

**RESOLUTION NO. 041420**

**RESOLUTION AMENDING THE TOWN OF McCORDSVILLE  
EMPLOYEE HANDBOOK**

**WHEREAS**, from time to time, staff reviews the provisions of the employee handbook to ensure that they are accurately reflecting the policies of McCordsville, Indiana; and

**WHEREAS**, in the course of said review, staff has discovered certain provisions that need revision to comply with the current practices of McCordsville, Indiana; and

**WHEREAS**, the Town Council of the Town of McCordsville, Indiana, believes that the proposed changes by members of the staff are in the best interest of the best management practices and administration of the business of the Town of McCordsville, Indiana.

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Council of the Town of McCordsville, Indiana, as follows:

**SECTION I**

Section II, provision 2-01, second paragraph, shall be deleted and in lieu thereof shall be inserted the following:

The Introductory Period for a new civilian employee shall be sixty (60) days in duration but can be extended up to an additional ninety (90) days at the Town Manager's and/or immediate supervisor's discretion.

**SECTION II**

Section III, provision 3-02, third paragraph, shall be deleted and in lieu thereof shall be inserted the following:

Once employees enter an eligible employment classification, they begin to earn paid vacation time based on their length of service and the schedule below. However, before vacation time can be used, the Introductory Period of 60 calendar days must be completed.

**SECTION III**

Section IV, provision 4-06, shall be deleted and inserted in lieu thereof shall be the following:

All employees are to be paid on every other Friday. Each paycheck will include earnings from all work performed through the end of the previous payroll period. All employees are paid through direct deposit.

**SECTION IV**

Section VI, provision 6-06 shall be amended by adding to the introductory paragraph the following:

Any disciplinary action, whether verbal or written, shall be acknowledged in writing by both the supervisor and the employee involved in such action.

**SECTION V**

This Resolution shall be in full force and effect upon its passage.

Adopted this 14<sup>th</sup> day of April, 2020.

**TOWN OF McCORDSVILLE, INDIANA, BY ITS TOWN COUNCIL**

Voting Affirmative:

Voting Opposed:

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Barry A. Wood

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Barry A. Wood

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Larry J. Longman

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Larry J. Longman

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Gregory J. Brewer

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Gregory J. Brewer

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Branden D. Williams

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Branden D. Williams

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Thomas R. Strayer

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Thomas R. Strayer

ATTEST:

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Staci Starcher, Clerk-Treasurer

This instrument was prepared by Gregg H. Morelock, BRAND & MORELOCK, 6 West South Street, Greenfield, IN 46140.