driver's actions constitute a refusal.
- 13.2.4. In the case of a directly observed or monitored urine collection in a drug test, failure to permit the observation or monitoring of the driver's provision of a specimen.
- 13.2.5. Failure to provide a sufficient specimen when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
- 13.2.6. Failure or decline to take an additional drug test the Town or collector has directed the driver to take.
- 13.2.7. Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER. In the case of a pre-employment drug test, the driver is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment. If there was no contingent offer of employment, the MRO will cancel the test.
- 13.2.8. Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector, fail to remove objects from mouth, fail to permit inspection of the oral cavity, or fail to complete a rinse when requested).
- 13.2.9. For an observed urine collection, failure by the driver to follow the observer's instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process.
- 13.2.10. Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
- 13.2.11. Admit to the collector or MRO that the driver adulterated or substituted the specimen.
- 13.2.12. If the MRO reports that the driver have a verified adulterated or substituted test result, the driver has refused to take a drug test.

14. USDOT VIOLATIONS AND CONSEQUENCES

- 14.1. A verified positive USDOT drug test result, a USDOT alcohol test with a result indicating an alcohol concentration of 0.04 or greater, a refusal to test (including by adulterating or substituting a specimen), or any other violation of the prohibition on the use of alcohol or drugs under a USDOT agency regulation constitutes a USDOT drug and alcohol regulation violation. CBD use is not a legitimate medical explanation for a laboratory-confirmed marijuana positive result.
- 14.2. Following a federal violation, the driver will be immediately removed from safety-sensitive duty and dismissed from their employment with the Town, subject to the due process provisions in accordance with the discipline and appeals policy.

- 14.3. Any driver or applicant who tests positive for controlled substances or alcohol (BAC equal to or above 0.04) or refuses to test will be referred to 2 SAPs by the Town. The Town may use <https://www.saplist.com/find-a-sap> to identify SAPs.

15. TOWN VIOLATIONS AND CONSEQUENCES

- 15.1. A violation of this policy is a non-USDOT positive controlled substance test result, a non-USDOT positive alcohol test result (BAC equal to or above 0.02), or a non-DOT test refusal. A further violation of this policy is a USDOT alcohol test resulting in a BAC equal to 0.02 but less than 0.04. Failure to adhere to other provisions of this policy is also a violation of this policy.
- 15.2. Following a positive non-USDOT controlled substance or alcohol test result (BAC equal to or above 0.04), or a test refusal, the employee will be immediately removed from safety-sensitive duty, if applicable, and be dismissed from their employment with the Town, subject to the due process provisions in accordance with the discipline and appeals policy. Employees will be referred to the Town's *Employee Assistance Program* for drug/alcohol support services.
- 15.3. An employee with an alcohol test result with a BAC equal to 0.02 or above but less than 0.04, will be immediately removed from safety-sensitive duty, as applicable, and subject to disciplinary action up to and including dismissal. Employees who incur additional BAC violations of this nature (equal to or above 0.02 but less than 0.04), as well as other policy violations will be subject to discipline, up to and including dismissal.

16. OFF-DUTY IMPAIRMENT

If the Town becomes aware of an employee involved the use of any illegal or controlled substance, or in a matter involving the use of alcohol, the employee may be subject to random (follow-up) drug and alcohol testing discipline, and subject to discipline, up to and including dismissal.

17. VOLUNTARY SELF-REFERRAL

- 17.1. The Town urges all its employees to seek help or treatment with an alcohol or chemical dependency problem before their job performance and employment are impacted.
- 17.2. Prior to being selected or notified to undergo any testing in accordance with this policy and has not refused a controlled substance or alcohol test, any driver who has a controlled substance and/or alcohol abuse problem may voluntarily self-refer to the DER or their department manager. The DER may assist the employee with the referral to a substance abuse counselor through the Town's *Employee Assistance Program (EAP)* for evaluation and treatment.
- 17.3. All employees who enter a voluntary rehabilitation must agree and adhere to a return-to-work agreement with the Town.
- 17.4. Any safety-sensitive employee who admits to a controlled substance and/or alcohol problem will immediately be removed from their safety-sensitive functions and will not be allowed to perform such functions until released for safety-sensitive duty by their substance abuse counselor. Employees will continue with their prescribed rehabilitation program until completion. Employees will provide the DER written notice of their successful completion of the prescribed rehabilitation program.
- 17.5. The cost of any treatment is the responsibility of the employee.

- 17.6. Participation in a voluntary rehabilitation program does not affect USDOT or Town testing requirements or the consequences of positive test results under this policy.
- 17.7. Employees who admit to alcohol misuse or controlled substances use are not subject to the USDOT referral, evaluation, and treatment requirements, provided that:
- 17.7.1. The admission is in accordance with this policy for voluntary self-identification.
 - 17.7.2. The driver does not self-identify to avoid testing under the requirements.
 - 17.7.3. The driver makes the admission of alcohol misuse or controlled substances use prior to performing a safety sensitive function (i.e., prior to reporting for duty).
- 17.8. The driver will not perform a safety sensitive function until the Town is satisfied that the driver has been evaluated and has successfully completed education or treatment requirements in accordance with the self-identification program guidelines.
- 17.9. Prior to the driver participating in a safety sensitive function, the driver will undergo a non-USDOT return-to-duty test with a result indicating an alcohol concentration of less than 0.02; and/or a non-USDOT return-to-duty controlled substance test with a verified negative test result for controlled substances use.
- 17.10. The Town may incorporate employee monitoring and include non-USDOT follow-up testing.

18. TRAFFIC LAW CONVICTIONS

Drivers must notify the Town of any local, state, or federal traffic law (non-parking) in any type of motor vehicle within 30 calendar days of conviction, regardless of any pending appeal to the conviction.

19. FMCSA DRUG AND ALCOHOL CLEARINGHOUSE DATA

- 19.1. The following personal information collected and maintained in accordance with this policy and USDOT regulations, and will be reported to the *FMCSA Drug and Alcohol Clearinghouse* (*Clearinghouse*) at <https://clearinghouse.fmcsa.dot.gov>:
- 19.1.1. A verified positive, adulterated, or substituted controlled substance or alcohol test result
 - 19.1.2. An alcohol confirmation test with a concentration of 0.04 or higher
 - 19.1.3. A refusal to submit to any controlled substance or alcohol test
 - 19.1.4. An employer's report of actual knowledge
 - 19.1.5. On-duty alcohol use
 - 19.1.6. Pre-duty alcohol
 - 19.1.7. Alcohol use following an accident
 - 19.1.8. Controlled substance use
 - 19.1.9. SAP report of the successful completion of the return-to-duty process
 - 19.1.10. A negative return-to-duty test
 - 19.1.11. An employer's report of completion of follow-up testing
- 19.2. The Town will conduct a query of the *Clearinghouse* at least once per calendar year for information for all employees subject to controlled substance and alcohol testing to determine whether information exists in the *Clearinghouse* about those employees.

20. RECORDS


- 20.1. Records required under this policy, including test results, will be maintained in a secure location with restricted access in accordance with state and USDOT retention requirements. Upon request, employees will be entitled to receive copies of their own records. Drivers may also release this information to subsequent employers with written authorization.
- 20.2. Information may also be disclosed to relevant state or federal agencies, or in connection with judicial, administrative, or related proceedings initiated by or on behalf of the employee, or where otherwise required by law.
- 20.3. The Town will ensure that each driver and all other employees sign a statement certifying that they have received a copy of this policy. The certification statement will be kept in the driver's personnel file.

21. PRESCRIPTION AND OVER-THE-COUNTER MEDICATIONS

- 21.1. This policy does not prohibit the appropriate use of legally prescribed drugs and non-prescription medications. It is the responsibility of the employee to inform their healthcare provider when prescribed medications that are covered under the terms of this policy. The employee will use medically authorized drugs or over-the-counter medications in a manner which will not impair on-the-job performance. It is also the responsibility of the employee to remove themselves from duty if they are not fit because of adverse effects resulting from medications.
- 21.2. Drivers are responsible for notifying their healthcare provider(s) of their safety-sensitive duties every time a prescription or non-prescription medication is recommended/ordered to ensure their healthcare provider considers these duties during treatment and confirms the employee remains fit-for-duty during usage.
- 21.3. Employees are encouraged to obtain a position description form for their respective position to provide to the healthcare provider to assist them in determining if any medications being prescribed/recommended could potentially impair their ability to perform their safety-sensitive functions.

22. REFERENCE

Appendix A: Designated Employer Representative, FMCSA Certified Positions, and Service Agent(s)

	TOWN OF PARADISE VALLEY Administrative Policy	
	Title: DRUG & ALCOHOL-FREE WORKPLACE	Policy No. AP-04.4
Appendix A	Revision History: None	Effective Date: 06/23/2024

DESIGNATED EMPLOYER REPRESENTATIVE


Gina Monger, Human Resources Director
gmonger@paradisevalleyaz.gov
480-348-3542

FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA) COVERED POSITIONS

Senior Fleet Technician
Public Works Technician

SERVICE AGENT [CONSORTIUM/THIRD-PARTY ADMINISTRATOR (C/TPA)]

Accredited Drug Testing, Inc.

	TOWN OF PARADISE VALLEY Administrative Policy		
	Title: RECRUITMENT AND SELECTION		Policy No. AP-05.1
Policy Owner: Gina Monger, Human Resources Director		Approved By: Andrew Ching, Town Manager	
Authorized By: <i>Chapter 5: Conditions of Employment, Town Employee Handbook</i>		Revision History: None	Effective Date: 06/23/2024

1. PURPOSE

This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 5: Conditions of Employment* of the *Town of Paradise Valley* (hereinafter referred to as the “Town”) *Employee Handbook*.

2. POLICY

- 2.1. The Town is committed to employing the best qualified candidates while engaging in recruitment and selection best practices that comply with all applicable employment laws. It is the policy of the Town to provide equal employment opportunity to all applicants and employees.
- 2.2. Only job-related criteria will be used to evaluate candidates and the recruitment and selection processes are applied uniformly.
- 2.3. The Police Department may establish additional recruitment and selection procedures through department general orders that are appropriate to their position requirements and in accordance with any state and federal requirements for sworn officers.

3. DEFINITIONS

- 3.1. **Apprentice/Apprenticeship:** An appointment of a candidate to a position in a specialized or skilled trades class at a lower level of experience or training/educated. The apprentice will achieve the necessary experience and education on the job to become qualified for the position.
- 3.2. **Demotion:** The voluntary or involuntary appointment of an employee as the incumbent of their current position and assigned pay range to a position in a lower pay range.
- 3.3. **Direct Appointment:** An appointment only made by the Town Manager to fill a position without a formal recruitment and selection process.
- 3.4. **Internal Recruitment:** A recruitment posted for a position that is only open to current Town employees.
- 3.5. **Lateral Transfer:** The voluntary or involuntary appointment of an employee from a position in one class to a position in another class with the same pay range.
- 3.6. **Open Competitive Recruitment:** A recruitment posted for a position that is open to all applicants who meet the minimum posted requirements, including current Town employees.
- 3.7. **Open Continuous:** Refers to a recruitment that has no closing date and is open until further notice.

- 3.8. Promotion:** The appointment of an employee as the incumbent of their current position and assigned pay range to a position in a higher pay range. Acting capacities, assignment pay, and reclassifications of positions are not considered promotions.
- 3.9. Sworn Personnel:** Positions within the Police Department that are required to be certified by AZPOST and maintain the certification throughout their employment in any sworn position.

4. RECRUITMENT PROCESS

4.1. Position Review

- 4.1.1.** Supervisors will provide notice to Human Resources of vacancies as they occur. The department will review the needs of the position and confirm funding availability. If position continues to be necessary and funded, the supervisor and/or department director will review the current job description and coordinate with Human Resources for updating as appropriate.

4.2. Type of Recruitment

- 4.2.1.** Human Resources and the department supervisor/director will collaborate to identify the best method to fill the vacancy, with consideration given to the Town's needs and best interests, availability of internal applicants, and the position qualification requirements. The following options are available to fill the position:

- 4.2.1.1.** Open competitive recruitment
- 4.2.1.2.** Internal only recruitment
- 4.2.1.3.** Lateral transfer
- 4.2.1.4.** Promotion
- 4.2.1.5.** Voluntary demotion
- 4.2.1.6.** Direct appointment
- 4.2.1.7.** Apprenticeship

4.3. Job Posting

- 4.3.1.** If it is determined that a recruitment is warranted, Human Resources will prepare and post the job posting to the internal and/or external Town job boards. Human Resources will post the job for the duration that is necessary to gather a sufficient number of qualified applicants to consider. The job posting may be posted to additional job boards as appropriate to the position and/or as needed to effectively advertise the opportunity. The cost for posting to other job boards is generally expensed to Human Resources.
- 4.3.2.** All job postings will include the statement: *"The Town of Paradise Valley is an equal opportunity employer and encourages all qualified applicants to apply."*
- 4.3.3.** Employees are encouraged to share external recruitment opportunities within their personal and professional networks.
- 4.3.4.** If an open continuous recruitment is utilized, it should be reposted periodically to ensure its visibility on job boards. Candidates should either be dispositioned or transferred to the new job posting for continued consideration.

4.4. Applications

- 4.4.1. Unless stated otherwise in the job posting, all applicants, including current Town employees, must apply through the Town's online application tracking system and be received before the closing date and time of the recruitment announcement.
- 4.4.2. Only candidates whose application and supporting documents reflect the posted minimum qualifications will be considered for hire by the Town. The minimum requirements will be applied to all applications consistently to the extent possible. Sworn personnel must also meet the minimum requirements of:
 - 4.4.2.1. Arizona Peace Officers Standards and Training Board (AZPOST) (Administrative Code R13-4-105).
 - 4.4.2.2. Have and maintain AZPOST certification.
 - 4.4.2.3. Have and maintain the ability to testify in a court of law without limitation.
- 4.4.3. Applications will be reviewed by Human Resources and forwarded to the hiring supervisors for further review. Human Resources may solicit assistance from the hiring supervisor(s) to determine if a candidate meets the posted requirements.
- 4.4.4. Any applicant who is found to have misrepresented information on any of their application documents may be removed from further consideration. Any Town employee who misrepresents information on a Town employment application or at any time during a recruitment selection process may be subject to disciplinary action, up to and including dismissal.
- 4.4.5. Applicants should be dispositioned once it has been determined that they are no longer under consideration.

4.5. Selection Process

- 4.5.1. Once qualified applicants are forwarded to the hiring supervisor, the candidates may be further screened using any combination of the following methods that are applicable to the position:
 - 4.5.1.1. Prescreening phone, email, and/or video interviews.
 - 4.5.1.2. Panel interviews, one-on-one interviews, and/or open forums.
 - 4.5.1.3. Physical fitness and/or agility assessments.
 - 4.5.1.4. Online or in-person assessments of knowledge, skills, and/or abilities.
- 4.5.2. Employees who participate in candidate interviews should be trained in how to conduct legal and effective interviews.

4.6. Conditional Offer of Employment

- 4.6.1. Upon the successful completion of the selection process, the selected candidate(s) name will be forwarded to Human Resources to prepare the conditional offer of employment. Conditions of the offer are circumstances that must be met *upon hire* by the selected candidate.
- 4.6.2. The wage/salary offer to be made will be in accordance with the Town's compensation policy. Benefits offered are based on the position's status and the number of hours scheduled to work per week.
- 4.6.3. Conditions of employment for every job offer will include the candidate's:
 - 4.6.3.1. Acceptance of the job offer.

4.6.3.2. Successful completion of a background investigation as required by the position and as determined by the Town.

4.6.4. Other conditions may be included based upon the position requirements as identified in the job description or Town policy.

4.7. Background Investigations

4.7.1. Except for Police Department positions, Human Resources will initiate the background investigation for candidates who have accepted an offer of employment with the Town in accordance with state and federal statutes. Background investigations may include, but are not limited to:

4.7.1.1.1. Education

4.7.1.1.2. Employment

4.7.1.1.3. Driving

4.7.1.1.4. Local, state, and federal criminal activities

4.7.1.1.5. Licensures and certifications

4.7.1.1.6. Financial/personal credit

4.7.1.1.7. Social media presence

4.7.1.1.8. Personal/professional references

4.7.1.1.9. Pre-employment drug testing

4.7.2. Human Resources will consider the results of the background investigation in accordance with state and federal statutory requirements and determine if the candidate successfully completed the background investigation. A conviction of a criminal offense does not automatically disqualify an applicant from employment with the Town.

4.7.3. Background investigations for Police Department positions will be conducted by the department's assigned background investigator who is trained in collecting the required information and will include at a minimum the:

4.7.3.1. Verification of qualifying credentials

4.7.3.2. Review of the applicants criminal history.

4.7.3.3. Verification of at least three personal references.

4.7.4. The Chief of Police will make the final selection and approve all Police Department appointments, except for the position of Chief of Police.

4.8. Mental and Physical Examinations

4.8.1. Conditions of employment that require the satisfactory completion of mental and/or physical examination will be conducted by a healthcare professional designated and paid for by the Town. Consistent with the Town's drug- and alcohol-free workplace policy, a drug test may be required of applicants receiving a conditional offer of employment.

4.8.2. Police Department applicants must pass a polygraph examination and a psychological examination. Applicants will be advised prior to the polygraph examination the general areas of questions that may be covered. The polygraph examiner's report will be provided to the Chief of Police and the results of the polygraph examination will not be used as the sole determining factor for rejecting an applicant.

4.9. Confirmation of Employment

4.9.1. Upon successful completion of all of the contingencies of the conditional offer, the candidate will be provided with a confirmation of employment, that includes the (anticipated) start date.

4.9.2. Human Resources will schedule new hires to attend new employee orientation on or shortly after their start date.

5. INTERNAL RECRUITMENT PROCESSES

5.1. In addition to the process described in *Section 4: Recruitment Process*, there are additional methods to fill vacancies using only internal candidates (active employees). The prescribed method for minimum requirements, selection, conditional offers, and background investigations are applicable as required by the position.

5.2. Lateral Transfer

5.2.1. A lateral transfer may be used to fill a vacancy or to transfer two Town employees who are in the same pay range and may be initiated by the employee(s) or the department director(s). Transfers from one department to another require approval of the affected department directors, unless the appointment is at the direction of the Town Manager.

5.2.2. An employee lateral transfer may be initiated by a written request to the affected department directors and Human Resources, outlining the reasons for the request and the position to be transferred to. The department directors and Human Resources will review the request and will base the decision to approve the request on operational and workforce needs of the Town.

5.2.3. Employees who accept a lateral transfer will accept all of the wage, benefit, and working conditions of the new position. Lateral transfer employees must meet the minimum qualifications for the new position.

5.3. Promotion

5.3.1. Vacancies may be filled by a promotional recruitment or direct appointment by the Town Manager. Promotional recruitments will be announced to all Town employees.

5.3.2. The Police Department may implement a general order for the procedures to fill promotional vacancies.

5.4. Demotion

5.4.1. All demotions must be approved by the Town Manager and the affected department directors. A voluntary demotion may be initiated by the employee through a written request to the affected department directors and Human Resources, outlining the reasons for the request and the position to be demoted to. The department directors and Human Resources will review the request and will base the decision to approve the request on operational and workforce needs of the Town.

5.4.2. Employees who are demoted will be subject to all of the wage, benefit, and working conditions of the new position. Employees to be demoted must meet the minimum qualifications for the new position.

5.5. Apprenticeship


- 5.5.1. Candidates appointed as an apprentice are to be trained on the job, with the duration of the appointment intended to achieve the knowledge, skills, and experience necessary to successfully perform the duties of the position.
- 5.5.2. Apprentices who are not current Town employees will serve a probationary period that is sufficient to achieve the job requirements. Town employees who are appointed as an apprentice will serve a 12-month review period in accordance with the probationary and review period policy.
- 5.5.3. Once the apprentice has successfully completed the probationary/review period, the rate of pay will be adjusted to the minimum of the salary range if performance met standards, if not already at or above the minimum rate of pay of the range.

6. INTERNSHIPS

- 6.1. An intern is a student in a senior-level undergraduate academic program, or graduate-level academic program, with the objective of completing specified departmental project or assignments within a specified duration of time.
- 6.2. Interns may be used to supplement the existing workforce and are not intended to fill vacancies within the Town. Any compensation for interns is provided for in the compensation policy.
- 6.3. Potential candidates for interns may be through referrals or through an open competitive recruitment announcement. Candidates who express interest in an internship opportunity will be considered based on Town needs and the student's area of education, interest, and availability.

7. RECORDS MANAGEMENT

- 7.1. Except as otherwise noted, all recruitment and selection records are maintained by Human Resources, except as otherwise required by statute. Records will be maintained in accordance with state records retention requirements.
- 7.2. Selection and background investigation documents will be maintained by the Police Department in accordance with state records retention and any other applicable statutory requirements.

	TOWN OF PARADISE VALLEY Administrative Policy		
	Title: PROBATIONARY AND REVIEW PERIODS		Policy No. AP-05.2
Policy Owner: Gina Monger, Human Resources Director		Approved By: Andrew Ching, Town Manager	
Authorized By: Chapter 5: Conditions of Employment, Town Employee Handbook		Revision History: 09/12/2002	Effective Date: 06/23/2024

1. PURPOSE

This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 5: Conditions of Employment* of the *Town of Paradise Valley* (hereinafter referred to as the “Town”) *Employee Handbook*.

2. POLICY


- 2.1. The probationary period is an integral and final part of an employee's selection and screening process. This period is intended to allow an employee to demonstrate satisfactory competence in the new position. It allows a supervisor time to observe the employee's performance, train, and assist the employee to adjust to the position; or to terminate the employee who does not meet the required performance standards.
- 2.2. Probationary and review periods will be extended if an employee is absent or on modified/restricted duty for more than 14 consecutive calendar days. The extension will be equivalent to the total number of days absent and/or on restricted/modified duty, inclusive of the first 14 calendar days.
- 2.3. Probationary and review periods may be extended for up to 90 calendar days if circumstances warrant, exclusive of *Subsection 2.2.*, in coordination with Human Resources, the department director, and the Town Manager, as appropriate.

3. PROBATIONARY PERIOD

- 3.1. Probationary employees become regular employees upon the successful completion of their original probationary period. During an original appointment probationary period, an employee is designated as at-will employment status and may be dismissed at any time without a statement of cause, without prior notice, and without the right of grievance or appeal.
- 3.2. Excluding appointments to unclassified service positions as set forth in the *Chapter 5: Conditions of Employment*, of the *Town Employee Handbook*, all original appointments will be subject to a probationary period of 6 months (180 calendar days) of continuous and successful service.
- 3.3. Sworn original appointments, defined as positions in the Police Department that must meet and maintain Arizona Peace Officers Standards and Training Board (AZPOST), and Police Lead/Dispatchers, will be subject to a probationary period of 12 months of continuous and successful service.
- 3.4. Original appointments as an apprentice may extend beyond six months and the length of the probationary period will be confirmed in the appointment letter.
- 3.5. A probationary separation is the action to end an employee's at-will employment with the Town prior to the end of the probationary period.

4. REVIEW PERIOD

- 4.1. All classified (as defined in *Chapter 5: Conditions of Employment*) employee promotional appointments, voluntary transfers, and voluntary demotions will be subject to a review period of 6 months continuous and successful service in addition to completion of the 6/12-month original appointment probationary period. The review period for a Town employee appointed to an apprenticeship will be determined based upon the needs of the position and the employee. Involuntary transfers and demotions will not serve a review period as described in this section.
- 4.2. Employees who are subsequently appointed to a new position prior to the completion of their original 6/12-month probationary period, will begin a new 6/12-month probationary period. Time spent in a prior probationary period may be credited towards the new probation period, subject to approval.
- 4.3. Regular employees who fail to complete a review period may be reassigned to the position from which they were promoted to a similar or lower level position, if they meet the minimum qualifications with approval of the Town Manager, if such a vacancy exists.
- 4.4. If the employee is reassigned, they will be subject to a new six-month review period regardless of whether or not they had regular employee status. If no vacancy exists, the employee may be assigned to a position which is equivalent to their former position in terms of scope of responsibilities and pay for a period not to exceed six months, subject to the determination and approval of the Town Manager based on staffing requirements.
- 4.5. At the end of the six-month review period, if there is still no vacancy, or sooner based on the Town Manager's assessment of staffing requirements, the employee will be terminated. Such employees have the right to a review of the action as provided for in *Subsection 7.2 Step 1: Town Manager* of the discipline and appeals policy but may not appeal to the Personnel Appeals Board.

	TOWN OF PARADISE VALLEY Administrative Policy	
	Title: PERFORMANCE REVIEWS	Policy No. AP-05.3
Policy Owner: Gina Monger, Human Resources Director		
Approved By: Andrew Ching, Town Manager		Effective Date: 06/23/2024
Authorized By: <i>Chapter 5: Conditions of Employment and Chapter 7: Compensation, Town Employee Handbook</i>		Revision History: None

1. PURPOSE

- 1.1. This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 5: Conditions of Employment* and *Chapter 7: Compensation* of the *Town of Paradise Valley* (hereinafter referred to as the "Town") *Employee Handbook* and the *compensation administrative policy*.
- 1.2. Supervisors are expected to provide timely and ongoing communication regarding employee performance. The performance evaluation provides supervisors with a formal means of communication job performance to employees, as well as establishing future goals.
- 1.3. This policy will establish a consistent standard to award merit pay based on performance and exceptional service.

2. POLICY

- 2.1. This policy applies to all classified employees, and unclassified employees as defined in *Section 500: Unclassified Service B.2.* of the *Employee Handbook*.
- 2.2. Employee performance evaluations will be completed at least annually, or more often as needed. The designated review period is April 1st through March 31st of the following year. Evaluations for probationary employees will be administered by the provisions of *Subsection 3.5 Probationary Employees*.
- 2.3. Annual performance recognition may be in the form of merit pay and exemplary service bonuses, and are paid through payroll in the pay period that includes July 1st, immediately following the end of the review period.
 - 2.3.1. Merit pay is based upon a percentage of each eligible employee's base pay, exclusive of any other premium pay or compensation. All employees who are eligible to receive merit pay will receive the same percentage increase in their base rate of pay.
 - 2.3.2. Exemplary service bonuses are one-time lump sum payments that do not increase base pay.
 - 2.3.3. All current, eligible employees as of July 1st will be awarded annual performance recognition, following the conclusion of the most recent performance review period, subject to the provisions of this policy. No further compensation will be made to an employee who separates from Town service prior to receiving any applicable annual award recognition.
- 2.4. Supervisors will provide timely and ongoing communication to their employees. Supervisors will conduct timely performance evaluations and encourage open dialogue with their employees.

- 2.5. Employees will be given one rating based on their overall performance for the entire review period as follows:
- 2.5.1. **Met Expectations:** Consistently performed as expected and met performance standards. Performance and results met position requirements and expectations. Planned goals were achieved within acceptable standards.
 - 2.5.2. **Needs Improvement:** Consistently failed to meet one or more job requirements. Demonstrated limited ability in one or more performance areas such as work production, personal responsibility, and accountability. Required guidance and assistance beyond what was expected or reasonable.
 - 2.5.3. An overall rating of *Needs Improvement* should be vetted with Human Resources and will require a performance improvement plan.
- 2.6. Employees who receive a rating of “*Met Expectations*” will receive a merit increase as provided for *Subsection 2.3.* above.
- 2.7. Evaluations are to be completed by May 31st of each year by the assigned supervisor as of April 1st. Assigned supervisors who were not the employees’ supervisor for the entire pay period are expected to solicit feedback from the previous supervisor and incorporate in the performance evaluation as appropriate.
- 2.8. Each supervisor will be responsible for the timely and equitable assessment of their employees’ performance. Supervisors will use the designated performance review form/online software to conduct their reviews and provide thoughtful feedback to their employees. Supervisors will be evaluated regarding the quality of their efforts to accurately document employee performance.

3. ADMINISTRATION

3.1. Beginning of Review Period

- 3.1.1. Together, the supervisor and employee will review the Town’s mission, vision, and strategic goals.
- 3.1.2. The supervisor and employee will review the job description, being mindful of the position’s contributions to the Town’s mission, vision, and strategic goals because it requires every position in the Town working together, to deliver the level of services expected by residents.
- 3.1.3. The job description will also be reviewed the job description for accuracy of duties, physical demands, working conditions, and other elements. If needed, the supervisor will update the job description and review with the department director, then forward it to Human Resources for final revisions and signatures.
- 3.1.4. The supervisor and employee will collaborate to identify relevant goals for the employee to achieve to meet standards. Goal considerations may include process improvements, form revisions, customer service enhancements, or other goals that are not measured by numbers. Depending upon the position, SMART goals (Specific, Measurable, Attainable, Relevant, Timely) may be difficult to establish, so the supervisor may choose to rely on the job description, without identifying any specific goals, subject to department director review.
- 3.1.5. The supervisor makes final decision regarding the goals to be included in the performance review form, subject to department director review.

3.1.6. The supervisor and employee will review the *Town Employee Values* and affirm expected employee behaviors during the performance of duties.

3.1.7. The supervisor and employee will collaborate to identify any training or resources the employee may need to be successful during this review period. The supervisor makes the final determination as to what, if any, resources are needed, subject to department director review.

3.2. Throughout the Review Period

3.2.1. Regular communication between the employee and supervisor regarding the employee's performance is critical to confirm expected performance and guide as needed. The supervisor should provide meaningful and timely feedback to the employee throughout the review period.

3.2.2. Goals and expectations may be added, changed, or removed as appropriate throughout the review period, provided they are clearly communicated with employee. The supervisors may elect to document discussions and changes to the performance review in their (electronic) working files, as appropriate.

3.3. End of Review Period

3.3.1. Following the end of the review period, supervisors will draft an evaluation of the employee's performance that reflects performance for the entire review period. Performance evaluations should detail the achievement of performance objectives, commendations, or recognitions received, as well as areas identified for improvement to be addressed during the next review period.

3.3.2. Employee behavior or performance resulting in formal discipline should be noted in the performance evaluation. The level and/or type of discipline itself should not be identified. As a best practice, all areas of performance improvement (corrective and disciplinary) should have been discussed with the employee during the review period and prior to their inclusion in the final evaluation.

3.3.3. The evaluation may also recommend future educational and experience opportunities for the employee to consider for growth and development within the Town.

3.3.4. Supervisors may wish to solicit feedback from the employee's stakeholders as appropriate. The draft review may also include any goals for the upcoming review period.

3.3.5. Supervisors are strongly encouraged to have draft performance reviews that include references to performance deficiencies, be reviewed by their own supervisor and/or Human Resources to ensure the performance is appropriately documented.

3.3.6. Employees are strongly encouraged to draft their own performance review and/or provide written feedback for consideration by their supervisor, prior to their performance review meeting.

3.4. Performance Review Meeting

3.4.1. The supervisor will schedule a meeting with the employee to discuss the draft performance review. During this meeting, the supervisor will provide the employee with the draft performance review and discuss the employee's performance.

3.4.2. The employee will actively engage in the discussion and share feedback or documentation they would like considered by their supervisor.

- 3.4.3. At the conclusion of the meeting, the supervisor will provide a timeline of when the final evaluation will be completed and provided to the employee for review and signatures.

3.5. Final Evaluation

- 3.5.1. The supervisor will consider any information provided by the employee during the review process and incorporate into the final evaluation as appropriate, subject to the department director's review. A final rating as defined in *Subsection 2.5* above will be cited for the employee's overall performance.
- 3.5.2. If there are significant changes to the evaluation following the performance review meeting, supervisors are strongly encouraged to meet with the employee again to ensure their understanding of the changes.
- 3.5.3. Once the supervisor has finalized the performance evaluation, it will be provided to the employee for signature acknowledgement and include the deadline when the evaluation is to be returned to the supervisor. The employee may provide additional comments on the evaluation or under separate cover. The employee's signature is to acknowledge receipt of the final evaluation and does not necessarily constitute agreement with all of the contents and/or the final rating.
- 3.5.4. The supervisor will sign the evaluation and ensure the employee receives/has access (online) to the final signed evaluation. If the review is completed by hardcopy, the evaluation will be maintained in the employee's personnel file.

3.6. Probationary Employees

- 3.6.1. Full-time and part-time probationary employees will receive an initial performance review, following the conclusion of their original probationary period. The assigned supervisor may elect to provide a summary of the employee's performance in lieu of the formal annual performance evaluation form. The performance review should sufficiently outline the probationary employee's performance and be completed within 15 calendar days following the end of the initial probationary period.
- 3.6.2. If warranted, the supervisor will recommend to the department director for their approval, a merit increase for the probationary employee. Any merit increase that is awarded to a probationary employee will be effective the first day of the employee's status as a regular employee. The amount of the merit increase will be equivalent to the increase awarded to regular employees on July 1st in the current fiscal year that includes the effective date of the merit increase.

3.7. Contested Evaluation


- 3.7.1. Employees who disagree with their final evaluation may submit a statement that will be attached to the final evaluation. Evaluations are not subject to grievance or appeal procedures, except as provided for in this policy.
- 3.7.2. Within seven calendar days from the date the final evaluation is/should have been returned to the reviewing supervisor, the employee may submit a written request to meet with their department director to discuss the contents of their evaluation.
- 3.7.3. The department director will meet with the employee and review the information. The department director may solicit additional information as needed. The department director may direct the supervisor to modify any portion of the evaluation to be changed as appropriate to the circumstances.

- 3.7.4. Within seven calendar days following the meeting, the department director will provide written notice to the employee that their review is completed and include if any changes are to be made to the review or if the review stands as presented.
- 3.7.5. The department director's written response is final and no further administrative action may be taken by the employee.

