



Legislation Details (With Text)

**File #:** 21-689      **Version:** 1      **Name:**  
**Type:** Motion      **Status:** Passed  
**File created:** 11/18/2021      **In control:** City Council  
**On agenda:** 12/7/2021      **Final action:**  
**Title:** Consider Approval of Updated Handbook Policy 4.27 Communications (Email, Instant Messaging, Voice Mail).

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 4.27 Communications - email instant messaging telephone - tracked changes, 2. 2- 4.27 Communications - email direct messaging telephone - 111821 final

Date	Ver.	Action By	Action	Result
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**City Council Meeting Date:** December 7, 2021

**To:** Mayor and City Council  
City Administrator

**From:** Communications & Human Resources Director Mahowald

Consider Approval of Updated Handbook Policy 4.27 Communications (Email, Instant Messaging, Voice Mail).

**Action Requested:**

The Northfield City Council approves a Motion adopting the attached updated Handbook Policy regarding Communications (Email, Instant Messaging, Voice Mail).

**Summary Report:**

The Council Employment Policy Committee discussed and made a motion to recommend approval of this policy for City Council approval at their November 18, 2021 meeting. The Labor Attorney has completed review as well.

4.27 Communications (Email, Instant Messaging, Voice Mail)

This policy was last updated in 2007. Updates to the policy include definitions for email, instant messaging, and voice mail and inserting instant messaging as it has become a business tool for some departments. The IT department has slowly rolled out “Slack” as an instant messaging tool for IT, City Administration, Communications and Human Resources staff.

**Alternative Options:**

Not applicable.

**Financial Impacts:**

Department staff that use Slack pay for instant messaging out of their own budget.

**Tentative Timelines:**

Staff recommends consideration of approval of Handbook policy 4.27 Communications (Email, Instant Messaging, Voice Mail) to be effective December 7, 2021.