



AGENDA INFORMATION SHEET

DEPARTMENT: Human Resources

ACM: Cassey Ogden, Deputy City Manager

DATE: December 2, 2025

SUBJECT

Consider Approval of the Resolution of the City of Denton amending Policy No. 106.03 “Payroll Deductions” to add content related to certifications, education, license, training, travel advances and City owned items subject to repayment in certain circumstances and to provide clarity and consistency in recouping city-paid expenses and the cost of issued items; and declaring an effective date.

STRATEGIC ALIGNMENT

This action supports Key Focus Area: Pursue Organizational Excellence and Collaborative and Respectful Leadership.

INFORMATION

The City’s Code of Ordinances, Section 2-28, “Policies, Procedures, and Directives,” establishes the definitions and approval processes for policy documents. The City of Denton maintains two types of policy documents: 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.
- **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

BACKGROUND

Policy 106.03, Payroll Deductions was originally adopted on October 30, 1984, and last updated on July 20, 2010. This policy was implemented in accordance with fairness, legal compliance, and clarity regarding financial obligations and payroll deductions.

The revision to policy 106.03 enhances clarity, readability, and content. The updates include additional provisions related to certifications, education, licenses, training, and City-owned property, which may be subject to payroll deduction in cases where an employee separates from the City without fulfilling related obligations or returning issued items.

These revisions also strengthen the City’s ability to recoup expenses associated with employee development or materials—particularly when an employee voluntarily separates shortly after obtaining a certification, license, or education that was funded by the City. By clearly outlining these circumstances, the policy

ensures equitable treatment, establishes consistency in tracking City-issued items, and provides a structured approach for recovering losses if employees fail to return property or meet agreed-upon service commitments.

The amendment of this policy does not result in any negative budgetary impact to the City.

RECOMMENDATION

Staff recommends the approval of this resolution.

EXHIBITS

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – Resolution

Exhibit 3 – Revised Policy No. 106.03 Payroll Deductions Policy

Exhibit 4 – Redlined Policy Draft. 106.03 Payroll Deductions Policy

Respectfully submitted:
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Legal Point of contact:

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