



Legislation Text

File #: 22-105, **Version:** 1

TITLE:

Amendment to Chapter 4 of the Town Code to include Administrative Leave

PURPOSE: The purpose of this item is to add Administrative Leave as a leave type to Chapter 4: Personnel Policies.

DEPARTMENT: Human Resources

CONTACT INFORMATION: Julie Eckenrode, Human Resources Director
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INFORMATION: Currently, the Town does not have a leave type for when the Town Manager or a Department Director directs an employee not to report to work. Some of reasons include states of emergencies, employee participation in volunteer events that further the mission of the Town, blood donations, evaluations by a professional to determine fitness for duty, investigations related to the performance or actions of an employee, and/or disciplinary actions.

This amendment will allow for both paid and unpaid administrative leave to be a leave option available within the Personnel Policy.

FISCAL & STAFF IMPACT: There is no fiscal or staff impact to adopt this ordinance.

RECOMMENDATION: It is recommended that the Town Council review and adopt this ordinance.