

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) and Cyber Security Updates.

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. Throughout 2024 the City experienced some unique situations that lead us to explore current verbiage and additional policies to best protect both the City and the employees.

The request includes updates to verbiage in Telecommuting Policy and Procedure (Chapter 1, Article K), and an update in amount of allowance of \$75 for employee use of personal cell phones for City business, (Chapter 5: Other, Article P). Telecommuting verbiage addresses advance notice and approval of the offsite location.

In addition to those updates, there are five new policy recommendations:

An Employee Property Policy, a Time Off During Workers’ Compensation Policy, a Time Off During Administrative Leave Policy, an Employee Attendance Policy, and a Policy for Contracted Employees and their access to email.

Employee property addresses responsibility should any employee’s personal property be damaged on City of Rochelle property.

Both Time Off During Workers’ Compensation and Administrative Leave policy clearly defines the past practice and expectation of the city during these designated periods of time for pay and leave balances.

Contracted Employee Email Policy defines the role, expectations, responsibilities and requirements of contracted employees that are granted access to the City’s information system to increase efficiency and production while safeguarding our assets.

The Attendance Policy addresses the expectations of employees attendance and addresses “call-off” situations.

Per City Manager and abiding by state statute, recommend accepting updates to the Cyber Security Policy and Cyber Security Incident Response Plan, of which detailed information has been kept confidential.

Funding Sources:

Source:	Budgeted Amount:	Proposed Expenditure:

Strategic Plan Goal Application:

Dynamic planning and evaluation in City Wide Planning and Forecasting.

Recommendation:

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

Supporting Documents: Policy updates attached.