



POLICY AND PROCEDURE MEMO

SUBJECT:

SELF-DIRECTED WORK TEAM

NO. 1.006

DATE: 4-5-13 Approved

D. W. Fritzsche
CITY MANAGER

I. STATEMENT:

Self-directed work teams shall be established by the City Manager for the express purpose of advising the City Manager regarding the issue for which the team was created to investigate or administer. All team recommendations will be considered, but ultimate authority rests with the City Manager to act upon the recommendations as he/she sees fit. Team recommendations without manager approval will not constitute recommendations of the administrative branch.

II. PROCEDURE

1. Self-directed work teams shall be established by the City Manager for a specific purpose, to be set forth in the teams' Mission Statements.
2. The first meeting of each team shall address the role of the team and its members, the process the team shall follow to fulfill the Mission Statement, the advisory nature of team recommendations, and generally ensure that the often obscure role and purpose is made clear. The City Manager shall attend this first meeting to state his/her purpose for creating the team, what expectations are, and what is to be accomplished.
3. Periodic reports shall be made to the City Manager to ensure that he/she is aware of the progress being made and the direction being taken.

- END OF PROCEDURE-