

2025 Suite of Employee Handbook Changes

ADDENDUM JJ

1-10-030. EMPLOYMENT CATEGORIES

D. TEMPORARY SERVICE

4. **IN CONSULTATION WITH THE DIVISION DIRECTOR AND THE HUMAN RESOURCES/RISK MANAGEMENT DIRECTOR**, Temporary employees may be dismissed at any time, without cause, without notice, and without a statement of reasons. Temporary employees do not have access to the Personnel Board. However, Temporary employees **MAY CONTACT THE HUMAN RESOURCES/RISK MANAGEMENT DIRECTOR OR DESIGNEE FOR QUESTIONS RELATED TO THEIR DISMISSAL.** ~~shall have the right to file formal grievances under the Grievance Procedure (Article 1-90).~~

ADDENDUM KK

1-10-070. EMPLOYEE ADVISORY COMMITTEE

Note: This section of the Employee Handbook of Regulations is copied from Section 1-14-0001-0006 of the Flagstaff City Code. In order to ensure consistency, numbering and formatting of this section matches Section 1-14-001-0006.

1-14-001-0006.3 PURPOSE

The purpose of the EAC is to foster ongoing employee-employer relations by providing a process and forum for employees to recommend changes to the City Manager concerning employment-related policies and procedures, safety, compensation and benefits. The EAC does not make recommendations regarding **THE** hiring, discipline, promotion, demotion, transfer, voluntary reassignment, suspension, or dismissal **OF INDIVIDUAL EMPLOYEES**.

1-14-001-0006.4 OBJECTIVES

- B. Review and recommend to the City Manager any initiatives or changes to City's policies and procedures **which are** related to employment, safety, compensation, or benefits prior to submission to the City Council for consideration.

1-14-001-0006.5 STRUCTURE

- G. There will be two co-chairs who will serve a **one TWO (2)** year term **AND THEIR RESPECTIVE TERMS WILL BE STAGGERED ON EVEN AND ODD YEARS**. Alternate members are not eligible to serve as co-chair.

1-14-001-0006.6 ELECTIONS AND MEMBERSHIP

- B. Elections for special appointments will be conducted during the second meeting in August **AND WILL SERVE A TWO (2) YEAR TERM WHICH WILL BE STAGGERED ON EVEN AND ODD YEARS**.

1-14-001-0006.7 RESIGNATION OR REMOVAL

- C. If the resigning member is a co-chair, a special election for the appointment of a new co-chair will take place and the newly elected co-chair will finish out the **one (1)-year** term of the previous co-chair.
- E. If an employee from a group desires to remove the current EAC member, they must follow criteria listed:
 - 1. Submit a formal complaint in writing explaining the reason for the request to remove the current EAC member to the Human Resources Director.

- c. The co-chair will recuse ~~himself or herself~~ THEMSELVES from the process, if the complaint is about them or another EAC member from the same group.
4. If a second complaint is received, the co-chairs, with the assistance of Human Resources, will hold an election to remove the EAC member.
- b. If the election does not receive enough votes to be considered valid, the EAC member will continue ~~his or her~~ THEIR term.
 - c. If the election does receive enough votes and the majority of employees in the EAC member's group votes to keep the EAC member, then the EAC member will continue ~~his or her~~ THEIR term.
 - d. If the election does receive enough votes and the majority of employees in the EAC member's group votes to remove the EAC member, then the EAC member will not continue ~~his or her~~ THEIR term and another election will be held to select another EAC member to serve a two (2) year term from the time of the election.

ADDENDUM LL

1-20-040. OVERTIME PAY

6. IN THE EVENT THE MAYOR DECLARES A CITYWIDE EMERGENCY, THE CITY MANAGER SHALL APPROVE ADDITIONAL COMPENSATION FOR UNCLASSIFIED EMPLOYEES (SECTION DIRECTORS AND BELOW) WHO WORK MORE THAN 40 HOURS IN ANY GIVEN WORK WEEK IN RESPONSE TO THE DECLARED EMERGENCY. THIS WILL BE DONE AS NEEDED TO EFFECTIVELY ADDRESS THE EMERGENCY AND TO ENSURE UNCLASSIFIED EMPLOYEES ARE COMPENSATED APPROPRIATELY AND CONSISTENTLY IN ACCORDANCE WITH THE FEMA PUBLIC ASSISTANCE PROGRAM AND POLICY GUIDE.
7. FOR EMPLOYEES THAT ARE PART OF THE INCIDENT MANAGEMENT TEAM, REFER TO THE ACTIVE INCIDENT MANAGEMENT DIRECTIVE OR SPEAK TO YOUR SUPERVISOR FOR FURTHER CLARIFICATION.

