

Detroit Water & Sewerage Department

Policy & Procedure Review

January 23rd, 2020



**Water & Sewerage
Department**



Agenda

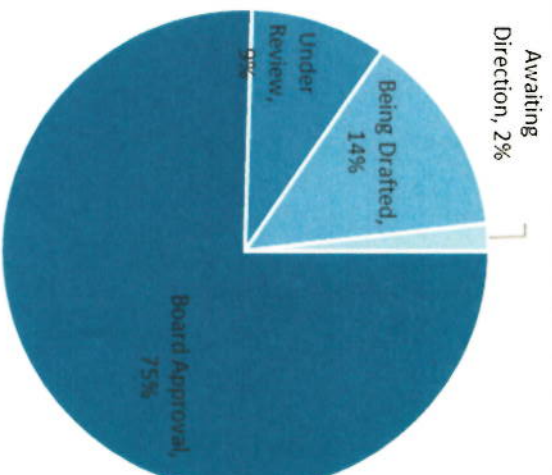
- > Review P&P Progress
- > Board Policy Review
 - > Human Resources
- > Discussion & Questions



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



Accident Reporting for Work Related Injuries and Illnesses

Key Policy Components

- > Establishes reporting guidelines for employees when a work related accident, injury, or illness occurs.
- > Requires completion of accident reports.
- > Outlines employee responsibilities regarding physician visits, medical documentation, and returning to work.



Anti-Discrimination and Harassment-Free Workplace

Key Policy Components

- > Establishes that DWSD is a Anti-Discrimination & Harassment-Free workplace.
- > Prohibits sexual harassment.
- > Policy is designed to enable DWSD to comply with the various laws.
- > Outlines the reporting process.



Departmental Leave Days

Key Policy Components

- > Details employee eligibility for departmental leave (also known as Personal Leave).
- > Establishes processes for requesting and approving departmental leave.
- > Discusses disciplinary actions associated with leave abuse and failure to return from leave.



Family Medical Leave Act (FMLA)

Key Policy Components

- > Details employee eligibility for family medical leave in compliance with the FMLA.
- > Outlines employee responsibilities including notifying their manager of the need for Family Medical Leave and providing necessary documentation.
- > Discusses family medical leave as it relates to worker's compensation and benefits.



Flexible Work Arrangement

Key Policy Components

- > Establishes procedures for creating, evaluating, and approving flexible work arrangement requests.
- > Defines the types of flexible work arrangements (i.e., location or schedule).
- > Denotes that flexible work arrangements are at the discretion of management.
- > Outlines responsibility of managers and supervisors to monitor the use of flexible work arrangements.



Performance Management

Key Policy Components

- > Creates guidelines and internal controls for an effective performance evaluation process.
- > Requires completion of reviews and appropriate provision of feedback to employees.
- > Standardizes performance management related data collection and evaluation.
- > Establishes an employee's right to appeal the results of an employee evaluation and details the appeals process.



Violence Free Workplace

Key Policy Components

- > Establishes DWSD's commitment to providing a violence-free workplace and maintaining a safe environment for its employees, customers and visitors.
- > Establishes processes for reporting threatening behavior, harassment, intimidation, physical abuse, verbal abuse or coercion – including dialing 911.
- > Details DWSD's rights to inspect and search property.
- > Prohibits, with the exception of authorized Security personnel, possession or use of any type of weapons or dangerous devices.

Thank you!



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Questions?



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