

**CITY OF LILBURN  
AGENDA ITEM 1**

<b>Date:</b>	6/03/2019	<b>To: Mayor and Council</b>	6/10/2019
<b>From:</b>	Lynn Smith	<b>Department:</b>	Human Resources
<b>Work Session Date Requested:</b>	6/10/2019	<b>Presenter:</b>	Lynn Smith, HR Director
<b>Agenda Title:</b>	<b>Revisions to Personnel Policies &amp; Procedures Manual</b>		
<b>Audio/Visual Requirements:</b>		<b>Deadline Date:</b>	

<b>Agenda Item (Background/History/Details):</b>
Revisions to the Personnel Policies & Procedures Manual: (1) Addition of Veteran’s Day Holiday to the approved holiday list for City Employees; (2) Method used to compensate employees for holidays based upon the assigned work shift; (3) Other minor revisions added for clarification. See attached summary of revisions

<b>Staff Recommendations:</b>
Staff recommends the following: <b>Approval of revision to the Personnel Policies &amp; Procedures Manual.</b>

<b>Department Head Approval:</b>	<b>B. Johnsa</b>
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<b>Mayor’s Signature Required:</b>	YES	NO
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<b>List Attachments:</b>
<ol style="list-style-type: none"> <li>1. Summary of Revisions</li> <li>2. Personnel Policies &amp; Procedures Manual</li> </ol>

**Financial Information (For Financial Services Use Only)**

<b>Budgeted Yes/No</b>	<b>Fund Name &amp; Code</b>	<b>Current Balance</b>	<b>Requested Allocation</b>	<b>City Manager’s Initials</b>