

RESOLUTION 2022 -

RESOLUTION BY THE COMMON COUNCIL OF THE CITY OF RICHLAND CENTER ADOPTING AN AMENDMENT TO THE PERSONNEL POLICIES HANDBOOK – HOURS OF OPERATION

WHEREAS, the City of Richland Center (“the City”) employment policies are contained in the City Personnel Policies Handbook; and

WHEREAS, Resolution 2016-7 set the current hours of operations; and

WHEREAS, the City amends Section 201 Hours of Work of the Personnel Policies Handbook as follows:

The standard workday for hourly and salaried full-time employees shall be eight (8) hours with exception. The normal work week for all full-time employees shall be forty (40) hours. The hours of operation each day and week will be determined by the City and will be as follows:

Clerk/Treasurer’s Office: Monday through Friday 7:30AM-4:30PM

Police Department (non-union clerical): Monday through Friday 7AM-5PM

Public Works Department: 7AM-3:30PM

Parks & Recreation: 8AM-4:30PM

Buildings & Grounds: Mon-Thurs 6AM-3:30PM and Friday 6AM-10AM

Tourism: Hours vary to meet seasonal needs and may include weekends

NOW, THEREFORE, BE IT RESOLVED, the amendment to Section 201 Hours of Work of the Personnel Policies Handbook is adopted effective January 1, 2023.

Personnel/Insurance Committee on 12/19/2022

Cairns ☒ AYE ☐ NO

Walters ☒ AYE ☐ NO

Wallace ☒ AYE ☐ NO

Referred to Council for approval on 12/19/2022

APPROVED, by the Common Council of the City of Richland Center on this 20th day of December 2022 by the following vote: AYES: _____, NOS: _____

Adopted this 20th Day of December 2022

Todd Coppernoll, Mayor

Attest:

Aaron Joyce, City Clerk / Treasurer