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| <b>Meeting Date:</b> | October 5, 2026                                             |
| <b>Submitter:</b>    | Ashley Monroe, Assistant City Administrator/HR Director     |
| <b>Department:</b>   | Administration / Human Resources                            |
| <b>Agenda Item:</b>  | Approve Updates to the City of Crest Hill Employee Handbook |

**Summary:** At the July 27<sup>th</sup>, August 24<sup>th</sup> and September 28<sup>th</sup> 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 final version of the Handbook (Exhibit A).

### **Recommended Action**

Approve 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