

RESOLUTION NO. _____

**A RESOLUTION
APPROVING THE CITY'S EMPLOYEE HANDBOOK
CHANGES EFFECTIVE MARCH 1, 2018**

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 March 1, 2018, the following changes to the City Employee Handbook are adopted:

1. Revised verbiage on the intent of the handbook regarding At-Will employment;
2. Revised the Table of Contents to match handbook;
3. Revised verbiage to "Worker's Compensation" to adjust injury leave from 30 days to 160 hours of paid injury leave;
4. Added "Baby Bonding" policy and procedures to the Family and Medical Leave Act section and adjusted related adoption elements; and
5. Revised and expanded eligibility for Funeral Leave to include the death of an aunt and/or uncle, or the equivalent by marriage.

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 _____, 2018.

(S E A L)
ATTEST:

Karlene Abelseth, City Clerk

Louise Carter-King, Mayor

Published: