CITY OF ANAHEIM

COUNCIL AGENDA REPORT

City of Anaheim
HUMAN RESOURCES DEPARTMENT

DATE: JUNE 10, 2008
FROM: HUMAN RESOURCES DEPARTMENT
SUBJECT: REVISIONS TO PERSONNEL RULES

ATTACHMENT (Y/N): YES ITEM # 41

RECOMMENDATION:

That the City Council, by Resolution, approve changes to certain Personnel Rules Covering Management, Confidential and Non-Represented Employees.

DISCUSSION:

As part of the annual budget implementation process, it is the City’s practice to concurrently amend its Personnel Rules as necessary. By incorporating the recommended changes, the revisions to the Personnel Rules will ensure that the City continues to provide a fair and equitable system of personnel management over management, confidential, and non-represented employees.

Specific recommended revisions include renumbering of subsections and the following substantive changes:

- **Personnel Rule 4, Appropriate Salary**, revisions are necessary to clarify probationary employees are not eligible for special merit consideration; and, to provide language for special merit consideration for part time classifications similar to existing procedures related to full time classifications.
- **Personnel Rule 8, Employment Lists**, revisions are recommended to shorten the length of time employment lists are maintained from one year to six months and further to eliminate the creation of employment lists for Intern positions.
- **Personnel Rule 9, Probation**, revisions are necessary to clarify efforts that will be taken by the City in the event of a rejection or lay off of a part time employee that has been promoted or transferred.
- **Personnel Rule 12, Reinstatement**, revisions are recommended to extend reinstatement rights to part time employees similar to what is in existence for full time employees who left in good standing.
- **Personnel Rule 14, Transfer**, additions are recommended to grant Executive Managers the flexibility of deferring merit increases of newly transferred employees in order to allow additional time to evaluate performance.
- Personnel Rule 31, Grievance Procedure, requires revision to bring it into compliance with recent State and Federal court rulings. The significant changes are 1) clarification that part time employees have the right to file grievances; 2) a procedure that requires the individual grievant to agree to the higher appellate review standards of Section § 1285 et seq of the California Code of Civil Procedure if the grievant elects final and binding arbitration; and 3) a provision that the City pay all administrative costs attributable to arbitration. Additionally, the Rule has been modified to limit the scope of issues reviewable at arbitration to discipline, violations of the Personnel Rules, or violations of commonly accepted safety practices.

**IMPACT ON BUDGET:**

None.

Respectfully submitted,

Kristine Ridge
Human Resources Director

**Attachments:**
1. Resolution
2. Personnel Rules (6)