

**ORDINANCE NO. 2023-007**

**AN ORDINANCE OF THE TOWN OF PEMBROKE PARK, FLORIDA AMENDING CHAPTER 19 OF THE TOWN'S CODE OF ORDINANCES, ENTITLED "PERSONNEL;" AMENDING ARTICLE I, ENTITLED "IN GENERAL" BY CREATING SECTION 19-1, TO BE ENTITLED "ADOPTION OF PERSONNEL POLICIES AND PROCEDURES MANUAL"; ADOPTING AND INCORPORATING THE TOWN'S PERSONNEL POLICIES AND PROCEDURES MANUAL BY REFERENCE IN THE TOWN'S CODE OF ORDINANCES; DELETING CONFLICTING PROVISIONS OF CHAPTER 19 OF THE TOWN CODE; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Commission of the Town of Pembroke Park seeks adopt and codify the Town's personnel policies and procedures manual in the Town's Code of Ordinances; and

**WHEREAS**, the Town Commission seeks to further repeal and eliminate any conflicting personnel policies and procedures from the Town's Code of Ordinances; and

**WHEREAS**, the Town Commission has conducted a public hearing and considered the input of the public; and

**WHEREAS**, the Town Commission finds that codifying the Code of Conduct and further enhancing the Code, as set for therein, is in the best interests of the citizens and residents of the Town.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, THAT:**

**Section 1.** The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance.

**Section 2.** Chapter 19 of the Town's Code of Ordinances entitled "Personnel," is amended by specifically amending Article I, entitled "In General," by creating Section 1-19, to be entitled "Adoption of Personnel Policies and Procedures Manual," as follows:

**Sec. 19-1 Adoption of personnel policies and procedures manual.**

The Town of Pembroke Park Employee Handbook (the "Handbook") is hereby adopted by reference as if it were fully incorporated herein, as the Personnel Policies and Procedures Manual of the Town of Pembroke Park. The Handbook includes, but is not limited to, benefits offered, policies, progressive discipline and other applicable personnel procedures.

**Section 3.** It is the intention of the Town Commission of the Town of Pembroke Park that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the Town of Pembroke Park, Florida, and that the Sections of this ordinance may be renumbered, re-lettered and the word "Ordinance" may be changed to "Section", "Article" or such other word or phrase in order to accomplish such intention.

**Section 4.** All Ordinances or parts of Ordinances, Resolutions or parts of Resolutions in conflict herewith be and the same are hereby repealed to the extent of such conflict.

**Section 5.** If any clause, section, or other part or application of this Ordinance shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated and so not affecting the remaining portions or applications remaining in full force and effect.

**Section 6.** This Ordinance shall become effective upon passage and adoption.

**PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ON THE FIRST READING, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

**PASSED ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF PEMBROKE PARK, FLORIDA, ON THE SECOND AND FINAL READING, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

ATTEST:

\_\_\_\_\_  
ASHIRA MOHAMMED  
Mayor

\_\_\_\_\_  
MARLEN D. MARTELL  
Town Clerk

Approved as to form and legal sufficiency:

\_\_\_\_\_  
JACOB G. HOROWITZ  
Interim Town Attorney

VOTE

ASHIRA MOHAMMED	_____
ERIK MORRISSETTE	_____
WILLIAM R. HODGKINS	_____
MUSFIKA KASHEM	_____
GEOFFREY JACOBS	_____