

MEMORANDUM

Business Item C

From: Administrator/Staff

To: Town Board

Re: Town Board review & consideration of a proposed text amendment to the Town of Clayton Employee Handbook.

Please find included in your packet copies of the current Employee Handbook wording, and the proposed clarification the Administration is proposing.

There have been some discrepancies noted within the Employee Handbook that the Administration aims to revise in 2024, but with the winter road maintenance season beginning, it seemed appropriate to bring this clarification before the Board now.

As the Handbook reads currently, it is unclear the Weekend Duty rates for the Public Works Department. The Administration is proposing only to clarify with this text amendment. If the Board has any questions, Administrator Wisnefske will be available at the meeting to answer.

SUGGESTED MOTION:

Motion to approve the proposed text amendment to the Town of Clayton Employee Handbook as presented.

If you have any questions about this information, please call or e-mail me.

Respectfully Submitted
Kelsey