



CITY OF OAK GROVE MUNICIPAL ORDER NO. 2024-01

A MUNICIPAL ORDER OF THE CITY OF OAK GROVE, KENTUCKY, ACCEPTING THE 2024 EMPLOYEE HANDBOOK

WHEREAS, the City of Oak Grove recognizes the need for clear and consistent policies and procedures to guide its employees; and

WHEREAS, an employee handbook has been developed to provide comprehensive guidelines on various aspects of employment, including but not limited to, workplace conduct, benefits, leave policies, disciplinary procedures; and

WHEREAS, the City Council of Oak Grove, Kentucky has reviewed the proposed employee handbook and believes it to be in the best interest of the city and its employees to adopt said handbook;

NOW, THEREFORE, BE IT ORDERED BY THE CITY COUNCIL OF THE CITY OF OAK GROVE, KENTUCKY, AS FOLLOWS:

- Acceptance of Employee Handbook:** The City Council hereby accepts and adopts the Employee Handbook, attached hereto as Exhibit A, as the official policy document governing the employment practices of the City of Oak Grove with the addition of adding "Good Friday" to section 7-Holidays, and changing "City Clerk" to "Accountant/Human Resources" under the Pregnancy and Parental Leave section of the handbook.
- Implementation:** The mayor or his/her designee is hereby authorized and directed to implement and enforce the policies and procedures outlined in the Employee Handbook.
- Distribution:** The Accountant/Human Resources shall ensure that all current and future employees of the City of Oak Grove receive a copy of the Employee Handbook and acknowledge their receipt and understanding of its contents.
- Amendments:** The City Council reserves the right to amend the Employee Handbook as necessary to address changes in law, organizational needs, or other relevant factors. Any amendments shall be subject to approval by the City Council.
- Effective Date:** This Municipal Order shall be in full force and effect upon its passage.

APPROVED:

Mayor Jacqueline Oliver

ATTEST:

City Clerk, Lorelynn Fisher

PASSED AND APPROVED THIS ____ DAY OF _____ 2024 BY THE OAK GROVE
CITY COUNCIL.