

Watertown City Council

December 10, 2019

Agenda Item: Employee Handbook Revision**Request for Action:** Approve Resolution #2019-167, adopting the revised Employee Handbook**Department:** City Clerk/Treasurer**Background:**

In reviewing the employee handbook, last updated 10/15/18, staff has identified changes in order to avoid confusion with the clothing reimbursement policy. Staff is requesting section 11.22 be revised to the following language:

11.22. Clothing Reimbursement Policy. The City will provide all safety related personal protective clothing and equipment such as: reflective jackets, reflective vests, hard hats, gloves, non-prescription protective eyewear, hearing protection, face shields, and other safety related clothing and equipment as needed.

The City will provide ~~a predetermined amount up to \$300~~ for the purchase of protective footwear ~~and work pants~~ for those employees whose positions require such ~~footwear clothing~~. The employee must provide a completed expense statement and a sales receipt in order to receive the reimbursement.

The City will provide each ~~office~~ employee with ~~two items up to \$100~~ of clothing emblazoned with the city logo each year from the City's authorized vendor. The employee will be allowed to select the item of clothing from a pre-selected range of styles. The City will provide each Public Works Department employee ~~a predetermined amount for the purchase of other clothing to be worn in the course of the employee's duties. This clothing allowance is for the purchase of job related apparel not provided for in the above paragraphs. The employee must provide a completed expense statement and a sales receipt in order to receive the reimbursement.~~ Clothing emblazoned with the city logo as long as the total does not exceed their \$300 clothing/boot allotment for the year.

Attachments: Resolution #2019-16

**CITY OF WATERTOWN
RESOLUTION NO. 2019-163**

RESOLUTION APPROVING EMPLOYEE HANDBOOK UPDATES

WHEREAS, the City of Watertown (the “City”) reviewed its current policies relating to personnel and employment with the City; and

WHEREAS, the City has determined that updates were needed to avoid confusion for employee clothing reimbursement; and

WHEREAS, city staff strives to create clear and consistent employee policies; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Watertown, Minnesota, hereby approves all changes made to the Employee Handbook dated November 15, 2019.

Adopted by the City Council of the City of Watertown this 10 day of December, 2019.

Steve Washburn, Mayor

ATTEST: _____
Lynn Tschudi, Clerk/Treasurer