

MINUTES
CITY COUNCIL WORKSHOP
CITY OF ARCADIA
TUESDAY, MAY 3, 2011
5:00 PM

CALL TO ORDER

The workshop session was called to order at approximately 5:20 PM with the following members and staff present:

Arcadia City Council

Mayor Robert Heine

Councilmember Roosevelt Johnson

Councilmember Martha Craven

Arcadia City Staff

City Administrator Lawrence Miller

City Attorney William Galvano

City Recorder Dana Williams

Asst. City Administrator Judi Jankosky

1. WORKSHOP ON PROPOSED CHANGES TO THE PERSONNEL MANUAL

The City Administrator covered a requested amendment to Policy 2.35 "Performance Evaluation Report" in response to discontinuing longevity pay but also keeping in mind incentive awards vs. budgetary impacts. His recommendation was to implement the awarding of "personal" days for cumulative ratings of above average or exceptional on the employee's annual evaluation should departmental budgets not sufficiently fund monetary incentives. The Administrator explained this additional leave could be used at the employee's discretion (with approval by the department head) but that it would not be paid out if the employee left city service. He added that it may be carried across a fiscal year if the employee was considered essential and the absence would hinder the operations of city business, but that it should be used during the same fiscal year it was awarded. The Administrator also pointed out that it would have no effect on the budget.

Councilmember Johnson inquired if this would be in addition to annual leave (yes) then discussed the finer points of the policy and one similar to it at the School District. At the conclusion of the discussion, it was agreed it would be included in the Performance Evaluation Policy and cross-referenced in (current) Chapter 12 to be renamed "Leave".

The City Recorder pointed out three new or rewritten policies created by the City Attorney's office in response to questions posed from the last workshop. Those policies were for: Drug-Free Workplace & Alcohol Policy, Layoff Procedures and the Employee Complaint Procedure. One question arising from the Drug-Free Workplace policy was from the City Administrator concerning the City's obligation for reasonable accommodation under ADA if an employee were on a maintenance dose of a legally prescribed drug, which was needed in order for the employee to maintain functionality. The City Attorney stated the liability for accessing the impact of a drug is incumbent upon the employee. However, Councilmember Johnson

pointed out that a person doesn't always carefully scrutinize the accompanying information provided with a prescription and may not feel there would be an adverse side effects. He also questioned how closely regarded this would be in relation to HIPAA laws. The City Attorney agreed to rewrite the portion of the policy so as to address these concerns. It was also mentioned that the FAA has a list of prohibited medications for pilots, which could be a guideline for others.

The City Recorder then briefly covered the sections on:

- Safety, which is essentially the same as previously written with clarification on the noted issues,
- Cellular Telephones and Other Portable Communication Devices, a new policy to formally document intended and prohibited uses for city mobile device use,
- Seat Belt Usage, formerly a separate sheet included in the new hire materials. This consolidates the policy into the manual,
- Weapons in the Workplace, a new policy implied but never before formally stated,
- Catastrophic Leave Bank, a mechanism implemented to help with catastrophic or extended illness while maintaining the integrity of HIPAA compliance, and
- Employee Performance Problems, more clearly outlines the steps of progressive discipline.

With no questions, comments or concerns by the Council, the review of the personnel manual changes was complete. The next step is to compile all changes into a clean version to be considered as a whole by the Council during a regular session.

Having no further business at this time, the workshop was adjourned at 5:50 PM.

APPROVED THIS 19th DAY OF MAY 2011.

By:



Robert W. Heine, Mayor

ATTEST:



Dana L.S. Williams, CMC, City Recorder