

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

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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