



*City of Arts & Innovation*

# Human Resources Board

**TO: HONORABLE BOARD MEMBERS** **DATE: FEBRUARY 6, 2017**

**FROM: HUMAN RESOURCES DEPARTMENT**

**SUBJECT: TIMELINE FOR THE REVIEW AND UPDATE OF PERSONNEL POLICIES BY THE HUMAN RESOURCES BOARD**

## **ISSUE:**

Provide input on the timeline to review and update the City's personnel policies.

## **RECOMMENDATION:**

That the Human Resources Board provide input on the timeline to review and update the City's personnel policies (also known as the Human Resources Policy and Procedure Manual).

## **BACKGROUND:**

At the December 5, 2016, Human Resources Board Meeting City Manager John Russo discussed the need for the Board's input on the City's personnel policies. This report lays out the timeline for the Board's review of the policies.

## **DISCUSSION**

The City's personnel policies are contained in the Human Resources Policy and Procedure Manual, which is comprised of six major categories: Employment; Classification and Compensation; Employee and Labor Relations; Employee Development; Benefits; and Workers' Compensation. In total, there are 59 policies for consideration. The Human Resources Department has developed a timeline for the Human Resources Board to review and update the personnel policies. The review will take place over a three-year timeframe, allowing for the Board's review of four (4) to six (6) policies per quarter. The process entails the following steps:

1. Internal review and specific recommendations of HR Staff
2. Review and discussion with City departments
3. Notification to affected employee labor groups
4. Meet and confer with affected employee labor groups

5. Presentation of recommendations to Human Resources Board in a public hearing
6. Adoption of the revised policies by the Human Resources Board
7. Once policies have been reviewed and approved by the Board, Human Resources will present to City Council for final adoption.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

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Attachment: HR Policy and Procedure Manual Revision Project 2017