



Legislation Details (With Text)

File #: 17-1036 **Version:** 1 **Name:**
Type: Motion **Status:** Passed
File created: 9/26/2017 **In control:** City Council
On agenda: 10/3/2017 **Final action:** 10/3/2017
Title: Consider approval of updated policies for the Employee Handbook.

Sponsors:

Indexes:

Code sections:

Attachments: 1. 1 - 3.20 Hiring City Employees with tracked changes (v.2), 2. 2 - 10.15 dismissal with tracked changes for 10.3.17, 3. 3 - 3.05 Officers and Employees

Date	Ver.	Action By	Action	Result
10/3/2017	1	City Council	approve	Pass

City Council Meeting Date: October 3, 2017

To: Mayor and City Council
City Administrator

From: Michelle Mahowald, Communications & Human Resources Director

Consider approval of updated policies for the Employee Handbook.

Action Requested:

The Northfield City Council approves the attached policy changes for the Employee Handbook, 3.20 Hiring City Employees, 10.15 Dismissal, and the deletion of 3.05 Officers and Employees.

Summary Report:

The proposed updated policies attached to the agenda background item have been reviewed by the Leadership Team and Brandon Fitzsimmons, Labor Attorney.

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

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

3.20 Hiring City Employees (previously Job Posting and Recruitment)

Move 3.05 Officers and Employees language to and incorporate into hiring city employees policy. Clarify City Administrator and City Council authority.

10.15 Dismissal (previously Discharge)

Move 3.05 Officer and Employees language to and incorporate into dismissal policy. Clarify City

Administrator and City Council authority.

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.