

City of Culver City, California  
**City Council Agenda Item Report**

|                                                                                                                                                                                  |  |                                                                                                   |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------|--|
| Meeting Date: 9/25/06                                                                                                                                                            |  | Item Number: <u>JM-1</u>                                                                          |  |
| <b>AGENDA ITEM: Adopt the Resolution to Approve the Revised Civil Service Rules after Public Hearings before the Civil Service Commission and Rescind Resolution No. 89-R139</b> |  |                                                                                                   |  |
| Contact Person/Dept.: Serena Wright                                                                                                                                              |  | Phone Number: (310) 253-5640                                                                      |  |
| Fiscal Impact: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                               |  | General Fund: Yes <input type="checkbox"/> No <input type="checkbox"/>                            |  |
| Public Hearing: <input type="checkbox"/>                                                                                                                                         |  | Action Item: <input checked="" type="checkbox"/> Attachments: <input checked="" type="checkbox"/> |  |
| Public Notification: Master Notification List (09/20/2006)                                                                                                                       |  |                                                                                                   |  |
| Department Approval:<br>Serena Wright (09/18/2006)                                                                                                                               |  | City Manager Approval:<br>Jerry B. Fulwood (09/20/2006)                                           |  |
| City Controller Approval:                                                                                                                                                        |  |                                                                                                   |  |

**RECOMMENDATION:**

Staff recommends the City Council adopt the Resolution to approve the revised Civil Service Rules after public hearings before the Civil Service Commission and Rescind Resolution No. 89-R139.

**BACKGROUND:**

The last significant revision to the Civil Service Rules ("Rules") occurred in 1989. In the years to follow, considerable review and study of the Rules has been conducted by the Personnel Department staff, Civil Service Commission ("Commission"), and employee groups.

In 1996 – 97, former Personnel Director Gordon Youngs and the Civil Service Commission conducted numerous public hearings and produced proposed amendments for the Rules. However, no official meet and confer sessions took place with the employee bargaining groups and the proposed amendments were never forwarded to the City Council for final approval and adoption. The project was then halted in 1997 due to a time consuming comprehensive salary study that became the priority.

In 2001, Mr. Youngs once again initiated the Rules amendment project. Staff and the Commission were only able to review Rules I and II before Mr. Youngs resigned his position as Director in April 2001. Due to the extensive turnover within the Personnel Department that followed, this project was not revisited until 2004.

City of Culver City, California  
**City Council Agenda Item Report**

**DISCUSSION:**

Current Personnel Department staff began preliminary discussions regarding revising the Rules with the Civil Service Commission in July 2004. An outline of the proposed project was presented to the Commission at the August 2004 meeting. Staff recommended breaking down the project into three (3) stages: (1) conduct public hearings to review and revise each rule individually, receive public feedback and identify relevant issues, (2) hold meet and confer sessions with all of the City employee groups and (3) bring all of the proposed changes back to the Commission for final review and approval. The project also included a review and discussion of the proposed revisions by the 1996-97 and 2001 staff and Commission.

The first public hearing was held in October 2004. A total of nineteen (19) consecutive public hearings were conducted in which significant input was received by the Commission, City employees and employee bargaining group representatives.

At the conclusion of the public hearings, the Personnel Department staff conducted a total of 20+ meet and confer sessions with all of the City's six (6) bargaining groups. These meetings resulted in further revisions and discussion items which were then presented to the Commission on June 7, 2006 for final review and approval.

**SIGNIFICANT CHANGES:**

The collaborative effort that went into revising the Rules resulted in a number of considerable modifications. The items outlined below represent significant policy changes and do not delineate formatting change or language updates. In addition to the items outlined below, the revised Civil Service Rules now include a section identifying definition of terms used throughout the Rules, an index, an appendix, as well as a table of contents. It should also be noted that two (2) sections of the old Rules were moved to the employee Memorandum of Understandings: "Hours and Working Conditions" and "Leaves of Absences". Also, the section regarding Education and Training was incorporated into an existing City policy that addresses the same.

- **Rule 1** – Expanded Definition of Terms (p. 2)
- **Rule 2** – Salary Surveys: Deleted the reference to utilizing private agencies when conducting a salary survey (p. 12)

City of Culver City, California  
**City Council Agenda Item Report**

- **Rule 3** – Provide lay off rights to employees that do not meet the minimum requirements of a position that is reclassified (p. 14)
- **Rule 4** – Provide eligibility criteria and procedures for special compensation (p. 16)
- **Rule 5** – No policy changes
- **Rule 6** – Allow Regular Part Time (RPT) employees to participate in promotional examination process. Provide seniority points to RPT employees in open and competitive exams (p. 23)
- **Rule 7** – Round final scores to the nearest whole number. Add Rule of Five (5) for open and competitive examinations and Rule of Ten (10) for special examinations (p. 24, 25). Provide appointing authority to ability to defer eligibles that have been interviewed and not selected (p. 26). Expanded reasons to terminate an eligible list (p. 27)
- **Rule 8** – Add section regarding Anti-Nepotism policy (p. 28). Include modified duty status as reason to extend a probationary period (p. 32). Provide City Council with a confidential report of the Personnel Action Log as opposed to submitting for approval via Resolution (p. 35)
- **Rule 9** – No policy changes
- **Rule 10** – Update section to comply with legal requirements in regards to disabled employees (p. 37-39)
- **Rule 11** – Expanded list of reasons to discipline (p. 40-43)
- **Rule 12** – Include list of items that are specifically not grievable (p. 49) Provide more specific details regarding grievance procedure (p. 50-52) Provide grievance appeal rights up to the Civil Service Commission (p. 52)
- **Rule 13** – No policy changes
- **Rule 14** – Seniority points for lay off purposes will first be calculated utilizing length of service within classification, then total length of City service (p. 59) Include criteria to break ties in seniority (p. 59)

City of Culver City, California  
**City Council Agenda Item Report**

- **Rule 15** – Increase cash award for outstanding performance recognition from \$500 to \$1,000 (p. 62)
- **Rule 16** – No policy changes
- **Rule 17** – Include a section that addresses Ordered Leave of Absence (p. 66) Expand section regarding outside employment/volunteer activities (p. 66)

**ATTACHMENTS:**

1. Resolution

**MOTION:**

That the City Council:

Adopt the Resolution to Approve the Revised Civil Service Rules after public hearings before the Civil Service Commission and Rescind Resolution No. 89-R139.