

PERSONNEL BOARD

<http://www.ci.richmond.ca.us/1090/Personnel-Board>



REGULAR MEETING Thursday, April 26, 2018

5:15 p.m.

@ 440 Civic Center Plaza – City Council Chambers



AGENDA

Chair: Steve Early

Personnel Board Members

Mindy Pines

McKinley Williams

1. ROLL CALL
2. AGENDA REVIEW
3. STATEMENT OF CONFLICT OF INTEREST
4. APPROVAL OF MINUTES
 - a. Regular Meeting of March 22, 2018
5. PUBLIC COMMENT
6. CONSENT AGENDA
 - a. **APPROVAL** to revise/re-title the existing classification of Communications Manager to Communications Center Manager (Police Department)
7. NEW BUSINESS
 - a. **RECEIVE AND DISCUSS** an informational report on city lay-off policy, as applied to Paratransit Program down-sizing so Personnel Board Members have better understanding of lay-off policies and procedures and what is appealable and what is not appealable.
 - b. **DISCUSS** a date, time, and location for a Personnel Board retreat along with preferred training topics
8. UNFINISHED/OLD BUSINESS
 - None
9. REVIEW AND/OR ISSUANCE OF SUBPOENA(S)
 - None
10. CONSIDERATION OF PROBLEMS AND REPORTS
 - None
11. ADJOURNMENT

NOTE: Copies of items to be distributed from the Public to the Personnel Board must also include two (2) copies; one (1) for the Secretary to the Board and one (1) for Board Counsel.

COMMUNICATION ACCESS INFORMATION This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Bruce Soulet, ADA Coordinator at (510) 620-6509 at least three business days before the meeting date.

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
REGULAR MEETING**

**CITY COUNCIL CHAMBERS
450 CIVIC CENTER PLAZA
RICHMOND, CA 94804**

**MARCH 22, 2018
MINUTES**

The regular meeting was called to order by Chair Steve Early at 5:15 p.m. on March 22, 2018.

1. ROLL CALL

Present: Steve Early, Chair
McKinley Williams, Board Member
Mindy Pines, Board Member

Absent: Robert Davila, Board Member
Ada Recinos, City Council Liaison

Dorothy Mandujano acted as Secretary in the absence of Lisa Stephenson

Veronica Duarte de Castro and Lisa Melgarejo replaced Dorothy Mandujano and assisted throughout the meeting.

2. AGENDA REVIEW

- No changes

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

SPEAKERS:

Cordell Hindler: noted that the location on the minutes, Multipurpose Room, is incorrect and should read City Council Chambers.

a. Regular Meeting of February 22, 2018

Board Member Williams made a motion to approve the minutes of February 22, 2018. Chair Early seconded the motion. Minutes were approved by the following vote: YEA: S. Early, M. Pines, M. Williams, NAY: None.

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: recommended future agenda items: introduced the Assistant Employment and Training Director. Change the language of Assistant City Manager item number 6 on the job description, "serves as primary contact for department heads

Audio recordings of Personnel Board Meetings are available at:

<http://www.ci.richmond.ca.us/index.aspx?NID=1090>

regarding status of assigned projects, discussion of personnel matters, request for information and assistance or advice on administrative problems". There has not been a Personnel Board retreat since 2013 and Mr. Hindler advised the Personnel Board to direct staff to prepare a retreat for a future meeting.

6. **CONSENT AGENDA**

7. **NEW BUSINESS**

SPEAKERS:

Cordell Hindler: declared he was present for the grievance hearing.

- a. **DISCUSS AND APPROVE** written decision for previous grievance and a timeline for written decisions on all future grievances

Sr. Assistant City Attorney Bruce Soublet spoke on the written decision. A formal motion is not necessary because the written is a summary of the decision and the decision is final. Sr. Assistant City Attorney Soublet stated that he will have the written decision forwarded to Chair Early for signature within the next few days and then forward the signed copy on to the grievant. He went on to explain that he cannot provide an expected timeframe for the written decision for future grievances. The complexity of the issues and/or the duration of the hearing can all affect the timeframe for writing the decision. He explained his process as reviewing and listening to the hearing recording, reviewing all the evidence, and then he will begin to draft the written decision.

