



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: MARCH 3, 2020**

FROM: HUMAN RESOURCES DEPARTMENT **WARDS: ALL**

SUBJECT: REVISIONS TO THE CITY'S PERSONNEL POLICIES FOR HOURS OF WORK (II-4), HEALTH/VISION AND DENTAL INSURANCE (V-9), PROBATION AND PROBATIONARY PERIODS (I-5), TELECOMMUTING PROGRAM (II-11), AND BILINGUAL OR SIGN LANGUAGE DESIGNATION (V-16)

ISSUE:

Approve revisions to the City's personnel policies for Hours of Work (II-4), Health/Vision and Dental Insurance (V-9)), Probation and Probationary Periods (I-5), Telecommuting Program (II-11), and Bilingual or Sign Language Designation (V-16).

RECOMMENDATION:

That the City Council approve the proposed revisions to the City's personnel policies for Hours of Work (II-4), Health/Vision and Dental Insurance (V-9), Probation and Probationary Periods (I-5), Telecommuting Program (II-11), and Bilingual or Sign Language Designation (V-16).

BOARD RECOMMENDATION:

The Human Resources Board conducted Public Hearings on September 9, 2019, October 7, 2019, December 2, 2019, and January 6, 2020, voting unanimously each time to recommend the attached policies to Council for approval. The dates each policy was reviewed and approved by the Human Resources Board are noted next to each policy summary set forth in the discussion section.

BACKGROUND:

The Human Resources Department routinely reviews and revises the City's personnel policies, contained in the Human Resources Policy and Procedure Manual. Policy revisions are often made as a result of changes to the law, to reflect current practice, or following discussions with the City's labor groups. The policies that are presented for the Council's consideration have been reviewed by each of the labor groups, in addition to the Human Resources Board.

DISCUSSION:

The revised policies are discussed below, along with a brief description of the proposed new content or revisions:

Hours of Work (II-4) - The updated Hours of Work Policy was revised 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 schedules for City employees.

The major revisions include clarification that the standard work week for the City is established by the City Manager and deviations from the standard work week may be recommended by a Department Head based on the operational need of the Department. The policy clarifies 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 to the policy was the deletion of the Finance Department's approval to the form on which hours are recorded. (Approved 09/09/19.)

Health/Vision and Dental Insurance (V-9) - The updated Health/Vision and Dental Insurance 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 were 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. (Approved 09/09/19.)

Probation and Probationary Periods (I-5) - The updated Probation and Probationary Periods Policy includes revisions to probationary periods in accordance with each collective bargaining unit. Major changes included are to clarify that employees have property rights to a position once a probationary period in City service is completed. The policy was updated to state that if an employee's probation is terminated, they will be returned to their previous position, if a 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. (Approved 10/07/19.)

Telecommuting Program (II-11) - The Telecommuting Program Policy was established to offer telecommuting to employees who are exempt from overtime requirements of the Fair Labor and Standards Act (FLSA). The policy clearly states that telecommuting is not an employee right and may be modified or terminated at any time based on the business and operational needs of the department. Additionally, the policy also establishes that telecommuting is not appropriate for all employees and no employee is entitled or guaranteed the opportunity to telecommute. Lastly, the policy establishes guidelines of the approval process prior to telecommuting being approved. The policy clearly states that an employee and supervisor shall evaluate the employee's job responsibilities, equipment needs, and other legal implications. The policy notes that telecommuting does not change an employee's duties, obligations, responsibilities, or terms and conditions of City employment. (Approved 12/02/19.)

Bilingual or Sign Language Designation (V-16) - The updated Bilingual or Sign Language Designation Policy includes revisions that establish uniform guidelines for properly designating bilingual or sign language positions within the City of Riverside. The policy clarifies that employees are only to utilize their bilingual skills as part of their regular day-to-day duties with members of

the public who are seeking City services and employees are not expected to provide interpreting services at City events. In addition, the policy was updated to clarify that salary premiums will be paid in accordance with each applicable Memorandum of Understanding (MOU). Finally, this policy also includes minor administrative changes to reflect process changes and to conform to a citywide format. (Approved 01/06/20.)

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

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Stephanie Holloman
Certified as to
Availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer
approved by: Rafael Guzman, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Hours of Work (II-4)
2. Health/Vision and Dental Insurance (V-9)
3. Probation and Probationary Periods (I-5)
4. Telecommuting Program (II-11)
5. Bilingual or Sign Language Designation (V-16)
6. Human Resources Board Minutes – September 9, 2019
7. Human Resources Board Minutes – October 7, 2019
8. Human Resources Board Minutes – December 2, 2019
9. Human Resources Board Minutes – January 6, 2020