

Town of Paradise Valley

EMPLOYEE HANDBOOK UPDATE

November 13, 2025



PURPOSE OF PRESENTATION



Brief History of *Employee Handbook*

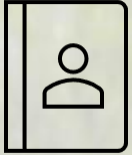


Identify Proposed Changes and Rationale



Council “Ask”: Seeking Council’s feedback on the proposed changes and consensus for changes to be presented at upcoming Council meeting for action.

BRIEF HISTORY



- *Employee Handbook* most recently updated and approved by Council effective July 13, 2024.



- Changes (other than statutory) must be approved by Council, in accordance with *Employee Handbook*, which states in its pertinent part:

➤ **SECTION 102: 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.



PROPOSED CHANGES: SMOKE-FREE WORKPLACE



- Current designated smoking area outside of Town Hall employee breakroom is not suitable.
- *ARS § 36-601.01 Smoke-Free Arizona Act* requires a minimum distance of 20 feet from any entrance; however, the Town has long-standing policy of no smoking within 25 feet.
- Clarify location of existing available.
- Clarify that employees are responsible for safe and sanitary disposal of smoking items.

PROPOSED CHANGES: SMOKE-FREE WORKPLACE

SECTION 202: SMOKE-FREE WORKPLACE

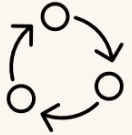
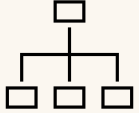
A. Smoking and vaping are prohibited in Town vehicles and on Town premises, except ~~for designated smoking areas and inside personal vehicles.~~ as defined below.

- 1) Employees may only smoke/vape on Town premises if at least 25 feet away from any exterior entrances, windows, and ventilation systems.
- 2) Employees may smoke/vape in their personal vehicles, provided the conditions in subsection 1 above are also met.
- 3) Employees may smoke/vape in the outdoor seating area between Town Hall and the Police Department.

B. Employees are responsible for the safe and sanitary disposal of all smoking items.

~~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.~~

PROPOSED CHANGES: WORKPLACE CONDUCT



- Added language to reflect additional conduct expectations of supervisors and director-level employees.
- Similar to current performance review language expectations for supervisors and directors.

SECTION 400: WORKPLACE CONDUCT

C. Employees who are also supervisors and/or director-level employees are held to a higher standard of performance and are expected to:

- 1) Lead by example.
- 2) Inspire, motivate, and guide others.
- 3) Coach, mentor, and challenge staff.
- 4) Respect and support diversity, and equal treatment of all.
- 5) Recognize positive employee performance and accomplishments when applicable.

PROPOSED CHANGES: WORKPLACE CONDUCT

- 6) Hold staff accountable for their performance and document appropriately.
- 7) Mediate and resolve conflicts at the lowest level possible, as appropriate.
- 8) Advocate for the Town's mission, vision, values, and initiatives.
- 9) Establish trust and respect within the Town and the community.
- 10) Make sound and timely decisions that reflect the Town's strategic initiatives and organizational goals.
- 11) Be politically savvy with potentially sensitive situations and know when to seek guidance.
- 12) Manage allotted budget in accordance with Council and Town authority and direction.
- 13) Effectively manage employee time and staffing levels. Mitigate overtime whenever possible.
- 14) Seek opportunities to save or reallocate resources.



PROPOSED CHANGES: MISCELLANEOUS BENEFITS

- Specify allowance for safety boots.
- Long-standing benefit for eligible positions.

SECTION 1100: ALLOWANCES

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) [Safety boots](#)

PROPOSED CHANGES: APPEALS

- Align language with *Town Code 2-5-5 Personnel Appeals Board*.
- Specify suspensions of 3 or more workdays, involuntary demotions, and disciplinary pay reductions are eligible for appeal rights.

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. In accordance with Section 2-5-5 Personnel Appeals Board of the Town Code, ~~Only demotions, disciplinary~~ suspensions of three or more workdays, involuntary demotions, disciplinary pay reductions, and dismissals are eligible for appeal to the Personnel Appeals Board (PAB).; ~~unless otherwise stipulated in this Handbook or an administrative policy.~~ Employees disciplined for strike activities defined in *Chapter 4: Code of Conduct* do not have the right to an appeal under this chapter.

COUNCIL “ASK”

The Town is seeking:

- 1) Council’s feedback and consideration regarding the proposed changes.
- 2) Council’s consensus on the changes to be presented at an upcoming Council Meeting for action.





Questions?