



# City of Maricopa

## Legislation Text

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**File #:** RES 19-48, **Version:** 1

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A Resolution of the Mayor and City Council of the City of Maricopa, Arizona, amending and renumbering Section 6 of the City of Maricopa Personnel Policies and Procedures Handbook regarding holidays, vacation, sick leave, Family Medical Leave Act and other authorized leave. Discussion and Action.

The City Manager and Administrative Services is presenting to the Mayor and Council a simplified version of past Personnel Policies and Procedures to establish a stronger relationship between the Personnel and Administrative policies, where the Personnel Policies will set guidelines for the City Manager to better serve the employee with current administrative policies and procedures.

This proposed action establishes guidelines which the Administrative Policies inturn will define employee leave practices and procedures for all leave types.

This action also keeps Section 5.2 in compliance with the Family and Medial Leave Act.

Specifically proposed that the current Section 6.0 of the Personnel Policies and Procedures.

6.1 Holidays

6.2 Vacation

6.3 Sick Leave

6.4 Family Medical Leave Act

6.5 Military, Jury, Voting and Bereavement Leave

Will be replaced with Section 5.0 of the Personel Policies and Procedures.

5.1 Leave

5.2 Family Medical Leave Act

This item will be presented by Administrative Services Director, Jennifer Brown.

Staff recommends Mayor and City Council approve a resolution amending City of Maricopa Personnel Policies and Procedures regarding Leave