



# MEDINA, WASHINGTON

## AGENDA BILL

Monday, March 11<sup>th</sup>, 2024

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**Subject:** City of Medina – Human Resource Manual Update

**Category:** City Council Business, Council Discussion

**Staff Contact:** Ryan Wagner, Finance Director

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### **Summary**

This agenda bill is for a staff update and discussion on the following workplan item, *HR Lifecycle and Personnel Manual Updates*.

This discussion will cover the following items from the workplan, and the progress staff has made on each item.

- 1) HR System (10/24/2022 City Council Retreat)
  - a) City staff implemented ADP Comprehensive Services in May of 2023, which improved the efficiency and accuracy of payroll while bringing a robust HR platform to the city.
  - b) ADP gives us a team of HR professionals that work with staff to make sure Medina stays compliant with State and Federal law with training, notices and with active updates to the employee handbook.
  
- 2) Revised & Updated Personnel Manual
  - a) Staff have been working with the City's HR reps at ADP, to make updates to the employee handbook to ensure compliance on the state and federal level while keeping the unique language from our labor agreements and policies intact.
  - b) Staff will work with the personnel committee once a finalized draft is completed to receive feedback and make any alterations before it goes to Council and the unions for final approval.

**Attachment(s)** N/A

**Budget/Fiscal Impact:** N/A

**Recommendation:** Discussion item only.

**City Manager Approval:**

Time Estimate: 20 minutes