

RESOLUTION 926

A RESOLUTION TO AMEND THE CITY OF WEST BRANCH, IOWA EMPLOYEE HANDBOOK

WHEREAS, the City Council, of the City of West Branch, Iowa adopted an Employee Handbook on September 8, 2009, and amended same handbook on October 19, 2009, February 1, 2010, October 4, 2010, and December 6, 2010; and

WHEREAS, the City Council finds that the following changes should be made to said Handbook:

EMPLOYMENT- Pay Periods - December 2010 Handbook page 8

Employees shall be paid on the first day of each month and the 16th day of each month. Paychecks can be obtained from the Department Head.

EMPLOYMENT- Pay Periods - Change to the following:

Employees shall be paid **bi-weekly, effective March 1, 2011**. Paychecks can be obtained from the Department **Director**.

NOW, THEREFORE, BE IT RESOLVED that the City Council of West Branch, Iowa does hereby approve and adopt the City of West Branch Personnel Handbook dated February 2011.

Passed and approved this 21st day of February, 2011.

Don Kessler, Mayor

Attest:

Matt Muckler, City Administrator/Clerk