

Memo

To: Finance Committee
From: Lisa Schwartz, Human Resources Coordinator
Date: May 3, 2023
Re: 2023 General Handbook Updates

Dear Committee Members,

Below are updates to the City of Watertown Employee Handbook for your review and approval. These proposed changes have been discussed with the Leadership Team. As requested on Monday April 24th the additional definition of mental health has been included in the proposed change. In the text below, red indicates proposed changes, black indicates existing policy. Only an excerpt of existing policy is being included; please use the link and page reference to access the full policy.

[Change #3 Workplace Safety Addition-Revision requested by Finance Committee April 24th](#)

This change will include mental health as part of the workplace safety definition:

Page 61 in handbook Section VII. Personal Conduct D. Grievance Procedure

Definition of Workplace Safety - For purposes of this provision, workplace safety includes any practice or condition, affecting an employee's physical health, **mental health**, or safety, the safe operation of workplace equipment or tools, safety of the physical work environment, personal protective equipment, workplace violence and training related to the same.

Definition of Mental Health - For purposes of this provision, mental health is regarding mental stresses and tensions which exceed those day-to-day mental stresses and tensions which employees of similar positions experience within their position.

Thank you for your consideration of these changes.

Thank you,

Lisa Schwartz