

MEMORANDUM

September 4, 2019

TO: Gregg Mandsager, City Administrator
FROM: Stephanie Romagnoli, HR Manager
SUBJECT: Policy Changes – Employee Handbook

On the agenda for City Council's consideration this week are suggested changes to the employee handbook. Should the Council decide to proceed with the Code change being proposed related to their contact with staff, these policies are being recommended to provide guidance to employees about what is expected of them.

- 1) An addition to the union section of the employee handbook ensuring clarity that City Council members may not engage with union members (and vice versa) related to any items of negotiation. This is being recommended to stay in compliance with Chapter 20 of the Iowa Code.
- 2) The intent of the Non-retaliation policy is to provide employees from protection from retaliation should employees choose to speak or not to speak with Council members. Employees are free to make a choice about discussions with City Council members. This policy also provides guidance for reporting avenues if they believe retaliation has occurred.

At this time, Council may choose to adopt these additions to the employee handbook.

If there are any questions or additional information related to these policies required, please let me know.