



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: September 25, 2023
Department: Administration
Submitted By: Linnea Rader, Interim City Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: City of Hartford Employee Handbook

RECOMMENDED ACTION:

The attached Employee Handbook has been edited to include leave time benefits for regular part-time employees not covered by a CBA.

The edits provide for a prorated number of sick, vacations, personal, and holiday hours for regular part-time employees prorated by their normal work scheduled hours compared to a normal 40-hour work week.

We believe these are minor changes that will assist us in recruiting and retaining part-time employees.

It is recommended Council amends the City of Hartford Employee Handbook as presented.