

**CITY COUNCIL  
COMMUNICATION:**

**03-076**

**AGENDA:**

FEBRUARY 24, 2003

**SUBJECT:**

SUPERVISORY,  
PROFESSIONAL AND  
MANAGEMENT (SPM)  
EMPLOYEE  
HANDBOOK

**TYPE:**

RESOLUTION  
ORDINANCE  
RECEIVE/FILE

**SUBMITTED BY:**

THOMAS TURNER  
HUMAN RESOURCES  
DIRECTOR

**ITEM 61**

**OFFICE OF THE CITY MANAGER  
CITY OF DES MOINES, IOWA**

**SYNOPSIS —**

Update employee handbook for Supervisory, Professional and Management (SPM) employees.

**FISCAL IMPACT —**

None.

**RECOMMENDATION —**

Receive and file updated employee handbook for SPM employees.

**BACKGROUND —**

The current SPM employee handbook was adopted July 1, 1976 and has not been updated since July of 1982. Since 1982, employment related laws and practices have changed dramatically as well as the City's administrative policies and management tenor.

In January 2001, an ad-hoc committee comprised of several SPM employees (appointed by the SPM Board) and Human Resource staff began its work to update this document. After two-years of consideration, the committee constructed a handbook that enumerates the many positive elements of City employment, outlines employee expectations, and meets the legal requirements of today's employee and employer relationship. This handbook does not present any new programs or policies, but merely provides guidance in employment related matters and refers SPM employees to the appropriate resource, such as Administrative Policies, City Ordinances, or current state and federal law.

The Human Resource Department, Legal Department, and SPM Board jointly support adoption of this document.

