

RESOLUTION NO. 27

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF WENDELL, IDAHO ESTABLISHING A PERSONNEL POLICY MANUAL.

WHEREAS, The City of Wendell does not presently have, in force, a uniform policy setting forth, in writing, uniform policies and practices to be applicable to all City employees and,

WHEREAS, to promote employee understanding of the City's expectations, and to promote the establishment of continued and enhances employer/employee relationships, the City deems it advisable to adopt such a policy,

NOW, THEREFORE BE IT RESOLVED: The City of Wendell, Idaho has adopted the City of Wendell Personnel Policy Manual.

INITIALLY: All current City employees will be given a copy of said manual. Each employee will acknowledge receipt of the manual and a copy of that acknowledgement will be placed in the employee's personnel file.

NEW HIRES: All new employees hired on a temporary basis, part-time basis or permanent basis will be given a copy of the Personnel Policy Manual and a copy of their acknowledgement of receipt of the manual be placed in their personnel file.

CHANGES/ADDITIONS/DELETIONS: Each employee will be notified in writing when there has been a policy change that will affect this manual.

PASSED BY THE COUNCIL and approved by the Mayor this 12th day of April, 1990.

George A. Benson  
MAYOR

ATTEST:

Racquel E. Braga  
CLERK