

RESOLUTION NO. 594

**RESOLUTION AMENDING THE CITY OF SUNSET HILLS
PERSONNEL POLICY MANUAL**

WHEREAS, the City wishes to allow employees to begin using their vacation time after six months of employment, while protecting the City's liability by requiring twelve consecutive months of employment prior to any PTO payout upon separation. The City's employee personnel manual has been updated accordingly.

**NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF ALDERMEN
HEREBY APPROVES AN AMENDED PERSONNAL POLICY MANUAL AS
ATTACHED HERETO.**

PASSED by the Board of Aldermen this 11th day of January, 2021.

Mayor

ATTEST:

City Clerk/ City Administrator