



OFFICE OF HUMAN RESOURCES | CITY OF COLLINSVILLE

TO: City Council

FROM: Stacey O'Brien, Office of Human Resources

DATE: December 12, 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 as well as the November 22 regular meeting of the City Council.

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 January 9, 2017 regular meeting.
2. Prior Personnel Manual – this is the original version with edits.

Thank you for your time and consideration.