



## REQUEST FOR BOARD ACTION

---

**MEETING DATE:** January 20, 2022  
**PREPARED BY:** Denise Thul, human resources director  
**AGENDA ITEM:** Merge personnel policy manuals for all city employees

---

**PREVIOUS ACTIONS:**  
None

---

**RECOMMENDED PARK BOARD ACTION:**  
Motion to authorize staff to merge the personnel policy manuals for all city employees.

---

**COMMENTS:**  
City staff currently are covered by two different personnel policy manuals; one provided for employees of the Parks & Recreation department and one for all other city employees. Merging the two policy manuals into one will provide efficiencies and clarity for staff while maintaining existing authority of City Council and Park Board, as currently identified in the two policy manuals.

---

**ATTACHMENTS:**  
None