



City Council Staff Report

Subject: Various Personnel Updates

Date: June 25, 2024

Submitted By: Tameka Usher, Administrative Services

Department: Administrative Services - Human Resources

Recommendation:

- A. Adopt a Resolution of the City Council of the City of Rocklin Approving and Authorizing the City Manager to Execute the City of Rocklin Workplace Violence Prevention Plan, and Repealing and Replacing any Resolution in Conflict Herewith.
- B. Adopt a Resolution of the City Council of the City of Rocklin Approving the City of Rocklin Travel Policy, Authorizing the City Manager to Execute the Travel Policy, and Replacing and Replacing Resolution No. 2014-190.
- C. Adopt a Resolution of the City of Council of the City of Rocklin Approving the Revised Salary Schedules for Rocklin Police Officers' Association; Rocklin Police Officers' Association; Rocklin Police Officers' Association Public Safety Managers' Bargaining Unit; Rocklin Firefighters' Union; Rocklin Public Service Employees' Bargaining Unit; and Rocklin Management, Confidential, and Unrepresented Employees' Resolution.

Background:

Workplace Violence Prevention Plan Policy

Pursuant to California Senate Bill 553, the California Occupational Safety and Health Act of 1973 (Cal/OSHA) was modified to require employers to establish and implement an effective workplace violence prevention plan (WVPP) by July 1, 2024, and provide training to all employees consistent with the requirements under Labor Code §6401.7, 6401.9.

To maintain an effective program, staff, with the assistance of legal counsel, developed a WVPP and training that aligns with current state regulations.

The WVPP is included as Attachment 2, which meets state requirements. Based on the authority required to effectively administer the program, staff recommends the City Council authorize the City Manager or his/her designee to implement and maintain the WVPP. The WVPP will also repeal and replace the Administrative Policy "Prohibition of Violence in the Workplace."

Travel Policy

The City Council adopted a travel policy and approved subsequent revisions, most recently in 2014 via Resolution No. 2014-190. In the ten years since this policy was modified, revisions to the City's Travel Policy have become necessary to incorporate additional expectations and clarity when employees travel for City business.

Staff facilitated multiple engagement opportunities to ensure a comprehensive review was conducted, including input from various stakeholders, such as department directors, legal counsel, and the authorized agents of represented bargaining units.

In accordance with the City of Rocklin Employee-Employer Resolution, Human Resources has satisfied the meet and confer obligation (with AFSCME, Rocklin Firefighter's Union, Rocklin Police Officers' Association, and Rocklin's Police Officers' Association Public Safety Managers') regarding the proposed changes.

Salary Schedule Adoption

Title 2 of the California Code of Regulations, section 570.5 requires the City's salary schedules to be adopted at a public meeting.

Police and Fire

In 2022, the City Council adopted Resolutions No. 2022-129, No. 2022-143, and No. 2022-159, which established Memorandums of Understanding (MOU) between the City of Rocklin and Rocklin Police Officers' Association, Rocklin's Police Officers' Association Public Safety Managers', and Rocklin Firefighter's Union, Local 3847, respectively.

Each of the MOUs referenced above contains a provision that states "... *effective the first full pay period of July 2024, each classification shall receive a 2.0% base salary increase.*"

Public Service Employees and Management Confidential and Unrepresented Employees Resolution

In 2023, the City Council adopted Resolutions No. 2023-131 and No. 2023-134, which established an MOU between the City of Rocklin and AFSCME Council 57, Local 146, representing the Public Service Employees Bargaining Unit and revised the Management, Confidential, and Unrepresented Employees Resolution.

Each of the documents referenced above contains a provision that states "... *effective the first full pay period of July 2024, each classification shall receive a 2.5% base salary increase.*"

Attached as Exhibits 1, 2, 3, 4, 5, and 6 are the updated salary schedules reflecting the base salary increases as noted herein.

Fiscal Impact:

Travel Policy and Workplace Violence Prevention Plan Policy - Staff recommendations are cost-neutral and have no direct fiscal impacts on the General Fund.

Salary Schedule Adoption - The cost of the base salary increases is accounted for and included in the Fiscal Year 2024/25 Operating Budget.

ATTACHMENTS:

1. Resolution A
2. Resolution A Exhibit 1 - Workplace Violence Prevention Plan
3. Resolution B
4. Resolution B Exhibit 1 - Travel Policy
5. Resolution C
6. Resolution C Exhibit 1 - POA Salary Schedule
7. Resolution C Exhibit 2 - PSM Salary Schedule
8. Resolution C Exhibit 3 - Fire Salary Schedule
9. Resolution C Exhibit 4 - Public Services Employees Salary Schedules A and B
10. Resolution C Exhibit 5 - Confidential Salary Schedules A and B
11. Resolution C Exhibit 6 - Management Salary Schedule