



MEDINA, WASHINGTON

AGENDA BILL

Monday December 9, 2024

Subject: Human Resource Employee Handbook

Category: Consent Item

Purpose: Provide insight on the new HR Handbook

Staff Contact: Ryan Wagner, Finance & HR Director

Summary

This is an overview of the new City of Medina Human Resource Handbook, both in process and content. The handbook was created using ADP's handbook creator, which utilizes a format that is followed by a significant portion of American companies.

The handbook was created using standard language from ADP to cover both federal and state law. Once required federal and state laws were applied, then Medina specific policies and procedures were added from the Medina Personnel Policy Manual and labor contracts.

The new Human Resource Handbook was reviewed by employment attorney Katherine Weber from Inslee Best. Her feedback was incorporated into the manual.

New Policies/Additions

Work From Home

During the pandemic, city staff who was able was forced to work from home to follow federal/state guidelines. As the pandemic restrictions relaxed, Medina moved to a more hybrid work environment. In 2024, leadership got together and drafted a policy to lay out guidelines for how WFH would be handled going forward. WFH is an employee privilege, not a right. This policy is believed to allow for some employee flexibility, while maintaining availability in person to provide the services needed to the community.

Juneteenth

In 2023, City Council approved the addition of Juneteenth as a recognized City holiday. With this new handbook, it has been officially added to the holiday calendar.

Various Language Updates

Staff worked with both the HR/legal team at ADP, and an employment attorney at Inslee Best, to make sure the language in the handbook is concise and straightforward for our staff. The giving feedback helped

staff combine both the standardized language of both federal and state law, with the various internal policies that Medina holds.

Fiscal Impact: N/A

Recommendation: Approve.

City Manager Approval:

A handwritten signature in black ink, appearing to be 'JRB', written over a horizontal line.

Proposed Council Motion: "I make a motion to approve the City of Medina Human Resource Employee Handbook."