

Watertown City Council

January 24, 2023

Agenda Item:	Employee Handbook Revisions
Request for Action:	Adopt Updated Employee Handbook
Employee/Dept.:	Jake Foster, City Administrator

Background:

Staff is proposing revisions to the employee handbook to address inadequate practices impacting the public services and utilities departments.

With the cost of clothing, boots, and other safety gear rising, staff is finding the current allocation of the public services/utilities uniform allowance to be inadequate. Staff recommends allowing for the allocation of safety boots (not to exceed \$300 annually) to be taken from the employee's department safety budget, and not taken from the \$300 clothing allowance as practiced previously. The clothing reimbursement policy has also been revised to add specificity stating that any outdoor/clothing purchased from the safety budget should be high-visibility clothing. These changes are illustrated via redline on **page 36** of the proposed revised handbook under the **11.22. Clothing Reimbursement Policy**. This change has been accounted for in 2023 budgets.

Staff is also proposing striking the language stating "holiday hours" are not counted as "hours worked." Due to this policy, hourly staff is not realizing full compensation for shifts that can well exceed 12 hours. The scenario where hourly staff is working excessive hours on a holiday week does not happen frequently, but it has proven very challenging when it does. This change is illustrated via redline in **Section 9.4. Non-Exempt Employees** on **page 19** of the proposed document.

This document also contains the striking of a reference to earning compensatory time. City staff no longer accrues compensatory time. That change was made under **Section 11.6 Holidays** on **page 23** and shown via redline.

Budget Impact:

Boots - \$2,400 accounted for in 2023 budget.

Holiday adjustment – TBD, maximum incurred cost approximately \$5,000, potentially much less.

Motion:

"I move to adopt the updated employee handbook."

Attachments:

Revised Employee Handbook