

Memorandum

TO: City Council
FROM: Brad Martens , City Manager
DATE: June 16, 2025
SUBJECT: Employee Handbook Updates - Code of Ethics and Funeral Leave
ITEM NUMBER: 8.f
SECTION: CONSENT AGENDA

REQUESTED MOTION

Approve amendments to the Code of Ethics and Funeral Leave policies as presented.

INTRODUCTION

The Employee Handbook provides administrative policies and procedures which apply to employees. Depending on the content of the policy, either the City Manager or City Council is authorized to make amendments. It is recommended that the policies governing the Code of Ethics and Funeral Leave policies are amended which must be approved by the City Council.

DISCUSSION

Code of Ethics:

The Code of Ethics policy is a wide ranging policy which establishes ethical standards of conduct for employees. As written, employees cannot accept any food items including beverages regardless of value. While employees discourage any such gift, there are times when an individual who is very appreciative of staff efforts is adamant about offering a small food gift such as pastries. As written, employees are required to throw away these items. The updated policy amendment allows for employees to accept these items provided they are of nominal value and placed in a shared space. The proposed amendment also allows for acceptance of prizes of a nominal value won at a conference, seminar, or training session.

Funeral Leave:

The Funeral Leave policy allows employees time off to deal with the emotional impact that occurs when a family member dies. The policy is recommended to update which family members are eligible as well as to include miscarriage. Additionally, the policy is recommended to be amended to count funeral leave hours as regular hours. The reason for this change is due to city required work schedules some employees may not receive the full benefit. An example is an employee taking funeral leave Monday, Tuesday, and Wednesday (24 hours), then working 10 hour days on Thursday and Friday and being called in to work for 10 hours on Saturday. As currently written, the employee would only receive 10 hours of funeral leave and have no overtime accrued. The policy amendment would treat funeral leave as regular hours which would be counted towards overtime. This scenario does not happen often, however when it does, it causes employee additional frustration in a time when they are already emotionally impacted.

RECOMMENDATION

Consider a motion to approve amendments to the Code of Ethics and Funeral Leave policies as presented.

ATTACHMENTS

[Proposed amendments Section 4.65 - Code of Ethics.pdf](#)

[Proposed Amendments Section 8.10 - Funeral Leave.pdf](#)