

**Attachment E – 08/07/18**

TO: Library Board  
FROM: Personnel Committee  
RE: Proposed Employee Handbook Updates  
DATE: August 7, 2018

Hi Everyone,

The Personnel Committee completed its annual review of the Employee Handbook and proposes the following updates (changes are in **bold, underlined, and italicized**):

- 318 City Benefit Fair & IMRF Benefits Presentation** (clarified that the “City Sponsored Annual Benefits Presentation” is compensable time)
- 513 Sunday Pay** (clarifying that earned benefit time used for scheduled Sunday work is paid at the employee’s regular rate rather than time-and-one-half)
- 606 Victims’ Economic Security and Safety Leave** (correcting spacing errors on pages 6.06 & 6.06a)