



CITY OF
FORESTPARK

City Council Agenda Item

Subject: Council Approval of Revision to Personnel Manual With Respect to Employee Terminations – Executive Offices

Submitted By: City Manager

Date Submitted: July 12, 2023

Work Session Date: July 17, 2023

Council Meeting Date: July 17, 2023

Background/History:

It is proposed that the City's Personnel Manual be revised to ensure that Department Heads receive the approval of the City Manager prior to terminating any employee.

With the alarming rate of litigation, personnel changes, and change of administration, the City Manager issued an emergency directive to all Department Heads requiring that all terminations be approved by the City Manager as a safeguard for the organization. This measure aims to maintain a set of standards that ensures all terminations are reasonable, fair, and equitable. The goal is to ensure that on the front end, all processes are handled to ensure ease of terminations when necessary, hence allowing the government to justify any/all separations properly.

It is recommended that this emergency measure be made permanent and be included in the City's Personnel Manual.

Cost: \$ N/A

Budgeted for: _____ **Yes** _____ **No**

Financial Impact:

Action Requested from Council:

Approval of the policy.