



City of West Allis

Resolution: R-2017-0229

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number: R-2017-0229

Final Action:

Sponsor(s): Administration & Finance Committee

SEP 05 2017

Resolution amending the City of West Allis Policies & Procedures No. 1112, Advance Notification of Resignation from City Service by Appointed Department Heads and City Officers, to include the Fire Chief and Police Chief.

WHEREAS, the City of West Allis 2017-21 Strategic Plan includes a strategic action relating to succession planning which states: "Develop city-wide human resource succession plans and documentation of processes and procedures to provide efficient and effective continuity of City services during times of transition and vacancies"; and

WHEREAS, the City of West Allis recognizes that the advanced notice of separation from City service from individuals in leadership positions provides adequate time for the Common Council to review the current organizational structure and hiring plan for a successor to ensure the continuity of high quality service delivery; and

WHEREAS, the Common Council of the City of West Allis adopted Policy No. 1112, Advance Notice of Resignation from City Service by Appointed Department Heads and City Officers, on April 18, 2017; and

WHEREAS, the Police and Fire Commission of the City of West Allis adopted Policy No. 1112, Advance Notice of Resignation from City Service by Appointed Department Heads and City Officers, on June 15, 2017.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that Policy No. 1112, Advance Notification of Resignation from City Service by Appointed Department Heads and City Officers, is amended to include the Police and Fire Departments.

BE IT FURTHER RESOLVED that the City Administrator is authorized and directed to include Policy No. 1112 in the City of West Allis Policies & Procedures Manual and distribute said policy to all departments, divisions, and offices.

ADOPTED SEP 05 2017

APPROVED 9/2/17

Monica Schultz
Monica Schultz, City Clerk

Dan Devine
Dan Devine, Mayor