

**Town of North Rustico Council  
REQUEST FOR DECISION  
Topic: Amendment to the Employee Handbook**

<b>Date:</b> August 7 <sup>th</sup> , 2019	<b>Request No: 2019-21</b> <i>(Office Use Only)</i>
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<b>Person:</b> Marley Doucette	<b>Representing:</b> Town/Staff
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<p><b>Background:</b> When we completed the Employee Handbook, we forgot to add the Cost of Living adjustment to the Compensation section of the handbook. This was brought to our attention by our auditors.</p>
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<p><b>Request:</b> To amend the Employee Handbook to include the yearly Cost of Living adjustment</p>
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Advantages	Disadvantages

<b>Required Resources:</b>	
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<b>Staff Comments</b>	
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<b>CAO's Review / Comments</b>	We have always given full-time staff the Cost of Living adjustment every year. It was not added to the Employee Handbook as it was an oversight when we were preparing it.
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