



MEMORANDUM

AGENDA ITEM #IV.I

DATE: SEPTEMBER 23, 2019

TO: COUNCIL MEMBERS

FROM: STAFF

SUBJECT: PERSONNEL POLICY UPDATE

Council staff, in collaboration with legal counsel, will be undertaking the review and comprehensive update of the Personnel Policy (2014) the Statement of Organization (2013) in advance of the Council's November 25, 2019 meeting.

In the interim, it is necessary to update a few key policies in the Personnel Manual to clarify expectations related to Section 2: Definitions and Section 6: Resignation, Layoff, Disciplinary Action, specifically 6.1 Resignation.

Section 2. Full-Time Employee - A regular, probationary, or temporary employee who fills a position which normally requires services for the entire regular workweek, ~~and~~ who is compensated based on an annual rate, and works a minimum of 35 hours per work week.

Section 6.1 Resignation – An employee accepting employment agrees that, in the event of resignation, written notice will be submitted to the Executive Director 30 calendar days in advance, ~~for professional employees and 14 calendar days in advance for all other employees.~~ Failure to comply with the above requirements constitutes serious misconduct.

Payment of accrued benefits upon termination are contingent upon compliance with the notice requirements specified in Paragraph 1, unless specifically excused in writing by the Executive Director.

Recommendation

Approve amended Section 2 and Section 6.1

