



**CITY COUNCIL SPECIAL MEETING
FRIDAY, NOVEMBER 21, 2025 - 5:00 P.M.
CITY COUNCIL CHAMBERS
110 N. POPLAR STREET, WEST BRANCH, IOWA**

<https://zoom.us/j/5814699699>

or dial in phone number 1-312-626-6799 with Meeting ID 581 469 9699.

1. Call to order
2. Roll call
3. Welcome
4. Approve Agenda. /Move to action.
5. Public Hearings/Non-Consent Agenda
 - a. **Resolution 2025-127** Amending the Employee Handbook (Amendment #6)./ Move to Action
6. Motion to adjourn the Special Meeting.

Mayor: Roger Laughlin • **Council Members:** Colton Miller, Jodee Stoolman, Tom Dean, Jerry Sexton, Mike Horihan
City Administrator Adam Kofoed • **City Clerk** Alycia Friis • **Finance Officer** Heidi Van Auken • **Fire Chief** Kevin
Stoolman • **Police Chief** Greg Hall • **Public Works Director** Matt Goodale • **Library Director** Jessica Schafer
Parks & Recreation Director Erin Laughlin



REQUEST FOR COUNCIL CONSIDERATION

MEETING DATE: November 21, 2025
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AGENDA ITEM:	Resolution 2025-127 – Amending the Employee Handbook (Amendment #6).
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PREPARED BY:	Alycia Friis, City Clerk
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DATE:	November 19, 2025
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BACKGROUND:

The West Branch Employee Handbook was revised in July 2024 and approved by the City Council via Resolution 2024-60 on June 17, 2024.

The handbook is under continuous review to ensure that the City is complying with Federal and State laws, best practices and clarifying certain procedures and setting expectations for current and future employees of the City.

Suggested changes are noted on Resolution 2025-127 in **RED**, and will be incorporated into the Employee Handbook if approved.

**** The sick accrual amount would then be changed to 3.382 hours per pay period starting January 1, 2026 and ongoing.****

RESOLUTION 2025-127

A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK (AMENDMENT #6)

WHEREAS, the City of West Branch Employee Handbook, dated July 1, 2024 will be amended as follows:

V. TIME OFF BENEFITS

2. SICK LEAVE

All regular full-time employees shall be entitled to accrue sick leave. Employees shall accrue sick leave at a rate of **3.382 hours per pay period** to a lifetime maximum of 560 hours. All hours above 560 will be forfeited.

For regular full-time employees, the pay for a day of sick leave will be at the employee's regular rate of pay for eight hours or for their regularly scheduled hours of work, if that number of hours is different than eight. An employee continues to accrue sick leave time even while on sick leave.

Sick leave accruals may be used for the following reasons:

1. Personal illness or injury which renders the employee unable to perform the duties of his/her position.
2. Illness of a member of the employee's family, including spouse, child, parent or legal ward necessitating the employee to be in attendance.
3. Medical, dental or optical appointments which cannot be scheduled during non-working hours.

Employees who are unable to report for work because of illness are to notify their Supervisor/Department Director before the regular work day begins. If the employee is sick for more than 3 consecutive days, a doctor's note will be required to be submitted to the City Administrator.

3. HOLIDAYS

The City observes the following holidays. Full-time employees will receive eight hours compensation for the following City holidays:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day

Those employees whose regular work week is Monday through Friday, if the holiday falls on a weekend, it will be observed on either the preceding Friday or following Monday.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa that the aforementioned Amendment #6 to the West Branch Employee Handbook is hereby approved.

Passed and approved this 21st day of November, 2025.

Roger Laughlin, Mayor

ATTEST:

Alycia A Friis, City Clerk