

**RESOLUTION NO. 2021-14**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY  
OF HEWITT, TEXAS ADOPTING THE AMENDED  
EMPLOYEE POLICIES AND PROCEDURES MANUAL.**

**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 Employee Policies and Procedures Manual are general guidelines for the City's current employment practices and workplace procedures. They are not intended to be a contract; and

**WHEREAS**, the City Council reviewed and considered the proposed changes to the Employee Policies and Procedures Manual on November 1, 2021, and November 15, 2021, during workshops.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HEWITT, TEXAS:**

**SECTION 1.** The City Council of the City of Hewitt, Texas approves the Employee Policies and Procedures Manual and the same is hereby adopted and shall be applicable to all employees, unless preempted by state or federal law.

**SECTION 2.** It is hereby officially found and determined that the meeting at which this resolution is passed was noticed and has been open to the public required by law.

**PASSED AND APPROVED** on this the 6<sup>th</sup> day of December 2021.

**CITY OF HEWITT, TEXAS**

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Steve Fortenberry, Mayor

ATTEST:

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Lydia Lopez, City Secretary

**APPROVED AS TO FORM & LEGALITY:**

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Michael W. Dixon, City Attorney