



City of Arts & Innovation

Human Resources Board

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TO: HONORABLE BOARD MEMBERS **DATE: JULY 11, 2016**

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: TRAINING REGARDING HEARING RULES AND PROCEDURES OF THE HUMAN RESOURCES BOARD OF THE CITY OF RIVERSIDE CONCERNING APPEALS OF PERSONNEL MATTERS

ISSUE:

The Human Resources Board (“Board”) has requested training regarding hearing procedure rules concerning appeals of personnel matters.

RECOMMENDATION:

That the Human Resources Board receive training regarding hearing procedure rules concerning appeals and personnel matters.

BACKGROUND:

The Human Resources Department administers due process for all City employees. The Human Resources Board (Board) holds the full evidentiary hearing for all non-represented classified employees of the City, which is the final step in the administration of due process. The represented employees’ Memoranda of Understanding provides for arbitration as the full evidentiary hearing, in lieu of the Human Resources Board.

Attached are hearing procedure rules adopted by the Human Resources Board on June 6, 2016 regarding appeals of personnel matters for all non-represented classified employees.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Colene Torres, Human Resources Analyst
Approved by: Geriann Kingslan, Interim Human Resources Director
Approved by: Marianna Marysheva-Martinez, Assistant City Manager

Attachment: Hearing Rules and Procedures of the Human Resources Board