



REQUEST FOR BOARD ACTION

BOARD MEETING DATE: Tuesday, January 11, 2022

REVIEWALS:

City Administrator: Completed

SUBJECT:

Personnel Manual Update

LIST OF ATTACHED REFERENCE DOCUMENTS:

Personnel Manual

FISCAL IMPACT:

N/A

BACKGROUND/DISCUSSION:

Currently, new employees do not receive any paid time off (PTO) until they have worked for the city for twelve consecutive months. This means they are not able to get paid for sick leave or vacation for a full year after beginning employment with the City of Sunset Hills. A twelve-month probationary period is antiquated and has become problematic with new employees who need time off for sick leave. Additionally, it is unrealistic to expect new hires to go without any vacation for a full year. The proposed policy would allow employees to begin using their vacation time after 6 months of employment, but also protects the City's liability by requiring twelve consecutive months of employment prior to any PTO payout upon separation. This minimizes the city's financial risk while creating a more modern and equitable leave policy for new hires.

STAFF RECOMMENDATION:

Staff recommends approval.

MEETING HISTORY: