

AYERSVILLE WATER & SEWER DISTRICT

Resolution No. 1607.08 (07/21/2016)

Board of Trustees' Resolution Revising the Employee Handbook.

WHEREAS, the Board of Trustees has the authority to adopted personnel rules and regulations concerning personnel matters, including but not limited to: employment, pay practices, absences from work, employee benefits, personal conduct, safety, travel and work vehicles, and other personnel matters; and

WHEREAS, the Employee Handbook for the Ayersville Water and Sewer District serves as the governing document of all employees, volunteers, appointed officials and independent contractors for the Ayersville Water and Sewer District; and

WHEREAS, the Employee Handbook should be updated when there is a significant change in policy or procedure.

NOW THEREFORE, IT IS RESOLVED by the Board of Trustees of the Ayersville Water & Sewer District:

To revise the Employee Handbook's "Absences from Work" Policy

by adding: "To better facilitate communication amongst employees and planning by management, the District Manager shall routinely maintain a clearly visible calendar in the District's office that reflects all employees scheduled absences from work. This includes all the types of leave available in accordance with this Employee Handbook, including vacation and personal leaves. Absences for the full or partial day (e.g., late to work or early leave) shall be indicated."

7-21-16
Date


President, Board of Trustees

I hereby certify that this Resolution was passed by the Board of Trustees of the Ayersville Water & Sewer District on 07/21/2016.


Secretary