


MEMORANDUM

To: Members of the Personnel Appeals Committee
Rex Mercer, Chair Hugh "Skip" Proctor, Member
Eugene Farrar, Member Patrice Howell, Member
Asila Calhoun, Member

CC: Ralph Karpinos, Town Attorney
Frances Russell, Director, Human Resource Development

From: Roger L. Stancil, Town Manager 

Subject: Your Recommendations

Date: May 10, 2013

Thank you for your time to the Town of Chapel Hill reviewing appeals of our employees and providing your recommendations to me for consideration as I make my final decision. I find your perspective and recommendations upon review of the appeal to be very helpful in guiding my investigation upon receipt of your report.

I have sent a copy of my final determination in the Kevin Thompson appeal to you under separate cover.

I also appreciate your specific systems recommendations based on your review as outlined in your memorandum to me dated February 27, 2013. Listed below are your recommendations and the actions I am taking in response:

1. *Develop and publicize to Town employees a formal written policy regarding work performed by employees on private property.*

In my review of Mr. Thompson's appeal, I identified "Careless, negligent, or improper use of town property or equipment" as cited in Section 14-103 (d)(6) of the Town Code as an example of unsatisfactory job performance. The Town's Code of Ethics also refers to "conflict of interest"-- "Town employees should act in a manner that is not only proper, but that also avoids the suggestion of impropriety". This Code identifies and addresses business interests that "pose a potential for a significant conflict of interest or the appearance of such". I will direct HRD Director Frances Russell to develop a statement consistent with these two policies that further addresses potential conflicts employees face on their job and how they should address them.

2. *Ensure all Final Written Warnings are time-limited and include specific performance expectations.*

In the Fall of this year, we will be implementing a new Employee Performance Management and Development System designed to foster two-way performance feedback between employees and supervisors. This system includes provisions for a Performance Improvement Program which will outline specific steps and expectations for

performance improvement in a specified time period. The current ordinance does not require Final Written Warnings to include time limits. We are beginning work with our employees to develop recommendations for improvements to our current ordinance. We will include this recommendation in those discussions. We plan to make a recommendation to Town Council in the Fall of this year.

Again, thank you for your time and commitment to the Town. If you like, I will be happy to discuss this response to your recommendations at any time that is convenient with you.