

RESOLUTION NO. (2025) XXX

**RESOLUTION ADOPTING REVISED HUMAN RESOURCES POLICIES 300-21:
APPLICANT BACKGROUND INVESTIGATION POLICY, 300-22:
RECRUITMENT AND SELECTION POLICY, AND 300-23: PROBATIONARY
PERIOD POLICY**

WHEREAS, Human Resources has undertaken an effort to review existing policies and policy gaps and to update and create new policies where needed;

WHEREAS, three policies, including revised 300-21 Applicant Background Investigation Policy, revised 300-22 Recruitment and Selection Policy, and revised 300-23 Probationary Period Policy recently completed Citywide review;

WHEREAS, in compliance with §2(c) of the Raleigh Civil Service Act, the Civil Service Commission has reviewed the Policies and has provided a recommendation to the City Manager;

WHEREAS, the Civil Service Commission recommended adoption of the Policies as drafted by the Human Resources Department and recommended no changes to the Policies.

WHEREAS, the City Council has received the revised Policies, the recommendation of the Civil Service Commission, and the City Manager's recommendation to adopt the revised Policies.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF RALEIGH THAT:**

The following revised Human Resources Policies are approved, adopted, and shall become effective on July 1, 2025: revised 300-21 Applicant Background Investigation Policy, revised 300-22 Recruitment and Selection Policy, and revised 300-23 Probationary Period Policy.

Adopted: _____

Effective: _____

Distribution: Budget and Management Services – Sattar
Finance – Bradsher
Audit – Petherbridge
Information Technology – Whittington
Human Resources – Jones
Department Heads