

PERSONNEL BOARD MEETING MINUTES

August 14, 2017

Human Resources Conference Room

1:30 p.m.

1. CALL TO ORDER – 1:30 P.M.

2. ROLL CALL

MEMBERS PRESENT:

Karen Alvord, Chair

Truda Pauly, Vice Chair

Herbert Long, Board Member

Scott Holbrook, Board Advisor

Scott Olsen, Board Member

Charles Sandoval, Board Member

STAFF

Gayle Satchwell, Human Resources Director

Jonathan Levy, Deputy City Attorney

Susan Schinnerer, Assistant to the Board

3. STAFF and/or BOARD MEMBERS REPORTS/COMMENTS

1. New Changes to the Personnel Code Section 3.07.130 – Medical Separation/Termination:

HR Director Gayle Satchwell introduced the proposed change to the Personnel Rules which incorporate specific language into the Personnel Rules to medically separate an employee from City service. She gave some background on the dismissal process for the City and noted that the grounds for disciplinary dismissal were clearly stated in the Personnel Rules, but that there was no language that addressed those employees who were medically unable to continue to work for the City after the ADA/interactive process was completed.

She noted that there would be adjustments to the subsequent numbering in the sections due to this addition, as well.

Board Member Herb Long wanted to know about the possibility of transferring an employee to a job that they would be able to do; HR Director Satchwell answered that

the possibility of moving or transferring an employee to a different location is part of the interactive process that the City is required to engage in by law when employees present the need, and that is addressed separately in the specific ADA administrative regulation.

Board Member Scott Olsen wanted to know how section 19 of the Administrative Regulations – the section that discussed the interactive process - concluded. Deputy City Attorney Jonathan Levy explained that the Administrative Regulations conclude with what happens without accommodations. HR Director Satchwell added that the interactive process involves what jobs an employee can do and if they want to take the other job(s) being offered to them. She added that this separation language is for those employees who are non-vested in CalPERS.

Board Member Charles Sandoval wanted to know what has happened in the past when this situation has arisen; HR Director Satchwell explained that she had been at the City for about 5 years and has yet to have dealt with the exact situation, but the City wanted a better vehicle than the disciplinary rules to medically separate/terminate those who fall into this category.

Board Member Olsen suggested that the word “adhering” could be substituted with something else, like “exhausting” – the group briefly discussed it, and wondered “who would determine if and when every term had been ‘exhausted.’” It was agreed to leave the wording as is for now, and it was noted that the language still needed to go to Meet and Confer with the unions, so it would possibly be changed at a later time.

Deputy City Attorney Levy explained the reasoning behind the word “adhering.”

A brief discussion between Board Advisor Scott Holbrook and Deputy City Attorney Levy ensued, regarding the specificity of what Section of the Personnel Code should be noted in the new language, and it was agreed to leave the coding as it at 3.21 as written.

Board Member Long motioned, Vice Chair Pauly seconded.

The Board unanimously approved the new addition/change to the Personnel Rules.

4. Next Meeting

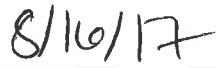
The Board decided to hold the September 11, 2017 meeting at least for the next week, when the decision would be made as to what, if any, more Personnel Code changes would need to come before the Board.

5. ADJOURNMENT – 1:44 P.M.

Respectfully submitted,

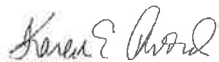


Susan Schinnerer
Assistant to the Board



Date

APPROVED:



Karen Alvord
Chair

8/15/17

Date