



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: DECEMBER 17, 2024
FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL
SUBJECT: REVISIONS TO THE CITY'S HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL

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 March 4, 2024, April 1, 2024, and November 4, 2024, voting unanimously to recommend the attached policies to the 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 and have been reviewed by the City Attorney's Office, each of the effected 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-15 – Veterans Preference Policy - The updated Veterans Preference Policy (I-15) includes revisions to establish guidelines in providing employment preference to Veterans seeking employment with the City of Riverside.

Additional revisions include changes to the definitions within the policy to align with the US

Department of Veterans Affairs. Additionally, the policy was updated to clarify eligibility and to define qualified candidates under preference such as inviting eligible qualified candidates to an oral interview and including that any Veteran who has been dishonorably discharged is not eligible to receive preference. All eligible Veterans receiving preference will also be required to submit proof of eligibility upon submittal of their employment application. A statement was also included to disclose that a Veteran receiving Veteran's preference does not guarantee job placement. (Approved 3/4/24)

Policy I-9 – Municipal Volunteer Program – The updated Municipal Volunteer Program Policy (I-9) includes revisions to establish guidelines for volunteers to assist and support various City Departments in providing efficient and cost-effective programs and services.

Additional revisions include a change to the age requirement for volunteers. Persons who are 14 years of age can now volunteer for the City. Previously the age requirement was 16. A section was added to the policy to clarify that volunteers serve on a part-time basis and may not displace regular employed workers or perform work that would otherwise be performed by regular employees.

Additionally, the policy was updated to specify that departments will designate a staff member within the department to coordinate the Volunteer Program and serve as the liaison to Human Resources. Previously this role was managed by the Human Resources Department and required an update as each department develops and maintains procedures to supplement this policy to address department specific methods to recruit, interview, select, train, supervise, track, and recognize volunteers. The Human Resources Department provides and maintains a centralized database for departments to recruit volunteers and maintain their volunteer recordkeeping and hours tracking. All departments are responsible for ensuring the accuracy of the data input to the system including volunteer assignment start and end dates and provide reporting on volunteers as requested by City management.

This policy is in compliance with the Code of Federal Regulations Title 29, Section 553.102 which states the FLSA does not permit an individual to perform hours of volunteer service for a public agency when such hours involve the same type of services which the individual is employed to perform for the same public agency. A new section was added to the policy to clarify that City employees can be considered for volunteer opportunities if a City department has a need for volunteers to perform specific volunteer services outside the scope of their regularly assigned work schedule. The volunteer services cannot be the same, similar or identical services the employee already performs for the City as an employee defined under FLSA.

A new section was added to the policy to specify that prospective one-day volunteers must be cleared through the California Megan's Law online portal since the city does not live scan volunteers for one day service.

(Approved 4/1/24)

Policy II-8 – Miscellaneous Leave Compensation – The Miscellaneous Leaves Policy (II-8) includes revisions to establish guidelines to ensure consistent procedures for a variety of leave types relating to victims of domestic violence crimes, voting, school visits, religious purposes, organ and bone marrow donation, and emergency volunteer in accordance with state and federal laws.

The revisions to the domestic violence victim leave section include changes to cover employees who are victims of sexual assault, stalking, crimes that cause physical or mental injury and crimes involving threat or physical injury.

In addition, the school activities leave section was updated to include language that employees may take leave for field trips, parent/teacher conferences, award ceremonies, and enrolling children in school and school plays per Labor Code Section 230.8.

Finally, the volunteer emergency duty leave was revised to grant employees who serve as volunteer firefighters, reserve peace officer or emergency rescue personnel a maximum of fourteen days per calendar year to engage in fire, law enforcement or emergency rescue training. (Approved 11/04/24)

Policy III-3 – Subpoena for Employment Records - The Subpoena for Employment Records Policy (III-3) includes revisions to establish uniform guidelines for handling subpoenas for the production of employment records.

Although this policy has not been updated in several years, the content is still relevant, and the only major change was made to the classification for accepting service of process from Subpoena Clerk to Custodian of Records. (Approved 11/04/24)

Furthermore, all policies also include administrative changes to reflect process changes and to conform to a citywide format.

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:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Edward Enriquez, Assistant City Manager/Chief Financial Officer
Approved as to form:	Jack Liu, Interim City Attorney

Attachments:

1. Veterans Preference Policy (I-15)
2. Municipal Volunteer Program (I-9)
3. Miscellaneous Leave Compensation (II-8)
4. Subpoena for Employment Records (III-3)