

RESOLUTION NO. R-140

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARSING, IDAHO AMENDING THE PERSONNEL POLICY MANUAL BY AMENDING CITY CLERK'S OFFICE HOURS TO 8:00 A.M. TO 5:00 P.M., AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Marsing City Council is authorized and empowered to establish policies and procedures for City personnel pursuant to Idaho Code § 50-301 & 302.

WHEREAS, the City of Marsing issues a City of Marsing Employee Handbook to provide a collection of employment policies.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and the Mayor City Council that the City of Marsing Employee Handbook, Section IV "PAY AND BENEFITS" subsection A titled "PAY PERIOD" subsection 2 shall be amended as follows:

A. Pay Period

1. City Crew: The pay period shall be bi-weekly.


The workweek shall be from Midnight on Saturday morning to Midnight on Friday night – 40 hours per week.

2. City Clerk Office: The pay period shall be bi-weekly.

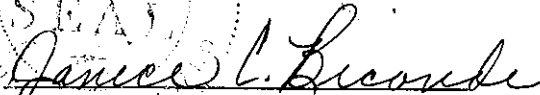
The workweek shall be from Friday at 5:01 p.m. to 5:00 p.m. A workweek shall be a minimum of 35 hours and no more than 40 hours. The office hours shall be from ~~8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.~~ 8:00 a.m. to 5:00 p.m. plus council meetings.

This Resolution will be in full force and effect upon its adoption and approval this 12th day of September, 2018.

CITY OF MARSING, IDAHO


James Ferdinand, Mayor




Janice C. Bicandi, City Clerk/Treasurer