



FINANCE • 115 Executive Parkway, Suite 400 • Hudson, Ohio 44236 • (330) 650-1799

MEMORANDUM

Date: March 28, 2023
To: Members of Council
Cc: Thomas Sheridan, City Manager
From: Suzanne Havranek, Human Resources Manager

In preparation for the Council Workshop on April 11, 2023, I am summarizing the proposed and approved amendments to the City of Hudson Employee Handbook and Personnel Rules for your review. These proposed changes have been approved by the Personnel Advisory and Appeals Board at their February 28, 2023, meeting. To assist you with the proposed changes, ~~items in red indicate current language/items to be removed~~, and items underlined in blue indicate proposed language to be added.

CHAPTERS

Handbook will be reviewed and revised on an annual basis. The following updates have been made:

Chapter III – Pay and Classification

- Updated *Section (G) Automobile and Mileage Allowance, Category II* - removed City Solicitor from Category II and replaced with Economic Development Manager to receive \$400 month vehicle allowance.

Chapter V – Time Off/Leaves

- Updated *Section (A)(1)& (4)(d)* - New language approving part-time employees to receive overtime if they work on a Designated Holiday.

Chapter VI – Employment Procedures

- Updated *Section A* – updated name of City Manager.
- Updated *Section C(2)(g) Vacancies* - updated language to the posting section to modernize process of posting online to the City's website.

Chapter VII – Rules and Policies

- Updated *Section AD. Telecommuting Policy* – removed language allowing remote work from another location other than home. Added language outlining number of days remote for different classes of employees and normal work hours. Also added that employees on a compressed work week are not eligible to telecommute.
- *Section AH Acknowledgement Form* – replaced by new policy - Lactation Policy.
- New policy added *AI Security Awareness Training and Testing Policy*.
- New policy added *AJ Security Camera Policy and Procedures*.