

ORDINANCE NO. 23-08

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA, AMENDING SECTION 5 TITLED “HOLIDAY”, SECTION 6 TITLED “ANNUAL LEAVE (VACATION)”, SECTION 7 TITLED “SICK LEAVE”, AND SECTION 8 TITLED “MISCELLANEOUS LEAVES”, IN THE TOWN OF DUNDEE, FLORIDA PERSONNEL POLICY HANDBOOK, AND PROVIDING FOR SEVERABILITY; CONFLICTS; PROVIDING FOR CODIFICATION; ADMINISTRATIVE CORRECTION OF SCRIVENER’S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on May 11, 2010, at a duly noticed public hearing, the Town Commission of the Town Commission adopted Ordinance No. 10-02 establishing a new and revised Town of Dundee Personnel Policy Handbook (the “Handbook”); and

WHEREAS, pursuant to Section 4.06 of the Town of Dundee Charter (the “Charter”), the Town Commission may establish personnel procedures and rules by ordinance; and

WHEREAS, pursuant to Section 1.04A of the Personnel Policy Handbook, the Town Manager shall present to the Town Commission rules, regulations and changes, as necessary, for the administration of the personnel system; and

WHEREAS, the Town Commission has considered and reviewed the amendment(s) to the personnel rules for the Handbook which amend Sections 5.01, 5.02, 5.03, 6.01, 7.01, 8.01, 8.02 and 8.13 of the Town of Dundee Personnel Policy Handbook (collectively referred to as the “Amendments”); and

WHEREAS, the Amendments are more particularly set forth on **Exhibit “A”** attached hereto and incorporated herein by reference; and

WHEREAS, the Town Commission of the Town of Dundee finds that it is beneficial and appropriate and in the best interests of the residents and citizens of the Town of Dundee to adopt the Amendments for the Town of Dundee Personnel Policy Handbook.

NOW, THEREFORE, be it enacted by the Town Commission of the Town of Dundee, Florida:

SECTION 1. The above recitals to this Ordinance (WHEREAS clauses) are hereby incorporated as a factual basis for the passage of this Ordinance and adopted by the Town Commission as the legislative findings and intent pertaining to this Ordinance.

SECTION 2. The Town Commission hereby amends Sections 5.01, 5.02, 5.03, 6.01, 7.01, 8.01, 8.02 and 8.13 of the Town of Dundee Personnel Policy Handbook as more particularly set forth on **Exhibit “A”** attached hereto and incorporated herein by reference (additions shown in underline and deletions shown in ~~striketrough~~).

SECTION 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent necessary to give this Ordinance full force and effect. The sections of the amended Town of Dundee Personnel Policy Handbook (see attached **Exhibit “A”**), insofar as they are substantially the same as legislation previously adopted by ordinance(s) of the Town of Dundee and relating to the same subject matter, shall be construed as restatements and continuations thereof and not as new enactments.

SECTION 4. If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Town of Dundee, Florida, by and through its Town Commission, hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION 5. This Ordinance shall not be codified in the Code of Ordinances of the Town of Dundee, Florida. A certified copy of this enacting ordinance shall be located in the Office of the Town of Dundee Town Clerk, and the revised and restated Town of Dundee Personnel Policy Handbook (September 2023) shall be reviewed annually by the Town of Dundee Town Manager and remain on file in the Office of the Town of Dundee Town Clerk.

SECTION 6. The effective date of this Ordinance shall be immediately upon passage on second reading.

INTRODUCED on first reading this 12th day of September, 2023.

PASSED on second reading this 26th day of September, 2023.

TOWN OF DUNDEE, FLORIDA

Mayor- Sam Pennant

ATTEST:

Town Clerk – Trevor Douthat

Approved as to form:

Town Attorney - Frederick J. Murphy, Jr.

EXHIBIT "A"

(Additions shown in underline and deletions shown in ~~striketrough~~)