



**Susan Montenegro**

**City Administrator**

City of Lathrup Village

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**COUNCIL COMMUNICATION:**

**TO:** Mayor Garrett and City Council Members

**FROM:** Susan Montenegro, City Administrator

**DATE:** June 26, 2023

**RE:** Personnel Manual Amendment

The City of Lathrup Village Personnel Manual needs to be updated. Amendments are suggested in Sections 5.03 and 14.02 (B)

**Section 5.03 Exempt Employees**

Language changes in this section are highlighted in red and clarify compensatory time for exempt employees as well as removing the provision to bank compensatory time. Exempt employees shall use compensatory time prior to vacation or sick time.

**Section 14.02 (B) Hospitalization Insurance – Regular Full-time Employees Only**

Language changes in this section are highlighted in red and add lifetime health benefits for an employee hired prior to December 31, 2007. The addition of this language will provide insurance coverage for those not receiving a 401(k) or Health Savings Account through the City.

**Suggested Motion:**

**To approve the suggested amendments to the Lathrup Village Personnel Manual.**