

**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 is regarding a stipend for staffs’ use of personal cell phones for business related items during business hours. This is being proposed as an alternative to radio upgrades and is projected to save both time and money while increasing efficiency and securing safety for our staff. This alternative is for hourly workers to receive once a month as part of their pay, similarly to a clothing allowance. The proposed amount of \$30 a month represents the decrease in time and expectation compared to salary workers receiving a reimbursement. Hourly workers should not be participating in work related tasks outside of working hours unless pre-approved for overtime. The difference in amount and difference between reimbursement and stipend reflects the difference in exempt vs. nonexempt.

The PD has an alternative plan for hourly employees and are not currently taking part in this policy. Outside of those departments we have anywhere from 40-46 employees eligible for this stipend. The proposed expenditure reflects the highest potential cost annual to be split between appropriate departments.

The updated version can be found in Chapter 5 Article P, which is attached as supplemental documentation to this memo.

**Funding Sources:**

Source:	Budgeted Amount:	Proposed Expenditure:
Telephone Expense Account per Department		\$16,560 annually

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**Strategic Plan Goal Application:**

Safety and Service Delivery

**Recommendation:**

Approve a Resolution to Amend the Personnel Manual (City of Rochelle Employee Handbook) with approval to back date the policy to March 1, 2025.

**Supporting Documents:** Update to Chapter 5, Article P attached.