

# Review of City's Human Resources Operations

City of Monrovia  
Ad Hoc Committee on Equity & Inclusion  
September 24, 2020



# Agenda

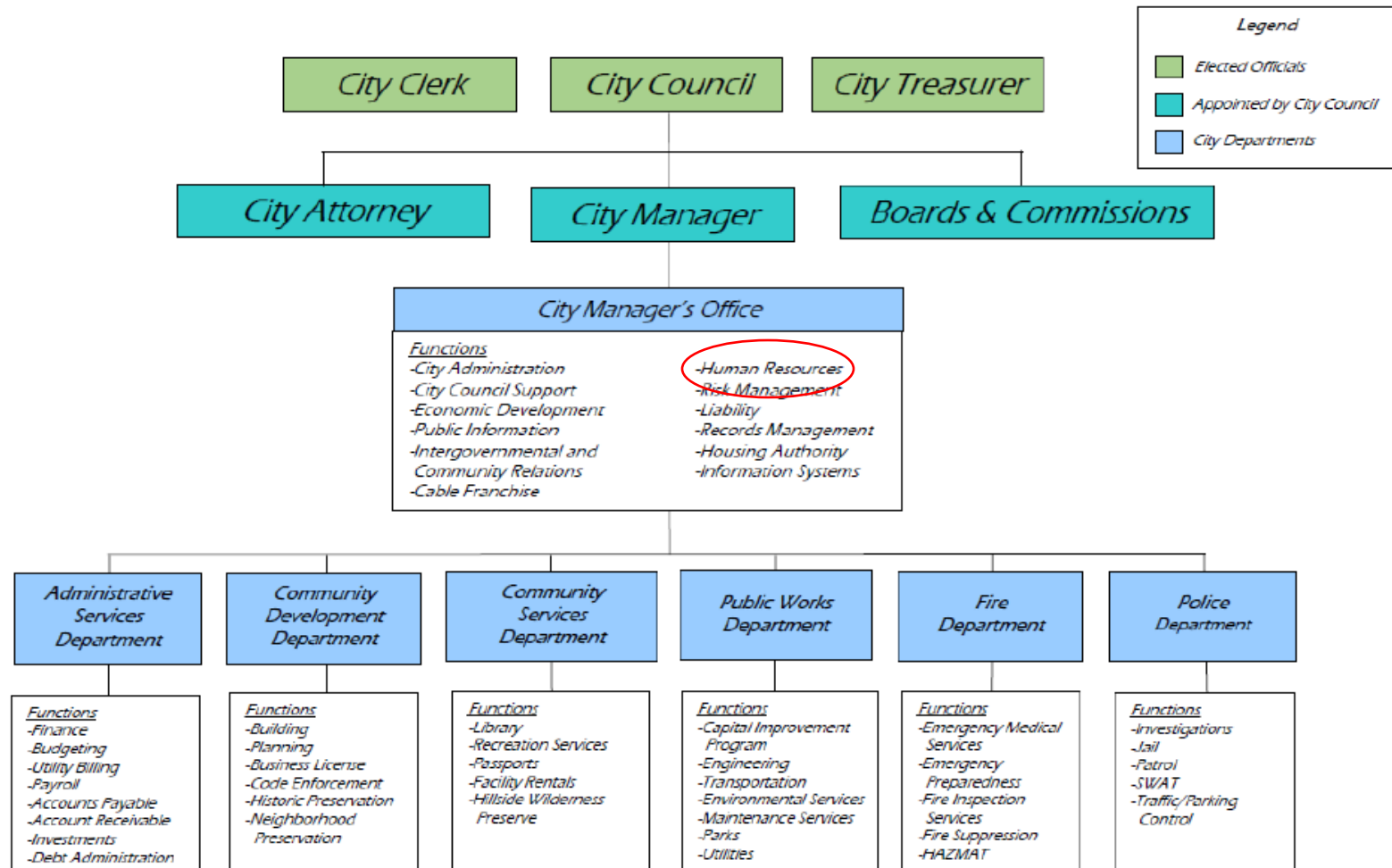
- ❖ Human Resources 101
- ❖ Recruitment
  - Applicable Laws and Regulations
  - Process for General and Safety Personnel
- ❖ Training Programs
- ❖ Administrative Policies

# Human Resources 101

The City's HR operation exists to serve as an advocate for our staff, and strives to be a strategic partner for our operating departments through the provision of the following key services:

- Organizational design, labor relations, recruitment, benefits administration, training, and staff development.
- Coordination of classification, compensation and benefit related matters for staff.
- Manage risk management functions.

