



## AGENDA ITEM SUMMARY FORM

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**MEETING DATE:** November 14, 2023

**PREPARED BY:** Colleen Martin

**AGENDA CONTENT:** Discussion and possible action on the approval of the updates to the Employee Policy Manual.

**AGENDA ITEM SECTION:** Consent Agenda

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**BUDGETED AMOUNT:** **FUNDS REQUESTED:**

**FUND:**

**EXECUTIVE SUMMARY:**

On December 8, 2020, the City Council approved the City of Angleton Employee Policy Manual. Senior staff were asked to provide feedback on the manual in the spring of 2023, and then the City Attorney reviewed the manual and provided feedback. The changes include corrections to typographical errors and other legal and verbiage changes.

**RECOMMENDATION:**

Staff recommends approval of the updates to the Employee Policy Manual.