



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JULY 20, 2021**
FROM: HUMAN RESOURCES DEPARTMENT **WARDS: ALL**
SUBJECT: REVISIONS TO THE CITY'S HUMAN RESOURCES POLICIES AND PROCEDURES

ISSUE:

The issue for City Council consideration is to adopt the attached revisions to the City's personnel policies, contained in the Human Resources Policy and Procedure Manual.

RECOMMENDATION:

That the City Council adopt the proposed revisions to the City's personnel policies, contained in the Human Resources Policy and Procedure Manual.

BOARD RECOMMENDATION:

The Human Resources Board reviewed and unanimously approved the revised policies. 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. The Human Resources Board conducted public hearings on April 5, 2021 and June 7, 2021, voting unanimously each time to recommend the attached policies to Council for approval.

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 practices, or following discussions with the City's labor groups. The policies presented for Council's consideration have been reviewed by the City Attorney's Office, and each of the labor groups in addition to the Human Resources Board.

DISCUSSION:

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

Policy IV-2 - Standards for Dress and Appearance - The updated Standards for Dress and Appearance Policy includes revisions that establish uniform guidelines for presenting a clean and professional appearance by wearing appropriate attire at the workplace to promote a positive image to customers, visitors, colleagues, and the general public. (Approved 04/05/21)

Policy V-8 - Life Insurance - The updated Life Insurance Policy clarifies basic life insurance coverage, the enrollment process, insurance premiums, and defines the claim process in the event of a death. (Approved 04/05/21)

Policy III-8 - Reasonable Suspicion and Post-Accident and Alcohol Testing - The updated Reasonable Suspicion and Post-Accident Drug and Alcohol Testing Policy includes revisions for controlled substances cut off levels to comply with the guidelines adopted by the Federal Motor Carrier Safety Administration (FMCSA) rules. (Approved 06/07/21)

Policy III-9 - Drug and Alcohol Policy for Employees (Except Fire Engineers) In Safety-Sensitive Classifications - The updated Drug and Alcohol Policy for Employees (Except Fire Engineers) In Safety-Sensitive Classifications was revised to include Non-DOT Safety Sensitive Job Positions in accordance with the FMCSA Clearinghouse. A general consent form to conduct a limited query of the FMCSA commercial driver's license was also added to the policy. (Approved 06/07/21)

Policy I-9 - Requesting Volunteers - The updated Requesting Volunteers Policy includes revisions that establish guidelines including the department's responsibility for not allowing volunteers to substitute, supplement or replace any vacancy of paid staff with volunteers. In addition, the revised policy requires that all volunteers have the same obligations as paid city staff to cooperate with and follow the rules and regulations of the department and the city. The revised policy outlines the background check process, driving guidelines, and workers compensation coverage for all volunteers. (Approved 06/07/21)

Policy II-5 - Rest and Meal Breaks - The Rest and Meal Breaks Policy ensures compliance with the California Labor Code Section 512 and establishes uniform guidelines for the application of employee rest and meal breaks. Furthermore, all policies also include administrative changes to reflect process changes and to conform to a citywide format. (Approved 06/07/2021)

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:	Rene Goldman, Human Resources Director
Certified as to availability	
Of funds:	Edward Enriquez, Chief Financial Officer/City Treasurer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Kristi J. Smith, Interim City Attorney

Attachments:

1. Standards for Dress and Appearance Policy (IV-2)
2. Life Insurance Policy (V-8)
3. Reasonable Suspicion and Post-Accident and Alcohol Testing Policy (III-8)
4. Drug and Alcohol Policy for Employees (Except Fire Engineers) In Safety-Sensitive Classifications (III-9)
5. Requesting Volunteers Policy (I-9)
6. Rest and Meal Breaks Policy (II-5)