

BOARD OF PUBLIC WORKS AND SAFETY
Agenda Request Form

(Form B-01-2012)

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted: December 2, 2015

Meeting Date: 12/07/15

Contact Information:

Requested by: City Attorney Lynn Gray

On Behalf of Organization or Individual: City of Franklin

Telephone: 317-738-3365

Email address: lynng@jqmlawfirm.com

Mailing Address:

Describe Request:

Board of Works Resolution No.: 15-13 A Resolution Approving and Adopting the City of Franklin Employee Handbook

List Supporting Documentation Provided:

Board of Works Resolution No.: 15-13

Who will present the request?

Name: City Attorney Lynn Gray

Telephone: 317-738-3365

In order for an individual and/or agency to be considered for new business on the Board of Works agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.

**RESOLUTION NO: 15-13
OF THE CITY OF FRANKLIN
BOARD OF PUBLIC WORKS AND SAFETY**

**RESOLUTION APPROVING AND ADOPTING THE CITY OF FRANKLIN
EMPLOYEE HANDBOOK**

WHEREAS, the City of Franklin, Indiana, acting by and through its Board of Public Works and Safety (hereinafter referred to as "City") is a government organization providing services to the citizens of Franklin, Indiana; and

WHEREAS, the Board of Public Works and Safety of the City of Franklin, Indiana has determined that the policies and procedures that govern employee conduct, as memorialized in the City of Franklin Employee Handbook, attached hereto, should be formally adopted by Resolution.

BE IT THEREFORE RESOLVED, the Board of Public Works and Safety of the City of Franklin, Indiana, resolves, enacts and recommends for approval to the City Council the following:

1) **Adoption of the City of Franklin Employee Handbook:** The attached City of Franklin Employee Handbook (attached as Exhibit "A") revising and replacing the City of Franklin Policy and Procedure Manual adopted by Ordinance 02-04 is hereby adopted by the Board of Public Works and Safety of Franklin, Indiana, subject to future amendments, revisions, and/or repeal and is further recommended for adoption and approval by the Common Council of the City of Franklin, Indiana.

2) **Construction of Clause Headings:** The clause headings appearing in this Resolution have been provided for convenience and reference, and do not purport and will not be deemed to define, limit or extend the scope or intent of the clauses to which the headings pertain.

3) **Repeal of Conflicting Resolution:** The provisions of all other Resolutions in conflict with the provisions of this Resolution are of no further force or effect, and are now repealed. Furthermore, the provisions of all other employee policies and procedures in conflict with the provisions of the City of Franklin Employee Handbook approved herein are hereby repealed and of no further force or effect.

4) **Severability of Provisions:** If any part of this Resolution is held to be invalid, such part will be deemed severable and its invalidity will have no effect upon the remaining provisions of this Resolution.

5) **Duration and Effective Date:** The provisions set forth in this Resolution become and will remain in full force and effect (until they are repealed by Resolution or amendment) on the day of the passage and adoption of this Resolution by the affirmative vote and signature of a majority of the members of the Board of Public Works and Safety of the City of Franklin, Indiana.

INTRODUCED & APPROVED by the Board of Public Works and Safety of the City of Franklin, Johnson County, Indiana this ____ day of October, 2015.

City of Franklin, Indiana, By its Board of Public Works and Safety:

Voting Affirmative:

Mayor Joseph E. McGuinness

Steve Barnett

Robert Swinehamer

Voting Opposed:

Mayor Joseph E. McGuinness

Steve Barnett

Robert Swinehamer

Attest:

Janet P. Alexander, Clerk Treasurer

Prepared by: Lynnette Gray
Attorney No.: 11567-41