

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF DENTON AMENDING POLICY NO. 109.01 “CORRECTIVE ACTION” TO PROVIDE REVISED INFORMATION ON THE IMPLEMENTATION OF PERFORMANCE IMPROVEMENT PLANS AND CLEARLY DEFINES THE ROLES AND RESPONSIBILITIES OF SUPERVISORS AND EMPLOYEES WITHIN THE CORRECTIVE ACTION PROCESS TO ENSURE TRANSPARENCY AND FAIRNESS; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, Policy No. 109.01 “Corrective Action” was initially implemented effective April 19th, 1988,

WHEREAS, the Policy was most recently revised and approved by City Council on January 1st, 2024;

WHEREAS, staff revised the Policy in accordance with best practices; and

WHEREAS, the City Manager recommends adoption of an updated Corrective Action policy and the City Council desires to adopt such policy; NOW, THEREFORE,

THE COUNCIL OF THE CITY OF DENTON HEREBY RESOLVES:

SECTION 1. The Policy Statement in “Corrective Action”, which is incorporated in this section, is hereby adopted as an official policy of the City of Denton:

POLICY STATEMENT: Employees of the City of Denton are committed to maintaining a productive workforce and delivering high-quality services to the community. As public servants, employees are expected to uphold high standards of performance, conduct, and professionalism while complying with all applicable federal, state, and local laws, regulations, and policies.

The City is committed to a fair, consistent, and collaborative approach to corrective action. Corrective actions are designed to support employee success, address performance or conduct concerns, and reinforce the City’s values and expectations.

SECTION 2. This Resolution only adopts and approves the “Policy Statement” portion of Policy No. 109.01 of the City of Denton Policies and Procedures Manual. The “Administrative Procedures” portion of the Policy on Policies, Administrative Directives, and Procedures is an administrative procedure describing the means and methods by which City management implements the Policy Statement. The City Manager is authorized to amend and issue such administrative procedures and directives as deemed necessary to implement the Policy related to personnel and internal operational matters.

SECTION 3. The attached policy, as amended, shall be filed in the official records with the City Secretary.

SECTION 4. This Resolution shall become effective immediately upon its passage and approval.

The motion to approve this ordinance was made by [_____] and seconded by [_____].

The ordinance was passed and approved by the following vote [__ – __ – __]:

	Aye	Nay	Abstain	Absent
Mayor Gerard Hudspeth:	_____	_____	_____	_____
Vicki Byrd, District 1:	_____	_____	_____	_____
Brian Beck, District 2:	_____	_____	_____	_____
Paul Meltzer, District 3:	_____	_____	_____	_____
Joe Holland, District 4:	_____	_____	_____	_____
Brandon Chase McGee, At Large Place 5:	_____	_____	_____	_____
Jill Jester, At Large Place 6:	_____	_____	_____	_____

PASSED AND APPROVED this the _____ day of _____, 2025.

GERARD HUDSPETH, MAYOR

ATTEST:
LAUREN THODEN, CITY SECRETARY

BY: _____

APPROVED AS TO LEGAL FORM:
MACK REINWAND, CITY ATTORNEY

BY: Susan Keller
Digitally signed by Susan Keller
Date: 2025.05.20 13:24:05 -05'00'