



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Human Resources

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

DATE: June 3rd 2025

SUBJECT

Consider approval of a resolution of the City of Denton amending Policy No. 109.03 “Appeals” to revise various provisions and to enhance employees’ understanding of their rights to appeal corrective actions when applicable; and declaring an effective date.

STRATEGIC ALIGNMENT

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

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 Appeal Policy (109.03) was initially approved on November 8, 1996, to provide individual employees with an opportunity to appeal corrective actions. Recognizing the need for clear guidelines, the City included administrative procedures to outline the composition of the review committee, define who may request an appeal, and specify the grounds on which corrective action appeals are appropriate.

Staff have prepared a draft revised policy incorporating formatting adjustments and updated procedures to enhance employees' understanding of their ability to appeal corrective actions when applicable. The draft revised policy was then submitted to the Policy Review Committee for review and feedback. This committee consists of representatives from each department, who are responsible for reviewing the policy and gathering input from employees.

RECOMMENDATION

Staff recommends approval of the resolution.

EXHIBITS

Exhibit 1 – Agenda Information Sheet

Exhibit 2 – Resolution

Exhibit 3 – Revised Policy No. 109.03 Appeals

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