

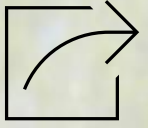
Town of Paradise Valley

Employee Handbook Update

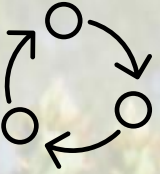
May 9, 2024



PURPOSE



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



- Incorporate current and best employment practices.

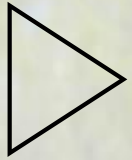


- Create a document that supports administrative policy management in real time.



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

PROCESS

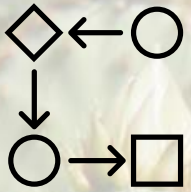


INITIATION

- 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 polices 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.

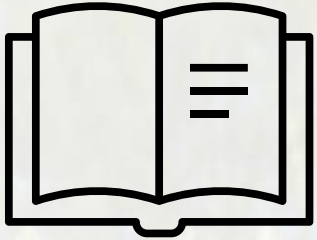
APPROVAL

- 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.

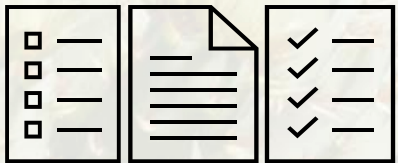


STRUCTURE

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)



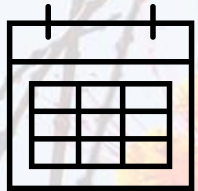
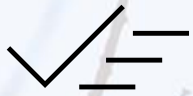
The Cook Family Addition:
March 26, 2024



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?