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## Resolution 2025-07\_\_\_\_\_

### Amendment to the City of White Employee Manual

The following section upon adoption shall be added to the Employee Manual, and become effective immediately:

#### 5.7.1 – Attendance at City Council Meetings

All Full-Time Staff of the City are strongly encouraged to attend the regular Monthly City Council Meeting which will be on the first Monday of each month, unless there is a holiday or other extenuating circumstance requiring movement of the date to the next possible opportunity which will be communicated to the employee with at least two-week's notice. The purpose of attendance is to act as an advisor to the Council as they make decisions based on current conditions – without the employee present to provide needed testimony, this is very difficult. As consideration for the employee working outside of their "normal work hours" the following will be accepted as benefits from the City Council to the employee:

1. As with any time worked beyond normal hours, the employee may "flex" the time that they spend at the meeting to take time off later in the week. If the employee does not want to "flex" their time, they may use it as overtime providing, they work all 40 hours of their week. This time may not be used as overtime if the employee takes any leave during the week in accordance with Section 5.5, or if there are "holiday" hours paid during the work week.
2. As a benefit of attendance at a "Regular Meeting" or at a "Special Meeting", the City Council will grant the employee THREE hours of "Administrative Leave" which the employee may use as needed and will not count against their normal "earned leave" balance.
3. All "Administrative Leave" earned must be used within the calendar year, or it will be lost on December 31<sup>st</sup>, and it has no cash value.
4. Administrative leave is paid as just as if the employee took PTO.
5. Administrative leave may be used in conjunction with normal PTO.
6. The employee must communicate with their supervisor when they use this leave as they would with any regular PTO.

APPROVED: \_\_\_\_\_

Matt Lagerstrom

Mayor, City of White, SD

ATTEST: \_\_\_\_\_

Kayla Cooper

Finance Officer, City of White, SD

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