



COUNCIL AGENDA ITEM COVER SHEET

Meeting Type: Council - Regular

Meeting Date: August 6, 2026

Agenda Item Type: New Business

Staff Contact: Brandon Perkins, Town Manager

STAFF REPORT

AGENDA ITEM:

Consideration to adopt updates to the Town's Employee Handbook.

BACKGROUND:

When reviewing the baseline handbook for the previous agenda item, the following items were changed:

1. Town logo headers with chapter numbers, adoption/revision dates, and page count were added to all sections to facilitate organization and document management.
2. Chapter 1 – EEO Plan – the Town's address was updated in Section E.
3. Chapter 3 – Recruitment and Employment – Council recently requested that staff revise this section of the handbook to place hiring authority with the Town Manager. This revision reflects that change and also adds more detail to the Town's probationary process.
4. Chapter 4 – removed the line, "Sick accruals and carry overs will be addressed prior to July 1, 2010". This is dated information and no longer relevant.

FUNDING:

None required.

STAFF RECOMMENDATION:

Staff recommends adoption of these revisions to the employee handbook.

ATTACHMENTS:

1. Employee Handbook – Redline version depicting changes

PREVIOUS DISCUSSIONS:

N/A