

To: President and Members of the Munster Town Council
From: Patricia Abbott, Controller/Interim Town Manager
Date: February 17, 2025
Re: Engagement Letter: Handbook Update

The Employee Handbook was last updated in 2018. This document is designed to protect the Town and to communicate the rules, benefits, expectations, and basic information employees need. While there have been modifications approved by Council over the past seven years, there are positions, practices and policies that have been eliminated or modified. The overall document needs to be reviewed and updated.

Organizational Development Solutions, Inc. (ODS) performed the compensation study and job description review for the Town in 2024. ODS has presented an engagement letter to review and update the handbook. This will include comparing what is in the handbook to what is happening in practice, updates to comply with current law, and the creation of up to twenty SOPs. Staff will be given the opportunity to provide input during the process.

Once ODS completes their work, it will be given to the Town Attorney for legal review and appropriate modifications will be made. ODS will perform an in-service session with staff to go through the new handbook. The overall format will be changed as well to allow for easier use and understanding.

The cost of performing the work is \$7,500.00 with additional policy creation at an hourly rate of \$125.00.

RECOMMENDED ACTION:

By motion and roll call vote, approve the agreement with ODS to update the Employee Handbook as outlined in the February 2025, Letter of Engagement from ODS at a cost not to exceed \$7,500.00.