

ORDINANCE 2018-22

**TO AMEND SECTION 36.109 OF THE ELLETTSVILLE
TOWN CODE REGARDING ORIENTATION OF NEW EMPLOYEES**

BE IT ORDAINED AND ADOPTED by the Town Council of Ellettsville, Indiana:

Section 1. The following revisions are hereby made to Section 36.109 of the Ellettsville Town Code regarding the orientation of new employees.

When an existing section of the ordinance is being amended, the text of the existing provision will appear in this style type, additions will appear **in this style type**, and deletions will appear ~~in this style type~~.

§ 36.109 ORIENTATION.

Supervisors ~~are encouraged to~~ **shall** conduct an informal orientation to familiarize a new employee with the town. New employees shall be provided with a copy of the Personnel Policy Handbook **and or access to the policy electronically or digitally. The new employee shall sign the Employee Acknowledgment Form as described in Appendix A of the Personnel Policy. The original Acknowledgement Form shall be given to the Town Clerk-Treasurer and a copy shall be placed in the employee's personnel file maintained by their department.**

Section 2. This ordinance shall take effect upon final publication as provided by law.

This Ordinance was adopted by the Ellettsville Town Council on the ___ day of August, 2018 at the Ellettsville Town Hall, Ellettsville, Indiana.

ELLETTSVILLE TOWN COUNCIL

Brian Scott Oldham, President

Attest:

Sandra Hash, Ellettsville Clerk-Treasurer