**ORDINANCE 19-1371**

AN ORDINANCE OF THE CITY OF WOODBURN, INDIANA COMMON COUNCIL

ESTABLISHING A CITY HANDBOOK

WHEREAS, the City of Woodburn does not have a formal list of rules established to direct personnel as to universal generic behavior as an employee;

WHEREAS, the Board of Works and the City Council have considered new policies and alterations to policies from approximately December 2017 through May 2019;

WHEREAS, this process allowed seven policies to be developed covering various topics;

WHEREAS, the stated policies will change as required, without this Ordinance being amended or repealed, unless additional policies are created at a later date or a policy is revoked entirely;

 NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF WOODBURN AS FOLLOWS:

That, the below listed named policies will constitute the full employee handbook:

* Motor Vehicle Driving Policy
* Training and Equipment Policy
* Discipline Action Policy
* Technology Use Policy
* Employee Benefits Policy
* Media Content Policy
* Harassment Policy

These policies may be modified from time to time as needed, but each named policy can be amended through a combined acceptance of proposed changes by both the Board of Works and the City Council in the form of a motion. This should be in accordance with the Police Department procedures and if, for some reason there is an issue between this Ordinance and any current operating procedures of the Police Department, this Ordinance will be invalid to the extent that a conflict exists, and the Police Department procedures will stand in full. These policies will take full effect immediately upon passage by Council and approval by the Mayor.

No part of this Ordinance shall be interpreted to conflict with any local, state, or federal laws and all reasonable efforts should be made to harmonize the same. Should any section or part thereof of this Ordinance be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole, or any other portion thereof other than that portion so declared to be invalid, and for this purpose the provisions of this Ordinance are hereby declared to be severable.

Adopted and Resolved this 3rd day of June, 2019.

**< SIGNATURES ON NEXT PAGE >**

**WAIVER OF SECOND READING**

 On motion duly made and seconded, the second reading of the foregoing Ordinance was unanimously waived. After a motion to adopt the Ordinance was properly made, the results of which are below, the Ordinance was deemed effective as of the date of passage due to a majority vote of yea and approval of the Mayor.

**COMMON COUNCIL OF THE CITY OF WOODBURN, INDIANA**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEA\_\_\_\_\_ NAY\_\_\_\_\_ ABS\_\_\_\_\_

 Daniel Watts, Councilman

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEA\_\_\_\_\_ NAY\_\_\_\_\_ ABS\_\_\_\_\_

 Mike Voirol, Councilman

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEA\_\_\_\_\_ NAY\_\_\_\_\_ ABS\_\_\_\_\_

 Dean Gerig, Councilman

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEA\_\_\_\_\_ NAY\_\_\_\_\_ ABS\_\_\_\_\_

 John Renner, Councilman

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEA\_\_\_\_\_ NAY\_\_\_\_\_ ABS\_\_\_\_\_

 Michael Martin, Councilman

ATTEST:

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Timothy Cummins, Clerk-Treasurer

The foregoing ordinance passed by the Council is signed and approved ( ) / not approved ( ) by me on the same date.

 By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Joseph Kelsey, Mayor for the City of Woodburn