

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING THE CITY OF KEY WEST EMPLOYEE POLICIES AND PROCEDURES MANUAL; AUTHORIZING THE CITY MANAGER TO RELEASE TO COLLECTIVE BARGAINING UNITS FOR UPDATES; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Key West Employee Policies and Procedures shall include but are not limited to the city pay plan, the city annual and sick leave plan, hours of employment, classes of offenses and penalties for infractions, and the method of recording and accountability for sick and annual leave for all city employees; and

WHEREAS, the City Manager and Human Resources Director have identified employment policies updates, to include state and federal requirements, requiring City Commission approval under City of Key West Code of Ordinance, Subpart A, Chapter 50, Article II Division 3, Section 50-92; and

WHEREAS, the City Commission finds that the updates included in the City of Key West Employee Policies and Procedures Manual provide a positive, productive and caring workplace for the benefit of our employees; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: The above recitals are confirmed, adopted and incorporated herein and made a part of this reference.

Section 2: The City of Key West Employee Policies and Procedures Manual, attached hereto as Exhibit "A" which is incorporated herein and made part of hereof by this reference, is approved.

Section 3: That this resolution shall go into effect immediately upon its passage and adoption and the authentication by the signature of the Presiding Officer and the Clerk of the Commission.

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Passed and adopted by the City Commission at a meeting held

this _____ day of December, 2025.

Authenticated by the Presiding Officer and Clerk of the
Commission on _____ day of December, 2025.

Filed with the Clerk on _____, 2025.

Mayor Danise Henriquez	_____
Vice Mayor Donald "Donie" Lee	_____
Commissioner Lisette Carey	_____
Commissioner Aaron Castillo	_____
Commissioner Monica Haskell	_____
Commissioner District V	_____
Commissioner Sam Kaufman	_____

DANISE HENRIQUEZ, MAYOR

ATTEST:

KERI O'BRIEN, CITY CLERK