



# Human Resources Board

*City of Arts & Innovation*

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**TO: HUMAN RESOURCES BOARD** **DATE: August 5, 2024**  
**FROM: HUMAN RESOURCES DEPARTMENT**  
**SUBJECT: SUBPOENA FOR EMPLOYMENT RECORDS POLICY(III-3)**

**ISSUE:**

Approve revisions to the Subpoena for Employment Records Policy (III-3).

**RECOMMENDATION:**

That the Human Resources Board approve revisions to the Subpoena for Employment Records Policy (III-3).

**BACKGROUND:**

The Subpoena for Employment Records Policy (III-3) was last revised in July 2006. As part of the Human Resources Department’s practice of regularly reviewing and updating policies and procedures, this policy was reviewed and refined.

**DISCUSSION**

The Subpoena for Employment Records Policy (III-3) includes revisions to establish uniform guidelines for handling subpoenas for the production of employment records.

Although this policy has not been updated in several years, the content is still relevant, and the only major change was made to the classification for accepting service of process from Subpoena Clerk to Custodian of Records.

Furthermore, this policy also includes administrative changes to reflect process changes and to conform to a citywide format.

This policy was reviewed by City Management, the City Attorney’s Office, a City-Wide Policy Committee, and if applicable sent to the respective Union for their concurrence with all policy changes.

**STRATEGIC PLAN ALIGNMENT:**

This item contributes to Strategic Priority No. 5 High Performing Government and Goal No. 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** – The policy contained within this report has been reviewed and approved by the City Attorney’s Office, will be reviewed by the Human Resources Board, and a Public Hearing will be held 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 this policy 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: Colene Torres, Deputy Human Resources Director

Attachments:

Subpoena for Employment Records (III-3)