

RESOLUTION 2022-4
Adopting Employee Personnel Policy
For the Town of Westport Indiana
Enactment Date January 01, 1997

Revised April 11, 2022

BE IT RESOLVED, that the Town Council of Westport, Indiana as governing body for the town adopts the following policies for all Westport Town Employees:

THIS PERSONNEL POLICY HEREBY RESCENDS AND NEGATES ANY PREVIOUS WRITTEN OR VERBAL INSTITUTION PERSONNEL POLICIES.

1. The Westport Department of Public Works, utility workers, and any other permanent or temporary employees assigned to this department is under the supervision of the Superintendent of the Westport Department of Public Works.
2. All employees in the administrative office of the Town of Westport will be supervised by the Town Clerk.
3. The Town Marshal will be responsible for first line supervision of the Deputy Marshal and any Reserve Officers participating in the Westport Police Departments Reserve Training Program.
4. Final authority rests with the Town Council except in those cases where it is otherwise defined by law.
5. It is required that in matters of emergency such as water main breaks, adverse weather, or installation of new or replacement equipment that all town employees under the supervision of the Superintendent of the Westport Department of Public Works will actively assist until the matter is resolved. This is essential where sharing of equipment is necessary.
6. All Town of Westport employees are expected to maintain a cell phone on their person and to make a reasonable effort to keep the administrative office informed of their location during working hours.
7. The Superintendent of the Westport Department of Public Works is required to attend Town Council meetings and report directly to the Town Council President. All other utility workers are encouraged to attend monthly council meetings and the Superintendent of the Westport Department of Public Works may appoint a utility worker to attend in his/her absence.

14. Paid Holidays are as follows:

New Year's Eve Day	Columbus Day
New Year's Day	Veterans Day
Martin Luther King Day	Thanksgiving Day
President's Day	Day After Thanksgiving Day
Good Friday	Christmas Eve
Memorial Day	Christmas Day
July 4	
Labor Day	

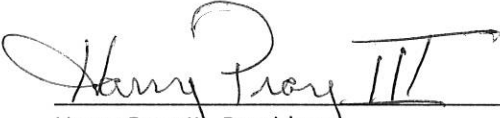
EQUAL OPPORTUNITY EMPLOYMENT

The Town of Westport is an Equal Opportunity Employer and will not discriminate in its hiring practices because of race, color, creed, religious practice, sex, physical or mental attitude, except where such attitudes constitute a bona fide occupational qualification.

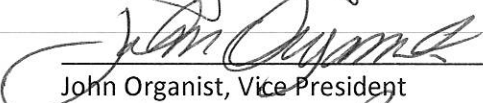
The Town of Westport will comply with all Federal and State laws relating to equal opportunity, affirmation action, and non-discrimination. The following laws and regulations may be included in:

Title VI and VII Civil Rights Act of 1964
Executive Order 4
Equal Pay Act 1963
CETA Rules and Regulations
Indiana Civil Rights Laws
Age Discrimination Act 1973
Rehabilitation Act of 1973

Adopted this 11th day of April, 2022.



Harry Pray III, President



John Organist, Vice President



Joyce Brindley, Councilwoman