Received electronically 10/27/2026

First Reading ___11/03/2026_____
Second Reading _11/17/2026_____

ORDINANCE 2026-35

AN ORDINANCE AMENDING CHAPTER 43 ENTITLED "PUBLIC SAFETY LAW ENFORCEMENT POLICY " OF THE CITY OF AUBURN CODE OF ORDINANCES

SUMMARY

This ordinance amends and restates Chapter 43 entitled "Public Safety Law Enforcement Policy" of the City of Auburn Code of Ordinances.

_____ Recorder's Office
_____ Auditor's Office
_____x_____ Clerk's Office
_____ Other

_____ Publish Public Hearing
_____
_____ Publish O/R after adoption
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Received electronically 10/27/2026

First Reading ___11/03/2026_____
Second Reading _11/17/2026_____

ORDINANCE 2026-35

AN ORDINANCE AMENDING CHAPTER 43 ENTITLED "PUBLIC SAFETY LAW ENFORCEMENT POLICY " OF THE CITY OF AUBURN CODE OF ORDINANCES

SECTION 1. That Chapter 43 entitled "Public Safety Law Enforcement Policy" of the Auburn City Code of Ordinances is hereby amended, as follows, and restated as provided in Exhibit "A":

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43.00 LAW ENFORCEMENT PERSONNEL POLICY INTRODUCTION
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43.02 COMPENSATION
43.03 LEAVES
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43.05 DISCIPLINARY ACTION, DISMISSAL & APPEAL PROCEDURES
43.06 DEATH BENEFITS/ POLICE
43.07 POLICE CAPTAIN
43.08 LIEUTENANT, SERGEANT AND CORPORAL
43.09 DETECTIVE

Received electronically 10/27/2026

First Reading ___11/03/2026_____
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43.00 LAW ENFORCEMENT PERSONNEL POLICY INTRODUCTION

This section applies only to the City of Auburn POLICE Department (Law Enforcement Personnel), excluding civilians. Law Enforcement Personnel are also covered under additional provisions in Section 40.00

If there is a conflict between Section 40.00 and this Section, this section will control.

A preference in employment in Law Enforcement shall be given according to the following priority:

1. A war veteran who has been honorably discharged from the United States armed forces
2. A person whose mother or father who died in the line of duty (see IC 5-10-10-2) and was a:
    a. Firefighter of a unit,
    b. Municipal police officer
    c. County police officer, or
    d. Other public safety officers

A person may not be considered within the preferences described herein unless the person applies for employment according to the application procedure, meets all employment requirements as prescribed by law, including physical, and age requirements; and all employment requirements prescribed by the police department.

The police chief is the head of the Police Department, but is at all times subordinate to the Mayor.

Subject to the rules and orders of the Board of Works and Safety, in time of an emergence, the police chief is subordinate to the Mayor and shall obey his/her orders and directions, notwithstanding any law or rule to the contrary (IC 36-8-4-10)

43.01 WORKING HOURS

A. POLICE OFFICERS STANDARD WORK PERIOD

1. The basic work period for Police Personnel is a 28 day schedule as established by the Board of Public Works and Safety. In that 28 consecutive day work period, if more than 171 hours are worked, the employee is entitled to one and a half times his or her regular rate. All categories of benefit days are considered workdays in calculating the 171 hours worked. [See annual Salary Ordinance]
2. All Police Officers shall be allowed to exchange working time subject to departmental rules and regulations. All exchanges in working times shall be approved by the Road Lieutenant, Captain, and/or Chief, prior to the scheduled work time.

B. LUNCH BREAK

The Police personnel's lunch break shall be one-half hour paid time subject to call out.

43.02 COMPENSATION

A. POLICE OFFICERS' OVERTIME

Anytime between the officers' normal work schedule and one hundred seventy-one (171) hours per twenty-eight (28) day schedule will be regular time, not time and a half. All categories of benefit days are considered as workdays in calculating the one hundred seventy-one (171) hours worked. Any overtime must be approved by the Shift Command, Road Lieutenant, Captain, and/or Chief.

