



## Department Report

**MEETING DATE:** 08/21/23

**FROM:** Suzanne Skidmore, Director of Human Resources & Risk Management

**SUBJECT:** Revisions to the Personnel Policies Handbook

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### BACKGROUND

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The City of Greenacres previously adopted a manual of personnel policies in 1983, and revised in 1985, 1994, 2012 and 2022 which were also supplemented by Council policies and administrative directives.

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### ANALYSIS

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The City of Greenacres has decided to update its policies applicable to employees in a comprehensive manner to reflect current local and state and federal laws and current policies and procedures related to day-to-day operations.

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### FINANCIAL INFORMATION

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Any costs associated with the policies are and will be included in the City Budget.

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### LEGAL

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The Handbook has been updated in accordance with all federal, state, and local requirements and has been reviewed by our City Attorney.

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### STAFF RECOMMENDATION

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Approve of Resolution 2023-30.