# Organizational Chart



# Human Resources Stats

- 240 Authorized Full-Time Positions
  - 50 Sworn PD
  - 43 Sworn Fire
- 100 Part-Time Positions
- Recruitments
  - 2018 / 2019 – 41 Recruitments
  - 2019 / 2020 – 29 Recruitments
  - 2020 / 2021 – 9 Recruitments

# Recruitment

## *Applicable Laws and Regulations*

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# Federal and State Equal Employment Opportunity Laws

Federal and State regulations prohibit any discriminatory practices (including hiring) based on the following protected classes:

- Race or color
- Ancestry or national origin (including language use restrictions)
- Religion or creed
- Age (over 40)
- Mental or physical disabilities
- Sex or gender (including pregnancy, childbirth, breastfeeding or related medical conditions)
- Sexual orientation
- Gender identity or gender expression
- Medical condition
- Genetic information
- Marital status
- Military and veteran status

# Americans with Disabilities Act

**The Americans with Disabilities Act (ADA), along with the State's Fair Employment and Housing Act, prohibit discriminatory practices based on a disability.**

- Medical examinations of applicants are allowed only after an employer makes a conditional job offer.
- Post-offer medical examinations are permissible only if all entering employees in similar positions are required to submit to such exams and the results are treated as confidential medical records and maintained on separate forms.
- In addition, pursuant to California's Government Code §12940, no post-offer, pre-employment inquiry is permitted unless it is directly related to and pertinent to the position being applied for or directly related to whether an individual would endanger himself or herself or others.



# Proposition 209

California Proposition 209 (the Affirmative Action Initiative) was approved as a State Constitutional Amendment on November 5, 1996.

- Proposition 209 added Section 31 to the California Constitution's Declaration of Rights, which said that the state cannot discriminate against or grant preferential treatment on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, and public contracting.
- Therefore, Proposition 209 banned the use of affirmative action involving race-based or sex-based preferences in California.

# City Personnel Regulations

**Title 2 of the Monrovia Municipal Code outlines additional personnel regulations that govern City hiring practices. Among the items covered in Title 2 include the following:**

- The City Manager serves as the City's Personnel Officer
- The City is required to adopt Personnel Rules & Regulations
- The City is prohibited from engaging in any unlawful employment practices

# Personnel Rules & Regulations

Approved October 2016

- The City adopted new Personnel Rules & Regulations in October 2016, replacing the prior document that was more than 30 years old
- The personnel rules codify regulations regarding:
  - Classification Plans
  - Compensation & Benefits
  - Staff Selection Process
  - Appointments
  - General Employment Matters
  - Training
  - Part-time Employees



**CITY OF MONROVIA**  
***Personnel Rules and Regulations Manual***

FINAL DRAFT

City Council Approval Date: October 18, 2016  
Implementation Date: October 19, 2016

# Personnel Rules & Regulations

## RULE 2 – CLASSIFICATION PLAN AND SELECTION PROCESS

- **Classification Plan** – The classification plan is developed and maintained so that all positions substantially similar with respect to duties, authority, and character of work are included within the same classification.
- **Job Descriptions** - Job descriptions for all classifications provide distinguishing features of the class, examples of work performed, desirable training, education and experience, and other requirements deemed necessary.
- **Job Announcements** - Positions to be filled through a competitive process shall be publicized by distributing announcements to employees, posting on the City's and other websites, and in publications.
- **Application Forms** - Such forms shall require information covering training, education, experience, and other pertinent information as deemed necessary by the Personnel Officer.
- **Disqualification** - The Personnel Officer may reject any application which is not properly completed or which indicates that the applicant does not meet the qualifications for the job.
- **Physical Requirements** - The City requires that all applicants and employees be in satisfactory physical and mental condition that permits performance of the duties of their jobs and shall require medical and/or psychological evaluation as a condition of an offer of employment.