B. POLICE DEPARTMENT HOLIDAY PAY

1. This applies to all full-time police officers.

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First Reading ___11/03/2026_____
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2. ~~Those police officers whose regular work schedule falls on a holiday will receive an optional day of leave for said holiday.~~ **Full-time police officers working a 5-2 or 5-3 schedule will receive 12 optional leave days each year in place of holiday pay for observed holidays, as outlined in the City Employee Handbook. These leave days may be used at the officer's discretion, at a time approved by the Chief of Police, regardless of whether the holiday falls on a regularly scheduled workday.**
3. ~~Optional holiday time shall be taken at a time mutually agreed upon by the officer and the Chief of Police.~~ **Optional holiday time should be arranged at least two days in advance unless an emergency arises and said time is approved by the Chief of Police and/or his designee.**
4. ~~Optional holiday time should be arranged or at least two days in advance unless an emergency arises and said time is approved by the Chief of Police and/or his designee.~~ **Exemption: The Chief of Police, Captain, Lieutenants, and Detectives will receive holiday pay on the observed city holiday.**
5. **To be eligible to receive optional leave day, also known as holiday, the employee must be present on their scheduled working day preceding the paid holiday, and on their first scheduled working day following the holiday, unless preapproved benefit time is used.**
6. **If an employee uses preapproved sick time on one or both of these days because of an illness or injury, the city may require a physician's written certification for the absence before approving holiday pay or granting the optional holiday time to officers that work the 5-2 or 5-3 schedule.**

43.03 LEAVES

(See CODE SECTION 40.00 for general information on leaves)

A. POLICE VACATION

1. During subsequent years of continuous full-time employment, the employee will receive paid vacation leave as follows:

Complete Years of Service	Work Days per Year
1 to 4 years	12 working days
5 to 9 years	15 working days
10 to 14 years	20 working days
15 to 19 years	25 working days
20 or more years	30 working days

2. Vacation leave shall be on-duty days commencing at the end of the probationary year.
3. Vacation leave will be granted at a time which is mutually acceptable to the employee and the Police Chief. No vacations shall be scheduled over any special events as designated by the Police Chief or his designee.
4. Vacation time must be taken in a minimum of four-hour increments.
5. Exempt (salary) employees ~~will~~ may take vacation in half day or full day ~~or week~~ increments (see Code Section 40.~~35~~ 302)

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6. Lateral transfers hired by the City of Auburn will receive vacation based on years of service in previous Law Enforcement experience and determined as a condition of their job offer.
7. No vacations can be scheduled over any special events as designated by the Police Chief.

(Amended 2023-28 passed 12/05/2023)

B. SICK / INJURY LEAVE

1. Any full-time police officer who may be hurt, injured, or sick shall receive full pay and benefits supplied by the City of a period up to, but not more than, one (1) year.
   - Sick leave of more than three (3) consecutive working days (or starting with the 4th day) shall be reported to the human resources director for FMLA purposes.
2. Any sick leave in excess of ten (10) scheduled working days is subject to approval of the Police Chief and the Board of Public Works and Safety. The following regulations are required:

   a. Each member will be responsible for reporting their inability to report for duty, prior to their normal starting time to the officer in charge.
   b. At the time of said reporting, each member will give a brief description of why they are unable to report as scheduled, the name of the attending physician, and the estimated date to return to work.
   c. Any time a member is able to return to their normal own forty hour, they shall provide a medical return to work form provided by their physician. This form is required for any person on a 5/2, 5/3 scheduled shift that is off for more than three (3) working days or any forty (40) hour personnel off for more than three (3) working days.
   d. The department or Board of Public Works and Safety may send a member to a physician of the city's choice at any time at the department's expense.
   e. The department may require the member's job classification. Employees will receive regular pay for any work week.

C. PATERNITY LEAVE

a. Paternity leave may be granted to a police officer for the birth of a child and to care for the newborn, or for a child newly placed in the officer's custody through adoption or foster care. This leave may be taken at any time within one (1) year following the birth, adoption, or placement of the child.
b. Full-time police officers utilizing paternity leave shall be eligible to receive paid leave for a maximum of ten (10) working days within a one (1) year period. Any paternity leave taken beyond the ten (10) paid working days shall be unpaid unless the officer elects to use accrued benefit time, such as vacation or personal leave, to cover the additional absence.
c. Officers must notify their Department Head as soon as possible when requesting paternity leave.

