

**CITY OF CRAIG
RESOLUTION NO. 24-04**

AMENDING THE CITY OF CRAIG EMPLOYEE HANDBOOK

WHEREAS, the City of Craig Employee Handbook, also known as the Personnel Rules, sets many terms and conditions of employment at the City of Craig; and,

WHEREAS, this resolution modifies the Handbook by adding Section 208.1 “City Administrator Evaluations” to document the process used by the mayor and city council to conduct evaluations of the city administrator.

NOW, THEREFORE BE IT RESOLVED the Craig City Council amends the City of Craig Employee Handbook to add Section 208.1 – City Administrator Employee Evaluation, the text of which is shown below.

208.1 City Administrator Employee Evaluation

Effective Date: 03/07/2024

Revision Date: 03/28/2024

- A. The Mayor and individual members of the Council may but are not required to periodically identify their concerns to the city administrator by either informal discussions with the city administrator or by more formal means during Council meetings. The Mayor shall meet with the city administrator at least annually for the purpose of setting Council goals and priorities. The Mayor may but is not required to meet with the city administrator annually to evaluate and assess the performance of the city administrator in meeting or progressing toward the goals of the Council. If the Mayor or Council chooses to evaluate the city administrator, the city administrator is required to fully cooperate with the Mayor and Council in completing that evaluation process.

- B. In the event the Mayor or Council determines that the performance of the city administrator is unsatisfactory in any respect or needs significant improvement in an area, the Mayor may describe these concerns in writing.

APPROVED this 28th day of March 2024



KASEY SMITH
MAYOR, CITY OF CRAIG



MARY SALAZAR
CITY CLERK