Chair Early explained that there was discussion on waiting to announce the decision until the written summary is received. It is concerning to him that after a long hearing, potentially days of hearing a grievance, the Board Members must come up with a decision within moments. Chair Early understands that with arbitration, the grievant may have a wait time that could be much longer which is also not optimal.

Sr. Assistant City Attorney Soublet stated that there is no requirement to come up with a decision the same evening but if it is not made the same evening of the hearing, it is not known if the decision was based on any outside influence. Since there has been talk of a retreat for the Personnel Board, this topic can be part of the retreat.

Personnel Board Secretary (acting for Lisa Stephenson) Dorothy Mandujano recommended scheduling a grievance hearing in two (2) days succession so that the Board Members can return the next day to continue the hearing, deliberate, and announce decision. Also noted is the grievance hearings can be scheduled as a special meeting instead of the grievance hearing following immediately after a regular meeting.

8. **UNFINISHED/OLD BUSINESS**

SPEAKERS:

Audio recordings of Personnel Board Meetings are available at:
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Cordell Hindler: spoke on meeting more regularly – possibly weekly to discuss agenda and using doodle pool to see when everyone is available to meet.

- **DISCUSS AND APPROVE** meeting schedule options to assure a quorum for Personnel Board meetings and the ability to accomplish City of Richmond business

Sr. Assistant City Attorney Bruce Soublet stated that the Personnel Board regular meetings beginning time has changed a few times. The most recent was changed to 5:15 to accommodate employees' ability to arrive after their end-of-day work schedule at 5:00. The City Charter does state that the Personnel Board meets monthly. There is no guarantee that a quorum will always be met due to circumstances that arise but there should be a procedure. For example, the Board Members could notify Dorothy their inability to attend the meeting possibly by noon the day of the meeting. In this manner, Board Members, employees, and staff can be notified of the cancellation due to the lack of quorum.

The inability to approve the Rent Board items due to Personnel Board meetings being cancelled due to lack of quorum, prompted Chair Early to place this item on the agenda.

A discussion ensued on filling the vacant seat and whether Board Member Davila has notified anyone on his continuance on the Personnel Board.

9. **REVIEW AND/OR ISSUANCE OF SUBPOENA(S)**
10. **CONSIDERATION OF PROBLEMS AND REPORTS**
11. **ADJOURNMENT**

Meeting adjourned at 5:44 p.m.



STAFF REPORT

PERSONNEL BOARD OR DEPARTMENT

DATE: April 26, 2018

TO: Chair Early and Members of the Personnel Board

FROM: Lisa Stephenson, Secretary to the Personnel Board

SUBJECT: APPROVAL TO REVISE/RE-TITLE THE EXISTING CLASSIFICATION OF COMMUNICATIONS MANAGER TO COMMUNICATIONS CENTER MANAGER (POLICE DEPARTMENT)

BACKGROUND

The Police Department's Communications Center is responsible for responding to emergency and non-emergency calls for Richmond Police and Fire Departments, the El Cerrito Police and Fire Departments, and 9-1-1 calls from cellular telephone users.

Police Chief Allwyn Brown has requested that the current job specification for the Communications Manager be updated to clearly reflect the current essential duties and minimum qualifications for this classification.

This classification is assigned to the International Federation of Professional and Technical Employees (IFPTE), Local 21.

RECOMMENDATION

APPROVE revisions and title change to the existing classification of Communications Manager to create Communications Center Manager classification.

ANALYSIS

The Communications Manager is responsible for managing twenty-four personnel in the communications center. This classification was originally established thirty-four years ago in 1984, and it has been nine years since it was last updated.

The requested revisions consist of modifying the title from "Communications Manager" to "Communications Center Manager"; updating the essential duties, and changing the minimum qualification to require more relevant job experience. These changes will

Personnel Board Staff Report

accurately reflect the current responsibilities and required experience, knowledge, skills and abilities for this classification.

