



# BACKGROUND

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

- Focus: Overview of key changes from the previous P3M
- MSD reviews the P3M annually
- **Process:**
  - 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 mandatory Board approval of new policies** (p. 2)
  - MSD GM may approve policy modifications
- **MSD Values added and frontloaded\*** (p. 3)
- **Changed “raising of voices” to “firm speech”\*** (p. 17)
- **Harassment complaints must be in writing** (p. 20)
- **Adjusted language regarding the drug and alcohol testing methodology** (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
- **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 may be utilized for “Mental Health Days”
  - Requires approval and coverage
  - Risk using too much sick leave



# KEY CHANGES

- **If sick, notify supervisor on their work phone (p. 65)**
  - Keep work issues on work phones to avoid GRAMA issues
- **“Parental Leave” for court appearances (p. 67)**
  - Not a new category of leave, staff must use vacation leave
  - Provided to ensure the staff is aware of this option
- **Parental Leave Program (PLP) (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 & bring your own device (BYOD)**(p. 79)
  - IT policy, but due to its organization-wide implications, it is in the P3M
- **Examples of inappropriate conduct<sup>\*</sup>** (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
- **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 is limited to those for whom it is a lateral move or a promotion
  - Participation means volunteering to transfer to the position.
- **Questions?**
- **PURPOSE:** Board approval of the Personnel Policy and Procedures Manual (P3M)