



# TOWN COUNCIL COMMUNICATION

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**DATE:** June 17, 2025

**FROM:** Kirk Riggs, Town Administrator/Chief of Police

**AGENDA ITEM:** Discuss and consider a Resolution amending the Personnel and Administrative Regulations Manual (PARM), Title I, "Personnel Regulations", Chapter 7, "Discipline and Appeal Procedures" by changing the appeal review process from the Town Administrator to the Mayor.

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## **SUMMARY:**

Staff is presenting for discussion and consideration a resolution to amend the Personnel and Administrative Regulations Manual (PARM), Chapter 7, "Discipline and Appeal Procedures. This change is intended to enhance transparency and maintain impartiality in the appeal process by removing the direct administrative supervisor from the role of final authority in such matters. If approved, all future appeals of disciplinary action termination, demotion, or suspension—would be submitted to and reviewed by the mayor.

**FISCAL INFORMATION:** N/A

## **RECOMMENDED MOTION OR ACTION:**

Motion to approve a Resolution amending the Personnel and Administrative Regulations Manual (PARM), Title I, "Personnel Regulations", Chapter 7, "Discipline and Appeal Procedures" by changing the appeal review process from the Town Administrator to the Mayor as presented.

## **ATTACHMENTS:**

- Chapter 7, Discipline and Appeal Procedures" Proposed Changes
- Draft Resolution