



February 2025

# Employee Handbook Proposal

Prepared by:  
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**DELIVERED VIA EMAIL TO SHELLY.NAMENIUK@DICKINSONGOV.COM**

February 10, 2025

Ms. Shelly Nameniuk  
Human Resources Director  
City of Dickinson  
38 1<sup>st</sup> St. W  
Dickinson, ND 58601

Dear Ms. Nameniuk & Members of the City Commission,

We are so pleased to provide you with a proposal to draft your Employee Handbook as a stand-alone document outside of Municipal Code, and optionally, to propose the reformation of Chapter 42 of the Code, following the relocation of content to be included in the Employee Handbook.

We look forward to an opportunity to discuss any questions you may have about the information that follows.

Best,

Michelle Kommer

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## Background

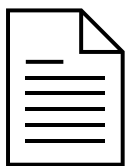
Client, a municipality, currently includes HR policies and procedures within Chapter 42 of its Municipal Code (“Code”). Client is presently working directly with outside counsel to update its Harassment and Non-discrimination policy, as well as its policy relating to grievance procedures. Client’s goal is to remove HR policies and procedures from Code and create a stand-alone Employee Handbook. The audience for the Employee Handbook is Municipal employees. The Employee Handbook requires approval of the City Commission, and annual certification by employees (or more often if changes are made).

## Scope

HighRoad Partners will review Chapter 42 to determine which content should be removed from the Code and relocated to the Employee Handbook. Specifically, HighRoad Partners will:

- Review Chapter 42 and produce a red-line version illustrating content that should be removed and relocated to the handbook
- Meet with HR leadership to thoroughly review current policies, and discuss/recommend best practices
- Produce Handbook Draft #1 for consideration
- Make edits to Draft #1 as requested
- Produce final draft handbook for approval

## Deliverable



Final draft of handbook for approval

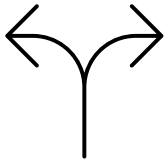
## Optional Scope

After the relocation of handbook-appropriate content, Chapter 42 of the Code will require review and update to ensure that the remaining content is appropriate and readable.

HighRoad Partners will review Chapter 42 to determine which content is appropriate to remain, or should be repealed or relocated, for example to a safety policy. Specifically, HighRoad Partners will:

- Review remaining contents of Chapter 42 and recommend revisions to ensure remaining contents are appropriate for inclusion in Code and organized and presented sensibly, given the relocation of significant content.
- Produce draft #1 of the revised Chapter 42
- Meet with HR leadership to discuss recommendations
- Make edits to Draft #1 as requested
- Produce final draft of Chapter 42 for approval

## Optional Deliverable

	<u>Final draft of Ch.42 for approval</u>
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## Your Team

### **Michelle Kommer**

Michelle has a passion for building great teams and the “people systems” that support them. Prior to founding HighRoad Partners in 2020, Michelle served as North Dakota’s Labor Commissioner and Commerce Commissioner, which provided inspiration to connect this passion to her daily work. Before her public service, she spent more than 20 years in the private sector, serving in executive Human Resource, Legal and Operational leadership roles in a variety of industries including financial services, manufacturing, heavy construction, energy, and health insurance. She is licensed to practice law in North Dakota and Minnesota, experienced in labor and employment matters, as well as corporate governance and contracts. Michelle has enjoyed her service as a director working with several public, private and non-profit boards.



## Timeline

HighRoad Partners is available to begin the work outlined above upon approval of the engagement. The completion date for the project is driven by leadership’s availability to review HighRoad Partners’ work in a timely manner. A timeline will be agreed to with leadership upon commencement of the engagement.

## Estimated Cost

Deliverable ..... \$2,500-\$3,250

Optional Deliverable ..... \$1,000-\$1,500

We accept payment for 50% of the estimated midpoint of the range upon commencement of the engagement and the remaining payment upon submission of the deliverable(s).