

## RESOLUTION

WHEREAS, Common Council Resolution #49812 adopted on April 27, 1995 authorizes Department Heads to provide at least three months advance notice prior to retirement, and

WHEREAS, it is essential and necessary that continuity of leadership be maintained to ensure the efficient operation of the department, and

WHEREAS, the recruitment/hiring process for professional leadership positions requires an extensive, competitive recruitment, and

WHEREAS, it is recommended that Department Heads provide a six month advance notice of retirement to provide adequate time to conduct a thorough, competitive recruitment, and

WHEREAS, to provide an efficient transition for the new Department Head it is recommended that the new Department Head be provided an overlap of up to three weeks with the retiring Department Head.

NOW THEREFORE BE IT RESOLVED by the Common Council that effective June 13, 2014 Department Heads are to provide the Common Council and the Mayor a six month advance notice prior to retirement.

BE IT FURTHER RESOLVED that the transition to the new Department Head may include an overlap with the retiring Department Head, of up to three weeks and such funding shall come from the Department's operating budget.

BE IT FURTHER RESOLVED that this supercedes resolution #49812.

BE IT FURTHER RESOVLED that the Director of Human Resources and the Director of Finance are hereby authorized to take all necessary steps to implement the resolution.