



Approved by Parks Board or other deciding authority.

4.1 - Personnel Policies and Procedures Manual ★

Standard: There shall be established policies that are reviewed periodically and govern the administration of personnel procedures for both professional and nonprofessional employees. The personnel policies and procedures manual shall be available to each employee, as appropriate to the position.

Suggested Evidence of Compliance: Provide the personnel policies and procedures manual and the date of latest review. The personnel practices shall include procedures for

- a. Selection, hiring, and dismissal;
- b. Benefits including retirement, insurance, leaves, and other benefits;
- c. Salary schedule;
- d. Incentive system; and
- e. Staff development program.

Informational reference in the Management of Park and Recreation Agencies, (2016), 4th Ed., Chapter 14 – Human Resource Management, pp 474-476.

The Florissant Employee Handbook provides a comprehensive guide for selection, hiring, dismissal and benefits policies for all staff and volunteers.

The City of Florissant has established and maintains comprehensive personnel policies and procedures that govern the administration of employment practices for both professional and nonprofessional staff. These policies are reviewed periodically to ensure compliance with legal requirements and alignment with best practices in municipal operations.

The Personnel Policies and Procedures Manual is accessible to all employees, with content tailored to their respective roles.

The manual includes clearly defined procedures and guidelines in the following key areas:

- **Selection, Hiring, and Dismissal:** Transparent and consistent processes for recruitment, onboarding, and separation.
- **Benefits:** Comprehensive coverage including retirement plans, health and life insurance, leave policies, and other employee benefits.
- **Salary Schedule:** A structured pay scale aligned with position classifications and responsibilities.
- **Incentive System:** Programs that recognize and reward exceptional employee performance.
- **Staff Development Program:** Ongoing training and professional development opportunities designed to enhance employee skills and support career growth.

Through these policies, the City of Florissant ensures fair, consistent, and effective personnel management across all departments.

Policy #

Date of Review:

Approved by: 
Director of Parks and Recreation