

**STATE OF NEW MEXICO  
CITY OF RIO COMMUNITIES  
RESOLUTION NUMBER: 2023 - XX**

**RESOLUTION ADOPTING PERSONNEL POLICIES AND PROCEDURES**

**WHEREAS,** it is the policy of the CITY OF RIO COMMUNITIES (“City”) to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Mexico Human Rights Act, the Americans with Disabilities Act, the Family and Medical Leave Act, the New Mexico Workers Compensation Act, and the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA); and

**WHEREAS,** the Governing Body has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

**WHEREAS,** the City passed its Personnel Ordinance authorizing the Governing Body to adopt personnel policies and employment rules by Resolution.

**NOW, THEREBY, BE IT RESOLVED** by the Governing Body of the City of Rio Communities that the Personnel Policy Manual attached hereto is hereby adopted.

**BE IT FURTHER RESOLVED** that these personnel policies and procedures shall apply to all City officials, appointees, employees, volunteers, and independent contractors.

**BE IT FURTHER RESOLVED** that this Personnel Policy Manual is intended to provide guidelines covering public service by City employees and is not a contract. The provisions of this Personnel Policy Manual may be amended and supplemented from time to time without notice and at the sole discretion of the Governing Body.

**BE IT FURTHER RESOLVED** that the City Manager and all managerial/supervisory personnel are responsible for these employment practices.

**PASSED, APPROVED AND ADOPTED THIS 12<sup>th</sup> DAY OF JUNE 2023 BY THE GOVERNING BODY OF THE CITY OF RIO COMMUNITIES, NEW MEXICO.**

**City of Rio Communities Governing Body**

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Joshua Ramsell, Mayor

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Margaret R. Gutjahr, Mayor Pro-tem

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Arthur Apodaca, Councilor

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Lawrence R. Gordon, Councilor

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Jimmie Winters, Councilor

ATTEST:

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Elizabeth F. Adair, Municipal Clerk