

PERSONNEL

CHAPTER 14.

PERSONNEL.

*For state law as to authority of town to appropriate money to pay salaries of employees, etc., see W.S., 1977, 15-1-103. As to authority of town to regulate duties, etc., of appointed officers and employees, see W.S., 1977, 15-1-103.*

*As to administration generally, see ch. 2 of this Code.*

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Sec. 14-1. Hours of work.

The hours of work for all municipal employees, except policemen, shall be forty hours per week. Policemen may be required to work additional hours and the variation in these hours shall be taken into account through a separate pay plan. (Ord. No. 469, § 1.)

Sec. 14-2. Attendance at work.

Employees shall be at their place of work in accordance with rules and policies as established by the governing body. (Ord. No. 469, § 2.)

Sec. 14-3. Holidays.

The following holidays shall be recognized by the town:

- New Year's Day
- Washington's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Armistice Day (Veteran's Day)

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Thanksgiving Day

Christmas Day

If any holiday occurs on Saturday, it shall be observed the preceding Friday and if any holiday occurs on Sunday, it shall be observed the succeeding Monday, and all employees, except policemen, shall be excused from work. (Ord. No. 469, § 3; Ord. No. 535.)

Sec. 14-4. Classification of employees.

Classification of employees will be those set forth in the Personnel Policies of December 29, 1994, as amended. [Amended in 1995 supplementation.]

Sec. 14-5. Vacation time.

Vacation time will be governed by Chapter 8 of the Personnel Policies of December 29, 1994, as amended. [Amended in 1995 supplementation.]

Sec. 14-6. Sick leave.

Sick leave will be governed by Chapter 8 of the Personnel Policies of December 29, 1994, as amended. [Amended in 1995 supplementation.]

Sec. 14-7. Additional leaves of absence.

Additional leave will be governed by the Personnel Policies of December 29, 1994, as amended. [Amended in 1995 supplementation.]

Sec. 14-8. Unauthorized absences.

Any employee who absents himself from work for three days without authorization shall be deemed to have resigned and may be dismissed for cause. Any employee so dismissed shall forfeit all benefits. (Ord. No. 469, § 8.)

Sec. 14-9. Retirement.

All persons shall be retired upon reaching the age of seventy years. (Ord. No. 469, § 9; amended during August, 1984, supplementation.)