



Meeting Date:	October 12, 2026
Submitter:	Ashley Monroe, Assistant City Administrator/HR Director
Department:	Administration / Human Resources
Agenda Item:	Finalize Updates to the City of Crest Hill Employee Handbook

Summary: At the July 27th, August 24th and September 28th Work Sessions, staff presented recommended legal updates and proposed policy updates to the Employee Handbook. City labor attorney Melissa Wolf, of Storino, Ramello, & Durkin provided guidance at these meetings to provide clarifications as needed.

All required and recommended legal changes, substantive policy updates, and minor cleanup and corrections are included in the presented version of the Handbook (Exhibit A).

At the October 5th Council Meeting, this item was deferred for additional discussion on section 4.2 Work Day, with a desire to possibly revise the proposed language before final adoption. Staff received some initial feedback and with that feedback, attempted to revise the section for discussion purposes. The language very closely mirrors Section 7.3 (D&E) of the most recent Local 150 contract, providing equal benefit and requirements for employees working at each of our facilities. The proposed change is attached as Exhibit B.

If there is a decision by Council to revise the language to this section or any other, staff will update the final draft of the Employee Handbook for adoption at the following City Council meeting.

Also, one other change has been recommended by the City's labor counsel, to Section 7.12 Health Insurance Opt-Out Incentive. The change adds a provision requiring annual and budgetary approval of the City Council, in order to offer the program. The authorization of the program itself in 2027 will be addressed as a separate agenda item but this language change pertains to the Handbook update, and as such, is also attached here as Exhibit C.

Recommended Action

Finalize updates to the City of Crest Hill Employee Handbook.

Budget Impact

No direct budgetary impact is anticipated with an update to the Employee Handbook. Matters that could require changes to budgeted projects, programs or benefits, will follow City policy and procedures at the time they are considered for implementation.

Attachments

- Resolution
- Exhibit A – Crest Hill Employee Handbook (Clean Copy)
- Exhibit B – Proposed change to Section 4.2 Work Day
- Exhibit C – Proposed change to Section 7.12 Health Insurance Opt-Out Incentive