

RESOLUTION NO. \_\_\_\_\_-2023

RESOLUTION AMENDING THE OELWEIN PERSONNEL POLICY MANUAL

WHEREAS, the City Administrator has worked with council in several work sessions to determine the appropriate changes that are in the best interest of the organization and the community; and

WHEREAS, the following changes shall be made and effective July 1, 2023

1. 7.4 Break Periods
  - a. Add the following language to section B
    - i. All full-time employees are expected to take a 30-minute unpaid lunch break. No work shall be performed during any lunch break.
  - b. Add the following language to C 1
    - i. Supervisors are encouraged to be flexible to accommodate the employee's needs. This can be accomplished with shorter meal breaks, using break times, or adjusting start and end times of the workday. Alterations to existing work hours must be approved in advance by the employee's supervisor.
  - c. Add the following language to C 3
    - i. Employees storing milk in a shared refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.
2. 13.2
  - a. Remove 11 holiday and replace with 10
    - i. The police do not have Juneteenth
3. 14.1 B
  - a. Add the following language
    - i. CBA's supersede the above if in conflict

NOW, THEREFORE, BE IT RESOLVED by the City Council of Oelwein, Iowa

Passed and approved this 24<sup>th</sup> day of July, 2023.

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Brett DeVore, Mayor

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the  
Resolution as read be adopted, and upon roll call there were:

AYES      NAYS      ABSENT      ABSTAIN

Stewart  
Weber  
Lenz  
Garrigus  
Seeders  
Payne

Attest:

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Dylan Mulfinger, City Administrator

Recorded July 25, 2023.

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City Administrator