



COUNCIL AGENDA ITEM COVER SHEET

Meeting Type: Council - Regular

Meeting Date: July 16, 2026

Agenda Item Type: New Business

Staff Contact: Brandon Perkins, Town Manager

STAFF REPORT

AGENDA ITEM:

Consideration to adopt an update to Sec. 2-138 of the Town's Code of Ordinances regarding the Employee Handbook.

BACKGROUND:

Section 2-138 of the Code of Ordinances currently states:

"The employee handbook attached to Ord. No. 2009-12 as Exhibit 'A' is hereby adopted as the employee handbook of the town."

As currently written, the ordinance incorporates a specific version of the Employee Handbook by reference. As a result, any future revisions to the handbook require a corresponding amendment to the Code of Ordinances.

Following discussion with the Town Attorney, it was determined that a more efficient approach is to amend the ordinance to allow the Mayor and Council to update the Employee Handbook without the need to amend the ordinance each time revisions are made. This change will streamline the process for maintaining current personnel policies while preserving the Mayor and Council's authority to approve handbook revisions.

The proposed ordinance replaces the existing language with the following:

Sec. 2-138. Employee Handbook.

"The Mayor and Council hereby approve and adopt the Employee Handbook for the Town of Tyrone which is on file with the Town Clerk. The Mayor and Council may, from time to time, provide revisions to the Employee Handbook. Any revisions to the Employee Handbook made by the Mayor and Council shall update the Employee Handbook then on file with the Town Clerk."

FUNDING:

None required.

STAFF RECOMMENDATION:

Staff recommends approval of the proposed update to Sec. 2-138 of the Code of Ordinances.

ATTACHMENTS:

1. Ordinance

PREVIOUS DISCUSSIONS:

None.