

Town of Prescott Valley

Employee Acknowledgement

I, _____, hereby acknowledge electronic receipt of the updated
PRINT NAME

policies listed below to the Prescott Valley Personnel Policies & Procedures Manual (“personnel manual”):

#	Policy	Summary of Changes
2-06	Compensatory Time and Overtime	Changed Compensatory time (5.4) maximum accrual to 40 hours unless MOU exceptions
2-07	On-Call Duty	Clarifies all employees may be called-back to work in case of a service call or staffing shortage
2-08	General Leave	Defines Emergency General Leave Bank guidelines
2-09	Holiday Leave	Clarifies administration of “Holiday Worked” (6.2) pay benefits
2-10	Short Term Absences	Clarifies administration of Military Leave (8.0) paid benefits
2-11	Return to Work	Replaces Temporary Modified Duty with RTW guidelines
2-12	Family Medical Leave Act	Revises in full, added definitions & military qualifying exigencies
2-13	Worker’s Compensation Benefits	Added administration of Supplemental Benefit Pay (6.0)
2-14	Work Hours	Deleted Work Schedules (8.0) examples, Clarified Time Records (10.0) requirements with elimination of paper timesheets.
2-15	Rest Breaks/Meal Breaks	Cosmetic changes only
2-16	Time Lost During Severe Weather and Other Emergencies	Updated time record requirements (5.7) during closed operations due to an emergency event

I understand that I am to review the updates in full at <http://pvhome/Policies/index.htm>, and, as always, that I am to refer to the personnel manual for guidance whenever questions arise concerning my employment. I agree to comply with all the rules and regulations set forth in the Personnel Policies and Procedures manual, including the updates referenced in this acknowledgement, as well as, any other related communications distributed to all employees.

Employee Signature

Date Signed

Instructions: Return the signed form to Human Resources for filing into your personnel records.