



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: NOVEMBER 28, 2023**
FROM: HUMAN RESOURCES DEPARTMENT **WARDS: ALL**
SUBJECT: REVISIONS TO THE CITY'S HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL

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 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 February 6, 2023 and June 5, 2023 voting unanimously 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 and have been reviewed by the City Attorney's Office, each of the effected 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 I-11 – Temporary Staffing Services - The updated Temporary Staffing Policy (II-1) includes revisions to establish a uniform procedure which outlines the utilization of temporary staffing for the City of Riverside.

Additional revisions include changes to include that all temporary agency assignments exceeding 1,000 hours per fiscal year must be approved by the Human Resources Director and the City Manager. Furthermore, the requesting department must submit a new requisition to extend the temporary staffing assignment prior to the temporary agency employee reaching 1,000 hours. It is the user department's responsibility to track and monitor the hours the temporary agency employee is working to ensure they do not exceed 1,000 hours per fiscal year. Temporary agency employees that exceed 1,000 hours in a fiscal year will be subject to CalPERS enrollment. A new section was added to the policy to include that background checks/live scans for temporary agency employees will be coordinated through the Human Resources Department.

Additionally, the policy was updated to clarify that CalPERS retired annuitants may be hired as a temporary agency employee only after fulfilling the waiting period and other requirements as set forth by CalPERS. Retired annuitants may work a maximum of 960 hours in a fiscal year.

A new section was added to the policy to clarify that at the end of the temporary agency employee's assignment, the department must ensure all access is disabled and all City property is collected. In the event a department must replace a temporary agency employee, the hours worked by the previous temporary agency employee will count towards the 1,000-hour limit. Temporary agency employees that have separated must be live scanned again. All temporary assignments may be terminated at any time at the City's discretion and without cause or right to appeal. (Approved 6/5/23)

Policy III-2 – Personnel Records and General Personnel Files - The updated Personnel Records and General Personnel Files Policy (III-2) includes revisions to provide guidelines for the collection, maintenance, confidentiality, disclosure of information, access to, and retention of the official personnel records of all current, former employees, and/or applicants and the general personnel files of the Human Resources Department.

Additional revisions include changes to remove personnel file access from the following individuals: Assistant City Manager, Chief Financial Officer, and department staff. A new section was added to the policy to include that an employee may request to review their own personnel file and an employee's manager may also review the personnel file if the employee has a current reporting relationship or is being considered for a position and the manager has written consent from the employee.

Additionally, the policy was updated to clarify that official personnel files are never destroyed, but instead placed in records storage permanently. (Approved 2/6/23)

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 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** – 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:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Edward Enriquez, Assistant City Manager/Chief Financial Officer
Approved as to form:	Phaedra Norton, City Attorney

Attachments:

1. Temporary Staffing Services Policy (I-11)
2. Personnel Records and General Personnel Files Policy (III-2)