

MEETING DATE: July 27, 2026

Agenda Title/Category:	Handbook changes: Merit pay wording addition; Maternity Leave revised to Paid Parental Leave			
Staff Contact/Presenter:	Teesha Boozer			
Meets Strategic Initiative or Approved Plan:	Yes	No	If yes, list:	
Background:	Merit Pay - Our Merit Pay Policy is not changing. We are adding clarifying wording for employees who may be on a Performance Improvement Plan (PIP) or under Internal Investigation (IA) in order to review merit increases prior to receiving them. Parental Leave - The Town currently administers Maternity Leave. The proposed policy revision expands the leave to all birthing and non-birthing parents, providing the opportunity for bonding. This includes birth, adoption, or foster placement of a child.			
Discussion:	Merit Pay – The policy discussion will be to approve the additional wording to the current policy providing clarity on when an increase can be given. Paid Parental Leave - The primary policy decision is the amount of Paid Parental Leave the Town wishes to provide. Staff evaluated several options and recommends six (6) weeks as the appropriate balance between supporting employees and maintaining fiscal responsibility.			
Fiscal impact:				
Attachments:	Staff report.			
Recommended Motion to be made by Council:	Merit Pay – Respectfully recommends approval to clarifying wording to Merit Policy. Paid Parental Leave - Respectfully recommends approval of the Paid Parental Leave Policy with six (6) weeks of Paid Parental Leave.			