

RESOLUTION NO. 515A

A RESOLUTION AMENDING THE PERSONNEL POLICY MANUAL FOR THE TOWN OF STEVENSVILLE

WHEREAS, the Town Council of the Town of Stevensville adopted the existing Personnel Policy Manual on March 23, 2023, at a regular Town Council Meeting by Resolution No. 515; and

WHEREAS, the current administration recommends the following updates and changes to the Personnel Policy Manual.

WHEREAS, the current administration recommends updates to read the following in Section 10, C, paragraph 2. "All employees will serve a (1) year probationary period."

WHEREAS, the current administration recommends updates/removal to read the following in Section 16, A, paragraph 9. "~~but will not be allowed to be paid for this time if leaving this exempt position.~~"

WHEREAS, the current administration recommends updates/additions to read the following in Section 16, D, on call and after hours call outs, paragraph 2. "Public Works employees who are part of the on-call rotation will receive a \$160.00 spined per week. On call response time of (1) hour."

WHEREAS, the current administration recommends updates/additions to read the following in Section 21, E, "~~Exempt employees required by management to work on a day a holiday is observed shall be granted another day off, within the same pay period.~~"

WHEREAS, the current administration recommends updates/additions to read the following in Section 16, D, on call and after hours call outs, paragraph 2. "Public Works employees who are part of the on-call rotation will receive a \$160.00 spined per week. On call response time of (1) hour."

WHEREAS, the current administration recommends updates to read the following in Section 35, A, paragraph 2. "Employees completing Town of Stevensville business may be compensated for travel expenses, meals, mileage and incidental expenses. Per diem rates for Meals and Mileage rates are set by the State of Montana Department of Administration, please see the Finance Director for the current reimbursement rates."

WHEREAS, the current administration recommends updates/additions to read the following in Section 35, D, paragraph 1. "If an employee is using their own vehicle for town use and is involved in an accident the town will pay up to \$1000.00 of the deductible, current copies of the insurance policy must be on file at all times with the Human Resource director. If the employee does not have insurance the town is not liable for any damages."

WHEREAS, the current administration recommends updates/removal to read the following in Section 41 paragraph 1. ~~For regular part-time employees, the Town of Stevensville will pay a pro-rated amount of the contribution into the benefit plan.~~

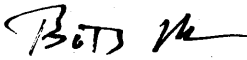
"Regular employees that work at least 32 hours per week may participate in the towns benefit plan."

WHEREAS, the current administration recommends updates/additions to read the following in Section 41 paragraph 3. "It is the responsibility of the employee to make the necessary changes to their insurance policy."

NOW THEREFORE, BE IT RESOLVED that the Town Council of the Town of Stevensville, hereby adopts the updates and changes to the Personnel Policy Manual, as attached to this resolution is approved and adopted.

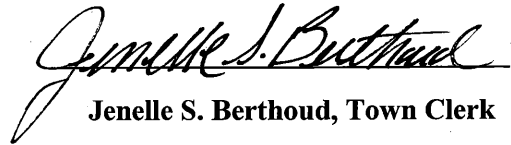
PASSED AND ADOPTED by the Town Council and Mayor of the Town of Stevensville the 18th day of April 2024.

APPROVED:



Bob Michalson, Mayor

ATTEST:



Jenelle S. Berthoud, Town Clerk