

SECTION I INTRODUCTION

Human Resources services constitute the largest single budgetary expenditure made by the City of Grandview. To achieve the goal of providing efficient and cost-effective governmental services, a well organized and managed personnel system must be maintained. This manual has been issued as a means to provide procedural consistencies throughout all City departments. The provisions of this manual shall apply in all instances, except where other procedures are specifically established for employees covered by Civil Service Rules and Regulations.

Human Resources Management is a dynamic and complex field, and for these reasons it is anticipated that this manual will be amended as needed and suggestions are both encouraged and welcome. Department Directors play a major role in this area and shall be responsible for compliance with the provisions contained herein.

SECTION II PROGRAM OBJECTIVES

The primary objectives of the City's Human Resources Management System are as follows:

1. To recruit, select, and retain employees based on their knowledge, skills, and ability to perform the duties of their positions.
2. To provide an equitable and competitive compensation package within the abilities of the City's financial condition.
3. To provide training and developmental opportunities for employees in order to assure consistent and high quality performance.
4. To encourage employees to meet department performance standards accordingly:
 - A. Practice safe work habits,
 - B. Pursue professional growth,
 - C. Correct inadequate performance,
 - D. Separate from employment those employees whose unacceptable performance has been accurately and appropriately documented,
 - E. Encourage modern supervisory and management principles to be applied and practiced throughout the organization.
5. To ensure that no person affected by this system shall be discriminated against because of race, religious creed, sex, color, national origin, ancestry, age, marital status, sexual orientation, or the presence of any sensory, mental, or physical disability unless based upon bona fide occupational qualifications.
6. To ensure that the personnel policies of the City are administered consistently throughout the City organization.

SECTION III
HUMAN RESOURCES MANAGEMENT RESPONSIBILITIES

The City Administrator shall be ultimately responsible for administering the Human Resources management function within the City organization. This authority is derived from state law as well as Chapter 2.08 of the City of Grandview Municipal Code. The City Administrator shall:

1. Adopt and amend, as appropriate, the Personnel Policy Manual.
2. Develop and promulgate procedural rules, interpretations, and other personnel administrative policies consistent with the Personnel Policy Manual and the Civil Service Rules and Regulations.
3. Review, study, and evaluate the staffing utilization and requirements of each City department to determine the most appropriate manner services can be provided. No vacancy in any position shall be filled until authorized, in writing, by the City Administrator.

The City Administrator appoints the City Clerk as the Human Resources Assistant. The Human Resources Assistant shall have the following responsibilities:

1. Develop and recommend personnel policy changes or procedures for consideration by the City Administrator,
2. Advise the City Administrator and Department Directors on matters of Human Resources management,
3. Maintain classification and salary plans and, in conjunction with the Department Directors, prepare salary recommendations,
4. Administer the City's Equal Employment/Opportunity Plan,
5. Coordinate labor relations activities,
6. Provide assistance, when necessary, in the resolution of employee grievances,
7. Perform technical Human Resources functions, as required,
8. Coordinate and administer Human Resources related programs, e.g., the Drug Free Workplace Act, the Sexual Harassment Policy, Family and Medical Leave Act, and the Whistleblower Act,
9. Coordinate the City's compliance with the Americans with Disabilities Act,
10. Coordinate and monitor the City's benefits program,
11. Serve as liaison to the City's Employee Advisory Committee,

12. Update and maintain class specifications,
13. Develop, coordinate, and monitor a training program for employees to meet changing organizational needs,
14. Administer the City's Bloodborne Pathogen Program,
15. Coordinate the City's Employee Wellness Program,
16. Serve as the Grandview Civil Service Commission's Secretary-Chief Examiner,
17. Coordinate the recruitment and selection processes for the City including participating in panel interviews.

Department Directors shall be responsible for the consistent application and enforcement of the City Personnel Policy Manual and Personnel Procedures Manual within their respective departments.

SECTION IV
GENERAL PROVISIONS

1. All requests for employment information, reference checks, or employment applications shall be directed to the Human Resources Assistant, except when direct contact with supervisory personnel is appropriate. In addition, all verbal or written requests by other organizations for personnel related information (i.e., salary surveys, etc.) shall be directed to the Human Resources Assistant.
2. The Human Resources Assistant shall assist Department Directors in performing the duties required in this manual.
3. Original personnel records (with the exception of training certifications) shall be maintained by the Human Resources Assistant in centralized personnel files.
4. The City Administrator shall have the sole authority to amend the provisions of this manual.

SECTION V
RECRUITMENT AND SELECTION

1. REGULAR PERSONNEL:

- A. Requesting Personnel: To begin the process of filling a new position or an existing vacancy, the Department Director will submit a completed recruitment packet to the Human Resources Assistant for review. The recruitment packet will include a completed **Authorization to Employ Personnel (PM-1)**, a current classification specification, a current **PERS Eligibility Worksheet (PM-3)** and **FLSA Classification Review (PM-2)**. If the request is to replace an employee who has resigned or retired, a **Personnel Status Change Request (PM-7)** with the **Employee Notice of Voluntary Resignation or Retirement (PM-12)** form shall be processed prior to or may accompany the **PM-1**. The recruitment packet will also include any additional information that is desired for applicants to submit with the City application, resume, college transcripts, certifications, and supplemental questionnaires, etc. The Department Director will outline the screening process including measures for screening, specialized testing, and draft interview questions for the panel interview process. The Department Director will also identify whether bilingual candidates are: 1) *not pertinent*, 2) *preferred*, or 3) *required*.

The Human Resources Assistant will forward the completed packet to the City Treasurer to approve funding and budget compliance for the position. Following approval, the packet will be sent to the City Administrator for review and approval. No recruitment and selection process shall commence until the **PM-1** form has been signed by the City Administrator. Because position vacancies provide rare opportunities for reorganization of departmental functions, positions, consolidations, or reductions in force required by financial or other requirements, the City Administrator may require a position assessment of a vacant position before approving a **PM-1**.

Following approval by the City Administrator, the original recruitment packet will be returned to the Human Resources Assistant with copies of the packet forwarded to the Department Directors. Upon receipt of the authorization, the Human Resources Assistant shall commence recruitment procedures.

- B. Advertising: The Human Resources Assistant is responsible for placing recruitment notices and advertisements based upon recommendations from the Department Director. Notices of position vacancies will be distributed to departments for display on employee bulletin boards. Department Directors are to maintain these notices until the deadlines for submission of applications have passed. All general inquiries regarding vacant positions, including requests for assistance in the application process, shall be directed to the Human Resources Assistant.

- C. Initial Processing: All applications for positions with the City of Grandview will be received by the Human Resources Assistant, unless other provisions are approved by the City Administrator.

In order to be considered in the selection process, all applicants must complete a City of Grandview **Application for Employment (PM-15)**, related supplemental questionnaire and/or resume as required. If the position being applied for requires driving a City vehicle, then the applicant must also complete a **Driving Record (PM-8)**. Applicants for positions that have unsupervised access to children less than 16 years of age or to developmentally disabled persons must also complete a **Disclosure Statement (PM-5)**. If an applicant only submits a resume, the Human Resources Assistant shall forward a City application to the applicant with instructions that it is to be returned by the designated deadline. Following the closing date, the Human Resources Assistant will review all the applications for the position. This review by the Human Resources Assistant shall not apply to temporary or seasonal employees. Applicants who meet the minimum qualifications as outlined in the classification specification will be sent on to the Department Director for consideration. The Department Director or their designee shall review and evaluate the applications to determine which individuals will continue in the recruitment and selection process. The Human Resources Assistant shall notify applicants not meeting the minimum qualifications.

- D. Testing: Job testing is a valuable method for further evaluating applicants and is recommended for the selection of City employees. The Department Director shall recommend the type of testing, if any, to be utilized in the employee selection process, and the manner in which the testing shall be administered.

Testing procedures shall be developed and their results will be utilized solely to determine the applicant's ability to perform one or more of the essential functions for the position for which they are being considered. The current classification specification can provide suggestions for testing. In all cases, only validated testing instruments or procedures shall be utilized that conform to EEOC (Equal Employment Opportunity Commission) guidelines. The Human Resources Assistant shall be responsible for standardizing testing procedures, where possible, among the various departments.

- E. Structured Job Interview: Like job testing, the structured job interview shall be conducted solely for the purpose of determining the applicant's competence to do the job, and not to elicit information, which has no bearing on the job, or to exclude certain individuals or groups of individuals from further job consideration. The Department Directors or their designee shall give careful consideration to interview questions being developed to insure they are job related. In the interest of achieving consistency in the City interview process, the Human Resources Assistant shall participate in the interview. At no time shall a sole City representative conduct an employment interview. This requirement shall not apply to temporary or seasonal employees. Department Directors may wish to invite professionals from other organizations or members

of the community with relevant professional backgrounds to participate in the interview panel process.

