

TOWN *Of* PARADISE VALLEY



STAFF REPORT

TO: Mayor Stanton and Town Councilmembers

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

DATE: November 13, 2025

DEPARTMENT: Town Manager (Human Resources)

Gina Monger

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AGENDA TITLE:

Employee Handbook Updates

RECOMMENDATION

The information being presented is to serve as the foundation for the proposed updates to the *Town of Paradise Valley Employee Handbook* at a future Town Council meeting.

SUMMARY STATEMENT

The *Employee Handbook* was most recently adopted by Town Council effective July 13, 2024. The revised *Employee Handbook* was intended and designed to be a “living document,” and accordingly, periodic changes are needed to ensure it supports the current direction of Council and the operations of the Town, or as required by statute.

Following the application of the *Employee Handbook* since last year, some needed changes have been identified that affect *Section 202: Smoke-Free Workplace*, *Section 400: Workplace Conduct*, and *Section 1402: Appeals*.

Section 202: Smoke-Free Workplace

Changes to this section are needed to clarify that the 25-foot distance from any exterior entrance, is a long-standing Town policy, not the *ARS § 36-601.01 Smoke-Free Arizona Act*, which requires a 20-foot distance. Also, the current designated smoking area (outside of the Town Hall employee break area) was deemed to be unsuitable, and instead, the existing area between the Police Department and Town Hall is identified as such. It is noted that this area is already equipped to serve as a smoking area on campus as it has seating, a shade structure, and an ashcan receptacle.

Language is also included to clarify that employees may smoke/vape in their personal vehicles, so long as they are at least 25 feet away from any exterior entrances, windows, or ventilation systems.

Additional language is also included that confirms employees are responsible for the safe and sanitary disposal of any smoking/vaping items.

Section 400: Workplace Conduct

This section previously included conduct expectations for all employees, but upon further review, it was realized that additional expectations should be included for supervisors and/or director-level positions, as they are held to a higher standard of performance. Therefore, the added expectations to this section are similar to the performance review expectations that supervisors and/or director-level employees are evaluated on.

Section 1100: Allowances

In the last *Employee Handbook* revision, safety boots were not specifically identified in the list of eligible allowances. This is a long-standing benefit, so the change is to clearly recognize safety boots as an eligible allowance.

Section 1402: Appeals

It was discovered that the appeal provisions in the *Employee Handbook* were not consistent with the *Town Code 2-5-5 Personnel Appeals Board*. Specifically, the *Town Code* stipulates suspensions of three or more days, involuntary demotions, and disciplinary pay reductions may be appealed. Therefore, the proposed *Employee Handbook* has been modified to reflect this specific language.

BUDGETARY IMPACT

No new budget impacts.

ATTACHMENTS:

- A. Staff Report: *Employee Handbook* Updates
- B. *Employee Handbook*, adopted 07/13/2024, with tracked changes
- C. Presentation