



Agenda Item Summary Sheet

Date: 9/3/24

Item #: 9

Item Title: Policy Amendments

Item Summary: Recent review of the Town's Personnel Policy prompted recommendations for amendments to existing policies.

Recommended changes under Article 7. Employee Benefits include:

- 1- Since the Town's chosen medical insurance providers set a requirement for the minimum number of hours worked for an employee to purchase from the available insurance options, the Benefit Programs heading is amended to better reflect this requirement. Currently it states a minimum number of hours worked that could change depending on the provider at the time.
- 2- Additional language is recommended under the Leave Without Pay (LWOP) heading clarifying an employee on LWOP does not accrue holiday, annual leave, or sick leave. It also explains the requirement listed in #1 above.

Staff Recommendation and Requested Action: Approval of attached personnel policies.

Attachments: amended sections of the Personnel Policy