

**BILL NO.**

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF WILLARD, MISSOURI, ADOPTING THE CITY OF WILLARD EMPLOYEE HANDBOOK AND ESTABLISHING PERSONNEL POLICIES FOR CITY EMPLOYEES.**

**WHEREAS**, the City of Willard, Missouri, is authorized pursuant to Missouri law to establish policies, procedures, and guidelines governing its employees; and

**WHEREAS**, the Board of Aldermen finds it necessary and in the best interest of the City to adopt a comprehensive Employee Handbook outlining employment policies, rules, and expectations; and

**WHEREAS**, the Employee Handbook provides uniform standards for the administration of personnel matters, including but not limited to employment practices, conduct, compensation, benefits, and discipline; and

**WHEREAS**, the Board of Aldermen desires to formally adopt said Employee Handbook as the official personnel policy document of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI, AS FOLLOWS:

**SECTION 1.** The City of Willard Employee Handbook, as presented to the Board of Aldermen, is hereby approved and adopted as the official personnel policy manual of the City of Willard, Missouri.

**SECTION 2.** The Employee Handbook is hereby incorporated by reference as though fully set forth in this Ordinance and shall be maintained on file in the office of the City Clerk.

**SECTION 3.** The Employee Handbook shall be administered under the authority of the Mayor, or the City Administrator designee, in accordance with applicable federal, state, and local laws.

**SECTION 4.** All City employees shall be provided access to the Employee Handbook and shall be required to acknowledge receipt and acceptance of its contents in a form approved by the City. Such acknowledgment shall affirm that the employee has read, understands, and agrees to comply with the policies, procedures, rules, and expectations contained therein as a condition of employment.

**SECTION 5.** The Board of Alders reserves the right to amend, revise, or repeal any provision of the Employee Handbook by subsequent ordinance or resolution, as deemed necessary.

**SECTION 6.** The provisions of this Ordinance and the Employee Handbook are declared to be severable. If any provision is held invalid or unconstitutional, such determination shall

not affect the validity of the remaining provisions, which shall continue in full force and effect.

**SECTION 7.** This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED AND APPROVED THIS \_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

CITY OF WILLARD, MISSOURI

\_\_\_\_\_  
Mayor

ATTEST:

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