

ORDINANCE NO. 614

AN ORDINANCE TO ADOPT A REVISED CITY OF POLSON PERSONNEL POLICY MANUAL REPLACING THE 1993 IN ITS ENTIRETY EXCEPTING COMPENSATION PLAN PROVISIONS.

Whereas, The City of Polson has an existing Personnel Policy Manual passed and approved in 1993; and,

Whereas, the City's insurer offers defense coverage to the City of Polson for personnel matters if the City's policy manual meets the standards of the Montana Municipal Insurance Authority; and,

Whereas, the 1993 personnel manual required substantial revision in order to meet the standard for coverage imposed by MMIA; and,

Whereas, attached hereto and by this reference made a part hereof is a revised personnel policy manual meeting the MMIA standards, to be known as the Polson Personnel Manual of 2005; and,

Whereas, the City of Polson has caused the same to be circulated among the department heads and employees of the City of Polson for input and revision, on the basis and for the reason that the City intends the Polson Personnel Manual of 2005 to constitute the terms of the bargain between the City and the employees, severally, immediately upon the effective passage hereof; and,

Whereas, the City of Polson intends that Chapter 35, Pay Grade and Compensation Plan, of the 1993 City of Polson Personnel Manual, shall remain effective and be construed as a part of and incorporated within the Polson Personnel Manual of 2005 until later amended or repealed.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF POLSON, MONTANA:

1. The Polson Personnel Manual of 2005 is hereby adopted.
2. The City of Polson Personnel Manual of 1993 is repealed, excepting Chapter 35 thereof, to remain in effect until later amended or repealed.
3. A complete copy of the Polson Personnel Manual of 2005 shall be provided to each employee of the City of Polson, and each such employee shall return a completed Receipt Page to his or her supervisor. Thereafter the terms of employment shall be those set down in the Polson Personnel Manual of 2005.
4. A copy of the Polson Personnel Manual of 2005 shall be provided to any employees hired by the City of Polson, and a Receipt Page completed and returned by any such employee, for inclusion in their personnel file.

REPEALING CLAUSE: All Ordinances or parts of ordinances in conflict herewith are hereby repealed.

FIRST READING: September 19, 2005. **SECOND READING:** October 3, 2005.

NOW, THEREFORE, the foregoing Ordinance shall become effective on November 3, 2005.

PASSED AND ADOPTED THIS 3rd day of October, 2005.

ATTEST: _____
Aggi G. Loeser, City Clerk

Randy Ingram, Mayor, City of Polson