In conducting employment interviews or communicating in any manner with employment candidates, please refer to the Pre-Employment Inquiry Guide, Chapter 162-12 WAC (**Addendum 1**). Copies are also available from the Human Resources Assistant. In addition, those individuals serving as members of an interview panel will be given the **Interview Panel Guidelines (PM-10)** which outlines the panel interview process, the need for confidentiality during the process, etc.

For positions requiring the operation of City vehicles or vehicular equipment, the applicant shall provide a copy of their current driver's record obtained from the Department of Motor Vehicles or their insurance agent. The driver's record shall be presented prior to or at the applicant's panel interview. Applicant driving records will be evaluated for any liability concerns based on City Risk Management Program criteria.

- F. Pre-Employment Drug Testing/Physical/Polygraph/Psychological Examinations: Following a conditional offer of employment, applicants for public safety (uniform Fire and Police positions), or positions requiring CDL's will be scheduled for a pre-employment drug screening by the Human Resources Assistant. In addition, applicants for positions requiring physical, polygraph and/or psychological examination or other examinations, which relate directly to the position they are being appointed, will be scheduled for such examinations by the hiring department or the Human Resources Assistant. Subsequent appointment is contingent upon passing the exam(s) and receiving a favorable recommendation from the examining authority.

- G. Reference Checks: The Department Director or their supervisory designee shall be responsible for conducting all employer reference checks (and/or background investigations for uniformed personnel) using either the **Background/Reference Checklist for Non-Supervisory Positions (PM-6)** or **Supervisory/Director Positions (PM-6S)**. Prior to conducting the reference checks, the Department Director or their supervisory designee shall confirm that an **Authorization for Release of Information (PM-4)** is completed by the applicant. It is recommended that at least three (3) reference checks (current/previous employers) be made for each person under consideration. The Human Resources Assistant is available to do reference checks upon the request of the Department Director if assistance is necessary. In circumstances when an employee is being considered for a transfer or promotion from one department to another, the Department Director shall consult with the employee's current supervisor and/or Department Director to determine the performance of the employee.

- H. Selection: Following a review of the applications, panel interview(s), testing results, and necessary reference checks, the Department Director or their designee will identify the applicant they feel is most qualified to fill the vacancy.

The candidate will be contacted either by the Department Director or the Human Resources Assistant and given a written conditional offer of employment, including the proposed date of hire and entry salary. The Department Director will forward their recommendation through the Human Resources Assistant to the City Administrator for review and approval.

The Human Resources Assistant shall notify all applicants not selected for the position in writing within two weeks after the City Administrator has approved the appointment.

2. TEMPORARY PERSONNEL: A temporary employee is a person appointed to a temporary position or temporarily appointed to a regular position. A temporary position refers to a position budgeted for a set period of time on an hourly, daily, weekly, seasonal, or call-in basis. This period of time will not exceed six (6) consecutive months of continuous employment (full-time or part-time) within a 12-month period. The process for requesting temporary personnel is the same process used for requesting regular personnel with the following exception: the **PM-1** form shall be completed at the beginning of each fiscal year and shall request the total number of temporary positions that will be required for that year. As vacancies become available, temporary appointments may be made without completing an additional **PM-1** form as long as the number of total temporary positions does not exceed the original number of appointments requested.

Department Directors may also consider filling temporary vacancies through the use of temporary personnel placement services available in the community. This can be accomplished without completing a **PM-1** for authorization. While this form of temporarily filling vacancies is more responsive to very short-term needs such as vacation coverage, it may also be more expensive in cost.

SECTION VI
PROCESSING THE NEW EMPLOYEE

1. FORMS PROCESSING: When submitting their employment recommendation, the Department Director shall file the following with the Human Resources Assistant:
 - A. Completed Personnel Status Change Report,
 - B. All original application materials for employment, e.g. City application, resume, driving record, supplemental questionnaires, background investigation reports, etc.,
 - C. Original Pre-Employment Reference Checklists,
 - D. The original recruitment file containing the employment applications of all candidates and all materials related to the recruitment.

