



**OFFICE OF HUMAN RESOURCES | CITY OF COLLINSVILLE**

TO: City Council

FROM: Stacey O'Brien, Office of Human Resources

DATE: November 22, 2016

As you may recall, Michael Lowenbaum from Lowenbaum Law, attended a strategic session regarding the new direction of our policies and procedures as they relate to personnel issues. The goal is to remove procedural aspects of the policies and focus on the policies themselves. I will be creating an employee handbook that contains both policies and procedures and have included a draft version for your review.

A move toward a policy-only manual is a more contemporary and legally defensible approach and a common practice among municipalities. In addition to the attached draft Employee Handbook, I have also attached:

1. Personnel Policies – these are the policies that we are requesting the Council review and approve at its December 12, 2016 regular meeting.
2. Prior Personnel Manual – this is the original version with edits. It may be a little hard to follow since there were two editors (Karen Milner, an attorney from Lowenbaum Law and myself) so please don't hesitate to seek clarification. Some of the policies were placed into different sections so the numbering may be off.

Thank you for your time and consideration.