



Legislation Details (With Text)

File #: 18-134 **Version:** 1 **Name:**
Type: Motion **Status:** Passed
File created: 10/2/2017 **In control:** City Council
On agenda: 3/6/2018 **Final action:**
Title: Consider approval of updated policies for the Employee Handbook.

Sponsors:

Indexes:

Code sections:

Attachments: 1. 1 - 3 10 Type of Employee with tracked changes (v.2), 2. 2 - 3 10 Type of Employee FINAL 3.6.18, 3. 3 - 4 01 attendance with tracked changes (v.3), 4. 4 - 4 01 attendance FINAL, 5. 5 - 6.05 timesheets with tracked changes 3.6.18 (v.3), 6. 6 - 6.05 timesheets FINAL3.6.18

Date	Ver.	Action By	Action	Result
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City Council Meeting Date: March 6, 2018

To: Mayor and City Council
City Administrator

From: Communications & Human Resources Director Michelle Mahowald

Consider approval of updated policies for the Employee Handbook.

Action Requested:

The Northfield City Council approves the attached policy changes for the Employee Handbook: 3.10 Type of Employees, 4.01 Attendance, and 6.05 Timesheets and Payroll.

Summary Report:

The proposed policies attached to the agenda background item have been reviewed by the Council Employment Policy Committee, Department Heads and Brandon Fitzsimmons, Labor Attorney.

Revised policies have been updated to more accurately reflect desired proper administration of policy and procedure under current law and best practices.

Changes made to the policies have been tracked to see the actual changes made throughout each document.

Timelines:

Upon City Council approval, the updated policies with tracked changes will be distributed to all employees by email. Following standard procedure, employees will sign and return an acknowledgment to the Communications & Human Resources office.

