

TOWN *Of* PARADISE VALLEY



STAFF REPORT

TO: Mayor Stanton and Town Councilmembers

FROM: Andrew Ching, Town Manager
Gina Monger, Human Resources Director

DATE: December 11, 2025

DEPARTMENT: Town Manager (Human Resources)

Gina Monger

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AGENDA TITLE:

Amendments to the *Town of Paradise Valley Employee Handbook*

RECOMMENDATION

The recommendation is for Town Council to take action to amend the *Town of Paradise Valley Employee Handbook (Employee Handbook)*, effective December 21, 2025, as presented.

SUMMARY STATEMENT

On November 13, 2025, during the study session with Mayor Stanton and Council, proposed changes to the *Employee Handbook* were presented for consideration and feedback, which included modifications to *Section 202: Smoke-Free Workplace*, *Section 400: Workplace Conduct*, and *Section 1402: Appeals*.

Several Councilmembers provided feedback specifically regarding the revisions to *Section 400: Workplace Conduct*. Upon further review, including consideration of Council's statements, the proposed changes have been withdrawn and no amendments are recommended for this section.

The modifications to *Section 202: Smoke-Free Workplace* and *Section 1402: Appeals* remain as previously presented and are reflected in the final version of the *Employee Handbook* for recommended adoption by Council.

The Town appreciates Council's feedback and the opportunity to ensure the *Employee Handbook* continues to be a "living document" that effectively serves the Town.

BUDGETARY IMPACT

No new budget impacts.

ATTACHMENTS:

- A. Staff Report: *Employee Handbook* Updates
- B. *Employee Handbook*, final version, effective 12/21/2025