



# MEMO

## Human Resources

To: Finance & Personnel Committee  
From: Elisa Hodge, Human Resources  
Date: 12/1/2025  
Re: Employee Handbook

### Background information:

The Employee Handbook was last updated and approved for adoption on 10/2/2023. The following changes are proposed for an updated version of the Employee Handbook:

2024 Page #	Updated Page #	Description
4	4	Change Section Description from Diversity, Equity & Inclusion to People & Culture
12	12	Hours of Work – Add language for “summer hours” to MSB and SPAR
12	N/A	Overtime – remove note about Public Works
12	N/A	Overtime – Remove “Holidays, vacation, and sick time are counted as hours worked for overtime purposes.”
12	N/A	Overtime – Remove paragraph regarding 2 hours Call Pay. This does not apply to all departments or employees.
12	N/A	Overtime – Remove paragraph regarding Comp Time. This is not utilized and would have pay and tax implications with the OBBB regulations.
16	N/A	Longevity – Delete
17	N/A	Retirement Health Savings Plan (HRS) – Delete per 7/15/2025 F&P meeting
20	19	Vision - Change plan name to MetLife
23	22	Holidays – Remove sentence “When Christmas Eve falls on a Sunday...personal holiday”
23	22	Holidays – Change 8 hours holiday to pay be scheduled hours
	22	Holidays – Add subsection for Crossing Guard Holidays per 1/20/2025 Finance & Personnel Committee
27	26	Sick – Correction to December 31 <sup>st</sup> from December 1
28	27	Vacation – Language changed from earned to frontloaded

28	27	Vacation – Add retiree payout language
33	N/A	Employee Appearance – Delete 2 <sup>nd</sup> paragraph “Upon hire, engineering...”, Delete “2 sweatshirts with City log” and Delete “4 t-shirts with City logo”.
33	N/A	Employee Appearance – Delete table of DPW positions and re-write coverage to “...maintain up to 2 pairs of ...for Street Department staff.”
33	32	Employee Appearance – Add clothing allowance for DPW language per 2/3/2025 Finance & Personnel Committee
45	45	Safety Shoe – Add statement regarding Public Work not eligible due to clothing allowance
60	60	Pre-Employment Testing – Clarification that seasonal staff are drug tested when in safety-sensitive positions
61	61	Random Testing - #3 remove Crossing Guards to indicate they will be included in the random pool
63	63	Employee Assistant Program – Updated to Ascension information
66	66	Information Technology Acceptable Use – Updated Helpdesk contact to Amplitel
81	81	Alders/Municipal Judge Travel – updates per 10/20/2025 Finance & Personnel Committee agenda for revised policy for Alders. Judge will be noted with the Travel Reimbursement policy as applicable to all other employees.
82	83	Street Department Work Hours – updated per 2/3/2025 Finance & Personnel Committee to update schedules to year-round, removal of daily overtime, removal of absence pay counting toward OT (per OBBBA regulation changes)
83	84	Commercial Driver’s License – Update per 3/17/2025 Finance & Personnel Committee to CDL funding and removal of demotion language

Additional grammatical, punctuation, and general terminology of no impact were also updated.

A full copy of the revised handbook is attached.