

IN THE YEAR TWO THOUSAND AND TWENTY-TWO

AMENDMENT TO CHAPTER 2 OF THE REVISED CODE OF ORDINANCES OF THE CITY OF HOLYOKE, MASSACHUSETTS 1997

AN ORDINANCE REQUIRING TIME AND ATTENDANCE KEEPING

Be it ordained by the City Council of the City of Holyoke as follows:

SECTION 1. Division 2 entitled "Personnel Department" Article III entitled "Departments" of Chapter 2 entitled "Administration" of the Revised Code of Ordinances of the City of Holyoke, Massachusetts, 1997, as amended, is hereby further amended:

BY ADDING THE FOLLOWING LANGUAGE

The time and attendance records of each employee of the city shall be electronically recorded in a system shared by the financial offices of the city and the Personnel Director.

(a) all earned time off and accruals shall be maintained for each employee subject to this rule.

(b) A report shall be provided by the Personnel Director to the Mayor and City Council annually outlining the total cumulative future obligations of the city for paid time off (PTO).

(c) The Personnel Department shall maintain the PTO records based upon reports from department heads.

(d) discipline for false reporting can include termination, criminal prosecution, restitution, loss of pension and/or civil fines.

APPROVED AS TO FORM:

A handwritten signature in blue ink that reads "Michael D. Bissonnette". The signature is written in a cursive style with a long horizontal stroke at the beginning.

Michael D. Bissonnette
Assistant City Solicitor