



City of Arts & Innovation

Human Resources Board

TO: HONORABLE BOARD MEMBERS **DATE: DECEMBER 5, 2016**

FROM: HUMAN RESOURCES DEPARTMENT

**SUBJECT: PROPOSED CHANGES TO THE HEARING RULES AND PROCEDURES, THE
STANDING RULES, AND THE MEETING RULES OF THE HUMAN RESOURCES
BOARD**

ISSUE:

The Human Resources Board ("Board") has requested that the City Attorney's Office revise the Hearing Procedure Rules concerning appeals of personnel matters, The Standing Rules, and the Human Resources Board Meeting Rules to ensure consistency with the Brown Act.

RECOMMENDATION:

That the Human Resources Board adopt the Hearing Procedure Rules, The Standing Rules and the Human Resources Board Meeting Rules.

BACKGROUND:

During the October 2016 Human Resources Board Meeting the Board requested that the City Attorney's Office revise the Hearing Procedure Rules concerning appeals of personnel matters, the Standing Rules of the Human Resources Board and the Meeting Rules to ensure that all meetings are held in compliance with the Brown Act. As a result of the proposed changes, the Board will have a thorough understanding of how each meeting should be conducted.

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, the Standing Rules of the Human Resources Board adopted by the Board on June 1, 2015, and the Meeting Rules for the Human Resources Board adopted by the Board on February 1, 2016.

DISCUSSION

Revisions to the Hearing Rules, Standing Rules and Meeting Rules of the Human Resources Board are being submitted for discussion. Final recommendations will be voted upon by the Board.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Colene Torres, Human Resources Analyst
Approved by: Pia Rose, Interim Human Resources Director
Approved by: Marianna Marysheva, Assistant City Manager

Attachment: Hearing Rules and Procedures of the Human Resources Board
Standing Rules of the Human Resources Board of the City of Riverside
Meeting Rules for Human Resources Board Committee