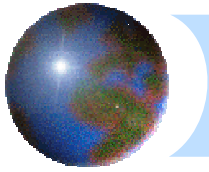


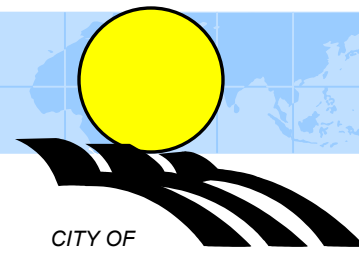
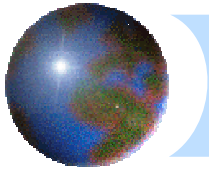
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*Personnel System Guidelines (PSG)  
and  
Employer-Employee Relations  
Resolution (EERR)*



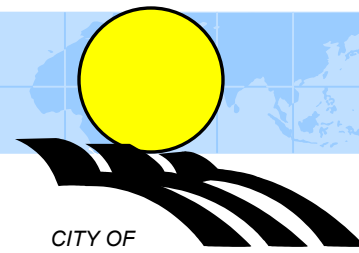
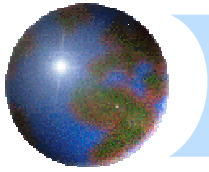
## *Current PSG*

- The City's current Personnel System Guidelines was adopted November 8, 2000.



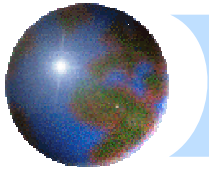
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- In February 2007 Council held a Goal Setting session.
- March 20, 2007 Council adopted new Goals and Objectives, which included:
  - Modify City recruitment and retention strategies and Personnel System Guidelines to enable us to better reach and retain the next generation of City staff



# *Issues Addressed in PSG*

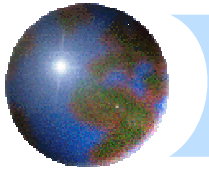
- The City incorrectly allowed benefits for an employee's "Common Law spouse".
- PSG read Family Sick time for family members in your household, federal law says the family member does not have to reside in the employee's household.
- Meyers-Milias-Brown Act requires a public agency have an Employer-Employee Relations Resolution; the City did not have an EERR instead had provisions within the PSG.
- Inclusion of "gender identity" as a protected class per California law.
- Clarification of cutoff dates for benefit eligibility/accrual/etc.
- Clearer definition of the City's policy regarding nepotism.
- Eliminating fingerprinting timeframes by referencing the CA Department of Justice requirements.
- Eliminating document destruction timeframes by referencing the Records Retention Schedule.



# *Issues Addressed in PSG*

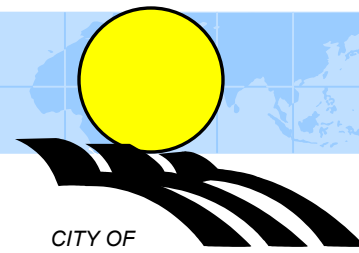
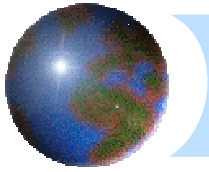
## *(Cont'd)*

- Inclusion of Legal Authority to work to reflect Federal law.
- Changes to Driver's License and Driving Record to reflect state law and the City's Vehicle Use Policy.
- Change to the Grievance procedure to reflect that employees may have representation at any point during the process, to comply with current law.
- Removed some ambiguities in the layoff procedure.
- Inclusion of Section 215(b) of the California Code of Civil Procedure regarding payment for jury duty of public agencies employees.
- Inclusion of information related to the Family & Medical Leave Act, previously represented by a photocopy from a separate publication.
- Inclusion of information related to the Military Family Leave Act.
- Inclusion of information related to the Pregnancy Disability Leave Act.



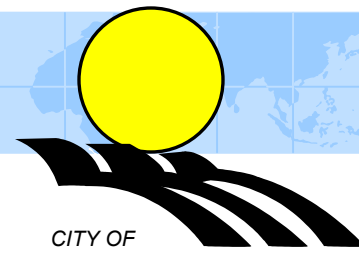
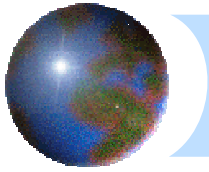
# *Issues Addressed in PSG (Cont'd)*

- Inclusion of the Catastrophic Leave Policy.
- Clarification of the Educational Reimbursement benefit to match the current MOUs.
- Inclusion of ADA Grievance Procedure for alleged employment discrimination claims.
- Increased the maximum number of applicants in a certified employment list from five to seven.
- Clarification of what constitutes a successful performance evaluation.
- Changes the definition of "family member" for the purposes of Family and Medical Leave to match the statute.
- Inclusion of the mandatory requirement for sexual harassment training for all supervisory personnel.
- Update of the Technology Use policy to reflect changes in times and legal development related to the use of computers/cell phones/etc.



# *PSG*

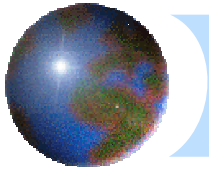
- PSG is an amendable document that is an administrative tool for our supervisors and employees.
- A general reordering for topical cohesion and flow; transfer of unrelated information to more appropriate locations.
- Better cross-referencing of related item.
- Elimination of lingering typos.



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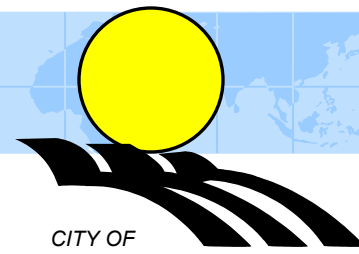
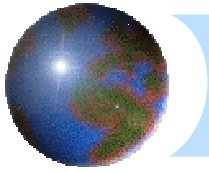
# *EERR*

- Largely restates Rule 22 from the existing PSG.
- Codifies the Meyers-Milias-Brown Act into City policy.
- Clarifies management rights in employee bargaining.
- Establishing clear guidelines for recognizing employee groups.



# *Sources*

- Liebert Cassidy and Whitmore – Public Agency Employment Attorneys
- Various State and Federal Laws
  - Family and Medical Leave Act
  - Military Family Leave Act
  - Pregnancy Disability Act
  - California Fair Employment and Housing Act
  - California Code of Civil Procedure
- Other Cities
- Jerome Behrens, City Attorney



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# *Review*

- September, 2009 – Began the update process
- November, 2009 – Reorder and minor language changes
- January, 2010 – Incorporation of State and Federal Laws
- February, 2010 – Incorporation of MOUs and City policies
- March – May, 2010 – Section by Section Review by the Human Resources Team
- June, 2010 – Review by Department Heads for content and usability
- July, 2010 – Request for Cost Estimates for Legal Review – LCW and Lozano Smith
- August, 2010 – City Attorney performed legal review
- October, 2010 – Submitted to the three bargaining units for review and comment
- November, 2010 – Meet and Confer with the one bargaining unit that requested (If significant issues has arisen during meet and confer they would have been brought to the Council.)
- November, 2010 – Acceptance by the one bargaining unit that responded
- December, 2010 – Proposed adoption by the City Council