



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. 109.01 “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.

STRATEGIC ALIGNMENT

This action supports the Key Focus Area: Foster 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 Corrective Action (109.01), previously the ‘Disciplinary Actions Policy’, was initially approved on April 19th, 1988, in accordance with the current state and federal disciplinary requirements. The policy aimed to give guidance on appropriate disciplinary actions the City could take with employees. The policy was updated with general policy revisions on November 19th, 2020, to include introductory period employees in the oversight of the policy and clarification on formal disciplinary procedures.

Staff prepared a draft revised policy with formatting, language, and referencing changes. Clarification was provided on the usage of performance improvement plans, to ensure fair application of this corrective action. Lastly, the roles and responsibilities of supervisors and employees was made more clearly defined for transparency of the corrective action process. 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. 109.01 Corrective Action

Respectfully submitted:
Megan Gilbreath, 940-349-8357
Director, Human Resources

For information concerning this policy, contact:

Lisa Collins, Assistant Director of Human Resources, 940-349-8927.

Legal Point of contact:

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