

RESOLUTION NO. 2025-12

A RESOLUTION AUTHORIZING THE MUNICIPAL TECHNICAL ADVISORY SERVICE (MTAS) TO REVIEW AND UPDATE THE TOWN OF SPRING CITY EMPLOYEE HANDBOOK AND DIRECTING THE CITY MANAGER TO COORDINATE THE REVIEW AND RETURN RECOMMENDATIONS TO THE BOARD FOR CONSIDERATION.

WHEREAS, the Town of Spring City maintains an Employee Handbook that establishes policies and procedures for Town employees; and

WHEREAS, periodic review and updates are necessary to ensure the Handbook remains current with applicable laws, regulations, and best practices; and

WHEREAS, the Municipal Technical Advisory Service (MTAS) provides technical assistance to Tennessee municipalities, including policy review and handbook development; and

WHEREAS, it is in the best interest of the Town to authorize MTAS to conduct a comprehensive review and propose updates to the Employee Handbook.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Spring City, Tennessee, as follows:

1. **Authorization.** MTAS is hereby authorized to conduct a comprehensive review of the Town of Spring City's Employee Handbook and to prepare recommended updates, including any necessary revisions to ensure legal compliance and alignment with best practices.
2. **Project Lead.** The City Manager and City Recorder are designated as the project leads and liaisons to MTAS and are authorized to provide documents, information, and staff access as needed, and to execute routine documents necessary to facilitate the review.
3. **Board Review Adoption.** Upon completion of the review, the City Manager shall place MTAS's recommendations on a future agenda for discussion. No changes to the Employee Handbook shall take effect until approved by the Board of Commissioners.
4. **Effective Date.** This Resolution shall take effect immediately upon its adoption, the public welfare requiring it.

ADOPTED this 2nd day of October, 2025.

By:  TOWN OF SPRING CITY, TENNESSEE
Mayor

ATTEST: 
City Recorder