City of Denton

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

AGENDA INFORMATION SHEET

DEPARTMENT: Human Resources

CM/ DCM/ ACM: Sara Hensley, City Manager

DATE: April 18, 2023

SUBJECT

Consider approval of a resolution of the City of Denton adopting a new Policy No. 100.3 "Commitment to Inclusion" as a personnel policy for the organization and including it in the City of Denton Policies and Procedures; and declaring an effective date.

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. In order 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.

DISCUSSION

City Council recently reaffirmed "Pursue Organizational Excellence" as a Council priority, including offering competitive compensation and benefits for City employees.

The City of Denton is committed to fostering, cultivating, and preserving a culture of diversity, equity, inclusion, and belonging as an organization. As such, staff prepared a draft policy based on the direction provided by the City Manager.

- January 20, 2023 the attached policy document was presented to the internal City of Denton Diversity Committee for review and to seek feedback. The Diversity Committee consists of employees from across the organization.
- February 17, 2023 the attached policy document was submitted to the Policy Review Committee for review and comment. The Committee consists of a representative from each department who reviews and provides feedback on the new policy from the area they represent.

Adopting this policy would establish the vision for what environment and culture the City is committed to building in the workplace; assist in recruiting and retaining employees that are seeking an inclusive environment; establish expectations for employees upon hire and throughout their employment; and demonstrate the City's commitment to leveraging the valuable asset of its people and their diversity to strengthen our achievements as an organization for the community we serve.

If approved, this policy would be communicated to the organization and would be used in continuing to develop and implement efforts that enhance employees' understanding of diversity and inclusion, including providing training, developing awareness events and months, and continuing to review policies and communications.

Please note that the City has policies to comply with federal and state law regarding discrimination and harassment in the workplace. The policies are referenced in the proposed policy and include City Policy 100.01 Equal Employment Opportunity, Policy 100.02 Americans with Disabilities Act, and Policy 108.10 Harassment Prevention.

RECOMMENDATION

Staff recommends approval of the resolution.

EXHIBITS

Exhibit 1 – Agenda Information Sheet
Exhibit 2 – Resolution
Exhibit 3 – New Policy No. 100.3 with Admin Procedures (for reference)

Respectfully submitted:

Sarah Kuechler
Director of Human Resources

Randi Trantham
Organizational Development and
Diversity Manager