

BRUCE Adams - * Employee Handbook Revision *

From: BRUCE Adams
To: *
Date: Thursday, November 12, 2009 9:46 AM
Subject: * Employee Handbook Revision *

Attention ALL Employees

Employee Handbook - November 2009 Revision

Please be advised that Logan City has adopted a **NEW AND REVISED EMPLOYEE HANDBOOK** by Executive Order that is effective as of the date of this e-mail. The revision has been made with considerable input and review from Department Heads and city administration. We're excited for the revision and believe that the changes were necessary and appropriate.

Acknowledgment Forms

Because ALL employees (both benefitted and non-benefitted) are required to comply with the standards, guidelines, and policies contained in the Employee Handbook, it's very important that ALL employees review and become familiar with it. As part of the revision, Department Head's have been asked to provide every employee within their department an Acknowledgment Form and to return the signed original to Human Resources by November 30th. The Acknowledgment Forms have been prepared with each employees name already merged into the form and will be in the inner-office mail by the end of the day.

Copies of the Employee Handbook

Paper copies of the Employee Handbook will not be provided to each employee individually as in the past. A digital and current copy will be kept in .PDF format on the City's "Employee Net" (located at <http://Employee.LoganUtah.org>) and can be accessed by employees via their Novell User ID and Password from any computer with internet access. Once logged into the "Employee Net", please go to Departments/Human Resources/Employee Handbook. We would prefer that employees become familiar with accessing the digital copy when, needed as opposed to making paper copies, but the choice is theirs. Employees may also use the computer in the Application Center located at City Hall in the room immediately west of the Municipal Chambers during normal work hours.

Also, for convenience and for employees who do not have a Novell User ID and Password, a current and up to date hard copy of the Handbook is available in each Department Head's office, with the City Recorder, and with the Human Resource Director.

Future Revisions

With the exception of type-os and minor grammatical corrections, all future changes and revisions will be documented and included in the file called "Employee Handbook - Change Log". As a courtesy and a reminder, Department Heads have been asked to review the changes contained in the Change Log annually with their employees. Please note however, that it's still the responsibility of every employee to periodically review the Change Log on their own (either on hard copy in the Department Head's office or digitally on the Employee Net) and be familiar with the Handbook at all times.

Department Meetings

Greg and I have asked to attend each department's next staff meeting in order to provide a general overview of the most significant changes.

Previous Handbooks

Please recycle and/or discard all previous Handbooks - including the binders. They are no longer effective and should not be used. Please note that the revised Handbook, dated November 2009, supercedes and replaces all previous Employee Handbooks to date.

Please call me if you have any questions or difficulties accessing the Employee Net.

Thanks

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