

## **PERSONNEL LIAISON(S) GUIDELINES**

### **I. PURPOSE OF THE LIAISON(S)**

The purpose of the Personnel Liaison(s) shall be to work with city staff on administrative and personnel matters, including performance reviews, time sheets, employment agreement issues, and other human resource matters and other matters as assigned by the City Council.

### **II. LIAISON'(S) RESPONSIBILITIES**

The Liaison(s) shall undertake the following responsibilities:

- Develop for City Council consideration personnel policies addressing hiring practices, grievance and discipline processes, benefits, work hours, and other personnel matters; review existing policies periodically.
- Provide staff with guidance establishing work priorities and implementing City Council decisions.
- Conduct performance reviews and recommend compensation adjustments to the City Council.
- Recruit and screen candidates and recommend new hires to the City Council whenever a staff vacancy shall occur.
- Draft employment agreements; review as part of performance reviews.
- Perform such other personnel matters as assigned by the City Council.

**\*\*APPROVED April 12, 2011\*\***

**\*\*AMENDED February 14, 2012\*\***

**\*\*AMENDED April 30, 2013\*\* - Special City Council Meeting**