



WEST DES MOINES WATER WORKS BOARD OF TRUSTEES MEETING COMMUNICATION

ITEM:**DATE:** December 18, 2017

- 5. Recommendations from Committees
 - a. Personnel and Compensation
 - 3. Motion

- Approving Updates to the West Des Moines
Water Works Employee Handbook

FINANCIAL IMPACT:

None

SUMMARY:

This action will approve revisions to the Water Works Employee Handbook. The Handbook was updated to incorporate many provisions from the AFSCME Union 2015 – 2017 contract into the Employee Handbook.

BACKGROUND:

The updated Employee Handbook was reviewed internally by management staff, union representatives and attorneys from Ahlers & Cooney. The last update to the Handbook was performed in 2014.

The Employee Handbook will be internally reviewed on an annual basis, with extensive legal review performed on an as-needed basis.

The updated Employee Handbook will be available online at:

<http://www.wdmwww.com/handbook.aspx>

Maintaining an online version of the handbook will ensure that all employees have access to the most current version at home or work.

RECOMMENDED ACTION BY THE BOARD OF TRUSTEES:

To concur with the recommendation of the Personnel and Compensation Committee and approve the updated West Des Moines Water Works Employee Handbook.

Prepared by: _____

Approved for Content by: _____