



Memo

File #: TMP-5145

Agenda Date: 1/13/2023

TO: James V. Capparelli, City Manager

FROM: Kathy Franson

DEPARTMENT: Human Resources

SUBJECT:
Handbook & Policies/Procedures

PURPOSE:
Provide all employees a concise handbook of information as well as continue to update and procedures.

FACTS:

- a) Several policies have been updated over the last few years and new policies have been implemented.
- b) Challenges to a handbook are encompassing six (6) CBA guidelines, which are not all consistent. Since CBA guidelines prevail, it is difficult to break out some policies and procedures and state that they apply to all employees.
- c) This is a fluid area. Needs and requirements change quickly. Standard policies are more consistently available for longer periods of time, but some policies are only effective in the short-term. Maintaining a system to track both is needed.
- d) Departments create their own policies/procedures that may not be incorporated or may not be needed citywide. Tracking is needed.
- e) New and updated policies are placed on our SharePoint site and employees are notified with an email that contains a link to the new/updated policy for review.