~~C~~D . PERSONAL LEAVE

POLICE OFFICERS

Police officers will receive six (6) paid personal days (48 hours) per calendar year on January 1, the same as all civil exempt employees. New police officers will receive a prorated number of personal days depending on their hire date. Personal time must be requested in increments of one (1) hour through the City's time-keeping system. These requests should be made prior to the scheduled workday unless unforeseen circumstances arise. Personal time is considered time worked for purposes of calculating overtime. Up to 16 hours of personal leave can be carried over from year to year. Unused personal leave will not be paid out upon termination.

After completion of 4 years of service an additional 16 hours or two (2) days of personal time will be accrued for a total of eight (8) days or 64 hours.

Received electronically 10/27/2026

First Reading ___11/03/2026_____
Second Reading _____

POLICE ADMINISTRATIVE PERSONNEL

Exempt police administrative personnel will receive six (6) paid personal days (48 hours) per calendar year on January 1, the same as civil exempt employees. New (outside) police administrative employees will receive a prorated number of personal days depending on their hire date. Personal days ~~must~~ may be requested in ~~full day~~ 4-hour or 8-hour increments through the City's time keeping system prior to the scheduled workday unless unforeseen circumstances arise. Exempt employees will receive full regular salary for any work week personal leave has been taken. Up to 16 hours of personal leave may be carried over from year to year. Unused personal leave will not be paid out upon termination.

After completion of 4 years of service an additional 16 hours or two (2) days of personal time will be accrued for a total of eight (8) days or 64 hours.

~~D.~~E. POLICE OFFICERS DISABILITY LEAVE

(See IC 36-8-6-8 or IC 36-8-8 for Disability Leave)

~~E.~~ F. POLICE BEREAVEMENT LEAVE

In the event of a death, all police officers will receive bereavement leave the same as regular full-time employees as described in 40.~~36 Section E~~ 309.

Amended 2023-26 Passed 12/5/2033

43.04 BENEFITS

A. WORKERS COMPENSATION INSURANCE

1. The City of Auburn will provide Workers Compensation as prescribed by law for all full time law enforcement personnel and reserves. All accidents, on-the-job injuries, or near misses must be reported and proper forms completed and filed according to guidelines set forth in Code Section 40.~~08 (Section 1.8)~~ 306.
2. Police Department see IC 36-8-8 and IC 36-8-6-8 as may be amended.
3. Police Reserve Personnel see IC 22-3-2 through IC 22-3-6.

B. POLICE OFFICERS' PENSION

1. Law Enforcement is covered by one of two different Police Pension Funds. One applies to officers hired prior to May 1, 1977 (1925 Police Pension Fund), and the other applies to officers hired on or after May 1, 1977. Also those in the old system may have converted to the new system. For details, refer to IC 36-8-6 and IC 36-8-8 as may be amended by the state.
2. Police department personnel not covered under Police Pension will be covered by the civilian public employer retirement fund (PERF). See CODE SECTION ~~41.04 (Section 4.4) Benefits (B.1. a-e).~~ 40.320.

43.05 DISCIPLINARY ACTION, DISMISSAL & APPEAL PROCEDURES

POLICE OFFICERS

Disciplinary action, dismissal and appeal procedures for Police Officers are specifically outlined in IC 36-8-3-4 and IC 36-8-3-4.1. Copies of these statutes are available upon request.

43.06 DEATH BENEFITS/ POLICE

All persons entitled to receive benefits under Indiana Code 36-8-8 [13.8; 14.1; 16; and 20].

43.07 POLICE CAPTAIN

Received electronically 10/27/2026

First Reading ___11/03/2026_____
Second Reading _____

A. The position of Police Captain is established as a classification for the Police Department.

B. The Police Chief shall appoint one person to the classification of Police Captain from the full time paid police force and this person shall serve at the pleasure of the Police Chief.

C. The duties of the Police Captain shall be set forth by the Police Chief.

43.08 LIEUTENANT, SERGEANT AND CORPORAL

A. The ranks of Lieutenant, Sergeant, and Corporal are established as a classification for the Auburn Police Department.

B. The Police Chief shall appoint two people to the rank of Lieutenant from the full- time paid police force and these people shall serve at the pleasure of the Police Chief.

C. The Police Chief shall appoint ~~four~~ five (5) persons to the rank of Sergeant from the full- time paid police force and these persons shall serve at the pleasure of the Police Chief.

D. The Police Chief shall appoint three persons to the rank of Corporal from the full time paid police force and these persons shall serve at the pleasure of the police chief.

