



**TWO
RIVERS**
WISCONSIN

CITY CLERK

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MEMO

DATE: March 3, 2022
TO: Personnel & Finance Committee
FROM: Jamie Jackson, City Clerk/Human Resources Director
SUBJECT: Personnel Policy Update

PERSONNEL POLICY BACKGROUND:

There has not been a comprehensive personnel policy update in many years, the exact number is unknown. The policies worked off in the recent past were a combination of old policies that did not incorporate newer policy changes enacted by the Council in one single document that could be distributed to employees upon hire, or upon request.

Except for cleaning up the language in this document, there are minimal changes to actual policy. This is a comprehensive personnel policy that includes past policy in a single document, with any updates that Council has already approved. The goal is to get this initial document approved so a copy can be made available to all employees. Employees will be required to sign off acknowledging that they have received and will read the policy. Any policy changes that the Council wishes to make in the future will be incorporated into the policy and distributed to employees upon the change being adopted by Council.

PAYSCALE CONSOLIDATION:

The updated Personnel Policy was presented to the Personnel & Finance Committee on March 2nd. There was a unanimous recommendation by the Committee to the full Council for adoption of the updated Personnel Policy as presented.



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