

Summary of Revisions – Personnel Policies & Procedures Manual

Chapter/Section	Page	Subject	Revision
Chapter II Section 2-4	26	Part-time Continuing Employment	Delete sentence pertaining to part-time employees leave accrual and holiday pay
Chapter II Section 2-11, Paragraph 2	31	Compensatory Time Policy	Correct the Overtime Threshold for Police from 160 to 171 hours for 28-Day work cycle employees
Chapter III Section 3-3.1 Item 1	36	Filing of Applications	Delete the sentence regarding the submission of applications directly to the Police Department
Chapter IV Section 4-7	50	Performance Appraisal and Pay for Performance	Correct terminology; strike “Uniform Job Factors”; replace with “Does Not Meet Expectations”.
Chapter V Section 5-4.2 Item 2	55	Accrual Rate of Annual Leave	Delete Item 2 pertaining to part-time employees annual leave accrual
Chapter V Section 5-10	58	Holidays	Addition of Veteran’s Day
Chapter V Section 5-10.1	58	Compensation for Holidays	Holiday Pay the equivalent of assigned shift (8, 10, or 12 hours)
Chapter VI Section 6.1 Item 5	66	Probationary Period	Allows Department Directors authority to extend initial probationary period up to 6 months

(6/10/19)