

SECTION NUMBER	EXPLANATION OF PROPOSED REVISION	PURPOSE FOR PROPOSED REVISION
Section 5.2 - “Recruitment”	Language was added to clarify that HR must be contacted to begin the recruitment process and that candidates who meet (i) the minimum qualifications for the job posted and (ii) the filing deadline for the position being recruited may be considered.	Clarifies the recruitment process.
Section 5.8 - “Referral”	Language in section 5.8 was deleted, as HR provides the appointing authority with instructions related to the review and selection components of the recruitment process.	Clarifies the recruitment process.
Section 5.11 - “Nepotism Restrictions”	The “Table of Consanguinity and Affinity” was deleted and replaced with a simple list of relationships (spouse, parent, child, sibling) whether created by bloodline (consanguinity) and/or marriage (affinity).	Explains the nepotism restrictions in a more simplified manner.
Section 6.5 - new subsection (a)(2) “Holidays”	Language was added to subsection (2) to provide non-exempt employees who are called in on a holiday or observed holiday with compensation 1½ times their regular hourly rate of pay regardless of whether they have worked over 40 hours; employees will not receive 1½ time for the call-in work on top of 1½ time for overtime.	
Section 6.5 - subsection (e) “Vacation and Sick Leave Donation”	<p>Language was revised in subsection (3) as follows: “All donations received must be applied consecutive days within the same pay period used by the recipient within 120 days of the date on which the donation was made.”</p> <p>Language in subsection (7) was deleted: “Final approved donations must be received in Human Resources by the Thursday of the end of the pay period the hours are to be applied.”</p>	<p>This revision will provide more flexibility for employees. For example, an employee with an ill family member may not need consecutive days away from work. He or she may simply need time off for appointments on occasion.</p> <p>The language contained in subsection (7) was deleted from the Personnel Manual and placed in the Donation Form that each employee completes when they wish to donate time to another employee.</p>

<p>Section 6.5 - subsection (f) “Bereavement Leave”</p>	<p>Language was added to subsection (2) (regarding leave for relatives <u>other than</u> a spouse, child, brother, sister, parent, grandparent, grandchild, or great-grandparent) to obtain approval from the HR for a deviation from the requirement that the one day of bereavement leave will only be provided if the service is held within 7 calendar days after such relative’s death.</p>	<p>Addresses extenuating circumstances, which became apparent after having gone through the “COVID period” when funerals were postponed for months.</p>
<p>Section 6.6 - Subsection (b) “Use of City Vehicles/Use Outside of City Limits”</p>	<p>Language was added to subsection (b) to provide the City Manager with discretionary authority to approve take-home use of a City-owned vehicle if an employee resides more than ten road miles outside the corporate limits of the City.</p>	<p>Ordinarily, take-home vehicles can be driven up to 10 miles outside City limits. Occasional unique circumstances justify allowing take home vehicles to be driven farther.</p>
<p>Section 7.1 - Subsection (b) “Objective” Section 7.2 - Subsections (a) and (c) “Duration” Section 7.3 - Subsection (c) “Supervisory Action”</p>	<p>Language was revised in subsection (b) to delete references to employee ratings.</p> <p>Language was revised in subsection (a) to delete references to employee ratings and subsection (c) was deleted.</p> <p>Subsection (c) was deleted.</p>	<p>Removes references to specific performance ratings, given the changes made to the evaluation process. More specifically, numbered rating systems will be replaced with a more straightforward process where goals and expectations will be established for a six-month period after which the supervisor and employee will engage in discussion related to the progress made toward meeting these goals and expectations, identifying impediments and developing a game plan for addressing any such impediments moving forward.</p>
<p>Section 7.2 - “Duration”</p>	<p>Language was revised in the last sentence of subsection (b) as follows: “Employees currently serving a Probationary Period in one Position shall not be eligible to apply for or be considered to fill any vacant other Position in a different Department until they have successfully completed their Probationary Period, or they have received permission</p>	<p>Current policy restricts employees’ abilities to apply for different positions while on probation. This policy prohibits employees from frequently changing jobs within the City. The proposed revisions allow flexibility when the department and Human Resources Director consent.</p>

