

**RESOLUTION NO. 2011-80**

**A RESOLUTION AMENDING SECTION 117, 127, AND SECTION 131 OF THE PERSONNEL MANUAL**

**WHEREAS**, the Board of Aldermen supports the efforts made to the personnel manual and;

**NOW, THEREFORE , THE BOARD OF ALDERMEN OF THE CITY OF PACIFIC, HEREBY AMENDS THE FOLLOWING POLICY:**

**Amend Section 117 to add the following:**

“Matters of discipline shall remain on file for the duration of employment, but shall no longer be considered for the purpose of progressive discipline if no related occurrences are the subject of disciplinary action during the following periods:

Verbal or Oral Reprimand	One (1) year from original date
Written Reprimand	Two (2) years from original date
Suspensions or Demotions	Three (3) years from original date”

**Amend Section 127 to read:**

“Each full-time employee will be allowed five (5) personal days per year, with the exception of the Public Works employees, to take effect on the anniversary date of their employment. Such personal holiday shall not be accrued nor shall compensation be paid for any unused personal holiday. Personal holidays must be used during the year in which they were earned.

**Amend Section 131 - # 1 to read:**

“Employees will be allowed three days per year sick leave to take effect on the anniversary date of their employment. The maximum accrual is forty days. After exhausting the sick leave allotment, employees may use their short-term disability benefit, if eligible. Sick leave may also be used for maternity, illness of a family member, or medical appointment for the employee or family member.

**Delete Section 131 - # 3**

Adopted by the Board of Aldermen and approved by the Mayor this 6th day of December, 2011.

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HERBERT C. ADAMS, Mayor

ATTEST:

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City Clerk