

MINUTES  
CITY COUNCIL WORKSHOP  
CITY OF ARCADIA  
TUESDAY, APRIL 19, 2011  
5:00 PM

CALL TO ORDER

The workshop session was called to order at approximately 5:10 PM with the following members and staff present:

Arcadia City Council

Mayor Robert Heine

Councilmember Martha Craven (entered late)

Deputy Mayor Keith Keene

Councilmember Sharon Goodman

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

Continued review and discussion on the provisions and recommended changes to the personnel manual was the basis for this workshop. Prior to picking up where last left off, the City Recorder discussed with the Council findings from questions previously asked regarding the City's Pension Plan. Specifics to those questions were addressed in memorandum form dated April 14, 2011.

Following is a summary of the changes discussed and decided on for implementation:

- Policy 14.25 - Continuation of medical coverage as adopted in 2006 shall be included; however the Council would recommend amending the policy to set the upper limit to age 65 when eligibility for Medicare is available.
- Policy 16.20 - Eligibility for the Pension Plan shall be at the one year anniversary date of the employee (rather than waiting until January 1 following a 1 year mark)
- Policy 18.80 shall have the sentences "Maternity leave dates shall be mutually agreed to by the employee, the physician, and the Department Head" and "Thirty days notice should be given by the employee of intent to resume work duties" deleted.
- Sections 18.90 and 18.92 shall be combined into one.
- Policy 19 *Uniforms* will be amended as noted on the draft copy, including the requirement for employees to wear ID badges above the waist.

Councilmember Craven entered at this point - 5:45 PM.

The City Attorney will research the legality of the sentence included in Section 21.30 that reads "Temporary and probationary employees shall be laid off in reverse seniority sequence unless an exception is approved by the City Administrator." In addition, he will also assist in

the drafting of a random drug testing policy and to review the Grievance Procedures (Chapter 22) to determine whether it addresses a hostile work environment or if not, why such elaborate policy was included for matters related to a suggestion, question, or complaint.

- Sections 23.10 related to longevity will be removed and any incentive will be tied to performance based on availability of funding.

With time running out, the remaining policies, beginning with Chapter 24, will be discussed at the next available workshop. This workshop was adjourned at 6:12 PM.

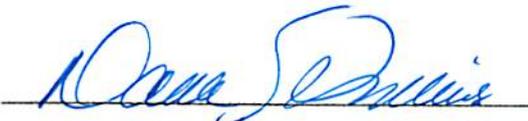
APPROVED THIS 5<sup>th</sup> DAY OF APRIL 2011.

By:



Robert W. Heine, Mayor

ATTEST:



Dana L.S. Williams, CMC, City Recorder