

PERSONNEL BOARD MEETING MINUTES

June 27, 2016

Human Resources Conference Room

1:00 p.m.

I. CALL TO ORDER - 1:35 P.M.

2. ROLL CALL

MEMBERS PRESENT:

Richard Duran, Board Member

Karen Alvord, Chair

Scott Holbrook, Board Advisor

Scott Olsen, Board Member

MEMBERS ABSENT: Truda Pauly, Vice-Chair, Charles Sandoval, Board Member

STAFF

Gayle Satchwell, Human Resources Director

Lisa Achen, Assistant Human Resources Director

Jonathan Levy, Deputy City Attorney

Susan Schinnerer, Assistant to the Board

3. STAFF and/or BOARD MEMBERS REPORTS/COMMENTS

- I. New Changes to Title 3: Ch. 3 Section 3.00.690 of the Roseville Muni Code (3.03.010, 3.15.040, 3.16.020)

Gayle Satchwell, HR Director, introduced Jonathan Levy, Deputy City Attorney, who reviewed and summarized the proposed amendments to the Personnel Code that the City had made in accordance with new legal requirements. He reviewed the latest "red- line/strike-out" version and noted the overview of the changes as:

- the scope of who is protected under the law
- the list of protected characteristics
- clear reference of where the complaint process is

Board Member Olsen asked for and received specific information as to whether or not the Municipal Code was handed out; HR Director Satchwell indicated that there is a training assignment through RoseU (online training program) regarding each new code

that comes out, as well as it being a part of the new hire process. All Administrative Regulation changes are sent to employees through this electronic process and they must read/complete. In addition, the documents are posted on the intranet for access for all staff.

Board Member Olsen also noted that the document didn't specify that an employee can bypass the internal process; Mr. Levy clarified that the Department of Fair Employment and Housing (DFEH) requirements clarify that the City has a policy, not that the employee doesn't have to go through specific parties.

Board Member Alvord wanted to know if the protected classes were broadened, and if classes/characteristics were used interchangeably; Mr. Levy answered affirmatively.

This process is in effect now, as of April 1, and the information was sent to Managers.

Board Member Duran clarified that there was training on this matter upon hire, and it was clarified that this was correct; in addition, there was training every 2 years for supervisors.

Board Advisor Scott Holbrook advised that since the Agenda item was written for "approval;" if the Board wished, these changes could be approved at this meeting as submitted.

Motion by Board Member Olsen for approval, Second by Board Member Duran, to approve the Final Personnel Rule changes.

The Board unanimously approved the changes to the Personnel Rules.

Cub Scout Jake Provins and mother Debbie Provins were in attendance as Cub Scout observers of the public meeting process.

4. Next Meeting

The next meeting is scheduled for July 1, but this will likely be cancelled due to lack of Agenda items. The next scheduled meeting is August 8.

5. ADJOURNMENT - 1:55 P.M.

Respectfully submitted,


Assistant to the Board
Susan Sc

10/11/16
Date

APPROVED:

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Karen E. Alvord
Chair

10/11/16
Date