
 Town of Swansboro	<b>Personnel Policy</b>		<b>Implementation of Policies Amendments</b>	
	Number: Article XII; Section 3	Revisions:	Effective Date: November 20, 2012	Page of 1 1
	Supersedes:		Approved By: 	


**ARTICLE XII. IMPLEMENTATION OF POLICIES**

**Section 3. Amendments**

This policy may be amended by action of the Board of Commissioners and by resolution appropriately approved. Notice of any suggested amendment to the policy or any portion thereof, shall be provided to employees and opportunities for employee comment and reaction shall be made available prior to the amendments going to the Board for action. Proposed amendments should be posted on bulletin boards in all employee work locations and/or in employee newsletters. Any revisions or amendments adopted in conformance with this procedure shall become effective as of the date of such adoption.

The Town will comply with all applicable federal and state laws and regulations. In the event of a conflict between the Town's Personnel Policy conflict with those laws and regulations, the federal and state regulations will prevail.

This policy was accepted by the Town Board on November 20<sup>th</sup>, 2012. From this point forward, this policy will be reviewed and updated by the Town Manager.

  
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 Town Manager

11-20-12  
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 Date