



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: OCTOBER 9, 2018**
FROM: HUMAN RESOURCES DEPARTMENT **WARDS: ALL**
SUBJECT: REVISIONS TO THE CITY'S HUMAN RESOURCES POLICY AND PROCEDURE MANUAL

ISSUE:

Adopt the revisions to the attached Requesting and Recruiting Personnel Policy (I-1), Types of Positions, Appointments and Status Dates in City Employment Policy (I-3), and Employee Assistance Program Policy (V-15), and adopt the Accommodations for Nursing Mothers Policy (V-18) to the Human Resources Policy and Procedure Manual.

RECOMMENDATION:

That the City Council adopt the proposed revisions to the attached Requesting and Recruiting Personnel Policy (I-1), Types of Positions, Appointments and Status Dates in City Employment Policy (I-3), and Employee Assistance Program Policy (V-15), and adopt the Accommodations for Nursing Mothers Policy (V-18) to the Human Resources Policy and Procedure Manual.

BOARD RECOMMENDATION:

The Human Resources Board reviewed and unanimously approved the policies presented. The dates each policy was reviewed and approved by the Human Resources Board are noted next to each policy summary set forth in the background section. The Human Resources Board conducted public hearings held on March 5, 2018 and September 10, 2018, where unanimous decisions were made to recommend the attached policies to City Council for approval.

BACKGROUND:

The Human Resources Department routinely authors, reviews and revises policies for the City's Human Resources Policy and Procedure Manual. Policy revisions are often made as a result of changes to the law, changes to practice or as a result of the meet and confer process with one or more of the City's labor groups. The policies that are presented for the City Council's consideration have been reviewed by the City Attorney's Office, Department Heads and by each of the labor groups.

DISCUSSION:

The following policies, with a brief description of the proposed new content or revisions, are:

Requesting and Recruiting for Personnel- The purpose of the policy is to provide a fair and impartial system that will attract a diverse and highly qualified applicant pool for position vacancies, and to ensure that all positions within the classified service are filled in accordance with merit principles. No changes were needed to the content. However, the policy required revisions to reflect minor process changes such as the requirement for an online requisition for a new position and to conform to a Citywide format (Approved 03/05/2018).

Types of Positions, Appointments, and Status Dates in City Employment- The purpose of the policy is to specify and define employment process terms for uniform use and interpretation. No changes were needed to the content. However, the policy required revisions to conform to a Citywide format (Approved 03/05/2018).

Employee Assistance Program Policy- The updated policy included minor revisions to the language that clarified the services available. First, an eligible family member is a dependent as defined in the Human Resources Policy V-9 Health/Vision and Dental Insurance. Second, additional free counseling services or sessions will be offered as outlined in the contract with the EAP provider. After all free services/sessions from the EAP provider are exhausted, the employee's regular health insurance and/or other benefits will be considered. For services that are not covered by insurance, the EAP will try to minimize the out-of-pocket costs. These costs will be the employee's responsibility. Lastly, for employees in the Police and Fire Departments that may deal with critical and traumatic events, onsite assistance shall be provided in a timely fashion to assist with critical incident stress in emergency situations and other traumatic events in which mental health professionals or trained counselors are needed. (Approved 09/10/2018).

Accommodations for Nursing Mothers Policy- Pursuant to the California Labor Code 1030, the City will provide a reasonable break time for nursing mothers to express breast milk for her nursing child each time such employee has need to express milk. Under the provisions of the new policy, the City will provide, in close proximity to the nursing mothers work area, appropriate sanitary and private space with a table, electrical outlet, and comfortable chair. Second, the City will provide a reasonable amount of break time to accommodate the needs of nursing mothers. Supervisors are encouraged to allow flexible scheduling, whenever possible, to accommodate lactation breaks. No negative employment actions will be taken when requests for accommodation are made pursuant to this policy. Lastly, the City may provide other reasonable accommodations or transfer the nursing mother to a less strenuous or hazardous position upon receipt of information from the nursing mother's health care provider stating that a reasonable accommodation or transfer is medically advisable. (Approved 09/10/2018).

The Human Resources Department confirms that these updates include all elements required by law.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Stephanie Holloman, Human Resources Director
Approved by: Rafael Guzman, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Requesting and Recruiting for Personnel Policy
2. Types of Positions, Appointments, and Status Dates in City Employment Policy
3. Employee Assistance Program Policy
4. Accommodations for Nursing Mothers Policy