



Human Resources FY25-26 Employee Handbook

Cheryl Marthiljohni, Director of Human Resources
City Council Meeting – October 6, 2025

Amendments to Policies

The City Manager may make revisions to this policy which do not involve a change in benefits offered or changes which would require an amendment to the City's current "Annual Operating Budget." **The City Council must approve all changes involving employee benefits and/or budget amendments.** Any new rules or regulations issued supersede these regulations and are fully binding on all employees.

Annual Policy Approval

City staff request Council approval on updating sections of Chapter 6 within the Employee Handbook. This chapter includes policies dealing with Vacation, Sick, Leave of Absences, and Other Absences.

Chapter 6 sections include:

- 6.3 Sick Leave
- 6.4 Paid Parental leave
- 6.7 Military Leave
- 6.9 Other Absences
- 6.13 Catastrophic Leave

FY26 Policies for Council Approval

Policy	Revision
6.3 Sick Leave	Adding a provision that allows the use of an employee's sick time to be used for additional bereavement leave, if needed. Includes allowing employees to take paid sick time if the covered bereavement relationship is outside of the current policy.
6.4 Paid Parental Leave (PPL)	Remove the one year waiting period and update the eligible hours if having less than one year of service to 40 hours (53 for fire shift personnel).
6.7 Military Leave*	For the purposes of calculating the amount of paid military leave of absence for a fire shift employee, a 48-hour work shift constitutes one workday.

* New Law (H.B. 2513) – effective September 1, 2025

FY26 Policies for Council Approval

Policy	Revision
6.9 Other	Include Firefighters in existing policy to be eligible for Mental Health Leave like Police Officers and Public Safety Communications. Update language to align Public Safety Communications with the same process for Police Officers.
6.13 Catastrophic Leave	Add language that city will review case by case options for leave outside of the Catastrophic Leave pool if an employee does not have enough time to donate as a member of the pool and a need arises that they meet the criteria otherwise described for a catastrophic leave reason. Update language to include gapping the compensation between short-term or long-term disability benefits and catastrophic leave hours, avoiding doubling benefit time.

Next Steps

Timeframe	Component
October 6, 2025	Effective date for approved Employee Handbook

Questions/Comments
