

RESOLUTION # 2020-03

A RESOLUTION ADOPTING REVISIONS TO THE LONG GROVE EMPLOYEE HANDBOOK

WHEREAS, the City of Long Grove has full and part-time and seasonal employees and has created the attached Employee Handbook to serve as a resource for understanding the roles, needs, and expectations of employment with the City of Long Grove; and

WHEREAS, the City Council met to discuss proposed revisions to the Employee Handbook at multiple Committee of the Whole sessions and Council meetings over the course of the previous year and during which obtained input from citizens, employees, and professional HR consultantation.

WHEREAS, the City Council has reviewed the proposed final revisions to the Employee Handbook and supplemental materials, such as the Policy and Procedures Manual and materials, Wage Scale, Annual Training Resolution and Orientation Check List and feels that the proposed Employee Handbook works with the supplemental material to meet the needs and long term goals of the city.

WHEREAS, the Council has considered the proposed revisions to the sick leave and vacation policy, and authorizes current full time employees to retain their accumulated vacation and sick leave accruals under the amount of 210 hours and to combine them into one category under the classification of paid time off "PTO." All sick leave hours accumulated beyond 210 at the time the handbook is instated will be reserved and can be used only for the purpose of sick leave, cannot not to be used while collecting short term disability, and will not be paid out.

WHEREAS, the Council recognizes the proposed Handbook's reduction of full time employee PTO accrual rates and requires the city to implement an employer paid short term disability plan to accommodate the overall reduction paid time off accumulations.

WHEREAS, the City Council reserves the right to modify, revoke, suspend, terminate or change any or all such plans, policies or procedures, in whole or in part, at any time with or without notice.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LONG GROVE that the Employee Handbook as revised be adopted and effective immediately, replacing all previous versions.

MOTION BY \_\_\_\_\_ . SECOND BY \_\_\_\_\_ .

PASSED AND APPROVED THIS 14th DAY OF JANUARY 2020.

	Aye	Nay	Absent	Abstain
Herrin	___	___	___	___
Cronise	___	___	___	___
Blinkinsop	___	___	___	___
Boddicker	___	___	___	___
Green	___	___	___	___

ATTEST:

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Michael Limberg  
Mayor  
Long Grove, Iowa

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Rosina Guyer  
City Clerk/Treasurer  
Long Grove, Iowa