

# DRAFT



## MINUTES

**PERSONNEL BOARD  
GLENDALE ADULT CENTER-HR TRAINING ROOM 103  
5970 W. BROWN ST.  
GLENDALE, ARIZONA 85302**

**DECEMBER 18, 2024  
6:00 P.M.**

**1. CALL TO ORDER**

Board Chair, Davita Solter, called the Personnel Board Hearing to order at 6:00 p.m.

**2. ROLL CALL**

Present: Davita Solter, Board Chair  
Becky Shady, Board Member  
Donna Brown, Board Member  
Francisco Contreras, Board Member

Also Present: Jim Brown, Human Resources Director  
Michael Andersen, HR Risk Manager  
Michael Hamblin, Assistant City Attorney  
Dolly Alexander, Human Benefits Manager  
Shannon Rodriguez Yaeggi, Organizational Development Manager  
Vicki Moss, Assistant Human Resources Director  
Frank Morin, Human Resources Business Partner  
Marie Bonell, Human Resources Administrator  
Lorena Sanchez, Worker Compensation Manager  
LeJeune Boone, HR Business Partner

**3. CITIZEN COMMENTS**

Board Chair Davita Solter called for citizen comments. No citizens were present to speak at this meeting.

**4. APPROVAL OF THE MINUTES**

A. Personnel Board Minutes of August 21, 2024.

Motioned by Board Member Becky Shady, seconded by Board Member Donna Brown

AYE: Board Chair Davita Solter  
Board Member Becky Shady  
Board Member Donna Brown  
Board Member Francisco Contreras  
Passed

5. **REVIEW OF HUMAN RESOURCES POLICY CHANGES**

The Board reviewed and approved the following Human Resources and Risk Management Policies with changes noted:

- **HR Policy 103 – Purpose, Scope and Responsibilities:** Combined Policy 102 – Purpose and Scope with Policy 103 — Responsibilities. No significant changes.
- **HR Policy 201 – Employment:**Removed: Sentence that references diversity goals and objectives, federal and state EEO laws. The sentence now reads: Consideration is given to overall staffing needs of each department. Employment Definitions Section III (Page 2) Added: “Presiding” City Judge Added: Definition of Grant Funded Temporary Status. Probationary Period (Page 6 section 15b) Changed: All probationary employees shall receive a performance review on a quarterly basis. Employment Separations (Page 8) Section A- Retirement Removed: Reference that retiring employees may elect to participate in the City’s retirement program. Section E.7- Separation Process: Added: COBRA costs are subject to change each fiscal year. Telecommuting (Page 18). Section A.1 – Policy (Page 19) Added: Telecommuting shall not have any impact on department service levels, operations, or require additional resources (i.e., more staff, overtime hours) to accommodate. Section A.2 – Policy Added: Telecommuting participation is not guaranteed to employees and may be revoked or revised at any time by the department. Section B - Procedure — 1.a Participation Changed from: Regular status employees who have successfully completed their probationary period Changed to: Employees who have successfully completed at least six (6) months of employment... Section 2b - Employment Status (Page 20) Changed from: Employees agree not to engage in employment activities other than those required in their position with the City during telecommuting. Changed to: Telecommuting employees will not engage in any secondary employment or non-work-related activities during their regular telecommuting schedule. Section 5 – Cost. Removed: The city will reimburse the telecommuter for the cost of work-related long-distance phone call. Section 7 — Working Hours (Page 21). Clarified: The telecommuting employee should be accessible via Microsoft Teams, telephone, and/or email as their on-site counterparts during their agreed-upon regular business hours, regardless of the work location. Video calls with the camera turned on may be required. Employees should follow the department dress code and wear appropriate attire. Telecommuters must notify his/her office if they leave their telecommuting location. Section 8 - Equipment Added: Employees can request a Work from Home (WFH) Kit, which includes the following items: a monitor, keyboard, mouse, and an extra power cord, by submitting a request to IT. To be eligible, employees must have a current, approved Telecommuting Agreement on file with HR and must be in good standing. Submitting a request does not guarantee that equipment will be provided, as approval depends on eligibility and availability.

