

MEMORANDUM

Date: November 12, 2024
To: Mayor and Members of Council
Cc: Thomas Sheridan, City Manager
From: Suzanne Havranek, Human Resources Manager

In preparation for the Council Workshop on November 26, 2024, I am summarizing the proposed and approved amendments to the City of Hudson Employee Handbook and Personnel Rules for your review. These proposed changes have been approved by the Personnel Advisory and Appeals Board at their September 30 meeting. To assist you with the proposed changes, ~~items in red indicate current language/items to be removed~~, and items underlined in blue indicate proposed language to be added.

CHAPTERS

Handbook will be reviewed and revised on an annual basis. The following updates have been made:

Chapter III – Pay and Classification

- Updated *Sections (B)(1) Pay Periods, (F)(6) Call-Out Pay & (H)(4) Compensation for Attendance at Schools* - references to Fire Department Volunteers to include “paid on-call” to designate they are compensated employees.
- Updated *Section (G) Automobile and Mileage Allowance, Additional City Vehicle Guidelines* - removed annual use language as it is no longer applicable.
- Updated *Section (I) Uniforms and Uniform Allowance (2) Other Employees* – the maximum reimbursement amount has been updated from \$150 to \$200 to better reflect the rising cost of boots and recent union wage increases for boot/uniform allowances. This is to incorporate the City Manager’s Administrative Directive #24-02.

Chapter IV – Benefits

- Updated *Section (A) Health and Life Insurance* – Incorporated language from Administrative Directive #16-03, waiving the thirty (30)-day waiting period for health care coverage for full-time rehires who are reemployed within sixty (60) days of their previous health care coverage termination.

Chapter V – Time off/Leaves

- **Section (A)(1) Holidays** – updated language to clarify the Designated Holiday begins at midnight.
- Separated out holiday compensation for part-time employees by adding **Number (5)** and clarifying the date of a City Designated Holiday.
- Added **Number (6) Holiday Compensation and Entitlement – Part-Time Paramedics Only** to incorporate Administrative Directive #23-02.
- Under **Number (8) Police Holidays** added language to clarify collective bargaining agreement takes precedence over this section.
- **Section (B) Vacations (5) Payment of Vacation Upon Termination of Employment** updated section to clarify that vacation leave is not eligible for cash-out if the employee has not completed the initial probationary period.

Chapter VII – Rules and Policies

- **Section (F) Technology Use Policy (4)** – added “tablets” to equipment used.
- **Section (F) Technology Use Policy (5)(6)(e)(7)** – updated all references of Information “Services” Department to Information “Technology” Department.
- **Section (F)(7) Technology Use Policy -Encryption** - added language that notification must be made to the Information Technology Department if an employee uses an encryption software.
- **Section (F) (8) Technology Use Policy - Participation in Online Forums** – removed “facilities” and replaced with “devices”.
- **Section (G) Social Media Policy** – updated language to align with recent Supreme Court decision *Lindke v Freed*, 601 U.S. (2024) regarding violation of First Amendment rights. Changed all references of Communications Specialist to Communications Department.
- **Section (H) (3) Media Relations Policy** – language updated to include review of public records requests shall be reviewed by the Law Director prior to dissemination.
- **Section (H) (5) Media Relations Policy – Media Relations in a Crisis** – language added to include the Mayor in notifications during a crisis event.
- **Section (J)(9) Cell Phone Authorization – Employee Rights & Responsibilities**– updated all references of Information “Services” Department to Information “Technology” Department.

- **Section (K) Cell Phone Allowance Policy**– updated all references of Information “Services” Department to Information “Technology” Department.
- **Section (K)(1) Cell Phone Allowance Policy – Purpose** – updated the language from “begin issuing” to “provide” to emphasize ongoing support rather than initial implementation.
- **Section (L) City Issued Cell Phones and Pagers & Section (M) Cell Phone and Pager Use Policy**– updated language to make it more concise and accurately reflect current usage practices.
- **Section (AD) Telecommuting and Flextime Policy** – updated changes to policy per Administrative Directive #24-01.
- **Section (AG) Travel Guidelines** – include new language to clarify how to locate reimbursable rates for meals and incidental expenses when traveling. Air Travel section updated from “supersaver” to “economy fare” in regards to coach airfare to reflect more current terminology.
- **Section (AI)(7) Security Awareness Training and Testing Policy – Disciplinary Action** – revised discipline section per Administrative Directive # 24-03.