

## **RESOLUTION #352**

### **A Resolution of the City of Highland Haven**

### **Adopting A Human Resources Policy Manual**

**WHEREAS**, the City of Highland Haven believes that a Human Resources Policy Manual constitutes a valuable guide for employees of the City; and

**WHEREAS**, the City of Highland Haven desires to create its Human Resources Policy Manual to better reflect the policies and procedures of the City of Highland Haven in regard to employment.

**THEREFORE, BE IT RESOLVED** by the Board of Alderman for the City of Highland Haven hereby as follows:

1. The Human Resources Policy Manual attached as Attachment A is hereby adopted by the City as of the date of this Resolution.
2. This Human Resources Policy Manual shall take effect on October 3, 2023

**PASSED AND APPROVED BY THE BOARD OF ALDERMEN OF THE CITY OF HIGHLAND HAVEN, TEXAS ON THIS THE 3<sup>rd</sup> DAY OF OCTOBER 2023.**

  
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Olan Kelley, Mayor

Attest:

Seal

  
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Lezley Baum, City Secretary