



# Human Resources Board

City of Arts & Innovation

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**TO: HUMAN RESOURCES BOARD** **DATE: DECEMBER 5, 2022**

**FROM: HUMAN RESOURCES DEPARTMENT**

**SUBJECT: REVISIONS TO THE CLASSIFICATION PLAN ADMINISTRATION POLICY (II-1), AND THE SHORT-TERM DISABILITY (STD) AND LONG-TERM DISABILITY (LTD) INSURANCE POLICY (V-2).**

**ISSUE:**

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

**RECOMMENDATION:**

That the Human Resources Board approve revisions to the Classification Plan Administration Policy (II-1), and the Short-Term Disability (STD) and Long-Term Disability (LTD) Insurance Policy (V-2).

**BACKGROUND:**

The Classification Plan Administration Policy (II-1) and the Short-Term Disability (STD) and Long-Term Disability (LTD) Insurance Policy (V-2) was last revised in July 2006. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, these policies were reviewed and refined.

**DISCUSSION**

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 effected union.

In October 2022, the Long-Term Disability and Insurance Policy (V-2) was presented to the Human Resources Board for review and approval. The Board unanimously approved the policy as presented. 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 effected 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 policy clarifies coverage, enrollment, employee-paid insurance premiums, and the process to file a claim.

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

The policies were 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 policies 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:                      Rene Goldman, Human Resources Director

Attachments:

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