

**RESOLUTION TO
AMEND THE CITY OF WATERTOWN EMPLOYEE HANDBOOK
RELATED TO VACATION AND FINAL PAY**

**SPONSOR: MAYOR EMILY MCFARLAND
FROM: FINANCE COMMITTEE**

WHEREAS, the City adopted the current City of Watertown Employee Handbook of Policies and Procedures on July 6, 2021 with the most recent amendment occurring on September 20, 2022; and,

WHEREAS, the City staff in order to create efficiencies in processes used, amend the handbook to reflect the following; and,

WHEREAS, the Finance Committee has reviewed the proposed policy changes and has recommended adoption of such as shown on the attached Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:

That the Human Resources Department is authorized to make the attached changes to the City of Watertown Employee Handbook of Policies and Procedures and inform employees of such changes.

	YES	NO
DAVIS		
LAMPE		
RUETTEN		
BARTZ		
LICHT		
SMITH		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED December 6, 2022

CITY CLERK

APPROVED December 6, 2022

MAYOR