



Town of Yorktown

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Personnel Policy Updates

Last month, Clerk Treasurer Turner mentioned that we were working to implement a new time keeping system. The new system will be computer, tablet or phone based with some gps features. The system gives the payroll dept more flexibility in keeping track of hours for benefits purposes use of paid time off and payroll.

I'm recommending the following changes to the personnel policy to allow the employees more flexibility in utilizing their PTO, how they accrue PTO time, vacation time. Additionally we worked to clarify classifications of employees, and clean up some administrative items associated exempt employee and holidays.

An appropriate voice vote is all that is needed.

Pete Olson
Town Manager