



CITY OF SAN LEANDRO - PERSONNEL RELATIONS BOARD

MINUTES

Regular Meeting

Thursday, January 16, 2014

City Hall, Human Resources Conference Room
Second Floor, 835 East 14th Street, San Leandro, California

CALL TO ORDER: Chairperson O. B. Badger called the meeting to order at 5:30 p.m.

ROLL CALL: LaTanya Bellow, Human Resources Manager and Executive Secretary, called the roll.

BOARD MEMBERS PRESENT: Chairperson O. B. Badger, Vice-Chairperson Louis Heystek, Members James Browne, and Pete Ballew.

PUBLIC COMMENTS: There were no members of the public at the meeting.

I. **MINUTES:** The minutes of the Regular Meeting of October 17, 2013.

M | S | P (Browne/Heystek) to approve the minutes of the Regular Meeting of October 17, 2013.

II. **ADOPTION/REVISION OF CLASSIFICATIONS:** Secretary Bellow noted for the record that the following staff was present: Captain Greg Lemmon, San Leandro Police Department. Captain Lemmon was present to respond to questions regarding the two (2) new classifications being brought to the Personnel Relations Board, Senior Public Safety Dispatcher and Public Safety Dispatcher Supervisor.

Secretary Bellow explained, that the Police Chief requested the review and approval of these two classifications to address supervisory issues within the Police Department. The Administrative Specialist Police position has been providing supervision over the communications center, jail and records divisions. The Senior Public Safety Dispatcher will provide technical and functional supervision over assigned personnel. The Public Safety Dispatcher Supervisor will provide first-line supervision responsibilities of assigned personnel. These positions will require supervisors to have more training in their respective field of supervision, provide more career depth, scope and advancement within their division.

Captain Lemmon added that the Sr. Public Safety Dispatcher will act as the Supervisor in the absence of the Public Safety Dispatcher Supervisor. He also noted that during a recent POST audit, it was indicated that some employees had been working out of class. These new classifications will help address the POST audit findings.

M | S | P (Ballew/Brown) to adopt the new Senior Public Safety Dispatcher and Public Safety Dispatcher Supervisor classifications.

III. **ADOPTION OF AMENDED PERSONNEL RULES:** Secretary Bellow reported that the Personnel Rules were being reviewed to make the necessary corrections, additions or updates to ensure compliance with City Policies and the law. Previously, the Board reviewed Rules I-VIII with Rules IX-XV being brought forth for review and adoption at this time. The final Rules, XVI and XVII will be reviewed when the Rules are brought back for final adoption.

A brief discussion ensued regarding Rule IX, Probationary Period. Chair Badger asked about the probationary period for an employee called out on military duty and if that duty would count towards the probationary period. Secretary Bellow responded that military time does not count towards service with the City. If an employee is called out on military duty during their probationary period, the clock stops while gone and restarts when he/she returns.

A question was raised regarding Acting/Interim Assignments in Rule XI. Secretary Bellow explained that Acting assignments are for positions that are currently filled, but the employee may be out on leave. The position is usually filled temporarily by a lower level employee, performing a substantial portion of the duties. An Interim assignment is for a vacant position that is in need of being filled while the recruitment process is taking place. In response to Member Ballew's question, Secretary Bellow noted that Acting assignments are limited in duration, 6 months or less. If an extension is needed, the assignment will be reviewed before being renewed.

M | S | P (Heystek/Browne) to adopt Personnel Rules IX-XV with agreement that Rules XVI and XVII will be reviewed when the entire Personnel Rules are brought back for final adoption.

IV. **EMPLOYMENT LIST EXTENSIONS:** Secretary Bellow reported that there were no employment list extensions recommended at this time.

V. **SUMMARY OF DEPARTMENTAL ACTIVITIES & INFORMATIONAL LISTING:** Secretary Bellow reported on the activities of the Human Resources Department.

VI. **HUMAN RESOURCES MANAGER'S REPORT:** HR Manager Bellow reported that the City has implemented a new dental carrier, Delta Dental, beginning 2014. This change resulted in a savings to the City of approximately \$25,000.

Human Resources has also held employee wellness workshops and is working on targeted training in the areas of Fall Protection and Slips, Trips and Falls. This is in response to activity from the Workers Compensation injury report.

Chair Badger asked that the Summary of Departmental Activities and Human Resources Manager Report categories be combined in the future as the reporting seems to cover both areas.

VII. **MEMBER COMMENTS:** Member Ballew thanked the staff for their work.

VIII. **ADJOURNMENT:** There being no further business, the meeting was adjourned at 6:06 p.m.

Signed:

Date:

Chairperson O. B. Badger