

**AN ORDINANCE ADOPTING THE
TOWN OF WINAMAC'S REVISED EMPLOYEE HANDBOOK**

Ordinance No. 2 of 2019

WHEREAS, the Town Council of the Town of Winamac, Indiana (the "**Town Council**"), pursuant to Ind. Code § 36-5 et seq. is responsible for the performance of various functions for the Town of Winamac (the "**Town**"); and

WHEREAS, part of ensuring the efficient performance of functions for the Town is to ensure that the Town's workforce has clear standards and procedures, as well as up-to-date information concerning working conditions, employee benefits, and policies affecting their employment; and

WHEREAS, in order to accomplish this objective, the Town undertakes the revision of the Town Employee Handbook, from time-to-time, for the protection of its employees, as well as for the health, safety and welfare of the Town's residents; and

WHEREAS, having chosen to revise the current version of the Town's Employee Handbook, issued on August 15, 2013, and formerly revised and adopted on March 13, 2018, the Town Council is now desirous of adopting this third revised Town Employee Handbook, as revised and presented on January 14, 2019.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Winamac, Indiana, that this Ordinance Adopting the Town of Winamac's Revised Employee Handbook is hereby adopted as follows:

SECTION I.

Directive

1. **Employee Handbook Attached.** A true and accurate copy of the third revised Employee Handbook for the Town of Winamac, as revised and presented on January 14, 2019, is attached to this Ordinance, and incorporated herein by reference.

(A) Copies of the third revised Employee Handbook shall be distributed to all Town Employees, and kept on record in the Office of the Town Clerk-Treasurer, for general inspection.

2. **Adoption.** The third revised Employee Handbook for the Town of Winamac, as revised and presented on January 14, 2019, is hereby adopted, in its entirety, by the Town Council on the date herein provided.

PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF WINAMAC,
INDIANA, THIS 14th DAY OF JANUARY, 2019.

THE WINAMAC, INDIANA TOWN COUNCIL


APPROVED:

OPPOSED:



Tom J. Murray, Council Member

Tom J. Murray, Council Member



James Watkins, Council Member

James Watkins, Council Member



Alvin R. Parish, Council Member

Alvin R. Parish, Council Member



Judy Heater, Council Member


Judy Heater, Council Member



Dave Chambers, Council Member

Dave Chambers, Council Member

ATTEST:



Melanie A. Berger, Clerk-Treasurer