	from their department director and the Human Resources Director to apply for the alternate position.”	
Section 8.3 - Subsection (a) “Demotion”	Language was revised in subsection (b) as follows: “Employees whose work performance has been deemed unsatisfactory or whose action have been deemed inappropriate , but who do not merit dismissal, may be retained and assigned less responsible work by Demotion. With prior written approval of the City Attorney and Human Resources personnel, † The department director shall immediately notify the employee in writing, setting forth the specific reasons for the Demotion and shall inform the employee of his/her right to appeal to the Personnel Board under Section 12; provided however, that prior approval has been obtained from the City Attorney and Human Resources personnel.”	Provides ability to use demotion as a consequence for unsatisfactory work performance or inappropriate actions in lieu of suspension or termination.
Section 9.1 - Subsection (b) “Training and Development”	Language in subsection (5), related to defensive driving training, was deleted. Language in subsection (7), related to affirmative action training, was deleted and replaced with unconscious bias, diversity, equity, and inclusion training.	The City no longer receives a discount from its insurance carrier for providing defensive driving training to its employees, which reflects the limited impact of the training. Subsection (7) replaces antiquated references with the type of training currently being offered.
Section 9.2 - “Evaluation”	Language was revised in the first two sentences as follows: All Regular Employees shall be evaluated, at a minimum, on an annual basis using evaluation forms prescribed by Human Resources personnel and on a periodic basis as established by Human Resources. Rating-Evaluation periods shall be determined by the employee’s appropriate anniversary date in the position for which the employee is being evaluated.	Encourages supervisors to evaluate their employees on a “periodic” basis (taking out any reference to “annual”) is the new standard.

<p>Section 10.16 - “Controlled Substance Use Policy” --</p>	<p>Changed Section Title from “Alcohol and Controlled Substance Testing Policy” to “Alcohol and Illegal Drug Testing Policy.”</p> <p>Replaced term “controlled substance” with term “illegal drug” throughout.</p> <p>Included statements that specifically address and recognize: --the requirement that it is a condition of employment for employees to abide by the terms of the Alcohol and Illegal Drug Testing Policy, --the importance of maintaining the safety of City employees and the general public, --the effect on workers’ compensation and --the consequences for violating the policy or refusing to undergo requested testing.</p>	<p>Amendment 3 does not require employers to permit or accommodate conduct otherwise allowed in the constitutional provisions in any workplace or on the employer’s property. In other words, employers are not prohibited from disciplining employees for working while under the influence of marijuana. Employers are also not prevented from refusing to hire, discharging, disciplining, or otherwise taking an adverse employment action against a person with respect to hire, tenure, terms, conditions, or privileges of employment because that person was working while under the influence of marijuana.</p> <p>The statements set out in Section 10.16 ensure recognition of the employer’s continuing authority (as specifically noted above) notwithstanding the adoption of Amendment 3.</p>
<p>Section 10.16 - “Controlled Substance Use Policy” -- Subsection (a)</p>	<p>Deleted definition for “Controlled Substance” and added definitions for “Illegal Drug” and “Impaired” or “Impairment.”</p>	<p>Because the definition of “controlled substance” includes marijuana, reference to this term cannot be used following the adoption of Amendment 3 to the Missouri Constitution. It has been replaced with a definition for “illegal drug.” The definition of “impaired” or “impairment” is taken directly from the regulations codified by the Department of Health and Senior Services in response to the adoption of Amendment 3.</p>
<p>Section 10.16 - “Controlled Substance Use Policy” -- Subsection (c)</p>	<p>Added language stating that time taken for rehabilitation will be counted against an employee’s FMLA leave if the condition qualifies as a “serious health condition” under the FMLA.</p>	<p>Clarifications tied to Amendment 3</p>
<p>Section 10.16 - “Controlled Substance Use Policy” --</p>	<p>Added reference to “under the influence.”</p>	<p>Clarifications tied to Amendment 3</p>