# Personnel Rules & Regulations

- **Subject and Method of Examinations** - Examinations shall be competitive and may consist of written tests, oral tests, performance tests, evaluations of prior training and performance, experience and education, interviews, style assessments, file review, or any combination thereof.
- **Qualifying Grade and Rating Examinations** - In all examinations the minimum grade or standing for which eligibility may be earned shall be based upon all factors in the examination, including educational requirements, experience, and other qualifying elements as shown in the application of the candidate or other verified information
- **Eligibility Lists** - The names of those applicants who qualified in the examination shall be arranged in three categories or Bands.
- **Notification of Results** - Every applicant taking part in the examination process shall be given written notice of the results.
- **Relatives Working for the City of Monrovia** - No employee, prospective employee, or applicant shall be improperly denied employment or benefits of employment on the basis of marital status or family relationship to another employee or official of the City.

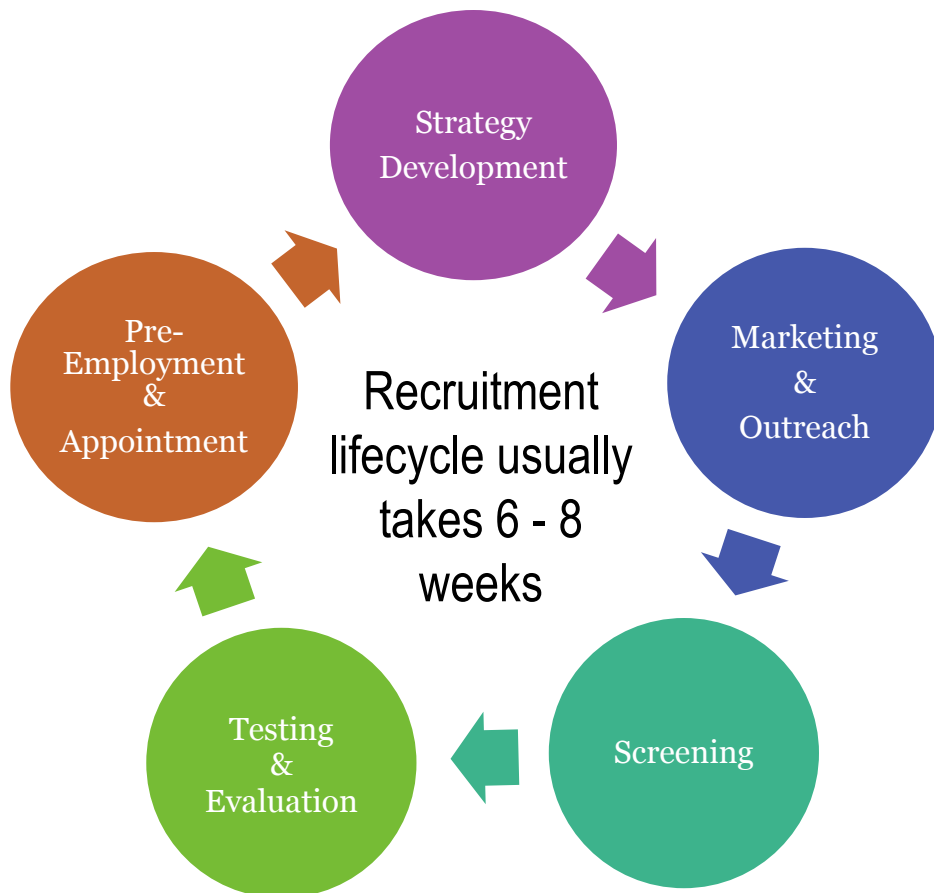
# Memorandum of Understanding

- MOUs are negotiated pursuant to the Myers-Milias-Brown Act (MMBA), which requires public agencies to meet and confer with bargaining units regarding wages, hours, and terms and conditions of employment
- The City has 5 bargaining units:
  1. Management
  2. Mid-Management
  3. General Employees (MMEA)
  4. Police (MPOA)
  5. Fire (MFA)

# Recruitment *Process for General Employees*

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# Monrovia's Recruitment Process





# Recruitment Lifecycle: Phase 1



- ❖ Hiring Manager & HR team Planning Phase:
  - Review essential job functions of the position and ensure Classification Specification is updated and relevant
  - Determine timeline and scheduling based on a 6 - 8 week recruitment lifecycle
  - Establish selection process
    - (i.e. Written, Practical Evaluations)
  - Determine weight of each selection process component (i.e. 30% Written, 70% interview)
  - Identify qualified raters for each process
  - Develop interview questions

# Sample Classification Specification



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## PLANNING TECHNICIAN

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### DEFINITION

Under direct supervision, performs entry level current and long range municipal planning assignments.