E. The duties of the Lieutenant, Sergeants and Corporals shall be set forth by the Police Chief.

43.09 DETECTIVE

A. The rank of Detective is established as a classification for the Police Department.

B. The Police Chief shall appoint two to the classification of Detective from the full- time paid police force and shall serve at the pleasure of the Police Chief.

C. The duties of the detective shall be set forth by the Police Chief.

AUBURN
INDIANA

City of Auburn
HUMAN RESOURCES

EMPLOYEE ACKNOWLEDGEMENT

By signing below, I acknowledge that it is my responsibility to read and understand the UPDATED AND *REVISIONS* to the *City of Auburn* Personnel Policies and Procedures outlined within and passed by Common Council effective. I understand that the policies are intended as a general reference and not a full statement of all policies and procedures or a legal contract.

I agree to keep the personnel policies and procedures in my possession during my employment and to update it whenever provided with materials to do so.

I further understand that personnel policies and procedures provided to me is an approved document and may be available electronically for convenience of viewing, as well. I understand that altering content or changes to the policy is against regulations.

Employee **Department Head or Administrator**

Received electronically 10/27/2026

First Reading ___11/03/2026_____
Second Reading _____

Print (First, Middle & Last Name)	Print Name
Job Title	Job Title
Signature	Signature
Date	Date

Human Resources Representative:

Print Name	Date
Signature	

Received electronically 10/27/2026

First Reading ___11/03/2026_____
Second Reading _____

SECTION 2. That this Ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.

Received electronically 10/27/2026

First Reading 11/03/2026
Second Reading _____

PASSED AND ADOPTED by the Common Council of the City of Auburn, Indiana, this 17th day of November, 2026.

James Finchum, Councilmember

ATTEST:

Lorrie K. Pontius
Clerk-Treasurer

Presented by me to the Mayor of the City of Auburn, Indiana, this me this 17th day of November, 2026.

Lorrie K. Pontius, Clerk-Treasurer

APPROVED AND SIGNED by me this 17th day of November, 2026.

David E. Clark, Jr., Mayor

Received electronically 10/27/2026

First Reading ___11/03/2026_____
Second Reading _____

VOTING:	AYE	NAY
Natalie DeWitt		
Rod Williams		
James Finchum		
Dan Braun		
David Bundy		
Kevin Webb		
Emily Prosser		

Received electronically 10/27/2026

First Reading ___11/03/2026_____
Second Reading _____

EXHIBIT "A"

First Reading _____
Second Reading _____

EXHIBIT A

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1. A war veteran who has been honorably discharged from the United States armed forces
2. A person whose mother or father who died in the line of duty (see IC 5-10-10-2) and was a:
    a. Firefighter of a unit,
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    d. Other public safety officers

A person may not be considered within the preferences described herein unless the person applies for employment according to the application procedure, meets all employment requirements as prescribed by law, including physical, and age requirements; and all employment requirements prescribed by the police department.

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2. All Police Officers shall be allowed to exchange working time subject to departmental rules and regulations. All exchanges in working times shall be approved by the Road Lieutenant, Captain, and/or Chief, prior to the scheduled work time.

B. LUNCH BREAK

The Police personnel's lunch break shall be one-half hour paid time subject to call out.

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A. POLICE OFFICERS' OVERTIME

Anytime between the officers' normal work schedule and one hundred seventy-one (171) hours per twenty-eight (28) day schedule will be regular time, not time and a half. All categories of benefit days are considered as workdays in calculating the one hundred seventy-one (171) hours worked. Any overtime must be approved by the Shift Command, Road Lieutenant, Captain, and/or Chief.

B. POLICE DEPARTMENT HOLIDAY PAY

1. This applies to all full-time police officers.

2. Full-time police officers working a 5-2 or 5-3 schedule will receive 12 optional leave days each year in place of holiday pay for observed holidays, as outlined in the City Employee Handbook. These leave days may be used at the officer's discretion, at a time approved by the Chief of Police, regardless of whether the holiday falls on a regularly scheduled workday.
3. Optional holiday time should be arranged at least two days in advance unless an emergency arises and said time is approved by the Chief of Police and/or his designee.
4. Exemption: The Chief of Police, Captain, Lieutenants, and Detectives will receive holiday pay on the observed city holiday.
5. To be eligible to receive optional leave day, also known as holiday, the employee must be present on their scheduled working day preceding the paid holiday, and on their first scheduled working day following the holiday, unless preapproved benefit time is used.
6. If an employee uses preapproved sick time on one or both of these days because of an illness or injury, the city may require a physician's written certification for the absence before approving holiday pay or granting the optional holiday time to officers that work the 5-2 or 5-3 schedule.

