



Administration Department

DATE: February 13, 2024

FROM: Michael Schmitz, Mayor

ITEM: Department Director Employment and Performance Policy.

REQUEST:

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

BACKGROUND INFORMATION:

At the January 23, 2024, City Commission meeting, the Board reviewed the amended Department Director Employment and Performance Process Policy. At the meeting, the Commission directed staff to amend the drafted policy regarding how the City Administrator interacts with the City Commission regarding supervision of department directors. The amended policy is attached for consideration and approval.

RECOMMENDED CITY COMMISSION ACTION:

Approve the department director employment and performance process policy.

STAFF CONTACT INFORMATION:

Michael Schmitz, Mayor, mschmitz@bismarcknd.gov

ATTACHMENTS:

1. Revised Director Policy

DEPARTMENT DIRECTOR EMPLOYMENT AND PERFORMANCE PROCESSES

For all department directors protected by civil service, 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 record the attempt to inform and discuss the action with 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 of a department director. 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: