

2.06.030 - Ratification of personnel actions.

The Town Manager's determination to appoint, suspend, transfer or terminate a department director shall be presented to the Town Council for ratification in accordance with the following procedure:

- A. The Town Manager shall indicate the personnel action to be taken in a confidential memorandum addressed to the Town Council (the "personnel memorandum"), with a copy delivered to the affected employee, the Town Attorney, the Assistant Town Manager and the Town Clerk;
- B. The Town Clerk shall prepare a resolution of the Town Council summarily ratifying and approving the recommendation in the personnel memorandum (the "ratification resolution") for consideration by the Town Council on its consent agenda at the next available Council meeting;
- C. The ratification resolution may be approved with the consent agenda, or if removed from the consent agenda in accordance with Council procedure, discussed and voted as a separate resolution;
- D. Approval of the ratification resolution shall constitute approval under Section 3-3(a)(2) of the Charter of the action referenced in the personnel memorandum;
- E. Failure of passage of the ratification resolution by the Town Council shall constitute disapproval of the personnel action, and in such event the Town Manager shall not carry out the recommended action in the personnel memorandum unless subsequently ratified by the Town Council;
- F. The personnel memorandum shall not be open for public inspection, except as required under applicable law; and
- G. The employee who is the subject of the personnel memorandum is not entitled to a hearing before the Town Council.

The determination made by the Council in accordance with the above procedure is final and is not subject to further review or approval.

(Ord. 2006-26 §3, 2006; Ord. 97-51 §1(part), 1998)