43.03 LEAVES

(See CODE SECTION 40.00 for general information on leaves)

A. POLICE VACATION

1. During subsequent years of continuous full-time employment, the employee will receive paid vacation leave as follows:

Complete Years of Service	Work Days per Year
1 to 4 years	12 working days
5 to 9 years	15 working days
10 to 14 years	20 working days
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20 or more years	30 working days

2. Vacation leave shall be on-duty days commencing at the end of the probationary year.
3. Vacation leave will be granted at a time which is mutually acceptable to the employee and the Police Chief. No vacations shall be scheduled over any special events as designated by the Police Chief or his designee.
4. Vacation time must be taken in a minimum of four-hour increments.

5. Exempt (salary) employees may take vacation in half day or full day increments (see Code Section 40.302)
6. Lateral transfers hired by the City of Auburn will receive vacation based on years of service in previous Law Enforcement experience and determined as a condition of their job offer.
7. No vacations can be scheduled over any special events as designated by the Police Chief.

(Amended 2023-28 passed 12/05/2023)

B. SICK / INJURY LEAVE

1. Any full-time police officer who may be hurt, injured, or sick shall receive full pay and benefits supplied by the City of a period up to, but not more than, one (1) year.
    - Sick leave of more than three (3) consecutive working days (or starting with the 4th day) shall be reported to the human resources director for FMLA purposes.
2. Any sick leave in excess of ten (10) scheduled working days is subject to approval of the Police Chief and the Board of Public Works and Safety. The following regulations are required:

    a. Each member will be responsible for reporting their inability to report for duty, prior to their normal starting time to the officer in charge.
    b. At the time of said reporting, each member will give a brief description of why they are unable to report as scheduled, the name of the attending physician, and the estimated date to return to work.
    c. Any time a member is able to return to their normal own forty hour, they shall provide a medical return to work form provided by their physician. This form is required for any person on a 5/2, 5/3 scheduled shift that is off for more than three (3) working days or any forty (40) hour personnel off for more than three (3) working days.
    d. The department or Board of Public Works and Safety may send a member to a physician of the city's choice at any time at the department's expense.
    e. The department may require the member's job classification. Employees will receive regular pay for any work week.

C. PATERNITY LEAVE

a. Paternity leave may be granted to a police officer for the birth of a child and to care for the newborn, or for a child newly placed in the officer's custody through adoption or foster care. This leave may be taken at any time within one (1) year following the birth, adoption, or placement of the child.
b. Full-time police officers utilizing paternity leave shall be eligible to receive paid leave for a maximum of ten (10) working days within a one (1) year period. Any paternity leave taken beyond the ten (10) paid working days shall be unpaid unless the officer elects to use accrued benefit time, such as vacation or personal leave, to cover the additional absence.
c. Officers must notify their Department Head as soon as possible when requesting paternity leave.

D . PERSONAL LEAVE POLICE OFFICERS

Police officers will receive six (6) paid personal days (48 hours) per calendar year on January 1, the
same as all civil exempt employees. New police officers will receive a prorated number of personal days depending on their hire date. Personal time must be requested in increments of one (1) hour- through the City's time-keeping system. These requests should be made prior to the scheduled workday unless unforeseen circumstances arise. Personal time is considered time worked for purposes of calculating overtime. Up to 16 hours of personal leave can be carried over from year to year. Unused personal leave will not be paid out upon termination.

After completion of 4 years of service an additional 16 hours or two (2) days of personal time will be accrued for a total of eight (8) days or 64 hours.

POLICE ADMINISTRATIVE PERSONNEL

Exempt police administrative personnel will receive six (6) paid personal days (48 hours) per calendar year on January 1, the same as civil exempt employees. New (outside) police administrative employees will receive a prorated number of personal days depending on their hire date. Personal days may be requested in 4-hour or 8-hour increments through the City's time keeping system prior to the scheduled workday unless unforeseen circumstances arise. Exempt employees will receive full regular salary for any work week personal leave has been taken. Up to 16 hours of personal leave may be carried over from year to year. Unused personal leave will not be paid out upon termination.

