



# Commission Meeting Agenda Item Memorandum

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**ITEM TYPE**

Consent Agenda

**MEETING DATE:**

November 1, 2021

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**PRESENTER:**

Erika McComis, City Manager

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**ITEM DESCRIPTION:**

Consider approval of Resolution 21-33 approving amendments to the City of Breckenridge Personnel Policy and Procedure Manual.

Changes are highlighted in red

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**BACKGROUND INFORMATION:**

Upon review of the employee policies approved during the October 5, 2021 regular commission meeting an error was discovered. In the past the fire department employees were paid 24 hours of holiday pay since that is their normal schedule. In the policy that was approved the fire department employees were only given 12 hours of holiday pay instead of 24 and the proposed enclosed policy corrects this error.

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**FISCAL IMPACT:**

- Not Applicable
- Proposed Expenditure:
- General Ledger Code:
- Proposed Revenue:
- Budget Amendment Required:           No
- Financial Review Completed by:

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**LEGAL REVIEW:**

Not applicable.

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**ATTACHMENTS:**

Employee Leave Policy

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**RECOMMENDED MOTION AND/OR ACTION:**

Move to approve Resolution 21-33 approving amendments to the City of Breckenridge Personnel Policy and Procedure Manual.