



To: The Honorable Mayor and City Council

Through: Bryant Powell, City Manager

From: Elizabeth H. Riley, Human Resources Director

Date: September 6, 2016

Subject: Proposed Revision to the 2014 Personnel Rules

You are being presented with proposed revisions to the 2014 Personnel Rules. The proposed revisions, if accepted, will create the 2016 Personnel Rules which revises some sections to be consistent with city practices and provides clarification and grammatical changes to other sections.

The significant proposed changes are outlined below and in the redlined attachment of the 2014 revised personnel rules.

General Change to the Rules:

Date Change: 2014 to 2016

The significant proposed revisions are:

Rule	Section	Revision	Summary	
3 General Provisions	6 Ethics	Add: The city values integrity, respect, honesty, and responsibility in its employees.	This strengthens the city's overall qualities it expects in its employees	
4 Recruitment and Selection	6 Hiring of Relatives		Clarifies supervisory chain and removes the	This change was crafted by a team of department directors

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			restriction of not permitting the specified relationships from working in the same department. Directs employees to Rule 14. Fraternization	
5 Appointments, Status, Probation	5.B Transitional	Add: The transitional probation period of non-sworn and non-AZ POST certified employees to a title requiring AZ POST certification shall be ten (10) months.	This increases the current transitional probation period of six (6) months by four (4) months which is the time a prospective employee would spend in the AZ POST Police Academy	While in the Academy the employee is learning and not working as a Police Officer, thus the department is not able to assess their performance on the job
6 Classification	4 Creation, Abolishment, and Reclassification of Positions	Removes: Salary group 67 and replaces it with civilian salary group 30 and sworn salary group SL and above Removes: Salary group 66 and replaces with civilian salary group 29 and below sworn salary group SL	Salary groups are now consistent with practice and reflect the current salary schedule(s)	Preserves the authority of City Council to make classification and compensation changes to department directors, and the other five (5) high level administrators. Preserves the City Manager's authority to make classification and compensation changes to the remainder of the city positions

8 Attendance and Leaves	2 Vacation Leave	Removes: the statement, In cases where employees are unable to use accrued vacation due to department workload, an exception may be made with city manager approval.	Strengthens the reset of accrued vacation time to 320 hours on January 1 st .	
9. Overtime	7 Compensatory Time in Lieu of Paid Overtime	Removes: employees may not carry compensatory time from one position to the next when there is a salary change	Allows non-exempt FLSA classified employees the option of taking compensatory time with them when they change salary groups	
11 Drug-free Workplace Policy	3. C and D. 8 and 5. D	Adds: 3 C and D.8: Cause to Reasonable Suspicion; if a city vehicle is involved, the vehicle must be in operational mode and in motion Adds and Removes 5. D: adds in operational mode and removes receives a		This change was crafted by a task force of employees assigned by the city manager

		citation		
14 Fraternization Policy	3 Reporting Requirements	Adds: ...between employees in positions where one is in a supervisory chain of the other, either directly or indirectly and Remedy if such a situation occurs	Since employees are no longer prohibited from working in the same department, language was added explaining the employees responsibilities if a romantic relationship develops	This change was crafted by a team of department directors

Action requested: Direction to staff

Attachment

c: M. Busby, A. Jackson, J. Brooks

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