

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION  
APPROVING THE CITY'S EMPLOYEE HANDBOOK  
CHANGES EFFECTIVE JULY 1, 2016**

WHEREAS, the City's Handbook Committee periodically reviews the Employee Handbook and makes recommendations to the City Council regarding changes to the Employee Handbook as needed; and

WHEREAS, the City Council desires to adopt the recommendations presented of the City Handbook Committee;

THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GILLETTE, WYOMING, that effective July 1, 2016, the following changes to the City Employee Handbook are adopted:

1. Addition of the definition of "Holiday Work Week";
2. Revised verbiage on "Overtime" to exclude Compensatory Time Taken in the calculation of Overtime;
3. Revised verbiage on "Overtime" regarding call back to work to only include call back during a holiday work week;
4. Revised verbiage on "On-Call Status" to reduce the normal On-Call pay to one hour per week, except on a holiday, which will be two hours;
5. Revised verbiage on "On-Call Status" to compensate for call hour time at a regular hourly rate of pay, except for hours eligible for overtime pay IAW the FLSA;
6. Revised verbiage to "Compensation Upon Separation" to include the next regularly scheduled pay day;
7. Revised verbiage to "Performance Pay Increases" to include placement on a PIP for performance ratings under 2.0;
8. Revised verbiage to "Worker's Compensation" to reduce injury leave from 60 days to 30 days from date of initial injury and revised subsequent compensation eligibility beyond 30 days;
9. Added the City's right to attend all WC job related physician appointments; and
10. Revised verbiage on "Other Limits & Conditions" under "Sick Leave" to offer up to 90 consecutive calendar days of temporary restricted duty;

The Human Resources Director, as the responsible facilitator of the City of Gillette's personnel policies and procedures, shall provide necessary reports, notices, etc., to the Council, as needed.

PASSED, APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

( S E A L )

ATTEST:

\_\_\_\_\_  
Karlene Abelseth, City Clerk

\_\_\_\_\_  
Louise Carter-King, Mayor

Published: