




Section I –Purpose & Use

Adopted August 2025

City of Springfield
Springfield, SD 57062

	POLICY PP1.1 Welcome	
Issue Date:	Updated:	Section: Personnel

Welcome


It is with pleasure that we welcome you to the City of Springfield (City). Your new position with the City is one of which you can be proud.

To our customers and others in the community with whom you will have contact as an employee, *you* represent the City. The extent to which the City is considered friendly, knowledgeable, efficient, reliable and trustworthy will be measured by how others see these qualities in you. We hope you will use your talents in ways that stimulate the citizen and customer relations. If, during your employment, you find a way to improve the City's operations/ services or save the City unnecessary expenses, the City welcomes your ideas.

This personnel policy manual is prepared to guide you to a better understanding of our policies, procedures and practices concerning employment matters. These policies are to ensure fair and consistent administration for the benefit of all employees. You should familiarize yourself with its contents and use it as a reference when needed. As changes are made to this manual, we will ensure the updated manual is available to you.

As you step into your new duties and responsibilities, your co-workers are ready to assist and provide on-the-job guidance.


~~Welcome to our team of hard-working and talented staff and please accept our wish for success in your new position!~~ **Welcome to our team of hard-working and talented staff! We wish you great success in your new position.**

	POLICY PP1.2 Purpose	
Issue Date:	Updated:	Section: Personnel

Purpose

The policies for personnel administration are enacted by the City to achieve the following goals:


1. To provide uniform and sound personnel administration throughout the City.
2. To inform employees of the general policies for the City and the benefits and obligations of employment within the City.
3. To ensure all personnel actions are based upon employee qualifications (knowledge, skills and abilities) and job performance are complying with federal and state law.
4. To serve as written documentation of the City's commitment to fair employment practices and equal employment opportunity.
5. To assist supervisors in carrying out sound, equitable and consistent personnel administration and in making effective use of the finance office.
6. To promote and encourage communication between the employer, supervisor and employee.
7. To protect the rights of the employee and employer throughout the employment relationship and to ensure the responsibilities of both parties are carried out.

	<p align="center">POLICY PP1.3 Administration of Personnel Policy</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>

Administration of Personnel Policy

The personnel policies apply to all municipal employees and will only exclude elected officials, independent contractors or excluded classes as specified within the policy itself. In the event of a conflict between these policies and state and federal law, the terms and conditions of that agreement or law will prevail.


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	<p align="center">POLICY PP1.4 Departmental Policies</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>

Departmental Policies

These personnel policies do not limit the authority of any City department supervisor to make departmental rules and regulations. However, departmental rules may not conflict with the provision of these personnel policies.


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	POLICY PP1.5 Revisions	
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Revisions


The City specifically reserves the right to repeal, modify or amend any of these policies at any time, with or without notice, upon a majority vote of the Common Council.

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	<p align="center">POLICY PP1.6 Employment At-Will</p>	
<p align="center">Issue Date:</p>	<p align="center">Updated:</p>	<p align="center">Section: Personnel</p>

Employment At-Will

The City recognizes South Dakota is an employment at-will state and the City is an at-will employer. This manual does not constitute a contract of employment and is not intended to create or confer contractual rights of any kind. The policies, procedures, rules and benefits contained herein are subject to change at any time by the Common Council. These policies are provided as a guideline for behavior and a reference of present policies and are not a guarantee of employment or specific employment benefits. ~~No at-will employee has any due process rights related to any termination proceeding.~~ **Under the at-will employment doctrine, employees generally do not have due process rights related to termination. However, exceptions may apply if the employee is covered by a contract, a collective bargaining agreement, statutory protections, or other specific legal provisions.**

	POLICY PP1.7 Personnel Policy Acknowledgement	
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Personnel Policy Acknowledgement

All employees must sign an acknowledgement stating they have read, understand and will comply with the Personnel Policy Manual. The Personnel Manual is available to all staff through the City's SharePoint **finance office**. Employees should contact the finance office regarding any questions not answered or addressed in the manual. Prior to signing the acknowledgment, employees will have the opportunity to review and discuss all sections. This signed acknowledgement will be placed in each employee's personnel file.

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