

**CITY OF GOODYEAR  
COUNCIL ACTION REPORT**

<b>SUBJECT:</b> City Council to consider for possible action amending city “Policy 200 Employee Compensation,” “Policy 600 Attendance and Leave” and “Policy 700 Professional and Personal Conduct”	<b>STAFF PRESENTER:</b> Lyman Locket, Human Resources Director  <b>CASE NUMBER:</b> None  <b>OTHER PRESENTER:</b> None
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**PROPOSED ACTION:**

ADOPT RESOLUTION NO. 2018-1881 AMENDING “POLICY 200 EMPLOYEE COMPENSATION,” “POLICY 600 ATTENDANCE AND LEAVE” AND “POLICY 700 PROFESSIONAL AND PERSONAL CONDUCT” AS AN AMENDMENT TO THE “CITY OF GOODYEAR POLICY AND ADMINISTRATIVE GUIDELINES MANUAL OF 02/01/2004.”

**BACKGROUND AND PREVIOUS ACTIONS:**

Human Resources continually reviews and revises policies and guidelines to reflect the most recent labor law changes, implement best practices, and to enhance wording or provide clarity to our manual. See details of the recommended policy changes below. (Lyman Locket, Human Resources Director)

**STAFF ANALYSIS:**

Policy 200 – Employee Compensation

- Changed Demotion for Non-Disciplinary Reasons to provide for a salary reduction of an equal amount of the promotional increase if the demotion takes place within 24-months.
- Added language for lateral police officer and firefighter starting rates as negotiated in the Fire and Police MOU’s.
- Changed Longevity Pay to include fire personnel as was negotiated in Fire MOU
- Added Fire 40-hour Day Shift Assignment language to define how firefighter day shift rate will be calculated.
- Updated Paramedic and HAZMAT pay to reflect new market rates negotiated in Fire MOU.
- Updated Fire Uniform Allowance to reflect the new reduced rate as negotiated in MOU.
- Changed the Shift Differential Pay to reflect the new shifts as negotiated in the Police MOU.
- Added Special Event Pay for Fire personnel as was negotiated in MOU.
- Updated Bilingual Pay to reflect new skill pay rates.
- Added Equity Adjustment to provide ability to address compliance with federal law, internal equity and retention considerations.

Policy 600 – Attendance and Leave

- Changed accrual rates to reflect new market rates
- Restored and update Vacation Cash-in language to include 1.4 multiplier for 56-hour personnel

- Added language for Sick Leave Conversion to Retirement Health Savings Account
- Added Fatigue Leave to address the protocol for maintaining safety in circumstances where employees are fatigued as a result of working extended periods due to callout or hold over circumstances beyond a specific amount of time. This applies to non-sworn employees.
- Added Industrial Leave for Off-Duty Appointments to provide leave when employees with work related injuries are not able to attend appointments when they are on duty.

#### Policy 700 – Professional and Personal Conduct

- Added Professional Conduct Outside of Work to address appropriate behavior while representing the city or when utilizing services provided by the city.

#### **FISCAL ANALYSIS:**

The financial impacts of pay and benefit changes, has been accounted for in the FY2019 budget. Fatigue leave and equity pay adjustments will be absorbed within department budgets.

#### **RECOMMENDATION:**

Adopt Resolution No. 2018-1881 amending Policies 200, 600 and 700.

#### **ATTACHMENTS:**

Policy 200 (Employee Compensation) with redline changes  
 Policy 600 (Attendance and Leave) with redline changes  
 Policy 700 (Professional and Personal Conduct) with redline changes  
 Resolution No. 2018-1881  
     Policy 200 (Employee Compensation) Final  
     Policy 600 (Attendance and Leave) Final  
     Policy 700 (Professional and Personal Conduct) Final

Policy 200, 600 and 700  
(Strikethrough Versions)