



# AGENDA REPORT

## New Haven, Michigan Council Meeting

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**MEETING DATE:** November 12, 2024

**DEPARTMENT:** DPW, Fire and Office

**DATE SUBMITTED:** November 1, 2024

**PREPARED BY:** Sandra Cazel, Office Manager, Daniel Stier, Fire Chief

**ITEM TITLE:** Employee Policy Manual

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### **EXECUTIVE SUMMARY:**

The last implemented of a Village of New Haven employee handbook is from 2007. This handbook is not up to current standards, guidelines, and laws. This new manual will improve the safety and health of our employees, reducing risk and maintaining a positive atmosphere.

Lexipol is a company that specializes in policies, procedure, and training manuals. Their team consists of professionals with knowledge of public safety, law, policy, state and federal accreditation, training, mental and physical wellness, and grants. All policies are vetted by lawyers and follow the Michigan MCL code. These codes are monitored and updated by Lexipol, as they become available, keeping the Village protected and up to date.

All departments will still use Teamsters Contracts in addition to the new policies in a way that they do not contraindicate each other. This new program will benefit all Village Employees; we can still retrofit/add policies, emergency plans, with a dashboard accessible to all employees and elected officials.

Our goal is to implement policies by January 1<sup>st</sup>, 2025.

### **RECOMMENDED ACTION:**

Approve the quote from Lexipol for policy manual subscriptions of \$4453.20.

### **ADMINISTRATIVE REVIEW:**

**EXHIBITS:** Attached Lexipol Solutions Proposal