### SUPERVISION EXERCISED

None

### EXAMPLES OF DUTIES

*Duties may include but are not limited to:*

Answer inquiries from the public, both in person and over the phone, providing planning information and explaining procedures.

Evaluate proposed development projects ensuring compliance with architectural, zoning and general plan requirements.

Determine projects' environmental impact in accordance with the California Environmental Quality Act.

Interpret local planning related ordinances.

May assist in preparing staff reports for Development Review Committee, Historic Preservation Commission, Planning Commission and City Council.

Confer with and advise architects, engineers, attorneys, developers and the general public regarding City development procedures and processes.

Complete special projects as assigned.

Perform related duties as assigned.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Standard office procedures, methods and computer equipments.

Methods and techniques used in evaluating development proposals.

### Planning Technician Job Classification

Created May 11, 2015

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Local, state and federal laws and codes relating to development including the Subdivision Map Act and California Environmental Quality Act.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Acutely type and enter data.

Respond to questions from the public and staff.

Accurately perform mathematical calculations.

Interpret local, state and federal laws and codes.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

### QUALIFICATIONS

*Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:*

BA/BS in planning or related field or current college enrollment as Junior or Senior.

### LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record.

### ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

### Planning Technician Job Classification

Created May 11, 2015

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Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

# Recruitment Lifecycle: Phase 2



Marketing  
&  
Outreach

- ❖ Draft job flyer and/or brochure
- ❖ Work with Hiring Manager on outreach recommendations through professional network systems
  - Marketing is one factor
  - Outreach is reaching the passive candidates who may not be looking
- ❖ Post-job opportunity:
  - Career sites
  - Professional associations
  - Schools and Universities
  - Outside public agencies
  - Internal email announcement
  - Social media (Facebook / LinkedIn)

# Sample Job Brochure



## CITY OF MONROVIA NEIGHBORHOOD AND BUSINESS SERVICES DIVISION MANAGER RECRUITMENT



### THE ORGANIZATION

Monrovia is a general-law city operating under the Council-Manager form of government. The five-member City Council appoints the City Manager who is responsible for the strategic direction and day-to-day operations of the City organization. The City Manager leads a full-time staff of 280 and a part-time staff of 100 employees while administering a Fiscal Year 2020-21 budget of \$130 million.

Monrovia is a full-service municipality that coordinates its operations through seven departments: the City Manager's Office, Administrative Services Department, Public Works Department, Community Services Department, Community Development Department, Police Department and Fire Department. Unique among California cities its size, Monrovia operates its own water system and library.

### COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is comprised of three divisions: Building, Neighborhood and Business Services, and Planning. The Department is dedicated to serving the community, protecting the quality of life, preserving property values, and improving the built and natural environment. Responsibilities range from issuing building permits and business licenses to code enforcement, design review, zoning administration, public art, implementation of the Monrovia Area Partnership program and historic preservation.

Each Division provides an essential service to the community and the department is dedicated to serving the community. The department is committed to ensuring that the City remains a great place to live, work, and play. The Community Development Department plays a very active role in what makes our community and organization premier.

### IDEAL CANDIDATE PROFILE

The City of Monrovia is seeking a future-focused Community Development professional with a relentless passion for excellence and considered a visionary. This candidate will be excited about the opportunity to take a key leadership role in a multi-faceted department. This person will have the ability to approach day-to-day operations with an optimistic can-do attitude and a constant eye towards results and continuous improvement. The selected individual will be a unifying mentor and team builder who prioritizes people and the needs of the team - fostering high standards, accountability, and trust all while having fun! The candidate will be a highly engaged and motivating manager who is innovative and forward thinking with strong problem solving skills. Proven success with modernizing systems and processes and other significant change efforts is favorable. Lastly, the selected individual needs to demonstrate excellent customer service, effective report writing skills, and the ability to communicate across wide-ranging audiences.

