

AGENDA ITEM: _____8_____

MEETING DATE: _____4/4/2019_____

DEPARTMENT: ADMINISTRATION

REPORT TO THE CITY COUNCIL

SUBJECT:

Consideration and Necessary Action on updating and amending the current Personnel Policies

RECOMMENDATION:

Staff recommends Council approval of updates and amendments to the current Personnel Policies to bring them into conformity with state law on the subjects of minimum full-time hours, vacation and sick leave cash out policy, sick leave waiting period, and drug policy.

DETAIL:

Staff would like to have a standing agenda item to request approval for various corrections and updates to the 2003 Personnel Policies. The current request is for the following changes:

- Update reference to a “40 hour workweek” to “32-40 hour workweek” for full time employees
- Allow ceilings on unused accrual of sick and vacation hours used, to encourage use of benefits and allow budget predictability of liabilities
- Make sick leave eligibility consistent with AB 1522 minimums to eliminate probation waiting period
- Update list of controlled substances for drug-free workplace policy to be consistent with California law

FISCAL IMPACT:

Overall cost of sick leave benefit will not change but will be drawn down more evenly throughout the calendar year. Workweek definition will allow flexibility for slightly lower payroll spending as an option based on workload and budget. No other fiscal impact.

Prepared by:

Approved by:

Antonio Gastelum
City Manager