



## Legislation Text

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**File #:** 20-405, **Version:** 1

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**City Council Meeting Date:** August 4, 2020

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

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

Consider Approval of Administrative Policy and Handbook Policy updates.

**Action Requested:**

The Northfield City Council approves a Motion adopting the attached Administrative Policy and Handbook Policy updates effective August 4, 2020.

**Summary Report:**

The Labor Attorney and Department Coordination Team have reviewed the Purchasing Card Administrative Policy (previously Handbook policy) Civil Air Patrol and Military Leave policies. The Council Employment Policy Committee discussed and made a motion to approve these policies for City Council approval at their July 15, 2020 meeting.

Purchasing Card

The Purchasing Card policy is currently included in the Handbook. With the recent approval allowing the purchase of greeting cards and flowers for certain individuals upon their passing in both recognition program policies (Administrative and Handbook policies), Labor Attorney Fitzsimmons advised the Purchasing Card policy should now be formatted and moved to be included with our administrative policies.

Other changes include legal updates and language clarifications.

Civil Air Patrol

This policy has not been updated since 2007. Changes include reference to the correct state statute and updated language related to practices. Human Resources is unaware of any employees who are members of the Civil Air Patrol at this time.

Military Leave

The City has current employees serving in the Armed Forces and the National Guard. This policy is updated to reference correct state statutes and clarify policy language.

Recommended policy updates will increase operational effectiveness.

**Alternative Options:**

None.

**Financial Impacts:**

If purchasing card policy is updated, a purchasing card will be approved for use to pay for new approved purchases of sympathy greeting cards and sympathy flowers per Recognition policies.

No other financial impacts expected for updated Civil Air Patrol and Military Leave policies.

**Tentative Timelines:**

Staff recommends consideration of approval of all policies to be effective August 4, 2020.