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RESOLUTION NUMBER 2020-21

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF PARADISE VALLEY, ARIZONA, ADOPTION OF AMENDMENTS TO THE HUMAN RESOURCES POLICIES AND PROCEDURES HANDBOOK

WHEREAS, the Town needs to have an Employee Handbook with policies and procedures that reflect up to date and consistent policies which employees of the Town are expected to uphold and are essential to successful operation of the Town’s business;

WHEREAS, the Town staff recommends the following Handbook amendments:

1. SECTION 204(A) – Revisions of Human Resources Policies and Procedures Handbook. The Town Manager will have the ability to make Handbook Managerial Amendment recommendations to the Town Council on matters of legal compliance, proper administration of employee affairs and adjustments to address changes of work environment through a check and balance process. The Town Council will continue to have sole authority of policies related to employee compensation or any other matter with fiscal implications to the Town. Further, 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..
2. SECTION 910(E) – Holiday Pay for Dispatchers, Officers and Supervisors Assigned to Patrol – Adopt Holiday Pay policy for Dispatchers, Officers and Supervisors assigned to patrol who are required to work on a holiday to be paid or bank hours as leave time for future use at the over-time (1.5x).

