



Human Resources

10000 N. El Mirage Road, El Mirage 85335

623-876-2949; TDD 623-933-3258

www.elmirageaz.gov

MEMORANDUM

TO: Crystal Dyches, City Manager

FROM: Dawn Kurek, Human Resources Director

SUBJECT: El Mirage Employee Policy Manual Revised – Significant Changes

DATE: September 7, 2021

The Personnel Policy Manual was adopted by the City Council in 2008 and revised by resolution in 2009, 2011, 2013, 2019, and 2020.

Over the past year a comprehensive review and revision was made to the employee policy manual, enclosed for your review. Many of the policy updates provide clarification or communicate minor procedural changes. While other policies stem from employment law updates, implement policies that align with the City's recruitment and retention strategies, establish responsibilities and levels of performance expected of El Mirage employees, and explain the benefits the City offers and provides to its employees.

The revised employee policy manual is intended to supersede all previous written and unwritten personnel policies and guidelines and past employee practices of the City and supersede any inconsistent department or division policies. Separate department or division policies that are more restrictive due to the operational needs of the department or division shall remain in effect.

In the event of a conflict between these policies and the provisions of a written employment contract, the contract shall prevail. In the event of a conflict between these policies and any applicable law, the law shall prevail, unless the conflict is with a state employment law which the City has superseded by ordinance under the authority granted by State Statute or the Arizona Constitution. In the event of a conflict between these policies and any Memorandum of Understanding (MOU) the City may have with any recognized employee organization, the MOU shall prevail, unless the conflict is with City Code or federal or state law.

The following outlines the new or added policies and policies with significant changes. Note, some of the added policies are current operational programs/policies that we are incorporating into the policy manual.

New/Added Policies:

- The City's Mission, Vision, and Values.
- Arrest and Conviction policy. Refer to the Code of Conduct policy, section 11.
- Social Media policy. Refer to the Code of Conduct policy, section 14.
- Constructive Discharge policy. Refer to the Code of Conduct policy, section 15.
- Employee Recognition and Reward policy. Refer to the Employment policy, section 5.
- Bilingual and Standby Pay policies. Refer to the Compensation policy, section 5.
- Compensation Error/Corrections policy. Refer to the Compensation policy, section 12.
- Holiday Closure policy. Refer to the Employee Leave policy, section 4.
- Service, Recognition, and Executive Leave policy. Refer to the Employee Leave policy, section 5.
- Attendance policy. Refer to the Attendance policy, sections 1-3.
- Teleworking policy. Refer to the Employee Benefits policy, section 2.
- Light Duty policy. Refer to the Employee Benefits policy, section 4.
- City ID Badge policy. Refer to the Identification Badge policy, section 1.
- Public Information and Public Request policies. Refer to Document Management policy, sections 2 and 3.
- Volunteer and Internship Program policy. Refer to the Volunteer and Internship Program policy, section 1.
- Job Abandonment policy. Refer to the Separating from Service policy, section 3.
- Payment of Final Wages and Benefits policies. Refer to the Separating from Service policy, sections 7 and 8.

Policies with Significant Changes:

- Nepotism: Immediate family will be allowed to work in the same department so long as one is not in the supervisory chain of the other. The immediate family is defined as follows (related by blood, marriage, or as a legal dependent): Spouse, child, parent, sister, brother, grandparent, or grandchild. (Aunts, uncles, nieces, and nephews have been removed from the immediate family definition). Refer to Code of Conduct policy, section 4.
- Completion of the Probationary Period: Employees who are promoted or demoted serve a probationary period. Prior to the completion of the probationary period, the supervisor shall provide the employee a written determination of the employee's successful/failed completion of the probationary period. (The

requirement for a formal evaluation has been removed.) Refer to the Employment policy, section 2.

- Promotion: An employee promoted will be placed at the minimum of the salary grade applicable to the new position or receive a 7% increase in pay (currently a 5% increase), whichever is greater, not to exceed the maximum of the promoted position's pay grade. Refer to the Employment policy, section 3.
- Temporary Assignment (Interim Position): Employees in an interim position shall receive a pay increase of 5% or the minimum of the salary grade for the higher position, whichever is greater, not to exceed the maximum of the temporary position's salary grade. Compensation begins the first day of the first full workweek following the interim assignment start date. When the interim assignment falls on the first day of a workweek, the compensation is effective on that date. A temporary assignment is limited to a period of six months. The assignment may be extended at the discretion of the City Manager. Temporary assignment pay shall be removed as of the first day of the first full workweek the employee is no longer serving in the special assignment capacity. (The date in which pay begins/ends changed for administrative reasons to align with a workweek verses a compensation change occurring in the middle of a workweek.) Refer to the Employment policy, section 3.
- Special Assignment: An employee assigned to perform the duties of a special assignment (a position outside of the class/comp structure), for a period of two or more consecutive and full work weeks, shall receive a pay increase of 5%. Compensation begins the first day of the first full workweek following the special assignment start date. When the interim assignment falls on the first day of a workweek, the compensation is effective on that date. A special assignment is limited to a period of six months. The assignment may be extended at the discretion of the City Manager. Special assignment pay will be removed as of the first day of the first full workweek after the employee is no longer serving in the special assignment capacity. (The currently policy does not outline a % increase, define the pay change beginning/end dates, or specify period limits.) Refer to the Employment policy, section 3.
- Tuition reimbursement: Eligible employees may request tuition reimbursement for coursework that is a core course in a degree program or a job-related elective with reimbursement at 100% of the tuition charged per credit hour up to the maximum of \$4,000 per calendar year, in accordance with the policy. (Job related electives outside of a degree program are not currently eligible for tuition reimbursement. The maximum reimbursement is currently \$2,000.) Refer to the Employee Training and Development policy, section 1.
- Sick Policy: The policy has been updated to include language that aligns with the Arizona Fair Wages and Healthy Families Act and the City's Paid Sick Time

Administrative Policy. (The restriction of sick use until one month of employment has been removed). Refer to the Employee Leave policy, section 1.

- Vacation Accrual Schedule: Full-time employees will accrue 3.08 hours of paid vacation per pay period, up to 80 hours the first year of employment, and 10 additional hours for each year of service thereafter, up to 180 hours per year. (Current vacation accrual schedule is: Less than 2 years – 80 hours, 2-5 years – 96 hours, 5-10 years 120 hours, 10+ years 160 years per year.) The maximum amount of vacation leave that may be accumulated will go to 320 hours (from 240 hours). Refer to the Employee Leave policy, section 2.
- Family and Medical Leave: Clarifying language and operational procedures have been outlined in the Family and Medical Leave policy. Refer to the Employee Leave policy, section 6.
- Bereavement: In the event of a death in the immediate family, time off with pay, up to 40 hours will be granted. (The current policy allows up to 3 days of bereavement leave with a 2-day extension for out of state travel, if required.) Refer to the Employee Leave policy, section 10.
- Separating from Service: Employees resigning from the City must submit a written notification to their supervisor at least 14 calendar days prior to separation. The written notice should include the effective date of the resignation and reason for leaving. An employee's failure to adhere to the required resignation period will be deemed as not having left in good standing and not eligible for rehire. (The statement, not eligible for rehire was added.) Refer to the Separating from Service policy, section 1.

Upon City Councils consideration and approval of the enclosed Employee Policy Manual, the Family Medical Leave Administrative Policy and Personal Appearance Administrative Policy will be inactive, replaced by applicable City policy.

The hyperlinks to external documents, administrative policies, forms, and/or webpages that are found in the Employee Policy Manual are provided for illustrative purposes only, for the convenience of the reader, and are subject to change.