

**SPECIAL REGULATION
(As adopted by City Council)**

CITY COUNCIL APPOINTEES

I. PURPOSE AND COVERAGE

- A. The purpose of this Special Regulation is to establish a Human Resources process for City Council appointees and their staff.
- B. The procedure is applicable to the City Manager, City Attorney, the City Clerk, the Police Auditor and any other City Council Appointee.

II. APPOINTMENT PROCESS

Reference Charter Chapter 4 for City Manager appointment, Charter 3.06 for City Clerk Appointment, Charter Chapter 11 for City Attorney Appointment, City Code Section 4-1-5 for the Police Auditor and City Code Section 2-5-2, Appointments by City Council for the process

- A. Notice of Vacancy (required by City Code)
 - 1. Such notice may be given first to all persons in the employ of the city, or of any constitutional officer who, or independent agency or authority which, has elected to come under the city's personnel system for the purpose of giving employees preference in promotional opportunities and such election has been approved by the city manager.
 - 2. In the event no person already in the employ of the city, or of such officer, agency or authority, is appointed, such notice shall then be given to the public at large.
 - 3. no appointment shall be made by the city council until the expiration of two weeks from the time public notice is given and until the city council is satisfied that the applicant to be chosen has the necessary qualifications, ability and fitness for the position and office.
- B. Use of Recruiter/Review of Applications
 - 1. The Mayor, with the assistance of the Director of Human Resources or a designee, shall direct the process for advertising the position and receiving applications;
 - 2. Written application for any appointive position shall be made to the city council through the mayor, and each application shall give the name, educational background and practical experience of the applicant. Only applicants who have made written application shall be considered; (Required by City Code)
 - 3. Interview of and discussions about the prospective candidates will be scheduled for the Mayor and City Council in closed session.
 - 4. The Mayor and City Council shall vote in open session to appoint the successful candidate.

C. Acting (Required by City Code)

1. In the event any office which is authorized by charter or statute to be filled by the city council should become suddenly vacant because of death, resignation, termination or similar cause, or in case of disability or absence of any officer, and by reason thereof and the foregoing provisions of this section the office would be vacant or without a person to perform the duties thereof, the city council may immediately make an appointment or designate a person to perform the duties of the office during disability or absence, as the case may be, the provisions of the foregoing paragraph notwithstanding; and
2. any appointee or person designated to act shall forthwith furnish to the city council a statement of his age, family status, educational background and practical experience duly signed, together with the names of at least four persons to be used as references. The city council may thereafter, if it deems necessary, consider the statement and any other information relating to the qualification and fitness of the appointee or designee to determine whether or not he shall continue in office or to perform the duties thereof.

D. Negotiation of Contract

1. The Mayor, on behalf of the City Council, with assistance from the Director of Human Resources shall negotiate the terms and conditions of employment with the prospective appointee and shall receive input from City Council in a closed session.

E. Removal

1. The process for removal of a City Council appointee shall be negotiated in the particular appointee's contract.

III. PERFORMANCE EVALUATIONS

- A. Evaluations of each appointee shall take place in closed session with the Mayor and City Council at the two legislative meetings in June of each year.
- B. Each appointee shall submit a performance objective self-evaluation to the Mayor and City Council no later than June 1 of each year.
- C. The Mayor and City Council shall determine compensation, including merit increases, to be provided to each appointee based on performance for the year.

IV. STAFF OF APPOINTEES

A. Staff appointed by appointees

1. Staff of the City Manager will follow the processes outlined for City Staff in the City Code and Administrative Regulations adopted by the City Manager.
2. Staff of Appointees, other than the City Manager, shall follow the process set forth by the Appointee.

- a. Appointees shall utilize the City's current HR processes to the greatest extent possible in order to create consistency in the process for all City employees.
- b. Process for employee disputes
 - A. Each appointee shall provide a process by which the employees of an appointee may resolve a dispute they have with their employment.
 - B. If concern is about the actual appointee, the process should include a report to the Mayor who shall utilize the HR director and/or the ADR team to resolve and determine whether action is necessary.
 - C. The procedure established by this Policy is not the exclusive method available to employees for resolving disputes with the City government. Disputes involving claims of discrimination based on race, color, religion, disability, national origin, ancestry, marital status, age, or sex may also be resolved through the procedure established by the United States Equal Employment Opportunity Commission and/or through the procedure provided under the Alexandria Human Rights Code. These procedures are available to all City employees, including those serving in their initial probationary period. For information on these procedures, employees should contact the Alexandria Human Rights Office. An attempt to resolve disputes involving claims of sexual harassment must initially be made under the procedure established by Administrative Regulation 6-25 before the procedure established by this administrative regulation may be utilized. See section IV.A.4 below. For information on the procedure established by Administrative Regulation 6-25, employees should contact the Department of Human Resources.