

**RESOLUTION NO. 2026-03**  
**A RESOLUTION OF THE CITY OF ALCESTER, SD,**  
**ADOPTING THE CITY OF ALCESTER PERSONNEL MANUAL**

**WHEREAS**, the City Council of the City of Alcester recognizes the need for clear, consistent, and equitable policies governing the employment relationship between the municipality and its employees; and

**WHEREAS**, the Personnel Policy Manual establishes guidelines for employment practices, workplace conduct, benefits, and other matters essential to the effective and fair administration of municipal operations; and

**WHEREAS**, the City Council has reviewed the proposed Personnel Policy Manual and finds it to be in the best interest of the municipality and its employees.


**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Alcester, that:

1. The Personnel Policy Manual, attached hereto as *Exhibit A*, is hereby adopted as the official personnel policy of the City of Alcester.
2. All municipal employees and officials shall comply with the provisions of the Personnel Policy Manual.
3. This resolution supersedes any prior personnel policies or manuals previously adopted by the municipality.
4. The Finance Officer is authorized to distribute the manual to all employees and ensure acknowledgment of receipt.

**BE IT FURTHER RESOLVED** that this resolution shall take effect upon the twentieth day after its adoption.

Adopted this at Alcester, South Dakota, 4th of May, 2026.

APPROVED:

  
Lisa Hodgson, Mayor  
City of Alcester

Attest:

  
David Hodgson, City Finance Officer

First Reading: May 4<sup>th</sup>, 2026  
Adoption: May 4<sup>th</sup>, 2026  
Publication: May 14<sup>th</sup>, 2026  
Effective: May 20<sup>th</sup>, 2026

