



Personnel Manual Changes

Public Hearing: November 23, 2015

Personnel Manual Changes for 2016

- **Delete** references to Fire Department **24/48 Hour Shift Schedule** – now covered by the collective bargaining agreement
- Clarified language related to **Vacation Leave**
- Added language for **Paid Personal Time**
 - **Part-time** employees, except Police and Fire, can **accrue 0.05 hours** of Paid Personal Time for each hour worked
- Clarified other language throughout the Personnel Manual