

Memorandum

TO: City Council
FROM: Charnelle Dengnoue , Human resources director
DATE: August 4, 2025
SUBJECT: Employee Handbook Updates
ITEM NUMBER: 8.h
SECTION: CONSENT AGENDA

REQUESTED MOTION

To approve resolution 25-58 approving the updates to the city's employee handbook, including the revised layout, improved functionality, and policy updates as outlined, and to authorize the city manager to proceed with implementation, employee communication, and acknowledgment collection.

INTRODUCTION

As part of our ongoing efforts to improve internal communication, accessibility, and the overall employee experience, the City has completed a comprehensive update of the Employee Handbook. This project focused on modernizing both the design and functionality of the handbook while incorporating select policy updates to better reflect current organizational needs and enhance usability for staff.

DISCUSSION

The City's Employee Handbook includes both visual and structural improvements as well as targeted policy revisions. Attached to this report is a preview of the newly updated section templates, policies for city council approval outlining new locations of form locations and a resolution for adoption.

RECOMMENDATION

Adopt a motion to approve resolution 25-58 approving the updates to the city's employee handbook, including the revised layout, improved functionality, and policy updates as outlined, and to authorize the city manager to proceed with implementation, employee communication, and acknowledgment collection.

ATTACHMENTS

[2025 Employee Handbook preview.pdf](#)
[Policies for City Council Approval no markup.pdf](#)
[Policies for City Council Approval with Edits.pdf](#)
[Resolution- Handbook Updates 2025.pdf](#)