

Number:	6.8	
Title:	COMMUNICATION BETWEEN EMPLOYEES AND CITY COMMISSIONERS	
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6.8 COMMUNICATION BETWEEN EMPLOYEES AND CITY COMMISSIONERS

PURPOSE

To provide guidelines and to allow for open communication between employees and City Commissioners.

POLICY

City Commissioners are expected to communicate with employees through the City Manager or designee. All employees, including Department Directors and managers, must follow established guidelines, policies, and procedures concerning verbal and written communications between employees and City Commissioners.

PROCEDURE

1. Any employee who receives a verbal or written request, direction, or inquiry from a City Commissioner must immediately notify the City Manager, City Clerk, City Attorney, or designee depending on the employee's chain of command. No employee is authorized to respond directly to a City Commissioner without the prior approval of the employee's Charter Officer or designee.
2. For employees who fall under the City Manager's authority, all written communication including requests for information, must be directed through the City Manager's office. This shall ensure that the City Manager and appropriate staff members are informed on all verbal and written communications with City Commissioners.
3. For employees who fall under the City Clerk or City Attorney's authority, all written communication including requests for information, must be directed through the City Clerk or the City Attorney respectively.
4. Department Directors must keep the City Manager advised, in writing, of any verbal or written communications between employees and City Commissioners.