

CITY OF WARRENSBURG

April 9, 2021

Honorable Mayor and Members of the City Council City of Warrensburg, Missouri

Dear Mayor and Council Members:

SUBJECT: A Resolution of the Council of the City of Warrensburg Amending Resolution 2092, Concerning the Personnel Policies of the City of Warrensburg

BACKGROUND:

In July 2014, the Council approved Resolution 2092, establishing the current Personnel Policy Manual – herein referred to as the “Manual” – as it applies to all City employees. In the meantime, some policies have been amended and added, yet remained in separate documents outside of the Manual. Other policies remained unaltered, despite the current practices and circumstances having changed, necessitating a comprehensive revision.

Over the past months, with input from various employee groups, a complete review and revision of the Manual occurred. The document was updated to most accurately reflect current policies and practices in place, as well as for basic readability and grammar. Staff recommends accepting the complete revision of the Personnel Policy Manual, with the additions and changes as indicated. This will allow employees and management to better communicate and create more efficiency in City operations.

The edits and revisions include new policies, changes to existing policies, the consolidation of all personnel policies, and an overall clean-up of grammar and language. All substantial policy changes have been redlined in the attached document, but grammar and language changes have not. The policy changes can be viewed by the tracked changes, but **the (non-exhaustive) overview of proposed policy changes are as follows:**

- New
 - Telecommuting – Policy to reflect new telecommuting practices and rules, for now and in future.
 - Adverse Weather – Formal policy on the closure of City buildings in case of inclement weather, how they are handled, compensated, etc.
- Edited
 - Stand-by Pay – Revise stand-by pay wording to include Police Detectives.
 - Light Duty/Work Comp – Adjust language on light duty/work comp to encourage light duty work and eliminating employees being kept whole for 60 days.
 - Education & Travel Pay – Separated Education Reimbursement & Travel Reimbursement into separate policies, updated Tuition to include the Police Academy.
 - Anniversaries/Employee Recognition Program – Added sections formalizing the recognition of employees for service anniversary every 5 years.
 - Use of Cellular Devices – Include language prohibiting cellular device usage in moving vehicles.
 - Social Media – Creating policy on employee’s personal social media usage.
 - Use of Information Technology Systems – Rewritten policy from “Use of Electronic Media” to address all policies regarding IT equipment, devices, networks, etc.

- Drug-Free and Alcohol-Free Workplace – Modifying language to explicitly prohibit all marijuana use for employees until federally legalized.

ISSUE: To approve the updated Personnel Policy Manual to ensure formal policies align with common practice, and so employees can have a single document by which to adhere.

STRATEGIC PLAN:

This item is consistent with the Strategic Plan Focus V *Employee Morale and Retention*

FISCAL IMPACT:

N/A

ECONOMIC BENEFITS/IMPACT:

Recruit and retain employees dedicated to the stability and growth of our city.

RECOMMENDATION:

Staff recommends approval of the resolution and the attached Personnel Policy Manual.

Sincerely,

Danielle Dulin
Interim City Manager

Attachments: 1. Resolution
2. Personnel Policy Manual with redlined revisions