### THE POSITION

Under general direction, the Neighborhood and Business Services Division Manager will manage, administer, and strategically plan the City's Neighborhood Preservation programs, which includes managing the City's Community Development Block Grant (CDBG) program; overseeing the Code Enforcement Division; and furthering the City's affordable housing policies and programs. Most importantly, this position will oversee the Monrovia Area Partnership (MAP) a community-based program initiated within the department since 2006. This program has evolved over the years, but has remained and continues to stand out as an initiative that provides great education, tools, resources, information, and motivation to get involved in the community for residents and business owners. This position has an integral role in the impact on the community.

In Monrovia, we believe that the way in which projects are accomplished is just as important as the end result. An individual who is committed to serving with humility and who can demonstrate high emotional intelligence will be successful in the role. Competitive candidates will have a hunger to continually search for better ways of doing things and be loyal to the organization and community. The selected individual will be a smart, creative, intuitive thinker and decision maker.

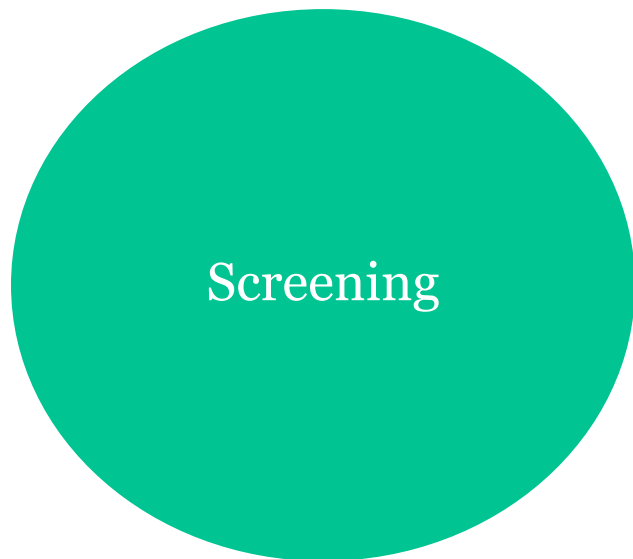
Competitive candidates will possess a Bachelor's degree in social science, planning, public administration or related field and four (4) years increasingly responsible experience in municipal code enforcement, including two (2) years of supervisory experience. Possession of ability to obtain the Advanced/Supervisory Certification from the California Association of Code Enforcement Officers (CACEO) is highly desirable.

### KEY RESPONSIBILITIES

- Manage, direct, coordinate and review the work for code enforcement, neighborhood services, and business license, and a 7-day code enforcement operation.
- Respond to and handle difficult compliance cases regarding municipal code provisions and explain City regulations to City officials and the public relating to building, zoning, land use, and related issues.
- Spearhead the administration of the Community Development Block Grant (CDBG) Program funds for Code Enforcement, Residential Rehabilitation Grants, and other projects.
- Lead and oversee the administration of the Monrovia Area Partnership (MAP) Program and community engagement efforts, which includes occasional night and weekend events.
- Respond to inquiries and complaints received by City Council, City Manager, other departments, residents, property owners, businesses, and outside agencies.



# Recruitment Lifecycle: Phase 3



- ❖ Screening Process
  - HR conducts first round of application review for minimum qualifications
  - Provide recommendations to Hiring Manager
  - Hiring Manager review applications
    - HR will inquire with Hiring Manager if there are inconsistencies with their selection of candidates
  - Finalize candidate list for next phase of recruitment process

# Recruitment Lifecycle: Phase 4



Testing  
&  
Evaluation

- ❖ Proctor Examinations
  - Written
  - Practical Examinations
  
- ❖ Appraisal Interviews:
  - Secure raters (Internal / External)
  - First panel interviews
  
- ❖ Calculate scores based on established weighted components to finalize eligibility list
  
- ❖ Second panel interviews
  
- ❖ Conditional Offer

# Recruitment Lifecycle: Phase 5



Pre-Employment  
&  
Appointment

- ❖ Pre-Employment Process:
  - Employment History and Reference Check through HireRight
  - Live Scan Criminal Record
  - Credit Check (Finance positions)
  - DMV Driving Record
  - Degree/Certificate Verification
  - Physical Medical Exam
  
