



## Legislation Text

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**File #:** 21-694, **Version:** 1

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**City Council Meeting Date:** December 7, 2021

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

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

Consider Approval of Updated Handbook Policy 8.01 (Vacation).

**Action Requested:**

The Northfield City Council approves a Motion adopting the attached updated Handbook Policy regarding Vacation.

**Summary Report:**

Benefit changes were discussed in closed session. The Council Employment Policy Committee discussed this policy at their November 18, 2021 meeting. The Labor Attorney has completed review as well.

8.01 Vacation

There are two significant changes to the policy.

1. The top tier of vacation accrual has been increased to meet the average vacation accrual offering of our comparable cities group.
2. Part-time employees working 20-29 hours per week are eligible to accrue vacation based on 20 hours per week. Accrual will start with the first payroll of 2022 (December 26 - January 7) to be paid on January 14, 2022.

**Alternative Options:**

Not Applicable.

**Financial Impacts:**

Vacation benefits costs were added to the 2022 budget.

**Tentative Timelines:**

Staff recommends consideration of approval of Handbook policy 8.01 Vacation to be effective December 26, 2021.