



## Administration Department

**DATE:** January 23, 2024

**FROM:** Michael Schmitz, Mayor

**ITEM:** Consider discussion and approval of department director employment and performance processes.

**REQUEST:**

Consider discussion and approval of department director employment and performance processes.

**BACKGROUND INFORMATION:**

At the January 9, 2024, City Commission meeting, the Board voted to amend the Personnel Regulations. At that meeting, the Commission directed staff to draft a policy regarding how the City Administrator interacts with the City Commission regarding supervision of department directors. The attached policy is a draft to start the conversation with the Commission.

**RECOMMENDED CITY COMMISSION ACTION:**

Approve a department director employment and performance process policy.

**STAFF CONTACT INFORMATION:**

Michael Schmitz, Mayor, [mschmitz@bismarcknd.gov](mailto:mschmitz@bismarcknd.gov)

**ATTACHMENTS:**

1. Director policy

## **DEPARTMENT DIRECTOR EMPLOYMENT AND PERFORMANCE PROCESSES**

For all department directors protected by civil service protection, the following additional steps are required with their employment:

1. When a vacancy occurs in a department director position, the Human Resources Director shall consult with the City Administrator and portfolio holders affected to develop a plan for filling the vacancy to be presented to the City Commission for approval. That plan will detail the types of examinations, composition of interview panel(s) and proposed timeline for the process.
2. For every probationary and annual performance evaluations for a department director, the City Administrator shall provide the draft evaluation to the portfolio holder(s) for review and input at least five days prior to the scheduled time for meeting with the department director.
3. Prior to any adverse employment action, the City Administrator will inform the portfolio holder of the plan for such action. Adverse employment action will include, but not be limited to, a disciplinary warning, performance improvement plan, suspension or termination. If a department director is placed on paid administrative leave, the City Administrator will notify the portfolio holder as soon as practicable, recognizing that placing an employee on paid administrative leave may require immediate action to protect the City. All civil service processes and protections remain for department directors.

Approval Date: