

RESOLUTION NO. 2650

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PAYSON, ARIZONA, ADOPTING AN AMENDED PERSONNEL POLICY MANUAL.

WHEREAS, on or about February 27, 1986, the Town of Payson adopted a Personnel Rules and Procedure Manual pursuant to Ordinance Number 266; and

WHEREAS, on or about August 3, 1995, the Town of Payson adopted Ordinance Number 447, allowing amendments to the Town of Payson Personnel Rules and Procedure Manual to be enacted by resolution of the Mayor and Common Council; and

WHEREAS, on November 5, 2009, the Town Council approved Resolution 2512, adopting a revised Town of Payson Personnel Policy Manual; and

WHEREAS, subsequent to November 5, 2009, the Town Council has approved several minor amendments to the Personnel Policy Manual; and

WHEREAS, staff has prepared an amended Personnel Policy Manual for Council consideration; and

WHEREAS, changes incorporated into the amended Personnel Policy Manual include:

- (1) Removing the Town Manager as final authority in many instances,
- (2) Amending Paid Time Off ("PTO") accruals and pay outs for employees hired on or after July 1, 2012,
- (3) Removing the Town Council from the employee disciplinary appeal process,
- (4) Incorporating the Employee Ethics Policy, as adopted by Resolution 2297, into the Personnel Manual, and
- (5) Other technical, clarifying, and conforming changes.

WHEREAS, the Town of Payson desires to adopt the amended Town of Payson Personnel Policy Manual,

NOW, THEREFORE, THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PAYSON, ARIZONA, DO HEREBY RESOLVE AS FOLLOWS:

- Section 1. The amended Town of Payson Personnel Personnel Policy Manual, attached hereto, marked Exhibit A, is hereby adopted, and all prior Personnel Policy Manuals are repealed.
- Section 2. The provisions of Section 1 (Employee Ethics) of Resolution 2297, having been incorporated into the amended Personnel Policy Manual attached as Exhibit A, are hereby repealed.
- Section 3. All of the provisions of Resolution 2598 (Relating to PTO accrual and pay out for fiscal year 2011/2012) shall be unaffected by the provisions of this Resolution and shall remain in effect.
- Section 4. The Town Attorney is hereby directed to present one or more qualified candidates to the Town Council for consideration as the Town's Personnel Hearing Officer on or before March 15, 2012
- Section 5. The provisions of Sections 1 and 2 of this Resolution shall take effect on April 1, 2012. The provisions of all remaining sections of this Resolution shall be effective upon approval.
- Section 6. If any section, subsection, or portion this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution.

PASSED AND ADOPTED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PAYSON, ARIZONA, this ____ day of _____, 2012, by the following vote:

AYES _____ NOES _____ ABSTENTIONS _____ ABSENT _____

Kenny J. Evans, Mayor

APPROVED AS TO FORM:



Timothy M. Wright, Town Attorney

ATTEST:

Silvia Smith, Town Clerk

**EXHIBIT A
TO
RESOLUTION
2650**