3.8. Exemplary Performance

- 3.8.1. There may be instances where an employee who "*Met Expectations*," has in fact far exceeded expectations during the review period. This exemplary performance may be recognized and rewarded separately from the standard merit pay increase.
- 3.8.2. Employees who demonstrate exemplary performance perform all core job duties at an extraordinary level and demonstrate consistent mastery in all aspects of duties and responsibilities, may be eligible for an exemplary service award.
- 3.8.2.1. Exemplary performance for this section is defined as a standard of demonstrated employee excellence across all aspects of the employee's job; achieving exceptional results and producing the highest quality of work, and delivering on their goals collaboratively and collegially.
- 3.8.2.2. Exemplary employees accept a high level of responsibility for their own performance and routinely demonstrates an exceptional commitment to service. Results and outputs of exemplary employees are exceptionally high in quality, quantity, and timeliness. Exemplary employees consistently demonstrate the *Town Employee Values* at the highest level.
- 3.8.3. The expectation is a small number of employees will receive this award. The award criterion is based on the exceptional results that are displayed throughout the performance review period. All employees, other than the Town Manager and Town Attorney, are eligible for exemplary performance bonus awards.
- 3.8.4. Supervisors who wish to recognize exemplary performance will prepare a written nomination that details the employee's performance over the course of the review period. This nomination will provide details of performance that supports exemplary service as defined above. The nomination must be reviewed and approved by the employee's department director. All nominations for exemplary service will be received by Human Resources by June 15th and presented to the Town's Executive Leadership Team (ELT) for consideration.
- 3.8.5. The ELT will review and recommend bonus awards in accordance with this policy and based upon the available budget for the next fiscal year. The Town Manager will approve all exemplary service recipients and award amounts on an annual basis.
- 3.8.6. Exemplary performance bonuses will be paid to eligible employees through payroll in the pay period that includes July 1st of the current calendar year. Employees to be awarded an exemplary service bonus who separate from the Town for any reason prior to July 1st of the current calendar year will not receive any exemplary service compensation upon their separation from employment with the Town.
- 3.8.7. Employees receiving such awards may be recognized at the Town all-staff meetings in conjunction with service and other awards.

- 3.8.8.** The amount of the annual performance bonuses to be allocated will be set during the annual budget process for the upcoming fiscal year and will be awarded concurrently with the merit increase process each fiscal year.

	TOWN OF PARADISE VALLEY Administrative Policy		
	Title: CLASSIFICATION PLAN		Policy No. AP-06.1
Policy Owner: Gina Monger, Human Resources Director		Approved By: Andrew Ching, Town Manager	
Authorized By: <i>Chapter 6: Classification, Town Employee Handbook</i>		Revision History: None	Effective Date: 06/23/2024

1. PURPOSE

- 1.1. This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 6: Classification of the Town of Paradise Valley* (hereinafter referred to as the "Town") *Employee Handbook*.
- 1.2. The purpose of the classification plan is to establish a systematic method of objectively and accurately defining and evaluating the duties, responsibilities, education, and authority level of all job classifications. The classification plan is intended to maintain a competitive classification/compensation program in order to attract, retain, and motivate employees in the Town. Employees are assigned to a job classification for which they qualify.

2. POLICY

- 2.1. The compensation or salary range for each job classification will be competitive, fair and will reflect the relevant job market. The provisions for the positions of Town Manager and Town Attorney will be established separately from this policy by the Town Council.
- 2.2. The classification must be maintained and updated on a regularly scheduled basis. Job studies are utilized based upon Council direction, organizational need, employee turnover, and market competitiveness.
- 2.3. The Town will utilize a position management system to include the number and type of each position authorized by the budget. Every fiscal year in accordance with the Town's budget process, each department will be authorized a specific number of full-time equivalent (FTE) positions based upon authorized staffing levels, budgetary requirements and limitations, workload, and service demands.

3. JOB DESCRIPTIONS

- 3.1. Accurate job descriptions provide a description of the essential functions or typical duties associated with a job classification. In addition, they also outline the minimum qualifications, the required knowledge, skills, and abilities, the Fair Labor Standards Act (FLSA) status, distinguishing characteristics, reporting relationships and work environment/physical demands for each position. Positions requiring special licensing or requirements will include such statement. Position descriptions intended to be descriptive of the key responsibilities and will not identify every possible task or assignment expected of the position.
- 3.2. Positions are grouped into job classes/families based upon similar duties and requirements to be able to identify internal equity issues and/or other position or personnel discrepancies.
- 3.3. Specialized positions may be subject to further education, training, licensing, or experience requirements.

- 3.4. Job descriptions are descriptive only and are not restrictive in nature. Supervisors may assign different tasks to a position when the duties are similar in kind and responsibility.
- 3.5. Job descriptions will be periodically reviewed and updated. Supervisors and department directors are responsible for the accuracy of their assigned job descriptions and for providing updated job descriptions to incumbent employees. Changes to job descriptions will be vetted through Human Resources.

4. RECLASSIFICATIONS

- 4.1. Internal job classification reviews may be requested by a department or initiated by Human Resources. If Human Resources recommends changing a position's classification to a different organizational level, a different salary range, and/or a change to the assigned FLSA designation (exempt or non-exempt) it is considered to be a reclassification and will be approved by the department director and the Town Manager/designee.
 - 4.1.1. Jobs may be reclassified to a current job classification or to a newly established classification, whichever is deemed most appropriate by the market competitiveness and comparators.
 - 4.1.2. Supervisors and department directors are responsible for ensuring employees are not regularly assigned work that is outside of the scope of their position. Employees will not be assigned work for which they are not otherwise qualified to perform.
 - 4.1.3. Reclassifications are not subject to the grievance procedure and are not appealable to the Personnel Appeals Board.

5. PAY RANGES


- 5.1. Pay range assignments are determined based on duties, responsibilities, education, applicable work experience, market analysis, and internal equity. Equivalent job classes are placed in the same pay range (minimum to maximum) and are assigned a pay range number.
- 5.2. The pay ranges were constructed with a 33% spread from minimum to maximum and a 5% differential between each pay range. Police Department sworn positions, defined as positions that must meet and maintain Arizona Peace Officer Standards and Trainings Board (AZPOST) certification, may have an alternate range spread and differential. All active job classifications are assigned a pay range in the compensation schedule.

6. MARKET COMPETITIVENESS AND COMPARATORS

- 6.1. To seek and maintain market competitiveness for job classifications that are substantially similar in duties and responsibilities, the Town will primarily use the primary labor markets identified in *Appendix A* of this policy. This list may be modified or updated as appropriate to the labor market conditions and/or at the Town's discretion.
- 6.2. Other comparators may be used where information from the primary labor market is considered insufficient to attract/retain specific positions or classification groups. In all instances, for benchmark jobs, information for an assessment of pay competitiveness will be ascertained through reliably published compensation survey data.
- 6.3. The Town may use a third party to assess its compensation and classification policies for market competitiveness.


7. REFERENCES

Appendix A: Designated Arizona Labor Market Comparators

	TOWN OF PARADISE VALLEY Administrative Policy	
	Title: CLASSIFICATION PLAN	Policy No. AP-06.1
Appendix A: Designated Labor Market Comparators	Revision History: None	Effective Date: 06/23/2024

CURRENT LIST OF COMPARATORS

1. Chandler
2. Gilbert
3. Glendale
4. Mesa
5. Peoria
6. Scottsdale
7. Tempe

	TOWN OF PARADISE VALLEY Administrative Policy	
	Title: COMPENSATION	Policy No. AP-07.1
Policy Owner: Gina Monger, Human Resources Director		Approved By: Andrew Ching, Town Manager
Authorized By: Chapter 7: Compensation, Town Employee Handbook		Revision History: 06/30/2005, 06/04/2019, 08/31/2020, 02/01/2021, 06/09/2023
		Effective Date: 06/23/2024

1. PURPOSE

This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 7: Compensation* of the *Town of Paradise Valley* (hereinafter referred to as the "Town") *Employee Handbook*.

2. BASE PAY

2.1. Base pay ranges for each active position in the Town are identified in a compensation schedule. See *Appendix A* for current compensation schedule. In determining range assignment, consideration may be given to external market comparisons, internal equity, and budget constraints.

2.2. Base pay for new hires will be determined by Human Resources, in consultation with the respective department heads, and Town Manager, as appropriate. In determining base pay for new hires, consideration will be given to the candidate's desired pay, experience, and education, in addition to Town internal equity and budget limitations.

2.3. Apprentices/Apprenticeships

An apprentice as defined in the recruitment and selection policy will be appointed at 10% below the minimum rate of pay for the position. Apprentices who are current Town employees making above the minimum of the pay range will not receive a decrease in pay.

2.4. Interns/Internships

Interns and internships, as described in the recruitment and selection process, are generally unpaid. The Town Manager may establish a paid internship program, subject to budget limitations, to support Town operations and recruitment strategies.

2.5. Police Officers

Base pay for newly hired Police Officers will be determined by the number of years of qualifying law enforcement experience, excluding time spent in the police academy. Part years of experience will be rounded up to the next whole year for salary placement purposes.

2.4 Police Lead/Dispatchers

Base pay for newly hired Police Lead/Dispatchers will be determined by the number of years of qualifying dispatch experience. Part years of experience will be rounded up to the next whole year for salary placement purposes.

3. BASE PAY ADJUSTMENTS

3.1. Promotions

- 3.1.1.** Employees who are promoted to a position with a higher salary range maximum will receive at least a 5% salary increase. An employee's new salary, after the increase, must be within the new salary range for the position to which the employee has been promoted.
- 3.1.2.** If the new salary, after the increase, remains below the minimum of the new position's salary range, the employee's salary will be increased to at least the minimum salary of the new pay range.
- 3.1.3.** The Town Manager may authorize a higher salary increase should the specific circumstances warrant such action.

3.2. Demotions

- 3.2.1.** An employee who is demoted to a position with a lower salary range maximum will retain the same base salary, provided that such salary falls within the new range and does not result in adverse internal equity impacts.
- 3.2.2.** If the base salary of a demoted employee exceeds the maximum of the employee's new range, the employee's base salary will be set equal to the new lower range maximum, provided that such action does not result in adverse internal equity impacts.

3.3. Transfers

Employees who transfer laterally from one position to another, where both positions have the same pay range, will retain the same base pay.

3.4. Reclassifications

- 3.4.1.** A reclassified employee will generally not receive a salary increase if the employee's salary falls within the salary range of the reclassified position. Exceptions may be made, and a salary increase granted by the Town Manager, if the employee has been assigned additional responsibilities.
- 3.4.2.** An employee's salary will be frozen (red-circled) if the new maximum salary range is lower than the incumbent's salary. The employee will receive no salary increase until the new maximum salary is higher than the employee's salary.

3.5. Performance/Merit Pay

- 3.5.1.** Performance (merit) pay is an increase to the base pay, as authorized by the Town Council, and will only be administered up to the maximum of the salary range for each eligible employee. Merit pay will be awarded in accordance with the performance review policy.
- 3.5.2.** Merit increases for eligible employees will go into effect July 1st of the new fiscal year, following the end of the most recent performance review period.
- 3.5.3.** Merit increases to base compensation will only be administered up to the maximum of the salary range. Merit increase amounts in excess of the salary range, will be paid out in a one-time lump sum payment.

3.6. Equity and Retention

- 3.6.1.** The Town Manager may make an adjustment of up to 5% base salary increase if the direct application of the compensation schedule and merit salary adjustment does not equitably compensate an employee. An employee should only receive one equity adjustment in a 12-month period and such adjustments cannot cause an employee to exceed the salary range maximum.
- 3.6.2.** Adjustments under this subsection may be made by the Town Manager, including but not limited to, when an employee:
 - 3.6.2.1.** Has assumed additional compensable duties and/or responsibilities that are not adequately compensated through administration of the compensation schedule.
 - 3.6.2.2.** Demonstrates sustained excellent performance that is not adequately compensated by annual performance evaluation and merit pay increase.

4. ASSIGNMENT PAY

4.1. Acting/Interim Appointments

- 4.1.1.** An employee is in an acting/interim capacity when assigned to a higher position, and fully performing all of the duties of that position, on a temporary basis in the absence of the incumbent for two or more weeks. Such designation will be made in writing.
- 4.1.2.** Compensation for such appointments may be authorized by the department director/head and will be retroactive to the first day of the acting capacity, in accordance with the provisions for salary-setting for promotions as defined in *Subsection 3.1* of this policy.
- 4.1.3.** Exempt employees who, as a result of their acting/interim capacity, exceed their normal workweek hours, may receive additional compensation or leave at the discretion of the Town Manager.

4.2. Rotational Assignments

- 4.2.1.** Police Department employees assigned to rotational duties will receive a 2.5% increase to their base salary for the duration of the assignment.
- 4.2.2.** The Chief of Police/designee is responsible for ensuring that requirements and the selection process(es) for rotational assignments are defined. Employees will be notified of the (approximate) duration of the assignment. Employees may be assigned to the position that gave rise to the assignment pay during the rotation period.
- 4.2.3.** Rotational assignments include:
 - 4.2.3.1.** Criminal Investigative Unit (CIU) Detectives
 - 4.2.3.2.** CIU Sergeants
 - 4.2.3.3.** Police Community Resource Officers
 - 4.2.3.4.** Police Motor Officers

4.3. Special Work Assignments

- 4.3.1.** Department directors may temporarily assign additional or specialized duties for up to 12 months or until the end of the period necessitating the duties, whichever comes first. Qualifications, selection,

assignment, and reassignment are at the discretion of the department director and not appealable. Employees on special work assignments (SWA) do not lose any rights or entitlements held in their regular positions.

4.3.2. Employees on a SWA may receive assignment pay for the duration on the SWA as authorized by the Town Manager. The amount of assignment pay is established based on the SWA. Department directors must submit their recommendations for special work assignment pay in writing to the Town Manager for consideration.

4.3.3. Assignment pay for a SWA may exceed the maximum salary range of the employee's regular position for up to 12 months from the effective date of the SWA. Employees will be notified of the (approximate) duration of the SWA.

5. PREMIUM PAY

5.1. Shift Differentials

5.1.1. Eligible positions for shift differentials only include Police Officers, Police Corporals, Police Sergeants, Police Lead/Dispatchers, and Detectives.

5.1.2. Nightshift differential includes hours worked between 6:00 p.m. and 6:00 a.m. at a base rate of \$1.25 per hour and \$1.88 per overtime hour for all eligible hours.

5.1.3. Weekend shift differential includes hours worked between 6:00 p.m. on Friday and 6:00 a.m. on Monday, at a base rate of \$3.00 per hour and \$4.50 per overtime hour for all eligible hours.

5.1.4. Yearly base differential rate calculations for employees regularly assigned to nightshift and/or weekends are based upon 2,080 hours a year and 26 pay periods per year.

5.1.4.1. Full-time base nightshift differential: $\$1.25 \times 2,080$ equals \$2,600 per calendar year, divided by the 26 pay periods, equals \$100 per pay period of nightshift differential compensation in lump sum.

5.1.5. Partial yearly rates may be calculated as follows:

5.1.5.1. Part-time regular nightshift differential: $\$1.25 \times \text{number of qualifying hours per week} \times 52$ weeks, divided by 26 pay periods, equals the amount of regular nightshift differential to be paid each pay period in lump sum.

5.1.5.2. Regular weekend differential: $\$3.00 \times \text{the number of qualifying hours per week} \times 52$ weeks, divided by 26 pay periods, equals amount of weekend differential per pay period in lump sum.

5.1.6. Employees may be eligible for both nightshift and weekend differentials for the same scheduled hours.

5.1.7. Employees regularly assigned to work the hours described in *Subsection 5.1.2.* are entitled to the applicable shift differentials for all hours worked and authorized paid leave. Employees not regularly assigned to the hours described in *Subsection 5.1.2.* are eligible for nightshift differential only for actual hours worked during the hours described in *Subsection 5.1.2.*

5.1.8. Employees assigned to work the hours defined in *Subsection 5.1.3.* are entitled to the applicable weekend differentials for all hours worked and authorized paid leave.

5.2. Standby Duty

5.2.1. Standby duty is an assignment that requires hourly employees to be available to report to work outside of their regular schedule. Employees on standby must be available to report for duty within a specified period of time, and be fit to report for duty. Department directors/designees determine the positions to be assigned to standby duty and for what frequency and duration. Such assignments should be in writing and provided to the affected employees.

5.2.2. Standby premium pay is equal to one hour of pay for each regularly scheduled workday and two hours of pay for each non-scheduled workday (regular days off) while on standby duty.

5.2.3. Standby duty premium pay rate is equal to the assigned employee's overtime rate. Standby hours do not count towards hours worked for the purposes of determining overtime.

5.3. Callback

An employee is eligible for callback premium pay when an hourly employee is called to duty after having been properly relieved from their shift or on their scheduled day off. Callback premium pay is equal to three hours of the employee's base rate of pay, exclusive of any additional compensation or other premium pay.

5.4. Police Instructors

A Police Department employee who facilitates a structured training session, that includes a lesson plan and training materials, for a group or sworn officers or an individual sworn officer, will be compensated an additional \$10.00 per hour, exclusive of any other premium pay or compensation, for every hour engaged in providing such training. Preparation time for instructor-led training is excluded.

5.5. Field Training Officers


Police Officers certified as Arizona Peace Officers Standards and Trainings Board (AZPOST) Field Training Officers (FTO) will be compensated an additional \$5.00 per hour, exclusive of any other premium pay or compensation, for all hours worked performing FTO duties.

5.6. Weed Control

A Public Works Department employee assigned to duties that require an Arizona Department of Agriculture applicator certification for weed control will be compensated an additional \$15.00 per hour, exclusive of any other premium pay or compensation, for all hours worked performing qualifying weed control duties.

6. REFERENCE

Appendix A: Compensation Schedule – Located on Town Shared Drive (X:\Human Resources)

	TOWN OF PARADISE VALLEY		
	Administrative Policy		
	Title:	Policy No.	
	BILINGUAL SERVICES	AP-07.2	
Policy Owner:		Approved By:	
Gina Monger, Human Resources Director		Andrew Ching, Town Manager	
Authorized By:		Revision History:	Effective Date:
Chapter 7: Compensation, Town Employee Handbook		11/02/1999, 09/12/2002	06/23/2024

1. PURPOSE

- 1.1. This policy will provide further guidance for the implementation of *Chapter 7: Compensation* of the *Town of Paradise Valley* (hereinafter referred to as the "Town") *Employee Handbook*.
- 1.2. The Town recognizes that providing bilingual services to enhance the customer service provided to the Town of Paradise Valley residents and customers.

2. POLICY

- 2.1. The Town will provide bilingual services subject to operational needs and budgetary limitations, and in accordance with this policy:
 - 2.1.1. Police Department is authorized three certified employees; one for each patrol shift and one additional certified employee.
 - 2.1.2. Municipal Court is authorized four certified employees.
 - 2.1.3. Community Development, Finance, Information Technology, Public Works, Town Manager, and Town Attorney are each authorized one certified employee.
 - 2.1.4. The Town Manager may authorize additional certified employees as operationally necessary.

3. ELIGIBILITY


- 3.1. All full-time employees (40 hours per week) and part-time employees (at least 20 hours per week), who are appointed to positions that necessitate the use of a second language, are eligible to be certified to provide bilingual services.
- 3.2. Employees assigned to positions that require bilingual skills and be available to translate within or outside their regular position as requested (except for sworn public safety positions) on an average at least once per week, are eligible.
- 3.3. Employees who wish to be considered for bilingual services must be proficient in English and another approved language.
- 3.4. Employees must maintain acceptable performance standards of work performance and conduct.
- 3.5. Employees who wish to be considered for bilingual services will submit their request in writing to their department director and Human Resources. Requests for certification will be reviewed on a first-come first serve basis, up to the number of certified employees authorized in *Section 2. Policy*.

4. COMPETENCY EXAMINATION

- 4.1. Eligible employees must pass a competency examination, which will include speaking, listening, and reading for the language. Testing may be conducted by a third party at the Town's expense and discretion as to the testing format.
- 4.2. Human Resources will coordinate the competency examination during the employee's regular work schedule. If an employee fails to take the competency examination as scheduled without 24-hours' advance notice to Human Resources, the employee may be charged for the cost of the examination, unless extenuating circumstances occur, and an exception is granted by the respective department director, in consultation with the Human Resources Director.
- 4.3. Employees who test and do not successfully pass the competency examination must wait at least 90 days before requesting to be retested.
- 4.4. Employees who successfully pass the competency examination will be designated as certified and will not be required to be recertified, unless there is cause to believe that the certified employee no longer possesses the proficiency to continue providing bilingual services on behalf of the Town.
- 4.5. Certified employees who promote, transfer, or demote into a new position must submit a new request to provide bilingual services. This requirement is waived for sworn employees that are promoted within the Police Department.

5. COMPENSATION

- 5.1. Certified employees will be compensated per pay period as follows:
 - 5.1.1. Full-time employees: \$35.00
 - 5.1.2. Part-time employees: \$20.00
- 5.2. Employees are eligible to receive bilingual services compensation for only one language, in addition to English. No additional compensation is authorized for additional languages.
- 5.3. Certified employees will not be compensated for bilingual services for periods of paid or unpaid leave that extend beyond one entire pay period. Leaves of absence due to military leave or worker's compensation are excluded from this provision.
- 5.4. The Town may terminate the bilingual services provided by a certified employee at any time. The certified employee will be notified that their services have been discontinued and will be effective the beginning of the next pay period. The certified employee may voluntarily withdraw from providing services, by providing a written notice to their department director and Human Resources.

	TOWN OF PARADISE VALLEY		
	Administrative Policy		
	Title: HOURS OF WORK AND OVERTIME	Policy No. AP-08.1	
Policy Owner: Gina Monger, Human Resources Director		Approved By: Andrew Ching, Town Manager	
Authorized By: <i>Chapter 8: Hours of Work and Overtime, Town Employee Handbook</i>		Revision History: 06/09/2023	Effective Date: 06/23/2024

1. PURPOSE

This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 8: Hours of Work and Overtime* of the *Town of Paradise Valley* (hereinafter referred to as the "Town") *Employee Handbook*.

2. HOURS OF WORK

2.1. Positions will be classified by the Town as overtime-eligible (non-exempt/hourly) or overtime-exempt (salaried) in accordance with the Fair Labor Standards Act (FLSA).

2.2. The standard work schedule is 8 hours per day, 5 days per week for a total of 40 scheduled hours in the workweek.

2.3. Hourly Employees

2.3.1. Hourly employees are responsible for abiding by their work schedule and complying with the provisions of overtime.

2.3.2. Hourly employees will not perform work (such as reading or responding to emails, making business calls, or participating in online activities) outside of their assigned work schedule without advance authorization from their supervisor. Except in an emergency, approval from a supervisor is required prior to an hourly employee deviating from their standard work schedule or working additional hours.

2.3.3. Supervisors will work to ensure that hourly employees do not work or volunteer for additional work hours that have not been previously approved and will result in working outside of their assigned work schedule or may result in overtime.

2.4. Salaried Employees

2.4.1. Salaried employees are expected to work, on average, a 40-hour workweek within a 12-month period, with no additional compensation for working over 40 hours in any week.

2.4.2. Salaried employees may on occasion receive informal paid leave called exempt time for time worked in excess of their usual work schedules.

2.4.3. Exempt time is given at the discretion of the Town Manager only. Exempt time is based on an informal agreement between the salaried employee and Town Manager for which the employee has no claim or property rights.

3. ALTERNATE WORK SCHEDULES

3.1. An alternate work schedule is any schedule other than the standard schedule defined in *Subsection 2.2 Hours of Work*. Alternate work schedules may be considered, provided:

3.1.1. Equivalent customer service is provided to internal and external customers, through electronic or other means.

3.1.2. Employee performance meets acceptable standards.

3.1.3. The alternate work schedule does not incur overtime. This requirement may be waived for shift positions that require relief if approved by the Town Manager, subject to budget limitations.

3.2. The use of an alternate work schedule for an exempt employee will not affect overtime eligibility, and such an employee is expected to work the same number of hours as if they were on a standard schedule.

3.3. Work schedule variations require prior approval of the department director or Town Manager, as appropriate. Employees may request an alternate work schedule in writing to their supervisor for a recommendation to the department director/Town Manager.

3.4. The following schedules are authorized by the Town Manager, subject to the department director's approval for their respective hourly employees. The Town Manager may consider other alternate work schedules in accordance with the provisions of this subsection.

3.4.1. **4/10s Schedule:** Work 4, 10-hour days, with 3 scheduled days off.

3.4.2. **4/9s Schedule:** Work 3, 9-hours days, and 1, 4-hour day, with 2 scheduled days off.

3.4.3. 9/80s Schedule

3.4.3.1. The designated workweek for this schedule will begin at the 4th hour of the 8-hour workday.

3.4.3.2. Week 1: Work 4, 9-hour days and 1, 8-hour day; with 2 scheduled days off.

3.4.3.3. Week 2: Work 4, 9-hour days; with 3 scheduled days off.

3.4.4. 3/12s Schedule

3.4.4.1. This schedule is intended for positions that provide services 24 hours a day, 7 days a week.

3.4.4.2. The designated workweek for this schedule will begin at the 4th hour of the 8-hour workday.

3.4.4.3. Week 1: Work 3, 12-hour days and 1, 8-hour day, with 3 scheduled days off. The 8-hour day will be the same day as the 4th day off in Week 2 to ensure no more than 40 hours are scheduled in the designated workweek.

3.4.4.4. Week 2: Work 3, 12-hour days, with 4 scheduled days off.

3.4.5. Pursuant to *Section 207(k)* of the FLSA, the Police Chief may declare in writing, alternate work periods for sworn law enforcement officers, subject to the approval of the Town Manager and in conformance with state and federal regulations.

3.4.5.1. A work period is any established and regularly recurring period of work which cannot be less than 7 consecutive days nor more than 28 consecutive days. The work period can be of any length, and it need not coincide with the pay period or with a particular day of the week or hour of the day.

3.4.6. The Chief of Police will define all sworn personnel workweeks through a written *Town Police Department General Order*.

3.5. Alternate work schedules may be suspended immediately or terminated with 14 calendar days' notice to the affected employee(s). A suspension will not be used to circumvent the 14-day notice requirement for terminating the alternate work schedule.

4. MEAL AND REST PERIODS

4.1. Meal Periods

4.1.1. Unpaid meal periods, from 30 to 60 minutes, may be included in the schedules of certain positions and/or employees, based upon working conditions and workloads.

4.1.2. Designated meal periods will be unpaid.

4.1.3. Employees taking an unpaid meal period must be relieved of all duties and not required to perform work of any kind. Employees who must respond or perform work duties will notify their supervisor of their interrupted meal period and will be paid for their meal period.

4.1.4. Employees who are required to remain on-call and or respond to work during their entire shift will be paid for their scheduled meal period.

4.2. Rest Periods

There are no designated rest periods (breaks) within the Town. Employees are allowed de minimis rest periods for personal needs. Supervisors may manage rest periods to accommodate workloads or other operational needs.

4.3. Lactation Breaks and Locations

4.3.1. In accordance with federal requirements, reasonable breaks will be provided for an employee to express breast milk for their nursing child for one year after the birth of the child. The Town will provide a private space, other than a bathroom, that is shielded from view and free from intrusion from other employees and the public.

4.3.2. The employee will work with Human Resources and their supervisor to identify a proper location for lactation breaks.

5. OVERTIME

5.1. Overtime Definition

5.1.1. For all hourly employees (overtime-eligible), except those identified in *Subsection 5.2. Alternate Overtime Definition*, overtime is based exclusively on time worked (as defined below), by a non-exempt (hourly) employee in excess of 40 hours in the workweek.

5.1.2. The following are considered hours worked exclusively towards the 40 in the workweek for the purposes of calculating overtime:

- 5.1.2.1.** Actual hours worked.
- 5.1.2.2.** Vacation leave hours used.
- 5.1.2.3.** Sick leave hours used.
- 5.1.2.4.** Paid designated holiday off hours.

5.1.3. All other paid leaves, donated leave, compensatory time, additional compensation for time worked on a holiday (banked holiday hours) are excluded from hours worked for the purposes of determining overtime.

5.1.4. The standard workweek begins Sunday at 12:00 a.m. and ends Saturday at 11:59:59 p.m. Other workweeks may be defined for overtime purposes as provided for in *Subsection 3. Alternate Work Schedules* above.

5.2. Alternate Overtime Definition

5.2.1. Police Department positions of Officers, Corporals, Sergeants, and Lead/Dispatchers will follow the overtime definition provided for in this subsection.

5.2.2. The following are considered qualifying hours worked for the purposes of purposes of determining overtime.

5.2.2.1. All hours worked over 40 in the designated workweek.

5.2.2.2. Actual hours worked in excess of eight (8) hours in any workday, if the employee works an eight (8) hour shift. If the employee works more than an eight (8) hour shift, all work in excess of the employee's regularly scheduled shift.

5.2.2.3. Hours worked on a regularly scheduled day off.

5.2.2.4. Hours worked on Town designated holidays as defined in the designated holidays policy.

5.2.2.5. Vacation leave hours used.

5.2.2.6. Sick leave hours used.

5.2.3. All other paid leaves, donated leave, compensatory time, additional compensation for time worked on a holiday (banked holiday hours), standby, and callback hours are excluded from hours worked for the purposes of determining overtime.

5.3. Minimizing Overtime

5.3.1. Department directors/designees are responsible for scheduling employees to minimize overtime, and employees are responsible for adhering to their work schedules. Overtime must be approved by the department director/designee in advance or, in the event of an emergency, as soon as possible.

5.3.2. When reasonably possible, supervisors will adjust employee schedules within the workweek to avoid overtime and minimize costs. This provision does not apply to employees assigned to positions that require relief.

5.4. Overtime Rate


- 5.4.1.** Overtime hours will be compensated at the rate of one and one-half (1.5) times the employee's base pay rate, inclusive of any assignment pay and shift differential, or one and one-half (1.5) hours of compensatory time off for each hour of overtime worked.
- 5.4.2.** Overtime hours are rounded to the nearest quarter of an hour (0.25). Less than 8 minutes is rounded down and not counted as hours worked; 8 minutes to less than 15 minutes is rounded up and counted as 0.25 hours worked.

5.5. Pyramiding Overtime

Overtime will not be pyramided, compounded, or paid twice for the same time worked.

5.6. Compensatory Time

- 5.6.1.** Compensatory time is defined as paid time off to be used in the future for overtime hours worked in lieu of cash payment for the overtime hours worked. Compensatory time is accrued at a rate of 1.5 hours for every hour of overtime worked. Hourly employees who work overtime may elect to receive overtime compensation in the form of cash payment or in the form of compensatory time off.
- 5.6.2.** The election of either cash payment at the overtime rate or compensatory time off will be made by the employee when the timesheet including the overtime is submitted for approval.
- 5.6.3.** Overtime accrued as compensatory time off will be reported as actual hours worked and will be converted to compensatory hours earned during payroll processing for that pay period.
- 5.6.4.** Compensatory time earned may be used after the pay period in which it was earned. The use of compensatory time must be approved in advance, and such approval may be contingent upon the availability of relief employee(s). Compensatory time used will be reported on employee timecards as actual hours off.
- 5.6.5.** Sworn employees and Police Dispatchers may accumulate a maximum balance of 120 hours of compensatory time. All other employees may accumulate a maximum of 80 hours of compensatory time. The Town Manager has the discretion to increase these maximum accumulation limits.
- 5.6.6.** Accrued compensatory time will be cashed out upon separation from Town employment or upon promotion to an exempt position. Subject to Town budget limitations, accrued compensatory time may be cashed, up to 80 hours, on the last payday of the fiscal year at the request of the employee, which must be submitted by email to payroll.
- 5.6.7.** The cash value of accrued compensatory time is calculated using the employee's pay rate at the time of the request. For an employee promoted to an exempt position, accrued time is paid out at the employee's last pay rate in an hourly position. The cash value of accrued compensatory time is calculated at the employee's current pay rate or, if accrued time is paid out upon promotion to an exempt position, at the employee's last pay rate in an hourly position.

	TOWN OF PARADISE VALLEY Administrative Policy		
	Title: INSURANCE BENEFITS	Policy No. AP-09.1	
Policy Owner: Gina Monger, Human Resources Director		Approved By: Andrew Ching, Town Manager	
Authorized By: Chapter 9: Insurance Benefits, Town Employee Handbook		Revision History: None	Effective Date: 07/01/2024

1. PURPOSE

This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 9: Insurance Benefits* of the *Town of Paradise Valley* (hereinafter referred to as the "Town") *Employee Handbook*.

2. HEALTHCARE AND LIFE INSURANCES

- 2.1. The Town provides group insurance for medical (which also includes vision and prescription benefits), dental, term-life, accidental death and dismemberment (AD&D), and short- and long-term disability insurances.
- 2.2. Provisions for each insurance plan are determined by the prevailing plan document and the group insurance contracts. The Town may elect to join a benefits consortium and employ a third party to administer the benefits.

2.2.1. High-Deductible Healthcare Plan Incentives

- 2.2.1.1. In addition to a preferred provider plan (PPO), the Town offers a high-deductible healthcare plan (HDHP) as part of its overall comprehensive benefits package.
- 2.2.1.2. Employees who elect to enroll in the HDHP will receive deferred compensation (457) contributions from the Town, as incentive pay, for each pay period of active HDHP enrollment. Town 457 contributions are based upon the employee's HDHP plan enrollment, as follows:
 - 2.2.1.2.1. Employee only: \$40.39 per pay period/\$1,050 annually
 - 2.2.1.2.2. Employee plus dependents (spouse and/or children): \$54.62 per pay period/\$1,420 annually

2.2.2. Life Insurance and Accidental Death and Dismemberment Insurance

The Town will provide one times an employee's annual salary each for term life and AD&D coverage for the employee only. The employee may elect supplemental coverage for the employee, spouse, and/or child(ren) at 100% of the cost paid by the employee.

3. ELIGIBILITY

- 3.1. Unless specified otherwise in this policy, employees are eligible for benefits based on their employment status and scheduled hours of work per week.
- 3.2. Employees scheduled to work 30 or more hours per week, or an alternate schedule that equals 60 hours or more in each pay period, are eligible for the group insurance benefits outlined in this policy.
- 3.3. Temporary employees are not eligible for benefits provided in this policy except as required by statute.

