



Office of the City Administrator

To: Mayor Welch, Common Council Members
From: Inga Cushman, Assistant to the City Administrator
Date: February 17, 2016
Subject: Discussion and Possible Action Regarding Changes to the Employee Handbook.

Summary

Staff has been working on updates to the Employee Handbook & Policy Manual for 2016. Attached is a red-lined copy of the policies that show what changes are proposed. Revisions are suggested for the following sections:

- 6.04 Meals & Break Periods
- 7.03 Paid Time Off
- 7.05 Holidays
- 7.16 Post Employment Healthcare Reimbursement Plan
- 14.08 Problem Resolution

One new sections is also proposed:

- Appendix A: City Hall Work Rules

Recommendation

To approve the changes to the Employee Handbook & Policy Manual as presented effective February 18, 2016.

Attachments

- 2016 Employee Handbook Updates