



## CITY COUNCIL MEMORANDUM

---

**TO:** City Council

**FROM:** Matthew R. Schmitz, MPA - City Manager

**DATE OF MEETING:** July 28, 2025

**ITEM TITLE:** Resolution to update the Employee Handbook

---

### BACKGROUND:

This item was discussed at the July 7, 2025, City Council Work Session.

### 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. At the recommendation of the Council, Staff also added Stepchildren to this section.
  - 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. At the recommendation of the Council, Staff also added Stepchildren to this section.
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.

### RESULTS:

The City has established priorities during strategic planning sessions. This item supports the Vision from that session of supporting high-quality City services. This item helps achieve that vision by supporting City Staff with policies that benefit both them and the City.

### FINANCIAL CONSIDERATION:

N/A

**RECOMMENDATION:**

Staff recommends a motion to approve and authorize the Mayor to sign the Resolution outlining changes to the Employee Handbook.