- 3.4. Benefits, except disability, begin on the first of the month following the eligible employee's date of hire or effective date off their appointment into a qualifying position/status change.

4. PREMIUMS

- 4.1. Premiums for medical, dental, and vision insurance plans are established and included as *Appendix A*.

4.2. Medical and Dental Insurance

- 4.2.1. For each plan, the Town will contribute to the premiums for medical and dental insurances as follows:

- 4.2.1.1. 100% of the employee only coverage.
- 4.2.1.2. 90% of the premiums for the employee and spouse coverage.
- 4.2.1.3. 90% of the premiums for the employee and child(ren) coverage.
- 4.2.1.4. 85% of the premiums for the employee and family [spouse and child(ren)] coverage.

- 4.2.2. Employees are responsible for any remaining premium contributions due.

4.3. Vision

Vision is optional coverage that is 100% paid by the employee.

5. OPEN ENROLLMENT

- 5.1. Human Resources will designate a period of open enrollment prior to the beginning of the upcoming fiscal year to allow employees to make changes to their healthcare and life insurance benefits.

- 5.2. All changes made during open enrollment will be effective on July 1st of the upcoming fiscal year.

6. DISABILITY INSURANCE

6.1. Short-Term Disability Insurance

Subject to *Section 3. Eligibility*, employees under the Arizona State Retirement System (ASRS) are eligible for short-term disability insurance benefits on the first day of the calendar month after completing 90 consecutive calendar days of employment.


6.2. Long-Term Disability Insurance

- 6.2.1. The ASRS provides long-term disability benefits. The waiting period is six months from the start of the disability, or as otherwise established by law.

- 6.2.2. Subject to *Section 3. Eligibility*, sworn employees covered by Public Safety Retirement System (PSPRS) are eligible for long-term disability insurance on the first day of the calendar month after completing 90 consecutive calendar days of employment.

7. REFERENCE

Appendix A: FY2025 Healthcare Premiums

	TOWN OF PARADISE VALLEY Administrative Policy	
	Title: INSURANCE BENEFITS	Policy No. AP-06.1
Appendix A: FY2025 Healthcare Premiums		Revision History: None
		Effective Date: 07/01/2024

EXCLUSIVE PROVIDER ORGANIZATION (EPO)	Total Monthly	Town Contribution	Employee Contribution	Town Monthly	Employee Monthly	Employee 24 Pay Periods
Employee Only	\$659.84	100%	0%	\$659.84	\$0.00	\$0.00
Employee + Child(ren)	\$1,215.64	90%	10%	\$1,094.08	\$121.56	\$60.78
Employee + Spouse	\$1,321.37	90%	10%	\$1,189.23	\$132.14	\$66.07
Employee + Family	\$1,797.13	85%	15%	\$1,527.56	\$269.57	\$134.78

HIGH-DEDUCTIBLE HEALTH PLAN (HDHP)	Total Monthly	Town Contribution	Employee Contribution	Town Monthly	Employee Monthly	Employee 24 Pay Periods
Employee Only	\$577.24	100%	0%	\$577.24	\$0.00	\$0.00
Employee + Child(ren)	\$1,044.68	90%	10%	\$940.21	\$104.47	\$52.23
Employee + Spouse	\$1,135.46	90%	10%	\$993.83	\$141.63	\$70.82
Employee + Family	\$1,543.86	85%	15%	\$1,299.98	\$243.88	\$121.94
HDHP - HEALTH SAVINGS ACCOUNT (HSA)	IRS 2024 HSA Annual Max	Annual Town HSA Contribution	Town Contributes (26 pay periods)		Employee Eligible to Contribute Annually	Employee Eligible to Contribute (26 pay periods)
Employee Only	\$ 4,150.00	\$ 1,450.00	\$ 55.77		\$ 2,700.00	\$ 103.85
Employee + Dependent(s)	\$ 8,300.00	\$ 2,900.00	\$ 111.54		\$ 5,400.00	\$ 207.69
HDHP - 457 CONTRIBUTIONS	Annual Town 457 Contribution	Town Contributes (26 pay periods)				
Employee Only	\$ 1,050.00	\$ 40.38				
Employee + Dependent(s)	\$ 1,420.00	\$ 54.62				

PREFERRED PROVIDER ORGANIZATION (PPO)	Total Monthly	Town Contribution	Employee Contribution	Town Monthly	Employee Monthly	Employee 24 Pay Periods
Employee Only	\$629.91	100%	0%	\$629.91	\$0.00	\$0.00
Employee + Child(ren)	\$1,158.40	90%	10%	\$1,042.56	\$115.84	\$57.92
Employee + Spouse	\$1,258.15	90%	10%	\$1,132.34	\$125.82	\$62.91
Employee + Family	\$1,706.81	85%	15%	\$1,450.79	\$256.02	\$128.01


PREFERRED PROVIDER ORGANIZATION BUY-UP (PPOB)	Total Monthly	Town Contribution	Employee Contribution	Town Monthly	Employee Monthly	Employee 24 Pay Periods
Employee Only	\$644.04	100%	0%	\$644.04	\$0.00	\$0.00
Employee + Child(ren)	\$1,185.40	90%	10%	\$1,066.86	\$118.54	\$59.27
Employee + Spouse	\$1,285.37	90%	10%	\$1,156.83	\$128.54	\$64.27
Employee + Family	\$1,749.44	85%	15%	\$1,487.02	\$262.42	\$131.21

DENTAL BASIC (DB)	Total Monthly	Town Contribution	Employee Contribution	Town Monthly	Employee Monthly	Employee 24 Pay Periods
Employee Only	\$40.96	100%	0%	\$40.96	\$0.00	\$0.00
Employee + Child(ren)	\$88.27	90%	10%	\$79.44	\$8.83	\$4.41
Employee + Spouse	\$78.86	90%	10%	\$70.97	\$7.89	\$3.94
Employee + Family	\$130.16	85%	15%	\$110.64	\$19.52	\$9.76

DENTAL BUY-UP (DBU)	Total Monthly	Town Contribution	Employee Contribution	Town Monthly	Employee Monthly	Employee 24 Pay Periods
Employee Only	\$42.41	100%	0%	\$42.41	\$0.00	\$0.00
Employee + Child(ren)	\$96.07	90%	10%	\$86.46	\$9.61	\$4.80
Employee + Spouse	\$81.80	90%	10%	\$73.62	\$8.18	\$4.09
Employee + Family	\$141.80	85%	15%	\$120.53	\$21.27	\$10.64

VISION BASIC (VB) Employee pays 100% and is deducted from first payroll of each month.	Total Monthly	Employee Monthly
Employee Only	\$7.37	\$7.37
Employee + Child(ren)	\$14.23	\$14.23
Employee + Spouse	\$16.12	\$16.12
Employee + Family	\$22.87	\$22.87

VISION BUY-UP (VBU) Employee pays 100% and is deducted from first payroll of each month.	Total Monthly	Employee Monthly
Employee Only	\$10.58	\$10.58
Employee + Child(ren)	\$21.86	\$21.86
Employee + Spouse	\$23.58	\$23.58
Employee + Family	\$35.46	\$35.46

	TOWN OF PARADISE VALLEY Administrative Policy	
	Title: DESIGNATED HOLIDAYS	Policy No. AP-10.1
Policy Owner: Gina Monger, Human Resources Director		
Approved By: Andrew Ching, Town Manager		
Authorized By: Chapter 10 : Holidays and Leave Benefits, Town Employee Handbook		Revision History: None
		Effective Date: 06/23/2024

1. PURPOSE

This policy will provide further guidance for the administration of the provisions as authorized by Subsection *Chapter 10: Holiday and Leave Benefits* of the *Town of Paradise Valley* (hereinafter referred to as the "Town") *Employee Handbook*.

2. ELIGIBILITY

2.1. Unless specified otherwise in this policy, employees are eligible for paid leave benefits based on their employment status and scheduled hours of work per week.

2.2. **Tier 1:** Employees scheduled to work 40 hours or more per week, or an alternate schedule that equals 80 hours or more in the pay period.

2.3. **Tier 2:** Employees scheduled to work 30 hours, but less than 40 hours per week.

2.4. **Tier 3:** Employees scheduled to work 20 hours, but less than 30 hours per week.

2.5. Temporary employees are not eligible for benefits provided in this policy except as required by statute.

3. DESIGNATED HOLIDAYS

3.1. Holidays observed by the Town are:

Holiday	Day Celebrated	Holiday	Day Celebrated
New Year's Day	January 1 st	Labor Day	First Monday in September
Martin Luther King Jr/ Civil Rights Day	Third Monday in January	Veterans' Day	November 11 th
Lincoln/Washington President's Day	Third Monday in February	Thanksgiving Day	Fourth Thursday in November
Memorial Day	Last Monday in May	Day after Thanksgiving	Fourth Friday in November
Independence Day	July 4 th	Christmas Day	December 25

3.2. SPECIAL DESIGNATED HOLIDAY

The Town also honors former Town Clerk Mary Ann Brines in recognition of her years of outstanding public service. As provided for in Town Resolution 1230, the Town Manager is authorized to grant one special paid holiday to all eligible employees each calendar year.

3.3. When a holiday date falls on a Saturday, the preceding Friday will be observed as a holiday. When a holiday date falls on a Sunday, the following Monday will be observed as a holiday. Some designated employees may be required to work on holidays.

3.4. Employees are compensated for each designated holiday, regardless of the type of work schedule, as follows:

Employee Group	Holiday Hours
Tier 1	Equivalent to the hours based on regular schedule for the day of the designated/holiday.
Tier 2	6 hours
Tier 3	4 hours

3.5. Unworked Holidays

3.5.1. Employees who do not work on the holiday will:

3.5.1.1. Be compensated for their holiday hours at their base rate of pay in the pay period the holiday occurs; or,

3.5.1.2. Bank holiday hours at a 1:1 ratio for use as paid time off after the holiday in which the hours were accrued.

3.6. Holidays Worked

3.6.1. Employees, except as otherwise noted below, who work on a paid holiday will receive overtime pay for actual time worked in addition to the holiday pay.

3.6.2. Hours worked by Police Officers, Police Corporals, Police Sergeants, Police Lead/Dispatchers, and Detectives on a paid holiday will count towards hours worked in the workweek for overtime purposes, and:

3.6.2.1. Will be paid at their overtime rate; or

3.6.2.2. Banked at 1.5 times the number of hours worked and do not count in eligible hours per workweek for overtime purposes.

3.7. Maximum Holiday Bank Hours


3.7.1. Eligible employees may carryover a maximum of 16 holiday bank hours each calendar year.

3.7.2. Holiday banked hours in excess of 16 hours will be paid out to the employee on the payday that includes January 1st.

3.8. Employment Separation

3.8.1. Upon separation from employment for any reason, employees will be paid for all accrued and unused hours holiday bank hours at their current base rate of pay.

3.8.2. If separation from employment is due to the death of the employee, all accrued holiday leave bank hours will be paid to the surviving spouse, or, if there is no surviving spouse, to the surviving children, closest living relative, or other person as legally directed by the employee in a will or as required under state law. The payment will be based on the hourly rate of pay last earned by the employee and on the number of holiday hours accrued at the time of death.

	TOWN OF PARADISE VALLEY		
	Administrative Policy		
Title: VACATION AND PERSONAL LEAVES			Policy No. AP-10.2
Policy Owner: Gina Monger, Human Resources Director		Approved By: Andrew Ching, Town Manager	
Authorized By: <i>Chapter 10: Holiday and Leave Benefits, Town Employee Handbook</i>		Revision History: 06/09/2023	Effective Date: 06/23/2024

1. PURPOSE

This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 10: Holiday and Leave Benefits* of the *Town of Paradise Valley* (hereinafter referred to as the “Town”) *Employee Handbook*.

2. ELIGIBILITY

2.1. Unless specified otherwise in this policy, only probationary and regular status employees are eligible for paid leave benefits based upon their scheduled hours of work per week.

2.2. Tier 1: Department heads and directors only.

2.3. Tier 2: All other employees scheduled to work 40 hours or more per week, or an alternate schedule that equals 80 hours or more in the pay period.

2.4. Tier 3: Employees scheduled to work 30 hours, but less than 40 hours per week.

2.5. Tier 4: Employees scheduled to work 20 hours, but less than 30 hours per week.

3. VACATION LEAVE

Vacation leave hours will accrue each pay period. An employee is eligible for the accrual of vacation leave if the employee receives any pay during the pay period.

3.1. Accrual Rates

3.1.1. Tier 1 employees will receive the following vacation accruals:

Years of Continuous Service	Annual Accrual	Per Pay Period (26 total)	Maximum Balance through December 31 st
Beginning of 1 st year	120 hours	4.62 hours	240 hours
Beginning of 5 th year	160 hours	6.16 hours	320 hours

3.1.2. Tier 2 employees will receive the following vacation accruals:

Years of Continuous Service	Annual Accrual	Per Pay Period (26 total)	Maximum Balance through December 31 st
Beginning of 1 st year	80 hours	3.08 hours	160 hours
Beginning of 5 th year	120 hours	4.62 hours	120 hours
Beginning of 11 th year	160 hours	6.16 hours	320 hours

3.1.3. Tier 3 employees, will receive the following vacation accruals:

Years of Continuous Service	Annual Accrual	Per Pay Period (26 total)	Maximum Balance through December 31 st
Beginning of 1 st year	60 hours	2.31 hours	120 hours
Beginning of 5 th year	90 hours	3.46 hours	180 hours
Beginning of 11 th year	120 hours	4.62 hours	240 hours

3.1.4. Tier 4 employees, will receive the following vacation accruals:

Years of Continuous Service	Annual Accrual	Per Pay Period (26 total)	Maximum Balance through December 31 st
Beginning of 1 st year	40 hours	1.54 hours	80 hours
Beginning of 5 th year	60 hours	2.31 hours	120 hours
Beginning of 11 th year	80 hours	3.08 hours	160 hours

3.2. Advance Leave Accruals

3.2.1. Tier 2, 3, and 4 employees will receive 50% of their respective tier, year one vacation leave accrual, advanced upon hire, in addition to regular accruals beginning on the first payday of their employment.

3.2.2. Tier 1 employees will receive 80 hours of vacation leave advanced upon hire, in addition to regular accruals beginning on the first payday of their employment.

3.3. Leave Use

3.3.1. Newly accrued hours are available for use on or after the payday of the accrual. Employees are encouraged to utilize all earned vacation leave annually.

3.3.2. Employees will submit vacation leave requests in advance to their supervisor for approval, providing as much notice as possible to enable the supervisor to give appropriate consideration of the request.

3.3.3. Supervisors are responsible for scheduling vacation leave for employees in a manner that maintains the efficient operations of the department while giving the request as much consideration as possible. Requests are subject to approval by the supervisor.

3.4. Excess Hours

Vacation hours in excess of the employee's maximum balance limit referenced above must be used on or before December 31st of each calendar year, or the hours in excess of the maximum will be forfeited effective January 1st, with no further compensation.

3.5. Employment Separation

3.5.1. Upon separation from employment for any reason, employees will be paid for unused, accrued hours of vacation leave at their current base rate of pay.

3.5.2. If separation from employment is due to the death of the employee, all accrued vacation leave will be paid to the surviving spouse, or, if there is no surviving spouse, to the surviving children, closest living relative, or other person as legally directed by the employee in a will or as required under state law. The payment will be based on the hourly rate of pay last earned by the employee and on the number of vacation hours accrued at the time of death.

4. PERSONAL LEAVE

- 4.1. Personal leave is paid hours for employees to use. Personal leave is accrued on January 1st of each calendar year and must be used by December 31st of the same year or any remaining will be forfeited on January 1st of the next calendar year.

4.2.

Employee Group	Holiday Hours
Tier 1	5/8-hour shifts: 16 hours 4/10-hour shifts: 20 hours 4/9-hour shifts or 9/80s: 18 hours 3/12-hour shifts and 8-hour shift: 24 hours
Tier 2	12 hours
Tier 3	8 hours

- 4.3. Eligible employees with less than one year of service will receive their personal holiday(s) on January 1st of the following calendar year, subject to the following provisions:


4.3.1. Hired January 1st through June 30th: 100% of personal leave hours

4.3.2. Hired between July 1st through September 30th: 50% of personal leave hours

4.3.3. Hired October 1st through December 31st: 25% of personal leave hours

4.4. **Employment Separation**

Upon separation from employment for any reason, all accrued and unused personal leave will be lost and not compensated for.

	TOWN OF PARADISE VALLEY Administrative Policy		
	Title: SICK LEAVE		Policy No. AP-10.3
Policy Owner: Gina Monger, Human Resources Director		Approved By: Andrew Ching, Town Manager	
Authorized By: Chapter 10: Holiday and Leave Benefits, Town Employee Handbook		Revision History: 06/09/2023	Effective Date: 06/23/2024

1. PURPOSE

This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 10: Holiday and Leave Benefits* of the *Town of Paradise Valley* (hereinafter referred to as the “Town”) *Employee Handbook*.

2. ELIGIBILITY

2.1. Unless specified otherwise in this policy, only probationary and regular status employees are eligible for paid leave benefits based upon their scheduled hours of work per week.

2.1.1. Tier 1: Employees scheduled to work 40 hours or more per week, or an alternate schedule that equals 80 hours or more in the pay period.

2.1.2. Tier 2: Employees scheduled to work 30 hours, but less than 40 hours per week.

2.1.3. Tier 3: Employees scheduled to work 20 hours, but less than 30 hours per week.

2.2. Those employees not covered by *Subsection 2.1.* above, will accrue paid sick leave at the rate of one hour for every 30 hours worked as required by statute, beginning on the 90th calendar day of employment.

3. SICK LEAVE

3.1. Sick leave hours will accrue each pay period. An employee is eligible for the accrual of sick leave if the employee receives any pay during the pay period.

3.2. Accrual Rates

3.2.1. Employees will receive the following sick leave accruals:

Employee Group	Annual Accrual	Per Pay Period (26 total)
Tier 1	96 hours	3.7
Tier 2	72 hours	2.77
Tier 3	48 hours	1.85

3.3. Leave Use

3.3.1. Newly accrued hours are available for use on or after the payday of the accrual. Sick leave may be used in the smaller of hourly increments or the smallest increment that the employer's payroll system uses to account for absences or use of other time.

3.3.2. Accrued sick will be provided to an employee for:

- 3.3.2.1.** An employee's mental or physical illness, injury, or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; an employee's need for preventive medical care.
- 3.3.2.2.** Care of a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; care of a family member who needs preventive medical care.
- 3.3.2.3.** Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of his or her exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.
- 3.3.2.4.** Excluding ARS 13-4439, absences necessary due to domestic violence, sexual violence, abuse, or stalking, provided the leave is to allow the employee to obtain for the employee or the employee's family member:
 - 3.3.2.4.1.** Medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse, or stalking.
 - 3.3.2.4.2.** Services from a domestic violence or sexual violence program or victim services organization.
 - 3.3.2.4.3.** Psychological or other counseling.
 - 3.3.2.4.4.** Relocation or taking steps to secure an existing home due to the domestic violence, sexual violence, abuse, or stalking.
 - 3.3.2.4.5.** Legal services, including but not limited to preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence, sexual violence, abuse, or stalking.

3.4. Requesting Leave

- 3.4.1.** Sick leave will be provided upon the request of an employee. Each department will have a procedure that includes notice and reporting requirements for employees to follow for reporting scheduled and unscheduled absences related to sick leave reasons. The procedure will be in writing and provided to all departmental employees.
- 3.4.2.** When the use of sick leave is foreseeable, the employee will make a good faith effort to provide notice of the need for such time to their supervisor in advance of the use of sick time and will make a reasonable effort to schedule the use of sick time in a manner that does not unduly disrupt the operations of the Town.

- 3.4.3. An employer may not require, as a condition of an employee's taking sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is using sick leave.

3.5. Documentation of Leave Use

- 3.5.1. For sick leave of three or more consecutive workdays, the Town may require reasonable documentation that the sick leave has been used for an authorized purpose as defined in this subsection. Documentation signed by a healthcare professional indicating that sick leave is necessary will be considered reasonable documentation for purposes of this subsection.
- 3.5.2. In cases of domestic violence, sexual violence, abuse, or stalking, one of the following types of documentation selected by the employee will also be considered reasonable documentation:
- 3.5.2.1. A police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual violence, abuse, or stalking.
- 3.5.2.2. A protective order; injunction against harassment; a general court order; or other evidence from a court or prosecuting attorney that the employee or employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual violence, abuse, or stalking.
- 3.5.2.3. A signed statement from a domestic violence or sexual violence program or victim services organization affirming that the employee or employee's family member is receiving services related to domestic violence, sexual violence, abuse, or stalking.
- 3.5.2.4. A signed statement from a witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization.
- 3.5.2.5. A signed statement from an attorney, member of the clergy, or a medical or other professional affirming that the employee or employee's family member is a victim of domestic violence, sexual violence, abuse, or stalking.
- 3.5.2.6. An employee's written statement affirming that the employee or the employee's family member is a victim of domestic violence, sexual violence, abuse, or stalking, and that the leave was taken for one of the purposes of *Subsection 3.3.2.4*. The employee's written statement, by itself, is reasonable documentation for absences under this subsection. The written statement does not need to be in an affidavit format or notarized but will be legible if handwritten and will reasonably make clear the employee's identity, and if applicable, the employee's relationship to the family member.
- 3.5.3. Any and all documentation related to the use of sick leave will be provided directly to the Human Resources Department for action as appropriate. The provision of providing documentation under *Subsection 3.5. Documentation of Leave Use* does not waive or diminish any confidential or privileged communications between a victim of domestic violence, sexual violence, abuse, or stalking. The Town will not require documentation that explains the nature of the health condition or the details of the domestic violence, sexual violence, abuse, or stalking.

3.6. Excess Hours

- 3.6.1. Sick leave hours in excess 480 hours will be either:

3.6.1.1. Converted to vacation leave at the rate of one hour of vacation leave for every two hours of accrued sick leave; or

3.6.1.2. Paid at 50% of the total cash value at the employee's current base rate of pay.


3.7. Employment Separation

3.7.1. Employees with less than 10 years of continuous service will receive no compensation for any hours of sick leave remaining at the time of their separation.

3.7.2. Upon resignation or retirement only, employees with:

3.7.2.1. 10 or more years of continuous service will receive 50% of the total cash value of the sick leave hours accrued at the time of separation.

3.7.2.2. 15 or more years of continuous service will receive 100% of the total cash value of the sick leave hours, up to a maximum of 480 hours. Accrued hours in excess of 480 will be paid at 50% of the total cash value.

	TOWN OF PARADISE VALLEY		
	Administrative Policy		
	Title: FAMILY AND MEDICAL LEAVE ACT LEAVE	Policy No. AP-10.4	
Policy Owner: Gina Monger, Human Resources Director		Approved By: Andrew Ching, Town Manager	
Authorized By: <i>Chapter 10: Holiday and Leave Benefits, Town Employee Handbook</i>		Revision History: None	Effective Date: 06/23/2024

1. PURPOSE

This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 10: Holiday and Leave Benefits* of the *Town of Paradise Valley* (hereinafter referred to as the “Town”) *Employee Handbook*.

2. ELIGIBILITY

2.1. In accordance with the Family and Medical Leave Act (FMLA), the Town is a covered employer and employees are eligible for 480 hours of unpaid, job-protected leave, based on a rolling 12-month calendar if they:

2.1.1. Have worked for the Town for at least 12 months; and

2.1.2. Have worked at least 1,250 hours (excluding paid time off) with the Town during the 12 months prior to the start of their FMLA Leave period.

2.2. The 12-month period for FMLA Leave is calculated as a rolling 12-month calendar period measured backward from the date of any (prior) FMLA Leave usage. Each time an employee uses FMLA Leave, the remaining leave is the balance of the 480 hours not used during the 12 months immediately before the (new) FMLA Leave is to start.

2.3. If an employee is considered a key employee as defined under FMLA, the Town is not required to restore the employee following FMLA Leave if such restoration will cause substantial and grievous economic injury to the Town.

3. QUALIFYING REASONS

3.1. Eligible employees may be approved for a total 480 hours of FMLA Leave (for one or more qualifying reasons) in a rolling 12-month calendar period for:

3.1.1. The birth of a child or placement of a child with the employee for adoption or foster care.

3.1.2. The care for a child, spouse, or parent who has a serious health condition.

3.1.3. A serious health condition that makes the employee unable to work.

3.1.4. Reasons related to a family member's service in the military, including:

3.1.4.1. Qualifying exigency leave for certain reasons related to a family member's foreign deployment.

3.1.4.2. Military caregiver leave for when a family member is a current servicemember or recent veteran with a serious injury or illness.

3.2. A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a healthcare provider, and generally involves a period of incapacity. Incapacity means an individual is unable to work, attend school, or perform other regular daily activities because of the serious health condition, due to treatment of it, or for recovery from the condition.

4. ADMINISTRATION

4.1. Notice Requirements

4.1.1. Employee will notify Human Resources, verbally or in writing, as soon as possible of their (possible) need for FMLA Leave each time but will provide at least 30 calendar days for foreseeable leave needs. If 30 calendar days' notice is not provided and without reasonable cause, the Town may delay the FMLA Leave by the amount of time that the employee failed to provide notice to the Town.

4.1.2. If the need for FMLA Leave is unexpected, employees must provide notice as soon as possible and practical.

4.1.3. Human Resources will respond in writing within five business days from the request for FMLA Leave as required by statute.

4.1.4. Supervisors will notify Human Resources of all employee absences due to medical reasons that exceed three workdays and any circumstances that may cause the employee to be absent from work due to a medical condition.

4.2. Medical Certification

4.2.1. A medical (re)certification will be required for qualifying reasons related to the serious health condition of the employee or eligible family member, at the affected employee's expense. The Town will not require certification for leave to bond with a newborn child or a child placed for adoption or foster care.

4.2.2. The medical certification must be received by Human Resources within 15 calendar days from the date the employee receives their response from Human Resources to their request for leave. An extension may be granted if the certification is insufficient or not provided, and the employee made a diligent, good faith effort to meet the deadline.

4.2.3. Employees may be required to provide a recertification of a serious health condition every 30 calendar days, unless a longer period is stipulated in the prior certification.

4.2.4. If the employee's need for FMLA Leave lasts beyond a 12-month period, the employee may be required to provide a new medical certification in each new FMLA Leave year.

4.2.5. The Town will be responsible for any expense related to a second or subsequent opinions, following receipt of a certification from an employee, from a healthcare provider for the purposes of FMLA Leave.

4.2.6. If an employee's pay does not cover the full amount of the premium in any calendar month, then the employee must pay the difference directly to the Town, no later than the last day of the month. If payment is not received by the Town, then the provisions of the eligibility for employer contributions will apply.

4.3. Designation and Concurrent Leave

- 4.3.1.** Human Resources will review requests for FMLA Leave and designate leave in accordance with this subsection and the provisions of the FMLA. FMLA Leave may be designated for continuous and/or intermittent use.
- 4.3.2.** Any paid or unpaid leave taken for absences under the employee's approved FMLA Leave will be designated as FMLA Leave and counted against the amount of FMLA Leave the employee has available to use during the rolling 12-month period. Employees on approved leave will utilize all available paid leave concurrently with approved FMLA Leave. Employees on approved FMLA Leave will continue to be eligible for Town benefits, subject to each benefits' provisions.
- 4.3.3.** An employee's absence from work due to a serious health condition resulting from an approved worker's compensation claim, will be automatically designated as approved FMLA Leave, and such approved leave will run concurrently with worker's compensation-related absences.
- 4.3.4.** Human Resources may designate employee absences related to qualifying reasons from work in excess of three workdays as FMLA Leave if sufficient information is available without a medical certification.

4.4. Benefits

- 4.4.1.** The Town will continue to pay the employer portion of the healthcare premiums provided the employee is in pay status each month and pays their portion of the healthcare premiums.
- 4.4.2.** Employees on approved FMLA Leave will continue to be eligible for Town benefits, subject to each benefits' provisions.

4.5. Return to Work

- 4.5.1.** Employees on approved FMLA Leave, excluding intermittent leave, due to their own serious health condition will provide a release from their healthcare professional to Human Resources that they are released to work prior to their return to duty.
- 4.5.2.** Based upon the most recent medical certification, employees who are not able to return to work their same or similar position after exhausting their FMLA Leave, will work with Human Resources and the Town to identify the next action to be taken, including initiating the reasonable accommodation process, as provided for in the reasonable accommodation and fitness-for-duty administrative policy.



Action Report

File #: 24-160

AGENDA TITLE:

**Discussion of FY 2024 Community Services Program and FY 2025 Homelessness Initiative
Funding Recommendations**

STAFF CONTACT:

Duncan Miller 480-348-3690

TOWN *Of* **PARADISE VALLEY**



STAFF REPORT

TO: Mayor Bien-Willner and Town Council Members

FROM: Andrew B. Ching, Town Manager
Duncan Miller, Town Clerk

DATE: May 9, 2024

DEPARTMENT: Town Manager
Duncan Miller, 480-348-3610

AGENDA TITLE:

Discussion of FY 2024 Community Services Funding Recommendations and FY 2025 Homelessness Initiative Funding

SUMMARY STATEMENT:

This study session item includes two subjects:

1. FY 24 Community Services Funding Program. The Town Council budgeted \$65,000 in this fiscal year and directed staff to conduct a needs assessment to identify services and programs benefitting underserved populations in the Town or broader community. Staff will present funding recommendations for Central Arizona Shelter Services and Duet: Partners In Health and Aging
2. FY 25 funding proposal to work with regional partners on homelessness initiatives. During the FY 25 budget study sessions, there was Council consensus to include \$200,000 in the budget for homeless shelter services as was done in FY24.

1. BACKGROUND – Fiscal Year 2024 Community Services Funding Program

At the March 9th Study Session, the Town Council discussed the annual Community Services Funding Program. The policy which governs the program gives the Council discretion to either invite applications for funding from government, non-profit, educational institutions, or civic groups that provide valuable services to the community; or conduct a community services needs assessment to identify essential services not provided by the Town or under-served populations in need of assistance. There was Council consensus to direct staff to conduct a needs assessment and, based on those findings, investigate agencies or programs which address the needs identified. The Council suggested that focus areas should include regional partnerships to address homelessness (even though the Town has not experienced homeless camps or issues) and support services for older residents.

An interdepartmental working group comprised of the Town Manager, Town Clerk, Community Resource Officer, and Code Enforcement Officer met twice in April and had robust discussions about community engagement, requests for services, and potential program funding options consistent with the Council's direction. Although programs that have not previously received funding were investigated and considered, it was the advisory group's unanimous recommendation to renew funding agreements with Central Arizona Shelter Services and Duet: Partners in Health and Aging.

Regional Homeless Initiatives

The Town has allocated funding in previous years to assist with regional homelessness initiatives and continues to recognize the importance of partnering with neighboring communities to find long-term solutions for this regional problem.

CASS

To further assist with this initiative, it is recommended that the Town continue its long-standing support for the Central Arizona Shelter Services (CASS). CASS is the largest emergency shelter in Arizona. CASS serves single adults and families with children. Their clients include individuals with serious mental illnesses, those with addictions to alcohol and drugs, victims of domestic violence, veterans, the elderly and young adults, single parents, and those who are chronically homeless.

Their mission is to end homelessness. In addition to providing beds for the night, they also offer case management and/or other support to all clients and work with them to obtain employment, benefits, medical care, mental health treatment, dental care, housing and more. Their case management model meets clients where they are to address barriers, with the goal of helping them permanently resolve their homelessness.

Demand for CASS Services is Increasing

CASS provided the following statistics to the Town underscoring the need for a regional approach to homelessness, as well as a summary of the new initiatives they are implementing to respond to the increased demand.

- Maricopa Association of Governments (MAG) data shows that the unsheltered count in Maricopa County increased 30% between 2020 and 2023. In response to the increased need for service, CASS expanded their downtown shelter from 470 beds to 600 beds in 2022. CASS sheltered 5,071 individuals in their emergency shelter program, for a total of 253,302 bed nights.
- CASS served 23% more young adults (ages 18-24) than the year prior, rising to 522 young adults served. Additionally, their veteran's population increased by 11% over the prior year.
- CASS's data has shown a rapid rise in seniors over age 55, accounting for 30% of those served at CASS. Last year, CASS served 1,672 seniors. In July 2023, CASS opened the Senior Haven shelter with a 170-bed capacity expected to serve 500 homeless seniors aged 55 and older.

CASS's Community Impact Report is attached as Attachment B.

It is recommended that the Town provide funding in the amount of \$55,000 in Fiscal Year 2024, which is consistent with previous years. The Town has provided funding assistance to CASS since the 1990s with support ranging from \$18,000 to \$50,000.

Support Services for Older Residents

Duet: Partners In Health and Aging

Duet is a private non-profit organization based in Phoenix. Their mission is to promote health and well-being for homebound adults and family caregivers. The Town has partnered with this organization for many years. The specific recommendation is to provide funding for their program called Promoting Independence through In-Home Services. This program uses volunteers to provide transportation to homebound seniors and disabled adults to medical appointments, social service agencies, grocery stores, shopping centers and other locations. The volunteers also help unload groceries at their home or shop for and deliver groceries when needed. They assist with paperwork, minor home repairs, and other routine needs.

2023 Statistics Provided by Duet

- 434 homebound adults received services including 5 Paradise Valley residents
- 138 one-way trips for Paradise Valley residents for doctors appointments and groceries.
- 307 new volunteers were recruited to participate in the program, including 8 from Paradise Valley.

Duet's Community Impact Report is attached as Attachment C.

It is recommended that the Town continue to support this program in the amount of \$10,000 in Fiscal Year 2024, which is consistent with previous years. The Town has provided funding assistance to Duet since the 2000s with support ranging from \$5,000 to \$10,000.