- ❖ Appointment / On-boarding

# Recruitment *Process for Safety Employees*





# Recruitment for Safety Personnel

## APPLICATION

Potential applicants will submit an application online

## TESTING

Police: POST Pellet B Exam  
Fire: Human Relations, Mechanical Aptitude, Reading, and Math

## PHYSICAL AGILITY TEST

Timed Run – 1 mile  
Obstacle Course  
Wall Climb – 6 feet  
Body Drag – 165 lbs

## EXTENSIVE BACKGROUND CHECK

Criminal History  
Credit Check  
Employment History  
Polygraph  
Psychological  
Physical Medical Exam

## POLICE / FIRE ACADEMY

Academic/Physical  
Firearms  
Defensive Tactics  
First Aid  
Driving

Recruitment processes for safety personnel usually takes 4 - 6 months, and for police officers, it can take 12 months before the individual is allowed to operate in the field without supervision.



# Probationary Period

- Sworn (Police / Fire)
  - 18 Months
- General Employees –
  - 12 Months



# Training

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# Mandatory Trainings

## Course Title

### Non-Harassment Training - Every 2 Years

- Sexual Harassment, California Edition
- 8 Keys to a More Respectful Workplace
- Consciously Overcoming Unconscious Bias
- Let's Talk...Bullying, Abusive Conduct and Their Consequences (Supervisors/Elected Officials)

### Customer Service Training

- Values of Great Customer Service
- Applying Customer Services Internally, Government Version
- The Service Mentality
- Listening Skills to Improve Engagement

### Cybersecurity Training

# Additional Regular Training Programs Deployed By The City

Course Title	
National Incident Management Systems <ul style="list-style-type: none"> <li>Emergency Management for Disaster Preparation</li> </ul>	Liebert Cassidy Whitmore (LCW) <ul style="list-style-type: none"> <li>Navigating the Crossroads of Discipline and Disability Accommodation</li> <li>Managing COVID-19 Issues: Now and What's Next</li> </ul>
Handling Diversity in the Workplace	ADA Coordinator
Mandated Reporter	CPR/AED/First Aid
Fall Protection	Bloodborne Pathogens
Hearing Conservation / Heat Stress	Fire Extinguisher / Emergency Disaster
Driver Awareness	Confined Space
Active Shooter	

# Police Department Training

Course Title			
Basic Academy	DUI/SFST Investigations	Report Preparation	Investigative Interview Techniques
CLETS	Livescan	FEMA 100 & 700 (Disaster Preparation)	Elder & Dependent Adult Abuse Investigation
Field Training Program (New Officer)	Racial & Cultural Diversity	Youth Protection Training	POST Supervisory Course
Less Lethal Munitions	Bloodborne Pathogens	Criminal Abatement Workshop	Internal Affairs Investigations
Taser Training	Respiratory Protection	School Violence Response Training	Officer Involved Shootings/ Supervisors
Perishable Skills Training	Domestic Violence Training	Basic School Resource Officer Training	Title 15
De-Escalation Training	First Aid and CPR	Crime Prevention Through Environmental Design	POST Management
Continuing Professional Training	Mental Health Awareness	Field Training Officer	CA LE Exec Seminar (LEEDS)
Harassment Training	Radar/ Lidar	Field Training Officer Update	
Traffic Collision Investigation	Arrest & Control	ICI Core Course	
DUI Breath Instrument Operator	ARIDE	Cognitive Interview & Forensic Analysis	

# Fire Department Training

Course Title			
Cultural Diversity	Customer Service / Community Involvement	24 hours of EMS continuing education; bi-annual CPR recertification	Performance Standards: All basic hose-lay evolutions, aerial and ground ladders, self-contained breathing apparatus (SCBA)
Leadership/Supervision	Working with Law Enforcement	Wildland refresher training (RT130)	Urban Search and Rescue (USAR) Team (All Area departments) - held quarterly
Communications	Fire Prevention / Company Inspections	Fire Shelter Training	Rooftop Ventilation
Records and Reports	Fire Investigation / Fire Scene	Business/Brush Inspection training	Active Shooter
Human Resources Management	USAR / RTF-4	Hazardous Materials – First responder Operational (FRO)	Weapons of Mass Destruction (WMD)/ terrorism
Training/Developing Subordinates	Operations	Confined Space Entry Permit	
Strike Team / OES/ Water Tender	Supporting Resources	2 multi-company night drills	
Emergency Operations Center	Legacy Project	Incident Command (ICS) training	

