



City of Arts & Innovation

Human Resources Board

TO: HUMAN RESOURCES BOARD

DATE: JULY 12, 2021

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: REVISIONS TO THE REQUESTING AND RECRUITING FOR PERSONNEL POLICY (I-1), THE EMPLOYEE SEPARATION POLICY (I-8), REFERENCE/BACKGROUND CHECKS POLICY (I-12), AND THE STATE DISABILITY INSURANCE (SDI) AND PAID FAMILY LEAVE FOR GENERAL, CONFIDENTIAL, AND REFUSE EMPLOYEES POLICY (V-1).

ISSUE:

Approve revisions to the Requesting and Recruiting for Personnel Policy (I-1), the Employee Separation Policy (I-8), Reference/Background Checks Policy (I-12), and the State Disability Insurance (SDI) and Paid Family Leave for General, Confidential, and Refuse Employees Policy (V-1).

RECOMMENDATION:

That the Human Resources Board approve revisions to the Requesting and Recruiting for Personnel Policy (I-1), the Employee Separation Policy (I-8), Reference/Background Checks Policy (I-12), and the State Disability Insurance (SDI) and Paid Family Leave for General, Confidential, and Refuse Employees Policy (V-1).

BACKGROUND:

The Requesting and Recruiting for Personnel Policy (I-1) was last revised in October 2018, the Employee Separation Policy (I-8), and the Reference/Background Checks Policy (I-12) was last revised in July 2006, and the State Disability Insurance (SDI) and Paid Family Leave for General, Confidential, and Refuse Employees Policy (V-1) was last updated in November 2011. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, these policies were reviewed and refined.

DISCUSSION

The Requesting and Recruiting for Personnel Policy includes revisions to define the process for requesting personnel, recruiting for personnel and outlines the advertising and outreach guidelines to be utilized to ensure broad-reaching and cost-effective recruiting.

The Employee Separation Policy has been revised to establish uniform guidelines to ensure consistent procedures for separating employees from City service. Additionally, the revisions allow employees to utilize an authorized paid leave as the last day worked, such as vacation or compensatory time, not to exceed two weeks. The revisions also clarify that employees may not separate on a City designated holiday unless the employee is scheduled to work on such holiday as a regularly scheduled workday. Furthermore, a section was added to the policy to inform employees that any outstanding debt with the City related to unpaid insurance premiums or overpayment in salary will have their final paycheck reduced for the amount owed to the City as permitted by law.

The updated Reference/Background Checks Policy includes revisions that establish guidelines for pre-employment reference checks of potential new hires from outside the City, promotions within the City, and for the release of personal or reference information to other employers. The policy clarifies that an applicant's education and employment history information shall be verified after a conditional employment offer is extended. The City requires a minimum of two satisfactory references, which may be conducted by the hiring department or the Human Resources Department.

The State Disability Insurance (SDI) and Paid Family Leave for General, Confidential, and Refuse Employees Policy has been revised to align with the State of California disability insurance guidelines. Additionally, the policy clarifies coverage, enrollment, claims, City verification process, and the coordination of benefits. Furthermore, all policies also include administrative changes to reflect process changes and to conform to a City-wide format.

The policies were reviewed by City Management and a City-wide Policy Committee for their concurrence with policy changes.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Rene Goldman, Human Resources Director
Approved by: Rafael Guzman, Assistant City Manager

Attachments:

1. Requesting and Recruiting for Personnel (I-1)
2. Employee Separation (I-8)
3. Reference/Background Checks (I-12)
4. State Disability Insurance (SDI) and Paid Family Leave for General, Confidential, and Refuse Employees (V-1)