



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: FEBRUARY 7, 2022**
FROM: HUMAN RESOURCES DEPARTMENT **WARDS: ALL**
SUBJECT: REVISIONS TO THE CITY'S HUMAN RESOURCES POLICIES AND PROCEDURES

ISSUE:

The issue for City Council consideration is to adopt the attached revisions to the City's personnel policies, contained in the Human Resources Policy and Procedure Manual.

RECOMMENDATION:

That the City Council adopt the proposed revisions to the City's personnel policies contained in the Human Resources Policy and Procedure Manual.

BOARD RECOMMENDATION:

The Human Resources Board reviewed and unanimously approved the revised policies. The dates that each policy was reviewed and approved by the Human Resources Board are noted next to each policy summary set forth in the discussion section. The Human Resources Board conducted a public hearing on October 3, 2022, and December 5, 2022, voting unanimously to recommend the attached policies to City Council for approval.

BACKGROUND:

The Human Resources Department routinely reviews and revises the City's personnel policies contained in the Human Resources Policy and Procedure Manual. Policy revisions are often made as a result of changes to the law, to reflect current practices, or following discussions with the City's labor groups. The policies presented for City Council consideration have been reviewed by the City Attorney's Office, each of the affected labor groups, in addition to the Human Resources Board.

DISCUSSION:

The following policies, with a brief description of the proposed new content or revisions, are:

Policy II-1 – Classification Plan Administration - The updated The Classification Plan Administration Policy (II-1) includes revisions to provide guidelines for plan administration. The classification plan shall serve as the source of authority for the establishment of classification titles, minimum requirements, and salary ranges for all positions within the City. A new section was added to the policy to allow departments to request changes to the job specifications to

ensure all information is current. All requested changes must be reviewed and approved by the Human Resources Department and the respective bargaining unit for approval.

Additional revisions include changes to the bargaining unit designation section which is mutually agreed upon by the Human Resources Department and the effected bargaining unit. The bargaining unit designation is determined on a number of factors that include duties, managerial or supervisory responsibilities, level of authority or responsibility and independence and judgement.

The policy also requires that the Labor Market Basket be mutually agreed upon by the Human Resources Department and the various bargaining units. The market basket will be established via City Council approval and a list of comparable public sector agencies will be utilized for the purpose of conducting classification and/or compensation salary surveys.

A new section was added to the policy to specify that anytime there is a bargaining unit change as a result of changed duties, responsibilities and/or qualifications, there shall be a meet and confer with the affected union. (Approved 12/5/22)

Policy V-2 – Short-Term Disability (STD) and Long-Term Disability (LTD) Insurance - The updated Short-Term and Long-Term Disability Insurance Policy includes revisions to define the City of Riverside Short-Term and Long-Term Disability Plans for uniformity of interpretation and application. The policy clarifies coverage, enrollment, employee-paid insurance premiums, and the process to file a claim. Enrollment in the plan is optional for employees in eligible units and subject to underwriting approval. Due to recent agreements with labor negotiations, additional changes were needed to the Policy to include creating a Short-Term Disability Plan for the IBEW groups. The Short-Term Disability Insurance Plan allows participating employees in affected bargaining units to receive up to 60% of income replacement of eligible earnings up to a maximum benefit of \$5,000 per week after becoming disabled for a minimum of 14 days. The revisions to the premiums section of the policy specify that premiums are 100% employee paid, except for employees in the IBEW Supervisory unit which is paid through a deduction from the City's deferred compensation plan contribution. The Riverside Police Officers' Association maintains the disability program for the Police and Police Supervisory Units. The Police Officers' Association also maintains the disability program for the Police Management Unit, and the Riverside City Firefighters' Association will maintain the disability program for the Fire and Fire Management Group. (Approved 10/3/22 and 12/5/2022)

Furthermore, all policies also include administrative changes to reflect process changes and to conform to a citywide format.

The Human Resources Department confirms that these updates include all required elements as required by law.

STRATEGIC PLAN ALIGNMENT:

This item contributes to **Strategic Priority 5 – High Performing Government** and **Goal 5.3 – Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.**

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – All policies contained within this report were reviewed and approved in collaboration with the Human Resources Board, various bargaining units, and a Public Hearing to receive public input and build community trust.
2. **Equity** – Policies and procedures reflect the City's vision, values, and culture, and ensures equality for all employees.
3. **Fiscal Responsibility** – There is no funding associated with this report. However, updated policies and procedures ensure that quality services are provided to all.
4. **Innovation** – A collaborative and innovative approach was used to revise these policies and procedures to meet the City's current and changing needs while ensuring compliance with various rules and regulations.
5. **Sustainability & Resiliency** – To maintain a sustainable and resilient workforce it is important to keep all policies and procedures up-to-date to ensure equitable applicability of personnel rules.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by:	Rene Goldman, Human Resources Director
Certified as to availability Of funds:	Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Phaedra Norton, City Attorney

Attachments:

1. Classification Plan Administration Policy (II-1)
2. Short-Term Disability (STD) and Long-Term Disability (LTD) Insurance Policy (V-2)