

**CITY OF PAPIILLION
MAYOR AND CITY COUNCIL REPORT
FEBRUARY 7, 2023**

Subject: Approve Personal Leave changes for inclusion in the Personnel Manual	Type: Resolution R23-0024	Submitted By: Carrie Svendsen, Human Resources Director
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SYNOPSIS

Approval of Resolution R23-0024 will approve an update to Personal Manual Policy 3-3. Paid Personal Days. Section §64-1 of the Papillion Municipal Code requires City Council approval of specific policies within the Personnel Manual. These policies are termed “first division” policies and therefore require City Council approval:

Changes to policy 3-3. An increase from two to three paid Personal Days is recommended to provide equal benefits for Management/Exempt Employees and the collective bargaining groups. Resolution R23-0024, upon approval, will adjust the employees’ number of paid Personal Leave days off consistent with other eligible employees.

FISCAL IMPACT

3-3. Paid Personal Days <i>Total to add one day to 61 Management Exempt Employees impacted by the change of policy. This includes 457B City match and Employer FICA taxes.</i>	\$23,671.68
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BACKGROUND

Historically, modifications were made to the Personnel Manual to align Management/Exempt employees’ benefits to those of the collective bargaining groups.

RECOMMENDATION

Approval.

ATTACHMENTS

1. Resolution R23-0024
2. Personnel Manual Policy Updates Redlined Version
3. Personnel Manual Policy Updates Clean Version
4. Papillion Municipal Code, Chapter 64, Personnel Policies

RESOLUTION R23-0024

WHEREAS, §64-1 Personnel Policies of the Papillion Municipal Code identifies specific policies which may be modified, deleted or added by resolution of the City Council; and,

WHEREAS, the City of Papillion desires to modify and update the policy **3-3 Paid Personal Days** of the Personnel Manual to add one additional day for a total of three (3) days.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and City Council of the City of Papillion that the updated Personnel Manual First Division Policy titled above is hereby approved and incorporated into the April 2013 Personnel Manual.

PASSED AND APPROVED THIS 7th DAY OF FEBRUARY 2023.

CITY OF PAPILLION,

David P. Black, Mayor

ATTEST:

Nicole Brown, City Clerk

3-3. Paid Personal Days *(Approved February 7, 2023/Approved September 17, 2019)*

The City of Papillion provides eligible employees ~~two~~ ⁽²³⁾ personal days each calendar year. Personal days will be credited to all eligible employees on the first pay date in January.

Upon hire, employees shall receive ~~two~~ ^{three} (23) personal leave days if they commence employment prior to June thirtieth (30th), employees who commence employment between July first (1st) and September thirtieth (30th) shall receive two (2) days, all other employees who commence employment on or after October ~~July~~ first (1st) ~~and September thirtieth (30th)~~ shall receive one (1) personal leave day. Unused personal leave days or hours after December thirty-first (31st) shall be forfeited and not carried over to the next calendar year. Unused personal leave days or hours shall not be paid at termination or separation of employment.

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3-3. Paid Personal Days *(Approved February 7, 2023)*

The City of Papillion provides eligible employees three (3) personal days each calendar year. Personal days will be credited to all eligible employees on the first pay date in January.

Upon hire, employees shall receive three (3) personal leave days if they commence employment prior to June thirtieth (30th), employees who commence employment between July first (1st) and September thirtieth (30th) shall receive two (2) days, all other employees who commence employment on or after October first (1st) shall receive one (1) personal leave day. Unused personal leave days or hours after December thirty-first (31st) shall be forfeited and not carried over to the next calendar year. Unused personal leave days or hours shall not be paid at termination or separation of employment.

Chapter 64

PERSONNEL POLICIES

GENERAL REFERENCES

Officers and employees — See Ch. 51.

Salaries and compensation — See Ch. 64.

Pensions — See Ch. 60.

Social security — See Ch. 76.

§ 64-1. Adoption of manual by reference. [Amended 1-18-2005 by Ord. No. 1454]

In order to promote economy and efficiency in civil services; ensure compliance with applicable laws; provide fair and equal opportunity to qualified individuals both in entry to and promotion within city service based upon merit and fitness as ascertained through fair personnel methods and to promote high morale among city employees by providing good working conditions; consideration for employees' welfare and a basis for understanding the conditions of city employment there is hereby adopted a personnel manual which shall be in printed pamphlet or booklet form. The manual shall contain two divisions.

- A. The first division shall contain policies controlling the following listed subject matters (identified by the currently existing policy designation). Policies in the first division may be modified, deleted or added by resolution of the City Council.

Access to Personnel Files (Policy 202)

Performance Evaluations (Policy 207)

Employee Benefits (Policy 301)

Vacation Benefits (Policy 302)

Holidays (Policy 303)

Sick Leave Benefits (Policy 305)

Time Off to Vote (Policy 306)

Bereavement Incentives (Policy 307)

Jury Duty (Policy 308)

Educational Incentives (Policy 311)

Health and Dental Insurance (Policy 312)

Life Insurance (Policy 313)

Pension Plan (Policy 314)

Longevity Pay Benefits (Policy 316)

Business Travel Expenses (Policy 508)

Leaves of Absence (Policies 601 through 604, exclusive of forms)

Progressive Discipline (Policy 710, exclusive of forms)
Problem Resolution (Policy 711)

- B. The second division shall contain all other policies suitable for inclusion in the personnel manual. Policies in the second division may be modified, deleted or added by the City Administrator followed by timely notice to the Mayor and City Council.
- C. Copies of said personnel manual shall be maintained in the office of the City Administrator and copies shall be provided to each city employee and to each member of the City Council.