

COUNCIL ACTION FORM

Meeting Date: May 14, 2026

Staff Contact: Katherine Carttar, City Administrator

Agenda Item: Consider Resolution No. 153-2026 adopting an amended Employee Handbook

Background/Description of Item

The Employee Handbook was last amended in November of 2022 by Resolution No. 114-2022. City staff recommends updates to this policy at this time for the following reasons:

- In the midst of the increasingly competitive labor market, certain employee benefits should be revisited to maintain viability as an employer and to communicate to employees their value to the community and organization.

Staff Comments/Recommendation

Staff has prepared draft updates communicating the areas identified for amendment within the documents to respond to the reasons named above.

The following is a short summary of the most substantive changes recommended:

- Provide health insurance benefits for part-time employees (employees who regularly work more than 20 hours per week.)
- With current staffing, this corresponds to an approximate increase in the City of Westwood annual budget for salary and compensation of \$25,000.

Suggested Motion

I move the City Council approve Resolution No. 153-2026 adopting an amended Employee Handbook for the City of Westwood.