After completion of 4 years of service an additional 16 hours or two (2) days of personal time will be accrued for a total of eight (8) days or 64 hours.

E. POLICE OFFICERS DISABILITY LEAVE

(See IC 36-8-6-8 or IC 36-8-8 for Disability Leave)

F. POLICE BEREAVEMENT LEAVE

In the event of a death, all police officers will receive bereavement leave the same as regular full-time employees as described in 40.309.

Amended 2023-26 Passed 12/5/2033

43.04 BENEFITS

A. WORKERS COMPENSATION INSURANCE

1. The City of Auburn will provide Workers Compensation as prescribed by law for all full time law enforcement personnel and reserves. All accidents, on-the-job injuries, or near misses must be reported and proper forms completed and filed according to guidelines set forth in Code Section
40.306.
2. Police Department see IC 36-8-8 and IC 36-8-6-8 as may be amended.
3. Police Reserve Personnel see IC 22-3-2 through IC 22-3-6.

B. POLICE OFFICERS' PENSION

1. Law Enforcement is covered by one of two different Police Pension Funds. One applies to officers hired prior to May 1, 1977 (1925 Police Pension Fund), and the other applies to officers hired on or after May 1, 1977. Also those in the

old system may have converted to the new system. For details, refer to IC 36-8-6 and IC 36-8-8 as may be amended by the state.

2. Police department personnel not covered under Police Pension will be covered by the civilian public employer retirement fund (PERF). See CODE SECTION 40.320.

43.05 DISCIPLINARY ACTION, DISMISSAL & APPEAL PROCEDURES

POLICE OFFICERS

Disciplinary action, dismissal and appeal procedures for Police Officers are specifically outlined in IC 36-8-3-4 and IC 36-8-3-4.1. Copies of these statutes are available upon request.

43.06 DEATH BENEFITS/ POLICE

All persons entitled to receive benefits under Indiana Code 36-8-8 [13.8; 14.1; 16; and 20].

43.07 POLICE CAPTAIN

A. The position of Police Captain is established as a classification for the Police Department.

B. The Police Chief shall appoint one person to the classification of Police Captain from the full time paid police force and this person shall serve at the pleasure of the Police Chief.

C. The duties of the Police Captain shall be set forth by the Police Chief.

43.08 LIEUTENANT, SERGEANT AND CORPORAL

A. The ranks of Lieutenant, Sergeant, and Corporal are established as a classification for the Auburn Police Department.

B. The Police Chief shall appoint two people to the rank of Lieutenant from the full-time paid police force and these people shall serve at the pleasure of the Police Chief.

C. The Police Chief shall appoint five (5) persons to the rank of Sergeant from the full-time paid police force and these persons shall serve at the pleasure of the Police Chief.

D. The Police Chief shall appoint three persons to the rank of Corporal from the full time paid police force and these persons shall serve at the pleasure of the police chief.

E. The duties of the Lieutenant, Sergeants and Corporals shall be set forth by the Police Chief.

43.09 DETECTIVE

A. The rank of Detective is established as a classification for the Police Department.

B. The Police Chief shall appoint two to the classification of Detective from the full-time paid police force and shall serve at the pleasure of the Police Chief.

First Reading _____
Second Reading _____

C. The duties of the detective shall be set forth by the Police Chief.

City of Auburn
HUMAN RESOURCES

EMPLOYEE ACKNOWLEDGEMENT

By signing below, I acknowledge that it is my responsibility to read and understand the UPDATED AND *REVISIONS* to the *City of Auburn* Personnel Policies and Procedures outlined within and passed by Common Council effective. I understand that the policies are intended as a general reference and not a full statement of all policies and procedures or a legal contract.

I agree to keep the personnel policies and procedures in my possession during my employment and to update it whenever provided with materials to do so.

I further understand that personnel policies and procedures provided to me is an approved document and may be available electronically for convenience of viewing, as well. I understand that altering content or changes to the policy is against regulations.

Employee	**Department Head or Administrator**
Print (First, Middle & Last Name)	Print Name
Job Title	Job Title
Signature	Signature
Date	Date

Human Resources Representative:

Print Name	Date
Signature	

First Reading _____
Second Reading _____