



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL**      **DATE: SEPTEMBER 21, 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 a public hearing on July 12, 2021, voting unanimously 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 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 following policies, with a brief description of the proposed new content or revisions, are:

Policy I-1 – Requesting and Recruiting for Personnel - The updated 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. (Approved 07/12/21)

Policy 1-8 – Employee Separation - The updated Employee Separation Policy has been revised

to establish uniform guidelines to ensure consistent procedures for separating employees from City service. The revisions include language to allow employees to utilize an authorized paid leave as the last day worked such as vacation or compensatory time not to exceed two weeks, clarification on separating on a City designated holiday and guidelines related to employees that may have an outstanding debt with the City related to unpaid insurance premiums or overpayment in salary . (Approved 07/12/21)

Policy I-12 – Reference/Background Checks - 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 the information concerning an applicant's education and employment history shall be verified after a conditional employment offer is extended and the requirement of a minimum of two satisfactory references. (Approved 07/12/21)

Policy V-1 – State Disability Insurance (SDI) and Paid Family Leave for General, Confidential, and Refuse Employees - The updated 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 citywide format. (Approved 07/12/21)

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

### **STRATEGIC PLAN ALIGNMENT:**

This item contributes to Strategic Priority No. 5 – High Performing Government and Goal No. 5.3 – Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.

This item aligns with EACH of the five Cross-Cutting Threads as follows:

1. **Community Trust** – All policies contained within this report were reviewed and approved in collaboration with the Human Resources Board, various bargaining units, and a Public Hearing to receive public input and build community trust.
2. **Equity** – Policies and procedures reflect the City's vision, values and culture and ensures equality for all employees.
3. **Fiscal Responsibility** – There is no funding associated with this report. However, updated policies and procedures ensure that quality services are provided to all.
4. **Innovation** – A collaborative and innovative approach was used to revise these policies and procedures to meet the City's current and changing needs while ensuring compliance with various rules and regulations.
5. **Sustainability & Resiliency** – To maintain a sustainable and resilient workforce, it is important to keep all policies and procedures up-to-date to ensure equitable applicability of personnel rules.

**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:	Phaedra A. Norton, City Attorney

**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 (III-9)