



Legislation Text

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**File #:** 19-1168, **Version:** 1

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**City Council Meeting Date:** November 5, 2019

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

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

Consider Approval of Amendments to City of Northfield Employee Handbook, Section 4.02 (Alternative Work Schedule) and Section 4.40 (Appearance, Dress, and Hygiene).

**Action Requested:**

The Northfield City Council approves a Motion adopting the attached Employee Handbook policies, Section 4.02 (Alternative Work Schedule) and Section 4.40 (Appearance, Dress, and Hygiene), effective November 6, 2019.

**Summary Report:**

The Labor Attorney and Department Coordination Team have reviewed both policies. The Council Employment Policy Committee discussed and made a motion to approve both policies for City Council approval at their October 16, 2019 meeting.

Appearance, Dress, and Hygiene

This policy will replace Handbook policy 4.4 Appearance and Dress (2007). Policy changes reflect 2019 standards. Overall, the language is positive, allows department discretion, and ties with 2020 uniform requirements.

Alternative Work Schedule - City Administrator recommended a trial period, June - August, for employees interested and eligible to take advantage of an alternative work arrangement during the summer months. City Council approved an administrative policy for alternative work arrangements on May 21, 2019. Human Resources staff conducted an employee survey. The department coordination team discussed survey results. Staff recommends adding an alternative work schedule policy to the Handbook. The recommended alternative work schedule policy follows the language approved for the administrative policy earlier this year.

**Alternative Options:**

None.

**Financial Impacts:**

No financial impact expected for changes made to either policy.

**Tentative Timelines:**

Staff recommends consideration of approval of City Employee Handbook, Section 4.40 (Appearance, Dress, and Hygiene), and Section 8.03 (Sick Leave) to be effective November 6, 2019.

