

**RESOLUTION NO. 2017-10**

**AMENDMENT TO THE TOWN OF SILVER CITY  
EMPLOYEES PERSONNEL MANUAL**

**WHEREAS**, the provisions of the Town’s Employees Personnel Manual (Manual) were adopted pursuant to Section 38-2 (a) of the Town of Silver City’s Code of Ordinances; and

**WHEREAS**, provisions of the Manual may be amended pursuant to Section 38-2 (b) of the Town of Silver City’s Code of Ordinances;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Town of Silver City that the Manual be amended as follows:

**Section 2.0 Hiring Policy**. This section is amended to include the following language:

“In addition, exceptions to this process will be allowed by authority of the Town Manager, or his designee in his absence, during disciplinary procedures or other unusual circumstance requiring demotion or reassignment of an employee or employees. The employee assigned to a position under these circumstances must meet all the requirements of that position.”

**Section 10.0 Disciplinary Procedures**. Subsection C under this section is amended as follows:

Subtitle will change from “Suspension or Dismissal” to “Suspension, Demotion or Dismissal”.

The following paragraph will be added to this subsection:

“If demotion is warranted and a vacant position exists which the employee is qualified to perform, the Town Manager may authorize the demotion and effective date. If demotion is warranted and a vacant position does not exist, the employee will be laid off.”

**PASSED, ADOPTED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2017.

(Seal)

\_\_\_\_\_  
Ken Ladner, Mayor

Attest:

\_\_\_\_\_  
Ann L. Mackie, Town Clerk