



## Legislation Details (With Text)

<b>File #:</b>	18-558	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Motion	<b>Status:</b>		Passed	
<b>File created:</b>	10/30/2018	<b>In control:</b>		City Council	
<b>On agenda:</b>	11/13/2018	<b>Final action:</b>			
<b>Title:</b>	Consider approval of updated policies for the Employee Handbook.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	1. 1- 8.02 Vacation Leave Donation with tracked changes, 2. 2- 8.02 Vacation Leave Donation FINAL, 3. 3- Employee Recognition - FH Review and Comment 060818, 4. 4- Employee Recognition - FH Review and Comment FINAL, 5. 5- 2.10 City Council Vision and Mission tracked changes, 6. 6- 2.10 City Council Vision and Mission FINAL				

Date	Ver.	Action By	Action	Result
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**City Council Meeting Date:** November 13, 2018

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

**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; 2.10 Mission and Vision Statements, 3.41 Employee Recognition Policy, and 8.02 Vacation Leave Donation.

### Summary Report:

The proposed employee recognition and vacation leave donation policies attached to the agenda background item have been reviewed by the Council Employment Policy Committee, Department Coordination Team, 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.

**Tentative 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.

