



**City of Racine, Wisconsin**  
**AGENDA BRIEFING MEMORANDUM**

<b>AGENDA DATE:</b>	November 27, 2023 – Finance and Personnel Committee December 5, 2023 – Common Council
<b>SUBJECT:</b>	Communication sponsored by Mayor Mason, on behalf of the Human Resources Director, submitting the updated City of Racine Employee Handbook for consideration.
<b>PREPARED BY:</b>	La’Neka Horton, Human Resources Director
<b>SUMMARY:</b>	The updated City of Racine Employee Handbook incorporates various amendments that have been previously approved by the Common Council, as well as some additional proposed changes, which were made by the Human Resources Department and/or required by law.
<b>BACKGROUND:</b>	<p>The City of Racine Employee Handbook was last updated January 1, 2015. As part of our 2023 Budget goals, the Human Resources Department, with the assistance of the City Attorney’s Office, worked to update the Employee Handbook to reflect various amendments the Common Council has approved over time, as well as some additional proposed changes, which were made by the Human Resources Department and/or required by law. Some of the changes to note are the following:</p> <ul style="list-style-type: none"><li>• <i>Included Juneteenth as a Paid Holiday</i></li><li>• <i>Increased Tuition Reimbursement</i></li><li>• <i>Increased Vacation Accrual</i></li><li>• <i>Additional Casual Day for Eligible Employees</i></li><li>• <i>Alternative Work Arrangements Policy</i></li><li>• <i>Reasonable Accommodations for Pregnant Workers</i></li><li>• <i>Lactation/Breastfeeding Breaks</i></li></ul> <p>You will find more detailed information which reflects all changes in the attached redlined version of the Employee Handbook.</p>
<b>RECOMMENDATION:</b>	That the updated City of Racine Employee Handbook be approved and take effect on January 1, 2024.
<b>FISCAL NOTE:</b>	The fiscal impact of these changes will be presented by Finance Director Fischer at the Finance and Personnel Committee and Common Council meetings.