Staff recommends that the title for this classification be changed to “Communications Center Manager”.

This change will clearly distinguish this position from a communications manager who would handle public relations and marketing type duties, or provide internal and external communications about an organization’s operations and activities.

Staff recommends updating the duties and responsibilities for this classification, revising the minimum qualifications. Currently this classification requires four (4) years of “increasingly responsible clerical experience, including communications dispatching in a law enforcement and/or fire environment”. The amended minimum qualifications will require “four (4) years of responsible dispatching experience in a public safety environment, of which at least two (2) years of experience are at the supervisory or lead level. This change will allow the department to recruit and select candidates who have public safety dispatching and supervisory or lead experience.

The recommended changes will update the classification to accurately reflect the current duties, responsibilities and minimum qualifications for this classification.

ANALYST: Donna Newton, Human Resources Personnel Officer

Attachments: Communications Manager Job Specification (Original)
Proposed Communications Center Manager Job Specification
Proposed Communications Center Manager Job Specification (with track changes).

ORIGINAL

COMMUNICATIONS MANAGER

DEFINITION

Under general supervision, manages and supervises the Communications Section in the Police Department; and performs other work as required.

CLASS CHARACTERISTICS

This is a single position class. The incumbent functions as a manager and supervisor with new responsibilities, and reports to a police command officer. Primary emphasis is on ensuring high quality services from the Communications Section, and providing training and supervision to dispatchers and other personnel who perform the Communication Section's work. Shift work may be required to insure adequate training and supervision round the clock.

EXAMPLES OF DUTIES

1. Plans, assigns, reviews and evaluates work of subordinate personnel on all shifts; handles grievances at the second level of appeal.
2. Ensures proper indexing filing and managing of communication records related documents in accordance with departmental standards and legal requirements.
3. Prepares and maintains a Training Procedures Manual to orient and train assigned personnel.
4. Studies and makes recommendations to resolve personnel issues and problems of the Section; including those pertaining to scheduling, assignments, seniority, productivity, time off and related areas.
5. Learns and applies data processing techniques for use on the Section's computer terminals; keeps abreast of developments in the use of computers for improved communications support.
6. Interviews, screens, rates and grades prospective personnel; makes section and recommendations for hiring.
7. Answers questions and inquiries of outside law enforcement and related agencies regarding work activities and procedures.

**CITY OF RICHMOND
COMMUNICATIONS MANAGER
PAGE 2**

8. Designs new forms and procedures for modifying and improving systems.
9. Develops prepares and writes special reports needed of the Section.
10. Performs communication duties as needed.

MINIMUM QUALIFICATIONS

Knowledge of: principles and techniques of radio communication; Supervision, training and record keeping; Geography of the City of Richmond; Date processing as used in law enforcement, City of Richmond and California communications networks and the formats used in handling information from them.

Ability to: plan, organize, supervise and evaluate the work of subordinate personnel; evaluate personnel issues and problems, and make recommendations to resolve them; maintain and establish effective working relations with supervisors, employees and the public; evaluate and resolve grievances; identify training needs for assigned personnel; communicate effectively both orally and in writing; present ideas and recommendations effectively.

EDUCATION/EXPERIENCE

Equivalent to graduation from high school AND four (4) years of increasingly responsible clerical experience, including communication dispatching in a law enforcement and/or fire environment.

PROPOSED

COMMUNICATIONS CENTER MANAGER

DEFINITION

Under general supervision; plans, organizes, and directs the activities and operations of the Communications Center in the Police Department; which serves as the primary public safety answering point for the City of Richmond. The Communications Center Manager develops and implements goals, objectives, policies and procedure for the section; provides leadership and direction to staff; coordinates section activities with other City departments, outside agencies and the community; responds to emergency situations during off-duty hours; and performs other work as required.

