

**TOWN OF LITTLE ELM**

**ORDINANCE NO. 1731**

**AN ORDINANCE OF THE TOWN OF LITTLE ELM, TEXAS  
ADOPTING NEW PERSONNEL POLICIES AND REPEALING ALL  
PRIOR ORDINANCES, RESOLUTIONS, AND COUNCIL  
ACTIONS RELATED TO SAME; AND PROVIDING AN  
EFFECTIVE DATE.**

**WHEREAS**, the Town Council of the Town of Little Elm has previously adopted personnel policies; and,

**WHEREAS**, said policies were adopted at a time when the Town had fewer employees; and,

**WHEREAS**, new personnel policies are needed to clearly articulate the standards expected of each employee, identify benefits and minimum work requirements, as well as promote the efficiency and productivity in management of Town employees; and,

**WHEREAS**, Town staff, with the assistance of legal counsel has drafted a new set of personnel policies to meet those requirements; and,

**WHEREAS**, these policies set forth expectations, but are in no way intended to, or should be construed as, forming a contract. All employees, other than the Town Manager, are employed at-will; and,

**WHEREAS**, the Town Council desires to repeal all prior adopted personnel policies and, adopt a new set of personnel policies for the benefit of the Town and its employees.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE  
TOWN OF LITTLE ELM, TEXAS:**

**SECTION 1.** The matters set forth in the preamble are found to be true.

**SECTION 2.** The Town Council hereby repeals all previously adopted personnel policies whether adopted by ordinance, resolution or by Council action; and formally adopts the personnel policies attached hereto.

**SECTION 3.** Future additions and modifications to the new personnel policies will be made by Town Council, either by resolution or ordinance. Said additions or modifications shall be distributed to all employees at the time of their adoption.

**SECTION 4.** Interpretations of these personnel policies are left to the discretion of the Town Manager.

PASSED, APPROVED, AND ADOPTED by the Town Council of the Town of Little Elm, Texas on this 19<sup>th</sup> day of September, 2023.

TOWN OF LITTLE ELM, TEXAS

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Curtis J. Cornelious, Mayor

ATTEST:

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Caitlan Biggs, Town Secretary