



Legislation Text

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**File #:** 18-134, **Version:** 1

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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.