

Resolution approving an Employee Handbook

RESOLUTION

WHEREAS, the collective bargaining agreement with SEIU Local #180 expires on December 31, 2013, and

WHEREAS, as required by State law, the City is to establish an Employee Handbook in 2014 for Non-Represented employees and employees covered under the current SEIU Local #180 collective bargaining agreement, and

WHEREAS, the Employee Handbook is a single document providing uniform benefits, policies and procedures in lieu the full collective bargaining agreement and Terms and Conditions of Employment, and

WHEREAS, wage rates and salary schedules are not be included within the Employee Handbook, and will be provided to Common Council as separate legislation as applicable, and

WHEREAS, Resolution 2011-11-029 authorized the Director of Human Resources to formulate and amend existing policies, while ensuring the policies comply with State and Federal law, and

WHEREAS, as the needs of the City and its employees change, the Director of Human Resources may find it necessary to review and update the Employee Handbook.

NOW THEREFORE BE IT RESOLVED by the Common Council that the Employee Handbook – Procedures and Benefits and Employee Handbook – Policies are hereby approved effective January 1, 2014.

BE IT FURTHER RESOLVED that the Director of Human Resources is authorized to make amendments to the Employee Handbook in the best interest of the City, and report said changes to the Finance and Personnel Committee.

BE IT FURTHER RESOLVED that any proposed amendments resulting in a negative financial impact to the City require Common Council approval.

BE IT FURTHER RESOLVED that the Director of Human Resources will present the entire Employee Handbook to the Finance and Personnel Committee on an annual basis for review.