

# Q1 EMPLOYEE ENGAGEMENT SURVEY OUTCOMES

These benefit adjustments are based on feedback received during the 2025 Employee Engagement Sessions.

## BENEFITS REVIEW: UPCOMING CHANGES AND NEW ADDITIONS

### **Holiday and Paid Time Off:**

- As an added benefit for employees eligible for Paid Time Off (PTO), holidays will no longer be deducted from PTO, giving employees more time off to use as they choose.
- PTO accrual rates will stay the same.
- Holiday pay is tied to the holiday itself and does not create a separate bank of hours to use later.
  - For 24-hour, 7-day-a-week operations, holiday pay will be applied on the actual holiday rather than the City's observed holiday.
  - For non-exempt (eligible for overtime) employees who are required to work on a holiday, employees will receive holiday pay at their base rate in addition to pay for the hours worked on the holiday.
  - For Fire employees on a regularly scheduled shift, holiday pay will continue to be based on the same 11.2-hour equivalent structure currently in place, but employees will receive that holiday pay at their base rate without using PTO.
- This change takes effect May 25, 2026, Memorial Day.
- This change creates a clearer and more consistent holiday and leave structure and reduces confusion about using PTO for holidays.

### **Community Recreation Center (CRC) Membership Discount:**

- Starting June 8, 2026, full-time employees will be eligible to purchase CRC memberships at a 20% discount, including individual, dual, and family memberships.
- The discount will not apply to punch passes or day passes.
- The CRC is anticipated to open in late fall 2026.
- This benefit is intended to support employee wellness and enhance the City's benefit offerings for employees.

### **Making Up Retirement Contributions After Leave of Absence:**

Employees whose Workers' Compensation, Short Term Disability, FAMILI, or FMLA leave began on or after January 1, 2026, can:

- Make up 100% of missed 401(a) or FPPA retirement contributions after returning to work.
- Have one year from their return to work to repay their portion.
- Receive the City's corresponding contribution.
- This change strengthens retirement benefits for employees who are unexpectedly away from work and provides a path to restore missed contributions after they return.

### **Short-Term Disability Changes:**

- Effective January 1, 2027, parental leave for a parent who does not give birth, and for the non-primary caregiver in adoption, foster care, or surrogacy situations, will be reduced to align with the leave available to care for an ill family member.
- Under this change, the leave available will be 2 weeks of PTO followed by up to 4 weeks paid through Short-Term Disability (STD) at 100%.
- Leave related to childbirth, and leave for the primary caregiver in adoption, foster care, or surrogacy situations, will continue under the existing STD structure, with 2 weeks covered by PTO and up to 10 weeks paid through STD at 100%.
- This change creates consistency in how leave is applied across caregiving situations.

### **Classification and Compensation Study:**

Employee feedback identified pay and the current step plan as areas for improvement across the organization.

- As a response, the City has issued a Request for Proposals (RFP) for a Classification and Compensation Study, with proposals due April 13, 2026.
- Because this is a complex process, it will take time to select a vendor, complete the study, review the results, make decisions, and implement any changes across the organization.
- The study will review positions, job descriptions, pay practices, and compensation structures within the City, compare them to similar positions and practices outside the organization, and help guide future decisions about structure and compensation.
- A more detailed timeline will be shared once a contract is finalized.
- Employees who would like more information can review the scope of work and expected deliverables on the City external website at [www.gjcity.org/PurchasingBids](http://www.gjcity.org/PurchasingBids)

## **BENEFITS REVIEW: FUTURE CONSIDERATIONS**

### **Standby Pay:**

Employees shared thoughts on the current standby pay structure and requested an increase in the current standby compensation.

- Directors from departments where Standby Pay affects employees will bring this feedback forward as part of the 2027 budget process beginning at the end of April. Through that process, the Budget Team will determine whether a change can be supported and included in the 2027 budget.

### **Call-Back Pay:**

Employees raised questions about when call-back pay begins, including whether travel time from home to the worksite is counted when responding to a call-back.

- This was reviewed with departments, and the current practice appears to be consistently applied.
- Under the Personnel Policy Manual, call-back pay begins when an employee reports for work or arrives at the designated reporting location and ends when the employee is released by the supervisor.
- Travel time to the worksite is not counted unless the employee is responding in a City vehicle.
- Because the current practice is consistent with the Personnel Policy Manual and appears to be consistently applied, no change is being made at this time.

### **Take-Home Vehicles:**

Questions were raised about whether certain City vehicles could be taken home during stand-by duty. To review that request, departments were asked to identify vehicles that might realistically make sense for take-home use based on the equipment needed for stand-by duty.

- Departments submitted four vehicles for review: three Utilities pickup trucks and one General Services truck with a permanently mounted message board.
- Human Resources, Finance, and Legal reviewed those requests.
- For the three Utilities pickups, the review found that even though they are marked and used for work, they still function much like standard pickup trucks. Under Internal Revenue Service rules, a vehicle must be clearly marked and set up in a way that makes personal use unlikely, usually through specialized permanent modifications or permanently installed heavy equipment. Because these vehicles do not meet that standard, taking them home would be treated as a taxable benefit to the employee, which could reduce take-home pay.
- The General Services truck was closer to meeting the standard because of its permanently mounted equipment, however, approving that vehicle alone would create a one-off exception that would be difficult to apply consistently across the organization.
- Because three of the four vehicles reviewed would create a taxable employee benefit, and the remaining vehicle would be difficult to justify as a one-off exception, the request to take home City vehicles during standby duty will not move forward at this time.

### **Safety Manual Update:**

- The Risk and Safety Team updated the Safety Manual to provide a clearer and more consistent reference for safety expectations and as a practical resource in day-to-day work.
- The updated Safety Manual can be viewed on CityWeb under Policies and Manuals.

### **Personnel Policy Manual Training for Supervisors:**

Human Resources is also continuing to strengthen communication and consistency in how policies are understood and applied across the organization.

- Supervisors and managers attend monthly HR Leadership Briefings, which include updates, training, and Q&A.
- Policies are being reviewed one chapter at a time. Chapter 1 was covered in March, and Chapter 2 begins in April 2026.
- The Personnel Policy Manual can be viewed on CityWeb under Policies and Manuals.