



City of Arts & Innovation

City Council Memorandum

TO: HUMAN RESOURCES BOARD **DATE: SEPTEMBER 9, 2019**

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: REVISIONS TO THE PROBATION AND PROBATIONARY PERIODS POLICY (I-5), HOURS OF WORK (II-4), AND HEALTH/VISION AND DENTAL INSURANCE POLICY (V-9)

ISSUE:

Approve revisions to the Probation and Probationary Periods Policy (I-5), Hours of Work Policy (II-4), and Health/Vision and Dental Insurance Policy (V-9).

RECOMMENDATION:

That the Human Resources Board approve revisions to the Probation and Probationary Periods Policy (I-5), Hours of Work Policy (II-4), and Health/Vision and Dental Insurance Policy (V-9).

BACKGROUND:

The Probation and Probationary Periods Policy (I-5) was last revised in November 2012. The Hours of Work Policy (II-4) was last revised in November 2000. The Health/Vision and Dental Insurance Policy (V-9) was last revised in December 2014. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, these policies were reviewed for content and form.

DISCUSSION

Probation and Probationary Periods Policy (I-5) – The updated policy includes revisions to probationary periods in accordance with each collective bargaining unit. Major changes include that employees have property rights to a position once a probationary period in City service is completed. The policy was updated to clarify that if an employee's probation is terminated they will be returned to their previous position, if their probationary period was completed in the previous position. Finally, the extension of probationary periods was revised to include that the extension of probation due to absences will be based on the total number of hours of the absence rather than continuous number of days. This policy also includes minor administrative changes to reflect process changes and to conform to a citywide format.

Hours of Work Policy (II-4) – The purpose of this policy is to establish guidelines for the application of State and Federal laws including the Fair Labor Standards Act (FLSA) and related amendments to the City of Riverside, and to provide guidelines for modified or flexible work schedule for City employees.

The major revisions include clarification that the standard work week for the City is established by the City Manager. Deviations from the standard work week may be recommended by a Department Head based on the operational need of the Department. The policy was updated to clarify that the Human Resources Department is responsible for monitoring compliance with the FLSA work week including approving requests for shift modifications. The last major revision was deletion of Finance Department's approval of the form on which hours are recorded. The Human Resources Department is responsible for modifying the form as needed.

Health/Vision and Dental Insurance Policy (V-9) – The updated policy includes several administrative changes. The first major change properly categorizes an eligible dependent as defined under State law. Second, a minor change to the qualifying event section was necessary to properly designate a life change event such as birth, marriage, domestic partnership, etc. and specify the necessary documentation as defined with IRS Section 125. Additionally, revisions to the premium section was necessary to inform employees that premiums are deducted one month in advance and any employee who is less than full-time will have their City contribution pro-rated based on their employment status. The last major revision to the policy was the addition of a repayment plan for applicable benefit premium costs for employees who are on an approved leave of absence.

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

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

Attachments:

1. Probation and Probationary Periods Policy (I-5)
2. Hours of Work Policy (II-4)
3. Health/Vision and Dental Insurance Policy (V-9)