

Westminster Personnel Board Strategic Plan

June 2024

The City of Westminster Personnel Board was created by the Westminster City Council to hear appeals brought by employees on matters of suspension, demotion, or dismissal pursuant to the requirements of Chapter VI of the City Charter and Chapter 24 of Title I of Westminster Municipal Code.

This plan serves as a roadmap to guide the activities of the Westminster Personnel Board for the next year and is designed with flexibility in mind as issues arise that need to be addressed. The goals are aligned with the City of Westminster's Strategic Plan.

MISSION: *The mission of the Personnel Board is to hear appeals brought by employees on matters of suspension, demotion, or dismissal pursuant to the requirements of Chapter VI of the City Charter and Chapter 24 of Title I of Westminster Municipal Code.*

VISION: *Our vision is to foster a workplace environment where fairness, transparency, and accountability are paramount. We strive to uphold the highest standards of justice and equity in addressing employee appeals, ensuring that every decision is guided by integrity and respect for the rights of all individuals. Through our dedicated service, we aim to enhance trust and confidence in the governance of the City workforce, contributing to a culture of mutual respect and continuous improvement within our community.*

Driving Purpose:

□ **Ensure Fairness and Equity**

- Uphold impartiality in the review and resolution of employee appeals related to suspension, demotion, or dismissal.
- Provide a balanced and unbiased platform for all parties involved in the appeal process.

□ **Maintain Legal and Ethical Standards**

- Adhere strictly to the requirements outlined in Chapter VI of the City Charter and Chapter 24 of Title I of Westminster Municipal Code.
- Ensure that all proceedings and decisions are in compliance with applicable laws and regulations.

□ **Promote Accountability and Transparency**

- Conduct thorough and transparent reviews into each case, ensuring all relevant facts and perspectives are considered.
- Communicate decisions clearly and provide comprehensive explanations for the outcomes of appeals.

□ **Protect Employee Rights**

- Safeguard the rights and interests of employees by providing a fair hearing and due process in matters of employment disputes.
- Ensure that employees have a trusted avenue to seek redress and have their grievances heard.

□ **Enhance Organizational Trust and Integrity**

- Build and maintain trust within the workforce by consistently demonstrating fairness and integrity in the appeal process.
- Foster a positive work environment where employees feel valued and respected.

□ **Continuous Improvement**

- Regularly review and refine board practices and procedures to ensure effectiveness and efficiency.
- Stay informed about best practices and emerging trends in employment law and dispute resolution.

□ Support the City’s Mission and Values

- Align the board’s activities with the broader goals and values of the City, contributing to a harmonious and productive municipal workforce.
- Serve as a model of ethical governance and conflict resolution within the City administration.

Alignment with City of Westminster Strategic Plan

Priority 6: Organizational Vitality	Develop and sustain an environment where employees and the organization are equipped and supported to deliver outstanding service to everyone in Westminster.		
Council Strategic Objectives	Focused Objectives (Staff)	Performance and Outcome Measures	Lead

Priority 6 – Goal(s):

- Timely conduct any necessary personnel hearings professionally, fairly, and impartially in accordance with the Westminster Municipal Code and Charter.
- All hearing results should withstand the scrutiny or challenge of an appeal and/or judicial review.