



# City Council Communication

**AGENDA DATE:** March 9, 2026      **LEGISTAR ITEM #:** Pres 26-104

**PRESENTER:** Megan Rahe & Carlton Babbidge

**DEPARTMENT:** Human Resources

|  |  |
|--|--|
| <input type="checkbox"/> Administrative Business               | <input type="checkbox"/> Noticed Council Business        |
| <input checked="" type="checkbox"/> Informational Presentation | <input type="checkbox"/> Consensus-Building Presentation |

## BACKGROUND/REQUEST

In the summer of 2025, Human Resources began a comprehensive review and update of the City’s Employee Policy Handbook to ensure clarity, consistency, and legal compliance. Many of the City’s personnel policies were originally adopted between 2012 and 2015 and have not been substantively revised since that time.

Over the past decade, employment laws, workplace standards, and operational practices have evolved significantly. Regular review of personnel policies is a governance best practice and essential to maintaining clear expectations for employees, consistent application across departments, and alignment with current legal requirements.

Our current review aims to mitigate potential legal risk associated with outdated or unclear policies. It also significantly improves accessibility and usability of the handbook to better support staff and supervisors.

Pursuant to City Charter Section 7.4(o), City Council is responsible for approving personnel rules as recommended by the City Manager. Staff is bringing forward these updates to ensure the City’s personnel framework remains current, clear, and aligned with legal and operational standards.

## JUSTIFICATION

## CITY COUNCIL COMMUNICATION CONTINUED

| <input type="checkbox"/> Council Goal | <input type="checkbox"/> Strategic Plan   | <input type="checkbox"/> Work Plan | <input checked="" type="checkbox"/> Legal |
|---------------------------------------|---|------------------------------------|---|
| City Charter<br>7.4(o)                | <ul style="list-style-type: none"><li>• Many policies date back to <b>2012–2015</b></li><li>• New local, state, and federal laws, along with technology enhancements, have evolved rapidly during this period.</li><li>• New structure allows City Leadership and employees at all levels to operate in a modern municipal framework.</li><li>• Updated policies provide compliance across all departments.</li></ul> |                                    |   |

### STAFF RECOMMENDATION

Staff recommends approval and adoption of the Employee Policies as submitted to Council.

# Deleted or Combined Policies

| Policy Name  | Status  | Notes & Justification   |
|--|---------|---|
| Work Week, Time Sheets, Pay Day, Deductions from Wages | Combine | Combined with Work Hours and Attendance   |
| Drug and Alcohol Policy- CDL                           | Combine | Combined with Drug and Alcohol Policy- General  |
| Employment and Supervision of Family Members           | Combine | Combined with Employment of and Family in the Workplace   |
| Conflicts of Interests                                 | Combine | Combined with CAO's Code of Ethics  |
| Outside Employment                                     | Combine | Combined with CAO's Code of Ethics  |
| Family in the Workplace                                | Combine | Combined with Employment of and Family in the Workplace   |
| Hearing Procedures for Serious Discipline              | Combine | This is a process outlined in CBAs and is managed by HR   |
| Involuntary Separation from Employment                 | Combine | Combined with Voluntary Separation to create Separation of Employment Policy                        |
| Performance  | Combine | Combined with Performance and Conduct   |
| Injury Leave   | Combine | Combined with FMLA and Worker's Comp  |
| Introduction Definitions                               | Delete  | Definitions have been moved to be in each individual policy   |
| Solicitations  | Delete  | Should be at the department level and CAO's Code of Ethics  |
| Reporting Criminal Charges                             | Delete  | These types of decisions are deferred to CAO, they are more a condition of employment than a policy |
| Alternative Job Assignments                            | Delete  | Handled through the ADA process   |
| Problem Solving Policy                                 | Delete  | Outdated policy that states employees needs to self-resolve problems before coming to HR            |