

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CITY OF EAST PROVIDENCE

RESOLUTION NO. 47

RESOLUTION TO AUTHORIZE DUTIES AND TIME OFF PROCEDURE FOR THE CITY CLERK FOR

THE CITY OF EAST PROVIDENCE

WHEREAS, the City Council of East Providence is the sole appointing authority of the City Clerk pursuant to 2-12 of the East Providence Home Rule Charter; and

WHEREAS, the City Clerk shall serve under the auspice of the City Council; and

WHEREAS, the City Clerk serves as a department head and supervisor for the Municipal Clerk, Municipal Court Administrator and Deputy Clerk; and

WHEREAS, the City Clerk oversees the Probate Court, including inspection and keeper of all records of the City; and

WHEREAS, the City Clerk oversees all boards and commissions, ensuring records are properly filed with the Secretary of State and serve as keeper of the City archives; and

WHEREAS, in matters of time off and work schedule, will be approved solely by the City Council, with time off slips submitted to the Director of Personnel for recording purposes only.

NOW, THEREFORE BE IT RESOLVED, that:

The City Council of the City of East Providence authorizes the City Clerk to fully exercise her privilege to serve the City Council under the definitions given in Section 2-12 of the City of East Providence Charter and the Revised Ordinances for the City of East Providence, Chapter 2, Article IV, Division 3, Sections 2-211-225.

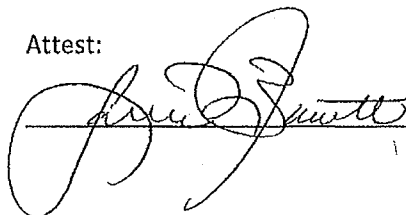
The City Council authorizes the City Council President to approve the discharge of any and all earned time of the City Clerk, including vacation, compensation, sick and other such time;

Once approved the City Clerk shall submit said approval in writing to the Director of Personnel who shall record said time;

This Resolution shall take effect upon passage.

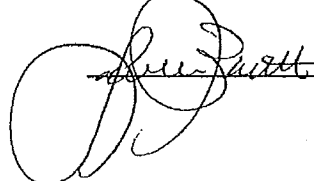
Adopted by the City Council: September 17, 2019

Attest:

  
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IN CITY COUNCIL

FIRST READING  
READ AND PASSED

 CLERK

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City Clerk of East Providence

Introduced by: Council President Britto, Council Vice President Rodericks, Councilwoman Sousa,  
Councilman Cahoon and Councilman Mourato