

CITY OF WARRENSBURG

HUMAN RESOURCES

October 25, 2021

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

Dear Mayor and Council Members:

SUBJECT: A resolution amending Resolution 2193 and approving changes to the personnel policies of the City of Warrensburg regarding performance evaluation and pay adjustments, holidays, domestic violence, or sexual violence leave and disciplinary action.

BACKGROUND:

In April 2021, City Council adopted Resolution 2193 approving several changes made to the personnel policy manual. The update made in April incorporated several changes that had been made over the course of several years into the manual. One change that was inadvertently omitted related to the timing of start dates, promotion dates, and merit raises. Additionally, during the 2021 legislative session, two laws were passed by the state government requiring the city to make changes to its personnel policy, and the federal government recognized Juneteenth as an official federal holiday. These items prompted the need for revisions to the current personnel policy manual.

Section 300.06

The first change is to Section 300.06, Performance Evaluations and Pay Adjustments, to specify when a new employee or employee receiving a promotion is eligible or not eligible for a merit and/or wage increase. Previously the City had an Administrative Regulation Guideline that indicated a new employee was not eligible for a merit or wage increase at the beginning of the year if they started employment on or after July 1st of the previous year. In addition, this change eliminates the language that this regulation also applied to promotions or reclassifications of employees that occurred on or after October 1st of the previous year. This brings this formally into the personnel policy manual. This is the change to personnel policy language that was inadvertently omitted in the prior change process.

Section 400.03

The second change is to Section 400.03, Holidays, and includes the addition of the Juneteenth holiday to the list of recognized holidays granting time off to employees, unless business needs require an employee work on the holiday, to observe the Juneteenth holiday and celebrate African American freedom and emancipation. Further changes to Section 400.03 include a total of two floating holidays, instead of one, and eliminating the City Manager's discretionary time off language. As our workforce grows more diverse employees may celebrate holidays that are not currently observed by the organization. This change provides employees with the discretion to use their floating holidays as they

deem appropriate and necessary. The total number of holidays will increase to 13 and the floating holiday pro-ration table will be corrected to reflect this change.

Section 700.03

The third change is to Section 700.03, Disciplinary Action, and is adding language to specifically comply with state law regarding Police Officer investigations and changes to Police Department policy resulting from state law requirements. This establishes and preserves the City Manager as the hearing officer for this process and recognizes the City will comply with not only departmental policy guidelines but will also follow state law regarding the new process developed for administrative personnel investigations or questioning of law enforcement officers. Warrensburg Police Department Memorandum 21-2 investigation procedure attached as attachment B.

Section 400.33

The fourth and final change for this resolution is the addition of Section 400.33, Domestic Violence or Sexual Violence Leave, and this policy is being added to comply with a new state law provision providing unpaid leave benefits to victims of domestic violence and their family or household members.

Staff recommends approval of these changes to the personnel policy manual. Copies of the above personnel policy changes and additions are attached.

ISSUE:

STRATEGIC PLAN:

FOCUS V: Employee Morale and Retention

FISCAL IMPACT:

An additional holiday is projected to cost approximately \$12,000.00 across all funds and divisions. This is due to the fact the holiday would be added to police officers and firefighters Paid Time Off balances and could potentially be paid out at the end of the year. This annual cost will go up as salaries increase each year and will need to be factored in the personnel costs. Additionally, there is an opportunity costs associated with having city offices closed to the public and not being able to provide services.

RECOMMENDATION:

Adopt resolution.

Sincerely,

Greg McCullough
Human Resource Director

Attachments: 1. Resolution
2. Personnel Policy Amendments – Attachment A
3. Warrensburg Police Department Memorandum 21-2 Attachment B