



## **AGENDA ITEM ANALYSIS**

Project/Issue Name: 25-06 An Ordinance of the City Council Amending the Employee Handbook.

Submitted By: Lisa Addington, Chief of Staff

Date: January 21, 2025

### **Issue Statement**

Additions and revisions to the Employee Handbook specifically pertain to substantive changes as follows:

- **Section 210** – Conflict of Interest - the addition of the non-fraternization policy to the Conflict of Interest section.
- **Section 413** – Adding 56 hours of floating holiday leave for employees to use as discretionary time during any workweek. This leave will be used as ‘use it or lose’ and will not be paid out upon termination. This leave will enhance a flexible work schedule and progressively advance our work/life initiatives.
- **Section 415** – Changes to Retirement to correct our LAGERS program to L-6 and the City’s match contribution to Mission’s Square of 100% of the employee’s contribution up to 4% of their base wages.
- Full-time employment defined as 36 hours per week – promote flexibility and account for weeks employees may work less than 40 hours.
- Enhanced wording changes were implemented throughout this handbook to clarify the intent and subject matter, grammatical clean up, to provide consistency and flexibility in accordance with our Mission, Vision and Values.

### **Discussion and/or Analysis**

With the change in L-6, it was a good time to review the handbook to bring other changes that have been noted throughout the year. Additionally, with the changes to the Fire Union Agreement, we needed both documents to be in agreement.

### **Recommended Action**

Staff recommends approval of this revised Employee Handbook.