

STAFF REPORT

IN CONSIDERATION OF RESOLUTION NO. 25-5455, FOR THE PURPOSE OF ADOPTING A FORM EXECUTIVE-LEVEL EMPLOYMENT AGREEMENT

Date: December 4, 2024
Department: Office of the COO
Meeting Date: January 9, 2025

Prepared by: Summer Beanland
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Presenter(s) (if applicable): n/a
Length: n/a

ISSUE STATEMENT

This resolution is in accordance with Metro Code 2.02.010 requiring that Metro Council approve written employment agreements. This resolution maintains the ability of Metro Council to delegate authority to the Chief Operating Officer to execute employment agreements, per Ordinance No. 14-1350 and Ordinance No. 22-1487, and addresses the desire of Metro Council to standardize employment agreements for executive-level staff to reduce inconsistencies and ensure uniformity in future agreements.

ACTION REQUESTED

The Office of the Chief Operating Officer requests approval of resolution 25-5455 authorizing the COO to enter into at-will written employment agreements with executive-level staff using an updated standard employment agreement. The updated employment agreement template is intended to reduce inconsistencies in agreements and ensure that the terms are identical except for salaries. This template will supersede all previously adopted employment agreement templates for executive-level staff.

IDENTIFIED POLICY OUTCOMES

Standardization of employment agreements for executive-level positions to eliminate inconsistencies in existing employment agreements and ensure consistency in future employment agreements.

POLICY QUESTION(S)

N/A

POLICY OPTIONS FOR COUNCIL TO CONSIDER

Approve Resolution No. 25-5455

- The approval of this resolution will allow Metro's COO to enter into employment agreements for executive-level staff at Metro using the amended Employment Agreement Template

Do not approve Resolution No. 25-5455

- If Metro Council does not approve this resolution, Metro's COO will not be able to use the amended Employment Agreement Template when entering into employment agreements for executive-level staff and would instead use the previously approved Employment Agreement Template

STAFF RECOMMENDATIONS

Staff recommends that Council approve the resolution to allow the COO to enter into employment agreements with executive-level staff using the new form agreement.

STRATEGIC CONTEXT & FRAMING COUNCIL DISCUSSION

Legal Opposition: None

Legal Antecedents: Metro Code Section 2.02.010; Ordinance no. 22-1487; No. 14-1350

BACKGROUND

The form contract for executive-level positions has evolved over time, resulting in inconsistencies in benefits across similar contracts. These discrepancies create confusion and unnecessary administrative challenges.

The proposed changes aim to clarify and standardize key elements, such as annual vacation accruals, and remove outdated provisions, like minimum vacation use requirements, which can be managed outside of the contracts. Additionally, the updates align vacation payout provisions upon separation of employment.

To further reduce inconsistencies in executive-level employment agreements, Council is being asked to approve 25-5455, which adopts a standardized template ensuring all terms in executive agreements are uniform, with salary being the only variable.

This updated employment agreement template will replace all previously adopted templates for executive-level staff.

ATTACHMENTS

Resolution No. 25-5455

Exhibit A- Amended employment agreement template