ADDENDUM MM

1-20-050. ACTING PAY COMPENSATION

- A. Classified and Unclassified Non-emergency service employees (excluding temporary employees and employees who are serving their initial probationary period) who are:
1. Designated to perform the duties of a position that is of a higher pay range than their normal job due to an absence or,
 2. ~~ACTING DUE TO A VACANCY WHERE THE EMPLOYEE IS TAKING ON PARTIAL RESPONSIBILITIES AND/OR DOES NOT MEET THE MINIMUM REQUIREMENTS FOR THE POSITION (AND IS THEREFORE NOT ELIGIBLE FOR A TEMPORARY PROMOTION).~~
 2. DESIGNATED FOR A SPECIAL ASSIGNMENT AS DIRECTED BY THE DIVISION DIRECTOR WITH APPROVAL FROM THE CITY MANAGER OR DESIGNEE; OR,
 3. ~~ACTING DUE TO A VACANCY WHERE THE EMPLOYEE IS TAKING ON PARTIAL RESPONSIBILITIES AND/OR DOES NOT MEET THE MINIMUM REQUIREMENTS FOR THE POSITION (AND IS THEREFORE NOT ELIGIBLE FOR A TEMPORARY PROMOTION); OR,~~
 4. An unclassified employee when covering for a vacancy in the same pay range as their normal job.
- B. Acting pay assignments must be for ten (10) days (two (2) work weeks) or greater and ~~do~~ **SHOULD** not last greater than ~~twelve (12) weeks~~ **SIX (6) MONTHS WITHOUT APPROVAL BY THE CITY MANAGER.**
- C. Acting pay will be paid retroactive to the effective date of the assignment.
- D. Classified positions that are approved by the ~~DEPARTMENT HEAD~~ **DIVISION DIRECTOR** to respond to an emergency situation, or are required by the ~~DIVISION HEAD~~ **DIRECTOR** to perform the duties of a position that is of a higher classification or range than their normal job due to a vacancy, absence, or required staffing level will receive Acting Pay Compensation under the following circumstances:
1. Acting Pay will be paid hour-for-hour for each hour the employee works in a position within a higher pay range.

ADDENDUM NN

1-50-039. PURCHASE DAY PROGRAM

C. PROCEDURE

2. The Benefit Eligible Employee may request to participate in the Purchase Day Program by submitting a Purchase Day Program Request form to the employee's immediate supervisor, Section Head, Division Director, ~~Deputy City Manager~~ AND Human Resources/**RISK MANAGEMENT** Director or designee.

ADDENDUM OO

1-50-040. BEREAVEMENT LEAVE

Benefit Eligible Employees are eligible for paid time off for bereavement leave in the event of the death of a Family Member.

A. ELIGIBILITY

1. Benefit Eligible Employees will receive up to five (5) Working Days of paid bereavement leave for a Family Member's Death., ~~subject to City operational needs as determined by the immediate supervisor.~~ IN THE CASE OF A LOSS OF PREGNANCY DUE TO A MISCARRIAGE OR STILLBIRTH, THE PARENTS ARE ELIGIBLE FOR THIS LEAVE.
2. Bereavement leave will be pro-rated for Part-Time **BENEFIT** Eligible Employees.~~by dividing the number of hours worked in the week by five (5) and rounding up to the next whole number.~~
3. **PROBATIONARY Non-Tenured** and Temporary Employees may receive up to five (5) Working Days of unpaid time off for bereavement.
4. ~~Earned Paid Sick Time may not be used for Bereavement Leave.~~
4. "FAMILY MEMBER" SHALL HAVE THE SAME MEANING AS SET FORTH IN A.R.S. § 23-371.H.

B. PROCEDURES

- A1. If an employee wishes to take time off due to the death of a Family Member, the employee should notify his or her THEIR supervisor immediately **AND SUBMIT A LEAVE OF ABSENCE REQUEST TO DOCUMENT THE LEAVE.**
2. **EMPLOYEES MAY USE THEIR ACCRUED SICK LEAVE WHEN ADDITIONAL TIME AWAY FROM WORK IS NEEDED TO GRIEVE THE LOSS OF THEIR FAMILY MEMBER.**
- B. ~~An employee shall submit a Leave of Absence Form to the immediate supervisor to record the employee's bereavement leave through the City's payroll procedures. The form should indicate the name and relation of the Family Member.~~

Form(s): [Leave of Absence Request Form](#)

ADDENDUM PP

1-50-082 ABSENT NO PAY

BENEFIT ELIGIBLE EMPLOYEES ARE ELIGIBLE TO REQUEST ABSENT NO PAY LEAVE FOR UNFORESEEN OR LIMITED INCIDENTS THAT REQUIRE A SHORT-TERM ABSENCE FROM WORK.

A. ELIGIBILITY

1. BENEFIT ELIGIBLE EMPLOYEES MAY USE NO MORE THAN THREE (3) WORKING DAYS OF ABSENT NO PAY LEAVE PER MONTH.
2. ALL OF THE EMPLOYEE'S APPROPRIATE ACCRUED LEAVE MUST BE EXHAUSTED BEFORE ABSENT NO PAY LEAVE CAN BE USED.
3. THE EMPLOYEE'S SUPERVISOR MAY APPROVE THIS TYPE OF LEAVE AND COMMUNICATE THE APPROPRIATE HOUR CODES TO PAYROLL. A SUPERVISOR MAY DENY THIS LEAVE TYPE AND IS NOT REQUIRED TO APPROVE ABSENT NO PAY LEAVE.
4. FOR ANY UNPAID ABSENCES FROM WORK THAT WILL EXCEED THREE (3) WORKING DAYS IN ONE MONTH, LEAVE WITHOUT PAY MUST BE REQUESTED AND BE APPROVED FOR THE EMPLOYEE'S ABSENCE. ANY UNAUTHORIZED ABSENCE WILL BE DEEMED UNAUTHORIZED LEAVE WITHOUT PAY. SEE SECTION 1-50-090, UNAUTHORIZED LEAVE WITHOUT PAY.