Employee Policy Update

March 9, 2026

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Reference Materials

All Policies in PDF form for easy review

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Why are we updating the Employee Policies?

- Many policies date back to **2012–2015**

- New laws since then: HFWA, FAMLI, EPEWA, ADA updates, and AI use.

- *Organizational changes*: New structure, leadership, and HR systems.

- Create clarity, consistency, and compliance across all departments.

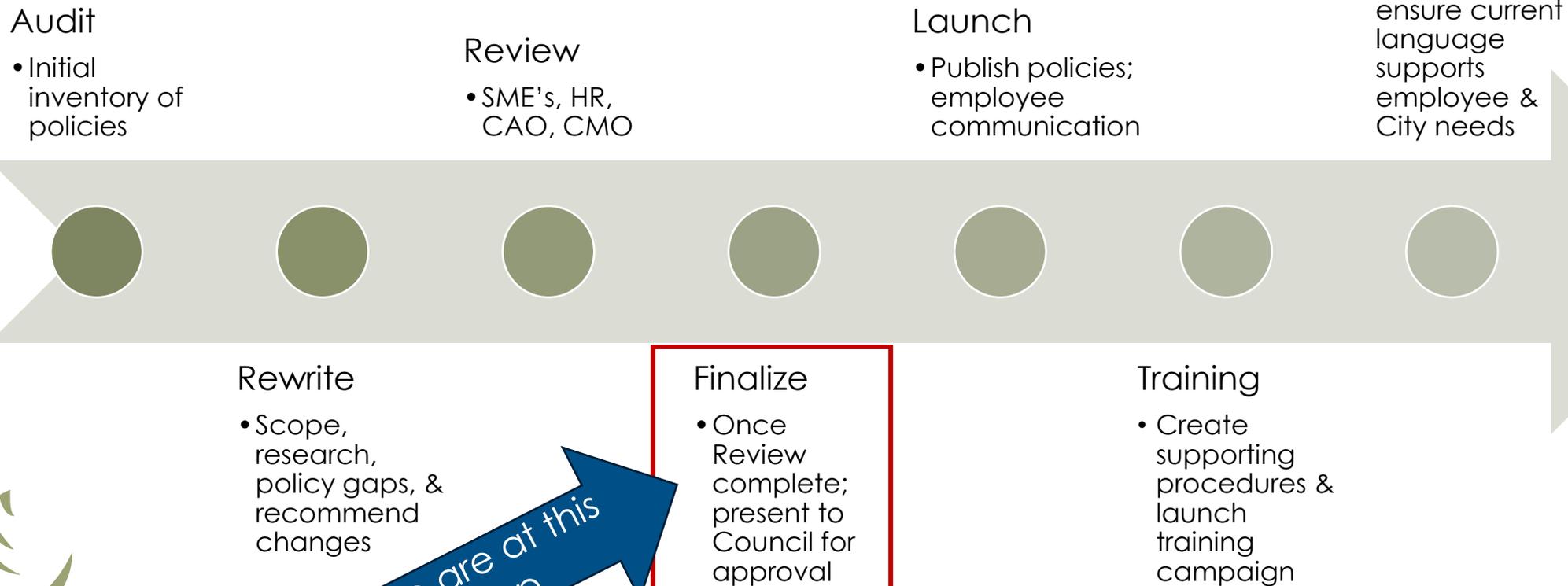Commerce CITY

What are the goals?

- Plain, professional, enforceable language that allows all employees at any level to understand

- Ensure compliance with laws, Collective Bargaining Agreements, and City Charter

- Practical and simplified implementation for leaders

- Creating clear boundaries departments can build on and supplement based on department needs

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Review process

Subject Matter Expert → Human Resources → City Attorney's Office → City Manager's Office → City Council

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Implementation Roadmap

Audit
- Initial inventory of policies

Review
- SME's, HR, CAO, CMO

Launch
- Publish policies; employee communication

Ongoing Audit Cycle
- Review to ensure current language supports employee & City needs

Rewrite
- Scope, research, policy gaps, & recommend changes

Finalize
- Once Review complete; present to Council for approval

Training
- Create supporting procedures & launch training campaign

We are at this step

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Policy Count

- Started with <u>66</u> existing policies

- Ending with <u>51</u> policies for City Council approval

- <u>5</u> policies are being removed

- <u>10</u> policies have been combined

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Policies with Significant Changes

- <u>General Leave:</u> We're proposing that new employees receive a prorated bank of hours instead of the current practice of providing 48 hours upfront, followed by a reduced prorated balance after six months. This aims to simplify the process and reduce new-hire confusion. Employees will benefit from accessing a true prorated bank sooner, without losing any hours within the benefit year.

- <u>Reinstatement Policy:</u> Currently, employees have 90 days to be reinstated at their previous tenure. We're extending this to twelve months (or 18 months with City Manager approval). This change gives employees more time to return to the City if they change their mind, providing greater flexibility without significant impact. This is dependent on position availability and satisfactory prior performance.

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Next steps

- Policies will need to be approved on a consent agenda at a future City Council meeting

- Once approved, HR will launch a Citywide training campaign to update all employees of **Why** (we made the change), **When** (the policies are effective), and **Where** (they can locate them).

- All policies will live on the City's intranet for ease of access and transparency.

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