



Personnel and Administrative Policy and Procedure

SUBJECT: Council/Staff Communications	EFFECTIVE DATE: July 1, 2003 REVIEWED: May 2011 REVISED:
CATEGORY: 100 POLICY NUMBER: 100.1	CROSS REFERENCE: Political Activities 600.5

Purpose: To clarify the city manager's expectations with regard to staff contact with individual Council members.

Objective: The objective is to encourage the free flow of information between Council and staff in order to ensure that the Council receives the information to enable them to discharge their responsibilities.

Policy: The free flow of accurate, constructive, and responsible information will lead to credible results. To that end, Council/staff communications are sanctioned, subject to the following guidelines.

Guidelines for Use

- Council communications are to be initiated by Council members.
- Do not use the opportunity to criticize or otherwise undercut another staff member or City department. (If you have issues or concerns of this nature, the discussion should be between you and your immediate supervisor).
- If a Council member requests that you take action, do not argue about the propriety of taking action based on the request of one Councilor. Rather, acknowledge the request and discuss it with your immediate supervisor. Under no circumstances are you or your staff to discuss either personnel actions (such as disciplinary matters) or collective bargaining.
- “Political” issues should not be discussed nor advice given in one’s role as an employee.
- If asked about a staff recommendation before the Council, answer truthfully but inform the manager and/or staff member making the recommendation in a timely manner. (The purpose is not to hold everyone to a “party line,” but, rather, to ensure that the person(s) making the recommendation is not surprised.)
- Council/staff communications should be reported to one’s supervisor – again to ensure that there are no surprises.

General: The city manager's authority for promulgating these guidelines can be found at Section 27(c)(3) of the Milwaukie Charter as follows:

Shall appoint all city officers and employees and remove them, except as otherwise provided by this charter, and have general supervision and control over them and their work with power to transfer an employee from one department to another and shall exercise supervision and control over the departments to the end of obtaining the utmost efficiency in each of said departments