

CITY OF RICHLAND CENTER

AGENDA ITEM DATA SHEET

Agenda Item: Personnel Policies Handbook Amendments

- Introductory Period (probation)
- Incorporating the role of City Administrator into the Handbook

Meeting Date: 12/20/2022

Requested by: Ashley Oliphant upon recommendation from the Personnel & Insurance Committee

Background:

Incorporation of City Administrator: Proposed amendments to the Personnel Policies Handbook to incorporate the role of City Administrator into the procedural hierarchy and authorizing said role the authority to fully oversee City personnel. Recommended changes are bolded in the resolution. The changes replace the City Administrator in areas previously overseen by the Personnel & Insurance Committee. The Personnel & Insurance Committee retains the authority to approve department head terminations.

Introductory Period: Proposed amendment adds additional language/expectations during a probationary period, reduces the length of the probationary period for most employees, and eliminates a reduction in pay during the probationary period.

Financial Impact: None.

Upon hire, the City experiences savings in employee wages as new hires are paid 90% of their regular wages. As all positions are budgeted at 100% of the wage, this will not create a new or additional expense for the City.

Funding Source: Not Applicable

Requested Action:

- Motion to adopt Resolution 2022-TBD incorporating the role of City Administrator into the Personnel Policies Handbook effective immediately.
- Motion to adopt Resolution 2022-TBD amending Section 107 Introductory Period of the Personnel Policies Handbook effective immediately.

Attachments: Resolution 2022-TBD Amending Section 107 Introductory Period of the Handbook
Resolution 2022-TBD Amending Handbook for the Incorporation of the City Administrator