CLASS CHARACTERISTICS

This civilian management-level position is a single position class that reports to a police lieutenant or captain, and is responsible for supervising and managing the Communications Center. The Communications Center Manager has considerable latitude in directing the activities of the section, within general operating guidelines, and supervises and trains staff to ensure effective and efficient emergency response for the City's Police and Fire Departments, as well as other public safety agencies, pursuant to contractual agreements. This classification is distinguished from the Communications Shift Supervisor in that it is responsible for the overall management and operations of the Communications Center and the latter serves as the first-level supervisor for staff on an assigned shift. . Shift work may be required for this position to ensure adequate training and supervision around the clock.

EXAMPLES OF DUTIES – (Illustrative Only)

Essential duties may include, but are not limited to, the following:

1. Plans, organizes and supervises the day-to-day operations of the Police Department's Communications Center.
2. Supervises, trains, motivates, and evaluates the work of staff on all shifts; works to correct performance deficiencies; implements disciplinary actions; assists in the recruitment and testing of prospective staff; and selects and makes recommendation for new hires.

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COMMUNICATIONS CENTER MANAGER
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3. Studies and makes recommendations to resolve personnel issues and problems, including those pertaining to scheduling, assignments, seniority, productivity, time off, grievances; and related areas.
4. Directs and participates in the development, implementation, support, and troubleshooting of Communications Center equipment, including Computer-Aided Dispatch (CAD) system and radio systems. Keeps abreast of new trends, innovations and developments in the use of computers, radio systems and other communications devices for improved communications support.
5. Plans and coordinates the contracting, purchasing, installation, maintenance, and replacement of Communications Center materials, fixtures, supplies and equipment, including police radios, digital recording machines, battery back-up systems, generators, and computer consoles.
6. Assists in developing and administering the Communication Centers' budget and fiscal operations, including budget forecasting, payroll, purchasing, and monitoring expenditures and government funding.
7. Establishes policies and procedures to effectively dispatch services; develops, implements, and maintains programs and procedures to monitor the response to calls for services; documents problems and implements solutions.
8. Reviews and analyzes data; prepares comprehensive memos or reports of findings; prepares and maintains various other records, reports and documentation.
9. Represents the Communications Center and makes presentation at community meeting; participates in professional group meetings.
10. Performs dispatching duties, as needed, during times of emergencies and staffing shortages.

MINIMUM QUALIFICATIONS

Knowledge of: Modern principles of organization, public administration, and personnel management; the operation of public safety communications centers; computerized public safety dispatch and information systems; radio equipment, alarm systems and other related equipment; geography of the City of Richmond and surrounding areas; data-processing systems used in law enforcement, the

**CITY OF RICHMOND
COMMUNICATIONS CENTER MANAGER
PAGE 3**

City of Richmond and California communications networks and the formats used in handling information from them.

Ability to: Plan , organize, supervise, and evaluate the work of staff; identify staff training needs and provide training; evaluate personnel issues and problems and make recommendations to resolve them; maintain and establish effective working relations with others; communicate effectively both orally and in writing; interpret and apply rules, regulations and laws; present ideas and recommendations effectively.

EDUCATION/EXPERIENCE

Equivalent to graduation from high school AND four (4) years of increasingly responsible dispatching experience in a public safety communications environment, which includes at least two (2) years of experience at the supervisory or lead level.

OTHER REQUIREMENTS

Must pass a thorough background investigation

CITY OF RICHMOND, CA

Class Code: OC-646

Established: 7/26/84

Revision: ~~3/25/99~~

4/26/18

Bargaining Unit: IFPTE Local 21

FLSA: Exempt

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PROPOSED

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COMMUNICATIONS CENTER MANAGER

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DEFINITION

Under general supervision, ~~;~~ plans, organizes, and directs the activities and operations of the ~~manages and supervises the~~ Communications Center Section in the Police Department; which serves as the primary public safety answering point for the City of Richmond. The Communications Center Manager develops and implements goals, objectives, policies and procedure for the section; provides leadership and direction to staff; coordinates section activities with other City departments, outside agencies and the community; responds to emergency situations during off-duty ~~and~~ hours; and performs other work as required.

