File #: R-2017-0084, **Version:** 1

Resolution relative to creating the City of West Allis Policies & Procedures No. 1112, Advance Notification of Resignation from City Service by Appointed Department Heads and City Officials.

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 proposed "Advanced Notification of Resignation from City Service by Appointed Department Heads and City Officials" policy provides a financial incentive for individuals in leadership positions to provide notice in excess of the 60 days required by the employment contracts; and

WHEREAS, the policy has been reviewed by the City Administrator, City Attorney and Human Resources Director.

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 Officials, is approved as presented in the attached, and the Special Studies/Programs in the Other General Government 2017 Approved Budget will fund the program by transferring funds if needed into the applicable department payroll account.

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.

ADM\ORDRES\2017\2017.17