

BILL NO.: 4736

ORDINANCE NO.: _____

Introduced by: Council Present

AN ORDINANCE OF THE CITY OF BERKELEY, MISSOURI, AUTHORIZING THE MAYOR TO EXECUTE THE ATTACHED HR TAILORMADE AGREEMENT TO AUDIT AND REVISE THE PERSONNEL MANUAL

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BERKELEY, MISSOURI, AS FOLLOWS:

Section 1. The Mayor is hereby authorized to enter into and execute the attached HR TailorMade Agreement to audit and revise the Berkeley’s Personnel Rules and Regulations Handbook.

Section 2. The attached agreement is hereby incorporated herein and made a part of this ordinance, as if fully set out herein.

Section 3. This Ordinance shall be in full force and effect upon its passage.

1st Reading, this 21st day of October 2019

2nd Reading this _____ day of _____ 2019

3rd Reading, PASSED and APPROVED, this _____ **day of** _____ **2019**

ATTEST:

Theodore Hoskins, Mayor

Deanna L. Jones, City Clerk

Final Roll Call:

Mayor Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Mitchell	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Williams	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman-at-Large Greene	Aye ___	Nay ___	Absent ___	Abstain ___
Councilman Hindeleh	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Anthony	Aye ___	Nay ___	Absent ___	Abstain ___

Approved As To Form:
Donnell Smith, City Attorney



Scope of Work

Client	City of Berkeley
Job Name	Handbook Audit & Update
Job Number	COB-001
Service Agreement Duration	TBD
Requestor	Mayor Theodore Hoskins

SUMMARY

HR TailorMade will audit the City of Berkeley’s current employee handbook and provide an updated version of the handbook for attorney review.

SERVICE 1—EMPLOYEE HANDBOOK AUDIT

The Consultant will audit the employee handbook to ensure it provides for effective communication of policies and procedures; provides new employees with pertinent information during their onboarding process; serves as a valuable employee relations vehicle for educating current employees; and contributes to uniform and consistent application, interpretation, and enforcement of policies. Most importantly, the handbook will be reviewed to ensure its role in protecting against claims of improper employer conduct.

Deliverables

- Identification of potential concerns
- Verification of employment law compliance
- Suggested modifications

City of Berkeley - Furnished Resources

- Employee handbook(s)
 - All current labor agreements
 - All employee policies and procedures not contained in the handbook
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SERVICE 2— EMPLOYEE HANDBOOK UPDATE

After a review of the Employee Handbook Audit findings, the Consultant will update and incorporate all agreed upon details into the handbook. The Consultant will also cross-reference all labor agreements as to avoid conflicting language.

Deliverables

- An electronic version of an updated employee handbook
- An electronic Handbook Acknowledgement Form

City of Berkeley - Furnished Resources

- Access to individuals having most knowledge about employee related matters and policies
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SERVICE 3—HUMAN RESOURCES AUDIT *(optional and strongly recommended)*

The Consultant will conduct a comprehensive audit of all human resources procedures and systems to assess the organizations consistency of practice in accordance with policy, effectiveness of employee communications, and legal compliance.

Deliverables

- Identification of potential concerns
- Verification of employment law compliance
- Suggested modifications

City of Berkeley - Furnished Resources

- Access to individuals having most knowledge about employee related matters and policies
- Access to personnel records, I-9s, etc.
- Employee handbook(s)
- All employee policies and procedures not contained in the handbook

PRICING & TIMELINE

All costs listed below are based on the scope and assumptions included in this Scope of Work.

HR TailorMade Fees	Price	Cost Structure	Timeline (estimation)
Handbook Audit 1 FTE x 8 hours	\$1,400.00	HR TailorMade’s standard cost based on an hourly rate of \$175	Project will commence immediately upon service agreement finalization and deposit receipt. Approximately 3 weeks to complete update.
Handbook Update 1 FTE x 20 hours	\$3,500.00		
Human Resources Department Audit 1 FTE x 15 hours	\$2,625.00		Project will commence immediately upon deposit receipt following the completion of the handbook update.
<ul style="list-style-type: none">• A 33% deposit is required before beginning each project. The balance is due upon project delivery.• Any work provided by consultant outside the scope of this statement of work will be billed at an hourly rate of \$175.00.			

KEY ASSUMPTIONS

This agreement is based on the following assumptions:

- The key deliverables from HR TailorMade will be to provide an assessment of the current state of the City of Berkeley, as well as recommendations for next steps.
- HR TailorMade assumes that the appropriate City of Berkeley members will be available for meetings as necessary for project completion.
- HR TailorMade will make every effort to perform all work offsite for this engagement, however some onsite work may be required from time to time for project completion.
- The City of Berkeley understands work completed by HR TailorMade is not a substitute for legal counsel.

ACCEPTANCE

The client named below verifies that the terms of this Statement of Work are acceptable.

The parties hereto are each, acting with proper authority by their respective companies.

City of Berkeley

Organization name

HR TailorMade

Organization name

Full name

Tiffany Slater

Full name

Title

Owner

Title

Signature

Signature

Date

Date