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CLASS CHARACTERISTICS

This civilian management-level position is a single position class that reports to a police lieutenant or captain, and is responsible for supervising and managing the Communications Center. The Communications Center Manager has considerable latitude in directing the activities of the section, within general operating guidelines, and supervises and trains staff to ensure effective and efficient emergency response for the City's Police and Fire Departments, as well as other public safety agencies, pursuant to contractual agreements. This classification is distinguished from the Communications Shift Supervisor in that it is responsible for the overall management and operations of the Communications Center and the latter serves as the first-level supervisor for staff on an assigned shift. ~~The incumbent functions as a manager and supervisor with new responsibilities, and reports to a police command officer. Primary emphasis is on ensuring high quality services from the Communications Section, and providing training and supervision to dispatchers and other personnel who perform the Communication Section's work.~~ Shift work may be required for this position to ~~insure~~ ensure adequate training and supervision around the clock.

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EXAMPLES OF DUTIES – (Illustrative Only)

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Essential duties may include, but are not limited to, the following:

1. Plans, organizes and supervises the day-to-day operations of the Police Department's Communications Center, ~~assigns, reviews and evaluates~~

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CITY OF RICHMOND
COMMUNICATIONS CENTER MANAGER
PAGE 2

~~work of subordinate personnel on all shifts; handles grievances at the second level of appeal.~~

~~2.1. Supervises, trains, motivates, and evaluates the work of staff on all shifts; works to correct performance deficiencies; implements disciplinary actions; assists in the recruitment and testing of prospective staff; and selects and makes recommendation for new hires. Ensures proper indexing filing and managing of communication records related documents in accordance with departmental standards and legal requirements.~~

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~~3.2. Prepares and maintains a Training Procedures Manual to orient and train assigned personnel.~~

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~~4.3. Studies and makes recommendations to resolve personnel issues and problems, of the Section; including those pertaining to scheduling, assignments, seniority, productivity, time off, grievances; and related areas.~~

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~~4. Directs and participates in the development, implementation, support, and troubleshooting of Communications Center equipment, including Computer-Aided Dispatch (CAD) system; and radio systems. Keeps abreast of new trends, innovations and developments in the use of computers, radio systems and other communications devices for improved communications and support.~~

~~5. Plans and coordinates the contracting, purchasing, installation, maintenance, and replacement of Communications Center materials, fixtures, supplies and equipment, including police radios, digital recording machines, battery back-up systems, generators, and computer consoles.. Learns and applies data processing techniques for use on the Section's computer terminals; keeps abreast of developments in the use of computers for improved communications support.~~

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~~6. Assists in developing and administering the Communication Centers' budget and fiscal operations, including budget forecasting, payroll, purchasing, and monitoring expenditures and government funding. Interviews, screens, rates and grades prospective personnel; makes section and recommendations for hiring.~~

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~~7.6. Establishes policies and procedures to effectively dispatch services; develops, implements, and maintains programs and procedures to monitor the response to calls for services; documents problems and implements solutions. Answers questions and inquiries of outside law enforcement and related agencies regarding work activities and procedures.~~

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~~8. Reviews and analyzes data; prepares comprehensive memos or reports of findings; prepares and maintains various other records, reports and documentation. Designs new forms and procedures for modifying and improving systems.~~

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~~9. Represents the Communications Center and makes presentation at community meeting; participates in professional group meetings. Develops prepares and writes special reports needed of the Section.~~

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~~10.7. Performs dispatching communication duties, as needed, during times of emergencies and staffing shortages.~~

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MINIMUM QUALIFICATIONS

Knowledge of: ~~Modern principles of organization, public administration, and personnel management; the operation of public safety communications centers; computerized public safety dispatch and information systems; principles and techniques of radio equipment, alarm systems and other related equipment; communication; Supervision, training and record keeping; Geography geography of the City of Richmond and surrounding areas; data Date processing systems as used in law enforcement, the City of Richmond and California communications networks and the formats used in handling information from them.~~

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Ability to: ~~Plan plan, organize, supervise, and evaluate the work of staff subordinate personnel; identify staff training needs and provide training; evaluate personnel issues and problems, and make recommendations to resolve them; maintain and establish effective working relations with others supervisors, employees and the public; evaluate and resolve grievances; identify training needs for assigned personnel; communicate effectively both orally and in writing; interpret and apply rules, regulations and laws; present ideas and recommendations effectively.~~

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EDUCATION/EXPERIENCE

Equivalent to graduation from high school AND four (4) years of increasingly responsible ~~dispatching clerical~~ experience ~~in a public safety communications environment, which includes at least two (2) years of experience at the supervisory or lead level, including communication dispatching in a law enforcement and/or fire environment.~~

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OTHER REQUIREMENTS

Must pass a thorough background investigation

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STAFF REPORT

PERSONNEL BOARD OR DEPARTMENT

DATE: April 26, 2018

TO: Members of the Personnel Board

FROM: Steve Early, Personnel Board Chair

SUBJECT: **RECEIVE AND DISCUSS** an informational report on city lay-off policy, as applied to Paratransit Program down-sizing so Personnel Board Members have better understanding of lay-off policies and procedures and what is appealable and what is not appealable.

BACKGROUND:

The recent e-mail exchange between IFPTE Local 21 bargaining unit member and Human Resources regarding elimination of the member's position in the Paratransit Program has prompted the following recommendation.

RECOMMENDATION:

RECEIVE AND DISCUSS an informational report on city lay-off policy, as applied to Paratransit Program down-sizing so Personnel Board Members have better understanding of lay-off policies and procedures and what is appealable and what is not appealable.

ANALYSIS:

This discussion will enable members of the Board, new or more longer-term members, to become better informed on the general subject matter and the specifics of the Paratransit program down-sizing and contracting out.

The number of positions supporting the Paratransit program and funding or revenues sources and the costs associated with the Paratransit program.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF RICHMOND
AND
IFPTE LOCAL 21**

ARTICLE 11 PERSONNEL PROVISIONS

Layoff

176 Seniority Defined. Seniority is defined as days of continuous accrued service ("length of service") within any classification with the City. For layoff purposes all time on Worker's Compensation and Military Leave shall be added to this computation.

177 Provisional or acting appointment to a classification shall not be construed as service in such classification unless such appointment was to a probationary or part-time status in that classification.

178 Whenever there is lack of work, lack of funds, substantive change in duties or organization, return of an employee from leave of absence, or other valid reasons requiring reduction of personnel in a department or division of the City government, the required layoffs shall be made, in job classifications set forth in the classification plan of the City of Richmond, by the City Manager or designee in accordance with the following procedures:

179 All possibilities for a transfer to a vacant position must be exhausted before notice of layoff is given.

180 Whenever layoff of one or more employees becomes necessary, as defined in Article XIII of the City Charter and this section, such layoff shall be made by seniority within classification on a City-wide basis when employees with permanent appointments in the class are involved.

181 Whenever the effective date of appointment to a classification is the same for two or more employees, the original date of hire as a probationary or permanent part-time employee shall be used to determine which employee has greater length of service within the classification. The employee with the earliest permanent hire date shall be considered to have seniority in the classification in this situation. Whenever two or more employees subject to layoff have the identical seniority, the order of layoff will be determined by lot, and the selection witnessed by a representative of the Union.

182 At least three weeks prior to the effective date of a proposed layoff, the Department Head shall notify the Director of Human Resources Management of the proposed action with the reason therefore. At least two weeks prior to the effective date of a proposed layoff, the Human Resources Director shall notify the affected employee and the Union of the proposed action. The City will notify the Union when it has made a firm decision to effect layoffs. Upon

notification to the Union, the City and Union will meet without delay, provided that such meeting shall not result in delays in layoffs. All employees faced with such notice shall, in the absence of an active disciplinary action, be considered eligible for rehire. If disciplinary procedures are in progress for any such employee, said individual may be laid off, but must be accorded all employee rights to exhaust appropriate appeal processes prior to final implementation of the layoff.

