



*City of Arts & Innovation*

# Human Resources Board

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**TO: HUMAN RESOURCES BOARD** **DATE: MAY 2, 2022**

**FROM: HUMAN RESOURCES DEPARTMENT**

**SUBJECT: REVISIONS TO THE APPOINTMENT AND SELECTION OF CITY ATTORNEY CLASSIFICATIONS AND SALARY PLACEMENT POLICY (I-17), THE LONG-TERM DISABILITY INSURANCE POLICY (V-2), AND THE DEFERRED COMPENSATION POLICY (V-12).**

## **ISSUE:**

Approve revisions to the Appointment and Selection of City Attorney Classifications and Salary Placement Policy (I-17), the Long-Term Disability Insurance Policy (V-2), and the Deferred Compensation Policy (V-12).

## **RECOMMENDATION:**

That the Human Resources Board approve revisions to the Appointment and Selection of City Attorney Classifications and Salary Placement Policy (I-17), the Long-Term Disability Insurance Policy (V-2), and the Deferred Compensation Policy (V-12).

## **BACKGROUND:**

The Appointment and Selection of City Attorney Classifications and Salary Placement Policy (I-17) was last revised in April 2017, the Long-Term Disability Insurance Policy (V-2) and the Deferred Compensation Policy (V-12) was last updated 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 Appointment and Selection of City Attorney Classifications and Salary Placement Policy includes revisions to establish a process for the appointment, selection and salary placement of Attorneys and support staff in the City Attorney's Office. The revisions to the policy define classified and non-classified positions within the City Attorney's Office. The Administrative Services Manager was added to the non-classified positions section as non-classified appointments are made at the discretion of the City Attorney. The Legal Services Manager classification is no longer utilized in the department and that position has been removed from

the list of classified positions. The Risk Management Specialist and Risk Supervisor were transferred from the Finance Department to the City Attorney's Office and are both designated as classified positions.

The updated Long-Term Disability Insurance Policy includes revisions to define the City of Riverside Long-Term Disability Plans for uniformity of interpretation and application. The policy clarifies coverage, enrollment, employee-paid insurance premiums, and the process to file a claim. Enrollment in the plan is optional for employees in eligible units and subject to underwriting approval. The revisions to the premiums section of the policy specify that premiums are 100% employee paid, except for employees in the IBEW Supervisory unit which is paid through a deduction from the City's deferred compensation plan contribution. The Riverside Police Officers' Association maintains the disability program for the Police and Police Supervisory Units. The Police Officers' Association also maintains the disability program for the Police Management Unit, and the Riverside City Firefighters' Association will maintain the disability program for the Fire and Fire Management Group.

The Deferred Compensation Policy (V-12) has been revised to allow plan participants to defer a designated portion of their salary on a pre-tax and/or after-tax basis to a Deferred Compensation 457 Plan. The revisions establish guidelines for enrollment, employee contributions, city contributions, withdraw of funds, establishment of a Deferred Compensation Committee and define loan provisions. A new section was added to the policy to allow employees who separate from employment to transfer any percentage or flat dollar amount of their final payoff check to the Plan during the year the employee separates.

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 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: Rene Goldman, Human Resources Director

**Attachments:**

1. Appointment and Selection of City Attorney Classifications and Salary Placement (I-17)
2. Long-Term Disability Insurance (V-2)
3. Deferred Compensation (V-12)