2. HOMELESSNESS INITIATIVES - Background

In 2022, Paradise Valley, along with other communities in the Valley, partnered with the Maricopa Association of Governments (MAG) on the Pathways Home: Regional Action Plan for Local and Tribal Governments. The goal of this comprehensive plan is to reduce homelessness by 25% by 2027. The Town provided \$25,000 to help fund the Regional Public Education Campaign.

In 2023, the Council budgeted an additional \$200,000 in community services funding for enhanced homelessness initiatives. It was noted that the Town is not a "full-service government" and relies on private and non-profit organizations to provide valuable services to the community that the Town does not have the staffing or expertise to provide. In particular, the Town does not have public programs or private facilities to address the needs of unsheltered people. There was consensus that by partnering with MAG and neighboring communities on programs to reduce homelessness in the region, the Town could amplify its impact and provide immediate resources if ever someone within the Town's borders needs shelter.

The Town has traditionally waited until the end of the fiscal year to make funding decisions related to community services. However, given the increased need for shelter services during the summer months and funding shortfalls last year, it was decided to award the \$200,000 allocation for shelter services at the beginning of the fiscal year.

On May 25, 2023, the Council authorized the Town to enter into an agreement with MAG to support homelessness services. In turn, MAG issued a request for proposals (RFP). Town staff participated in the RFP process and a contract was awarded to the City of Phoenix Rio Fresco Healing Center operated by Community Bridges, Inc (CBI). CBI operates multiple shelters in the Valley and provides other related support services.

Rio Fresco is a 117-room shelter in Phoenix that can serve 460 individuals per year including three meals per day for all residents. The Healing Center leverages CBI's full continuum of care by providing intense supportive services through case management, behavioral health services, individualized housing plans and opportunities for employment. The agreement between the MAG and the City of Phoenix included a provision to allow the Paradise Valley Police Department to make direct referrals to Rio Fresco. To date, no referrals have been made.

CBI's report to MAG on the use of the Town's funding is included as Attachment D.

FY 2025 Homelessness Initiatives

It is recommended that the Town follow the same process as last year to allocate funding for homelessness services. MAG has the expertise and resources to direct the Town's investment to programs and services where they will have the greatest impact. As was done last year, the Town would stipulate that preference should be given to agencies or programs that serve the area neighboring Paradise Valley, that PVPD may make direct referrals, and that a report would be provided on the use of Town funds.

NEXT STEP

Staff is asking for Council direction on whether the Town should provide financial assistance to any or all agencies (i.e. CASS, Duet, MAG) and at what amount. Based on that direction, staff will bring back funding agreements for action at the May 23rd meeting.

BUDGET IMPACT

The Town Council budgeted \$65,000 in FY 24 for community services and \$200,000 in FY 25 for homelessness initiatives.

ATTACHMENTS:

- A. Staff Report
- B. CASS Community Impact Report
- C. DUET Community Impact Report
- D. City of Phoenix/CBI Report to MAG on Paradise Valley Funding
- E. PowerPoint Presentation



Central Arizona Shelter Services

SHELTER. SUPPORT. CHANGE LIVES.



Compassionate Community Solutions to End Homelessness

IMPACT REPORT 2023



Our mission is to prevent and end homelessness among individuals and families while advancing compassionate community solutions.

Our vision is a community where everyone has a home.

New Era, New Solutions

Dear Friends and Partners:

CASS was founded in 1984 in response to a burgeoning homeless crisis in the City of Phoenix. The 1984 crisis was fueled by a decline in affordable housing, rising rents, inflation, and failing safety nets for vulnerable citizens.

Today, we find ourselves in a remarkably similar situation as 1984, requiring us to think more deeply about current homeless service models and where we can begin to pivot in order to address root causes and stem the tide of a growing crisis.

Three years ago CASS established lofty goals for expansion and for deepening our work for vulnerable populations, especially seniors and those with behavioral health or serious mental illness (SMI) challenges. We have accomplished all major goals in our 2020-2023 Strategic Plan. Of greatest note, we have, and are, expanding regionally with two new locations:

- The Glendale Norton and Ramsey Social Justice Empowerment Center opened in December 2020 and CASS now serves as the City of Glendale's Master Services Homeless Provider, leading collaborative efforts among homeless providers.
- The CASS 170-bed Senior Haven will open in 2024 to serve people 55 and older.

Over the last two years we have also expanded services with a cumulative 35% growth in service numbers. This included adding 130 new adult shelter beds to our main adult shelter where we shelter an average of 600-630 individuals nightly. It also included expanding our housing and flexible financial assistance programs to reach more people. And it included adding new and deepening existing collaborative partnerships.

As we enter our 40th year of service, we are again gearing up to reinvent ourselves and create a five-year strategic plan. Some of the critical questions we must answer include:

1. Are today's emergency shelter models the most effective models for people to permanently end their homelessness? If not what models should be pursued?
2. What lessons can we apply from the COVID-19 pandemic to build better models for the future?

Prior to the pandemic CASS had already begun to pivot towards more upstream prevention to keep people housed, especially first time homeless seniors on fixed incomes. We had also begun to pivot towards non-congregate models of housing for people, targeting those who do not do well staying in mass shelters like our 600-bed adult shelter.

We are excited to begin planning our next five years and welcome your input and ideas. This work is complex and takes a village. We are grateful for your continued partnership and support.



Sincerely,
Lisa Glow, J.D.
President & CEO





CASS Locations & Services

1

CASS' Downtown Single Adult Shelter, Phoenix

Since 1984, we have worked tirelessly to end homelessness by providing shelter, case management, and housing services to more than 175,000 people. Each night, CASS provides 600 beds to our neighbors in need. CASS' shelters are low-barrier, operating 24/7 under the Housing First model, meaning there are few preconditions to entry. CASS uses a progressive engagement case management model that delivers different levels of services and support depending on need.

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2

CASS' Family Shelter, Phoenix

CASS has been serving homeless families since 1984. Our Vista Colina Family Shelter is a 30-unit converted apartment complex that shelters up to 30 families, or 120 to 150 adults and children, each night. We utilize a low-barrier shelter model and a Housing First case management model. All families participate in case management services designed to address barriers to permanent housing. This includes help obtaining housing, employment, benefits, mental health services, healthcare, substance abuse services, pensions, legal assistance, advocacy, transportation, and more.



3

CASS' Norton and Ramsey Social Justice Empowerment Center, Glendale



Our Norton and Ramsey Social Justice Empowerment Center (NREC) operates as a hub for homeless, housing, and related service providers to work collaboratively and coordinate resources. We provide individualized solutions and support services to more than 500 people monthly with a 'no wrong door' solution. We also operate a 24/7 hotline with a 100% response rate. Through a partnership with the City of Glendale as their Master Service Provider, our collaborative providers bring their resources to support West Valley residents at risk of losing or having lost their homes.



4

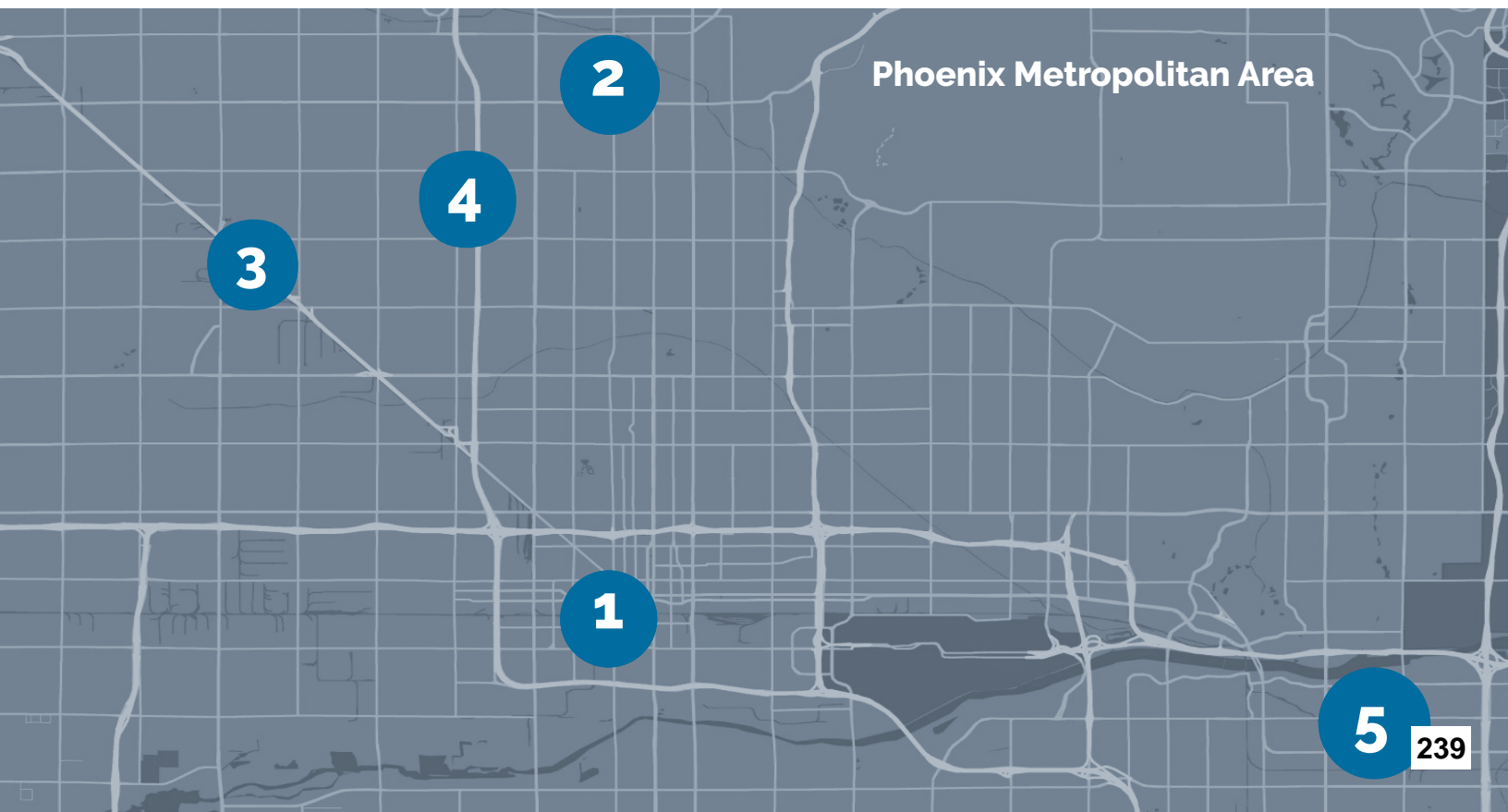
CASS' Senior Haven – Opening 2024, Phoenix

The need for senior-specific services is growing, and CASS strives to ensure that underserved homeless seniors 55+ are supported in the greater Phoenix community with dignity, honor, and respect. Our new, permanent emergency senior shelter is in the process of major renovations, with a target of opening in 2024. The Haven will serve up to 170 seniors each day and night.

5

East Valley Housing Navigation, Mesa and Gilbert

In partnership with the Cities of Mesa and Gilbert, CASS Case Managers help clients who are at risk of or experiencing homelessness to navigate resources available. Services are provided at various locations.



5

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An Update: Homelessness in Maricopa County



Homelessness has reached crisis levels in Arizona, and people experiencing homelessness continue to be disproportionately impacted by the pandemic. According to the 2023 Maricopa Regional Point-In-Time Homeless Count (MAG PIT Count), the **unsheltered count in Maricopa County increased 30% between 2020 and 2023. Since 2017, homelessness has increased 72%!**

How did we get here? Arizona has one of the highest housing loss rates in the country and Maricopa County has an eviction rate of nearly twice the national average (ASU, 2022). Rental costs have increased dramatically along with the meteoric rise in

housing prices - median rental prices shot up almost 46% in the Phoenix area from 2021 to 2022 (Phoenix Business Journal). **This affects a large percentage of Arizona residents, with 12.8% of individuals living in poverty** (US Census, 2021). The Spotlight on Poverty and Opportunity reports that 22% of jobs in Arizona are low wage, meaning that many Arizonans are unable to make a living wage. Because so many of our neighbors were already one emergency or rental increase away from homelessness, the need for emergency shelter has increased dramatically in Maricopa County.

72%

The number of unsheltered individuals experiencing homelessness in Maricopa County has increased 72% from 2017 to 2023 (MAG PIT).

80%

The number of extremely low-income renter households with severe cost burden - meaning more than 50% of their income goes to rental costs (Nat'l Low Income Housing Coalition, 2022).

50%

Over half of the unhoused individuals in Arizona are over the age of 50 (AZ DES, 2020).

The Top 5 Reasons for Homelessness:

- 1 Lack of affordable housing
- 2 Unemployment
- 3 Poverty
- 4 Mental illness and lack of needed services
- 5 Substance abuse and lack of needed services

*National Law Center on
Homelessness & Poverty*

EVERY NIGHT, MORE THAN 9,500 PEOPLE EXPERIENCE HOMELESSNESS*

This last year, CASS provided beds and services for over 6,900 adults and family members, and more than 1,500 of those individuals were helped to either remain in their housing or be rehoused or reunited with family.

*MAG Point-in-Time Count 2023



CASS' Community Impact 2023

From July 2022 to June 2023, CASS provided the following shelter and supportive services for people experiencing or at risk of homelessness:

6,902

unduplicated individuals served,

an increase of 4% over the prior year

5,071 utilized our shelter services, for a total of

253,302 bed nights provided

2,649 utilized case management support

6,104 created a housing plan

1,587 utilized Rapid Rehousing, eviction prevention and financial assistance support services

Founded in 1984 to address a homelessness crisis in Phoenix, CASS is Arizona's largest, longest-serving, and most experienced emergency shelter provider, annually serving thousands of adults and families with shelter, a case management, and a full array of housing services (eviction prevention, rapid rehousing, and flexible financial assistance). **Our adult and family shelters operate at full capacity 24/7, 365 days a year.**

Because our mission is to end homelessness, our shelter model is much more than just a place to sleep. Our trauma-informed model is effective because we provide wrap-around support services to stabilize our clients, help them find employment, address their health care and/or disability needs, and move into permanent housing. Our intensive case management services help our clients secure critical resources such as housing, employment, benefits, mental health services, health care, substance abuse treatment, and legal assistance. Additional services provided include Rapid Rehousing

assistance, flexible financial assistance, employment support, assistance with finance and budgeting, hygiene kits, a clothing bank, and move-out kits.

There is no stereotype for homelessness. Our neighbors experiencing homelessness come from a vast diversity of life experiences. Here is an overall picture of the neighbors we cared for this last year:

25% were first-time homeless

24% were 55 years or older

31% were chronically homeless (according to HUD definition)

62% were male, **37%** female and **1%** transgender/nonbinary

57% were White, **36%** Black, **6%** American Indian, **1%** Asian,

1% Hawaiian or Pacific Islander; **26%** of all clients were Hispanic

51% reported one or more disabling condition

21% reported a history of or were fleeing domestic violence

42% stayed in hotels or places not meant for habitation

Older Adults

The need for senior-specific services is growing, and CASS strives to ensure that underserved homeless seniors are supported by our community with dignity, honor, and respect. In the early 1990s, only 11 percent of the adult homeless population was age fifty and over. The 2020 Homelessness in Arizona Annual Report published by the Department of Economic Security reported that **50% of individuals who are experiencing homelessness in Arizona were over the age of 50.**

Many of our community's homeless seniors are first-time homeless and in most cases they 'did everything right' prior to their retirement, but their dollars aren't stretching far enough as inflation and rental costs drastically increase. Waiting lists for senior-subsidized housing have 2–3-year waits, and many elderly women coming into our shelter are facing additional challenges, such as abuse and extreme poverty.

CASS has created senior-focused programming, enhancing our service model for senior citizens experiencing homelessness,



with new screening tools and new partnerships, all of which has resulted in a stronger safety net for this population. **CASS is on track to open Haven senior shelter in 2024, which will serve up to 170 seniors nightly.**

1,672 seniors served (ages 55+)

1,419 seniors utilized our shelter services, for a total of **82,049** bed nights provided

Of those served, **838** were 62 years or older and **77%** had a disabling condition



27% were first-time homeless

47% were chronically homeless (according to HUD definition)

52% utilized case management support

67% were male, **32%** female and **1%** transgender/nonbinary

77% reported one or more disabling condition

20% reported mental health issues

47% reported chronic health conditions

28% reported physical disabilities

18% reported a history of or were presently fleeing domestic violence

45% stayed in hotels or places not meant for habitation

55% were employed or had some form of income upon arrival

72% graduated high school or equivalent



Families

Children face devastating challenges when they lose their home. The resulting fear and unpredictability can damage their development and ability to learn (Institute for Children, Poverty, and Homelessness). Children impacted by homelessness also have higher levels of behavioral problems, increased risk of health problems, and are more likely to show lower academic performance, repeat a grade, or drop out of school. Family homelessness disproportionately impacts women and people of color, who also face additional societal and cultural challenges.

CASS' Family Shelter is the second largest family shelter in the Phoenix Metropolitan area. All families participate in case management services designed to address barriers to permanent housing. Our 30 apartment units were recently renovated thanks to the City of Phoenix.

269 family members served from a total of **70** families

32,297 nights of shelter provided

100% utilized case management support

33% of heads of household reported one or more disabling conditions

60% of heads of household graduated high school or equivalent

69% of heads of household were employed or had income upon arrival

47% reported a history of or were presently fleeing domestic violence

70% stayed in hotels or places not meant for habitation prior to their arrival

Of **175** children served, **55** were under the age of **5** years old.



Veterans

In Arizona, more than 34,000 veterans live in poverty and are at an elevated risk of homelessness (Housing Assistance Council). As the lowest barrier veteran's shelter program in the community, CASS shelters many of the most elderly and disabled veterans. CASS' veterans' program is designed to help veterans move from homelessness to self-sufficiency by obtaining needed benefits, employment and job training, and permanent housing.

In the last year, we served the following veterans with shelter and supportive services:



320 veterans served — an increase of **11%** over the prior year
13,674 nights of shelter were provided to our veterans
40% were chronically homeless and **54%** were 55 years or older



- 89%** were male, **11%** female
- 26%** were first-time homeless
- 41%** utilized case management support
- 62%** reported one or more disabling condition
 - 17%** reported mental health issues
 - 15%** reported chronic health conditions
 - 18%** reported substance abuse issues
 - 15%** reported physical disabilities
- 47%** stayed in hotels or places not meant for habitation
- 11%** reported a history of or were fleeing domestic violence
- 86%** graduated from high school or equivalent



Young Adults

Young adults, ages 18-24, experiencing homelessness, particularly those who are unaccompanied or who have run away, continue to be a significant concern in the face of homelessness. According to the National Alliance to End Homelessness, 50% of homeless youth are unsheltered—sleeping outside, in a car, or places not meant for human habitation. Young adults need stable housing, supportive connections to caring adults, and access to services that will help place them on a path to long-term success. At CASS, specially trained case managers provide services and resources with the goal of getting them on their feet and out of homelessness as quickly as possible.

In the last year, we served the following young adults with shelter and supportive services:

522 young adults served — an increase of **23%** over the prior year
35% were first-time homeless
15% were chronically homeless* (*according to HUD definition*)

29% utilized case management support
61% were male, **38%** female and **1%** transgender/nonbinary
47% reported one or more disabling condition
39% stayed in hotels or places not meant for habitation prior to their arrival
20% reported a history of or were presently fleeing domestic violence
53% graduated from high school or equivalent
26% were employed or had some form of income upon arrival

*Defined as having a disability combined with 12 months or more of homelessness in the past 3 years. Quite a high number for such a young population.



Chronic Homelessness

An individual is considered chronically homeless when they have experienced homelessness for at least a year — or repeatedly — while struggling with a disabling condition such as a mental illness, substance use disorder, or physical disability.

According to the Morrison Institute, mental illness, substance use, and homelessness often exist in a vicious cycle, where one contributes to the others, making escape very difficult.

CASS is now a behavioral health licensed outpatient clinic which will allow the agency to bill for some of our case management care coordination, as well as offer new counseling services. These services will be especially helpful for our chronically homeless population.



2,137 chronically homeless individuals served
Of those, **790** were senior citizens (age 55+)
42% utilized case management support



In the last year, we served the following chronically homeless individuals with shelter and supportive services:

66% were male, **33%** female and **1%** transgender/nonbinary

100% reported one or more disabling condition

31% reported mental health issues

23% reported chronic health conditions

25% reported substance abuse issues

21% reported physical disabilities

53% stayed in hotels or places not meant for habitation prior to their arrival

25% reported a history of or were presently fleeing domestic violence

69% graduated from high school or equivalent



CASS Stories of Success

CASS's Glendale Center Assists a Single Father in Need

Brevin is a 26-year-old single father of a 2-year-old daughter, Katherine. They had been living in the apartment of Brevin's father until Brevin's father sadly passed away. The apartment property manager refused to transfer occupancy to Brevin and he and his daughter were left without a home.

In need of a safe place for him and his child, Brevin found a friend who agreed to share their home for a short period of time. Fortunately, Brevin was approved for tenancy at another apartment during that time. He did not, however, have enough money saved to pay the initial deposit and fees. Though he receives assistance with childcare expenses and picks up as much day labor work as he can to earn a living, Brevin was still short of covering the full move-in costs.

Caught in a bind, Brevin heard about CASS Norton and Ramsey Empowerment Center (NREC) in Glendale and reached out to request one-time financial assistance. His request was reviewed to ensure that his housing would remain stable beyond the one-time move-in cost assistance, Brevin was soon approved and granted housing assistance with case management support to ensure long-term stability. He was able to secure the apartment that he and his daughter now call home.

Move-In Kits Help Senior Settle into New Home

67-year-old Sandra lost her home after a divorce. For five years, she bounced around and ended up living in a weekly-rate motel. After the hotel transferred ownership, the new owners instituted changes in the booking and payment policies that made it unmanageable to stay. She was forced to leave and live in her car. Sandra also used her car for a delivery job, and was not making enough to keep up on the payments. She ended up staying three nights on the streets after losing the vehicle. Not feeling safe on the streets, Sandra soon learned about CASS from a friend.

Within weeks of arriving at CASS, a CASS senior client advocate helped Sandra obtain a copy of her birth certificate and apply for subsidized housing. Sandra waited patiently until her name reached the top of a property wait list. Sandra moved into her new one-bedroom apartment within a couple months of applying. Because Sandra had hardly any belongings, CASS was able to provide her with a City of Phoenix-funded move-in kit full of household essentials that would help her settle into her new home. Sandra was so excited to have her first stable housing in almost seven years!



Special thank you to Scott Seligman for the design of this report.

Family of 8 Gets Housed

Delia, mother of seven, became homeless due to the pandemic. Though Delia was working, and even had small savings, she was having trouble finding a place for her large family. For several months, she and her children had been staying in her car, in hotels, and, occasionally, with friends. Delia eventually lost her job and spent all of her savings trying to stay afloat.

When Delia and her family came to CASS' Family Shelter, the case management team was able to refer them for an Emergency Housing Voucher (EHV). It would be difficult for a single mother to afford the rent for an apartment with three bedrooms, so securing an EHV voucher became a critical focus of Delia's case plan. They also helped her apply for DES childcare subsidies so that she could enroll the younger children in childcare. After enrolling the children, Delia was able to start working and saving money again. Delia was also able to utilize Homeless I.D. Project to obtain all of her family's vital documents.

Delia searched tirelessly for housing, helped along the way by the CASS case management team. Though she encountered many denials, Delia kept her head up, and she became approved for a three bedroom house in a good neighborhood. CASS was able to help Delia with her initial move-in costs, and going forward Delia will only have to pay a fixed percentage of her income for her share of the rent.

CASS Guides Veteran to a New Start in Phoenix

Aaron is a 60-year-old veteran who arrived in Phoenix from San Diego, where he had lost his home and ended up living on the streets. Aaron entered the VA Bridge Program there, but later decided that he wanted to move to Phoenix to get a fresh start in life. After completing his intake to enter the CASS single adult shelter, Aaron met with the senior client advocate to conduct a specialized assessment for seniors. They were able to educate him on the breadth of providers available on campus and he soon was able to meet with VA representatives who connected him with the VA Community Resource and Referral Center (CRRC).

Aaron made use of a staffing agency resource through which he secured a temporary job starting immediately. Only two weeks later, Aaron was approved for the housing assistance program Supportive Services for Veteran Families (SSVF), and then he began submitting apartment applications. The process proceeded rather swiftly, and Aaron received notification that he was approved for tenancy at an apartment and could move in within a month. CASS helped Aaron prepare by providing him with a move-in kit filled with all the essential household items he needed to get settled in his apartment while beginning a new chapter of his life in Phoenix.



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How You Can Help

DONATE

- Online at cassaz.org, or mail your donation to CASS (P.O. Box 18250, Phoenix, AZ 85005)
- Choose CASS for your Arizona Charitable Tax Credit (up to \$421 for individuals, \$841 per couple)
- Become a monthly donor
- Direct your donor-advised fund to CASS
- Transfer cryptocurrency or stock donations online

LEAVE A LEGACY and choose CASS as a beneficiary of your will or estate plan

ENCOURAGE your company or foundation to make a donation or match your gift

LIKE US on Facebook, X, LinkedIn and Instagram

HOST a drive or purchase items from our wishlist

VOLUNTEER or TOUR any of our shelters

www.CASSAZ.org

602.417.9800



Duet

Partners In Health & Aging

2022

COMMUNITY IMPACT REPORT

102-year-old, Lois,
is one of the 2,426
lives transformed
by your support

OUR VISION

A community where every person ages with compassion, dignity, and hope.

250



A MESSAGE FROM ANN WHEAT, EXECUTIVE DIRECTOR

It's always better with two—Duet and You.

A partnership of two—a duet— makes the impossible possible when meeting the needs of a rapidly growing number of aging adults. This duet affords equal importance to the participants, with both parts moving together in rhythm to create a composition of care.

With the pandemic behind us, 2022 was a banner year to take the lessons learned and a renewed spirit of community engagement to deliver compassion, dignity, and hope to homebound adults, family caregivers, and grandfamilies. Your partnership expanded vital services, helped alleviate isolation, and transformed 2,426 lives in Maricopa County and beyond – **an increase of 36% more people served than the year prior.** Thank you for making such progress possible!

In 2022, Duet transitioned our congregational health services to Dignity Health Center for Faith Health Partnerships. This collaboration honors the 28 years of dedicated work provided by this service and gives it the sustainable resources to grow with value-added offerings to faith community nurses. We are grateful to each and every one of you who created and supported this service for so many decades. Our deepest gratitude to the hundreds of faith community nurses who personify faith in action for the betterment of our community.

2022 also brought important opportunities to amplify Duet's services by partnering with notable new ally, Robert Waldinger, M.D., Director of the Harvard Study of Adult Development, the world's longest scientific study on happiness. Concurrently, we've launched a significant new initiative with renowned researcher, Pauline Boss, Ph.D., an international expert in stress reduction for caregivers affected by ambiguous loss. Dr. Boss was the guiding force in Duet's *Finding Meaning and Hope* video workshop series for dementia family caregivers. Watch for updates on our collaborations with these three renowned individuals in the coming year.

Looking forward, I invite you to envision and invest in the world we are creating together. Arizona's aging trajectory requires a broader and deeper support for Duet's mission like never before. Through a robust strategic planning process led by our Board of Directors, our past accomplishments are shaping our future in innovative and strategic ways. With rhythm, compassion, dignity, and hope, see how your support is impacting lives to create the composition—duet—of care. We are proud to be your partner in health and aging.

Our Mission

To promote health and well-being through vitally needed services to homebound adults, family caregivers, and grandfamilies.

STRATEGIC PLAN GOAL, August 2021 – December 2024

GOAL I



Duet invests in and grows strong services with measurable impact

GOAL II



Duet generates abundant, sustainable, and diverse funding streams

GOAL III



Duet significantly increases visibility and inspires people to access services, volunteer, and give

GOAL IV



Duet leverages technology to improve internal and external efficiency, responsiveness, and accessibility

GOAL V



Duet builds core organizational capacity to create optimum conditions for success

Guiding Principle

Inclusiveness: Embracing all people into our community of care.



Homebound Adults

“I don’t really know what I’d do without Duet. I most certainly appreciate them. They have wonderful people who take good care of me.” – Lois



Lois Friday (pictured on front cover), a neighbor who turned 102 years old this year, is one of four centenarians who continue to live independently in their own home with the help of Duet volunteers. Lois's volunteers provide her with weekly transportation to the grocery store, visits to her doctor, assistance with paperwork, and minor handyperson repairs around her home.

She and one of her Duet volunteers, Gail Comer, share a special camaraderie. What started out as friendly phone calls to Lois six years ago, naturally evolved into friendly visits to Lois's home and even trips to church together. From sharing stories about her grandparents' experiences with slavery in the South, to her baptism, Lois has much to share. **“It doesn't seem like volunteering at all,”** says Gail. Last year's Comer family Christmas gathering included an extra seat just for Lois. Gail says, **“Lois is like family to us.”**

Aging with Dignity



Your generosity makes relationships like Lois and Gail's possible by bringing together compassionate volunteers with homebound adults, affectionately referred to as neighbors, who can no longer drive yet wish to remain living in their own homes with dignity. In step with your

direct support and the compassionate service of **309 volunteers, 393 homebound adults** were lifted from hardship, isolation, and loneliness through vitally needed services including grocery shopping, rides to medical appointments, friendly visits, paperwork assistance, and minor handyperson services. In addition, from grocer gift cards to Thanksgiving holiday meals, low-income neighbors received emergency assistance, helping stretch budgets during difficult times to remain living independently. Through a partnership with Televēda, 20 isolated, low-income neighbors received tablets, along with training and technical assistance, harnessing

technology to bridge the digital gap to connect with friends and family. One neighbor commented, **“I just received my mail today, and can't thank you and everyone at Duet enough for your kindness and generosity. I never expected to receive such a nice gift from everyone there, and I just want you and your incredible volunteers to know how grateful I am.”**


99%

of homebound adults reported that they were better able to live in their homes independently because of the volunteer assistance received


91%

of homebound adults reported feeling happier and more connected with other people because of services received


11,544

hours of volunteer time helped homebound adults fight isolation and loneliness



Family Caregivers



“Being Hispanic, our culture has a very hard time asking for help. When I go to the Duet support group, I realize that I am not alone in this and I do need help.” – Juanita

Living in the moment. That’s how 53-year-old Ariel Pena lives his life. And while many endeavor to have such awareness and peace, Ariel has no other choice. **“My mind is not in the correct place,”** he says. Following a devastating accident and resultant stroke in 2012, Ariel now relies on his wife, Juanita, to fill in the gaps of a fragmented memory that can no longer discern shared moments of the past, even those of their wedding day. With a positive attitude and brave determination, 43-year-old Juanita tries not to focus on the loss of Ariel’s declining memory. **“I have taken care of him for 11 years now, and I try just to enjoy his happiness.”**

Providing care for a loved one is difficult, especially if they require round-the-clock attention. When circumstances redirect activities of daily living, family caregivers, like Juanita, often prioritize the care of their loved one over their own needs. Thanks to your generous support, Juanita has discovered a Spanish-language support group at Duet to help uplift her own self-care in the caregiving journey.

Aging with Hope



Since our founding in 1981 by The Rev. Dr. Dosia Carlson, Duet has continued her legacy as an innovator in providing vitally needed services that improve the lives of vulnerable adults. With your support, diversifying our services was made possible through the hiring of three bilingual

staff members across multiple service areas. You also provided help and hope to **696 family caregivers** through an expansion of 15 different virtual and in-person support groups, workshops and webinars, an

annual symposium, information and referral services, peer support, and our signature *Finding Meaning and Hope* video discussion series based on the work of Pauline Boss, Ph.D. and her groundbreaking book, *Loving Someone Who Has Dementia: How to Find Hope While Coping with Stress and Grief*.

When 95% of *Finding Meaning and Hope* participants reported that the series significantly lowered their stress, we recognized the urgent need to make it available beyond Maricopa County. As a result, 2022 marked a defining moment in our history – a national movement of healing and hope for family caregivers of loved ones with dementia through the launch of our Meaning & Hope Institute.



207

family caregivers received personalized information and referral services totaling 75 hours



100%

of caregivers felt they benefited from their family caregiver support group



215

interactions were made between caregiver mentors and mentees



"I did not sign up for this [caregiving]. I was angry and frustrated. And I was frightened that I might not survive. So, I started from a dark place, but I absolutely advocate for the *Finding Meaning and Hope*." – Randi

Randi and Dennis Luoto's 50-year strong marriage knew more ups than downs. They had successfully raised three daughters and retired from productive careers. But even a strong Finnish constitution wasn't resilient enough for Dennis to overcome two debilitating strokes and the onset of Alzheimer's. Randi knew the drill. She had heard the lectures, attended the conferences, read the advice columns, and listened to the podcasts. After five years of seeking in vain for a survival guide to caregiving for her husband, she was angry, frustrated, and done venting.

Then, at a caregiver support group in her hometown of Seattle, Washington, the facilitator encouraged her to give Duet's *Finding Meaning and Hope* 10-part discussion series a try. Randi attended the series and

felt empowered and validated. **"Suddenly I began to see I could manage this, I was strong enough, and clever enough—I was proud to be a caregiver."** She now attends the virtual *Finding Meaning and Hope* Alumni Support Group and is thriving and helping others on similar caregiving journeys.

A National Movement of Hope for Family Caregivers of Loved Ones with Dementia




(meaningandhope.org). The Institute offers a range of supportive services including the *Finding Meaning and Hope* discussion series, training and certification


Duet's Meaning & Hope Institute is here to empower all dementia family caregivers to better care for themselves, especially those who are isolated and underserved, through access to a community of support and vital resources. The Meaning & Hope Institute is a virtual community that transcends the barriers of distance, isolation, loneliness, culture, class, and lack of access to local resources

for discussion facilitators, webinars and support groups, and referrals to a wide variety of additional services provided by Institute partners.

