



## REQUEST FOR COUNCIL ACTION

**AGENDA DATE:** May 11, 2026

**AGENDA ITEM:** Consider approving policy updates to City of Grand Rapids Personnel Policies relating to expense reimbursements.

**PREPARED BY:** Chery Pierzina, Human Resources Officer

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### **BACKGROUND:**

The City's current Personnel Policy Manual was adopted by the City Council on January 12, 2026, and staff is recommending updates to several sections of the Personnel Manual related to employee expense reimbursement procedures. The proposed revisions are intended to provide better-defined guidance and clarify procedures and expectations related to employee expense reimbursements. The revisions will assist employees in submitting reimbursement requests and help the Finance Department administer reimbursements consistently and in accordance with policy.

Attached for your review is a red-lined copy of the proposed policy revisions.

### **REQUESTED COUNCIL ACTION:**

Consider approving policy updates to the City of Grand Rapids Personnel Policy Manual as presented, effective May 12, 2026.