



City of Apache Junction Human Resources

DATE: February 21, 2023
TO: Mayor and City Council Members
THROUGH: Bryant Powell, City Manager
FROM: Anna McCray, Human Resources Director
SUBJECT: Proposed 2023 City of Apache Junction Personnel Rules

I respectfully submit for your consideration the 2023 City of Apache Junction Personnel Rules. The rules were last updated in 2016 and the revisions set forth are introduced to:

- 1) Incorporate changes in employment laws; and
- 2) To provide each employee with an understanding which rights and privileges will serve to optimize working conditions and result in a professional, safe, enjoyable and efficient workplace; and
- 3) To provide each employee a clear and thorough understanding of the rules by which the City strives to operate, and the conditions under which employment with the City is accepted or continued.

Amendments or additions to the City's personnel rules are subject to approval by the City Council.

Included in the major changes, are:

Rule/Section	Page(s)	Revisions
1 – Policy and Purpose	6-7	
1 (1) – Purpose		Changed to Policy; added policy statement
1 (2) – Policy		Changed to Purpose; added purpose statements
1 (3) – Objectives		Deleted
1 (4) – Applicability, Enforcement..		Changed to Scope, Administration, Interpretation and Amendments
2 – Definitions	8-14	Grouped definitions all in one section; additions of definitions used throughout rules

3 – General Provisions 3 (1) – Equal Employment Opportunity	15-16	Added non-discrimination statement Updated EEO per employment laws Added City’s EEO Program information
Rule/Section	Page(s)	Revisions
3 (6) – Ethics	17-18	Expanded on ethics and conflict-of-interest and preferential treatment statements
3 (7) – Professional Conduct	19-20	Added Professional and Personal Conduct section
3 (9) - Gratuities	21	Updated language
3 (10) – Outside Employment/Volunteer	21-22	Expanded on outside employment considerations Added volunteer activities section
4 – Recruitment and Selection 4 (1) – Policy Statement	23	Updated policy statement
4 (2) – Applications	23	Requires electronic online application with reasonable accommodations when needed
4 (3) – Process	23-24	Clearly delineates duties between HR and hiring departments; adds minimum timeframes for recruitments
4 (5) – Screening	24	Updates HR duties in screening for minimum qualifications
4 (6) – Employment Offer	25	Requires HR extend all offers of employment
4 (7) – Eligibility Lists	25	Clarifying language on applicant eligibility list
4 (8) – Hiring of Relatives	25-26	Updated per state law which prohibits executive from appointing or hiring of relative; but allows for relatives of employees to work for the City, just not in supervisory-subordinate roles
6 – Classification 6 (4) – Reclassification	34	Increased Salary Grades the City Manager can reclassify positions within without City Council approval

7 – Employee Records		
7 (1) – Policy	36	Updated policy statement
7 (2) – Accessibility	36	Updated under what circumstances and to whom employee records would be made available to
7 (5) – Verification of Employment	37	Added section to identify information that may be released
8 – Attendances and Leaves		
8 (2) – Vacation	39	Added flexibility for City Manager to grant additional vacation leave as hiring incentive
8 (3) – Sick Leave	39-40	Deleted limitations of sick leave for family members Added flexibility for City Manager to grant additional sick leave as hiring incentive
8 (3) – Sick Leave	40	Updated the order in which accrued time off is used if accrued sick leave is exhausted
8 (3) (B) – Non-career Status Sick Leave	41	Added Prop 206 part-time sick leave language
8 (3) (C) – Supporting Documentation	42	Requiring documentation if abuse of sick leave is suspected
3 (12) – Holidays	47	Added flexibility for the City Manager to increase holiday hours awarded to employees
	47	Changed holiday posting requirements
	47	Replaced term of Personal Leave with Floating Holiday
3 (15) (H) (3) – FMLA Leave	51	Clarified exempt employees may be charged partial day credits when on designated FMLA
9 – Overtime		
9 (2) – Exempt and Non-covered Employees	56	Updated language per FLSA restrictions
9 (3) – Work Period	56-57	Defined work period

9 (5) – Meal Breaks	57	Clarified City expectations on meal breaks
9 (7) – Compensatory Time Payout	60	Mandates payout of comp time at employee’s base pay rate at time of promotion or demotion
10 – Performance Reviews		
10 (3) – Performance Review Requirements	63	Updated language re: city’s process
10 (4, 5 and 6)	63	Deleted as no longer applicable
11 – Drug-Free Workplace Policy		
11 (1) – Purpose	64	Added additional detail
11 (3) – Definitions	64	Deleted; all definitions at beginning of rules
11 (4) (A) – Post-job Offer	65	Revised language re: deadline to take test; positive test results
11 (4) (C) – Reasonable Suspicion	66	Added requirements and documentation needed
11 (4) (E) – Self-identification	67	Added opportunity for employee to self-report issue with substance abuse for assistance
11 (5) – Policy Violation	68-69	Updated acts of failure to participate in testing
11 (7) – Rehabilitation	69-70	Added responsibility of employee
11 (12) – Testing Methodology	71-72	Added and simplified language on types of testing
11 (13) – Test Results	72-73	Restrictions on who test results would be shared with
11 (14) - CDL	73	Updated CDL testing requirements and employee requirements
12 – Discrimination Policy		
12 (1) - Policy	74	Added “sexual orientation or preference” and “status of veteran” to the City’s anti-discrimination policy

14 – Fraternization		
14 (3) – Reporting	79	Reduced time from 6 months to 3 months in which one employee in a relationship with supervisory-subordinate role within same department has to transfer
16 – Discipline		
16 (2) – Grounds for Discipline	84-85	Added additional violations
4 – Pre-disciplinary Meeting	86	Added email as a method of delivery
7 – Technical Omissions	88	Deleted

Upon approval, each City employee shall then be advised of the revisions and shall immediately adhere to it. No employee, supervisor, Department Director or Council Member is authorized to make any verbal representations or promises that vary from the provisions of these policies or that vary from the departmental rules and regulations (if any) applicable to that employee’s department. Any such verbal representations or promises are hereby declared to be null and void and should not be relied upon by any employee.

Human Resources will strive to update the Personnel Rules on a bi-annual basis moving forward.

Thank you for your consideration.