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**CITY OF FIRCREST  
RESOLUTION NO. 1637**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON ADOPTING A PERSONNEL POLICIES  
AND PROCEDURES MANUAL FOR EMPLOYEES OF THE CITY  
OF FIRCREST AND REPEALING RESOLUTION NO. 1581.**

**WHEREAS**, the City Council of the City of Fircrest wishes to reestablish goals and policies for the relations between the City and its employees; and

**WHEREAS**, the City Council desires to provide for maintaining specific personnel rules and regulations in the Personnel Policies and Procedures manual; and

**WHEREAS**, the City Council desires to repeal Resolution No. 1581 and to provide for an effective day of December 17, 2019 for implementing the new Personnel Policies and Procedures manual. Now, Therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FIRCREST:**

**Section 1.** A new Personnel Policies and Procedures manual shall be established for the City of Fircrest to reestablish a system of personnel administration which is based upon equal opportunity and sound principles of public personnel administration and is consistent with Federal and State statutes and City ordinances.

**Section 2.** A new Personnel Policies and Procedures manual shall be a manual of rules and regulations, setting out procedures to govern all pertinent personnel matters within the City. Procedures included in the new Personnel Policies and Procedures manual will be binding on all employees. In cases where these policies conflict with City ordinance, Civil Service rules and regulations, the provisions of a collective bargaining agreement, personal service contract, or Federal or State law, the terms of that law or agreement prevail. The official Personnel Policies and Procedures manual shall be maintained by the City Manager and shall consist of the manual as originally drafted and amended. Each department shall maintain a current copy of the manual and all employees shall be given a copy.

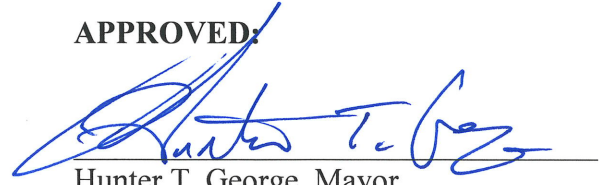
**Section 3.** The City Manager or his/her designate shall have the sole responsibility for preparing revisions, additions, or deletions to the Personnel Policies and Procedures manual. If adopted by Council, a copy of the revision, addition, or deletion shall be distributed to all employees and may be effective immediately.

**Section 4.** Resolution No. 1581 is hereby repealed.

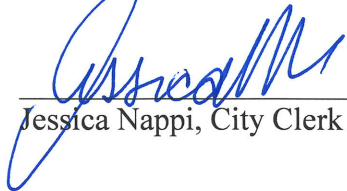
**Section 5.** This resolution shall become effective December 17, 2019.

1 **APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF**  
2 **FIRCREST, WASHINGTON, at a meeting thereof this 16th day of December 2019.**

3 **APPROVED:**

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5 Hunter T. George, Mayor

6 **ATTEST:**

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9 Jessica Nappi, City Clerk

10 **APPROVED AS TO FORM:**

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13 Michael B. Smith, City Attorney