

RESOLUTION NO. R-2026-1

A RESOLUTION TO ADOPT AND APPROVE THE TOWN OF SPRING CITY
PERSONNEL POLICY AND PROCEDURES MANUAL

WHEREAS, the Town of Spring City desires to establish and maintain clear, consistent, and lawful personnel policies and procedures for the effective administration of municipal government; and

WHEREAS, the Personnel Policy and Procedures Manual provides guidance regarding employment practices, employee conduct, compensation, benefits, leave, discipline, grievance procedures, and other conditions of employment; and

WHEREAS, adoption of a comprehensive Personnel Policy and Procedures Manual promotes fairness, accountability, compliance with applicable federal and state laws, and efficient municipal operations; and

WHEREAS, the Town Commission has reviewed the proposed Personnel Policy and Procedures Manual and finds it to be in the best interest of the Town of Spring City and its employees;

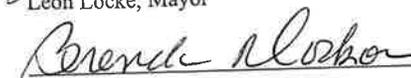
NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SPRING CITY, TENNESSEE, THAT:

1. Adoption and Approval. The Town of Spring City Personnel Policy and Procedures Manual, as presented, is hereby adopted and approved in its entirety and shall serve as the official personnel policy of the Town of Spring City.
2. Administration. The City Manager is hereby authorized and directed to administer, implement, and enforce the Personnel Policy and Procedures Manual and to ensure that all employees are provided access to the manual.
3. Amendments. The Town Commission reserves the right to amend, modify, or repeal any portion of the Personnel Policy and Procedures Manual at any time by appropriate action of the Town Commission.
4. Effective Date. This resolution shall take effect immediately upon its adoption.

ADOPTED AND APPROVED this 8th day of January, 2026.

TOWN OF SPRING CITY, TENNESSEE


Leon Locke, Mayor


Brenda Dodson, City Recorder

1-8-2026