



## REQUEST FOR BOARD ACTION

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**MEETING DATE:** January 20, 2022  
**PREPARED BY:** Denise Thul, Human Resources Director  
**AGENDA ITEM:** Ratify Amendments to Personnel Policy Manual

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**PREVIOUS ACTIONS:**  
None

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**RECOMMENDED PARK BOARD ACTION:**

Motion to ratify amendments to personnel policy manual as outlined below. The following personnel policy amendments were approved by City Council on December 20, 2021:

- Amend article 1: Code of ethics
  - Amend article 6: Working hours and breaks
  - Amend article 7: Probation period
  - Amend article 17: Vacation leave
  - Amend article 21: Family & Medical Leave Act (FMLA)
  - Eliminate article 21A: Family & Medical Leave Act (FMLA) for Military Families
  - Amend article 35: Training and conference reimbursement policy
  - Amend article 38: Safety policy
  - Amend article 47: Employee appearance and identification
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**COMMENTS:**

Policies and procedures are continually being reviewed and updated to keep pace with changes in the workplace, to ensure efficiencies in administration, to remain competitive in the market, to maintain internal equity, and for compliance with new laws and regulations.

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**ATTACHMENTS:**  
None