



**CITY OF WAUKESHA**

**Administration**

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<b>Committee:</b> Human Resources <a href="#">Click here to enter text.</a>	<b>Date:</b> 03/10/2017 <a href="#">Click here to enter a date.</a>
<b>Common Council Item Number:</b> <a href="#">Click here to enter text.</a>	<b>Date:</b> <a href="#">Click here to enter a date.</a>
<b>Submitted By:</b> City Administrator <a href="#">Click here to enter text.</a>	<b>City Administrator Approval:</b> Kevin Lahner, City Administrator <b>Approved</b>
<b>Finance Department Review:</b> Rich Abbott, Finance Director n/a	<b>City Attorney's Office Review:</b> Brian Running, City Attorney <b>Approved</b>
<b>Subject:</b> <b>Amendment to HR policy B-4 : Separation Procedure</b>	

**Details:**  
Amendment clarifies by policy the requirement that the Human Resources Director is to be consulted prior to any decision to terminate the employment of any regular full or part time City employee. The Human Resources Director (or designee) is required to be present during the meeting informing the employee of the termination. The Human Resources Director is to advise the employee of appeal rights.

**Options & Alternatives:**  
[Click here to enter text.](#)

**Financial Remarks: No financial impact.**  
[Click here to enter text.](#)

**Executive Recommendation: City Administrator, City Attorney and Human Resources Director recommend adoption.**  
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