



## AGENDA ITEM ANALYSIS

Project/Issue Name: 25-37 An Ordinance of the City Council Amending the Employee Handbook.

Submitted By: Lisa Addington, Chief of Staff

Date: November 4, 2025

### Issue Statement

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

- **Section 403** – Re-added the City Administrator to the ELT vacation accrual – left verbiage for exceptions.
- **Section 404** – Added 12/26-12/31 as holiday break – effective in 2026.
- **Section 413** – Reducing discretionary hours to 24 vs. 56 to fund the holiday additional holiday hours. We are simply transferring 32 hours of discretionary hours and placing those hours on holiday leave. Emergency personnel will still work and we will treat time worked consistently as with other holiday time.
- **Section 706** – Eliminated wording referring to bulletin boards since no longer relevant.

### Discussion and/or Analysis

Additionally, we have modified our internal freedom leave policy to reflect up to two week rather than three weeks. We felt this still accomplished the intent of Freedom Leave and staff also wanted to implement a city-wide mental health break during the holidays, where applicable.

### Recommended Action

Staff recommends approval of this revised Employee Handbook.