



HUMAN RESOURCES BOARD

AGENDA

June 4, 2012

4:00 p.m.

SECOND FLOOR CONFERENCE ROOM, CITY HALL
3900 MAIN STREET, RIVERSIDE, CA 92522
HUMAN RESOURCES, 951-826-5808

MISSION STATEMENT

The Human Resources Board is committed to its dual charge as representatives of the citizens of the City of Riverside to make recommendations to the City Council specific to personnel rules and regulations, including, but not limited to, review of equal employment plans for the City of Riverside's Departments. The Human Resources Board also acts in an advisory capacity to the Human Resources Department on matters concerning personnel administration to ensure a safe, inclusive, and productive work environment, which enhances services to the community.

State law restricts the Human Resources Board from taking action on an item unless it has been included on an agenda and posted at least 72 hours in advance of a meeting or unless the matter falls within one of the narrow exceptions. Consequently, any item not listed on this agenda will normally have to be delayed until the item can be made part of a posted agenda.

CALL TO ORDER

1. Welcome and Introductions
2. Public Comment Period - This is the portion of the meeting specifically set aside to invite your comments regarding any items within the jurisdiction of the Human Resources Board.
3. Conduct Public Hearing to Accept Public Testimony Regarding Human Resources Personnel Policies and Procedures – Art Butler, Chairperson
 - o Family, Medical, Military Caregiver, and/or Pregnancy Disability Leave Policy
 - o Random Drug and Alcohol Testing Policy for Employees (Except Fire Engineers) Whose Positions Require A Commercial Driver License or Who Perform Safety-Sensitive Transit or Paratransit Duties
 - o Rest and Meal Breaks
 - o Requesting and Recruiting Personnel
 - o Reclassification
 - o Probation and Probationary Periods
 - o Salary Plan Administration
 - o Education reimbursement Program
 - o Employee Leave Donation Plan
 - o Retirement (CALPERS)

The City of Riverside wishes to make all of its public meetings accessible to the public. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting, should direct such request to the City's ADA Coordinator at (951) 826-5427 or TDD at (951) 826-2551 at least 48 hours before the meeting, if possible.

4. Review and Approval of May 7, 2012 Minutes
5. Departmental Presentation – Kris Martinez, General Services Works Director
6. Set Date for Personnel Grievance – Art Butler, Chairperson
7. Municipal Code Revision – Jeremy Hammond, Deputy HR Director
8. Human Resources Director Updates – Rhonda Strout, Director
9. Discussion of Summer Schedule – Art Butler, Chairperson
10. Issues for Future Discussion – Art Butler, Chairperson

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*The next regularly scheduled Human Resources Board meeting is scheduled for
September 10, 2012, at 4 p.m. in the 2nd Floor Conference Room, City Hall*