

July 1, 2014

To: Common Council Members
From: Joan Francoeur, HR Chair
cc: Mayor Reilly, City Administrator Henschel
Re: **July 8th Recruitment/Selection Policy Presentation**

After discussion at its May 21st meeting, the Human Resources Committee recommended that there should be a defined process for recruiting, selecting and appointing staff to a variety of management positions within the city.

After inviting council participation, the Mayor appointed a Work Group to create a city policy defining that process. The group has completed its work and Mayor Reilly, Chair of the Work Group, plans to bring the proposed policy to the HR Committee for discussion on July 8th.

He is sending in this week's packet the proposed policy, with back up documentation, for the committee to consider with copies to all council members.

Please join the HR Committee at its Tuesday meeting. Your participation is an important part of committee and council debate.

The meeting is scheduled in the council chambers at 6:30, Tuesday, July 8th. I look forward to seeing you there.

Thank you.