

## RESOLUTION 16-104

### RESOLUTION TO ADOPT AMENDED PERSONNEL POLICIES, PROCEDURES AND BENEFITS MANUAL

**WHEREAS**, The City of Westfield, (“City”) is a duly formed municipal corporation within the State of Indiana, governed by its duly elected Mayor and Common Council (“Council”); and,

**WHEREAS**, the Council has the duty and authority to maintain clear, current and written Personnel Policies, Procedures and Benefits Manuals for the use and reference by the employees of the City; and,

**WHEREAS**, said manual must be adapted and modified to remain current and useful to all City employees.

**NOW, THEREFORE, BE IT RESOLVED** by the Westfield City Common Council meeting in session as follows:

**Section 1.** That the City hereby adopts the changes to the City of Westfield Personnel Policy, Procedure and Benefits Manual as outlined by Exhibit “A” , attached hereto and incorporated by reference herein.

**Section 2.** All current employees of the City shall receive and acknowledge in writing the receipt of the City of Westfield Personnel Policies, Procedures, and Benefits Manual in the form attached hereto, and each person who becomes an employee of the City hereafter shall also receive a copy of such manual (or any amended version thereof that is approved hereafter by the Council) and acknowledge such receipt in writing.

**Section 3.** This Resolution shall be in full force and effect immediately, all acts necessary in the creation of this manual and amendments thereof are hereby ratified.

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY]

ALL OF WHICH IS RESOLVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2016.

WESTFIELD CITY COUNCIL

Voting For

Voting Against

Abstain

\_\_\_\_\_  
Jim Ake

\_\_\_\_\_  
Jim Ake

\_\_\_\_\_  
Jim Ake

\_\_\_\_\_  
James J. Edwards

\_\_\_\_\_  
James J. Edwards

\_\_\_\_\_  
James J. Edwards

\_\_\_\_\_  
Steven Hoover

\_\_\_\_\_  
Steven Hoover

\_\_\_\_\_  
Steven Hoover

\_\_\_\_\_  
Robert L. Horkay

\_\_\_\_\_  
Robert L. Horkay

\_\_\_\_\_  
Robert L. Horkay

\_\_\_\_\_  
Mark F. Keen

\_\_\_\_\_  
Mark F. Keen

\_\_\_\_\_  
Mark F. Keen

\_\_\_\_\_  
Charles Lehman

\_\_\_\_\_  
Charles Lehman

\_\_\_\_\_  
Charles Lehman

\_\_\_\_\_  
Cindy Spoljaric

\_\_\_\_\_  
Cindy Spoljaric

\_\_\_\_\_  
Cindy Spoljaric

ATTEST:

\_\_\_\_\_  
Cindy Gossard, Clerk Treasurer

I hereby certify that RESOLUTION 16-\_\_\_\_ was delivered to the Mayor of Westfield  
on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, at \_\_\_\_\_ m.

\_\_\_\_\_  
Cindy Gossard, Clerk-Treasurer

I hereby APPROVE RESOLUTION 16-\_\_\_\_ I hereby VETO RESOLUTION 16-\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 2016. this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
J. Andrew Cook, Mayor

\_\_\_\_\_  
J. Andrew Cook, Mayor

ATTEST:

\_\_\_\_\_  
Cindy Gossard, Clerk Treasurer

This document prepared by  
Brian J. Zaiger, Esq.  
KRIEG DEVAULT, LLP  
(317) 238-6266