



## City Council Staff Report

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**Subject:** City of Rocklin Personnel Rules

**Date:** January 23, 2024

**Submitted By:** Tameka Usher, Administrative Services

**Department:** Administrative Services - Human Resources

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**Recommendation:**

Adopt a Resolution of the City Council of the City of Rocklin Repealing and Replacing Resolution No. 2014-248, Approving the revised Personnel Rules, and Repealing and Replacing any Resolution in Conflict.

**Background:**

The City Council last approved updates to the City of Rocklin Personnel Rules on March 4, 2014 (Resolution No. 2014-248). In the approximately ten years since this document has been modified, it has become necessary to make revisions to the City's Personnel Rules based on federal and state law and regulation changes, as well as to incorporate flexibility and clarity.

The Personnel Rules (Attachment 2) will serve as a living document that is reviewed and updated as often as necessary to ensure compliance with laws and regulations, acknowledge industry standard practices, ensure consistency and fairness, and include identified operational efficiencies as the City continues to evolve.

In 2023, staff facilitated multiple engagement points to ensure a comprehensive review was conducted, inclusive of input from various stakeholders, which included review and input from department directors, legal, and from the authorized agents of represented bargaining units.

A summary of the changes is below; however, it should be noted that a majority of the changes are formatting, reorganization of sections, and re-wording to eliminate inconsistencies.

- Reorganized and renumbered the sections.
- Added a definition section.
- Amended the Employment Practices section to include or expand existing language on rules such as nepotism, out-of-class pay, veterans' preference, recruitment and selection, various leaves, etc.
- Amended the Employee Conduct section to include rules such as social media, violence

- in the workplace, verification of employment, vehicle use and driving standards, etc.
- Amended to include a general provisions section.

The revised Personnel Rules will supersede any existing resolutions that are conflicting.

HR staff has satisfied the meet and confer obligation with AFSCME, Rocklin Firefighter's Union, Rocklin Police Officers' Association and Public Safety Managers, and Rocklin's Public Safety Manager Employees regarding the proposed changes in accordance with the City of Rocklin Employee-Employer Resolution.

**Fiscal Impact:**

There is no direct fiscal impact on the General Fund from the staff recommendation.

**ATTACHMENTS:**

- [1. Resolution](#)
- [2. Resolution Exhibit A - Personnel Rules](#)