

**Metropolitan Domestic Water Improvement District
Board of Directors Meeting**

October 15, 2014

Approval of Personnel Policies to Replace Personnel Manual

Synopsis

The Board of Directors is requested to approve the issuance of personnel policies as approved by the General Manager as a way to replace and update the personnel manual for District employees.

Report

The personnel manual has been used to summarize the District's general policies and procedures for its employees. The current personnel manual is the product of a major revision in 1998 with updates done in 2000, 2003, 2007 and 2011. The personnel manual has been revised over the years in an attempt to keep it current with personnel laws and to evolve with District policies. Unfortunately, even revising the whole manual every few years does not keep policies current and relevant nor allows for minor changes and updates.

Over the last few months, the General Manager has issued personnel policies that were necessary to implement or update such as Cyber Security, Progressive Discipline, and Personal Appearance. These policies are explained and distributed to staff but also centralized through an electronic file for easy reference and cataloging. This approach allows for a greater flexibility and management of policies rather than trying to update the personnel manual.

In recent years, human resources departments of public entities, including those in Southern Arizona, have been moving away from a personnel manual to using individual policies that can be electronically accessed.

Since traditionally the personnel manual has been reviewed and approved by the Board of Directors, it was only appropriate to bring this new approach regarding personnel policies to the Board. It is recommended that the Board approve the General Manager to update personnel policies and have these individual policies replace the practice of having a personnel manual. These policies can be individually updated and modified as necessary as well as be made readily available for reference to employees. Any policy that has a financial impact would be brought to the Board of Directors for consideration.

Suggested Motion

I move to direct the General Manager to replace the personnel manual with individual personnel policies that are to be regularly updated and revised as appropriate for District employees.

Respectfully submitted,

Joseph Olsen, P.E.
General Manager