

ITEM # 8
DATE 01-27-09

COUNCIL ACTION FORM

SUBJECT: REVISION TO PERSONNEL POLICIES AND PROCEDURES MANUAL

BACKGROUND:

The Family and Medical Leave section of the City's Personnel Policies and Procedures was recently updated to be consistent with federal revisions to the Family Medical Leave Act (FMLA). As a part of these changes, the Fitness to Return to Work form was deleted from the policy as a required form.

Upon further review, staff has determined that this document should be reinstated as a required tool for properly administering the City's Family and Medical Leave policy. This "Fitness to Return to Work Certification" form is needed to help document employees' readiness to return to work after experiencing a serious health condition.

ALTERNATIVES:

1. Reinstatement of the Personnel Policies and Procedures Manual's requirement regarding the "Fitness to Return to Work Certification" form.
2. Do not approve the proposed change to this policy.

MANAGER'S RECOMMENDED ACTION:

This form is a necessary tool in properly administering the City's FMLA policy. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving this change to the City's Personnel Policies and Procedures.