

**RESOLUTION NO. 2021-14**

**A RESOLUTION ADOPTING A PERSONNEL MANUAL GOVERNING ALL CITY EMPLOYEES.**

WHEREAS, the City of Wayne Personnel Manual was first adopted by Resolution No. 88-31 on September 13, 1988; and

WHEREAS, the City Council desires a comprehensive set of general guidelines and policies governing all personnel matters for all city employees, including employee conduct, workplace conditions, drug and alcohol policies, policies that implement state and federal employment laws, and other aspects of public employment and city service; and

WHEREAS, these policies are intended to apply to all city employees that do not have an employment contract with the City and to all city employees with employment contracts that do not already address these policy issues; and

WHEREAS, the policies contained in the Personnel Manual, attached to this Resolution as Exhibit "A" and incorporated herein by this reference, are general guidelines for the City's current employment practices and workplace procedures. They are not intended to be a contract, expressed or implied, or any type of promise or guarantee of specific treatment upon which employees may rely, nor a guarantee of employment of any specific duration. Because of the City's small size, some exceptions to these policies may need to be made on a case-by-case basis as the City Administrator deems appropriate.

NOW THEREFORE, BE IT RESOLVED by the Wayne City Council that the Personnel Manual attached hereto as Exhibit "A" and incorporated herein by this reference is adopted as the City's personnel policies and shall be applicable to all employees unless preempted by state or federal law or in conflict with an existing employment contract.

PASSED AND APPROVED this 2<sup>nd</sup> day of March, 2021.

THE CITY OF WAYNE, NEBRASKA,

By \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk