

Resolution 2025-12-10-01

The Borough of West Mayfield
Beaver County, Pennsylvania

A RESOLUTION ESTABLISHING HUMAN RESOURCES POLICY AND PROCEDURES FOR
ONBOARDING & OFFBOARDING PERSONNEL

WHEREAS, the Council of the Borough of West Mayfield recognizes that it is in the best interest of the Borough to establish and maintain effective Human Resources policies and procedures for all municipal personnel, including elected officials, appointed officials, wage employees, and contract employees (as necessary); and

WHEREAS, the Society for Human Resource Management (SHRM) recommends that municipalities have both onboarding and offboarding policies and procedure for processing new and departing personnel; and

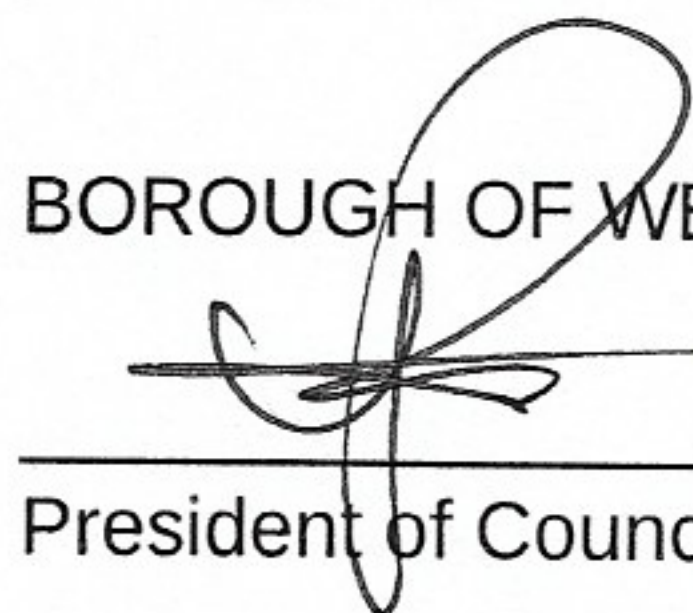
WHEREAS, the Borough of West Mayfield has no such onboarding and offboarding policies and procedures.

NOW THEREFORE, BE IT RESOLVED, that the Council of the Borough of West Mayfield hereby directs the establishment of Human Resources policies and procedures for onboarding and offboarding all municipal personnel, including elected officials, appointed officials, wage employees, contract employees, and others (as necessary).

The Borough's onboarding and offboarding policy and procedures shall be defined in a Standard Operating Guidelines/Procedures document and published in the Borough's *Handbook of Municipal Operations*, as per Res. 2025-01.

RESOLVED AND ORDAINED this 10 Day of December, 2025.


Borough Secretary

BOROUGH OF WEST MAYFIELD

President of Council