



## CITY COUNCIL MEMORANDUM

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**TO:** City Council

**FROM:** Susi Lampe, CMC, IaCMC, IaCFO – Assistant City Manager/City Clerk/Treasurer

**DATE OF MEETING:** February 23, 2026

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

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### **BACKGROUND:**

The City was notified on February 9<sup>th</sup>, 2026, that our employee handbook needed to address the HIPAA Medical Privacy Policy: Basic Requirements. The City of Independence is required to have this policy as we function as a “covered entity” and must protect protected health information.

### **DISCUSSION:**

HR and Administrative Staff have identified areas of the Handbook that need to be updated. They are shown in the attached Employee Handbook in red.

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

1. Use of Paid Leave related to the Family and Medical Leave Act
  - a. Clarified the type of leave and the order to be used.
2. Creation of section HIPAA Medical Privacy Policy: Basic Requirements.
  - a. This will be in the handbook as section 5.4, with the former 5.4 and 5.5 sections becoming 5.5 and 5.6, respectively.

### **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 polices 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.