

RESOLUTION NO. _____

A RESOLUTION TO REVISE THE PROCEDURES FOR THE TERMINATION OF EMPLOYTEES BY DEPARTMENT HEADS

WHEREAS, the City of Forest Park (“City”) is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds;

WHEREAS, Section 3.19 of the City Charter provides that the “city council shall adopt rules and regulations consistent with this charter concerning: (i) the method of employee selection and probationary periods of employment; (ii) the administration of the position classification and pay plan, methods of promotion and application of service ratings thereto, and transfer of employees within the classification plan; (iii) hours of work, vacation, sick leave, and other leaves of absence, overtime pay, and the order and manner in which layoffs shall be effected; (iv) such dismissal hearings as due process may require; and (v) such other personnel notices as may be necessary to provide for adequate and systematic handling of personnel affairs.”;

WHEREAS, the City Council last updated its Employee Policy and Procedure Manual in July 2022 (the “Employee Manual”); and

WHEREAS, the City Council wishes to revise the procedures for termination of employees by Department Heads;

THEREFORE, THE CITY COUNCIL OF THE CITY OF FOREST PARK HEREBY RESOLVES:

SECTION 1. Terminations. Rule XI, Section 4(a) of the Employee Manual is hereby amended to read as follows:

“a. The Appointing Authority has the authority to terminate all covered employees as prescribed by the City Charter with or without cause. City Department Heads may recommend to the City Manager the termination of an employee's employment within their own Department with or without cause, and such termination shall only take affect after the approval of the City Manager. A Department Head may only be terminated by the Appointing Authority/City Manager. A written statement specifically setting forth the reason for any such action shall be furnished by the decision-making Department Head or Appointing Authority/City Manager and shall be forwarded to the Human Resources Director and filed in the personnel folder of such employee within one (1) working day of the effective date of the action
”

SECTION 2. Appeals and Reconsiderations. Rule XI, Section 5 of the Employee Manual is hereby retitled to be “Section 5. Appeals and Reconsiderations.”

SECTION 3. Reconsiderations. Rule XI, Section 5(b) of the Employee Manual is hereby amended to read as follows:

“(b) (i) Appeal Rights of Employees Other Than Department Heads: An employee wishing to appeal any personnel action other than a termination must submit a written appeal to the Appointing Authority/City Manager within five (5) business days of the disputed action. The Appointing Authority/City Manager will then make arrangements to meet and discuss the matter as soon as practical, but at least within ten (10) business days of receiving the written appeal. The appealing employee shall have prepared any documents or other information to support the appeal at the meeting with the Department Head. Within five (5) business days of the meeting, the Department Head will respond in writing to the appeal to provide whether the disputed action will be upheld.

(ii) Reconsideration Rights of Employees Other Than Department Heads with respect to termination: An employee wishing to request the reconsideration of a termination must submit a written appeal to the City Manager within five (5) business days of the disputed action. The City Manager will then make arrangements to meet and discuss the matter as soon as practical, but at least within ten (10) business days of receiving the written request for reconsideration. The employee shall have prepared any documents or other information to support the reconsideration at the meeting with the City Manager. Within five (5) business days of the meeting, the City Manager will respond in writing to the reconsideration request to provide whether the disputed action will be upheld.”

SECTION 4. Public Record. This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Forest Park.

SECTION 5. Authorization of Execution. The Mayor or Mayor Pro Tem is hereby authorized to sign all documents necessary to effectuate this Resolution.

SECTION 6. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

SECTION 7. Effective Date. This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Forest Park as provided in the City Charter.

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SO RESOLVED this 17th day of July, 2023.

Mayor Angelyne Butler

ATTEST:

City Clerk (SEAL)

APPROVED AS TO FORM:

City Attorney