

**ORIGINAL**

**RESOLUTION NO. 2011-03**

**A RESOLUTION ESTABLISHING A HANDBOOK OF EMPLOYMENT POLICIES AND PROCEEDURES FOR THE CITY OF COTTER, ARKANSAS.**

**WHEREAS**, it is in the best interest of the City and the employees of the City of Cotter to work under specific guidelines; and

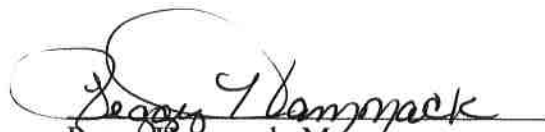
**WHEREAS**, the personnel handbook contains policies, practices and procedures, which are necessary to implement and administer the City of Cotter's personnel system; and

**WHEREAS**, the manual may be amended and revised periodically as necessary at the direction of the Mayor and City Council.

**NOW THEREFORE**, be it resolved the Cotter City Council concurs in the immediate adoption of the personnel policy and hereby directs the Mayor to distribute the described handbook to each employee of the City of Cotter.

Passed this 24<sup>th</sup> day of March, 2011.

APPROVED:

  
Peggy Hammack, Mayor

ATTEST:

  
Sharon Sugg, Recorder/Treasurer