

TOWN *Of* **PARADISE VALLEY**



STAFF REPORT

TO: Mayor Bien-Willner and Town Council Members

FROM: Jill B. Keimach, Town Manager
Gina Monger, Human Resources Director

DATE: May 25, 2023

DEPARTMENT: Human Resources
Gina Monger, Human Resources Director
480-348-3520

AGENDA TITLE:
Town of Paradise Valley HR Policies and Procedures Handbook (Handbook) Revisions

RECOMMENDATION:

Adopt changes to the following sections:

- Section 703 Unclassified Service
- Section 904 Sick Leave
- Section 905 Annual Vacation
- AP-04 Salary Administration
- AP-17 Overtime

SUMMARY STATEMENT:

The Town wishes to modify the following sections of the Handbook as outlined below:

1. Section 502 Probation – Modify to exclude unclassified personnel from probationary period requirements.
2. Section 703 Unclassified Service – Redefine unclassified positions and appointing authority of unclassified positions.
3. Section 904 Sick Leave – Add front-loading of year-one accruals for new hires and pro rata if leave prior to completing one year of service.
4. Section 905 Annual Vacation – Add front-loading of year-one accruals for new hires and pro rata if leave prior to completing one year of service.
5. AP-04 Salary Administration – Changes to reflect current practices, removing outdated/unused language, and address increase in nightshift differential, new weekend shift differential, and Police Department instructor premium pay, that are included in the proposed FY2024 Budget.
6. AP-17 Overtime – Increase comp time balance accruals and reformat policy as part of complete Handbook revision project.

BUDGETARY IMPACT:

AP-04 Salary Administration: Previously discussed during the FY2024 budget presentations and will readdress during presentations.

Section 904 Sick Leave and Section 905 Annual Vacation Leave: Budgetary impacts to front-loading of sick and vacation leave accrual proposals will be provided during presentation, but is expected to be minimal, as language safeguards are also being proposed to mitigate direct impacts.

ATTACHMENT(S):

- A. Staff Report
- B. Presentation
- C. AP-04 Salary Administration
- D. AP-17 Overtime
- E. Draft Resolution 2023-10 Section 703 Unclassified Service
- F. Section 904 Sick Leave
- G. Section 905 Annual Vacation
- H. Draft Ordinance 2023-04 – amending Section 3-1-1 Offices
- I.