Subsection (d)		
Section 10.16 - “Controlled Substance Use Policy” -- Subsection (e)	Added language stating that employees are prohibited from using medical or recreational marijuana when such use would cause them to be “under the influence” of marijuana while (i) on duty, (ii) reporting for duty, or (iii) attempting to report for duty.	Clarifications tied to Amendment 3
Section 10.16 - “Controlled Substance Use Policy” -- Subsection (j)	Added new subsection (j) related to employees whose essential job functions require the possession of a valid driver’s license and the need to report any suspension or revocation on their next scheduled workday or within five days of the suspension or revocation, whichever is earlier.	Clarifications tied to Amendment 3
Section 10.17 - “Alcohol and Controlled Substance Testing Policy” Subsection (c)	<p>Changed Section Title from “Controlled Substance Use Policy” to “Illegal Drug Use Policy.”</p> <p>Replaced term “controlled substance” with term “illegal drug” throughout.</p> <p>Deleted definition for “Controlled Substance” and added definitions for “Illegal Drug” and “Impaired” or “Impairment.”</p>	Because the definition of “controlled substance” includes marijuana, reference to this term cannot be used following the adoption of Amendment 3 to the Missouri Constitution. It has been replaced with a definition for “illegal drug.” The definition of “impaired” or “impairment” is taken directly from the regulations codified by the Department of Health and Senior Services in response to the adoption of Amendment 3.
Section 10.17 - “Alcohol and Controlled Substance Testing Policy” Subsection (c)	The definition of “Safety Sensitive Function” in subsection (17) was revised as follows: “...all driving time in any motor vehicle or motor-driven equipment; ...”	Clarifies that a safety sensitive function includes the operation of any motor vehicle or motor driven equipment.
Section 10.17 - “Alcohol and Controlled Substance Testing Policy”	The definition of “Safety Sensitive Position” in subsection (18) was revised as follows: “...means DOT-regulated positions, any position that requires the regular performance of safety sensitive tasks, and any position involving the performance of duties that could have a	Goes into greater detail when it comes to identifying positions that are considered “safety sensitive.” This became necessary due to the recent voter-approved amendments to the Missouri Constitution (commonly referred to as “Amendment 3”) related to the use of marijuana.

<p>Subsection (c)</p>	<p>direct and immediate impact on the safety of the public and other public employees, including, but not limited to, operating a City vehicle, operating a personal vehicle while engaging in City business, operating motor-driven equipment, working directly with children, guarding a pool or waterfront, working with power tools, equipment, or machinery, working with hazardous or caustic chemicals, or performing a function where significant injury could result from employee error. Examples include, but are not limited to, CDL drivers, police officers, emergency medical service providers, firefighters, law enforcement officers, any position of which public safety emergency dispatch operations are, or may be, required, childcare providers, lifeguards, and any position that involves the regular performance of a safety sensitive task those who work with or around chemicals (custodians, chemists, lab personnel)."</p>	
<p>Section 10.17 - "Alcohol and Controlled Substance Testing Policy" Subsection (c)</p>	<p>The definition of "Significant Property Damage" in subsection (19) was revised to reflect the trigger amount at \$1,500.00 rather than \$500.00.</p>	<p>The increased cost of property repair and replacement has made the current threshold of \$500.00 too low and applies the policy to very minor accidents.</p>
<p>Section 10.17 - "Alcohol and Controlled Substance Testing Policy" Subsection (d)</p>	<p>Changed title of subsection (4) from "Controlled Substance Use" to "Illegal Drug and/or Controlled Substance Use" and revised as follows: "No employee shall report for duty or remain on duty when the employee uses any while impaired by an illegal drug or controlled substance, or with any detectable amounts of an illegal drug or a controlled substance in their system, except when the use involves a prescribed controlled substance drug pursuant to a prescription (not including prescribed or recommended medical marijuana) issued by a physician who has advised the employee that the substance drug does not adversely</p>	<p>Adjusts the language in both of these subsections ((4) and (6)) to address the recent voter-approved amendments to the Missouri Constitution (commonly referred to as "Amendment 3") related to the use of marijuana. Specifically:</p> <ol style="list-style-type: none"> 1. <i>No employee</i> can report for or remain on duty: <ul style="list-style-type: none"> • while impaired by an illegal drug or controlled substance; or

