

CITY COUNCIL RESOLUTION NO. 2023-067

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA AMENDING THE PERSONNEL MANUAL FOR THE CITY; AUTHORIZING AND ADOPTING A GRADUATION TOKEN POLICY; INCORPORATED THE GRADUATION TOKEN POLICY INTO CHAPTER 14 EMPLOYEE BENEFITS OF THE PERSONNEL MANUAL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City (hereinafter the “City”) adopted the Personnel Manual by City Council Resolution No. 2014-071; and

WHEREAS, the City has drafted a Graduation Token Policy (hereinafter the “Policy”) to add to Chapter 14 Employee Benefits of the Personnel Manual; and

WHEREAS, the City Council finds that it is in the best interest of the City to adopt the Policy, a copy of which is attached hereto as “Exhibit A” and made a part of this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE CITY, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are all true and accurate and are incorporated herein and made a part of this resolution.

Section 2. The Graduation Token Policy is hereby adopted and authorized for implementation into the Personnel Manual.

[Remainder of this page left blank intentionally.]

Section 3. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED at a meeting of the City Council on this ____ day of June 2023.

CITY OF LAKE CITY, FLORIDA

By: _____
Stephen M. Witt, Mayor

ATTEST:

APPROVED AS TO FORM AND
LEGALITY:

By: _____
Audrey E. Sikes, City Clerk

By: _____
Thomas J. Kennon, III,
City Attorney

“Exhibit A”

Graduation Token Policy

14.08 Graduation Token Policy

The purpose of this policy is to provide employee’s children who have received their High School Diploma (or equivalent), a one-time bonus of \$100. The token must be paid out within 60 days of receipt of High School Diploma (or equivalent).

This benefit covers all employees and elected officials.

Annually during the budget process, Department Directors shall budget for this expense. Directors must submit a written request to the Finance Department for the Graduation Token along with a properly redacted copy of the High School Diploma (or equivalent).