

RESOLUTION R2023-?

A RESOLUTION FOR THE PURPOSE OF ADOPTING A PERSONNEL POLICIES AND PROCEDURES MANUAL (HEREAFTER, EMPLOYEE HANDBOOK) AS A POLICY GUIDE FOR ALL EMPLOYEES OF THE TOWN OF VIRGIN (THE "TOWN")

WHEREAS, pursuant to Section ? Of the Charter of Virgin Town, the Town has the power to employ such employees as it deems necessary to execute the powers and duties provided by the Town Charter or State Law and to operate the Town government; and

WHEREAS, the Town Council finds that it is in the best interests of the Town to adopt and publish an Employee Handbook that has been prepared to provide the Town's employees with a general understanding of Town personnel policies, procedures, work rules and benefits; and

WHEREAS, said Handbook should not be construed as an employment contract or agreement for employment and said Handbook should not be considered to alter or otherwise modify the at-will employment relationship established by State law.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of Virgin, Utah as follows:

1. *The Virgin Town Personnel Policies and Procedures Manual, 2023 Version*, is hereby adopted by reference, as though set out herein word by word, as a general policy guide for all employees of Virgin Town; and
2. that said Employee Handbook may be amended from time to time by the Virgin Town Council by a simple resolution approved by the Town Council provided that such amendments shall be set forth in writing and made part of an official master copy of said Employee Handbook maintained by the Town Clerk/Recorder and kept on file in Town Hall as a public record available for inspection and reproduction pursuant to State law; and
3. that all employees of the Town shall receive a copy of said Employee Handbook as certified by an appropriate entry made into each personnel record and shall receive copies of the original and any amendments thereto as they are adopted and published from time to time; however failure to receive said copies or notice of said Handbook or any amendments thereto shall not relieve or otherwise absolve an employee of his or her duties and responsibilities as stated in said Handbook, as amended; and
4. that all prior resolutions or parts of resolutions in conflict with this Resolution shall be considered repealed insofar as they conflict hereto.

Passed and adopted this _____ day of _____ 2023.

Jean Krause, Mayor

Attest:

Krystal Percival, Town Clerk

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