The Meaning & Hope Hub, launched in 2022, actively connected 150 family caregivers and program facilitators. The Meaning & Hope Hub is the interactive element of the Institute that connects members to program videos, resources, and meaningful interactions. One caregiver stated, **"When you are on a difficult journey like mine caring for a parent with dementia, you encounter human angels along the way that give you different gifts, perhaps strength, knowledge, community. These angels make the journey more bearable. As donors to Duet, you are unseen angels, equally responsible for making these spirit-renewing relationships happen. Thank you."**


400 family caregivers participated in a *Finding Meaning and Hope* discussion series


40 new *Finding Meaning and Hope* facilitators were trained from across the nation


686 volunteer hours were provided in support of the *Finding Meaning and Hope* discussion series



Grandfamilies



“Duet has been a blessing to us. The support group meetings and workshops really reinforce that you’re going to be okay.” – Connie

Fifteen-year-old Isaias always knew he wanted to play NFL football. **“Even as a toddler, Isaias would scoot his walker up close to the TV screen to watch whenever a football game was playing,”** shares his grandmother, Connie. But as any parent knows, the expense of keeping your child in sports can be costly. Having raised six children of her own, Connie Arciniega thought budgeting for club sports and gear was a thing of the past.

Single and with one foot in retirement’s door, Connie was looking forward to the gentle pace of her golden years. Then in 2008, the unimaginable happened. Both her son and daughter-in-law passed away leaving her grandson, Isaias, alone and one step away from the foster care system. Connie suddenly found herself with a 9-month-old on her hip and parenting

for the seventh time in her life. But a grandmother’s love is fierce. Gathering her faith and a prayer, Connie shifted both feet back into the game.

Because of your generosity, Connie discovered Duet’s kinship care program and now has respite funds to cover the cost of everything from Isaias’ YMCA basketball membership to football cleats and basketball shoes. She rests assured knowing she can provide her athletic grandson with the enriching opportunities afforded through extra-curricular athletic programs.

Aging with Compassion



Your support kept families together in 2022. Providing a stable and nurturing environment for an extended relative or grandchild, especially when you’ve already raised your own children, can be financially and emotionally challenging. The legal intricacies to ensure a child

remains in the custody of kin are complex. Duet’s kinship care services are here every step of the way, from navigating legal resources, to offering enriching and educational social outings for grandchildren, and providing respite funds for some “time off.” In fact, with your support, Duet assisted grandparents with 12,163 total hours of supervised activity for their grandchildren. In addition, families found unity and compassion through 54 virtual and in-person support groups, educational workshops, a Back-to-School

Drive, and a Holiday Toy and Gift Card Drive. Olivia, a great-grandmother raising her grandchildren, shared, “I have four adopted great-grandchildren – a three-year-old boy with autism, and triplet girls who are two years old. I appreciate everything you do for us. Thank you so much.”


535

grandparents and **802 grandchildren** were equipped with resources to thrive together as grandfamilies


85%

of grandparents felt more confident in their roles after attending Duet’s workshops and experienced a significant decrease in their stress levels after attending Duet’s support groups

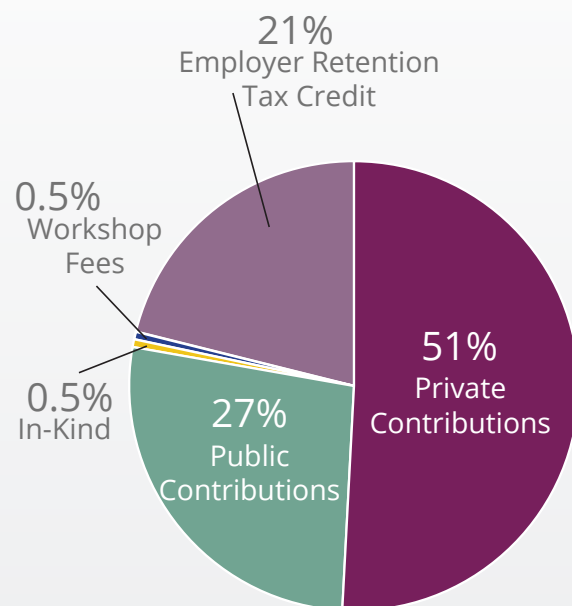

100

grandfamilies received increased economic security through food gift cards and emergency assistance

FINANCIALS

Income

Private Contributions	\$1,067,396
Foundations, Grants, and Corporations	\$541,103
Individuals/Estate Gifts	\$520,518
Faith Communities	\$5,775
Public Contributions	\$559,024
Area Agency on Aging, Region One	\$228,079
Government Grants	\$330,945
Workshop Fees	\$11,071
In-Kind Contributions	\$11,615
Employer Retention Tax Credit	\$444,150
Investment Return	-\$144,297
TOTAL	\$1,948,959



How Your Gifts Were Stewarded

Services	\$1,219,825
Homebound Adults	\$357,982
Family Caregivers	\$438,420
Grandparents Raising Grandchildren	\$350,824
Congregational Health	\$72,599
Management & General (Supporting our Services)	\$487,337
Sustaining and Expanding our Services (Fundraising)	\$539,294
TOTAL	\$2,246,456

Total Ending Net Assets	\$1,903,254
Value of Time Donated by Duet volunteers	\$323,232
Change In Net Assets	-\$297,497

Visit duetaz.org/about-us/ for our 2022 audited financials, 990, and electronic version of our Community Impact Report.



Leave a lasting legacy beyond your lifetime.

Please consider naming Duet as a recipient in your will or estate plan. To learn more about our Legacy Circle, contact Jennifer K. Kabrud, Director of Development, at (602) 274-5022, ext. 112, or email kabrud@duetaz.org.



**STAY
CONNECTED!**



**SIGN UP AT
DUETAZ.ORG**

VOLUNTEER. DONATE. ASK FOR HELP.



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MAG – Paradise Valley Quarterly Progress Report

Funding in the amount of \$200,000 was utilized by Community Bridges, Inc. (CBI) to provide food services for guests experiencing homelessness at the Rio Fresco emergency shelter. Data below from CBI HMIS Annual Program Report (APR) (YTD), reflect services and outcomes October through December 2023 (reported monthly). An APR is also attached that includes YTD program detail from July 1, 2023 – February 29, 2024.

- a. Number of clients served and number of shelter bed nights provided for people experiencing homelessness.

People served:

- October 2023 – 190
- November 2023 – 210
- December 2023 – 216

Bed nights provided and utilization:

October 2023

Total Bed Nights Available	Bed Nights Used	% Used
3131	3941	125.87

November 2023

Total Bed Nights Available	Bed Nights Used	% Used
3030	3963	130.79

December 2023

Total Bed Nights Available	Bed Nights Used	% Used
9292	11953	128.64

- b. Number of clients served, and number of referrals made for wrap-around services for social, mental and socioeconomic services to help enable individuals from becoming permanently homeless and transition individuals into permanent housing and employment.
- October 2023 – 190
 - November 2023 – 210
 - December 2023 - 216

All guests are assessed to determine individual needs and goals. Referrals or connection to services are made based on each guest's individualized service plan.

- c. Number of clients exiting into permanent housing.

- October 2023 – 28
- November 2023 – 30
- December 2023 – 31

- d. Number of clients securing employment.

- October 2023 – 9
- November 2023 – 12
- December 2023 – 12

Sept Meals		# of meals	Rate p/m	# of Days	Cost
	Breakfast	110	8	29	25520
	Lunch	110	9	29	28710
	Dinner	110	9	29	28710
TOTAL					\$82,940.00
OCT Meals					
	Breakfast	110	8	32	28160
	<i>Special Breakfast</i>	15	9.95	1	149.25
	<i>Special Breakfast</i>	15	9.95	1	149.25
	Lunch	110	9	32	31680
	Dinner	110	9	32	31680
TOTAL					\$91,818.50
NOV Meals					
	Breakfast	110	8	30	26400
	<i>Special Breakfast</i>	60	9.95	1	597
	<i>Special Breakfast</i>	60	9.95	1	597
	Lunch	110	9	30	29700
	Dinner	110	9	30	29700
TOTAL					\$86,994.00

- Sept Meals paid 10/06/2023: \$82,940.00.
- Oct Meals paid 10/27/2023: \$91,818.50.
- Nov Meals paid 11/30/2023: \$25,241.50 of the \$86,994.00 invoice.

Report Options

Name	
Description	
Provider Type	<input checked="" type="radio"/> Provider <input type="radio"/> Reporting Group
Provider *	CBI - Enhanced Engagement Shelter - ES (48349) <input type="radio"/> This provider AND its subordinates <input checked="" type="radio"/> This provider ONLY
Program Date Range *	07/01/2023 to 02/29/2024
Entry/Exit Types *	<input checked="" type="checkbox"/> HUD <input type="checkbox"/> PATH <input type="checkbox"/> RHY <input type="checkbox"/> VA <input type="checkbox"/> HPRP (Retired)

CoC APR Report Results - Date Ran: 03/18/2024 12:30:47 PM - Report ID: 226343

4a - Project Identifiers in HMIS

#	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
Organization Name	Org. ID	Project Name	Project ID	HMIS Project Type	RRH Subtype	Coordinated Entry Access Point	Affiliated with a residential project	Project IDs of Affiliation	CoC Number	Geocode	Victim Service Provider	HMIS Software Name and Version Number	Report Start Date	Report End Date	Total Active Clients	Total Active Households											
*CBI - Community Bridges - HMIS	14626	CBI - Enhanced Engagement Shelter - ES	48349	Emergency Shelter - Entry Exit (HUD)		No			AZ-502	040330	No	WellSky Community Services	2023-07-01	2024-02-29	209	197											

Showing 1-1 of 1

5a - Report Validations Table

Report Validations Table	Count of Clients for DQ	Count of Clients
1. Total Number of Persons Served	209	209
2. Number of Adults (age 18 or over)	209	209
3. Number of Children (under age 18)	0	0
4. Number of Persons with Unknown Age	0	0
5. Number of Leavers	77	77
6. Number of Adult Leavers	77	77
7. Number of Adult and Head of Household Leavers	77	77
8. Number of Stayers	132	132
9. Number of Adult Stayers	132	132
10. Number of Veterans	11	11
11. Number of Chronically Homeless Persons	123	123
12. Number of Youth Under Age 25	10	10
13. Number of Parenting Youth Under Age 25 with Children	0	0
14. Number of Adult Heads of Household	197	197
15. Number of Child and Unknown-Age Heads of Household	0	0
16. Heads of Households and Adult Stayers in the Project 365 Days or More	0	0

6a - Data Quality: Personally Identifiable Information								
Data Element			Client Doesn't Know/Prefers Not to Answer	Information Missing	Data Issues	Total	% of Issue Rate	
Name (3.01)			0	0	0	0	0%	
Social Security Number (3.02)			3	3	0	3	1%	
Date of Birth (3.03)			0	0	0	0	0%	
Race and Ethnicity (3.04)			0	1		1	0%	
Gender (3.06)			0	1		1	0%	
Overall Score						4	2%	
6b - Data Quality: Universal Data Elements								
Data Element			Client Doesn't Know/Prefers Not to Answer	Information Missing	Data Issues	Total	% of Issue Rate	
Veteran Status (3.7)			0	0	0	0	0%	
Project Start Date (3.10)					2	2	1%	
Relationship to Head of Household (3.15)				0	2	2	1%	
Enrollment CoC (3.16)				0	0	0	0%	
Disabling Condition (3.8)			0	0	1	1	0%	
6c - Data Quality: Income and Housing Data Quality								
Data Element			Client Doesn't Know/Prefers Not to Answer	Information Missing	Data Issues	Total	% of Issue Rate	
Destination (3.12)			0	0		0	0%	
Income and Sources (4.2) at Start			0	0	1	1	0%	
Income and Sources (4.2) at Annual Assessment			0	0	0	0	0%	
Income and Sources (4.2) at Exit			0	0	1	1	1%	
6d - Data Quality: Chronic Homelessness								
Entering into project type		Count of total records	Missing time in institution (3.917.2)	Missing time in housing (3.917.2)	Approximate date this episode started (3.917.3) Missing	Number of times (3.917.4) DK/PNTA/missing	Number of months (3.917.5) DK/PNTA/missing	% of records unable to calculate
ES-EE, ES-NbN, SH, Street Outreach		209			1	1	1	0%
TH		0	0	0	0	0	0	0%
PH(all)		0	0	0	0	0	0	0%
CE		0	0	0	0	0	0	0%
SSO, Day Shelter, HP		0	0	0	0	0	0	0%
Total		209						0%
6e - Data Quality: Timeliness								
Time For Record Entry						Number of Project Start Records	Number of Project Exit Records	
< 0 days						0	0	
0 days						182	41	

1 - 3 days	8	10
4 - 6 days	3	6

7 - 10 days		4	1		
11+ days		12	19		
6f - Data Quality: Inactive Records: Street Outreach and Emergency Shelter					
	# of Records	# of Inactive Records	% of Inactive Records		
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)	0	0	0%		
Bed Night (All clients in ES - NBN)	0	0	0%		
7a - Number of Persons Served					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	209	209	0		0
Children	0		0	0	0
Client Doesn't Know/Client Prefers Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	209	209	0	0	0
For PSH and RRH - the total persons served who moved into housing	0	0	0	0	0
7b - Point-in-Time Count of Persons on the Last Wednesday					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	153	153	0	0	0
April	0	0	0	0	0
July	0	0	0	0	0
October	0	0	0	0	0
8a - Number of Households Served					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total Households	197	197	0	0	0
For PSH and RRH - the total households served who moved into housing	0	0	0	0	0
8b - Point-in-Time Count of Households on the Last Wednesday					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	140	140			
April					
July					
October					
9a - Number of Persons Contacted					
	All Persons Contacted	First Contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on Streets, ES, or SH	First contact - Worker unable to determine	
Once	0	0	0	0	
2-5 Times	0	0	0	0	

6-9 Times	0	0	0	0	
10+ Times	0	0	0	0	
Total Persons Contacted	0	0	0	0	
9b - Number of Persons Engaged					
	All Persons Contacted	First Contact - NOT staying on the Streets, ES, or SH	First contact - WAS staying on Streets, ES, or SH	First contact - Worker unable to determine	
Once	0	0	0	0	
2-5 Times	0	0	0	0	
6-9 Times	0	0	0	0	
10+ Times	0	0	0	0	
Total Persons Engaged	0	0	0	0	
Rate of Engagement	0%	0%	0%	0%	
10a - Gender					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Woman	96	96	0	0	0
Man	108	108	0	0	0
Culturally Specific Identity	0	0	0	0	0
Transgender	2	2	0	0	0
Non-Binary	1	1	0	0	0
Questioning	0	0	0	0	0
Different Identity	1	1	0	0	0
Woman/Man	0	0	0	0	0
Woman/Culturally Specific Identity	0	0	0	0	0
Woman/Transgender	0	0	0	0	0
Woman/Non-Binary	0	0	0	0	0
Woman/Questioning	0	0	0	0	0
Woman/Different Identity	0	0	0	0	0
Man/Culturally Specific Identity	0	0	0	0	0
Man/Transgender	0	0	0	0	0
Man/Non-Binary	0	0	0	0	0
Man/Questioning	0	0	0	0	0
Man/Different Identity	0	0	0	0	0
Culturally Specific Identity/Transgender	0	0	0	0	0
Culturally Specific Identity/Non-Binary	0	0	0	0	0
Culturally Specific Identity/Questioning	0	0	0	0	0
Culturally Specific Identity/Different Identity	0	0	0	0	0
Transgender/Non-Binary	0	0	0	0	0

Transgender/Questioning	0	0	0	0	0
Transgender/Different Identity	0	0	0	0	0
Non-Binary/Questioning	0	0	0	0	0
Non-Binary/Different Identity	0	0	0	0	0
Questioning/Different Identity	0	0	0	0	0
More than 2 Gender Identities Selected	0	0	0	0	0
Client Doesn't Know/Prefer Not to Answer	0	0	0	0	0
Data Not Collected	1	1	0	0	0
Total	209	209	0	0	0

I I - Age

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Under 5	0		0	0	0
5 - 12	0		0	0	0
13 - 17	0		0	0	0
18 - 24	10	10	0		0
25 - 34	35	35	0		0
35 - 44	42	42	0		0
45 - 54	51	51	0		0
55 - 64	46	46	0		0
65 +	25	25	0		0
Client Doesn't Know/Client Prefers Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	209	209	0	0	0

I 2 - Race and Ethnicity

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
American Indian, Alaska Native, or Indigenous	1	1	0	0	0
Asian or Asian American	2	2	0	0	0
Black, African American, or African	65	65	0	0	0
Hispanic/Latina/e/o	12	12	0	0	0
Middle Eastern or North African	0	0	0	0	0
Native Hawaiian or Pacific Islander	0	0	0	0	0
White	93	93	0	0	0
Asian or Asian American & American Indian, Alaska Native, or Indigenous	0	0	0	0	0
Black, African American, or African & American Indian, Alaska Native, or Indigenous	0	0	0	0	0
Hispanic/Latina/e/o & American Indian, Alaska Native, or Indigenous	3	3	0	0	0
Middle Eastern or North African & American Indian, Alaska Native, or Indigenous	0	0	0	0	0
Native Hawaiian or Pacific Islander & American Indian, Alaska Native, or Indigenous	0	0	0	0	0

White & American Indian, Alaska Native, or Indigenous	2	2	0	0	0
Black, African American, or African & Asian or Asian American	0	0	0	0	0
Hispanic/Latina/e/o & Asian or Asian American	0	0	0	0	0
Middle Eastern or North African & Asian or Asian American	0	0	0	0	0
Native Hawaiian or Pacific Islander & Asian or Asian American	0	0	0	0	0
White & Asian or Asian American	0	0	0	0	0
Hispanic/Latina/e/o & Black, African American, or African	1	1	0	0	0
Middle Eastern or North African & Black, African American, or African	0	0	0	0	0
Native Hawaiian or Pacific Islander & Black, African American, or African	1	1	0	0	0
White & Black, African American, or African	3	3	0	0	0
Middle Eastern or North African & Hispanic/Latina/e/o	0	0	0	0	0
Native Hawaiian or Pacific Islander & Hispanic/Latina/e/o	0	0	0	0	0
White & Hispanic/Latina/e/o	23	23	0	0	0
Native Hawaiian or Pacific Islander & Middle Eastern or North African	0	0	0	0	0
White & Middle Eastern or North African	0	0	0	0	0
White & Native Hawaiian or Pacific Islander	0	0	0	0	0
Multiracial - more than 2 races/ethnicity, with one being Hispanic/Latina/e/o	2	2	0	0	0
Multiracial - more than 2 races, where no option is Hispanic/Latina/e/o	0	0	0	0	0
Client Doesn't Know/Prefer Not to Answer	0	0	0	0	0
Data Not Collected	1	1	0	0	0
Total	209	209	0	0	0

13a1 - Physical and Mental Health Conditions at Start

	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children	Unknown Household Type
Mental Health Disorder	117	117	0	0	0	0
Alcohol Use Disorder	14	14	0	0	0	0
Drug Use Disorder	58	58	0	0	0	0
Both Alcohol and Drug Use Disorders	34	34	0	0	0	0
Chronic Health Condition	104	104	0	0	0	0
HIV/AIDS	9	9	0	0	0	0
Development Disability	33	33	0	0	0	0
Physical Disability	94	94	0	0	0	0

13b1 - Physical and Mental Health Conditions at Exit

	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children	Unknown Household Type
Mental Health Disorder	38	38	0	0	0	0
Alcohol Use Disorder	4	4	0	0	0	0
Drug Use Disorder	25	25	0	0	0	0

Both Alcohol and Drug Use Disorders	15	15	0	0	0	0
Chronic Health Condition	32	32	0	0	0	0
HIV/AIDS	1	1	0	0	0	0
Development Disability	16	16	0	0	0	0
Physical Disability	32	32	0	0	0	0

13c1 - Physical and Mental Health Conditions of Stayers

	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children	Unknown Household Type
Mental Health Disorder	81	81	0	0	0	0
Alcohol Use Disorder	11	11	0	0	0	0
Drug Use Disorder	34	34	0	0	0	0
Both Alcohol and Drug Use Disorders	18	18	0	0	0	0
Chronic Health Condition	73	73	0	0	0	0
HIV/AIDS	8	8	0	0	0	0
Development Disability	18	18	0	0	0	0
Physical Disability	62	62	0	0	0	0

13a2 - Number of Conditions at Start

	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children	Unknown Household Type
None	16	16	0	0	0	0
1 Condition	45	45	0	0	0	0
2 Conditions	52	52	0	0	0	0
3+ Conditions	88	88	0	0	0	0
Condition Unknown	8	8	0	0	0	0
Client Doesn't Know/Client Prefers Not to Answer	0	0	0	0	0	0
Data Not Collected	0	0	0	0	0	0
Total	209	209	0	0	0	0

13b2 - Number of Conditions at Exit

	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children	Unknown Household Type
None	9	9	0	0	0	0
1 Condition	15	15	0	0	0	0
2 Conditions	18	18	0	0	0	0
3+ Conditions	31	31	0	0	0	0
Condition Unknown	4	4	0	0	0	0
Client Doesn't Know/Client Prefers Not to Answer	0	0	0	0	0	0
Data Not Collected	0	0	0	0	0	0
Total	77	77	0	0	0	0

13c2 - Number of Conditions for Stayers

	Total Persons	Without Children	Adults in HH with Children and Adults	Children in HH with Children and Adults	With Only Children	Unknown Household Type
None	7	7	0	0	0	0
1 Condition	31	31	0	0	0	0
2 Conditions	30	30	0	0	0	0
3+ Conditions	60	60	0	0	0	0
Condition Unknown	4	4	0	0	0	0
Client Doesn't Know/Client Prefers Not to Answer	0	0	0	0	0	0
Data Not Collected	0	0	0	0	0	0
Total	132	132	0	0	0	0
I 4a - History of Domestic Violence, Sexual Assault, Dating Violence, Stalking, or Human Trafficking						
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	
Yes	90	90	0	0	0	
No	116	116	0	0	0	
Client Doesn't Know/Client Prefers Not to Answer	1	1	0	0	0	
Data Not Collected	2	2	0	0	0	
Total	209	209	0	0	0	
I 4b - Most recent experience of domestic violence, sexual assault, dating violence, stalking, or human trafficking						
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	
Within the past three months	13	13	0	0	0	
Three to six months ago	3	3	0	0	0	
Six months to one year	7	7	0	0	0	
One year ago, or more	65	65	0	0	0	
Client Doesn't Know/Prefers Not to Answer	0	0	0	0	0	
Data Not Collected	2	2	0	0	0	
Total	90	90	0	0	0	
I 5 - Living Situation						
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type	
Homeless Situations						
Place not meant for habitation	138	138	0	0	0	
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter	44	44	0	0	0	
Safe Haven	0	0	0	0	0	
Subtotal	182	182	0	0	0	
Institutional Situations						
Foster care home or foster care group home	0	0	0	0	0	
Hospital or other residential non-psychiatric medical facility	2	2	0	0	0	
Jail, prison, or juvenile detention facility	0	0	0	0	0	

Long-term care facility or nursing home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	3	3	0	0	0
Subtotal	5	5	0	0	0
Temporary Situations					
Transitional housing for homeless persons (including homeless youth)	1	1	0	0	0
Residential project or halfway house with no homeless criteria	2	2	0	0	0
Hotel or motel paid for without emergency shelter voucher	1	1	0	0	0
Host Home (non-crisis)	0	0	0	0	0
Staying or living in a friend's room, apartment, or house	3	3	0	0	0
Staying or living in a family member's room, apartment, or house	5	5	0	0	0
Subtotal	12	12	0	0	0
Permanent Situations					
Rental by client, no ongoing housing subsidy	7	7	0	0	0
Rental by client, with ongoing housing subsidy	1	1	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Subtotal	8	8	0	0	0
Client Doesn't Know/Prefers Not to Answer	1	1	0	0	0
Data Not Collected	1	1	0	0	0
Subtotal	2	2	0	0	0
Total	209	209	0	0	0
16 - Cash Income - Ranges					
			Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
No Income			134	0	51
\$1 - 150			2	0	0
\$151 - \$250			1	0	0
\$251 - \$500			1	0	0
\$501 - \$1000			25	0	6
\$1001 - \$1500			21	0	8
\$1501 - \$2000			10	0	5
\$2001 +			15	0	7
Client Doesn't Know/Prefers Not to Answer			0	0	0
Data Not Collected			0	0	0
Number of adult stayers not yet required to have an annual assessment				132	
Number of adult stayers without required annual assessment				0	
Total Adults			209	132	77
17 - Cash Income - Sources					

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income	17	0	8
Unemployment Insurance	0	0	0
Supplemental Security Income (SSI)	23	0	4
Social Security Disability Insurance (SSDI)	28	0	10
VA Service - Connected Disability Compensation	3	0	1
VA Non-Service Connected Disability Pension	0	0	0
Private Disability Insurance	0	0	0
Worker's Compensation	1	0	0
Temporary Assistance for Needy Families (TANF)	0	0	0
General Assistance (GA)	0	0	0
Retirement Income from Social Security	4	0	2
Pension or retirement income from a former job	1	0	0
Child Support	2	0	0
Alimony and other spousal support	1	0	1
Other Source	2	0	1
Adults with Income Information at Start and Annual Assessment/Exit		0	0

18 - Client Cash Income Category - Earned/Other Income Category - by Start and Annual Assessment/Exit Status

Number of Adults by Income Category	Number of Adults at Start	Number of Adults at Annual Assessment (Stayers)	Number of Adults at Exit (Leavers)
Adults with Only Earned Income (i.e., Employment Income)	16	0	8
Adults with Only Other Income	58	0	18
Adults with Both Earned and Other Income	1	0	0
Adults with No Income	134	0	51
Adults with Client Doesn't Know/Client Prefers Not to Answer information	0	0	0
Adults with Missing Income Information	0	0	0
Number of adult stayers not yet required to have an annual assessment		132	
Number of adult stayers without required annual assessment		0	
Total Adults	209	132	77
I or More Source of Income	76	0	27
Adults with Income Information at Start and Annual Assessment/Exit		0	77

19a1 - Client Cash Income Change - Income Source - by Start and Latest Status

Income Change by Income Category (Universe: Adult Stayers with Income Information at Start and	Had Income Category at Start and Did Not Have It at Annual Assessment	Retained Income Category But Had Less \$ at Annual Assessment Than at Start	Retained Income Category and Same \$ at Annual Assessment as at Start	Retained Income Category and Increased \$ at Annual Assessment	Did Not Have the Income Category at Start and Gained the Income Category at	Did Not Have the Income Category at Start or at Annual Assessment	Total Adults (including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Annual Assessment, Average Gain	Performance measure: Percent of Persons who Accomplished this Measure
------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------	-----------------------------------------------------------------------------	-----------------------------------------------------------------------	----------------------------------------------------------------	-----------------------------------------------------------------------------	-------------------------------------------------------------------	-----------------------------------------------	----------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------

Annual Assessment)					Annual Assessment				
Number of Adults with Earned Income (i.e., Employment Income)	0	0	0	0	0	0	0	0	0%
Average Change in Earned Income									
Number of Adults with Other Income	0	0	0	0	0	0	0	0	0%
Average Change in Other Income									
Number of Adults with Any Income (i.e., Total Income)	0	0	0	0	0	0	0	0	0%
Average Change in Overall Income									

19a2 - Client Cash Income Change - Income Source - by Start and Exit

Income Change by Income Category (Universe: Adult Leavers with Income Information at Start and Exit)	Had Income Category at Start and Did Not Have It at Exit	Retained Income Category But Had Less \$ at Exit Than at Start	Retained Income Category and Same \$ at Exit as at Start	Retained Income Category and Increased \$ at Exit	Did Not Have the Income Category at Start and Gained the Income Category at Exit	Did Not Have the Income Category at Start or at Exit	Total Adults (including those with No Income)	Performance Measure: Adults who Gained or Increased Income from Start to Exit, Average Gain	Performance measure: Percent of Persons who Accomplished this Measure
Number of Adults with Earned Income (i.e., Employment Income)	0	0	8	0	0	68	77	0	0%
Average Change in Earned Income									
Number of Adults with Other Income	1	0	16	2	0	58	77	2	3%
Average Change in Other Income	-165			800				800	
Number of Adults with Any Income (i.e., Total Income)	1	0	24	2	0	49	77	2	3%
Average Change in Overall Income	-165			800			18	800	

19b - Disabling Conditions and Income for Adults at Exit

	AO: Adult with Disabling Condition	AO: Adult without Disabling Condition	AO: Total Adults	AO: percent with Disabling Condition by Source	AC: Adult with Disabling Condition	AC: Adult without Disabling Condition	AC: Total Adults	AC: percent with Disabling Condition by Source	UK: Adult with Disabling Condition	UK: Adult without Disabling Condition	UK: Total Adults	UK: percent with Disabling Condition by Source
Earned Income	3	4	7	43%	0	0	0	0%	0	0	0	0%
Unemployment Insurance	0	0	0	0%	0	0	0	0%	0	0	0	0%
Supplemental Security Income (SSI)	4	0	4	100%	0	0	0	0%	0	0	0	0%
Social Security Disability Insurance (SSDI)	9	0	9	100%	0	0	0	0%	0	0	0	0%
VA Service - Connected Disability Compensation	0	0	0	0%	0	0	0	0%	0	0	0	0%
VA Non-Service-Connected Disability Pension	0	0	0	0%	0	0	0	0%	0	0	0	0%
Private Disability Insurance	0	0	0	0%	0	0	0	0%	0	0	0	0%
Worker's Compensation	0	0	0	0%	0	0	0	0%	0	0	0	0%
Temporary Assistance for Needy Families (TANF)	0	0	0	0%	0	0	0	0%	0	0	0	0%
General Assistance (GA)	0	0	0	0%	0	0	0	0%	0	0	0	0%

Retirement Income from Social Security	2	0	2	100%	0	0	0	0%	0	0	0	0%
Pension or retirement income from a former job	0	0	0	0%	0	0	0	0%	0	0	0	0%
Child Support	0	0	0	0%	0	0	0	0%	0	0	0	0%
Alimony and other spousal support	0	1	1	0%	0	0	0	0%	0	0	0	0%
Other Source	0	1	1	0%	0	0	0	0%	0	0	0	0%
No Sources	42	8	50	84%	0	0	0	0%	0	0	0	0%
Unduplicated Total Adults	59	14	73		0	0	0		0	0	0	

20a - Type of Non-Cash Benefit Source

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutrition Assistance Program (SNAP) (Previously known as Food Stamps)	137	0	54
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	1	0	0
TANF Child Care Services	0	0	0
TANF Transportation Services	0	0	0
Other TANF-Funded Services	0	0	0
Other Source	0	0	0

20b - Number of Non-Cash Benefit Sources

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
No Sources	68	0	21
1 + Source(s)	137	0	54
Client Doesn't Know/Client Prefers Not to Answer	0	0	0
Data Not Collected/Not stayed long enough for Annual Assessment	4	132	2
Total	209	132	77

21 - Health Insurance

	At Start	At Annual Assessment for Stayers	At Exit for Leavers
MEDICAID	162	0	58
MEDICARE	32	0	9
State Children's Health Insurance Program	0	0	0
Veteran's Health Administration (VHA)	4	0	3
Employer-Provided Health Insurance	0	0	0
Health Insurance obtained through COBRA	0	0	0
Private Pay Health Insurance	0	0	0
State Health Insurance for Adults	6	0	3
Indian Health Services Program	4	0	1
Other	1	0	0

No Health Insurance	29	0	9		
Client Doesn't Know/Client Prefers Not to Answer	0	0	0		
Data Not Collected	4	0	2		
Number of stayers not yet required to have an annual assessment		132			
1 Source of Health Insurance	148	0	60		
More than 1 Source of Health Insurance	30	0	7		
22a I - Length of Participation - CoC Projects					
	Total	Leavers	Stayers		
30 days or less	24	20	4		
31 to 60 days	41	21	20		
61 to 90 days	29	19	10		
91 to 180 days	115	17	98		
181 to 365 days	0	0	0		
366 to 730 Days (1-2 Yrs)	0	0	0		
731 to 1,095 Days (2-3 Yrs)	0	0	0		
1,096 to 1,460 Days (3-4 Yrs)	0	0	0		
1,461 to 1,825 Days (4-5 Yrs)	0	0	0		
More than 1,825 Days (>5 Yrs)	0	0	0		
Total	209	77	132		
22b - Average and Median Length of Participation in Days					
		Leavers	Stayers		
Average Length		58	99		
Median Length		54	112		
22c - Length of Time between Project Start Date and Housing Move-in Date					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	0	0	0	0	0
8 to 14 days	0	0	0	0	0
15 to 21 days	0	0	0	0	0
22 to 30 days	0	0	0	0	0
31 to 60 days	0	0	0	0	0
61 to 90 days	0	0	0	0	0
91 to 180 days	0	0	0	0	0
181 to 365 days	0	0	0	0	0
366 to 730 Days (1-2 Yrs)	0	0	0	0	0
Total (persons moved into housing)	0	0	0	0	0
Average length of time to housing	0.00	0.00	0.00	0.00	0.00
Persons who were exited without move-in	0	0	0	0	0

