

Town of Milton

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RESOLUTION NO. 2013- 05 TO AMEND THE EMPLOYEE HANDBOOK AND RELATED PERSONNEL POLICIES

WHEREAS, the Town Council of the Town of Milton has found it necessary to update the Employee Handbook, the following changes will be made:

The Code of Conduct shall reference age, race, color, disability, ethnicity, gender, nationality, religion, marital status, sexual orientation and genetic information.

Annual Leave shall reference new employees will begin to accrue annual leave immediately upon the start of their employment, however, the employee may not begin to use this leave time until they have completed their first six months of employment.

Health Insurance shall reference that all costs for the employee's participation in the plan will be shared between the Town and the employee, based on the current budget of the Town.

Compassionate Leave shall reference an employee, other than casual, temporary, seasonal or emergency, shall be granted 3 consecutive working days of paid compassionate leave upon the death of a member of his/her immediate family. Immediate family is defined to include: spouse, domestic partner, civil union partner, parent, grandparent, brother, sister, son, son-in-law, daughter, daughter-in-law, grandson, granddaughter, step-parent, the parent, son or daughter of the employee's spouse or domestic partner and any minor child for whom the employee has assumed and carries out parental responsibility.

Holidays shall reference the Town of Milton recognizes the following days as approved holidays. These are: New Year's Day, Martin Luther King's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Election Day, Return Day (after 12:00 pm) on election years, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve (after 12:00 pm), Christmas Day. Two additional, flexible, holidays are available to eligible employees during each calendar year. A written request from the employee and approval by the department supervisor are required for flexible holiday.

Attendance and Punctuality shall reference that an employee who is absent from the service without a valid leave of absence for three consecutive working days may be deemed to have abandoned his position and to have resigned from the service, unless in the period of three working days succeeding such three days the employee proves to the satisfaction of the Personnel Officer that such absence was excusable. If the employee's excuse does not satisfy the Personnel Officer, the employee may be considered to have resigned by abandonment of position.

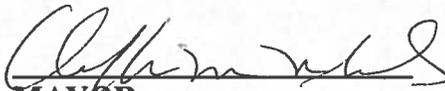
Inclement Weather shall reference if an employee feels that s/he cannot get to work safely, the employee should either arrive at work late or not attempt to come in to work that day. If an employee chooses not to come to work due to inclement weather and the Town is open for business, then the day will be considered a vacation day.

Workplace Safety shall reference that all employees must report injuries immediately to their supervisor, as detailed in the Injury Reporting and Medical Treatment Policy enacted October 31, 2012. All employees are subject to post-accident alcohol and drug testing as a condition of continued employment with the Town of Milton.

NOW, THEREFORE, be it resolved that the Town of Milton does hereby amend the Employee Handbook, last revised on July 5, 2005, and subsequent editions of the same with the contents of this Resolution and supporting documents.

FURTHERMORE, the Town Council directs the Personnel Officer to provide copies of the amended Employee Handbook to each employee in the next thirty (30) days. Employees shall acknowledge receipt of the amended Handbook and acceptance of its terms, as a condition of continued employment no less than forty-five (45) days from the adoption of this Resolution.

I, CLIFFORD M. NEWLANDS, Mayor of the Town of Milton, hereby certify that the foregoing is a true and correct copy of the Resolution adopted by the Town Council of the Town of Milton at its meeting held on the 4 day of MARCH, 2013, following a duly noticed public hearing, at which a quorum was present and voting throughout and that the same is still in full force and effect.


MAYOR