

RESOLUTION # 2017-022

**A RESOLUTION AUTHORIZING STAFF TO COMPILE EXISINTING
EMPLOYEE POLICY RESOLUTIONS INTO EMPLOYEE POLICY MANUAL**

WHEREAS, the City of Rapid City (the “City”) has developed numerous employee policies over the years; and

WHEREAS, some of these policies are written in the form of resolutions adopted by the Council; and

WHEREAS, other policies are less formal, written by Human Resources staff, or various Department Directors; and

WHEREAS, currently, several policies that apply to all City employees regardless of union status, exist in various forms and locations; and

WHEREAS, many of these policies are based on state and federal law, and many are currently outdated; and

WHEREAS, there is no one place where employees can access all of these policies; and

WHEREAS, in order to hold employees accountable, the City must first provide reasonable access to all applicable employee policies; and

WHEREAS, having these policies in one manual would make it easier for staff to update the policies as state and federal law changes; and

WHEREAS, the Human Resources Manager and City Attorney’s office would like to compile employee policies applicable to all employees, regardless of union status, into one convenient manual, accessible by employees on the City’s website, as well as in hard copy format.

NOW, THEREFORE, BE IT RESOLVED by the City of Rapid City that staff is authorized to compile existing employee policies, including those originally passed in resolution form, into an Employee Policy Manual.

DATED this _____ day of _____, 2017.

CITY OF RAPID CITY

Mayor Steve Allender

ATTEST:

Finance Officer

(SEAL)