

**CITY OF HOYT LAKES, MINNESOTA**  
**RESOLUTION NO. 2025-015**  
**A RESOLUTION AMENDING THE CITY OF HOYT LAKES HIRING POLICY TO ALLOW FOR**  
**APPOINTMENT OF INTERIM EMPLOYEES TO PERMANENT POSITIONS**

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**WHEREAS**, the City of Hoyt Lakes has adopted a hiring policy to provide a uniform, consistent process for the recruitment and appointment of employees across all departments; and

**WHEREAS**, the City Council recognizes that circumstances occasionally arise in which an employee is serving in an interim or temporary capacity, performing the essential duties of a vacant position, and has demonstrated capability, professionalism, and dedication during such service; and

**WHEREAS**, the City Council desires to preserve flexibility in hiring practices in such circumstances where an interim employee is being considered for permanent appointment and to ensure continuity of city operations, reduce administrative burden, and retain qualified personnel;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Hoyt Lakes that the City Hiring Policy is hereby amended by adding the following section:

Appointment of Interim Employees to Permanent Positions:

The City Council may, at its discretion, appoint an individual currently serving in an interim or temporary capacity to the corresponding permanent position without following the full hiring process described in this policy. This exception may be exercised under the following conditions:

The position is vacant, and the interim employee is actively performing the essential duties of that role;

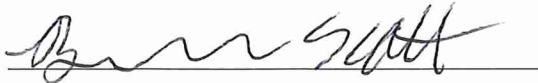
The interim employee has served in the position for a sufficient period to allow meaningful evaluation of job performance;

The City Council determines that such an appointment is in the best interest of the City, based on factors such as continuity of operations, demonstrated competence, leadership, cost-effectiveness, and staff input; A formal employment agreement or appointment resolution is approved by the City Council in a duly noticed public meeting;

This provision does not apply where appointment is otherwise restricted by statute, ordinance, or external contract (e.g., collective bargaining agreement).


Nothing in this section prohibits the City Council from choosing to follow the full hiring process even when an interim employee is eligible for appointment under this section.

Passed and adopted by the City Council of the City of Hoyt Lakes this 2 day of July, 2025.



**Brennan Scott, Mayor**

ATTEST:



**Dean Weiberg, City Administrator**

