

The following **major** updates to policies are proposed:

- Policy 1.1: Objectives-adds language about the overall purpose of the Personnel Policy Manual.
- Policy 1.2: Applicability/Scope and Interpretation-adds language about the applicability and scope of the Personnel Policy Manual.
- Policy 1.3: Department Regulation- adds language about director's overall responsibility and authority over their employees.
- **Policy 1.4:** Benefits Are Not Contractual-new policy stating that the city's benefits policies are not in any manner a contract nor do they create a contractual right for employees to receive any benefits.
- Policy 2.1: Employment at Will-update policy to state that all employees are at will and do not have a contract with the City.
- Policy 2.2: Equal Employment Opportunity-update policy specific to protective characteristics of employees.
- Policy 2.3: Affirmative Action Plan- update policy specific to protective characteristics of employees and adding language about recruiting and vacancy listings.
- Policy 2.4: Types of Employees- update policy specific to types and hours worked by employees.
- **Policy 2.9:** Employment of Non-Citizens, VRS Retirees and Juveniles-new policy
- Policy 2.14: Outside Employment-adds language about outside employment when out on approved FMLA.
- Policy 2.18: Termination of Employment-adds language about pay upon termination. If an employee does not provide at least a 2-week calendar notice, the employee will forfeit general leave payout.
- Policy 2.19: Travel, Reimbursement and Use of City Credit Cards-changed language about travel and lodging for overnight trips from 100-mile radius to 80 mile radius. Eliminated language about payment of registration fees for employee spouses while attending annual state and national professional association conferences.
- **Policy 2.20:** Personnel Files-new policy about employee's personnel file.

- **Policy 2.22:** Pregnant Workers Policy-new policy as required by the federal Pregnancy Workers Fairness Act (PWFA) and the Providing Urgent Maternal Protections (PUMP) Act.
- Policy 3.4: Drug and Alcohol-Free Workplace-adds language that only the physician and/or medical provider can order a re-test beyond the original test.
- Policy 3.7: Acceptable Use of Information & Technology Resources-changes the title from Internet Security to Acceptable Use of Information Technology Resources and adds new and updated language about acceptable use of information and technology resources.
- Policy 3.8: Political Activity: updates and adds language about what constitutes political activities.
- Policy 3.10: Harassment: updates and adds language specific to the definition of harassment and mandatory reporting obligations.
- **Policy 3.11:** Facility Access and Security- new policy on door security and employee access.
- **Policy 3.12:** Workplace Violence: new policy on workplace violence including guidelines on the city, department director, manager and employee's responsibility, prohibited behavior, carrying, displaying and use of weapons and reporting and investigating procedures.
- Policy 3.13: Dress Code: updates and adds language about unacceptable attire, hygiene and use of perfumes.
- **Policy 3.14:** Smoke and Vape-Free Workplace-new policy on smoking and vaping in the workplace.
- Policy 3.16: Media Relations- updates and adds language about media relations.
- Policy 3.17: Social Media- updates and adds language about social media.
- Policy 4.7: Salary Adjustments-adds language about competitive salary offers.
- Policy 4.8: Overtime, Compensatory Time, Emergencies and On-Call-adds language defining rest periods, meal breaks, use of electronic communication devices and record keeping requirements.
- **Policy 4.14:** Direct Deposit-new policy stating that employees are required to participate in direct deposit.
- Policy 5.2: Leave-adds the following language:

- For existing part-time employees who move to full-time, leave accrual is based on years of service with the city. For new employees, leave accrual is based on years of service with VRS.
 - Employees who do not give a two-week calendar notice or are involuntarily terminated or separate through job abandonment forfeit general leave pay out.
 - Major illness-adds language that allows employees to use major illness leave whose covered family members qualify for medical events falling under FMLA. Additionally, adds language about payment of accrued but unused major illness leave at retirement.
 - Major illness-adds language allowing payment of a portion of unused major illness leave upon retirement.
- Policy 5.3: Holidays and Holiday Pay-adds language extending the use of holiday scheduling under special circumstances and updates the language under holiday pay.
- Policy 5.11: Inclement Weather and Other Emergency Leave-adds language specific to essential and non-essential personnel during inclement weather and other emergencies.
- Policy 5.13: Death-in-Family Leave-adds language updating the definition of immediate family.
- Policy 5.14: Volunteer Time-adds language updating what constitutes volunteer time.
- **Policy 5.17:** Organ Donation Leave-new policy adding the use of Organ Donation Leave per the Code of Virginia.
- **Policy 5.18:** Parental Leave-new policy adding the use of paid parental leave.
- Policy 6.2: Health Plan-under Retiree Health Coverage, adds the following language:
 - the employee must retire from the city in good standing and;
 - the spouse of the employee must be on the city's health insurance plan for at least one full year preceding the employee's retirement date to remain on the plan. This requirement, for eligibility purposes, goes into effect one year after the City Council adopts the policy.
- Policy 8.2: Employee Motor Vehicle License and Operation-adds language about personal tax liability for personal use of take-home city vehicles.