



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: FEBRUARY 6, 2018**
FROM: HUMAN RESOURCES DEPARTMENT **WARDS: ALL**
SUBJECT: REVISIONS TO THE CITY'S PERSONNEL POLICIES

ISSUE:

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 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 public hearings on August 7, 2017, November 6, 2017, and December 4, 2017, voting unanimously each time to recommend the attached policies to 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 practice, or following discussions with the City's labor groups. The policies that are presented for the Council's consideration have been reviewed by the City Attorney's Office, Department Heads and each of the 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:

Employee Performance Evaluation (Non-Sworn) - The purpose of the policy is to provide a means for discussing, planning and reviewing the performance of an employee. The policy encourages a dialog between the employee and supervisor to ensure that the performance evaluation process is meaningful and effective. As part of the new evaluation process, all regular full- and part-time

(non-sworn) employees have been transitioned to a Citywide annual evaluation period of July 1 to August 31. Additionally, the policy outlines standards for probationary and interim performance evaluations. (Approved 08/07/17.)

Position Control Policy - The updated Position Control Policy reflects the City's recent transition from an annual to a biennial budget cycle; outlines authority granted to the City Manager to manage budgeted positions pursuant to Riverside Municipal Code 2.36.140; clarifies the approval process for the request to fill positions, transfer of positions, and reclassification of positions; and outlines a process for the review of positions prior to budget development. (Approved 11/06/17.)

Education Reimbursement Policy - The updated Education Reimbursement Program Policy includes four major revisions. First, to qualify for the program, employees must not have received an unsatisfactory performance appraisal within the last twelve months. Second, the update expands the program to cover certificate, licenses and professional designation programs. Third, applications for the program must be submitted prior to the start of the course. Lastly, requests for reimbursement must be submitted within 30 days after the course ends to allow Human Resources to close out the fiscal year expenses by August. (Approved 11/06/17.)

Employee Leave Donation Policy - The updated Employee Leave Donation Policy includes two major revisions. First, the updated policy and corresponding Employee Leave Donation form allows for employees in the IBEW Field and Supervisory Units to donate Compensatory Time Bank hours to eligible employees as provided for in the applicable Memorandum of Understanding. Second, the corresponding Employee Leave Donation forms have been updated to include an acknowledgement that the requesting employee's name and department information will be released to donors when their request is authorized. (Approved 11/06/17.)

Drug-Free Workplace Policy - The updated Drug-Free Workplace Policy includes one major revision. The revised Purpose statement strengthens the City's commitment to providing a drug free environment for the safety of employees and the public. It also encourages employees to voluntarily seek help with drug and alcohol problems. (Approved 12/04/17.)

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

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Stephanie Holloman, Human Resources Director
Certified as to
availability of funds: Adam Raymond, Chief Financial Officer/City Treasurer
Approved by: Marianna Marysheva, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Employee Performance Evaluation (Non-Sworn)
2. Position Control Policy
3. Education Reimbursement Policy
4. Employee Leave Donation Policy
5. Drug-Free Workplace Policy