

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION TO CLARIFY THE CITY’S EMPLOYEE POLICY AND  
PROCEDURE MANUAL WITH RESPECT TO EMPLOYEE  
SUSPENSIONS**

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 Employee Manual to clarify that suspensions without pay ARE permitted as part of the City’s disciplinary policies;

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

**SECTION 1. Corrective Action.** Rule XI, Section 3(a) of the Employee Manual is hereby amended to read as follows:

*“a. Types of Corrective Action: Positive Discipline includes informal counseling, formal counseling, written reprimands, suspensions (with or without pay as the circumstances warrant) and terminations.”*

**SECTION 2. Suspensions and Demotions.** Rule XI, Section 3(e) of the Employee Manual is hereby amended to read as follows:

*“e. Suspensions and Demotions: An employee may request a demotion to a lower classified position where the employee does not wish to hold a higher classified position. Suspension may be used as a means of aiding in an investigation, providing a “cooling off” period and when circumstances warrant as part of the disciplinary process. While usually such suspensions are for the City’s convenience, administrative in nature and paid, where circumstances warrant, unpaid suspensions are authorized.”*

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

*“a. Employees Eligible for Appeal: Any regular, career service employee who has been subjected to informal counseling, suspension (with or without pay) or involuntary termination shall have the right of appeal.”*

**SECTION 4. Appeals.** Rule XI, Section 6(c) of the Employee Manual is hereby amended to read as follows:

*“c. Only Department Heads and the Appointing Authority/City Manager have the authority to suspend an employee (with or without pay). However, such action may arise upon a supervisor's recommendation to the Department Head. Only the City Manager shall have the authority to terminate an employee as provided in Section 4.”*

**SECTION 3. 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 4. Authorization of Execution.** The Mayor or Mayor Pro Tem is hereby authorized to sign all documents necessary to effectuate this Resolution.

**SECTION 5. 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 6. 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 21<sup>st</sup> day of August, 2023.

\_\_\_\_\_  
Mayor Angelyne Butler

ATTEST:

\_\_\_\_\_  
City Clerk (SEAL)

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney