



Human Resources

January 6, 2022

Rapid City Common Council
300 Sixth Street
Rapid City, South Dakota 57701

Dear Council Members:

This agenda item is related to an update to the Non-Union Guide and a reformatting of our Employee Handbook. Both of these documents are important to the success of our employees. Easy to understand policy manuals can be the difference between a successful employee and losing employees due to misunderstandings.

It is important to understand how policy manuals are organized at the City. We have four Unions that represent our employees; AFSCME, FOP, IAFF and IATSE. They each represent a segment of our employee population, and they each have specific policies that apply to them laid out in their contracts. The rest of the employees are non-union and have a guide that addresses the policies specific to them. However, there are also policies and rules that apply to all employees, and are not addressed in bargaining sessions with the unions, and those are housed in the Employee Handbook. An example to highlight the difference between the two would be our non-smoking policy and our holiday schedules. Our non-smoking policy is housed in the Employee Handbook, employees are not allowed to smoke in any of our vehicles and buildings, this is something we would not bargain with any of our unions and applies to all employees equally. However, a policy like holiday schedule is a negotiated item and is laid out in each of the contracts and therefore it would belong in the Non-Union Guide to address how it is handled for non-union employees.

The Non-Union Guide needed an update and I am happy we are able to present a refreshed guide. Attached to this item is some of the various changes that were made to the policy manual. Our benefits and policies need to be continually addressed to make sure that they are easily understood by our supervisors and employees, and adjusted when needed to continue to attract and retain talent.

The Employee Handbook was also in need of an overhaul. The previous edition had a mishmash of Mayoral proclamations, copies of emails dictating change and other formats that made the handbook hard to understand by our employees. By housing the policies and procedures that affect all of our employees in an easy to comprehend and straightforward format we can ensure that the enforcement of the contents is fair for all employees.

I will be available if you have any further questions.

Nick Stroot
HR Director – City of Rapid City

(t) 605.394.4136

300 6th Street Rapid City SD, 57701

www.rcgov.org