

PROPOSED UPDATES TO THE CITY EMPLOYEE POLICIES AND PROCEDURES MANUALS

Human Resources

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PPM CHANGE PROCESS



Reasons for Change

- Ensure legal alignment
- Improve clarity with specific examples
- Define terms
- Consistent alignment throughout Policies and Procedures Manual (PPM)

Process

- Human Resources and stakeholders collaborate
- Human Resources, City Attorney's Office, and Mayor's Office approval
- Employee comment period
- City Council Approval

CLARIFICATION AND LEGAL UPDATES



Civilian Policies

- 26 - Safety
- 32 – Formal Internal Complaint Resolution Process
- 33 – Unlawful Discrimination/Harassment/Retaliation
- 35 – Standards of Conduct
- 36 – Workplace Harassment and Violence
- 39 – Business Code of Ethics
- 43 – General Policies
- 44 – Discipline
- 45 – Appeal Procedure
- 46 – Pre-Deprivation and Pre-Termination Meetings
- 51 – Policy and Procedure Manual Modifications
- 52 – Tools and Equipment (Personal Usage of City-Owned)
- 53 – Information Technology Usage
- 55 – Employee Responsibilities for City Owned and Personal Vehicles for Business Use
- 59 – Charity Drives and Employee Solicitation

Sworn Policies

- 24 – Unlawful Discrimination/Harassment/Retaliation
- 26 – Formal Internal Complaint Process
- 27 – Standards of Conduct
- 29 – Business Code of Ethics
- 31 – Workplace Harassment and Violence
- 35 – Charity Drives and Employee Solicitation
- 41 – Nepotism
- 43 – Visitor(s) in the Workplace

DISCLAIMER UPDATE



- Civilian Policies and Procedures Manual
- Sworn Policies and Procedures Manual
- Drug and Alcohol Policies and Procedures Manual

WORKERS' COMPENSATION



- Civilian Policy 28 – Workers' Compensation
- Sworn Policy 19 – Workers' Compensation

PUBLIC INFORMATION AND RECORDS UPDATE



- Civilian Policy 49 – Release of Public Information
- Civilian Policy 50 – Open Records Act Compliance