	<p>affect the employee’s ability to perform the essential functions of their job. No employee shall report for duty, or remain on duty or perform a if the employee tests positive for an illegal drug or controlled substance without a valid prescription. For DOT regulated and safety-sensitive function, if the employee tests positive for illegal controlled substances positions, please refer to current DOT guidance and the OTETA regarding the use of controlled substances.”</p> <p>Added reference in subsection (6) (“Performance of safety-sensitive functions/operation of motor vehicles”) to “illegal drug” and included a reference to exceptions allowed by the Omnibus Transportation Employee Testing Act (OTETA) of 1991. Removed references to operation of motor vehicles or motor-driven equipment because referenced in the definition of “Safety Sensitive Function.”</p>	<ul style="list-style-type: none"> with any detectable amounts of an illegal drug or controlled substance in their system <u>unless a properly issued prescription is provided.</u> <p>2. Employees in <i>DOT regulated and safety sensitive positions</i> must comply with DOT and OTETA guidance related to the use of controlled substances; stricter rules.</p>
<p>Section 10.17 - “Alcohol and Controlled Substance Testing Policy” Subsection (e)</p>	<p>Language was added in subsection (1) to reflect the need to provide evidence of a valid medical marijuana card if a potential employee tests positive (which includes any form of a “dilute” result) for marijuana during pre-reemployment testing.</p> <p>The words “which includes any form of dilute result” were added to the end of subsection (4).</p>	<p>As currently written, an offer of employment is contingent on a negative test result. The revised language would allow a potential employee who tests positive for marijuana to move forward though the pre-employment test phase if he or she can provide evidence of a valid medical marijuana card.</p>
<p>Section 10.17 - “Alcohol and Controlled Substance Testing Policy” Subsection (f)</p>	<p>Language was added to state that all employees are required to undergo post-accident testing for alcohol and illegal drugs unless law enforcement is on the scene and has determined that the City vehicle or the vehicle being driven by the City employee while on City business was lawfully stopped and not at fault.</p>	
<p>Section 10.17 - “Alcohol and</p>	<p>Language was added in subsection (1), to require that the test be observed.</p>	<p>Requiring the return to duty test to be observed will provide greater assurance that the test has not been compromised.</p>

<p>Controlled Substance Testing Policy” Subsection (i)</p>		
<p>Section 10.17 - “Alcohol and Controlled Substance Testing Policy” Subsection (k)</p>	<p>References to results deemed “dilute or invalid” were changed to “dilute (includes both positive or negative) or invalid.”</p> <p>In addition, a new sentence was added to the end of subsection (k) to relay the “No retest will be performed if the alcohol or illegal drug test results are deemed positive.”</p>	<p>Requiring the return to duty text to be observed will provide greater assurance that the test has not been compromised.</p>
<p>Section 10.21 - “Employee Injuries and Disabilities” Subsection (d)</p>	<p>A new sentence was added in the last part of subsection (d) as follows: “If no accommodation presented will enable the employee to perform the essential functions of his or her job, the employee shall be placed in a transitional duty assignment for sixty (60) days after which his or her employment may be terminated.”</p>	<p>The new language will provide a transition period for employees who are no longer able to perform the essential functions of their job, through a 60-day transitional duty assignment.</p>
<p>“Glossary” #37 “Out-of-Title Appointment”</p>	<p>Language was deleted from the definition of “Out-of-Title Appointment” as follows:</p> <p>“...means a short term (from a few days, up to multiple days) job assignment to a higher classification accompanied by a Compensation increase of at least five percent (5%) but not less than the minimum of the new Classification.”</p>	<p>Definition as currently written conflicts with the language contained in Section 8.4(b)(2).</p>