# City Administrative Policies





# Administration Policies

1. General 1.00 – 1.99
2. Fiscal 2.00 – 2.99
3. Human Resources & Risk Management 3.00 – 3.99
4. Community Development / Redevelopment 4.00 – 4.99
5. Fire Service 5.00 – 5.99
  - Transferred policies over to the Lexipol platform in 2015
6. Police Services 6.00 – 6.99
  - Transferred policies over to the Lexipol platform 2008
7. Community Services 7.00 – 7.99
8. Library 8.00 – 8.99
9. Public Works 9.00 – 9.99

# Lexipol

Lexipol provides public safety and local government with an online Knowledge Management System which provides employees with policies, training, and technology solutions. Policies include best practices, local, state and federal regulations, guidelines and mandates. Having continually up-to-date policies allows the city to mitigate risk by ensuring employees are provided the most up-to-date and relevant guidelines. All policies are customizable and tailored to our specific needs in Monrovia.

# Human Resources & Risk Management

## 3.00 - 3.99

- 3.00 Processing New Hires
- 3.01 Outside Employment – Fire and General Employees
- 3.02 Testing Procedure for Police Officers
- 3.03 Attendance at and/or Participation in Oral or Interview Boards by City Employees
- 3.04 Review of Background Report
- 3.05 Tuition Reimbursement Program
- 3.06 Assigned Work Out of Classification/Action Appointments
- 3.07 Job Offers
- 3.08 Acceleration Increases and Meritorious Salary Increases
- 3.09 Driver License Checks
- 3.10 Occupational Disability Payment
- 3.11 Leave of Absence Without Pay (L.O.A.)
- 3.12 Maternity Benefits
- 3.13 Job Sharing
- 3.14 Flexible Staffing
- 3.15 Bilingual Pay
- 3.16 Access to and Maintenance of Official Personnel Files
- 3.17 Outside Employment – Police Employees
- 3.18 Modified/Light Duty Work
- 3.19 Family Care Leaves
- 3.19.1 Medical Treatment for Industrial Accidents
- 3.20 Changes in California's Workers' Compensation Law Relative to Employee's Choice of Physician at Time of Industrial Injury or Illness
- 3.21 Implementation of Safety Committee Recommendations
- 3.22 First Aid Safety Kit
- 3.23 Use of Safety Equipment

# Human Resources & Risk Management

## 3.00 - 3.99

- 3.24 Safety Shoes
- 3.25 Use of City Uniforms
- 3.26 Hepatitis B Immunization
- 3.27 Pre-Employment and Other Physical Examinations
- 3.28 Request for Reference Information Regarding City Employees
- 3.29 Rules and General Provision of Part-Time Temporary Employees  
Fair Labor Standards Act
- 3.31 Grievance and Disciplinary Action Notices to Administrative Services
- 3.32 Timing of Evaluations
- 3.33 Injury & Illness Prevention Program (IIPP)
- 3.34 Safety Program
- 3.35 Designation of Responsibilities of the Safety Program
- 3.36 Heat Illness Prevention
- 3.37 Respiratory Protection Program
- 3.40 Drug and Alcohol Abuse Policy
- 3.40.1 Alcohol and Drug-Free Workplace Policy Physical Examination Requirements for Applicants & Volunteers

# Human Resources & Risk Management

## 3.00 - 3.99

- 3.41 Department Accountability
- 3.50 Policy and Complaint Procedure Against Harassment, Discrimination and Retaliation
- 3.51 Employment Practices with Respect to Americans with Disabilities Act
- 3.52 Hazard Communication Program
- 3.60 Re-Hire of Former Sworn Police Employees
- 3.61 Re-Hire of Former Non-Sworn Employees
- 3.70 PERS Pick-Up Final Year Conversion
- 3.80 Volunteers
- 3.81 Electronic Mail, Personal Computers, and Internet Access Use Policy
- 3.90 Accident Reporting and Investigations
- 3.91 Reports of Claims or Incidents of Potential Liability to Third Parties
- 3.92 Litigation of Management Policy
- 3.93 Emergency Evacuation Policy
- 3.94 Official Mourning of Current & Former Elected Officials & Employees in Good Standing
- 3.95 Hearing Protection
- 3.96 Housekeeping
- 3.97 Lockout and Tagout

