



PERSONNEL POLICY UPDATE

Requested Action: Motion to adopt the changes to the Personnel Policy as presented.

SUMMARY

Ms. Cheryl Brown will present (virtually) updates to the personnel policy. She has combed through this document and updated language, added sections, and performed a comprehensive review to ensure that the language in the policy is current, legal, and beneficial for our employees while also being effectively implemented.

Some changes were made that did not change the ‘meaning’ of a section, but updated the wording to be stronger and/or more in line with current HR practices. These types of changes were not highlighted. Any changes that were added, rewritten entirely, or drastically revised are outlined in red in the attached document (the full policy). Ms. Brown has also provided a “management recommendations” document that gives a overview of the changes. The town manager reviewed these changes with her and the department heads have had the opportunity to review them as well. Staff recommends approval.

The MAPS Group has also included a benefits survey from surrounding jurisdictions. This document drove some of the changes in the personnel policy. Staff plans to utilize this during the upcoming budget process to ensure our offerings are competitive and advantageous for current and future employees.

Links are provided below for all documents.

MATERIALS PROVIDED

- [Management Recommendations document](#)
- [Revised Personnel Policy showing changes](#)
- [Benefits Survey](#)