



Memo

File #: TMP-6022

Agenda Date: 6/16/2023

TO: Mayor and City Council

FROM: Rod Tonelli, Interim City Manager

SUBJECT:
Handbook & Policies/Procedures

BACKGROUND:

1. Purpose: Provide all employees an avenue to find information regarding policies and procedures.
2. Facts:
 - a) Several policies have been updated over the last few years and new policies have been implemented.
 - b) Challenges to a formal 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 needed policies/procedures that may not be applicable citywide. Tracking is needed.
 - e) Policies are placed on our SharePoint site and employees are notified with an email that contains a link to any updated or newly implemented policies for review.