



**CITY OF BELLE ISLE, FLORIDA
CITY COUNCIL AGENDA ITEM COVER SHEET**

Meeting Date: September 18, 2018

To: Honorable Mayor and City Council Members

From: B. Francis, City Manager

Subject: Resolution - Personnel Manual Revisions

Background: In accordance with the City Charter, Section 4.09 (K), the City Manager establishes personnel policies governing appointment, retention and promotion of city employees, which policies shall include a grievance procedure, subject to approval by the city council by resolution. The City staff reviewed the current personnel policy and made changes that are highlighted on the new policy. Most of the changes are to clarify and write procedures that were “always done this way” but never put in writing. Other changes were made because they were changes to the Fair Labor Standards Act.

Staff Recommendation: Adopt Resolution

Suggested Motion: **I move we approve the revisions to the City’s Personnel Policy and propose a Resolution for adoption**

Alternatives: Do not approve the revisions.

Fiscal Impact: None

Attachments: Personnel Manual with changes highlighted.