2. EMPLOYMENT APPROVAL & NOTIFICATION: The Human Resources Assistant will review the materials submitted for completeness and forward the recommendation to the City Administrator for review. Upon approval by the City Administrator, the Human Resources Assistant shall notify the successful applicant and the Department Director of the City Administrator's approval. An official offer letter outlining the terms of employment will be prepared and sent to the successful applicant by the Human Resources Assistant. The employee's effective date of employment shall commence no less than three (3) working days subsequent to the requisite approval by the City Administrator to allow adequate time for the employee to be properly placed on the payroll by the Human Resources Assistant.

3. EMPLOYEE'S FIRST DAY: The new employee shall report to the Department Director or their designee. The Department Director or their designee shall contact the Human Resources Assistant to set up an appointment for the employee's orientation and completion of payroll and benefit enrollment forms as well as the **Retirement Status Form (PM-11)**. The Department Director or their designee shall be responsible for orienting the new employee to the following:
 - A. Review of Department rules and regulations, including safety/health requirements,
 - B. Introduction to other employees within the Department/Division,
 - C. Tour of the work area to locate restrooms, break rooms, emergency equipment, first aid box, and parking facilities,
 - D. Identify working hours, lunch hour, and procedures on sick call in, tardiness, breaks, personal phone calls, etc.,
 - E. Issuance of equipment and uniforms. If appropriate, request authorization from the Department Director for the issuance of building keys. The Department

Director shall file a completed **Property/Equipment Receipt (PM-9)** with the Human Resources Assistant after the employee is assigned all related uniforms, equipment, keys, computer access codes, etc. The form will be placed in the employee's personnel file.

4. FIRST WEEK OF EMPLOYMENT: During the first week of employment, the Department Director or their designee, will meet with the new employee to:
 - A. Review the employee's classification specification, the City's Statement of Values, Principles and Philosophies, position responsibilities, and performance expectations.
 - B. Explain Departmental/City wide procedures regarding, where applicable:
 - 1) Telephone Operation and Procedures,
 - 2) Vehicle User Policy including accident reporting processes,
 - 3) City Telephone Extension List,
 - 4) Mail Schedule,
 - 5) Photocopy and Facsimile Equipment,
 - 6) Budget Procedures,
 - 7) Purchasing and Central Stores Procedures,
 - 8) Safety/Health Procedures,
 - 9) City Organizational Charts,
 - 10) Cellular Phone Policy,
 - 11) Information Technology Policy

SECTION VII POSITION RECLASSIFICATION

As changes occur in the responsibilities of a position, it may be appropriate to review and determine whether changes in the classification of a position are justified. Such changes may result from gradual modifications and additions to the responsibilities of a position and/or a departmental reorganization.

1. RECLASSIFICATION PROCESS: When the City determines that a new classification specification or reclassification of an existing classification is necessary, the Human Resources Assistant, with approval of the affected department, will prepare a new/revised classification specification and recommended salary range. For some bargaining unit positions, the City will submit to the Union, in writing, the classification specification and proposed salary range prior to implementation. The Union will have ten (10) working days to request, in writing, to negotiate with the City regarding the proposed salary. Such meetings will take place within ten (10) working days of the receipt of the request. Consult the applicable collective bargaining agreement as it may apply to each City operation.

Because of the implications of a position reclassification, these basic guidelines will be followed:

- A. A request for classification review begins only when the Department Director can clearly identify the changes in responsibilities that have occurred as a result of reorganization, enhanced job duties, or changes in work complexity. The justification focuses on the content of the position that has changed.
- B. Increases in work volume, outstanding performance, or admirable behavioral traits of the incumbent, although valued and important, are not relevant in a classification audit.
- C. If an employee believes that their position is no longer properly classified, the employee may request through their Department Director that a classification audit be performed.
- D. The Department Director, in consultation with the Human Resources Assistant, determines that the request meets the criteria and therefore has merit. Failure to meet the criteria may mean the Department Director does not support the request and may elect to change the duties back so that the employee is properly working within the current classification.
- E. Position reclassifications have budgetary impacts. Therefore, requests for classification audits are to be started and completed before the commencement of the annual budget process. Department Directors should plan their requests for position reclassifications so the audits can be completed no later than May 1st of each year for consideration in budget requests for the next fiscal year. Any exceptions to this schedule should receive approval from the City Administrator prior to the request being submitted to the Human Resources Assistant.

