

Detroit Water & Sewerage Department
Policy & Procedure Review
November 12, 2019



**Water & Sewerage
Department**



Agenda

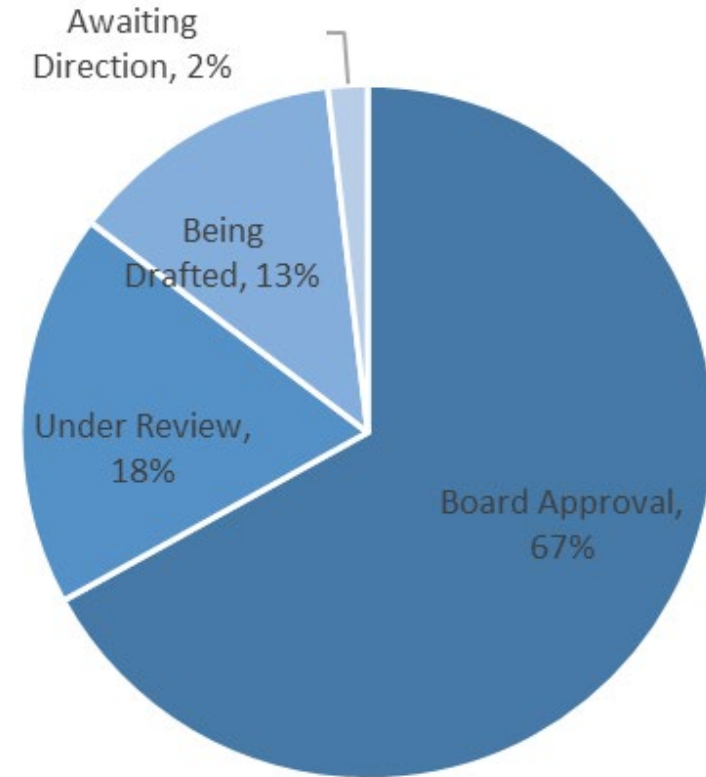
- > Review P&P Progress
- > Board Policy Review
 - > Human Resources
- > Discussion & Questions



Policy & Procedure Progress

Key notes:

- > Working with HR, Finance, and Engineering/Operations on additional policies
- > Working with HR to develop plan for recurring policy and procedure training





Human Resources



Anti-Retaliation

Key Policy Components

- > Establishes guidelines and mechanisms to protect employees from retaliatory behavior
- > Establishes process for reporting retaliatory and requires Human Resources investigation
- > Prohibits false accusations
- > Protects the confidentiality of individuals reporting potentially retaliatory behavior



Employee Assistance Program

Key Policy Components

- > Denotes that employees are eligible to participate in the EAP
- > Describes instances in which an employee may participate in the EAP
 - > Voluntarily
 - > Mandated participation (due to work performance)
- > Denotes that violation of policy, regardless of EAP participation, will result in disciplinary action up to and including termination



Employee Training

Key Policy Components

- > Discusses types of training, including required, optional, and requested
- > Establishes process for requesting training and evaluating training after completion
- > Requires Human Resources to work with managers to identify all required training



Fitness of Duty

Key Policy Components

- > Denotes requirement that employees must be fit for duty or report circumstances to their supervisor before the start of a shift
- > Establishes guidelines for physical and/or psychological examinations of employees in the event the employee cannot perform job functions or exhibits certain behavior
- > Outlines the potential outcomes should an employee be unfit for duty – including use of PTO/leave and disciplinary action



Holiday Leave

Key Policy Components

- > Denotes that the City establishes the holiday calendar each year, days for which eligible employees will be paid
- > Establishes policy where holidays fall on weekends
- > Establishes policy where an employee is required to work on a holiday
- > Restricts the use of sick leave the day prior to and the day after a holiday (in order to prevent leave abuse)



Jury Duty

Key Policy Components

- > Provides employment protection for employees participating in jury duty, in accordance with applicable law
- > Establishes guidelines for employee participation in jury duty, including:
 - > Communicating with HR and their supervisor upon receipt of notice
 - > Recording payroll appropriately
 - > Providing evidence of service upon return
- > Requires employee to turn over payment for jury duty upon return; employees are compensated for normal hours worked while on jury duty



Leave for Military Service Members

Key Policy Components

- > Provides employment protection for employees serving in the military, in accordance with applicable law
- > Establishes process to request military leave and return to work thereafter
- > Establishes guidelines for reemployment, potentially including reinstatement or placement in another available position



Return to Work

Key Policy Components

- > Establishes guidelines for employees returning to work after a leave of absence, sick leave, suspension or separation from service
- > Outlines employee responsibilities for communication of return to work date, and providing documentation to Human Resources
- > Requires, in certain cases, that an employee undergo a medical evaluation prior to returning to work



Separation of Employment

Key Policy Components

- > Applies to resignations, retirements, completion of time-limited appointments, death or discharge/termination
- > Denotes that employees may be paid out for accrued vacation time (to accrual limit) as well as eligibility for other benefits including COBRA
- > Establishes eligibility requirements to be re-hired
- > Establishes separation processes for voluntary and involuntary separations, as well as the process for deceased employees



Payout of Unused Paid Time Off

Key Policy Components

- > Establishes guidelines for pay out of paid time off (PTO) in the event that a manager or supervisor determines that DWSD's operational needs superseded an employee's PTO request
- > Provides examples of what may be designated as an operational need

Questions?



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Thank you!



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