



Founded 1876
Incorporated 1899

TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715

STAFF SUMMARY REPORT

FROM: Brett Klein, Town Manager/Clerk

ITEM: **Item: Consideration of an Updated Employee Handbook**

MEETING DATE: September 8, 2026

Summary:

One of the priorities for the past 7+ years that keeps getting pushed aside in lieu of other higher priorities is to update and bring all elements of our employee handbook in compliance with the latest employment law.

The latest version is quite similar to the current one, but clarifies quite a few policies, brings into compliance with current law and best practices many others, and adds some policies that are vital to mitigating risk.

Included in the agenda packet is the current version and the proposed new draft. The updates were too comprehensive to utilize the mark-up function as that would have only caused confusion and made it difficult to follow.

The proposed handbook has undergone extensive legal and HR review.

Fiscal Impact:

There will be no fiscal impact.

Recommendation

Staff recommend approval in order to be consistent with best practices and changes in employment law.