

RESOLUTION NO. _____

A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK PERSONNEL RULES AND REGULATIONS FOR THE TOWN OF PITTMAN CENTER, TENNESSEE REGARDING THE CANDIDATE INTERVIEW PANEL.

WHEREAS, the Town of Pittman Center has adopted by resolution a Personnel Rules and Regulations Handbook; and

WHEREAS, such Handbook is in need of amendment in order to more clearly specify suggested procedures for interviewing potential candidates for employment; and

WHEREAS, The Town of Pittman Center seeks to attract and retain the most capable workforce possible, and when practical, use of an interview panel helps identify the best and most capable candidate:

NOW THEREFORE, BE IT RESOLVED BY THE TOWN OF PITTMAN CENTER, AS FOLLOWS:

SECTION 1 - The *Employee Handbook-Personnel Rules and Regulations for the Town of Pittman Center*, are hereby amended by adding a new Section III, Hiring Procedures, part D to read as follows:

INTERVIEW PANEL - When practical, candidates for most positions shall be interviewed by a panel consisting of one member from the Board of Mayor and Aldermen, the applicable Department Head, and the City Administrator. This panel shall not be considered mandatory but shall be the suggested practice for interviewing most positions.

SECTION 2 – Sections and parts following Section III D shall be renumbered accordingly.

SECTION 3 - This resolution shall take effect from and after its passage, the public welfare requiring it.

PASSED _____, 2016

Mayor

Town Administrator/City Recorder