



City of Maricopa

Legislation Text

File #: RES 22-10, Version: 1

A Resolution of the Mayor and City Council of the City of Maricopa, Arizona, adopting the amended City of Maricopa Personnel Policies and Procedures Handbook in its entirety. Discussion and Action.

Review of all Sections the Personnel Policies and Procedures to determine that such sections should be revised to amend the policies as proposed by the Policy Committee.

Specifically propose that the current Sections, listed below, of the City of Maricopa Personnel Policies and Procedures shall be deleted in their entirety and replaced with the following:

As set forth in Section 3.70.010 of the City Code, as may be amended from time to time, City staff has reviewed and recommended revisions to several sections of the Personnel Policies and Procedures Handbook and, for the purpose of clarity, is requesting Council now approve the amended City of Maricopa Personnel Policies and Procedures Handbook in its entirety.

1 GENERAL PROVISIONS **1.3.2 Unclassified Service - 'at-will' employees, iv.**
Part-time Employee shall not work more than...120 hours in a consecutive four week period and been amended to

Part-time Employee shall not work more than...1,508 hours annually
1.4 Anti Discrimination, a. Removed paragraph a.
Prohibition against discriminatory practices...

1.5 Americans with Disabilities Act added
Administrative ADA Policy cross-reference.

2 MERIT SYSTEM **General Purpose Section** Removed General Purpose Section, as it was redundant to the policy content.

3 POLITICAL ACTIVITY Policy has been renumbered to **4 Political Activity**
This policy has been rewritten in it's entirety by Legal to coincide with our City Code and State Statutes.

4 DISCIPLINARY ACTION Policy has been renumbered to **3 Disciplinary Action**

5 WORKPLACE STANDARDS Moved procedural direction to the Administrative Policy. Policy remains as a directive of items not to be tolerated: Violence, Harassment and Drug & Tobacco.

6 LEAVE Moved FMLA to Administrative Policy
Moved procedural direction to related Administrative Policies

7 BENEFITS AND COMPENSATION This Policy has been moved to the Administrative Policies in its entirety

8 SEPARATION FROM SERVICE

This Policy has been moved to the Administrative Policies in its entirety

All current Council Approved Policies are attached with Redline proposed changes.
All Policies proposed by City Staff are attached with all the changes indicated above.
Personnel Policies will result in the following topics:

- 1 GENERAL PROVISIONS
- 2 MERIT SYSTEM
- 3 DISCIPLINARY ACTION
- 4 POLITICAL ACTIVITY
- 5 WORKPLACE STANDARDS
- 6 LEAVE

This item will be presented by the Assistant City Manager, Jennifer Brown.

Staff recommends Mayor and City Council approve a resolution adopting the amended City of Maricopa Personnel Policies in its entirety.