



City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
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TO: Mayor & City Council
FROM: Mike Greene – City Administrator
DATE: September 15, 2025
RE: Personnel Manual Updates

Background Brief: It is the best practice to conduct a periodic review of a City's personnel manual to update necessary information to match current practices, changes in state/federal regulations, or removal of old non-applicable language.

Enclosed in your packet are the requested updates to the City's personnel manual. The majority of the updates mirror the language approved in the recent PD union agreements. Updates include:

- Updated PTO accrual rollover language to limit employee payout impact on future budgets.
- Updating the sick leave use clause to meet Earned Sick Time Act regulations
- Addition of 80 hours of parental leave
- Updated insurance language to mirror current insurance policies

This update has been reviewed by Labor Attorney Schwartz. Final formatting updates will be completed once approved.

Previous Action: July 17, 2023 – Personnel Manual Updates Approved

Economic Impact: N/A

Recommendation: I recommend approving the personnel manual updates.

Recommended Motion:

Moved by Council Member _____ seconded by Council Member _____
to approve the Lathrup Village Personnel Manual of Employment Regulations updates as presented.

Kelly Garrett
Mayor

Bruce Kantor
Mayor Pro-Tem

Jalen Jennings
Council Member

Jason Hammond
Council Member

Maria Mannarino
Council Member