# Policies Need to be Updated!!!



# Policy Assessment

Policy No.	Policy	Comments
1.10	Ombudsman Position	outdated
1.13	Smoking Prohibition in Enclosed Workplaces	not needed; smoking indoors against the law
1.25	Staff Development	outdated; content better suited for an SOP
2.04	Citywide Limits on Vacation Accrual	addressed in MOU
3.00	Processing New Hires	not needed; content better suited for an SOP
3.02	Testing Procedure for Police Officers	content better suited for an SOP
3.03	Attendance at and/or Participation in Oral or Interview Boards by City Employees	not needed
3.04	Review of Background Report	content better suited for an SOP
3.06	Assigned Work Out of Classification/Acting Appointments	addressed in MOU
3.07	Job Offers	not needed; content better suited for an SOP
3.08	Acceleration Increases and Meritorious Salary Increases	delete or revise? in Personnel Rules but missing some details
3.09	Driver License Checks	content better suited for an SOP
3.10	Occupational Disability Payment	addressed in Personnel Rules
3.11	Leave of Absence Without Pay (L.O.A.)	addressed in Personnel Rules
3.12	Maternity Benefits	not needed; addressed in Personnel Rules and Policy 3.19
3.13	Job Sharing	not offered anymore
13.9.1	Medical Treatment for Industrial Accidents	content better suited for an SOP
3.20	Changes in California's Workers' Compensation Law Relative to Employee's Choice of Physician at Time of Industrial Injury or Illness	content better suited for an SOP; also just follows worker's comp law
3.22	First Aid Safety Kit	not needed; policy just states that we need to have first aid kits in vehicles
3.27	Pre-Employment and Other Physical Examinations	content better suited for an SOP
3.30	Fair Labor Standards Act	policy only lists exempt status; exempt vs. non-exempt positions listed in MOU
3.31	Grievance and Disciplinary Action Notices to Administrative Services	addressed in MOU
3.32	Timing of Evaluations	addressed in Personnel Rules
3.40.1	Alcohol and Drug-Free Workplace Policy Physical Examination Requirements for Applicants & Volunteers	can combine some contents in Policy 3.40
3.41	Department Accountability	not currently enforced
3.70	PERS Pick-Up Final Year Conversion	not needed; PERS benefits in respective MOUs
3.96	Housekeeping	not needed
4.10	Use of City Trolley	City no longer has a trolley
4.15	Monrovia Redevelopment Agency Mission Statement	delete? Check with Craig
9.02	Monrovia Environmental Accords	not needed

# Policy Approval Process



## 1. Preparation of Draft

- HR or relevant department prepares draft
- Input from subject matter experts

## 2. Review by City Attorney (if applicable)

- City Attorney reviews any policies with legal impact and/or Council impact

## 3. Review by City Manager and Department Heads

- Updated version to be reviewed by City Manager and all Department Heads for feedback

## 4. Discuss Impact with Bargaining Units (if applicable)

- City Manager and Assistant City Manager to discuss changes with bargaining units

## 5. City Manager Approves

- City Manager reviews and signs final draft

## 6. Distribute Final Draft to Department Managers

- New policy will be sent to all mid managers with a copy to Department Heads

## 7. Distribution

- Post new policy on City's Intranet
- Mid managers are responsible for distributing to their employees
- Policy will be added to the Administrative Policy Manual to be kept at each department
- Distribute and collect Acknowledgment of Receipt from employees (if required)



# Updated Policies To Date

- HR Policies that have been updated
  - Heat Illness Prevention Plan - UPDATED 2/2018
  - Personnel Files and Records - UPDATED 4/2018
  - Preventing Workplace Harassment, Discrimination, and Retaliation - UPDATED 10/2018
- HR Policies in Process
  - Lactation Accommodation
  - Tuition Reimbursement
  - Telecommuting and Agreement
  - Electronic Mail, Personal Computers, and Internet Access Use
  - Social Media

# Questions?

