

**RESOLUTION 356**

**A RESOLUTION REVISING THE CITY OF AURORA EMPLOYEE  
PERSONNEL POLICIES AND PROCEDURES HANDBOOK.**

WHEREAS, Ordinance No. 258, passed on December 8, 1980 provided that personnel rules be adopted and amended by resolution of the Aurora City Council; and

WHEREAS, the Aurora City Council desires to establish and revise policies regarding hiring and appointments, separation and progressive discipline, compensation and benefits, employee travel authorization and reimbursement, time off and scheduling, safety and accidents, performance evaluations and problem solving processes, job descriptions and other general policies and employee expectations; and

WHEREAS, the Aurora City Council approved the adoption of the handbook at a regularly scheduled meeting held on April 13, 1999; and

WHEREAS, revised job descriptions were adopted for Public Works Superintendent, Public Works Assistant, City Recorder/Finance Officer, and Administrative Assistant positions at a regularly scheduled meeting held on May 11, 1999; and

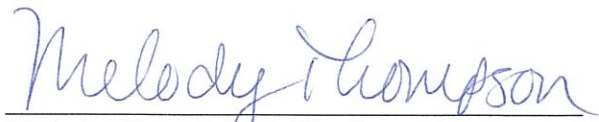
WHEREAS, revised job descriptions were adopted for Police Chief, Police Officer and Reserve Police Officer on August 17, 1999; now therefore,

BE IT RESOLVED, the City of Aurora hereby adopts the Employee Personnel Policies and Procedures Handbook subject to the approval dates indicated.

ADOPTED by the Aurora City Council at a regularly scheduled session on Tuesday September 14, 1999.

  
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Loretta Scott - Mayor

ATTEST:

  
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Melody Thompson - City Recorder