



# City of Denton

City Hall  
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Denton, Texas  
[www.cityofdenton.com](http://www.cityofdenton.com)

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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Human Resources

**CM/ DCM/ ACM:** Cassey Ogden, Deputy City Manager

**DATE:** June 3<sup>rd</sup> 2025

### **SUBJECT**

Consider approval of a resolution of the City of Denton amending Policy No. 109.04 “Reduction in Force” to provide clarification on employee appeal rights, decision-making criteria, and budgetary considerations related to implementing a reduction in force; and declaring an effective date.

### **STRATEGIC ALIGNMENT**

This action supports the Key Focus Area: Foster Economic Opportunity and Affordability.

### **POLICY PROCESS BACKGROUND**

There are two different types of policy documents within the City of Denton’s Policy and Procedures Manual: Policies and Administrative Directives.

- **Policies** must be adopted and approved by the City Council. A “Policy” means a statement of overall philosophy and direction, describing goals to be accomplished and programs to be established. To revise a Policy Statement, the City Council must approve the revision.

Policies generally have a second section attached to them that describes the Administrative Procedures that the City Manager approves to implement the Council’s policies. The City Manager may approve revisions to the Administrative Procedures without referral to the City Council.

- **Administrative Directives** are approved and issued by the City Manager to city employees to establish rules and regulations concerning internal operational matters. Administrative Directives do not require City Council review or approval for enactment or revision.

Section 2-28 “Policies, procedures and directives” of the City’s Code of Ordinances provides for these definitions and approval processes.

### **POLICY REVISION/BACKGROUND**

The Reduction in Force (109.04) policy was initially approved on November 11<sup>th</sup>, 1994, in accordance with the current federal and state requirements to provide guidance on how to conduct a Reduction in Force properly and ethically for the organization. Recognizing the need for clear guidelines the City included administrative procedures to evaluate organizational needs, severance handling, and equitable practices.

Staff prepared a draft revised policy with formatting changes and updated administrative procedures to include employee appeal rights associated with the Appeals 109.03 policy. Additionally, staff clarified decision-making criteria and budgetary considerations. The draft revised policy was then submitted to the Policy Review Committee for review and comment. The Committee is made up of representatives from each department that are asked to review and seek feedback from the employees in the area they represent on a proposed revision or new policy/directive after it has been completed in draft form.

### **RECOMMENDATION**

Staff recommends approval of the resolution.

### **EXHIBITS**

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – Resolution

Exhibit 3 – Revised Policy No.109.04 Reduction in Force

Respectfully submitted:  
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Director, Human Resources

For information concerning this policy, contact:

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Legal Point of contact:

Susan Keller, Deputy City Attorney, 940-349-8132