



Town of Paradise Valley

Study Session

May 25, 2023

Amendments to HR Policies & Procedures Handbook



PURPOSE of AMENDMENTS

1. Begin HR Policies and Procedures Handbook (Employee Handbook) revision project.
 - A. Employee Handbook to be an employee summary resource and is static.
 - B. Policies to be stand-alone documents and changed as needed.
2. Address changes to policies to remove unused/outdated language and ensure policy language reflects Town current practices, statutory requirements, and desired language.

PURPOSE of AMENDMENTS cont'd

3. Specific recommended changes include:

- A. Revise the list of positions defined as unclassified.
- B. Allow advancing of sick and vacation leave accruals for new hires and as authorized by the Town Manager.
- C. Increase compensatory time maximum accruals for all employees.
- D. Prepare policy language for proposed weekend shift differential, instructor pay, and increased nightshift differential for defined Police Department personnel.

SECTION 703: UNCLASSIFIED SERVICE

CURRENT UNCLASSIFIED POSITIONS

“Town officers appointed by Town Council”

- Town Manager
- Town Attorney
- Town Marshal
- Town Engineer
- Town Clerk

PROPOSED UNCLASSIFIED POSITIONS

Appointed by Town Council:

- Town Manager
- Town Attorney
- Town Magistrate

Appointed by Town Manager:

- Chief Financial Officer
- Community Development Director
- Municipal Court Director
- Human Resources Director/Manager
- Information Technology Director
- Police Chief
- Public Works Director
- Town Clerk
- Town Engineer
- Town Marshal

SECTION 703: UNCLASSIFIED SERVICE cont'd

Policy language recommendations as follows and reflect numbering changes within section.

INSERT NEW SECTION 703 B.

B. Section 502 *Probation* and subsections A and B of Section 503 *Reinstatement*, do not apply to any appointment made to any position designated as unclassified in this section.

REVISED SECTION 703 C. (formerly Section B)

C. The following positions are unclassified:

1. All Town officers appointed by the Town Council:
 - a) Town Manager
 - b) Town Attorney
 - c) Town Magistrate

SECTION 703: UNCLASSIFIED SERVICE cont'd

NEW SUBSECTION 2 OF SECTION 703 C.

2. Town Officers appointed by the Town Manager after July 8, 2023. Such officers shall include (working titles may vary):
 - a) Chief Financial Officer
 - b) Community Development Director
 - c) Municipal Court Director
 - d) Human Resources Director/Manager
 - e) Information Technology Director
 - f) Police Chief
 - g) Public Works Director
 - h) Town Clerk
 - i) Town Engineer
 - j) Town Marshal

An incumbent appointed to one of the above-listed positions on or before July 8, 2023, will retain the rights and privileges of the classified service until such time as that incumbent separates from Town employment, transfers to an unclassified position, or voluntarily relinquishes classified status.

ADMINISTRATIVE POLICY (AP)-17: OVERTIME

ADMINISTRATIVE RECOMMENDED CHANGES

1. New administrative policy format implementation.
2. Supersede Section 810: *Overtime*, of the Employee Handbook and AP-17 *Compensatory Time*.
3. Retitle Policy from AP-17 *Compensatory Time* to AP-17 *Overtime*.
4. Effective June 11, 2023, beginning of workweek and pay period.



ADMINISTRATIVE POLICY (AP)-17: OVERTIME cont'd

SIGNIFICANT LANGUAGE CHANGES

Section 3.2: Definitions

- 1) Clarifying “work” as it applies to overtime.
- 2) Reflects current practice of all non-exempt employees being eligible for overtime for over 40 hours of work in the workweek, which includes vacation and sick leave, and paid holidays.
- 3) Added statement that the Town will consider work time as required under FLSA and removed references that fell under this statement.

Section 5.1: Schedule Adjustments

- 1) Removes provision to *require* schedule adjustments within the workweek to avoid overtime for positions that require relief.



ADMINISTRATIVE POLICY (AP)-17: OVERTIME cont'd

SIGNIFICANT LANGUAGE CHANGES (cont'd)

Section 5.5 Use of Compensatory Time

- 1) Added use of compensatory time may be contingent upon availability of relief.

Section 5.6: Compensatory Time Cash-Out

- 1) Clarified to include is paid only at resignation, termination, retirement, or upon promotion to an exempt classification.

Section 5.4.2 Maximum Balance

- 1) Increase maximum balances for sworn employees (Officers, Corporals, Sergeants, and Detectives) and Police Dispatchers to 120 hours of compensatory time.
- 2) Increase maximum balance of all other employees to 80 hours of compensatory time.



ADMINISTRATIVE POLICY (AP)-04: SALARY ADMINISTRATION

ADMINISTRATIVE RECOMMENDED CHANGES

1. New administrative policy format implementation.
2. Effective July 1, 2023, with FY2024 budget.

SIGNIFICANT LANGUAGE CHANGES: Based on FY2024 budget proposal for recruitment of Police Officers.

Section 3.3 Police Department Instructors

- 1) New assignment/premium pay for Police Department instructors of \$10.00/hour
- 2) Must be instructor-led training to sworn officer(s), that includes a lesson plan and training materials.

ADMINISTRATIVE POLICY (AP)-04: SALARY ADMINISTRATION cont'd

SIGNIFICANT LANGUAGE CHANGES (cont'd)

Section 4.2 Definitions

- 1) **Change:** For purposes of *Section 4. Shift Differentials*, define employees as Police Department: Officers, Corporals, Sergeants, Detectives, and Dispatchers.
- 2) **New:** Weekend shift hours designated from 6:00 p.m. on Friday through 6:00 a.m. on Monday.

Section 4.3 Shift Differential Rates

- 1) **Change:** Nightshift differential rate increased from \$0.50 to \$1.25/per qualifying hour.
- 2) **New:** Weekend differential rate established at \$3.00/per qualifying hour.

ADMINISTRATIVE POLICY (AP)-04: SALARY ADMINISTRATION cont'd

SIGNIFICANT LANGUAGE CHANGES (cont'd)

Section 4.4 Eligible Hours for Shift Differential Pay

- 1) **New:** May be eligible for both weekend and nightshift differential pays for the same hours.
- 2) **New:** Employees are eligible for weekend differential for actual hours worked.
- 3) **To reflect current practice:** Employees will receive shift differential (weekend and nightshift) for all hours worked and on authorized paid leave (as if had worked).
- 4) **New:** Employees regularly assigned to day shifts and not eligible, will receive shift differential for actual hours worked during weekend and nightshift designated hours.
- 5) **Removed:** Notification process and specific forms to manage shift differentials.

SECTION 904: SICK LEAVE and SECTION 905 ANNUAL VACATION LEAVE

History

- Advancing leave has occurred inconsistently in the past.

Today

- Recent proposal to offer sick and vacation leave accruals at the onset of employment originated from the Police Department.
- Challenge for any lateral employee to leave current employment to join Town because of loss of leave (starting over with leave balances).
- Seeking ways to differentiate from recruiting competition and incentive candidates to apply with the Town.

Recommendation

- Advance year-one leave accruals, effective June 9, 2023.

SECTION 904: SICK LEAVE

REVISED LANGUAGE (in bold)

Section 904: Sick Leave

- G.** If an employee is sick or injured but has no accumulated sick or vacation leave, then the employee may take unpaid leave at the discretion of the Town Manager. No monetary compensation will be paid to an employee who does not have accrued paid leave time remaining. The Town will not pay in advance of earning sick time hours or vacation hours, **except as set forth in Subsection (M) of this Section or in Subsection 905 (I).**

SECTION 904: SICK LEAVE cont'd

NEW LANGUAGE

Section 904: Sick Leave

- M.** At the discretion of the Town Manager, the Town may advance sick leave to an employee during that employee's first twelve months of employment with the Town. The amount of sick leave so advanced shall not exceed what the employee is entitled to accrue in the first full year of employment with the Town. If an employee separates from employment with the Town, for any reason, before accruing the full amount of sick leave that has been advanced, all such un-accrued leave shall be due and payable to the Town at the employee's then-current hourly rate, and the amount so calculated may be withheld in full or in part from the employee's final paycheck.

SECTION 905: ANNUAL VACATION LEAVE

NEW LANGUAGE

Section 905: Annual Vacation Leave

- M.** At the discretion of the Town Manager, the Town may advance annual vacation leave to an employee during that employee's first twelve months of employment with the Town. The amount of annual vacation leave so advanced shall not exceed what the employee is entitled to accrue in the first full year of employment with the Town. If an employee separates from employment with the Town, for any reason, before accruing the full amount of annual vacation leave that has been advanced, all such unaccrued leave shall be due and payable to the Town at the employee's then-current hourly rate, and the amount so calculated may be withheld in full or in part from the employee's final paycheck.





Questions?