Total						0	0	0	0	0
22e - Length of Time Prior to Housing - based on 3.917 Date Homelessness Started										
						Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less						10	10	0	0	0
8 to 14 days						2	2	0	0	0
15 to 21 days						4	4	0	0	0
22 to 30 days						0	0	0	0	0
31 to 60 days						7	7	0	0	0
61 to 90 days						10	10	0	0	0
91 to 180 days						21	21	0	0	0
181 to 365 days						22	22	0	0	0
366 to 730 Days (1-2 Yrs)						46	46	0	0	0
731 days or more						86	86	0	0	0
Total (persons moved into housing)						208	208	0	0	0
Not yet moved into housing						0	0	0	0	0
Data Not Collected						1	1	0	0	0
Total Persons						209	209	0	0	0
22f - Length of Time between Project Start Date and Housing Move-in Date by Race and Ethnicity										
	American Indian, Alaska Native, or Indigenous	Asian or Asian American	Black, African American, or African	Hispanic/Latina/e/o	Middle Eastern or North African	Native Hawaiian or Pacific Islander	White	At Least 1 Race and Hispanic/Latina/e/o	Multi-racial (does not include Hispanic/Latina/e/o)	Unknown (Doesn't Know, Prefers not to Answer, Data not Collected)
Persons Moved Into Housing	0	0	0	0	0	0	0	0	0	0
Persons Exited Without Move-In	0	0	0	0	0	0	0	0	0	0
Average time to Move-In	0	0	0	0	0	0	0	0	0	0
Median time to Move-In	0	0	0	0	0	0	0	0	0	0
22g - Length of Time Prior to Housing by Race and Ethnicity - based on 3.917 Date Homelessness Started										
	American Indian, Alaska Native, or Indigenous	Asian or Asian American	Black, African American, or African	Hispanic/Latina/e/o	Middle Eastern or North African	Native Hawaiian or Pacific Islander	White	At Least 1 Race and Hispanic/Latina/e/o	Multi-racial (does not include Hispanic/Latina/e/o)	Unknown (Doesn't Know, Prefers not to Answer, Data not Collected)
Persons Moved Into Housing	1	2	64	12	0	0	93	29	6	1
Persons Not Yet Moved Into Housing	0	0	0	0	0	0	0	0	0	0
Average time to Move-In	0	0	6	22	0	0	1818	0	0	0
Median time to Move-In	0	0	6	22	0	0	299	0	0	0
23c - Exit Destination - All persons										

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	22	22	0	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter	17	17	0	0	0
Safe Haven	0	0	0	0	0
Subtotal	39	39	0	0	0
Institutional Situations					
Foster care home or foster care group home	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	1	1	0	0	0
Jail, prison, or juvenile detention facility	9	9	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	2	2	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Subtotal	12	12	0	0	0
Temporary Situations					
Transitional housing for homeless persons (including homeless youth)	5	5	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Host Home (non-crisis)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment, or house)	1	1	0	0	0
Staying or living with friends, temporary tenure (e.g., room, apartment, or house)	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Subtotal	6	6	0	0	0
Permanent Situations					
Staying or living with family, permanent tenure	4	4	0	0	0
Staying or living with friends, permanent tenure	1	1	0	0	0
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Rental by client, no ongoing housing subsidy	4	4	0	0	0
Rental by client, with ongoing housing subsidy	7	7	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Owned by client, no ongoing housing subsidy	1	1	0	0	0
Subtotal	17	17	0	0	0
Other Situations					
No Exit Interview completed	0	0	0	0	0
Other	1	1	0	0	0
Deceased	2	2	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Subtotal	3	3	0	0	0

Total	77	77	0	0	0
Total persons exiting to positive housing destinations	17	17	0	0	0
Total persons exiting to destinations that excluded them from the calculation	3	3	0	0	0
Percentage of persons exiting to positive housing destinations	23%	23%	0%	0%	0%

23d - Exit Destination - Subsidy Type of Persons Exiting to Rental by Client With An Ongoing Subsidy

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
GPD TIP housing subsidy	0	0	0	0	0
VASH housing subsidy	0	0	0	0	0
RRH or equivalent subsidy	1	1	0	0	0
HCV voucher (tenant or project based) (not dedicated)	1	1	0	0	0
Public housing unit	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	3	3	0	0	0
Housing Stability Voucher	0	0	0	0	0
Family Unification Program Voucher (FUP)	0	0	0	0	0
Foster Youth to Independence Initiative (FYI)	0	0	0	0	0
Permanent Supportive Housing	1	1	0	0	0
Other permanent housing dedicated for formerly homeless persons	1	1	0	0	0
Total	7	7	0	0	0

23e - Exit Destination Type by Race and Ethnicity

	Total	American Indian, Alaska Native, or Indigenous	Asian or Asian American	Black, African American, or African	Hispanic/Latina/e/o	Middle Eastern or North African	Native Hawaiian or Pacific Islander	White	At Least 1 Race and Hispanic/Latina/e/o	Multi-racial (does not include Hispanic/Latina/e/o)	Unknown (Doesn't Know, Prefers not to Answer, Data not Collected)
Homeless Situations	39	0	0	15	4	0	0	15	3	1	1
Institutional Situations	12	0	0	6	0	0	0	2	3	1	0
Temporary Situations	6	0	0	3	0	0	0	3	0	0	0
Permanent Situations	17	0	0	9	1	0	0	6	1	0	0
Other Situations	3	0	0	0	0	0	0	3	0	0	0
Total	77	0	0	33	5	0	0	29	7	2	1

24b - Moving On Assistance Provided to Households in PSH

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Subsidized housing application assistance	0	0	0	0	0
Financial assistance for Moving On (e.g., security deposit, moving expenses)	0	0	0	0	0
Non- financial assistance for Moving On (e.g., housing navigation, transition support)	0	0	0	0	0
Housing referral/placement	0	0	0	0	0
Other (please specify)	0	0	0	0	0

24c - Sexual Orientation of Adults in PSH

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Heterosexual	0	0	0	0	0
Gay	0	0	0	0	0
Lesbian	0	0	0	0	0
Bisexual	0	0	0	0	0
Questioning/Unsure	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0	0
Data not collected	0	0	0	0	0
Total	0	0	0	0	0
24d - Language of Persons Requiring Translation Assistance					
Language Response (Top 20 Languages Selected)				Total Persons Requiring Translation Assistance	
171				2	
Different Preferred Language				3	
Total				2	
25a - Number of Veterans					
	Total	Without Children	With Children and Adults	Unknown Household Type	
Chronically Homeless Veteran	3	3	0	0	
Non-Chronically Homeless Veteran	8	8	0	0	
Not a veteran	198	198	0	0	
Client Doesn't Know/Client Prefers Not to Answer	0	0	0	0	
Data Not Collected	0	0	0	0	
Total	209	209	0	0	
25b - Number of Veteran Households					
	Total	Without Children	With Children and Adults	Unknown Household Type	
Chronically Homeless Veteran	3	3			
Non-Chronically Homeless Veteran	8	8			
Not a veteran	185	185			
Client Doesn't Know/Client Prefers Not to Answer					
Data Not Collected					
Total	196	196			
25c - Gender - Veterans					
	Total	Without Children	With Children and Adults	Unknown Household Type	
Woman	1	1	0	0	
Man	10	10	0	0	
Culturally Specific Identity	0	0	0	0	
Transgender	0	0	0	0	

Non-Binary	0	0	0	0
Questioning	0	0	0	0
Different Identity	0	0	0	0
Woman/Man	0	0	0	0
Woman/Culturally Specific Identity	0	0	0	0
Woman/Transgender	0	0	0	0
Woman/Non-Binary	0	0	0	0
Woman/Questioning	0	0	0	0
Woman/Different Identity	0	0	0	0
Man/Culturally Specific Identity	0	0	0	0
Man/Transgender	0	0	0	0
Man/Non-Binary	0	0	0	0
Man/Questioning	0	0	0	0
Man/Different Identity	0	0	0	0
Culturally Specific Identity/Transgender	0	0	0	0
Culturally Specific Identity/Non-Binary	0	0	0	0
Culturally Specific Identity/Questioning	0	0	0	0
Culturally Specific Identity/Different Identity	0	0	0	0
Transgender/Non-Binary	0	0	0	0
Transgender/Questioning	0	0	0	0
Transgender/Different Identity	0	0	0	0
Non-Binary/Questioning	0	0	0	0
Non-Binary/Different Identity	0	0	0	0
Questioning/Different Identity	0	0	0	0
More than 2 Gender Identities Selected	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0
Data Not Collected	0	0	0	0
Total	11	11	0	0
25d - Age - Veterans				
	Total	Without Children	With Children and Adults	Unknown Household Type
18 - 24	1	1	0	0
25 - 34	1	1	0	0
35 - 44	1	1	0	0
45 - 54	3	3	0	0
55 - 64	3	3	0	0
65 +	2	2	0	0
Client Doesn't Know/Client Prefers Not to Answer				

Data Not Collected					
Total	11	11	0	0	0
25i - Exit Destination - Veterans					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter	1	1	0	0	0
Safe Haven	0	0	0	0	0
Subtotal	1	1	0	0	0
Institutional Situations					
Foster care home or foster care group home	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Subtotal	0	0	0	0	0
Temporary Situations					
Transitional housing for homeless persons (including homeless youth)	1	1	0	0	0
Rental by client in a public housing unit	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Host Home (non-crisis)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment, or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room, apartment, or house)	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Subtotal	1	1	0	0	0
Permanent Situations					
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Rental by client, no ongoing housing subsidy	1	1	0	0	0
Rental by client, with ongoing housing subsidy	4	4	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Subtotal	5	5	0	0	0
Other Situations					
No Exit Interview completed	0	0	0	0	0
Other	0	0	0	0	0

Deceased	0	0	0	0	0
Client Doesn't Know/Preferes Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	7	7	0	0	0
Total persons exiting to positive housing destinations	5	5	0	0	0
Total persons exiting to destinations that excluded them from the calculation	0	0	0	0	0
Percentage of persons exiting to positive housing destinations	71%	71%	0%	0%	0%
25j - Exit Destination - Subsidy Type of Persons Exiting to Rental by Client With An Ongoing Subsidy - Veteran					
	Total	Without Children	With Children and Adults	Unknown Household Type	
GPD TIP housing subsidy	0	0	0	0	
VASH housing subsidy	0	0	0	0	
RRH or equivalent subsidy	1	1	0	0	
HCV voucher (tenant or project based) (not dedicated)	0	0	0	0	
Public housing unit	0	0	0	0	
Rental by client, with other ongoing housing subsidy	3	3	0	0	
Housing Stability Voucher	0	0	0	0	
Family Unification Program Voucher (FUP)	0	0	0	0	
Foster Youth to Independence Initiative (FYI)	0	0	0	0	
Permanent Supportive Housing	0	0	0	0	
Other permanent housing dedicated for formerly homeless persons	0	0	0	0	
Total	4	4	0	0	
26a - Chronic Homeless Status - Number of Households w/at least one or more CH person					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	113	113			
Not Chronically Homeless	84	84			
Client Doesn't Know/Client Preferes Not to Answer					
Data Not Collected					
Total	197	197			
26b - Number of Chronically Homeless Persons by Household					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	123	123	0	0	0
Not Chronically Homeless	86	86	0	0	0
Client Doesn't Know/Client Preferes Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	209	209	0	0	0
26c - Gender of Chronically Homeless Persons					

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Woman	59	59	0	0	0
Man	61	61	0	0	0
Culturally Specific Identity	0	0	0	0	0
Transgender	1	1	0	0	0
Non-Binary	1	1	0	0	0
Questioning	0	0	0	0	0
Different Identity	1	1	0	0	0
Woman/Man	0	0	0	0	0
Woman/Culturally Specific Identity	0	0	0	0	0
Woman/Transgender	0	0	0	0	0
Woman/Non-Binary	0	0	0	0	0
Woman/Questioning	0	0	0	0	0
Woman/Different Identity	0	0	0	0	0
Man/Culturally Specific Identity	0	0	0	0	0
Man/Transgender	0	0	0	0	0
Man/Non-Binary	0	0	0	0	0
Man/Questioning	0	0	0	0	0
Man/Different Identity	0	0	0	0	0
Culturally Specific Identity/Transgender	0	0	0	0	0
Culturally Specific Identity/Non-Binary	0	0	0	0	0
Culturally Specific Identity/Questioning	0	0	0	0	0
Culturally Specific Identity/Different Identity	0	0	0	0	0
Transgender/Non-Binary	0	0	0	0	0
Transgender/Questioning	0	0	0	0	0
Transgender/Different Identity	0	0	0	0	0
Non-Binary/Questioning	0	0	0	0	0
Non-Binary/Different Identity	0	0	0	0	0
Questioning/Different Identity	0	0	0	0	0
More than 2 Gender Identities Selected	0	0	0	0	0
Client Doesn't Know/Prefer Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	123	123	0	0	0
26d - Age of Chronically Homeless Persons					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
0 - 17	0		0	0	0
18 - 24	5	5	0		0

25 - 34	17	17	0		0
35 - 44	24	24	0		0
45 - 54	32	32	0		0
55 - 64	34	34	0		0
65 +	11	11	0		0
Client Doesn't Know/Client Prefers Not to Answer	0	0	0		0
Data Not Collected	0	0	0		0
Total	123	123	0	0	0

26e - Physical and Mental Health Conditions - Chronically Homeless Persons

	Conditions at Start	Conditions at Latest Assessment for Stayers	Conditions at Exit for Leavers
Mental Health Disorder	78	52	27
Alcohol Use Disorder	9	7	2
Drug Use Disorder	40	27	14
Both Alcohol and Drug Use Disorders	22	13	9
Chronic Health Condition	65	46	19
HIV/AIDS	9	8	1
Development Disability	21	12	10
Physical Disability	60	40	20

27a - Age of Youth

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
12 - 17	0		0	0	0
18 - 24	10	10	0		0
Client Doesn't Know/Client Prefers Not to Answer					
Data Not Collected					
Total	10	10	0	0	

27b - Parenting Youth

	Total Parenting Youth	Total Children of Parenting Youth	Total Persons	Total Households
Parenting youth < 18	0	0	0	0
Parenting youth 18 to 24	0	0	0	0

27c - Gender - Youth

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Woman	4	4	0	0	0
Man	5	5	0	0	0
Culturally Specific Identity	0	0	0	0	0
Transgender	0	0	0	0	0

Non-Binary	0	0	0	0	0
Questioning	0	0	0	0	0
Different Identity	0	0	0	0	0
Woman/Man	0	0	0	0	0
Woman/Culturally Specific Identity	0	0	0	0	0
Woman/Transgender	0	0	0	0	0
Woman/Non-Binary	0	0	0	0	0
Woman/Questioning	0	0	0	0	0
Woman/Different Identity	0	0	0	0	0
Man/Culturally Specific Identity	0	0	0	0	0
Man/Transgender	0	0	0	0	0
Man/Non-Binary	0	0	0	0	0
Man/Questioning	0	0	0	0	0
Man/Different Identity	0	0	0	0	0
Culturally Specific Identity/Transgender	0	0	0	0	0
Culturally Specific Identity/Non-Binary	0	0	0	0	0
Culturally Specific Identity/Questioning	0	0	0	0	0
Culturally Specific Identity/Different Identity	0	0	0	0	0
Transgender/Non-Binary	0	0	0	0	0
Transgender/Questioning	0	0	0	0	0
Transgender/Different Identity	0	0	0	0	0
Non-Binary/Questioning	0	0	0	0	0
Non-Binary/Different Identity	0	0	0	0	0
Questioning/Different Identity	0	0	0	0	0
More than 2 Gender Identities Selected	0	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0	0
Data Not Collected	1	1	0	0	0
Total	10	10	0	0	0
27d - Living Situation - Youth					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	8	8	0	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter	0	0	0	0	0
Safe Haven	0	0	0	0	0
Subtotal	8	8	0	0	0
Institutional Situations					
Foster care home or foster care group home	0	0	0	0	0

Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Subtotal	0	0	0	0	0
Temporary Situations					
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Host Home (non-crisis)	0	0	0	0	0
Staying or living in a friend's room, apartment, or house	0	0	0	0	0
Staying or living in a family member's room, apartment, or house	1	1	0	0	0
Subtotal	1	1	0	0	0
Permanent Situations					
Rental by client, no ongoing housing subsidy	0	0	0	0	0
Rental by client, with ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Subtotal	0	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Subtotal	0	0	0	0	0
Total	9	9	0	0	0
27e - Length of Participation - Youth					
	Total		Leavers		Stayers
30 days or less	6		6		0
31 to 60 days	1		1		0
61 to 90 days	2		0		2
91 to 180 days	1		1		0
181 to 365 days	0		0		0
366 to 730 Days (1-2 Yrs)	0		0		0
731 to 1,095 Days (2-3 Yrs)	0		0		0
1,096 to 1,460 Days (3-4 Yrs)	0		0		0
1,461 to 1,825 Days (4-5 Yrs)	0		0		0
More than 1,825 Days (>5 Yrs)	0		0		0
Total	10		71		111
27f1 - Exit Destination - Youth					

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations					
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	1	1	0	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher, Host Home shelter	2	2	0	0	0
Safe Haven	0	0	0	0	0
Subtotal	3	3	0	0	0
Institutional Situations					
Foster care home or foster care group home	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	1	1	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	1	1	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Subtotal	2	2	0	0	0
Temporary Situations					
Transitional housing for homeless persons (including homeless youth)	3	3	0	0	0
Rental by client in a public housing unit	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Host Home (non-crisis)	0	0	0	0	0
Staying or living with family, temporary tenure (e.g., room, apartment, or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g., room, apartment, or house)	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Subtotal	3	3	0	0	0
Permanent Situations					
Staying or living with family, permanent tenure	0	0	0	0	0
Staying or living with friends, permanent tenure	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Rental by client, no ongoing housing subsidy	0	0	0	0	0
Rental by client, with ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Situations					
No Exit Interview completed	0	0	0	0	0
Other	0	0	0	0	0
Deceased	0	0	0	0	0
Client Doesn't Know/Prefers Not to Answer	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Subtotal	0	0	0	0	0

Total	8	8	0	0	0
Total persons exiting to positive housing destinations	0	0	0	0	0
Total persons exiting to destinations that excluded them from the calculation	0	0	0	0	0
Percentage of persons exiting to positive housing destinations	0%	0%	0%	0%	0%
27f2 - Exit Destination - Subsidy Type of Persons Exiting to Rental by Client With An Ongoing Subsidy - Youth					
	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
GPD TIP housing subsidy	0	0	0	0	0
VASH housing subsidy	0	0	0	0	0
RRH or equivalent subsidy	0	0	0	0	0
HCV voucher (tenant or project based) (not dedicated)	0	0	0	0	0
Public housing unit	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	0	0	0	0	0
Housing Stability Voucher	0	0	0	0	0
Family Uni cation Program Voucher (FUP)	0	0	0	0	0
Foster Youth to Independence Initiative (FYI)	0	0	0	0	0
Permanent Supportive Housing	0	0	0	0	0
Other permanent housing dedicated for formerly homeless persons	0	0	0	0	0
Total	0	0	0	0	0
27g - Cash Income - Sources - Youth					
			Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income			2	0	1
Unemployment Insurance			0	0	0
Supplemental Security Income (SSI)			0	0	0
Social Security Disability Insurance (SSDI)			0	0	0
VA Service - Connected Disability Compensation			0	0	0
VA Non-Service Connected Disability Pension			0	0	0
Private Disability Insurance			0	0	0
Worker's Compensation			0	0	0
Temporary Assistance for Needy Families (TANF)			0	0	0
General Assistance (GA)			0	0	0
Retirement Income from Social Security			0	0	0
Pension or retirement income from a former job			0	0	0
Child Support			0	0	0
Alimony and other spousal support			0	0	0
Other Source			0	0	0
Adults with Income Information at Start and Annual Assessment/Exit				0	0

27h - Client Cash Income Category - Earned/Other Income Category - by Start and Annual Assessment/Exit Status - Youth

Number of Youth by Income Category	Number of Youth at Start	Number of Youth at Annual Assessment (Stayers)	Number of Youth at Exit (Leavers)
Youth with Only Earned Income (i.e., Employment Income)	2	0	1
Youth with Only Other Income	0	0	0
Youth with Both Earned and Other Income	0	0	0
Youth with No Income	8	0	7
Youth with Client Doesn't Know/Preferes Not to Answer Income Information	0	0	0
Youth with Missing Income Information	0	0	0
Number of youth stayers not yet required to have an annual assessment		2	
Number of youth stayers without required annual assessment		0	
Total Youth	10	2	8
1 or More Source of Income	2	0	1
Youth with Income Information at Start and Annual Assessment/Exit		0	0

27i - Disabling Conditions and Income for Youth at Exit

	AO: Youth with Disabling Condition	AO: Youth without Disabling Condition	AO: Total Youth	AO: percent with Disabling Condition by Source	AC: Youth with Disabling Condition	AC: Youth without Disabling Condition	AC: Total Youth	AC: percent with Disabling Condition by Source	CO: Youth with Disabling Condition	CO: Youth without Disabling Condition	CO: Total Youth	CO: percent with Disabling Condition by Source	UK: Youth with Disabling Condition	UK: Youth without Disabling Condition	UK: Total Youth	UK: percent with Disabling Condition by Source
Earned Income	1	0	1	100%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Unemployment Insurance	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Supplemental Security Income (SSI)	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Social Security Disability Insurance (SSDI)	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
VA Service - Connected Disability Compensation	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
VA Non-Service-Connected Disability Pension	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Private Disability Insurance	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Worker's Compensation	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Temporary Assistance for Needy Families (TANF)	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
General Assistance (GA)	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Retirement Income from Social Security	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Pension or retirement income from a former job	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Child Support	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Alimony and other spousal support	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%

Other Source	0	0	0	0%	0	0	0	0%	0	0	0	0%	0	0	0	0%
No Sources	6	1	7	86%	0	0	0	0%	0	0	0	0%	0	0	0	0%
Unduplicated Total Youth	7	1	8		0	0	0		0	0	0		0	0	0	

27j - Average and Median Length of Participation in Days - Youth

	Leavers	Stayers
Average Length	38	70
Median Length	28	70

27k - Length of Time between Project Start Date and Housing Move-in Date - Youth

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	0	0	0	0	0
8 to 14 days	0	0	0	0	0
15 to 21 days	0	0	0	0	0
22 to 30 days	0	0	0	0	0
31 to 60 days	0	0	0	0	0
61 to 90 days	0	0	0	0	0
91 to 180 days	0	0	0	0	0
181 to 365 days	0	0	0	0	0
366 to 730 Days (1-2 Yrs)	0	0	0	0	0
Total (persons moved into housing)	0	0	0	0	0
Average length of time to housing	0.00	0.00	0.00	0.00	0.00
Persons who were exited without move-in	0	0	0	0	0
Total	0	0	0	0	0

27l - Length of Time Prior to Housing - based on 3.917 Date Homelessness Started - Youth

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	0	0	0	0	0
8 to 14 days	0	0	0	0	0
15 to 21 days	0	0	0	0	0
22 to 30 days	0	0	0	0	0
31 to 60 days	1	1	0	0	0
61 to 90 days	1	1	0	0	0
91 to 180 days	3	3	0	0	0
181 to 365 days	2	2	0	0	0
366 to 730 Days (1-2 Yrs)	3	3	0	0	0
731 days or more	0	0	0	0	0
Total (persons moved into housing)	10	10	0	0	0
Not yet moved into housing	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total Persons	10	10	0	0	0


27m - Education Status - Youth		
Current school and attendance	At Project Start	At Project Exit
Not currently enrolled in any school or education course	0	0
Currently enrolled but not attending regularly	0	0
Currently enrolled and attending regularly	0	0
Client Doesn't Know / Prefers Not to Answer	0	0
Data not collected	0	0
For those not enrolled - most recent education status		
K12: Graduated from high school	0	0
K12: Obtained GED	0	0
K12: Dropped out	0	0
K12: Suspended	0	0
K12: Expelled	0	0
Higher education: Pursuing a credential but not currently attending	0	0
Higher education: Dropped out	0	0
Higher education: Obtained a credential/degree	0	0
Client Doesn't Know/Prefers Not to Answer	0	0
Data not collected	0	0
For those currently enrolled - current status		
Pursuing a high school diploma or GED	0	0
Pursuing Associate Degree	0	0
Pursuing Bachelor Degree	0	0
Pursuing Graduate Degree	0	0
Pursuing other post-secondary credential	0	0
Client Doesn't Know/Prefers Not to Answer	0	0
Data not collected	0	0
Total persons	0	0

Town of Paradise Valley

**Community Services
Funding Program
May 9, 2024**



Key Questions

- 
1. Is there support for the programs identified by staff to receive FY 24 Community Services Funding and at the recommended amounts?
 2. Is there support for providing financial assistance in FY 25 for enhanced shelter services and at the recommended amount?

FY 24 Community Services Funding Program

Timeline - Historical

- Town has been supporting community service agencies since 1985
- ~40 different agencies have received funding over the years
- May 2014 - Res. 1304 approved Community Services Funding Policy
 - Applications - FY15 - FY20
 - Needs Assessment - FY21 - FY 24

Timeline - FY24 & FY25

- March 14 Council Study Session
 - Direction to conduct needs assessment
- April 8 TM Advisory Group
- April 26 TM Advisory Group
- May 9 Council Study Session
 - Advisory group recommendation
- May 23 Council Action
 - Award FY24 funding (\$65K)
 - Award FY25 homelessness initiatives (\$200,000)

FY 24 Community Services Funding Program

Criteria and Process

- Needs assessment
 - Essential services / underserved populations
 - Not a service provided by the Town
 - Preference to programs directly benefitting residents
- Investigate agencies or programs addressing those needs
- Recommendation by Advisory group made up of Town Manager, Town Clerk, C.R. Officer, and Code Enforcement Officer

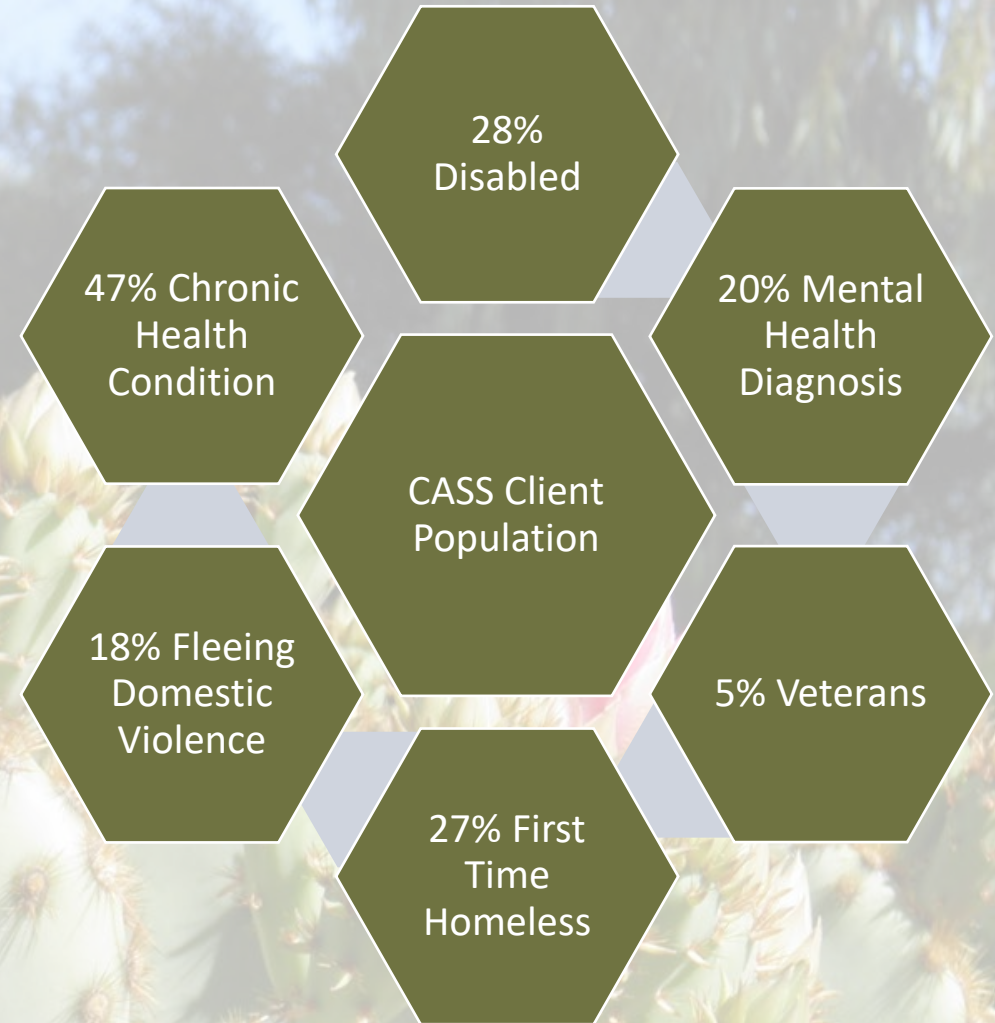
Initiatives Recommended

1. Central Arizona Shelter Services
 - Emergency Shelter Services
2. Duet: Partners in Health and Aging
 - Promoting Independence through In-Home Services.

Regional Homeless Initiatives

Central Arizona Shelter Services (CASS)

- Largest and longest serving homeless shelter in AZ
- Mission is to prevent & end homelessness
- 5 Locations serving adults, families, seniors, & at-risk clients
- Shelters operate at full capacity 24/7/365
- Case management to assist with employment, benefits, medical care, mental health treatment, dental care, housing and more



Regional Homeless Initiatives

Central Arizona Shelter Services (CASS)

Since 2017, homelessness has increased
72% in MAG Region

253,302 bed nights
provided

Senior Haven w/
170 beds to serve
needs of seniors

2,649 utilized case
management
support

Support Services for Older Residents

Duet: Partners in Health and Aging

- Their mission is to promote health and well-being for homebound adults and family caregivers
- PV residents are currently enrolled in their program
 - Promoting Independence through in-home services



Grocery Shopping

Set up a regular schedule with a matched volunteer to either take you to the grocery store, or get your groceries for you.



Rides to Doctor's Appointments

With 4 business days advanced notification, a volunteer (if available) will drive you to and from a medical or social service appointment.



Friendly Visiting and Friendly Phoning

Enjoy weekly visits and/or phone calls with your matched volunteer to stay connected.



Paperwork Assistance

A volunteer will help you from once or twice a month to sort and/or read mail, handle correspondence, and pay bills.



Minor Handyperson Services

A qualified and trustworthy volunteer is available for minor home and safety repairs. Examples include changing of air filters, light bulbs, smoke detector batteries, and fixing leaky faucets.



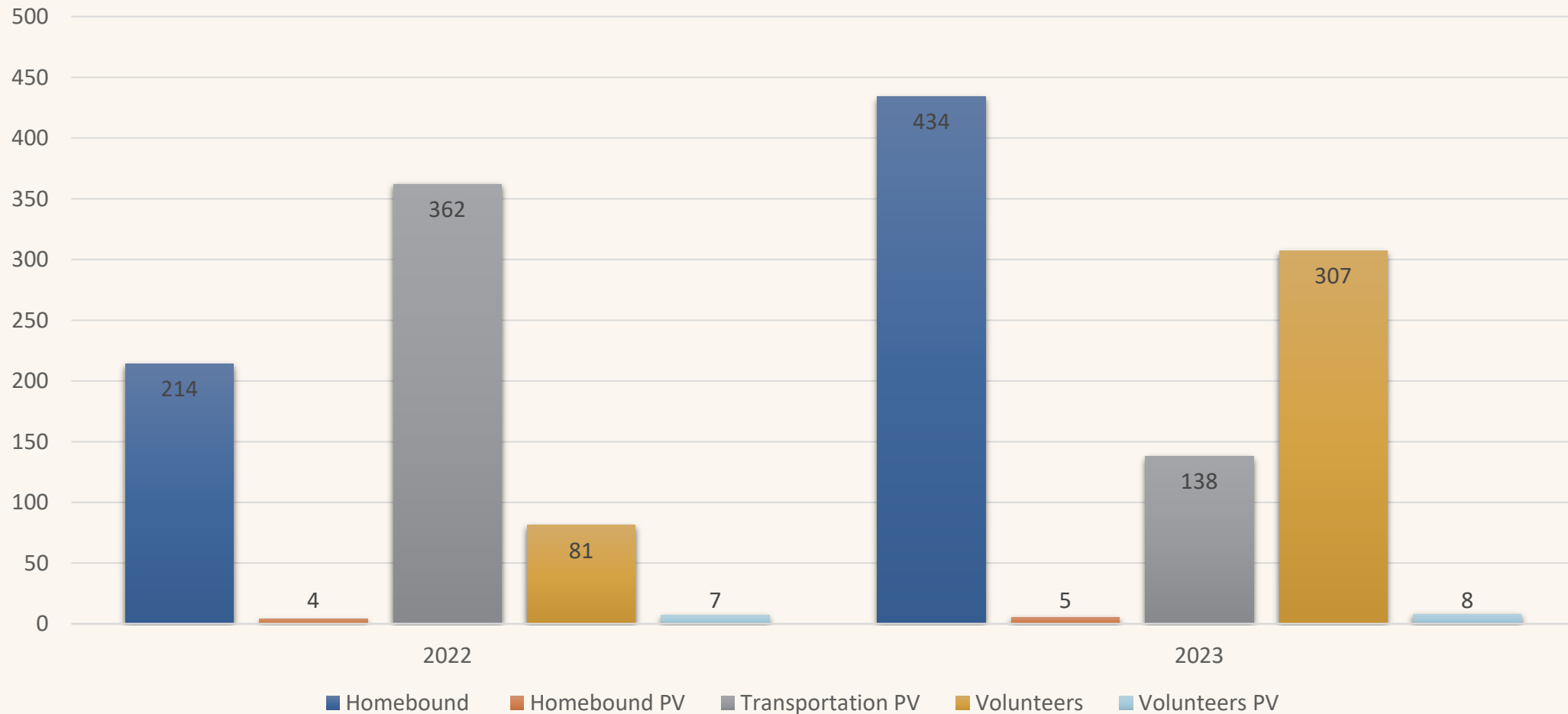
Tech Assistance

Stay digitally connected and get help with your smart phone, tablet or computer. From email to Apps a volunteer can assist you with your technology needs.

