

Missouri City Management Association (MCMA) *Managers-In-Transition (MIT) Program*

Executive Summary and Overview of Program

MCMA has established a Managers-In-Transition (MIT) Program for use by city manager and city administrator members of MCMA. The MCMA President and Board will oversee the Program, with on-going input from ICMA Range Riders, assigned to assist managers in Missouri. The Board may decide to establish a MIT Committee whose responsibility would be to monitor, liaison, and make recommendations to the MCMA President and Board of Directors regarding the status of annual participation, policy modifications, or to recommend discontinuance if the program lacks participation.

Purpose

The program provides a support system for MIT members during periods of transition between public sector management positions. A combination of direct and indirect assistance is designed to assist the member personally and professionally while in a transition status.

Definition

A manager-in-transition is an individual whose last professional position was held in the local government sector and he/she was a City Manager or Administrator and a member in good standing. The member must be actively seeking employment by pursuing local government positions throughout the state and/or in other states. Members will continue to be considered a MIT for up to 12 months following loss of employment or until accepting full time employment, whichever occurs first.

Support System

MCMA board members who are aware of a member in transition in their area will contact the individual to remind them of the MIT program.

Managers in Transition (MIT) Handbook

A handbook which contains pertinent information to managers and administrators in transition is available to all members on the MCMA web page. The *Managers in Transition Handbook* is a guide for members who are fired, forced to resign or otherwise are involuntarily separated from employment by a local government. Included you will find information regarding both MCMA and ICMA membership services, model severance and employment agreements, and a variety of advice and "*lessons learned*" from managers and administrators. Managers and administrators in transition are encouraged to avail themselves of the resources provided by MCMA, and stay connected with MCMA members throughout their transition. Upon request, a PDF version of the document will be sent to a member's personal email address, or a hard copy mailed to their home address.

Direct Services and Assistance Available to Managers-In-Transition

1. If you learn of another member who is in danger of being unemployed or is already unemployed, notify the MCMA President or MML's staff liaison to MCMA as soon as possible. The MCMA President or board member will contact the member to discuss the situation and explain MIT services. The MCMA President will notify board member(s) and/or a Range Rider located in close proximity who may also lend support.
2. MCMA will waive membership dues for up to one year while you are in transition and seeking local government employment. You will retain all membership privileges of your current membership category.

3. A Manager-In-Transition (MIT) accepting interim local government employment that chooses to or is prohibited from actively seeking employment with other local government entities will have their eligibility for MIT benefits terminated at time of employment.
4. MCMA will waive all conference registration associated and meal fees for up to two conferences (spring conference and winter workshop) during the time you are in transition.
5. MCMA will notify (with prior approval by the affected member) MCMA members regarding the member in transition and encourage offers of interim employment as a part-time/contract consultant.
6. MCMA will obtain ICMA publications dealing with job hunting and being "in-transition" status. You can request to borrow these resources to assist you during transition.
7. MCMA will utilize volunteer members to assist you in preparing and reviewing a resume.
8. It is the member's responsibility to notify a Range Rider, the MCMA President, or a member of the Board of Directors that they have become a member-in-transition in order to receive MIT benefits. It is also the member's responsibility to notify ICMA separately, if the individual is a member of ICMA.
9. It is the member's responsibility to notify the MCMA President, a member of the Board of Directors, or the MCMA staff liaison at the Missouri Municipal League (MML) if a permanent position is obtained

Indirect Services and Assistance Available to Managers-In-Transition

1. All MCMA members will be encouraged to make personal contact with you when you are in transition.
2. Members will be encouraged to continue inviting you to regional manager meetings.
3. Members will be encouraged to offer you part-time/contract employment positions.
4. Members in close proximity to you will be encouraged to offer you temporary use of office space, fax machines, computers, etc. during your job search, perhaps in return for part-time work as referenced above.
5. Members will be encouraged to offer you assistance in critiquing resumes and cover letters.
6. MCMA will maintain a current list of executive search firms in its *Members-in-Transition Handbook*.
7. MCMA will maintain a library of information that will assist you while you are in transition.
8. MCMA will maintain a list of job vacancies in various communities throughout Missouri.

Contact Information

- If you are a member of ICMA, contact Member Services at (202) 962-3680, or by e-mail at membership@icma.org, to notify them of your change in status. ICMA can provide information about positions available throughout the country. You can also seek advice from their Members-in-Transition staff. Also, look at their website at www.icma.org.
- Call MCMA staff contact Katie Bradley, Policy & Membership Associate, Missouri Municipal League, at (573) 635-9134, or email kbradley@mocities.com, <http://www.mcma.org/> to notify her of your change in status. Please provide your updated home address, phone number, and e-mail so you can continue to receive correspondence.
- The MCMA *Managers-in-Transition Handbook* can be found on MCMA's web page at www.momanagers.org.

Program Changes and Limitations

Program Changes

If you have suggested changes to MCMA's Managers-In-Transition Program, you may make them to the MCMA President, or a member of the Board, and the issue will be discussed at the next meeting of MCMA's Board of Directors. The MCMA Board has the authority to make changes to the MIT Program as deemed necessary.

Limitations

The Managers-in-Transition Policy and Handbook is designed to assist you within your own comfort zone. Every effort will be made to respect your dignity, desire for privacy and comfort with the level of support available.

Approved by the MCMA Board of Directors April 5, 2012