



MEMORANDUM

Date: December 2, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Bridget J. Flores
Director of Human Resources

Subject: **25-4778 – Approving the attached City of Key West Employee Policies and Procedures Manual**

Introduction

City Manager respectfully requests approval of the new City of Key West Employee Policies and Procedures Manual. The 2025 City of Key West Employee Policies & Procedures Manual represents a comprehensive modernization of the City's employment policies, operational expectations, and employee support programs. This revision ensures legal compliance, improves clarity for both employees and supervisors, and aligns organizational practices with current operational needs.

Background

In 2023, the Human Resources Director was directed to rewrite the Policies and Procedures Manual by the City Manager. Compared to the 2022 manual, the 2025 edition reflects significant expansion, both in the number of policy areas covered and the depth of guidance provided. The 2022 manual consisted primarily of broad categories of employment policies with limited sub-sections, whereas the 2025 edition introduces a fully restructured framework with 13 clearly defined sections, each containing detailed sub-topics that expand policy guidance across the organization.

A review of the 2025 Table of Contents demonstrates several key enhancements:

1. Expanded Legal and Regulatory Compliance

The 2025 manual includes newly detailed sections on:

- Pregnant Workers Fairness Act and accommodations
- Harassment-free workplace with expanded procedures
- Public Records compliance
- Comprehensive leave policies including *Parental Leave*, *Grandparent Leave*, and *Domestic & Sexual Violence Leave*

These additions significantly broaden the City's compliance framework beyond what appeared in the 2022 version.

2. Strengthened Standards of Conduct and Workplace Expectations

The 2025 edition expands the Standards of Conduct into detailed subsections, including:

- Conflict of Interest
- Internal Investigations
- Corrective Action Procedures
- Political activity and election restrictions

These elements were not as explicitly itemized in the 2022 manual.

3. Substantial Growth in Safety, Security, and Technology Policies

Entirely restructured and expanded sections now cover:

- City identification and security
- Vehicle usage, operations, and fleet responsibilities
- Emergency and disaster reporting procedures
- Electronic resources, social media, and mobile device use

The breadth of these sections far exceeds the limited safety and technology references in the previous manual.

4. More Detailed and Inclusive Leave Policies

The 2025 manual distinguishes multiple leave categories across nearly **30 pages**, providing clearer guidance and additional employee rights—including new leave types absent from the 2022 version.

5. Enhanced Benefits and Employee Support Programs

New or expanded policy areas include:

- Domestic partnership benefits
- Retiree health insurance
- Leave donation program
- Volunteer and mentorship programs
- Education reimbursement and professional development

6. New Structure for Classification, Compensation, and Performance Management

A new full section outlines:

- Evaluation systems
- Progressive pay structure
- Promotions, reclassification, transfers, and acting assignments

This represents a large increase in detail compared to earlier manuals, which provided only limited information in these areas.

7. Clearer Guidance for Separation from Employment

The “Leaving the City” section now contains standardized procedures for resignation, layoff, termination, exit interviews, and return of City property—areas previously addressed only broadly.

Procurement

The FY26 Budget includes funding for employee final settlements, other entitlements updated do not have financial implications on the City.

Recommendation

The City Manager and Human Resources Director recommend the City Commission approval of the 2025 Policies & Procedures Manual. It both modernizes and expands the City’s internal policy framework, creating a comprehensive resource for employees and supervisors. This updated manual reflects the City’s commitment to transparency, consistent application of policies, and support for a professional, safe, and equitable workplace.