



CITY COUNCIL WORK SESSION MEMORANDUM

TO: City Council

FROM: Matthew R. Schmitz, MPA - City Manager

DATE OF MEETING: July 7, 2025

ITEM TITLE: Employee Handbook Updates

DISCUSSION:

Through conversations with the Employee Relations Committee, as well as internal review by HR and Administrative Staff, we have identified areas of the Handbook that need to be updated.

Changes to the handbook are highlighted in the attached file.

Of note, the following sections have been revised or modified:

1. Performance Reviews
 - a. Clarifying that all Full-Time and Permanent Part-Time Employees will receive yearly reviews.
2. Definition of Employee Status
 - a. Adding Permanent to the Part-Time definition.
 - b. Adding a new Seasonal Part-Time Employee definition.
3. Library Holiday Schedule
 - a. This was missed when we did the Vacation Update and should have been changed then.
4. Bereavement Leave
 - a. Change from 3 days to 5 days for the Employee's grandchild, grandparent, mother-in-law, father-in-law, brother-in-law, or sister-in-law.
 - b. Change from 1 to 2 days for Firefighter's grandchild, grandparent, mother-in-law, father-in-law, brother-in-law, or sister-in-law.
5. Sick Leave Benefit
 - a. Change to add illness or injury of a parent.
6. Pregnancy Workers Fairness Act and Lactation Policy
 - a. Added this new section.

RECOMMENDATION:

Staff recommends discussion of this topic. No action is needed at this meeting, as any decision items needed would be brought forward to a City Council meeting for approval.