

RESOLUTION NO. 2023-7

A RESOLUTION TO REVISE THE EMPLOYEE HANDBOK

WHEREAS, the City of Minburn, Iowa desires to have a personnel policy handbook and job descriptions which explain the current policies, procedures, and responsibilities; and

WHEREAS, the City of Minburn, Iowa, has revised a section of the personnel policy; and

WHEREAS, the City of Minburn's employees desire to have a personnel policy handbook and job descriptions to inform them of policies, procedures, and responsibilities.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Minburn, Minburn, Iowa, that they adopt a revised personnel policy manual.

4.6 Library Vacation Time

Minburn Public Library Director Vacation Time:

Library Director works full time at 28 hours weekly. Vacation schedule as follows:

1-4 Years of Service 56 hours (2 weeks)

5-10 Years of Service 84 hours (3 weeks)

11 and over Years of Service 112 hours (4 weeks)

BE IT FURTHER RESOLVED, by the Minburn City Council of the City of Minburn, Iowa, that the City Clerk is directed to distribute the personnel policy manual to all employees and members of management and the Mayor and City Clerk are hereby directed to certify this resolution of approval.

Passed and approved this 13th day of February 2023.

Joe Stuetelberg, Mayor

ATTEST:

Tasha Snoberger, City Clerk