● **HR Policy 301 – Compensation and Classification**, Classification Plan – Section II.

A.3.a (Page 2) Removed: If the employee's current salary is less than the minimum of the new range, the employee will be placed at the minimum of the new range. Clarification for removing this sentence is explained in Section 8(e). Salary Administration — Section II. B.5. Annual A. Employee (Page 3) Clarified: Merit increases will take effect at the beginning of a pay-period on or about July 1 of each year. Salary Administration — Section II. B.8 Salary Upon Transfer (Page 4) Clarified: An employee who is transferred shall not have his/her base pay rate changed if their pay rate exceeds the maximum of the new pay grade. The employee will not be eligible for additional increases to his/her base salary until such time that the maximum of the salary range. Salary Administration — Section II.B.9.b Salary Adjustment (Page 5) Clarified: A request for a salary adjustment must be made in writing to the Director, Human Resources & Risk Management by the department director. The request must include justification in cases of retention of individuals with special skills or salary inequities. Flexible Work Hours – Section D.1 Added: Permanent schedule changes should provide the employee with as much notice as possible. Standby Pay — Section F (Page 8) Removed: Callback Pay from this section and moved to new Section G Added: In the event an employee is unable or unavailable to work their scheduled standby hours, they are not eligible to receive standby pay or utilize other types of paid leave. Callback Pay – Section G Added: If the employee is called to report to work, the employee should be paid for a minimum of two hours' work, or the actual time worked if greater than two hours. Travel time from their local residence to the job site should be considered work time in determining the two-hour minimum. While in callback status, the employee is no longer on stand-by status and would not receive stand-by pay for this time. If the employee is called back to work, completes the work in less than 2 hours, returns home and is called back again during the two hours from the initial call-back, all time on both calls should be considered continuous and the employee should be paid for actual time worked. A new two-hour callback period does not begin during the initial callback. Shift Differential Pay (Page 10) Section 3.c-Clarified: Shift differential pay will be paid only for time actually worked. Shift differential to be paid on sick leave is limited to the first 40 sick hours used by the employee in the calendar year. Compensatory Time (Comp Time) off, Vacation, Holiday, Military, Jury/Witness Duty, Bereavement and other types of leave are not subject to shift differential and, therefore, will not be paid at the shift differential pay rate. Removed: Callback hours will be included as long as the time elapsed from the end of the preceding shift to the time the callback begins is no greater than eight hours. Changed From: In the event an eligible employee's shift worked overlaps into both the second and third shift, the shift differential pay rate will be determined based on the shift in which at least 50% of the hours worked falls within, so long as at least 50% of the total hours worked during the entire shift fall within the second and third shifts as defined in this procedure. Changed to: In the event an eligible employee's shift is at least 4 hours in length during second shift (4P-12A) and 4 hours during third shift (12A-8A), the employee will receive the third shift differential pay rate. Added: Applicability of Shift Differential pay may differ for represented employees. Any differences will be outlined in the governing Memorandum of Understanding for such employees. Compensation (Page 10) Changed: Second shift diff from .50 cents to .55 cents and third shift diff from .60 cents to .85 cents. Bilingual Pay (Page 12) Section K.6.a Changed: from \$38.00 to \$50.00. Temporary Assignment Pay Added: Requests for assignment pay must be submitted to and approved by the Human Resources & Risk Management Director or designee. Temporary Assignment Pay Added: Requests for assignment pay must be submitted to and approved by the Human Resources & Risk Management Director or designee. Public Safety Emergency Services Pay (ESP) (Page 15) Added: Emergency Management Department employees are included. Time Adjustment Pay (Page 16) Changed: from 5% to 8% Clarified: Represented employees will receive Time Adjustment Pay according to the governing Memorandum of Understanding after the Department submits a Time Adjustment Pay PA to HR for processing.

