



City of Maricopa

Legislation Details (With Text)

File #: RES 12-09 **Version:** 1 **Name:** Resolution - Personnel Policies
Type: Resolution **Status:** Passed
File created: 3/21/2012 **In control:** City Council Regular Meeting
On agenda: 4/17/2012 **Final action:** 4/17/2012
Title: A Resolution of the Mayor and City Council of the City of Maricopa, Arizona, amending the City of Maricopa Personnel Policies and Procedures Handbook by deleting sections 2.4, 2.5, 3.1, 3.2, 3.3, 3.4, 4.1, 4.2, 4.3, 4.4, 4.6, 4.8, 5.1, 5.2, 5.8, 7.2, 7.3, 7.4 and 7.5 in their entirety and renumbering the remaining sections. Discussion and Action.
Sponsors: Karen Shaffer
Indexes: Fiscal Policies and Management
Code sections:
Attachments: 1. Proposed Personnel Policies and Procedures Manual, 2. Resolution

Date	Ver.	Action By	Action	Result
4/17/2012	1	City Council Regular Meeting	Approved	Pass

A Resolution of the Mayor and City Council of the City of Maricopa, Arizona, amending the City of Maricopa Personnel Policies and Procedures Handbook by deleting sections 2.4, 2.5, 3.1, 3.2, 3.3, 3.4, 4.1, 4.2, 4.3, 4.4, 4.6, 4.8, 5.1, 5.2, 5.8, 7.2, 7.3, 7.4 and 7.5 in their entirety and renumbering the remaining sections. Discussion and Action.

The City of Maricopa's Personnel Policies and Procedures were adopted in 2006. Since then, the City has grown from approximately 40 employees to more than 200 employees. The City has seen considerable change although the City's Personnel Policies and Procedures have remained unaltered since 2006.

Staff is proposing that some of the City of Maricopa Personnel Policies and Procedures Manual adopted in 2006 be repealed and replaced with City Manager-approved Administrative Policies. This request is based on changes in the workforce, work environment, operational needs and the needs of the City and employees, as well as the ability of the City Manager to set policies regarding the workplace environment in accordance with the City's Municipal Code.

If adopted, the following policies will remain as Council-approved policies:

<u>Policy Title</u>	<u>SECTION</u>
<u>1: General Provisions</u>	
• Purpose of Personnel System	1.1
• Disclosure	1.2
• Definitions	1.3
• Anti-Discrimination	1.4
• Disability Discrimination	1.5
<u>2: Merit System</u>	
• Merit System-Purpose and Introductions	2.1

• Merit Board and Organization and Administration	2.2
• Grievance and Appeals Procedures	2.3
<u>4: Conditions of Employment</u>	
• Political Activity	4.5
• Disciplinary Action	4.7
<u>5: Employee Responsibilities and Conduct</u>	
• Weapons in the Workplace	5.3
• No Tolerance Workplace Violence	5.4
• Sexual Harassment Policy	5.5
• Drug Free Workplace	5.6
• Tobacco Free Workplace	5.7
<u>6: Leave</u>	
• Holidays	6.1
• Vacation	6.2
• Sick Leave	6.3
• Family and Medical Leave	6.4
• Authorized Leave	6.5
<u>7: Benefits and Compensation</u>	
• Insurance and Retirement Benefits	7.1
<u>8: Separation from Service</u>	
• Resignation	8.1
• Layoff	8.2
• Retirement	8.3
• Dismissal	8.4
• Exit Procedure	8.5

The following policies are recommended for repeal and replaced with City Manager-approved Administrative Policies.

<u>Policy Title</u>	<u>SECTION</u>
<u>2: Merit System</u>	
• Merit Salary	2.4
• Promotion, Transfer, Demotion	2.5
<u>3: Recruitment Process</u>	
• Recruitment and Selection	3.1
• Certification and Classification	3.2
• Evaluation	3.3
• Other Appointments	3.4
<u>4: Conditions of Employment</u>	
• Citizenship	4.1
• Conflict of Interest	4.2
• Outside Employment	4.3
• Nepotism	4.4
• Gift and Gratuities	4.6
• Fire Department	4.8

5: Employee Responsibilities and Conduct

- Employee Code of Conduct 5.1
- Employee Appearance 5.2
- Telephone, E-mail and Internet Use 5.8

7: Benefits and Compensation

- Compensation Schedules and Procedures: Flex Time 7.2
- Overtime 7.3
- Expense Reimbursement 7.4
- Training and Education

Staff recommends that the Mayor and Council adopt the resolution with an immediate effective date.