



STAFF REPORT

MEETING DATE: May 8, 2024

PRESENTER: John Jansons, City Manager

SUBJECT: Resolution Approving Updated 2024 Personnel Rules and Regulations (JAJ)

RECOMMENDATION: Council by motion adopt resolution approving updated Personnel Rules and Regulations.

EXECUTIVE SUMMARY:

The City of Kerman's Personnel Rules and Regulations were last updated April 18, 2018. They have now been revised to conform to legal requirements to eliminate inconsistencies and to bring the policies into uniformity with practices that have changed over time.

DISCUSSION:

The City Attorney has reviewed and approved of the policy revisions. Most changes implement new State and Federal laws that are to the benefit of employees. Exhibit A to the resolution, presents the updated 2024 Personnel Rules and Regulations. Updates include, for example, changes to Fair Employment Policies and Practices, Sick leave, Family and Medical leave, Bereavement Leave and Drug and Alcohol Testing all in favor of employees and in accordance with new laws.

The draft document was presented to representatives of both Employee Groups (KPOA and KMEA). As a result, adjustments were made in several Sections, including Section 6.2 "subject to the specific terms of the applicable MOU" was added, Section 1.1 operating departments were updated, and Section 9.11 "piercings" was updated. Other non-substantive questions and comments were discussed with employee representatives, but those clarifications did not result in any additional changes.

FISCAL IMPACT:

None.

ATTACHMENTS:

A. Resolution w/Exhibit

Attachment 'A'

RESOLUTION NO. 24-____
RESOLUTION APPROVING THE UPDATED 2024 PERSONNEL RULES AND REGULATIONS

WHEREAS, the City Manager has the responsibility under Kerman Municipal Code 2.12.03 to prepare and recommend to the City Council personnel rules and revisions and amendments to those rules; and

WHEREAS, Kerman Municipal Code 2.12.030 requires that personnel rules and revisions to those rules, be reviewed by the City Council and when voted upon and passed by Resolution will create the personnel systems for the City; and

WHEREAS, the objectives of these rules are to facilitate efficient and economic service to the public and to provide for an equitable system of personnel management in the municipal government; and

WHEREAS, these rules set forth in detail those procedures which ensure similar treatment for employment and employees and define many of the obligations, rights privileges and prohibitions which are in effect for City employment.

NOW, THEREFORE, the City Council of the City of Kerman resolves as follows:

- SECTION 1. The above recitals are true and correct and incorporated herein by reference
- SECTION 2. This Resolution hereby supersedes and replaces Resolution 18-26 and any administrative polices inconsistent therewith.
- SECTION 3. The 2024 Personnel Rules and Regulations attached hereto as Exhibit "A" are hereby adopted.
- SECTION 4. Copies of 2024 Personnel Rules and Regulations and if amended in future, will be provided to the City Council, Department Directors, all employees of the City, and new City employees.
- SECTION 5. This Resolution is effective upon its adoption.

The foregoing resolution was adopted by the Kerman City Council at a regular meeting held on the 8th day of May 2024, by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

The foregoing resolution is hereby approved.

Maria Pacheco
Mayor

ATTEST:

Josie Camacho, Interim City Clerk