

ROCHELLE CITY COUNCIL
AGENDA ITEM MEMO
REGULAR MEETING

SUBJECT: Recommendation to accept resolution approving an Amendment to the Personnel Manual (City of Rochelle Employee Handbook).

Staff Contact: Jillian Condon

Summary:

The City of Rochelle “Handbook” Personnel Policies Manual had a major update in October of 2018. The Personnel Policies Manual is in constant review and revisions shall be made periodically to be consistent with all applicable laws, employment policies and current technology.

The request includes an update in amount of per diem for travel expenses from \$50 to \$70 for any travel day. This recommendation was made considering both the General Service Administration rates for 2025 and the resource savings for stream-lining the reimbursement policy process.

The updated version can be found in Article S section 5 which is attached as supplemental documentation to this memo.

Funding Sources:

Source:	Budgeted Amount:	Proposed Expenditure:
Travel Account per Dept.		

Strategic Plan Goal Application:

Retention

Recommendation:

Approve a Resolution to Amend the Personnel Manual (City of Rochelle Employee Handbook).

Supporting Documents: Update to Article S, section 5 attached.