- F. The reclassification of a position can be accomplished only upon the completion of a classification audit process, which follows the outline below:

Step 1 – Reclassification Request: Requests for reclassifications are submitted in writing to the Human Resources Assistant through the employee's Department Director with the following information included:

- 1) A copy of the most recently-approved classification specification,
- 2) A detailed listing of specific additions, deletions, or changes that have been made subsequent to the position's responsibilities,
- 3) Any additional background material that the Department Director considers appropriate to document the change in the position regarding its complexity, knowledge, skills, accountability, or work environment,
- 4) A completed **Position Classification Questionnaire (PM-16)** available from the Human Resources Assistant.

Step 2 – Classification Audit Process: Upon receipt of the Department Director's written request, the Human Resources Assistant conducts a classification audit involving the following steps:

- 1) Review of classification specification changes and incorporation of changes into a revised draft position description outlining basic functions, examples of work, required knowledge and skills, basic qualifications, and desirable training and experience. The Human Resources Assistant reviews the revised position description with employee and the employee's immediate supervisor,
- 2) The Human Resources Assistant reviews the revised classification specification and identifies what changes in responsibilities would or would not justify the need to place the position in a higher or lower classification,
- 3) If appropriate, the Human Resources Assistant will review the classification and apply a factor/point value formula to determine any change in position classification as appropriate,
- 4) The Human Resources Assistant then forwards the information and recommendation to the City Administrator, the affected Department Director, and employee,
- 5) The City Administrator receives and considers the recommendations and determines the proper action.

- G. Timeline: Classification audits are accomplished in a timely fashion. The audit and the response explaining the recommended action are delivered to the appropriate parties within a reasonable time, generally within sixty (60) working days of receiving the request.

2. RECLASSIFICATION PROCEDURE: Upon approval of a reclassification by the City Administrator, the position is assigned to the appropriate classification range. In the event a classification is reclassified, then the following will be assessed:

- A. The incumbent employees in the existing classification, if qualified, will be placed directly into the new classification. If not qualified, the incumbents will be allowed one (1) year to become qualified.
- B. If the new classification has a higher pay range, the employee will be paid at the nearest step in the new range that provides a minimum increase of 5%. Reclassified employees will receive a new step date commencing at the date of reclassification.
- C. If the new classification has a lower pay range, the employee will be paid at the nearest step of the new range or their current salary, whichever is higher. In the event the current salary is higher, the salary will be frozen until such time as the new range exceeds the frozen salary, excluding cost of living increases, at which time the rate will conform to the top step of the new range. Reclassified employees will receive a new step date commencing at the date of reclassification.

SECTION VIII PERSONNEL RECORDS

The Human Resources Assistant shall maintain original personnel records and time sheets. The Human Resources Assistant shall also maintain a separate confidential medical file and drug/alcohol-testing file.

An employee's personnel record shall contain the following:

1. Employment application and related materials,
2. All original Personnel Status Change Reports (**PM-7**) along with a photocopy of any appropriate attachments. Photocopies of training certifications, awards, licenses and certifications required for the position should be submitted with the **PM-7** for authorization. All academic transcripts that are submitted for applicable premium pay provisions of the respective contract or Personnel Policy Manual for the position shall be a certified copy.
3. Performance appraisals,
4. Significant commendations or other documents that have a bearing upon an employee's standing or promotion potential,
5. Disciplinary actions that fall within the definitions as contained in applicable collective bargaining contracts and/or the Personnel Policy Manual.

Employees may review their personnel records with the Human Resources Assistant by setting an appointment. The employee may not remove any item from the record, but they shall have the opportunity to enter into the record a written response to any item contained therein. In addition, the employee may request a copy of any item(s) within their file.

Following separation from service, any working files that have been maintained within the division/department will be forwarded to the Human Resources Assistant for filing. The Human Resources Assistant shall be responsible for archiving all employee files according to current guidelines.

The majority of **PM-7's** shall be initiated by the employee division or department with appropriate management signatures and routed through the Human Resources Assistant for further processing.

NOTE: All **PM7's** shall be submitted to the City Administrator for approval except in the following instances:

- Longevity,
- Training,
- Address/Phone Change,
- Dependent Change.

SECTION IX EMPLOYEE SEPARATION

1. VOLUNTARY RESIGNATION OR RETIREMENT PROCESS:

- A. Resignation Process: Regular employees must submit a written notice of resignation to the employee's Department Director at least ten (10) working days before the effective date of the resignation. The Department Director and the City Administrator may authorize the resignation of an employee with fewer than ten (10) days notice if there are sufficient reasons to waive the requirements of this section.

