

**VILLAGE OF BUCHANAN
RESOLUTION APPROVING A VILLAGE EMPLOYEE
POLICIES AND PROCEDURES HANDBOOK**

Introduced by: _____
Seconded by: _____
Dated: _____

WHEREAS, the Village Board of Trustees believes that updates to a Village Employee Policies and Procedures Handbook is in the best interest of the Village of Buchanan; and

WHEREAS, it is the desire of the Village Board of Trustees that all guidelines related to employment in the Village be contained in one document; and

WHEREAS, the Village Board of Trustees have received and reviewed the draft of the Employee Policies and Procedures at previous Workshop Meetings; and

WHEREAS, the Board of Trustees recommends that the Village Employee Policies and Procedures Handbook be approved;

NOW THEREFORE, BE IT RESOLVED, that Village of Buchanan Board of Trustees does hereby adopt the Village Employee Policies and Procedures which is intended to apply to all Village employees.

Upon Roll Call Vote:

Mayor Theresa Knickerbocker _____

Trustee Richard Funchion _____

Trustee Duane Jackson _____

Trustee Cesare Pasquale _____

Trustee Nicolas Zachary _____

Vote: Resolution carried by a vote of ____ to ____.

STATE OF NEW YORK) SS.:
COUNTY OF WESTCHESTER)

I, KEVIN HAY, Village Clerk of the Village of Buchanan, do hereby certify that

the above is a true and exact copy of a Resolution adopted by the Village Board of the Village of Buchanan at a meeting of said Board held July 2, 2019.

Kevin Hay, Village Administrator/Clerk