



City of Arts & Innovation

City Council Memorandum

TO: HUMAN RESOURCES BOARD **DATE: NOVEMBER 6, 2017**

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: REVISIONS TO THE EMPLOYEE LEAVE DONATION POLICY, POSITION CONTROL POLICY AND EDUCATION REIMBURSEMENT POLICY

ISSUE:

Approve revisions to the Employee Leave Donation Policy (V-3), Position Control Policy (II-7) and Education Reimbursement Policy (IV-3).

RECOMMENDATION:

That the Human Resources Board approve the revisions to attached HR Employee Leave Donation Policy, Position Control Policy and the Education Reimbursement Policy.

BACKGROUND:

The Employee Leave Donation Policy, last revised in November 2012, established guidelines whereby City employees can donate their own accrued vacation leave to another employee who has exhausted all their paid leave as a result of a serious, non-job related injury or illness to themselves or a member of their immediate family.

The Position Control Policy, last revised in July 2006, established procedures for administering the City's annual and mid-cycle personnel budgets to ensure compliance with the number of positions and the personnel budget approved by the City Council or the City Manager; established administrative procedures for the maintenance of position control; and for the transfer, addition, deletion, modification or reclassification of positions including double-fill, under-fill or over-fill of positions.

The Education Reimbursement Program Policy, last revised in November 2012, established a program administered by the Human Resources Department to reimburse employees for the cost of educational courses as part of a degree program in order to enhance and broaden the performance of employee's duties and prepare them for advancement opportunities.

The Human Resources Department has reviewed the above references policies and recommends the following changes to ensure compliance with state and federal regulations, where applicable, and to reflect the City's strategic goals for the development, advancement and management of the City's workforce.

The policies were reviewed by City Management and Labor Unions for their concurrence with the policy changes.

DISCUSSION

Employee Leave Donation Policy - The updated Employee Leave Donation Policy includes two major revisions. First, the updated policy and corresponding Employee Leave Donation form allows for employees in the IBEW Field and Supervisory Units to donate Compensatory Time Bank hours to eligible employees as provided for in the applicable Memorandum of Understanding. Second, the corresponding Employee Leave Donation forms have been updated to include an acknowledgement that the requesting employee's name and department information will be released to donors when their request is authorized.

Position Control Policy – The updated Position Control Policy incorporates changes to the fiscal policy which transitioned the City from an annual budget cycle to a biennial cycle; outlines authority granted to the City Manager to manage budgeted positions pursuant to Riverside Municipal Code 2.36.140; clarifies the approval process for the request to fill positions, transfer of positions, and reclassification of positions; and provides direction for the budgetary review of positions prior to development of the upcoming budget or mid-cycle amendment.

Education Reimbursement Program Policy – The updated Education Reimbursement Program Policy includes four major revisions. First, to qualify for the program, employees must not have received an unsatisfactory performance appraisal within the last twelve months. Second, the update expands the program to cover certificate, licenses and professional designation programs. Third, applications for the program must be submitted prior to the start of the course. Applications received after the start of the course, will no longer be processed. Lastly, requests for reimbursement must be submitted within 30 days after the course ends which will allow HR to close out the fiscal year expenses by August of each year.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Stephanie Holloman, Human Resources Director
Approved by: Marianna Marysheva, Assistant City Manager

Attachments:

1. Employee Leave Donation Policy
2. Policy Control Policy
3. Education Reimbursement Program Policy