



*City of Arts & Innovation*

# Human Resources Board

**TO: HUMAN RESOURCES BOARD**

**DATE: OCTOBER 3, 2022**

**FROM: HUMAN RESOURCES DEPARTMENT**

**SUBJECT: REVISIONS TO THE APPOINTMENT AND SELECTION OF CITY ATTORNEY CLASSIFICATIONS AND SALARY PLACEMENT POLICY (I-17), THE DRUG-FREE WORKPLACE POLICY (III-5), THE LONG-TERM DISABILITY INSURANCE POLICY (V-2), THE UNPAID VOLUNTARY FURLOUGH POLICY (V-7), 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 Drug-Free Workplace Policy (III-5), the Long-Term Disability Insurance Policy (V-2), the Unpaid Voluntary Furlough Policy (V-7), 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 Drug-Free Workplace Policy (III-5), the Long-Term Disability Insurance Policy (V-2), the Unpaid Voluntary Furlough Policy (V-7), 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 Drug-Free Workplace Policy (III-5) was last revised in February 2018, the Unpaid Voluntary Furlough Policy (V-7) was last revised in December 2014, 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 (I-17) 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 Drug-Free Workplace Policy (III-5) includes revision to specify that the City of Riverside Parks, Recreation and Community Services Special Transportation Division is a federal grant recipient and as such must comply with 41 U.S.C. 8103. Drug free workplace requirements for Federal grant recipients. Furthermore, 49 CFR 32.205 states that the City must publish the following to be compliant with 41 U.S.C. 8103: employees must notify you in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace and must do so no more than five calendar days after the conviction.

The updated Long-Term Disability Insurance Policy (V-2) 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 Unpaid Voluntary Furlough Policy (V-7) includes revisions to establish guidelines for temporary voluntary furloughs for all eligible benefited employees in granting and taking of voluntary furloughs. The revisions to the policy define the eligibility for all full and part-time eligible employees who wish to participate in voluntary furlough. A new section was added to the policy to include that all furlough requests must be submitted and approved two weeks prior to the first day of each furlough request. The policy clarifies that employees who have vacation time in excess of 42 hours may not participate in the program until they are in compliance with the maximum hours allowed and their excess time has been reduced. The revisions within this policy are in compliance with the FLSA and specify that employees will lose their FLSA exemption status during workweeks in which a furlough occurs and pay is reduced. To avoid overtime compensation, employees must adjust their workweek. The policy was revised to include that any furlough in excess of thirty calendar days must be approved by the City Manager or designee. Additionally, employees may take a maximum of three months of voluntary furlough during a calendar year.

The revisions define how compensation and benefits will be affected for furlough participants. Employees who participate in voluntary furlough will not receive any form of compensation and all deductions previously paid by the employee shall continue to be deducted from the employee's paycheck when a check has been issued with sufficient funds. If an employee fails to make the employee portion of the benefit payment, benefits may be disrupted.

Employees who participate in the voluntary furlough program will not have a break in service or any adjustment to the seniority, merit or anniversary date. Furlough hours will not extend a probationary period.

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. Drug-Free Workplace (III-5)
3. Long-Term Disability Insurance (V-2)
4. Unpaid Voluntary Furlough (V-7)
5. Deferred Compensation (V-12)