

RESOLUTION NO. _____

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.

WHEREAS, Policy No. 109.04 “Reduction in Force” was initially implemented effective November 11th, 1994,

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

WHEREAS, the City Manager recommends adoption of an updated Reduction in Force 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 “Reduction in Force”, which is incorporated in this section, is hereby adopted as an official policy of the City of Denton:

POLICY STATEMENT: The City of Denton is committed to maintaining sufficient staffing levels to ensure the effective and efficient delivery of quality services to the community while exercising fiscal responsibility. When economic conditions or budget constraints occur, the City may take appropriate actions regarding staff, including position eliminations to adjust staffing levels.

The City Council will provide direction regarding areas for continued service emphasis and areas for reduction. Based on this guidance, the City Manager will recommend, as part of the budgetary process, specific positions for elimination. Employees in affected positions may be separated from employment. The City will make reasonable efforts to reassign affected qualified employees to other available positions. However, reassignment is not guaranteed. Nothing in this policy alters the at-will employment status of employees.

SECTION 2. This Resolution only adopts and approves the “Policy Statement” portion of Policy No. 109.04 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

Susan Keller
Digitally signed by Susan Keller
Date: 2025.05.20 13:29:01 -05'00'

BY: _____