

Resolution 2017-26

A RESOLUTION AMENDING THE PERSONNEL POLICY MANUAL FOR THE TOWN OF GRIFFITH

WHEREAS, THE Town Council of the Town of Griffith, Lake County, Indiana, did duly adopt a Personnel Policy Manual on the 1st day of January 2014; and

WHEREAS, it is necessary to amend the Personnel Policy Manual from time to time to ensure that it reflects current State and Federal laws and that its contents adequately address the needs of the Town; and

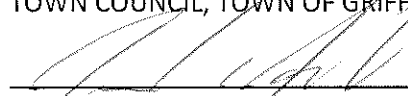
NOW, THEREFORE IT BEE RESOLVED by the Town Council of the Town of Griffith, that Chapter: Attendance Policy and Time off Benefits (page 54), Section: Vacation; paragraph 1 be revised to read as follows:


“The Town of Griffith recognizes the policy of awarding paid vacation to its full time employees. Eligibility for vacations is based upon an employee’s anniversary date of employment and must be taken within the calendar year of that date. Vacation time is not to be accrued year to year. In extraordinary circumstances, vacation time may be carried over into and used within the first four (4) months of the following year and the maximum amount of hours allowed to be carried over is forty (40), subject to approval of the Department Head.”

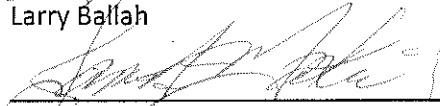
BE IT FURTHER ORDAINED that this Resolution shall be in full force and effect from and after its passage.


PASSED AND ADOPTED by the Town Council of the Town of Griffith, Lake County, Indiana this 21st of MARCH, 2017

TOWN COUNCIL, TOWN OF GRIFFITH


Rick Ryfa, President



Larry Ballah


James Marker


Tony Hobson


Melissa Robbins

Attest:


John C. Volkmann, Clerk Treasurer