City of Arts & Innovation

Human Resources Board

TO: **HONORABLE BOARD MEMBERS** **DATE: MARCH 2, 2020**

FROM: **CITY ATTORNEY'S OFFICE**

SUBJECT: **DUE PROCESS AND THE ROLE OF THE HUMAN RESOURCES BOARD**

ISSUE:

Receive a presentation on non-represented classified employee appeals and due process.

RECOMMENDATION:

That the Human Resources Board receive this presentation on non-represented classified employee appeals and due process.

BACKGROUND:

The Human Resources Department ensures due process in disciplinary matters for all City employees. The Human Resources Board is responsible for holding the full evidentiary hearing for all non-represented classified employees of the City, which is the final step in the administration of discipline affecting an employee's property rights. The represented employees' Memoranda of Understanding provides for arbitration as the full evidentiary hearing, in lieu of the Human Resources Board.

Attached is a presentation regarding the administration of employee due process for non-represented classified employees before the Human Resources Board.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Gary G. Geuss, City Attorney
Approved by: Rafael Guzman, Assistant City Manager

Attachment:
1. Hearing Rules and Procedures
2. Presentation