

TOWN OF PAOLI, INDIANA

ORDINANCE NO. 2026-01

AMENDMENT TO THE EMPLOYEE HANDBOOK

WHEREAS, the Town Council of the Town of Paoli desires to amend Section 202, Access to Personnel Files, and Section 716 Progressive Discipline, in the Town's Employee Handbook;

THEREFORE, BE IT ORDAINED that Section 202, Access to Personnel Files, be amended as follows:

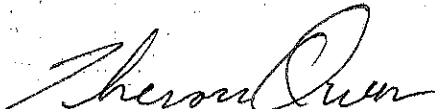
Section 202, p. 9, first paragraph, second sentence, amend to state the following: "The personnel file includes the employee's job application, resumé, records of training, documentation of performance appraisals, documentation of formal disciplinary action, salary and benefit information, and other employment records required to be kept by state statute, state and/or federal law, or other regulations."


THEREFORE, BE IT FURTHER ORDAINED that Section 716, Progressive Discipline, pgs. 49-50 be amended as follows:


Add as the last sentence to Section 716, Progressive Discipline, p. 50: "Any formal reprimand shall be shared by e-mail with all members of the Town Council of the Town of Paoli, Indiana."


All other sections of the policy shall remain unchanged.

Dated this 3rd day of March, 2026.


Theron Owen, President


Bobbie Bostock, Vice President


Donna Dillard


Danny Hickman

ATTEST: 
Beth Jones, Clerk-Treasurer