183 An employee designated to be laid off may exercise "bumping" rights to a previously held classification provided that his/her seniority (date of hire) in that classification exceeds the seniority (date of hire) of at least one employee in the classification.

184 An employee who has been laid off to a lower class or a comparable class with a lower salary will receive the salary step in the lower range closest to, but not exceeding his/her salary, or exceeding the top step of the lower range.

185 No employee holding a permanent appointment in the class from which layoff is to be made shall be laid off unless all provisional, acting and probationary employees Citywide in the affected classification have first been laid off.

186 In the event of layoff the City shall prepare a list of employees in each section of the City's classified service which are subject to layoff. Said list shall serve as the basis for placement on a reemployment list. Reemployment shall occur in the order of cumulative time served (date of hire) in the classification(s) in which the employee has established eligibility. The City will insure that said list will be presented to the Union Board of Directors at least five (5) days prior to the first "meet and confer" session.

187 Employees who are rehired into a classification other than the one from which they were laid off shall have the right to be reinstated into their previous position for a period of three (3) years in the event that vacancies occur in the classification or new positions are created after they are rehired.

188 The Director of Human Resource Management or a designee shall create and cause to be maintained a list of comparable classifications if any, for every classification in the classified service. Employees subject to layoff who do not possess bumping rights will be considered for transfer to vacant positions outside the employees' current classification but within the bargaining unit as set forth in the comparable classification list.

189 An employee may volunteer to be laid off and placed on a reemployment list on the basis of seniority and comparability of assignment.

190 Interested employees who are placed upon a reemployment list due to layoff and who elect to be available for temporary work shall be given preference for such work in their former department in the classification from which they were laid off. The election to be available for temporary work must be made at the time of layoff. Employees may decline to be available for temporary work or may decline such work itself without affecting any right held. In no instance

shall an employee hired for temporary work serve in their position for a period to exceed 180 calendar days. If the City wishes to continue the employment services beyond the 180 day period, that employee shall be deemed to be recalled and returned to their previously held position with full time benefit and salary status. All employees hired in to temporary positions shall be paid at the level of compensation consistent with their classification and be given prorated benefits.

191 In the event an employee is offered and fails to accept a reassignment or transfer to a comparable position or a formerly held position in lieu of layoff, that employee shall be deemed to have been offered and declined such work and voluntarily terminated from the classified service. An employee in such a situation shall be removed from the reemployment list regardless of seniority.

192 No name shall be carried on a reemployment list for a period longer than two (2) years and the names of persons reemployed in a permanent position within the same classification shall upon reemployment be dropped from the list. A refusal to accept two (2) offers of reemployment within the same classification shall cause the name of the person to be dropped from the reemployment list.

193 The Director of Human Resource Management shall track seniority by classification whenever there is a reclassification and person remaining in the classified service who occupied the position so reclassified. A caveat in these circumstances is that the duties must have remained essentially the same and the previously held position has not been abolished. In any event, the individual must be considered eligible to occupy the reclassified position on the basis of comparability.



STAFF REPORT

PERSONNEL BOARD OR DEPARTMENT

DATE: April 26, 2018

TO: Chair Early and Members of the Personnel Board

FROM: Lisa Stephenson, Secretary to the Personnel Board

SUBJECT: **DISCUSS** a date, time, and location for a Personnel Board retreat along with preferred training topics.

BACKGROUND:

The last retreat held for the Personnel Board was December 2013. Of the current members, only Board Member Williams was in attendance and Chair Early and Board Member Pines were not yet appointed.

RECOMMENDATION:

DISCUSS a date, time, and location for a Personnel Board retreat along with preferred training topics.

ANALYSIS:

The discussion will hopefully lead to an agreed upon date and time for the Personnel Board Members to attend the retreat and receive training relevant to their position as Personnel Board Members.