



TOWN OF PRESCOTT VALLEY STAFF REPORT

DATE: June 29, 2023

TO: Mayor & Town Council

THROUGH: Gilbert Davidson, Town Manager

FROM: Teri Traaen, Human Resources Director

DEPARTMENT: Human Resources

AGENDA TYPE: Consent Agenda

SUBJECT: Updates Human Resources Policy Manual - Consideration & Possible Action (Authorize Signature) [Teri Traaen, Human Resources Director]

STRATEGIC PLAN FOCUS AREA: High-performing team means how we conduct our business and ourselves through our culture, diversity, communication, delivery, outreach, processes, and values. What we do, how we do it, and who we do it for.

SUMMARY/BACKGROUND:

On May 11, 2023, Town Council approved Resolution No. 2023-2316 adopting the new Town Human Resources Policy Manual. As implementation of the new policies began following that meeting, a need to clarify some of them was identified.

The revisions are to the following sections in the Policy. The attached redline shows the nature of the changes, at the following pages:

Section 3-7-3 p. 37
Section 4-1-3 p. 42
Section 4-1-5 p. 43
Section 4-1-7 p. 46
Section 4-3-3 p. 48
Section 4-3-4 p. 48
Section 4-8-3 p. 62
Section 4-8-4 p. 62
Section 4-9-1 p. 64
Section 5-4-4 p. 87
Section 5-4-8 p. 89

These changes are largely related to Finance matters and needed to be addressed as part of the change in the Fiscal Year. Other needed clarifications and revisions are likely, particularly as the staff continues to develop a uniform numbering and organization system for all Town policies.

RECOMMENDED MOTION:

Motion to authorize the Mayor to sign Resolution No. 2023-2325 adopting revisions to the Human Resources Policy Manual. **VOTE.**

STAFF RECOMMENDATION:

Staff recommends authorizing signature of Resolution No.2023-2325 adopting revisions to the Human Resources Policy Manual.

FISCAL ANALYSIS:

There is no anticipated direct fiscal impact due to the requested action.

Council Action at the Meeting:

ATTACHMENTS: Yes