Support Services for Older Residents

Duet: Partners in Health and Aging

In-Home Services



Support Services for Older Residents

Duet: Partners in Health and Aging

Transportation Services

Non-emergency medical appointments, grocery shopping, and friendly visiting



Duet Survey Data 2023

- 60% would have gone to assisted living or skilled nursing
- 99% agreed services help to combat isolation and loneliness

FY 24 Homelessness Services Report

- 2022 MAG Pathways Home Action Plan \$25,000
- May 2023 Council awarded \$200,000 to MAG for FY24
- MAG issued RFP for homelessness services
- Town staff participated in RFP process
- MAG awarded contract to City of Phoenix Rio Fresco Healing Center operated by Community Bridges, Inc providing 117 rooms and comprehensive wraparound services
 - Contract allowed direct referrals from PVPD



FY 25 Homelessness Services

Recommendation

- MAG has the expertise and resources to direct Town funding to homelessness programs and services where they will have the greatest impact.
- Preference given to agencies and programs:
 - In Phoenix/Scottsdale/Paradise Valley area
 - That include 'wrap around' services for social, mental and socioeconomic services to help enable individuals from becoming permanently homeless and transition individuals into permanent housing and employment
 - That allow for direct referrals from PVPD

Next Steps

Recommendations

- FY 24 Funding Recommendation
 - CASS: \$55,000
 - Duet: \$10,000
- FY 25 Homelessness Recommendation
 - MAG \$200,000

Timeline

- March 14 Council Study Session
 - Direction to conduct needs assessment
- April 8 TM Advisory Group
- April 26 TM Advisory Group
- May 9 Council Study Session
 - Advisory group recommendation
- May 23 Council Action to award funding



Questions?



Action Report

File #: 24-158

AGENDA TITLE:

Discussion and Possible Action to Recognize 3228 E San Miguel Place as an Historic Property

RECOMMENDATION:

Approve the Historical Advisory Committee's recommendation to recognize 3228 E San Miguel Place as an official historic property in Paradise Valley

STAFF CONTACT:

TOWN *Of* **PARADISE VALLEY**



STAFF REPORT

TO: Mayor Bien-Willner and Town Council Members

FROM: Andrew B. Ching, Town Manager
Duncan Miller, Town Clerk

DATE: May 9, 2024

DEPARTMENT: Town Manager
Duncan Miller, 480-348-3610

AGENDA TITLE:
Discussion and Possible Action to Recognize 3228 E San Miguel Place as an Historic Property

RECOMMENDATION:
Approve the Historical Advisory Committee's recommendation to recognize 3228 E San Miguel Place as an official historic property in the Town of Paradise Valley.

SUMMARY STATEMENT:
In 2018, the Town Council created the Historic Property Recognition Program (Program) to allow property owners to voluntarily apply to the Historical Advisory Committee to have their homes recognized for their unique historical or architectural character. In order to be eligible for recognition, the property must be at least 50 years old or represent an important part of the history or architecture of the Town. This is a voluntary program and does not impose any new regulations or future development restrictions on the recognized properties.

Dorothy Lincoln Smith submitted her residence at 3228 E San Miguel Place for consideration. The home was built in 1965 by Bell Construction and designed by the renowned architect Bennie Gonzales. The Historical Advisory Committee's full review of the property and its recommendation to receive the Program designation is attached as Exhibit B.

Following the Town Council's approval to add 3228 E San Miguel Place to the list of historic properties in Town, the owners will receive an official proclamation and a bronze plaque to mount on the property. In addition, a picture along with a historical summary of the property will appear on the Historical Advisory Committee's recognition program webpage.

ATTACHMENT(S):

- A. Staff Report
- B. Historical Advisory Committee Recommendation
- C. Proclamation
- D. Plaque

DOROTHY LINCOLN SMITH RESIDENCE
3228 East San Miguel Place
PARADISE VALLEY, AZ 85253
RECOMMENDATION TO TOWN COUNCIL
January 2024

On November 3, 2023, Dorothy Lincoln Smith presented her home to the Historical Advisory Committee for consideration to the Historical Property Recognition Program. This is a program to recognize historic properties within the Town of Paradise Valley based one of 4 stated criteria.

1. A property must have been in existence before 1961 or at least 50 years old; or
2. A property must represent an important part of the history of the Town through events/trends, a significant person, or architecture; or
3. A property must have historic integrity; or
4. A property must have a significant or important historical context to the Town's development.

The home was built in 1965 by Bell Construction and designed by the renowned architect Bennie Gonzales (1924-2008). The home was 1 of 2 model homes built by Bennie Gonzales in the San Miguel Estates neighborhood. In Architectural Works by Bennie Gonzalez, it is listed as the San Miguel Residential Development.

In her presentation, Mrs. Lincoln Smith described how Bennie Gonzales' style incorporated open and flexible spaces. The home showcases high arched windows in the living room and long arched windows along both sides of a large hallway. The home is painted in Navajo White which was his preferred color. In 1990, a studio was added to accommodate 60 seats for choir practice and some small performances. Stained glass windows were added by Dorothy's late husband Joe Lincoln but have since been removed to one of their children's homes. The home is amidst a desert setting with a cactus garden and a view of Piestewa Peak. Dorothy and her late husband Joe Lincoln purchased the home in May 1973.

Dorothy Lincoln Smith was a leading vocal artist with the Roger Wagner Chorale, the Los Angeles Masters Chorale, Bach and Madrigal Society, and the Phoenix Boys Choir under the direction of her late husband, Harvey K. Smith. Mrs. Lincoln Smith is the Herberger Award Honoree for ArtRageous 2023, the Phoenix Boys Choir honoree of 2023 and recipient of the Governors Arts Award in 2020.

As chair of the Town's Historical Advisory Committee, I would like to recommend the Lincoln Smith home located at 3228 East San Miguel Place to the Town Council for recognition in our Historic Property Program.



Front of 3228 E. San Miguel Place



Front courtyard with statue designed by Waddell



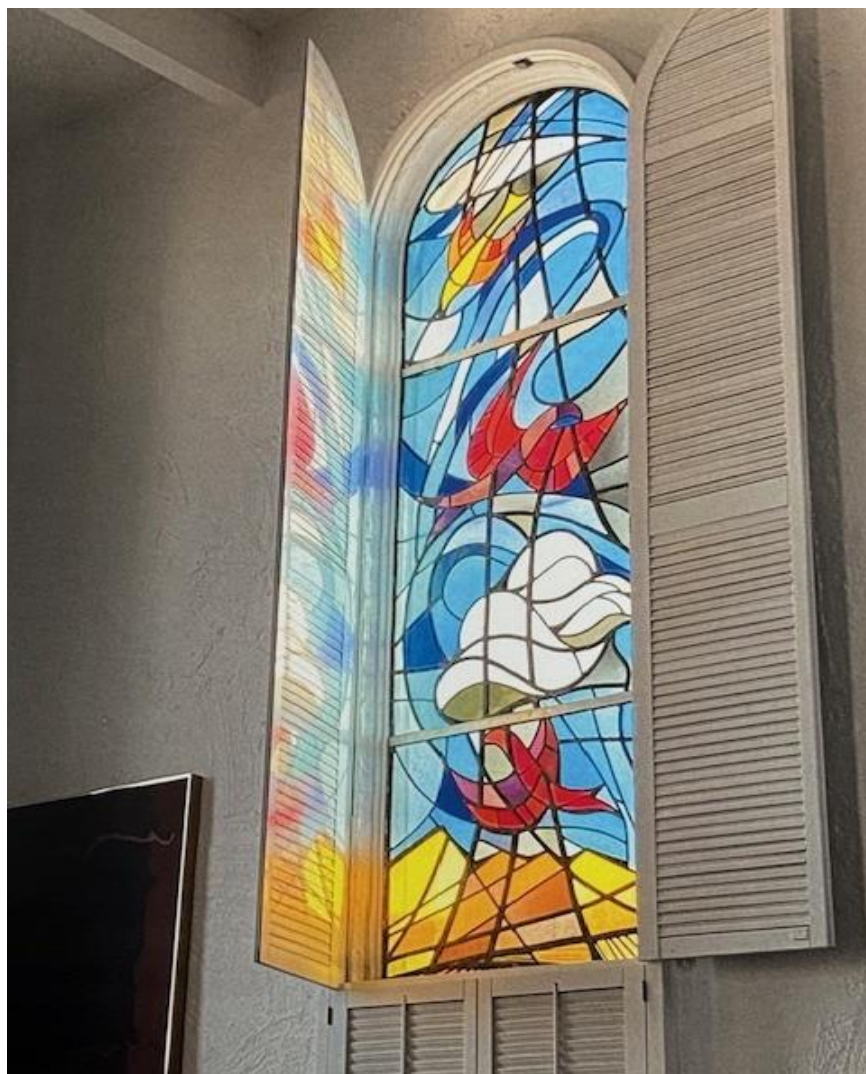
View from courtyard of front door and hall of arched windows



View of living room with high arched windows



Studio



Stained Glass designed by Joe Lincoln



Backyard with view of Piestewa Peak



Dorothy Lincoln Smith

Proclamation

WHEREAS, by the issuance of this proclamation the Town of Paradise Valley hereby recognizes the Lincoln-Smith home at 3228 East San Miguel Place as an official historic property; and

WHEREAS, on November 1st, 2018 the Town of Paradise Valley and the Historical Advisory Committee established the Historic Property Recognition Program that allows for property owners to voluntarily submit their property for consideration if it meets the requirements of the program; and

WHEREAS, the property at 3228 East San Miguel Place in San Miguel Estates, owned by Dorothy Lincoln-Smith, was designed by Bennie Gonzales and built in 1965 by Bell Construction and features flexible open spaces, high arched windows, and striking views of Piastewa Peak; and

WHEREAS, this property exemplifies the beauty of the Town and maintains the values that the Town has exemplified since its founding in 1961; and

WHEREAS, Dorothy Lincoln-Smith, a prominent vocal artist, is the Herberger Award Honoree for ArtRageous 2023, the Phoenix Boys Choir honoree of 2023, and a recipient of the Governor's Arts Award in 2020;

NOW, THEREFORE, I, Jerry Bien-Willner, Mayor of the Town of Paradise Valley, do hereby proclaim the property located 3228 East San Miguel Place as part of the

"HISTORIC PROPERTY RECOGNITION PROGRAM"

IN WITNESS WHEREOF, I have set my hand and caused to be affixed the seal of the Town of Paradise Valley this 9th day of May, 2024.





Jerry Bien-Willner, Mayor

Attest:



Duncan Miller, Town Clerk

TOWN OF PARADISE VALLEY
INCORPORATED MAY 1961



3228

East San Miguel
Place



Built in 1965



Town of Paradise Valley

6401 E Lincoln Dr
Paradise Valley, AZ 85253

Action Report

File #: 24-156



**TOWN COUNCIL MEETING
6401 E. LINCOLN DRIVE
PARADISE VALLEY, ARIZONA 85253
MINUTES
THURSDAY, APRIL 25, 2024**

1. CALL TO ORDER / ROLL CALL

Mayor Bien-Willner called to order the Town Council Meeting for Thursday, April 25, 2024 at 5:00 PM in the Town Hall Boardroom, 6401 E. Lincoln Drive, Paradise Valley, AZ 85253.

COUNCIL MEMBERS PRESENT

Mayor Jerry Bien-Willner
Vice Mayor Mark Stanton
Council Member Ellen
Council Member Christine Labelle
Council Member Scott Moore
Council Member Julie Pace
Council Member Anna Thomasson

STAFF MEMBERS PRESENT

Town Manager Andrew B. Ching
Town Attorney Andrew McGuire
Chief of Police Freeman Carney
Town Clerk Duncan Miller
Community Development Director Chad Weaver
Planning Manager Paul Michaud
Public Works Director Isaac Chavira

2. EXECUTIVE SESSION

24-145 Discussion of Town Attorney services as authorized by A.R.S. §38-431.03(A)(1).

24-142 The Town Council may go into executive session at one or more times during the meeting as needed to confer with the Town Attorney for legal advice regarding any of the items listed on the agenda as authorized by A.R.S. §38-431.03(A)(3).

3. STUDY SESSION ITEMS

Note: Minutes of Town Council meetings are prepared in accordance with the provisions of Arizona Revised Statutes. These minutes are intended to be an accurate reflection of action taken and direction given by the Town Council and are not verbatim transcripts. Video recordings of the meetings along with staff reports and presentations are available online (www.paradisevalleyaz.gov) and are on file in the Office of the Town Clerk. Persons with disabilities who experience difficulties accessing this information may request accommodation by calling 480-948-7411 (voice) or 480-348-1811 (TDD).

24-148 Discussion of Amendments to Article XII, Personal Wireless Service Facilities, Zoning Ordinance relating to the Process for Site Approvals

Planning Manager Paul Michaud briefed the Town Council on proposed amendments to Article XII, Personal Wireless Service Facilities (PWSF) relating to the process for site approvals. In 2022, the Town Council adopted Resolution 2022-23 identifying potential new PWSF location and directing the Planning Commission to consider process improvements for managerial approval of applications at pre-approved locations and waiving of application fees. He reported that the Planning Commission held two study sessions/citizen review sessions and a public hearing. They unanimously recommended forwarding draft ordinance 2024-02 to the Town Council with a recommendation for approval.

The Council discussed the draft ordinance's goals to streamline the approval process and remove barriers for cell providers to improve service in Town.

Mr. Michaud stated that the ordinance is scheduled for a public hearing on May 23, 2024.

A motion was made at 5:38 PM by Vice Mayor Stanton, seconded by Council Member Thomasson, to go into executive session to discuss item 24-145. The motion carried by the following vote:

Aye: 7 - Mayor Bien-Willner
Vice Mayor Stanton
Council Member Andeen
Council Member Labelle
Council Member Moore
Council Member Pace
Council Member Thomasson

Mayor Bien-Willner recessed the meeting at 6:00 PM.

4. BREAK

5. RECONVENE FOR REGULAR MEETING

Mayor Bien-Willner reconvened the meeting at 6:05 PM in the Town Hall Boardroom.

6. ROLL CALL**COUNCIL MEMBERS PRESENT**

Mayor Jerry Bien-Willner
Vice Mayor Mark Stanton
Council Member Ellen
Council Member Christine Labelle
Council Member Scott Moore
Council Member Julie Pace
Council Member Anna Thomasson

STAFF MEMBERS PRESENT

Town Manager Andrew B. Ching
Town Attorney Andrew McGuire
Town Clerk Duncan Miller
Police Chief Freeman Carney
Community Development Director Chad Weaver
Public Works Director Isaac Chavira
CFO Leslie DeReche
Assistant Town Attorney Deborah Robberson
Town Engineer Shar Johnson

7. PLEDGE OF ALLEGIANCE*

PV Arts Board Chair Colleen Steinberg led the Pledge of Allegiance.

8. PRESENTATIONS**24-147 Report by PV Arts Board on Upcoming Activities**

PV Arts Board chair Colleen Steinberg discussed the current activities of the Board including the featured artist exhibit and student art exhibit. She announced a new activity: Artist's Studio Tour launching in 2025.

9. CALL TO THE PUBLIC

There were no public comments.

10. CONSENT AGENDA

Town Manager Ching summarized the Consent Agenda.

24-143 Minutes of Town Council Meeting April 11, 2024

A motion was made by Council Member Moore, seconded by Council Member Thomasson, to approve the Consent Agenda. The motion carried by the following vote:

Aye: 7 - Mayor Bien-Willner
Vice Mayor Stanton
Council Member Andeen
Council Member Labelle
Council Member Moore
Council Member Pace
Council Member Thomasson

11. PUBLIC HEARINGS

There were no public hearings.

12. ACTION ITEMS

**24-146 Discussion and Possible Action to Adopt Resolution 2024-05
Approving the Tentative Budget for Fiscal Year 2024/2025 And
Scheduling A Public Hearing for Consideration of Adoption of the
Final Budget at a Regular/Special Town Council Meeting on May 9,
2024.**

Chief Financial Officer Leslie DeReche presented the Fiscal Year 2025 Tentative Budget. She stated that adoption of the Tentative Budget establishes the maximum expenditures allowable for the fiscal year. She noted that the budget preparation and public notice process were in conformity with Arizona law. She summarized the Tentative Budget and the changes from the prior year as follows:

Budget	FY2024	FY2025	Change	% Change
Revenues	\$60,288,300	\$63,714,286	\$ 3,425,986	5.7%
Expenditures	56,349,762	57,795,948	1,446,186	2.6%
Exclusions	12,257,374	12,116,501	(140,873)	-1.2%
Expenditure Limitation	44,092,388	45,679,447	1,587,059	3.6%

Ms. DeReche responded to questions from the Council regarding the expenditure limitation and the potential for an excess contribution to the police pension fund before the end of the current fiscal year.

There were no public comments.

A motion was made by Council Member Labelle, seconded by Vice Mayor Stanton, to Adopt Resolution 2024-05. The motion carried by the following vote:

Aye: 7 - Mayor Bien-Willner
Vice Mayor Stanton
Council Member Andeen
Council Member Labelle
Council Member Moore
Council Member Pace
Council Member Thomasson

**24-150 Discussion and Possible Action to Adoption of Resolution 2024-04
Authorizing the Acceptance of a \$359,868 Grant Awarded by the
Federal Highway Administration (FHWA) through the Maricopa
Association of Governments (MAG) for a New PM-10 Certified
Street Sweeper; Authorizing Expenditure of the Town's Required
Contribution; and Approval of Linking Agreement with NESCON,
LLC for Purchase of a PM-10 Certified Street Sweeper**

Public Works Director Isaac Chavira presented a request to purchase a new PM-10 Certified Street Sweeper using Congestion Mitigation and Air Quality grant funds. He said the Town would utilize a cooperative agreement from the City of Tempe to purchase the sweeper from Nescon, LLC in the amount of \$384,660.85. The Town would be reimbursed \$350,868 from the grant.

There were no public comments.

A motion was made by Council Member Pace, seconded by Council Member Andeen, to Adopt Resolution 2024-04 as presented. The motion carried by the following vote:

Aye: 7 - Mayor Bien-Willner
Vice Mayor Stanton
Council Member Andeen
Council Member Labelle
Council Member Moore
Council Member Pace
Council Member Thomasson

A motion was made by Council Member Pace, seconded by Vice Mayor Stanton, to approve contract CON-24-038-PBW with Nescon, LLC in an amount not to exceed \$384,660.85, and waive the 14-day waiting period to execute the agreement. The motion carried by the following vote:

Aye: 7 - Mayor Bien-Willner
Vice Mayor Stanton
Council Member Andeen
Council Member Labelle
Council Member Moore
Council Member Pace
Council Member Thomasson

**24-149 Discussion and Possible Action to Approve a Contract for
Emergency Medical Transport Services with Professional Medical
Transport, Inc**

Assistant Town Attorney Deborah Robberson presented a contract with Professional Medical Transport (PMT) for emergency medical transport services. The Town's current contract with PMT expires on April 30, 2024.

The new contract maintains a dedicated ambulance staged within the Town on a 24/7 basis and will be exclusively dispatched to calls within Paradise Valley, with limited exception when required to respond for mutual aid in an adjacent municipality. The contract term would be five years with five, one-year extensions. The contract also provides for the implementation of two new services: nurse navigation and Community Paramedicine services.

The Nurse Navigation program provides the client with the right level of care, which may or may not include transportation to a hospital emergency department. 911 calls with non-emergency injuries or illnesses may be transferred to a Nurse Navigator who can assess symptoms.

The Community Paramedicine Services will allow Town residents to obtain follow up monitoring and assistance after discharge from a hospital.

David Tantone, American Medical Response Regional Director thanked the Council for the partnership.

There were no public comments.

A motion was made by Council Member Moore, seconded by Council Member Thomasson, to authorize the Town Manager to execute a contract with Professional Medical Transport, Inc.(CON-24-034-TMG) and waive the 14-day waiting period. The motion carried by the following vote:

Aye: 7 - Mayor Bien-Willner
Vice Mayor Stanton
Council Member Andeen
Council Member Labelle
Council Member Moore
Council Member Pace
Council Member Thomasson

13. FUTURE AGENDA ITEMS

24-144 Consideration of Requests for Future Agenda Items

Town Manager Ching summarized the future agenda schedule.

14. MAYOR / COUNCIL / MANAGER COMMENTS

Council Members provided comments and updates on current events.

EXECUTIVE SESSION

A motion was made at 7:00 PM by Council Member Pace, seconded by Vice Mayor Stanton, to go into executive session to continue discussion of item 24-145. The motion carried by the following vote:

Aye: 7 - Mayor Bien-Willner
Vice Mayor Stanton
Council Member Andeen
Council Member Labelle
Council Member Moore
Council Member Pace
Council Member Thomasson

15. ADJOURN

A motion was made at 7:34 PM by Vice Mayor Stanton, seconded by Council Member Moore, to adjourn. The motion carried by the following vote:

Aye: 7 - Mayor Bien-Willner
Vice Mayor Stanton
Council Member Andeen
Council Member Labelle
Council Member Moore
Council Member Pace
Council Member Thomasson

Mayor Bien-Willner adjourned the meeting at 7:35 PM.

TOWN OF PARADISE VALLEY

SUBMITTED BY:

Duncan Miller, Town Clerk

STATE OF ARIZONA)
 :SS.
COUNTY OF MARICOPA)

CERTIFICATION

I, Duncan Miller, Town Clerk of the Town of Paradise Valley, Arizona hereby certify that the following is a full, true, and correct copy of the minutes of the regular meeting of the Paradise Valley Town Council held on Thursday, April 25, 2024.

I further certify that said Municipal Corporation is duly organized and existing. The meeting was properly called and held and that a quorum was present.

Duncan Miller, Town Clerk



Action Report

File #: 24-162

AGENDA TITLE:

Discussion and Possible Action to Adopt Resolution 2024-06 Designating the Town's Filing Agent for the Annual Expenditure Limitation Report for FY 2024-2025

RECOMMENDATION:

Adopt Resolution 2024-06 designating a Chief Fiscal Officer for the submission of the annual expenditure limitation report.

STAFF CONTACT:

TOWN *Of* **PARADISE VALLEY**



STAFF REPORT

TO: Mayor Bien-Willner and Town Council Members

FROM: Andrew B. Ching, Town Manager
Duncan Miller, Town Clerk

DATE: May 9, 2024

DEPARTMENT: Town Manager
Duncan Miller, 480.348.3610

AGENDA TITLE:

Discussion and possible action to adopt Resolution 2024-06 Designating the Town's CFO as Filing Agent for the annual Arizona Expenditure Limitation Report (AELR) for Fiscal Year 2025.

RECOMMENDATION:

Adopt Resolution 2024-06 designating a chief fiscal officer for the submission of the annual expenditure limitation report (AELR).

SUMMARY STATEMENT:

Adoption of Resolution 2024-06 fulfills a statutory requirement (A.R.S. §41-1279.07) to designate a specific individual responsible for submitting the annual expenditure limitation report to the Auditor General on behalf of the Town of Paradise Valley.

BACKGROUND:

The Town is required to complete an annual expenditure limitation report (AELR) and submit it to the Arizona Auditor General's Office using their online reporting system. In order to access the reporting system, the Town Council must designate the name of a chief fiscal officer who is responsible for certifying the accuracy of the AELR and provide it to the Auditor General by July 31st. The report itself is due March 31, 2025.

BUDGETARY IMPACT:

There is no budgetary impact associated with this action.

ATTACHMENT(S):

- A. Staff report
- B. Resolution 2024-06

RESOLUTION NUMBER 2024-06

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF
PARADISE VALLEY, ARIZONA DESIGNATING THE CHIEF FISCAL
OFFICER AS THE TOWN'S FILING AGENT FOR OFFICIALLY
SUBMITTING THE FISCAL YEAR 2024-25 EXPENDITURE
LIMITATION REPORT TO THE ARIZONA AUDITOR GENERAL.**

WHEREAS, A.R.S. § 41-1279.07(E) requires each county, city, town, and community college district to annually provide to the Auditor General by July 31 the name of the Chief Fiscal Officer the governing body designated to officially submit the current year's annual expenditure limitation report ("AELR") on the governing body's behalf; and

WHEREAS, the Town's Administrative Code 3-3-1-E (Treasurer) designates the Town's Chief Financial Officer ("CFO") to file the annual expenditure limitation report, and the Mayor and Town Council of the Town (the "Town Council") desires to designate the CFO as the Town's Chief Fiscal Officer; and

WHEREAS, entities must submit an updated form and documentation for any changes in the individuals designated to file the AELR, and the Town had a change to its designated individual during Fiscal Year 2024-25.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Paradise Valley, Arizona, as follows:

Section 1. The recitals above are hereby incorporated as if fully set forth herein.

Section 2. The Town's CFO, Leslie DeReche, is hereby designated as the Town of Paradise Valley's Chief Fiscal Officer for purposes of submitting the Fiscal Year 2024-25 AELR to the Arizona Auditor General's Office on the governing body's behalf.

Section 3. The Mayor, the Town Manager, the CFO, the Town Clerk and the Town Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this Resolution.

[Signatures on following page.]

PASSED AND ADOPTED by the Town Council of the Town of Paradise Valley this 9th day of May, 2024.

Jerry Bien-Willner, Mayor

ATTEST:

Duncan Miller, Town Clerk

APPROVED AS TO FORM

Andrew J. McGuire, Town Attorney



Action Report

File #: 24-163

AGENDA TITLE:

Discussion and Possible Action to Adopt Resolution 2024-07 Approving the Final Budget for Fiscal Year 2024/2025

RECOMMENDATION:

Adopt Resolution 2024-07 approving the Final Budget for Fiscal Year 2024/2025.

STAFF CONTACT:

TOWN *Of* **PARADISE VALLEY**



STAFF REPORT

TO: Mayor Bien-Willner and Town Council Members

FROM: Andrew Ching, Town Manager
Leslie DeReche, Chief Financial Officer

DATE: May 9, 2024

DEPARTMENT: Finance
Leslie DeReche, 480.348.3696

AGENDA TITLE:

Consideration and action regarding the Town of Paradise Valley's Final Budget for fiscal year 2025 (FY2025) which begins on July 1, 2024.

SUMMARY STATEMENT:

Town Council will consider a request to adopt Resolution 2024-07 setting forth the FY2025 Final Budget of \$57,795,948.

BACKGROUND:

The Final Budget is a result of Management and Town Council's collective efforts to identify, communicate, and fund priorities for the operating and capital budgets during the upcoming fiscal year. Discussions informing the development of the Final Budget for FY2025 were held with Council on March 14, 2024, March 28, 2024, and April 11, 2024.

Adoption of this resolution establishes the budget for FY2025. The total budget may be reduced after final adoption but may not be increased. After the Final Budget adoption, amendments may be made between line items without increasing the total budget. Thus, contingency appropriations are budgeted to support operational and capital needs unforeseen at the time of adoption using either available or new resources.

State laws establish a calendar for the budget adoption and public notice requirements. Accordingly, the Tentative Budget was adopted prior to the third Monday in July. A summary of the Tentative Budget and a notice of public hearing on the budget were published once per week for two consecutive weeks. As part of the final adoption the Town will hold a Public Hearing on the budget. Afterwards Council will convene a special meeting to adopt the Final Budget. The Tentative Budget has been posted on the Town's website and the Final Budget will be posted on the website within seven days of adoption. The budget is published using the state forms created by the Auditor General to comply with the detail requirements of statutes. The final annual budget

document will be published this summer. The following table lists the dates scheduled for each action:

April 25, 2024	Tentative Budget Adopted
May 01, 2024	Tentative Budget Posted
May 01, 2024	1st publication of Tentative Budget and Notice of Public Hearing
May 08, 2024	2nd publication of Tentative Budget and Notice of Public Hearing
May 09, 2024	Public Hearing and Adoption of Final Budget in a Special Meeting
June 15, 2024	Posting of Final Budget

The Tentative Budget was properly adopted and published, and the notice of public hearing was properly published according to the schedule above.

BUDGETARY IMPACT:

This action establishes the budget for FY2025. Revisions can be made to realign or decrease, but not to increase, the total expenditure amount during the fiscal year.

RECOMMENDATION:

Adopt Resolution 2024-07 setting forth the FY2025 Final Budget and authorize staff to proceed with the required publications.

ATTACHMENT(S):

- A. Staff report
- B. Resolution 2024-07
- C. Presentation

RESOLUTION NUMBER 2024-07

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF PARADISE VALLEY, ARIZONA, ADOPTING A FINAL BUDGET FOR THE FISCAL YEAR 2024/2025; PROVIDING FOR REPEAL OF CONFLICTING RESOLUTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING THAT THIS RESOLUTION SHALL BE EFFECTIVE FROM AND AFTER ITS PASSAGE AND APPROVAL ACCORDING TO THE LAW.

WHEREAS, pursuant to the provisions of the laws of the State of Arizona, the Mayor and Council of the Town of Paradise Valley (the “Town Council”) is required to adopt an annual budget for the Town of Paradise Valley (the “Town”); and

WHEREAS, in accordance with Arizona Revised Statutes (“A.R.S.”) § 42-17102, the Town Manager prepared and filed with the Town Council the Town Manager’s budget estimates for the fiscal year beginning July 1, 2024, and ending June 30, 2025; and

WHEREAS, on April 25, 2024, the Town Council approved Resolution 2024-05, adopting the statement of estimates and expenses for the fiscal year beginning July 1, 2024, and ending June 30, 2025; and

WHEREAS, Resolution 2024-05 also directed the Town Clerk to (i) make available the tentative budget for inspection, not later than seven days after the date of Resolution 2024-05, at the Paradise Valley Town Hall and on the official Town Website; and (ii) publish in the official Town newspaper once per week for two consecutive weeks (a) the official tentative budget and (b) a notice of the public hearing of the Town Council to hear taxpayers at designated times and places; and

WHEREAS, due notice has been given by the Town Clerk as required by law that the Town Council would meet on May 9, 2024, at the Town Council Chambers for the purposes of (i) hearing taxpayers on the proposed estimates and expenses as set forth in said statement of estimates and expenses and (ii) adopting the tentative budget as final; and

WHEREAS, on May 9, 2024, the Town Council held a public hearing on the final budget as required by law; and

WHEREAS, the revenues and expenses in the proposed final budget for Fiscal Year 2024/2025 do not exceed the estimates and expenses shown on the published tentative budget.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Paradise Valley, Arizona, as follows:

Section 1. The recitals above are hereby incorporated as if fully set forth herein.

Section 2. The estimates of revenues and expenditures shown in the schedules attached

hereto as Exhibit A and incorporated herein by reference are hereby adopted as the final budget of the Town of Paradise Valley for Fiscal Year 2024/2025.

Section 3. This Resolution shall be effective from and after its passage and approval according to law.

Section 4. All resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

Section 5. If any section, subsection, sentence, clause, phrase, or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by the Town Council of the Town of Paradise Valley this 9th day of May 2024.

Jerry Bien-Willner, Mayor

ATTEST:

Duncan Miller, Town Clerk

APPROVED AS TO FORM

Andrew McGuire, Town Attorney

EXHIBIT A
TO
RESOLUTION NO. 2024-07

[Statement of Estimates and Expenses]

See following pages.

Town of Paradise Valley
Summary Schedule of estimated revenues and expenditures/expenses
Fiscal year 2025

Fiscal year	S c h		Funds							
			General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Fund	Permanent Fund	Enterprise Funds	Internal Service Funds	Total all funds
2024	Adopted/adjusted budgeted expenditures/expenses*	E 1	33,330,162	4,477,400	2,881,400	7,294,000	0	8,366,800	0	56,349,762
2024	Actual expenditures/expenses**	E 2	33,330,162	4,427,400	2,881,400	7,294,000	0	8,366,800	0	56,299,762
2025	Beginning fund balance/(deficit) or net position/(deficit) at July 1***	3	93,555,768	1,520,871	21,625	13,174,642	0	1,890,215	0	110,163,121
2025	Primary property tax levy	B 4	0							0
2025	Secondary property tax levy	B 5								0
2025	Estimated revenues other than property taxes	C 6	51,557,917	1,737,528	0	3,937,641	0	6,481,200	0	63,714,286
2025	Other financing sources	D 7	0	0	0	0	0	0	0	0
2025	Other financing (uses)	D 8	0	0	0	0	0	0	0	0
2025	Interfund transfers in	D 9	0	3,000,000	1,416,501	3,569,481	0	1,200,000	0	9,185,982
2025	Interfund Transfers (out)	D 10	9,185,982	0	0	0	0	0	0	9,185,982
2025	Line 11: Reduction for fund balance reserved for future budget year expenditures									
	Maintained for future debt retirement		3,521,830							3,521,830
	Maintained for future Facilities, Fleet, Equipment and Streets	11	5,351,215			9,263,856				14,615,071
	Maintained for future financial stability		35,261,301				1,978,645			37,239,945
										0
										0
2025	Total financial resources available	12	91,793,357	6,258,399	1,438,126	11,417,908	0	7,592,771	0	118,500,561
2025	Budgeted expenditures/expenses	E 13	36,179,223	4,778,524	1,416,501	7,507,122	0	7,914,578	0	57,795,948

Expenditure limitation comparison

- 1 Budgeted expenditures/expenses
- 2 Add/subtract: estimated net reconciling items
- 3 Budgeted expenditures/expenses adjusted for reconciling items
- 4 Less: estimated exclusions
- 5 Amount subject to the expenditure limitation
- 6 EEC expenditure limitation

2024	2025
\$ 56,349,762	\$ 57,795,948
56,349,762	57,795,948
12,257,374	12,116,501
\$ 44,092,388	\$ 45,679,447
\$ 44,092,388	\$ 45,679,447

☒ The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

* Includes expenditure/expense adjustments approved in the current year from Schedule E.

** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

*** Amounts on this line represent beginning fund balance/(deficit) or net position/(deficit) amounts except for nonspendable amounts (e.g., prepaids and inventories) or amounts legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

Town of Paradise Valley
Revenues other than property taxes
Fiscal Year 2025

Source of revenues	Estimated revenues 2024	Actual revenues* 2024	Estimated revenues 2025
General Fund			
Charges for Services			
Charges for Services	\$ 415,900	\$ 370,491	\$ 390,000
Fines and Forfeitures			
Fines and Forfeitures	2,695,200	2,768,616	2,892,500
Intergovernmental			
Federal	56,000	56,000	62,100
State	5,354,000	5,354,000	5,396,071
Other	170,000	170,000	
Local taxes			
Transaction Privilege Tax	\$ 35,213,100	\$ 35,213,100	\$ 35,671,300
Franchise Fees	1,568,200	1,568,200	1,615,246
Licenses and permits			
Permit and Planning Fees	2,683,900	2,683,900	2,630,400
Special Use Permits	451,300	451,300	451,300
Other Licenses and Permits	6,300	6,300	3,400
Miscellaneous			
Rents and Leases	120,200	120,200	120,200
Investment Earnings	1,327,200	1,327,200	2,073,300
Other	264,900	264,900	252,100
Total General Fund	\$ 50,326,200	\$ 50,354,207	\$ 51,557,917

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

Town of Paradise Valley
Revenues other than property taxes
Fiscal Year 2025

Source of revenues	Estimated revenues 2024	Actual revenues* 2024	Estimated revenues 2025
Special Revenue Funds			
Court			
Court Enhancement	\$ 330,100	\$ 330,100	\$ 405,000
Municipal Fill the Gap	8,500	8,500	8,800
Judicial Court Enhancement	5,000	5,000	6,200
Investment Earnings	24,800	24,800	23,300
Total Court	\$ 368,400	\$ 368,400	\$ 443,300
Donations			
Police Donations	\$ 5,000	\$ 5,000	\$ 6,500
Vintage Car Show and Other Donations	14,000	14,000	15,000
Total Donations	\$ 19,000	\$ 19,000	\$ 21,500
Grants			
Federal	\$	\$	\$
State	60,000	60,000	80,000
County			
Other	50,000	50,000	150,000
Total Grants	\$ 110,000	\$ 110,000	\$ 230,000
Highway User Revenue Fund (HURF)			
Intergovernmental	\$ 941,300	\$ 941,300	\$ 966,228
Total HURF	\$ 941,300	\$ 941,300	\$ 966,228
Paradise Valley Mountain Preserve Trust			
Charges for Services	\$ 4,000	\$ 4,000	\$ 4,000
Contributions and Donations	89,000	89,000	20,000
Investment Earnings	200	200	500
Total PV Mountain Preserve Trust	\$ 93,200	\$ 93,200	\$ 24,500
Substance Prevention/Response			
Intergovernmental	\$	\$	\$ 50,000
Total Substance Prevention/Response	\$	\$	\$ 50,000
Debt Service Fund			
Other	\$	\$	\$ 2,000
Total Substance Prevention/Response	\$	\$	\$ 2,000
Total special revenue funds	\$ 1,531,900	\$ 1,531,900	\$ 1,737,528

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

Town of Paradise Valley
Revenues other than property taxes
Fiscal Year 2025

Source of revenues	Estimated revenues 2024	Actual revenues* 2024	Estimated revenues 2025
Capital Projects Funds			
Capital Improvements			
State	\$ 1,291,000	\$ 1,291,000	\$ 1,626,641
County	671,000	671,000	1,991,000
Contributions and Donations	240,000	240,000	320,000
Total Capital Improvements	\$ 2,202,000	\$ 2,202,000	\$ 3,937,641
Total capital projects funds	\$ 2,202,000	\$ 2,202,000	\$ 3,937,641
Enterprise funds			
Alarm			
Charges for Services	\$ 124,000	\$ 124,000	\$ 120,000
Investment Earnings	8,000	8,000	8,000
Other	100	100	200
Total Alarm	\$ 132,100	\$ 132,100	\$ 128,200
Fire Service			
Charges for Services	\$ 3,329,400	\$ 3,329,400	\$ 3,248,000
Investment Earnings	28,400	28,400	28,400
Other	19,100	19,100	
Total Fire Service	\$ 3,376,900	\$ 3,376,900	\$ 3,276,400
Wastewater			
Charges for Services	\$ 2,703,100	\$ 2,703,100	\$ 3,060,200
Investment Earnings	15,700	15,700	16,000
Other	400	400	400
Total Wastewater	\$ 2,719,200	\$ 2,719,200	\$ 3,076,600
Total enterprise funds	\$ 6,228,200	\$ 6,228,200	\$ 6,481,200
Total all funds	\$ 60,288,300	\$ 60,316,307	\$ 63,714,286

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

Town of Paradise Valley
Other financing sources/(uses) and interfund transfers
Fiscal year 2025

Fund	Other financing 2025		Interfund transfers 2025	
	Sources	(Uses)	In	(Out)
General Fund				
Capital Improvements	\$	\$	\$	3,569,481
Fire Services				1,200,000
Highway User Revenue (HURF)				3,000,000
Series 2016				
Series 2020				1,416,501
Total General Fund	\$	\$	\$	9,185,982
Special revenue funds				
Highway User Revenue (HURF)	\$	\$	\$ 3,000,000	\$
Total special revenue funds	\$	\$	\$ 3,000,000	\$
Debt service funds				
Series 2016	\$	\$	\$	\$
Series 2020			1,416,501	
Total debt service funds	\$	\$	\$ 1,416,501	\$
Capital projects funds				
Capital Improvements	\$	\$	\$ 3,569,481	\$
Series 2020 Proceeds				
Total capital projects funds	\$	\$	\$ 3,569,481	\$
Enterprise funds				
Fire Services	\$	\$	\$ 1,200,000	\$
Total enterprise funds	\$	\$	\$ 1,200,000	\$
Total all funds	\$	\$	\$ 9,185,982	\$ 9,185,982

**Town of Paradise Valley
Expenditures/expenses by fund
Fiscal year 2025**

Fund/Department	Adopted budgeted expenditures/ expenses	Expenditure/ expense adjustments approved	Actual expenditures/ expenses*	Budgeted expenditures/ expenses
	2024	2024	2024	2025
General Fund				
Community Development	\$ 3,722,900	\$	\$ 3,722,900	\$ 3,975,106
Finance	1,042,700		1,042,700	1,100,051
Information Technology	1,810,100		1,810,100	2,062,458
Municipal Court	950,800		950,800	990,956
Police	11,834,500		11,834,500	12,609,045
Public Works	986,600		986,600	1,070,243
Tourism	2,490,800		2,490,800	2,490,800
Town Attorney	984,100		984,100	944,583
Town Council	423,200		423,200	494,550
Post Office				619,756
Town Manager	1,825,200		1,825,200	1,328,431
Contingency	7,259,262		7,259,262	8,493,244
Total General Fund	\$ 33,330,162	\$	\$ 33,330,162	\$ 36,179,223
Special revenue funds				
Courts	\$ 601,300	\$	\$ 601,300	\$ 584,852
Donations	47,800		47,800	20,000
Grants	60,000		60,000	130,000
Highway User Revenue	3,570,600		3,570,600	3,928,572
PV Mountain Preserve Trust	91,700		91,700	15,100
Substance Prevention/Response	56,000		56,000	50,000
Contingency	50,000		50,000	50,000
Total special revenue funds	\$ 4,477,400	\$	\$ 4,427,400	\$ 4,778,524
Debt service funds				
Series 2016	\$ 1,472,400	\$	\$ 1,472,400	\$
Series 2020	1,409,000		1,409,000	1,416,501
Total debt service funds	\$ 2,881,400	\$	\$ 2,881,400	\$ 1,416,501
Capital projects funds				
Capital Improvements	\$ 7,044,000	\$	\$ 7,044,000	\$ 7,257,122
Capital Contingency	250,000		250,000	250,000
Total capital projects funds	\$ 7,294,000	\$	\$ 7,294,000	\$ 7,507,122
Enterprise funds				
Alarm	\$ 150,200	\$	\$ 150,200	\$ 189,228
Alarm Contingency	4,500		4,500	5,000
Fire Services	5,114,100		5,114,100	4,493,350
Fire Services Contingency	150,400		150,400	150,400
Wastewater	2,861,800		2,861,800	2,990,800
Wastewater Contingency	85,800		85,800	85,800
Total enterprise funds	\$ 8,366,800	\$	\$ 8,366,800	\$ 7,914,578
Total all funds	\$ 56,349,762	\$	\$ 56,299,762	\$ 57,795,948

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

Town of Paradise Valley
Expenditures/expenses by department
Fiscal year 2025

Department/Fund	Adopted budgeted expenditures/ expenses	Expenditure/ expense adjustments approved	Actual expenditures/ expenses*	Budgeted expenditures/ expenses
	2024	2024	2024	2025
Community Development				
General	\$ 3,722,900	\$ 3,722,900	\$ 3,722,900	\$ 3,975,106
Community Development total	<u>\$ 3,722,900</u>	<u>\$ 3,722,900</u>	<u>\$ 3,722,900</u>	<u>\$ 3,975,106</u>
Finance				
General	\$ 1,042,700	\$ 1,042,700	\$ 1,042,700	\$ 1,100,051
Finance total	<u>\$ 1,042,700</u>	<u>\$ 1,042,700</u>	<u>\$ 1,042,700</u>	<u>\$ 1,100,051</u>
Information Technology				
General	\$ 1,810,100	\$ 1,810,100	\$ 1,810,100	\$ 2,062,458
Information Technology total	<u>\$ 1,810,100</u>	<u>\$ 1,810,100</u>	<u>\$ 1,810,100</u>	<u>\$ 2,062,458</u>
Municipal Court				
General	\$ 950,800	\$ 950,800	\$ 950,800	\$ 990,956
Court	601,300	601,300	601,300	584,852
Municipal Court total	<u>\$ 1,552,100</u>	<u>\$ 1,552,100</u>	<u>\$ 1,552,100</u>	<u>\$ 1,575,808</u>
Police				
General	\$ 11,834,500	\$ 11,834,500	\$ 11,834,500	\$ 12,609,045
Alarm	154,700	154,700	154,700	194,228
Substance Prevention/Response	56,000	56,000	56,000	50,000
Department total	<u>\$ 12,045,200</u>	<u>\$ 12,045,200</u>	<u>\$ 12,045,200</u>	<u>\$ 12,853,273</u>
Public Works				
General	\$ 986,600	\$ 986,600	\$ 986,600	\$ 1,070,243
Highway User Revenue	3,570,600	3,570,600	3,570,600	3,928,572
Department total	<u>\$ 4,557,200</u>	<u>\$ 4,557,200</u>	<u>\$ 4,557,200</u>	<u>\$ 4,998,815</u>
Tourism				
General	\$ 2,490,800	\$ 2,490,800	\$ 2,490,800	\$ 2,490,800
Department total	<u>\$ 2,490,800</u>	<u>\$ 2,490,800</u>	<u>\$ 2,490,800</u>	<u>\$ 2,490,800</u>
Town Attorney				
General	\$ 984,100	\$ 984,100	\$ 984,100	\$ 944,583
Department total	<u>\$ 984,100</u>	<u>\$ 984,100</u>	<u>\$ 984,100</u>	<u>\$ 944,583</u>
Town Council				
General	\$ 423,200	\$ 423,200	\$ 423,200	\$ 494,550
Department total	<u>\$ 423,200</u>	<u>\$ 423,200</u>	<u>\$ 423,200</u>	<u>\$ 494,550</u>
Post Office				
General	\$	\$	\$	\$ 619,756
Department total	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$ 619,756</u>
Town Manager				
General	\$ 1,825,200	\$ 1,825,200	\$ 1,825,200	\$ 1,328,431
Department total	<u>\$ 1,825,200</u>	<u>\$ 1,825,200</u>	<u>\$ 1,825,200</u>	<u>\$ 1,328,431</u>

Town of Paradise Valley
Expenditures/expenses by department
Fiscal year 2025

Department/Fund	Adopted budgeted expenditures/ expenses	Expenditure/ expense adjustments approved	Actual expenditures/ expenses*	Budgeted expenditures/ expenses
	2024	2024	2024	2025
Non-Departmental				
General (Contingency)	\$ 7,259,262	\$ 7,259,262	\$ 7,259,262	\$ 8,493,244
Grants	\$ 110,000	\$ 110,000	\$ 110,000	\$ 180,000
Donations	47,800	47,800	47,800	20,000
PV Mountain Preserve Trust	91,700	91,700	91,700	15,100
Capital Improvements	7,294,000	7,294,000	7,294,000	7,507,122
Series 2016	1,472,400	1,472,400	1,472,400	
Series 2020	1,409,000	1,409,000	1,409,000	1,416,501
Fire Service	5,264,500	5,264,500	5,264,500	4,643,750
Wastewater	2,947,600	2,947,600	2,947,600	3,076,600
Department total	\$ 25,896,262	\$ 25,896,262	\$ 25,896,262	\$ 25,352,317

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

Town of Paradise Valley
Full-time employees and personnel compensation
Fiscal year 2025

	Full-time equivalent (FTE)	Employee salaries and hourly costs	Retirement costs	Healthcare costs	Other benefit costs	Total estimated personnel compensation
Fund	2025	2025	2025	2025	2025	2025
General Fund	102.9	\$ 11,350,754	\$ 1,973,000	\$ 1,485,080	\$ 1,365,008	\$ 16,173,842
Special revenue funds						
Courts	4.0	\$ 374,600	31,800	\$ 32,152	\$ 25,300	\$ 463,852
Highway User Revenue	11.0	937,791	107,100	170,460	112,688	1,328,039
Total special revenue funds	15.0	\$ 1,312,391	\$ 138,900	\$ 202,612	\$ 137,988	\$ 1,791,891
Total all funds	117.9	\$ 12,663,145	\$ 2,111,900	\$ 1,687,692	\$ 1,502,996	\$ 17,965,733




Town of Paradise Valley FY2025 Budget Development

FY2025 Final Budget

May 09, 2024

Budget Calendar



Date	Activity	Subject
March 14	Study Session	Department Budgets
March 28	Study Session	Capital Improvement Projects (CIP) City Manager Recommended Budget
April 11	Study Session	Budget Study Session
April 25	Meeting: Action Item	Tentative Budget Adoption
May 9	Meeting: Action Item	Final Budget Adoption
June 15	Publish Final Budget	

Tentative Budget

A.R.S. §42-17102 requires the town to provide estimates of necessary expenditures and anticipated revenues.

Each year the Economic Estimates Commission calculates the constitutional expenditure limitation for all cities and towns in accordance with A.R.S. §41-563

Estimated expenditures cannot exceed the expenditure limitation.

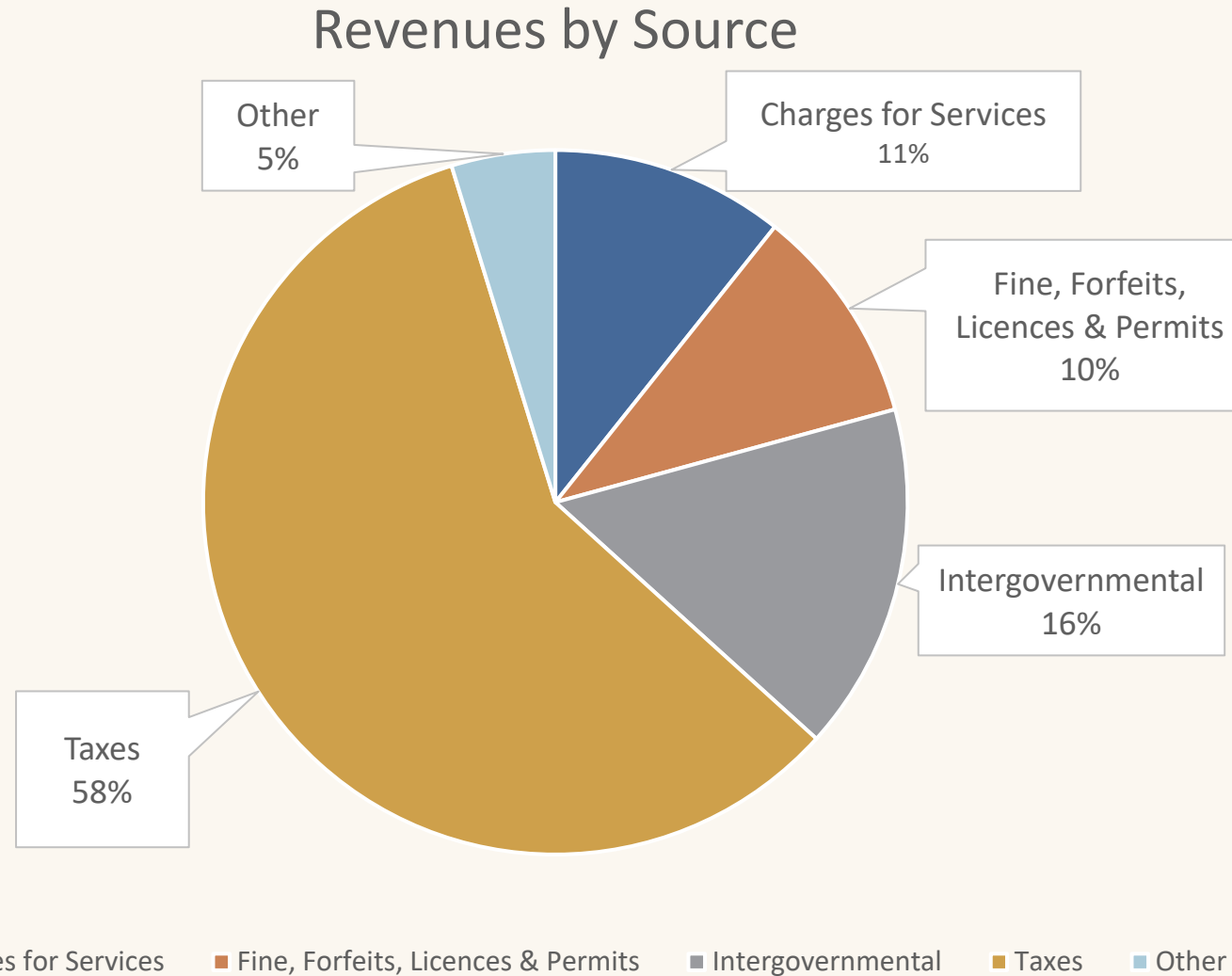
The Tentative Budget is prepared using the State Forms provided by the Auditor General.

Tentative Budget

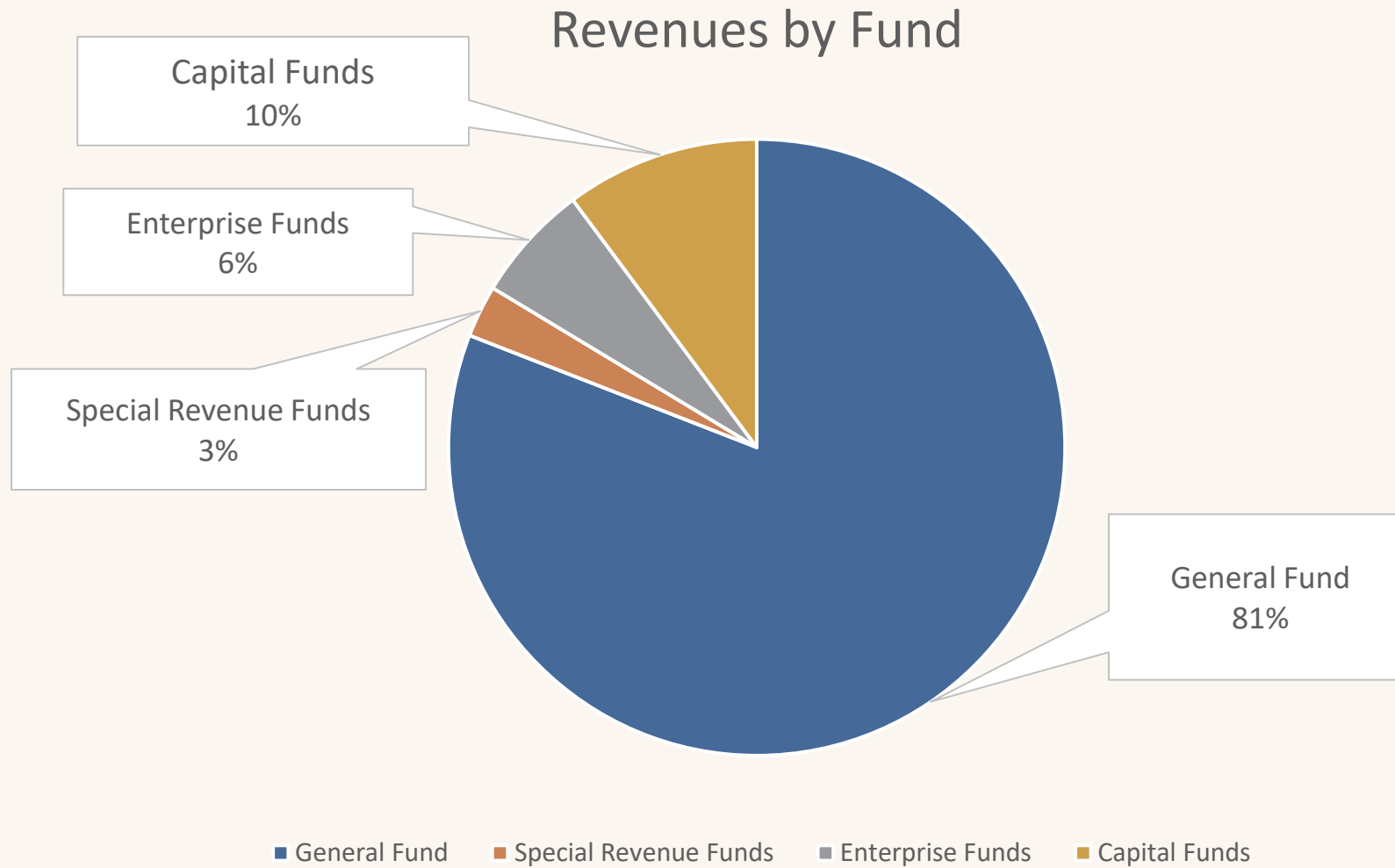
Change from Prior Year

Budget	FY2024	FY2025	Change	% Change
Revenues	\$60,288,300	\$63,714,286	\$ 3,425,986	5.7%
Expenditures	56,349,762	57,795,948	1,446,186	2.6%
Exclusions	12,257,374	12,116,501	(140,873)	-1.2%
Expenditure Limitation	44,092,388	45,679,447	1,587,059	3.6%

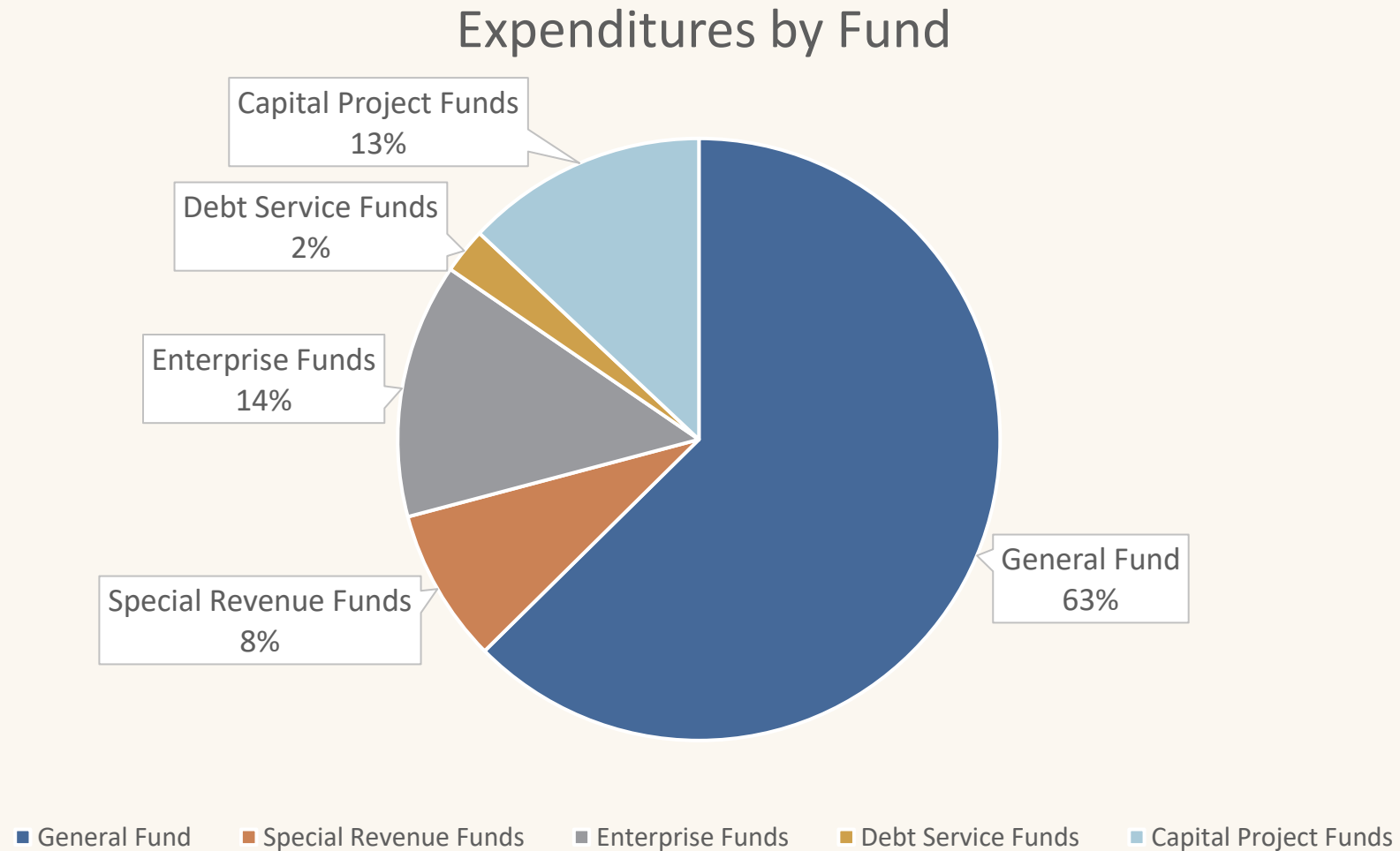
Tentative Budget



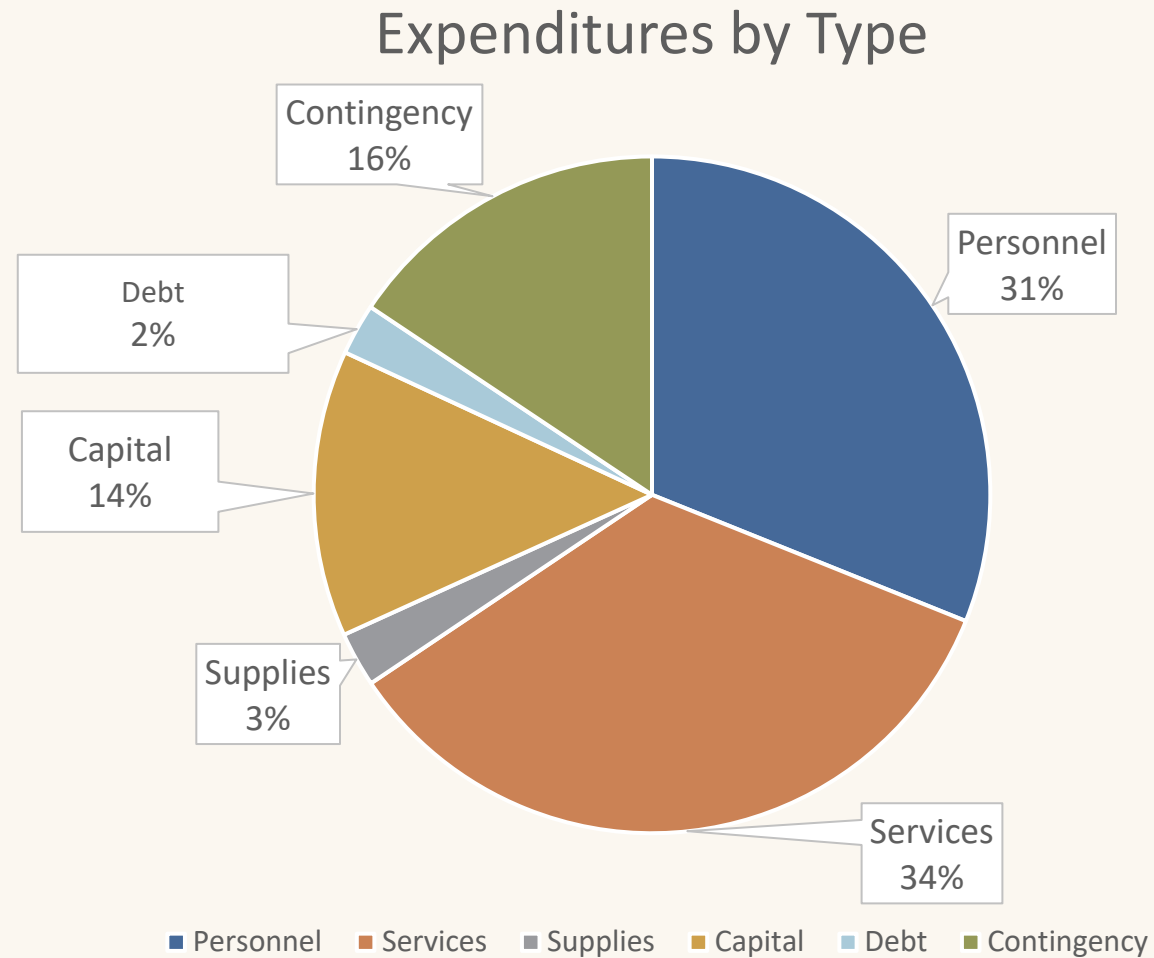
Tentative Budget



Tentative Budget



Tentative Budget



Tentative Budget

Contingencies (Included in Expenditures)

Fund	Contingency
General Fund/HURF	
Operating*	\$948,414
Expenditure Limitation Capacity	7,545,579
Grants	50,000
Capital Projects	250,000
Alarm	5,000
Wastewater	85,800
Fire Services	<u>150,400</u>
Total	\$9,035,194

* Budgeted at 3% of operating expenditures

Tentative Budget

Interfund Transfers (Not included in expenditures)

Fund	Transfers In	Transfers Out
General Fund		\$9,185,982
HURF	\$3,000,000	
Debt Service	1,416,501	
Capital Projects	3,569,481	
Fire Services	<u>1,200,000</u>	<u> </u>
Total	\$9,185,982	\$9,185,982



Questions?





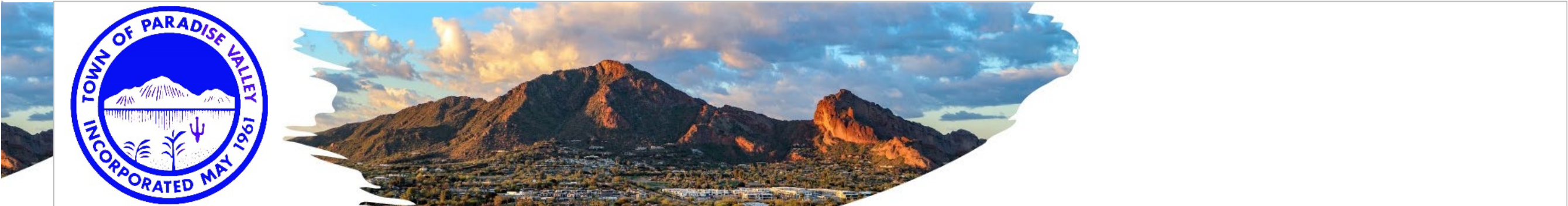
Action Report

File #: 24-157

AGENDA TITLE:
Consideration of Requests for Future Agenda Items

RECOMMENDATION:
Review the current list of pending agenda topics.

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COUNCIL AGENDA SCHEDULE 2024	
MEETING DATE	5/23
Executive Session	
Study Session	Mockingbird Ln Improvements 56th St to Invergordon - CDD/Engineering
	Off Duty Police Fee Schedule Update -PD
	Experience Scottsdale Contract Renewal - Town Manager
	PWSF Ordinance - CDD/Planning
Presentations	EPCOR Proclamation
Consent Agenda	Software Maintenance Agreement Expenditure Authorizations - IT
	Annual Report on Donations Received - Finance/Clerk
	IGA with Justice Court
	PSPRS Pension Funding Policy Finance/CFO
	Financial Management Policy Finance/CFO
Public Hearings	PWSF Ordinance - CDD/Planning
Action Items	Community Services Funding - Town Manager/Clerk
	Employee Handbook - HR Director



TOWN COUNCIL AGENDA SCHEDULE 2024

MEETING DATE	6/13	6/27	8/15 SM	9/12	9/26
Executive Session					
Study Session	Stormwater Master Plan Check In #1 - CDD/Engineering				
	Town Entry Monument Design Concepts CDD/CIP				
Presentations					
Consent Agenda	Sewer Maintenance Contract - CDD/Engineering				
	Local Sales Tax Audit Contract - Finance				
	Budget Transfers				
Public Hearings					
Action Items	Experience Scottsdale Contract Renewal - Town Manager		Canvass of the Election Town Clerk		



TOWN COUNCIL AGENDA SCHEDULE 2024

MEETING DATE	10/10	10/24	11/14	12/12	
Executive Session					
Study Session					
Presentations					
Consent Agenda					
Public Hearings					
Action Items					

This is a tentative calendar and subject to change

Items to be scheduled - Numbering does not reflect priority or order in which items will be scheduled

- 1 Community Development/Zoning Process Improvements
- 2 Cellular Service Improvements (not associated with 5G)
- 3 SRP Utility Undergrounding - Rose Ln
- 4 Voluntary Water Conservation Outreach and Education
- 5 Fire Fund Fee Analysis (Finance)
- 6 Safely Shred Recognition
- 7 MLK Resolution