

Exhibit B

Proposed Handbook Change (from version presented on October 5, 2026)

Section 4.2 Work Day

Proposed language on October 5, 2026	Proposed as of October 12, 2026 for inclusion in final version of Handbook
Full-time employees generally will be scheduled for an eight and one-half (8 ½) hour day, including up to a sixty (60) minute meal/break period. Although exceptions to the hours of the workday and meal period can be made upon the recommendation of the Department Head and the approval of the Personnel Officer for specific job-related reasons, each Department must prioritize the ability to effectively receive calls, meetings, and members of the public by maintaining sufficient staff during all operating hours. The timing of meal periods is subject to the approval of the employee's assigned supervisor. This section should not be construed as a guarantee or limitation on the number of hours of work offered to employees on a daily or weekly basis. Applicable collective bargaining agreements may provide exceptions to this section. As stated in Section 1.4, Application of Rules, in the case of a conflict between the language in the Employee Handbook and a collective bargaining agreement, the collective bargaining agreement shall prevail.	Full-time employees generally will be scheduled for an eight and one-half (8 ½) hour day, including up to a sixty (60) minute meal/break period. <u>City Hall administrative hours have been established as 8 a.m. - 4:30 p.m. and Public Works hours established as 7 a.m. – 3:30 p.m. The City retains the exclusive right to change the normal work hours, workday and/or work week for any or all employees. Should it be necessary in the City's judgment to establish schedules departing from the normal workday or the normal work week, or to change the shift schedule of an employee or employees, the Department Head will give, if practicable, at least twenty-four (24) hours advance notice of such change to all employees directly affected by such change.</u> <u>Employees may alter the starting time by one hour either prior to or immediately following the designated start time. This change in start time shall only be allowed with the mutual written agreement of the employee's supervisor and Personnel Officer. The agreement must at minimum include a job-related reason for the altered schedule and a date certain when the altered schedule shall be reviewed for renewal or discontinuation.</u> Each Department must prioritize the ability to effectively receive calls, meetings, and members of the public by maintaining sufficient staff during all operating hours. The timing of meal periods is subject to the approval of the employee's assigned supervisor. This section should not be construed as a guarantee or limitation on the number of hours of work offered to employees on a daily or weekly basis. Applicable collective bargaining agreements may provide exceptions to this section. As stated in Section 1.4, Application of Rules, in the case of a conflict between the language in the Employee Handbook and a collective bargaining agreement, the collective bargaining agreement shall prevail.