**BE IT HEREBY ORDAINED** by the Town Council, Town of Olla, Louisiana, in general session convened, that:

**ORDINANCE NO. 2016-001**

AN ORDINANCE ADOPTING THE POLICIES AND PROCEDURES MANUAL FOR THE EMPLOYEES OF THE TOWN OF OLLA, LOUISIANA.

Section 1. Adoption.

The Town of Olla Employee Policies and Procedures Manual, hereafter called the Employee Policy Manual, together with any revisions thereof, is hereby adopted as the official policies and procedures manual of the town.

Section 2. Revision.

The policies and procedures manual is intended to be a flexible document, to serve as a guide to the all town personnel. It is understood that the manual will necessarily require revision and updating from time to time in order to remain effective in assisting town personnel in answering daily operating questions and in making routine management decisions. Changes and revisions in the manual shall be made as required and approved by the mayor subject to notification to the city council.

Section 3. Priority.

To the extent that any of the policies or procedures in the manual are inconsistent with ordinances of the town adopted prior to Ordinance 2016-001 adopted on May 10, 2016, the manual shall prevail.

 **SAID ORDINANCE** having been introduced on April 12, 2016 by **Rachal,** second by **Bailey**, notice of public hearing having been published in the official journal as required by law, said public hearing having been held on May 10, 2016, the title having been read and the Ordinance considered. A motion was duly moved by **Cassels**, second by **Rachal**, to adopt Ordinance 2016-001, a roll call vote was taken and the following result was had:

Yeas: Cassels, Long, Rachal, Richardson

Nays:

Absent: Bailey

 THUS DONE AND PASSED after consideration, section by section, on the 10th day of

May, 2016.

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Wendy Allbritton, Town Clerk Rhonda Elliott, Mayor