

RESOLUTION NO. 2023-2325

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PRESCOTT VALLEY, A MUNICIPAL CORPORATION OF ARIZONA, REVISING VARIOUS SECTIONS AND SUBSECTIONS OF THE “HUMAN RESOURCES POLICY MANUAL” IN THE “PRESCOTT VALLEY POLICIES AND PROCEDURES MANUAL” TO CLARIFY VARIOUS SECTIONS IDENTIFIED SHORTLY AFTER INITIAL ADOPTION OF THE HUMAN RESOURCES POLICY MANUAL; AND PROVIDING THAT THIS RESOLUTION SHALL BE EFFECTIVE AFTER ITS PASSAGE AND APPROVAL ACCORDING TO LAW.

WHEREAS, on July 26, 2001, the Town Council adopted a new “Prescott Valley Policies and Procedures Manual” by Resolution No. 1029; and

WHEREAS, the Council subsequently added and amended individual policies to said Manual; and

WHEREAS, on May 11, 2023, the Council adopted Resolution No. 2023-2316 approving the new Human Resources Policy Manual that superseded the former Personnel Policies in the Policies and Procedures Manual; and

WHEREAS, after said adoption a number of minor fixes and clarifications have been identified that need to be made to the Human Resources Policy Manual;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the Town of Prescott Valley, Arizona, as follows:

1. That the “Human Resources Personnel Manual” in the “Town of Prescott Valley Policies and Procedures Manual” be hereby amended to read as indicated in Exhibit “A” attached hereto and incorporated herein by this reference. The revisions shown are found in the attached document at –

Section 3-7-3 p. 37
Section 4-1-3 p. 42
Section 4-1-5 p. 43
Section 4-1-7 p. 46
Section 4-3-3 p. 48
Section 4-3-4 p. 48
Section 4-8-3 p. 62
Section 4-8-4 p. 62
Section 4-9-1 p. 64
Section 5-4-4 p. 87
Section 5-4-8 p. 89
Section 6-2-6 p. 116

2. That this Resolution shall be effective after its passage and approval according to law.

RESOLVED by the Mayor and Common Council of the Town of Prescott Valley, Arizona, this 29th day of June, 2023.

Kell Palguta, Mayor

ATTEST:

Fatima Fernandez, Town Clerk

APPROVED AS TO FORM:

Ivan Legler, Town Attorney

EXHIBIT “A”

Amended Human Resources Personnel Manual