
Approved by Marc S. Grisham
City Manager

Subject: New Employee Introduction to the City Council

Purpose: This policy outlines a new employee recognition program, whereby new regular employees are introduced to the City Council and the public. This program also affords new regular employees to see the City's governing board in action (i.e. see a different part of the organization working).

Procedures:

1. Quarterly (January, April, July and September), the City Manager as part of his report to the City Council will introduce to the City Council and the public those regular employees hired during the past quarter.
2. The Human Resources Director shall notify the City Manager and department directors approximately three (3) weeks prior to the City Council meeting of the new employee introductions. This notice will include the date, time and place of the City Council meeting plus a listing of those regular employees the affected department directors are to invite to the City Council meeting.
3. The listed new employees are expected to be at the City Council meeting, unless excused by the employee's department director.
4. The attending employees, unless exempt from overtime compensation, shall receive either overtime compensation or compensatory time off (at the employee's choice) for the longer of either;
 - a. the time in attendance at the City Council meeting; or
 - b. the minimum call-back period as specified by the employee's collective bargaining unit.

(FLSA exempt employees do not receive additional compensation.)

5. Employee's required attendance is from 6:45 p.m. (unless a different start time has been specified) to fifteen (15) minutes after the City Manager's introduction of the new employees. All other time in attendance by the new employee is not work-related, considered by the City to be entirely social and voluntary, and is not compensable time.