

**RESOLUTION 2023-65**

**A RESOLUTION AMENDING THE CITY OF WEST BRANCH, IA EMPLOYEE HANDBOOK**

**WHEREAS**, the City Council, of the City of West Branch, Iowa adopted an Employee Handbook on September 8, 2009, and again on October 17, 2016; and

**WHEREAS**, the same handbook has had several amendments added to it over the course of ten years; and

**WHEREAS**, the Employee Handbook is in process of being reviewed and amended again and several sections are in need of updates; and

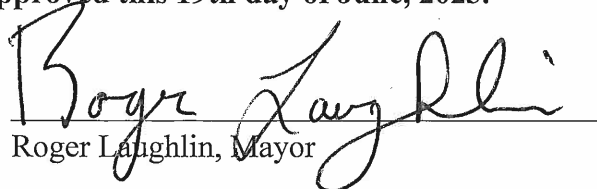
**WHEREAS**, the Employee Status section for Regular Full-Time employment should read *“Regular full-time employment status is granted upon satisfactory completion of the orientation period. Regular full-time employees are regularly scheduled to work thirty-six (36) or more hours per week, fifty-two (52) weeks per year.”*; and

**WHEREAS**, the Employee Status section for Regular Part-Time employment should read *“Regular part-time employment status is granted upon satisfactory completion of the orientation period to an employee regularly scheduled to work less than thirty-six (36) hours per week, fifty-two weeks per year.”*; and

**WHEREAS**, the City Council would like to update this language to the Employee Status section of the West Branch, IA Employee Handbook.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of West Branch, Iowa does hereby approve the amended language for Employee Status of the City of West Branch Employee Handbook dated October 2016.

**Passed and approved this 19th day of June, 2023.**

  
Roger Laughlin, Mayor

Attest:

  
Leslie Brick, City Clerk