

Employee Handbook Updates and Supplemental Paid Family Leave



January 30 Council discussed the following revisions to the Employee Manual

Housekeeping Changes

Adding a definition for limited term employment

Clarification of Processes

(recruitment and selection, job classification and classification review and vacation carry over.)

Adding policies for reasonable accommodation, a vaping free workplace and, supplemental paid family leave.

Supplemental Paid Family Leave

key policy elements and proposed amendments

Supplement existing accrued leave to enable up to 12 weeks paid leave on a rolling 36 month period.

Proposed Amendment:

Change the leave policy from 12 weeks of paid parental or family leave over a three-year period to 12 weeks of paid parental or family leave over a one-year period.

The eligibility requirements are:

A qualifying event under FMLA or Victims of Domestic Violence policies.

Must use all but two weeks of paid leave banks.

Proposed Amendment:

Change from two weeks of remaining vacation/sick leave to four weeks of remaining vacation/sick leave, so an employee would continue to have four weeks of a combination of vacation and sick leave.

Staff Recommendation

Adopt the proposed revisions to the Employee Handbook or provide alternative direction.

