

**PORT OF NEWPORT  
RESOLUTION NO. 2021-11**

**WHEREAS**, the Port is a public entity;

**WHEREAS**, the Employee Handbook (or manual) should be updated annually;

**WHEREAS**, the Port is in the process of updating its Employee Handbook (or manual), but has not yet completed the update;

**WHEREAS**, the Pay Practices is outdated;

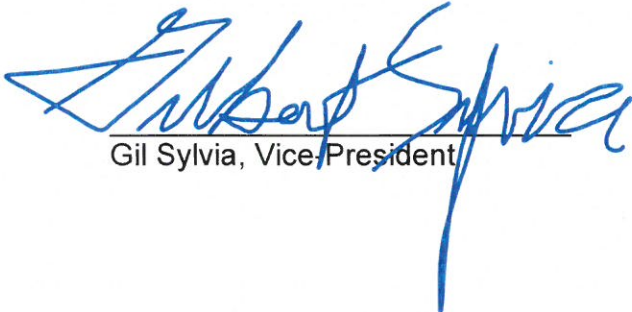
**WHEREAS**, the Port pays staff twice monthly;

**NOW THEREFORE**, THE PORT OF NEWPORT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

To adopt the attached Pay Practices policy section of the Employee Handbook.

**APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS** this 21st day of November 2021.

ATTEST:

  
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Gil Sylvania, Vice President

  
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Walter Chuck, Secretary/Treasurer