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## City Council Agenda Memo

Crest Hill, IL

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**Meeting Date:** July 10, 2023

**Submitter:** Lisa Banovetz, Director of Finance / Glen Conklin, Treasurer

**Department:** Treasurer's Office

**Agenda Item:** Approval to amend the City's Employee Handbook

**Summary:** At the July 3, 2023 City Council Work Session, the City discussed the current policy for use of City vehicles by City employees in addition to having a discussion regarding taxation of employee benefits and specifically discussed taxing employees for benefits received for a clothing allowance or a clothing stipend.

The City has amended its current Employee Handbook to not allow personal use of a City owned vehicle and also to tax all employee benefits an employee would receive from the City.

The sections that have been amended add a new subsection 4.16 to Section 4 (Hours of Work and Overtime) regarding Taxation of Clothing Allowances and Clothing Stipends and a revision to Section 9.2 (City Vehicles, Equipment & Facilities) to make clear that no personal use of City Vehicles would be allowed.

The language of the new section and amendment to 9.2 is contained in the Resolution. As Section 4.16 is new, there is no corresponding section in the current Employee Handbook. The current version of Section 9.2 is attached as a separate pdf for the Council's review and comparison.

**Recommended Council Action:** Approval of the amended Employee Handbook, as presented.

**Financial Impact:** N/A

**Funding Source:** N/A

**Budgeted Amount:** N/A

**Cost:** N/A

Attachments: Resolution and pdf of current section 9.2