Resignation Process for Department Directors: A Department Director, to be considered as having resigned in good standing, must submit a written notice of resignation to the City Administrator at least thirty (30) calendar days before the effective date of the resignation. The City Administrator may authorize a resignation in good standing upon shorter notice for sufficient cause.

Retirement: All regular and regular part-time employees in City service who retire under the provisions of any present or subsequent retirement policy or plan are treated as having been separated from City service in good standing.

Separation Date: In order to minimize the City's liability, the separation date is the last workday of an employee's employment. No vacation or sick leave is accrued from that date forward. *Accrued leave may not be used to extend the effective date of termination.*

- B. All resignations or retirements shall be processed by the employee filing a completed **PM-12** form to their Department Director. Upon receipt of the **PM-12**, the Department Director shall forward the original **PM-12** via a **PM-7** to the Human Resources Assistant. In order to facilitate the filling of the upcoming vacancy, the Department Director may also submit a **PM-1**, an updated classification specification, if necessary, along with the resignation and the **PM-7**.

The Human Resources Assistant shall transmit the employee's originally signed **PM-9** to the Department Director for completion after the employee has returned all assigned clothing, equipment, keys, etc. The form shall be returned prior to the employee's last working day and will be placed in their personnel file.

- C. Prior to the employee's final working day, the Human Resources Assistant will schedule the exit interview. At that interview, the Human Resources Assistant along with the employee will discuss and complete an **Exit Interview Questionnaire (PM-13)**. When completed, the Human Resources Assistant, the Department Director, and the City Administrator will review the **PM-13** before being filed in the employee's personnel file. The Human Resources Assistant will also have the employee sign an **Information Release Consent Form (PM-13RF)**, which will be placed in the employee's personnel file.

- D. Except under extenuating circumstances such as insufficient notice or failure to submit a **PM-9**, the employee's final paycheck will be provided to the employee at the end of the established pay period. The final paycheck shall include any separation pay due to the employee up to and including their final day.
- E. Voluntary resignation from employment by the employee without adequate notice shall be accomplished in the same manner as if adequate notice was given, except that the lack of proper notice shall be indicated on the employee's resignation form.

2. TRIAL SERVICE TERMINATION:

- A. Termination of employment may occur prior to the completion of the employee's trial service period if it is evident to the supervisor that the employee's performance is not meeting the minimum standards or the employee is unable to perform the essential functions of the position. If there are medical reasons noted as a possible basis for the inability of the employee to perform the essential functions, consultation with the Human Resources Assistant should be initiated.
- B. The Department Director shall recommend in writing to the City Administrator the termination of a trial service employee along with a written performance evaluation. The recommendation shall include the specific reasons for the recommendation and a copy shall be provided to the employee.

3. DISCIPLINARY TERMINATION: A disciplinary termination of employment is the final step in the course of progressive discipline of the unsatisfactory performance or misconduct of an employee. A well documented file and ensuring that applicable labor contract language and City policies and procedures are followed will provide the City with a strong case, should the termination action be challenged by the employee, union, the courts, or an administrative agency. Disciplinary termination shall not be considered without documented examples of prior employee misconduct and/or employee inefficiency, unless the incident of employee misconduct is so substantial as to warrant immediate dismissal. The **Discharge Assessment Guide (PM-14)** should be used to make certain that all relevant issues are considered.

- A. Disciplinary Termination Process: Disciplinary terminations are actions that can only be taken by the City Administrator. A Department Director may submit a written recommendation for a disciplinary termination of an employee to the City Administrator. The recommendation includes the specific allegations and the basis of the recommendation. A copy is provided to the employee. The City Administrator advises the employee in writing if there is to be a pre-termination hearing. The employee is notified in writing of the basis of the recommendation for termination and is advised when to meet with the City Administrator to discuss the proposed action.

- B. Pre-Termination Meeting: If a pre-disciplinary meeting is to be held, it is held at a reasonable time, generally no sooner than three business (3) days after the written notification to the employee of the proposed action. The employee may elect to have a representative present. In responding to the charges, the employee may present any appropriate information.

The City Administrator conducts the hearing informally. The basis for the recommendation of termination is not made public unless by the employee. Criminal misconduct, however, is potentially subject to disclosure under the Public Records Act. The City Administrator, upon reviewing the information provided by the Department Director and the employee, makes a decision whether to discharge. If the employee is terminated, the employee shall be given written notice of and the basis for the termination.

**SECTION X
PERSONNEL FORMS**
