



City of Arts & Innovation

Human Resources Board

TO: HONORABLE BOARD MEMBERS **DATE: JUNE 6, 2016**

FROM: HUMAN RESOURCES DEPARTMENT

**SUBJECT: HEARING RULES AND PROCEDURES OF THE HUMAN RESOURCES BOARD
OF THE CITY OF RIVERSIDE CONCERNING APPEALS OF PERSONNEL
MATTERS**

ISSUE:

The Human Resources Board ("Board") has requested hearing procedure rules from the City Attorney's Office concerning appeals of personnel matters.

RECOMMENDATION:

That the Human Resources Board review and approve the attached proposed hearing procedure rules concerning appeals and personnel matters.

BACKGROUND:

The Human Resources Department administers due process for all City employees. The Human Resources Board (Board) holds the full evidentiary hearing for all non-represented classified employees of the City, which is the final step in the administration of due process. The represented employees' Memoranda of Understanding provides for arbitration as the full evidentiary hearing, in lieu of the Human Resources Board.

Attached are proposed hearing procedure rules from the City Attorney's Office regarding appeals of personnel matters for all non-represented classified employees.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Colene Torres, Human Resources Analyst
Approved by: Brenda Diederichs, Human Resources Director
Approved by: Marianna Marysheva-Martinez, Assistant City Manager

Attachment: Proposed Hearing Rules and Procedures of the Human Resources Board