



CITY COUNCIL COMMUNICATION

DATE: May 4, 2026

FROM: Jeriana Staton Hemb, Human Resources Director

AGENDA ITEM: Consideration and possible action on Ordinance 05-18-26, Adopting the City of Sanger Personnel Manual, repealing Ordinance 01-01-08, and rescinding all other personnel policies.

SUMMARY:

- The City Personnel Manual has been reviewed and updated for 2026 to reflect current policies, operational needs, and applicable laws and regulations.
 - Key updates include:
 - The removal of compensatory time, with eligible employees now receiving regular pay or overtime pay in accordance with applicable law. Ref #6.03
 - Full-time employee benefit policy. Ref #4.01
 - A formal dress code policy. Ref #7.06
 - Nepotism policy. Ref #2.09
 - In-House advancement policy. Ref #3.07
 - AI and Microsoft use guidelines for local government. Ref #7.04
- The proposed updates are intended to ensure consistency in personnel practices, support organizational effectiveness, and provide clear guidance to employees and supervisors. If approved, the 2026 City Personnel Manual will become effective June 1, 2026.
- City Council consideration of the updated manual will formalize its adoption and authorize implementation for all City employees.

FISCAL INFORMATION:

Proposed changes are within the currently budgeted allocations; there are no anticipated funding shifts.

RECOMMENDED MOTION OR ACTION:

Staff recommends approval of the City Personnel Manual as presented.

ATTACHMENTS:

Ordinance 05-18-26

Manual sent under separate cover