

- ✦ General language cleanup and reorganization
- ✦ Mandatory training compliance
- ✦ Finance: Changed to Grade & Step System language, updated payroll definitions, updated benefit information, updated market salary information and compensation philosophy reference
- ✦ Performance Evaluations – Anniversary date changed to date of hire
- ✦ Clarified on call and hold over time
- ✦ Leave use - employees eligible to use vacation leave time as it is earned rather than waiting 6 months and floating holidays immediately rather than after 2 months
- ✦ Benefits updated to include Flex spending, definition for care leave
- ✦ Holidays: Juneteenth added
- ✦ FMLA, Military Leave definitions
- ✦ Added Paid parental leave - up to 6 weeks paid leave in a 12-month rolling period for birth and adoption of child up to age 17 years
- ✦ Added 2 weeks unpaid leave in a 12-month rolling period for Victims Economic Security and Safety Act (VESSA) (Leave time for employees or immediate family members who are victims of domestic or sexual violence)
- ✦ Tuition Reimbursement:
 - *Includes all college courses required for degree
 - *Provides up to 50% for books/materials
 - *Prorated reimbursement to increase the number of employees who receive assistance
 - *Repayment provisions
 - *Master’s degrees directly related/required for position eligible
- ✦ Updated probationary period language for Firefighter/EMT Trainees to match Police Officer Trainees
- ✦ Removed Bumping rights
- ✦ Updated Dress Code
- ✦ Updated Attendance/Absenteeism Policy
- ✦ On and Off Duty Conduct: added policy language addressing conduct expectations
- ✦ Conflict of Interest, Gift Acceptance, and Nepotism: Updated policy language
- ✦ Updated Outside Employment
- ✦ Added IT policies: Acceptable Usage, Internet Usage policies
- ✦ Added Social Media, Contact with Media
- ✦ Added Last Chance Agreement to discipline policy
- ✦ Updated language on Appeal to Personnel Board
- ✦ Updated New Hire policy to give more flexibility for starting pay based on defined parameters
- ✦ Safety – added Distracted Driving language, Drug Policy: revised
- ✦ Added Appendix for FTA drug policy, Benefit plan documents, FMLA and Military Leave Definitions and Forms