



City of Broken Arrow

Request for Action

File #: 19-1110, **Version:** 1

Broken Arrow City Council
Meeting of: 09-3-2019

Title:

Consideration, discussion, and possible adoption of Ordinance No. 3600, an Ordinance amending Chapter 2-Administration; Article IX-Employee Rules and Regulations, repealing Section 2-140, Statement of Purpose, Section 2-141, Amendment of Rules, Section 2-142, Statement of Policy, Amending Section 2-143, Application of Policy; Definitions, Section 2-147, Promotions, Section 2-148, Demotions, Section 2-149, Probationary Period, Section 2-150, Standards of Conduct, Section 2-152, Vacation leave, Section 2-153, Sick Leave, Section 2-155, Paid leave donation bank, Section 2-156, Civil Leave, Section 2-157, Official Representation, Section 2-158, Leave Without Pay, Section 2-159, Funeral Leave, Section 2-160, Military Leave, Section 2-161, Unauthorized Leave of Absence, Section 2-162, Pay Policy, Section 2-163, Classification Plan, Section 2-164, Pay Plan, Section 2-165, Department Director Evaluation and Compensation, Section 2-166, Performance Evaluations and Employee Variable Pay Program, Section 2-167, Grade Changes, Section 2-168, Pay Schedule, Section 2-169, Separation, Section 2-170, Disciplinary Action, Section 2-171, Grievance Procedure; repealing all ordinances to the contrary; and declaring an emergency

Background:

The City Manager has the authority to add, delete or modify employee rules and regulations and benefits. The Employee Handbook contains such policies and is provided to all City employees. Currently some employee rules and regulations are also included in the ordinances. This becomes problematic if ordinances are not updated as policies change. The City Attorney has reviewed and determined that it is not necessary to include this information in ordinance form. To eliminate the possibility of a conflict between the Employee Handbook and the Ordinances, staff recommends repealing ordinances that relate to employee rules and regulations and benefits that are already addressed in the Employee Handbook. The City Manager's authority to add, delete or modify employee rules and regulations and benefits will remain unchanged. Ordinances addressing hiring, screening, and qualifications remain unchanged and in ordinance form.

Cost: \$0

Funding Source: NA

Requested By: Jannette McCormick, Human Resources Director

Approved By: City Manager Office

Attachments: Ordinance No. 3600

Recommendation:

Adopt Ordinance No. 3600 and approve emergency clause.