



Agenda Item Report

Meeting Type: Common Council Meeting

Meeting Date: October 21, 2025

Item Title: Discussion of Employee Handbook

Submitted By: Kendra Riddle, Finance Director

Detailed Description of Subject Matter:

We have been working together on the new employee handbook to be rolled out for 2026 to update employee quality of life with added benefits and a revamp of our policies and procedures. All staff has had a chance to review the handbook draft and have brought back suggestions. I changed the items that I found necessary and needed. Staff brought suggestions for additions, changes, and suggestions that after speaking with consultants and the current budgetary restraints we will not be able to move forward with a few suggestions at this time.

List all Supporting Documentation Attached:

Please see the handbook draft final and the inquiries document to review changes that were made and suggestions for consideration.

Action Requested of Council:

Approve the handbook as presented and addendums will be created based off approved handbook for departments who require them such as utilities, pd, fd, and library.