

City of Brisbane

Staff Report

To: Fiscal & Administrative Policies Subcommittee

From: Maria Saguisag-Sid
Principal Analyst

Subject: Update to Personnel Rules and Regulations

Date: Meeting of June 13, 2018

Purpose:

To be able to retain qualified employees by providing clear, concise personnel rules that apply to all employees..

Recommendation:

Receive current draft of rules and regulations for review and provide direction to staff.

Background and Discussion:

Per Municipal Code 2.12.010 – Adoption of Personnel System, the City of Brisbane created the Personnel Rules and Regulations to ensure an equitable and uniform procedure for handling personnel matters, recruit competent personnel, appoint and promote employees based on merit and fitness for positions available, and provide a reasonable degree of security for qualified employees. The original Personnel Rules and Regulations were adopted in 1982. While there have been several amendments and additions to the Rules and Regulations to keep them up to date, there has been several and on-going changes to California labor law that warrants having the document reviewed and updated as appropriate.

Staff has been working with labor attorney representatives under the City Attorney's direction to bring our Personnel Rules and Regulations up to current legal standards. The subcommittee reviewed an initial draft back in June of 2016 and since that time more changes have been made to continue to keep up with legal standards. Staff has also incorporated many standalone personnel policies into the rules and regulations to consolidate information for employees.

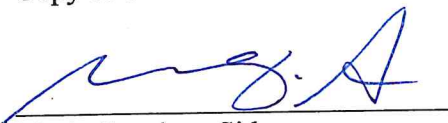
Attached is the current draft for the subcommittee's review. Staff at this time is recommending the subcommittee review the document and consider if the draft can move forward towards adoption. If the subcommittee approves of the current draft, staff will make arrangement to present the draft to the various represented bargaining units to discuss the impacts of the updates and changes. Once that is completed, the document can move forward to the City Council for their review and approval.

Fiscal Impact:

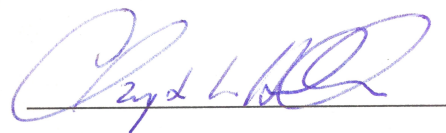
There is no fiscal impact in implementing this update.

Attachments:

Copy of draft Personnel Rules and Regulations



Maria Saguisag-Sid
Principal Analyst



Clayton Holstine
City Manager