



City Council Report

Date: May 7, 2012
To: City Council
Through: Chris Brady, City Manager
From: John Pombier, Deputy City Manager
Gary Manning, Human Resources Director
Subject: City of Mesa Personnel Rules Revisions

Strategic Initiatives



Purpose and Recommendation

The purpose of this City Council report is to recommend revisions to the City of Mesa Personnel Rules as noted in the attachment. By approving these revisions and adopting the complementary ordinance, the City Council will be adopting a new set of Personnel Rules.

Background

Periodically, the Personnel Rules need revision to reflect changes made in state or federal law, changes in City policy or the work environment, to implement new initiatives, or simply to clarify and validate existing practice. The majority of proposed changes included in this Council report are necessary to support the implementation of the new Kronos timekeeping system which is set to “go live” on July 1, 2012. In addition, there are a few other non-timekeeping changes being recommended and are outlined in the attached table, and detailed in the attached strike-through version of the Rules.

Discussion

The proposed timekeeping-related changes that are anticipated to have significant impact on City operations were previously reviewed with individual Councilmembers and the Mayor. A more comprehensive review of these and other proposed changes were discussed with members of the Merit Board on Wednesday, February 29, 2012. Both Union groups (Fire and PD) attended the Board meeting and made presentations which outlined their concerns with some of the proposed revisions. These groups expressed particular concern regarding the change to no longer consider paid leave as time worked for the purpose of calculating overtime. With the exception of some minor recommended revisions, the Merit Board concurred with the proposed changes.

The most noteworthy changes in the Personnel Rules as supported by the Merit Board include:

- Adding language that permits the Human Resources Director to waive the fingerprint background process for volunteers or others when justified due to operational need.
- Clarifying new hires that start employment prior to receiving background clearance must be “closely” supervised rather than “continually” supervised.
- Allowing the temporary project appointment of candidates into City positions for a defined, period of time.

- Changing the time and method in which employees receive shift differential pay.
- Changing the method in which employees receive stability pay.
- Changing the calculation of overtime for employees working a forty (40) hour work week to no longer consider sick and compensatory time as time worked. Changing the calculation of overtime for Fire personnel working a twenty-four (24) hour shift to no longer consider compensatory time as time worked.
- Changing the method in which employees receive holiday pay; clarifying the method in which employees deemed to provide “essential City services” are paid; and creating a new holiday pay category for those employees performing “critical City services.”
- Changing employee vacation and sick time accruals from monthly to biweekly (effective January 1, 2013)
- Increasing bereavement time from 40 to 50 hours.
- Clarifying standards of conduct regarding making false statements.

The attached table and strike-through version of the Rules details **each** of the proposed / recommended changes for the Personnel Rules.

Alternatives

The alternative to amending the City of Mesa Personnel Rules is to keep them as they currently exist.

Fiscal Impact

The fiscal impact resulting from the timekeeping rule changes is not presently known. Moving to a rule-based timekeeping system will standardize the methods in which time is recorded Citywide, and will enhance Citywide consistency. As such, some changes may result in increased costs, while others will likely reduce costs. The net impact is anticipated to be neutral but until the system is implemented, the actual impact cannot be forecasted.

Coordinated With

The Merit System Board has reviewed and approved the proposed changes to the Personnel Rules.

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