



BACKGROUND

PURPOSE: Seek Board approval of the Personnel Policy and Procedures Manual (P3M)

- Focus: Overview of key changes from the previous P3M
- MSD's Policy handbook (P3M) was routed in SLCo's Foundation
- **Process:**
 - MSD reviews the P3M annually
 - Multidisciplinary Work Group
 - Technical review and legal review completed
 - Significant changes based on staff benefits survey feedback
 - Many “administrivia” changes, e.g., “this” to “that”



KEY CHANGES

- **Clarified that the Board must approve all new policies** (p. 2)
 - MSD GM may approve policy modifications
- **MSD Values added and frontloaded*** (p. 3)
- **Removed “raising of voices” and changed to “firm speech”*** (p. 17)
- **Harassment complaints must be in writing** (p. 20)
- **Adjusted language regarding the drug and alcohol methods** (p. 25)
 - Preannounced Periodic Testing (p. 28)
- **Involuntary transfers** (p.37)
 - Employees enrolled in MSD’s Building Inspector and Plans Examiner Development Program may be transferred to meet MSD’s needs.
 - Promoted employee or who receives a pay increase due to increased responsibilities and fails to perform will be transferred out of that position. The loss of responsibility or promotion will result in a decrease in pay, back to the previous salary or to the pay appropriate to their current position.



KEY CHANGES

- **Years Of Related Experience (YORE)** (p. 43)
 - Used for pay and leave accrual
 - The MSD formalized YORE calculation process (p. 47)
- **Probationary Period, formerly “Initial Period”** (p. 49)
 - Clarified language
- **Added “Yelling” to list of prohibited conduct** (P 87)
- **Exercise Program*** (p. 53)
 - When approved, work must be appropriately accounted for
 - One break may be combined with lunch to “work out”
 - The two 15-minute breaks may not be combined
 - Work requirements always take precedence over combining
 - Both breaks and lunch cannot be combined into one break
 - Hygiene time is included in this time



KEY CHANGES

- **80-Hour Rule - Exempt*** (p. 55)
 - Exempt staff only (due to law)
 - Must achieve 80 hours across a pay period
 - Requirements and performance dependent
- **Outside Employment & Volunteer Work Exercise Program** (p. 58)
 - Added volunteer work
 - Refined form
- **Time off accrual policy adjusted accrual rates to reflect actual** (p. 62)
 - Carry over vacation leave increased to 250 hours from 200 hours*
- **Religious observances – increased flexibility*** (p. 64)
 - Allow staff to trade a holiday (with manager approval)
- **Mental health days*** (p. 65)
 - Testing this concept for CY 2026
 - Use Sick days for “Mental Health Days”



KEY CHANGES

- **If Sick, notify supervisor on their work phone** (p. 65)
 - Keep work issues on work phones to ensure GRAMA compliance
- **Parental Leave For Court Appearances** (p. 67)
 - Provided to ensure staff is aware of this option
- **Parental Leave** (p. 68)
 - Created in 2025
 - After PLP utilization, the MSD recovers leave at a prorated rate.
 - Up to 200 hours of vacation will be recuperated; if an employee departs
 - Within 90 days of completing PLP, MSD recovers 200 hours (of vacation leave)
 - Within 180 days of completing PLP, the MSD recovers 150 hours
 - Within 270 days of completing PLP, the MSD will recover 100 hours
 - Within 365 days of completing PLP, the MSD will recover 50 hours
 - After 365 days of completing PLP, the MSD will recover zero hours



KEY CHANGES

- **MSD Technology and bring your own device (BYOD) policy** (p. 79)
 - IT policy, but due to its organization-wide implications, it is in the P3M
- **Examples of inappropriate conduct*** (p. 87)
 - Yelling added to list of inappropriate conduct
- **Corrective action** (p. 88)
 - Streamlined by removing anachronistic terms
 - e.g. “Notation of Significant Incidents” and “General Memos”
- **Grievances** (p. 89)
 - Per counsel clarified that At-Will employees may not grieve termination



KEY CHANGES

- **Hybrid work policy** (p. 97)
 - Formerly Remote Work Policy
- **Updated the policy and the request form**
 - Reduced eligibility time to 45 calendar days*
- **No major changes to the policy**
- **Dress code*** (p. 103)
 - Removed prohibition on bright colors
- **Conflict of Interest** (p. 106)
 - Refined the form



KEY CHANGES

- **Commuter Use of MSD Vehicles** (p. 113)
 - Limited conditions for immediate need for MSD to report to a site
 - January 1, 2027 no longer allow vehicles to go home
 - Exceptions include late-night meetings and leadership-approved situations
- **Building inspector & plans examiner employee development program** (p. 118)
 - Redrafted policy to provide clarity
 - Participation limited to those for whom it is a lateral move or a promotion
 - Participation means volunteering to transfer to the position.

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