● **HR Policy 401-Benefits**: Medical Insurance — Section II.A.1 Added: temp employees who

work 30 or more hours per week are eligible for medical insurance. Dental Insurance – Section II.A.2 Added: language to include eligible Grant Funded employees. Vision Insurance – Section II.A.3 Added: language to include eligible Grant Funded employees. Life Insurance – Section II.A.4. Commuter Insurance – Section II.A.5 Added: language to include eligible Grant Funded employees. Flex Spending Account – Section II.A.6 Added: language to include eligible Grant Funded employees. EAP Insurance – Section II.A.7 Added: language to include eligible Grant-funded employees and temp employees work 30 or more hours per week or found to have worked an average of 30 or more hours per week within the look back period. Health Reimbursement Insurance – Section II.A.9 (Page 4) Clarified: Employees who have separate employment with at least 10 years of continuous service are eligible to participate in the HRA. Sworn Police Section – Section II.A.9.b Changed from: At retirement, these employees will have 100% of accumulated sick leave paid into the HRA at 50% of the employee’s average hourly wage over the last 36 months of employment. Changed to: At separation of service with 10 or more years or more years of continuous service with the city, Sworn Police department members who are members of the Fraternal Order of Police (FOP) shall have 100% of accumulated sick leave paid into the HRA at 50% of the employee’s average hourly wage over the last 36 months of employment. Fire Department Section – Section II.A.9.c Changed From: At retirement, Fire Chief Officers (Fire Chief, Assistant Fire Chiefs, Deputy Fire Chiefs and Battalion Chiefs) will have all accumulated vacation time over 160 hours (paid at their current hourly rate) deposited into the HRA. 100% of accumulated sick leave (paid at 50% of the employee’s average hourly wage over the last 36 months of employment) Changed to: Fire Chief Officers (Fire Chief, Assistant Fire Chiefs, Deputy Fire Chiefs and Battalion Chiefs), at separation of service, with at least ten (10) years of continuous service with the city, shall have all accumulated vacation time over 160 hours (paid at their current hourly rate) deposited into the HRA. Additionally, 100% of accumulated sick leave (paid at 50% of the employee’s average hourly wage over the last 36 months of employment) will also be deposited into the HRA. Retirement Plans- Section II.B.1 (Page 6) Clarified: Who is eligible. Regular status, eligible grant-funded employees, and temporary employees. Deferred Compensation – Section II.B.2.a (Page 7). Added: All regular status employees and eligible grant-funded employees who work 20 or more hours per week are eligible to participate on the 457(b) Deferred Compensation Plan. Deferred Compensation – Section II.B.2.b (Page 7). Clarified: Contributions can be pre and post-tax. Added: Post tax contributions are exempt from taxes upon withdrawal. Medical Leave – Section II.C Rearranged: Moved to its own section. No material changes to the language. This section now houses the following: FMLA, Industrial and Medical Leave. Paid Time Off (PTO) – Section II.D Rearranged: Moved to its own section. Bereavement – Section II.D.1.c (Page 17) Clarified: Number of bereavement hours available in the event of death for someone other than “immediate family member” Civic Duty – Section II.D.2.d (Page 17) Clarified: employee will request approval from their supervisor and request the time off as a Time Off Request (TOR) in the Time and Attendance system. Compensatory Time – Section II.D.3 (Page 18) Added: At the request of the employee and with the approval of the supervisor, non-exempt employees may be compensated for overtime worked (not inclusive of callback pay) by the earning of compensatory time off in lieu of immediate cash payment. This rate shall be one and one-half (1 1/2) hours off for every hour of overtime worked by the employee. Election Day - Section II.D.5 (Page 19) Changed From: Every public officer or employee is entitled to have adequate time to vote as outlined in the state law. Three (3) consecutive hours immediately after the opening of the polls or three (3) consecutive hours prior to the closing of the polls is provided for this purpose. Those hours that fall within the employee’s shift, shall be paid. Arrangements should be made with the supervisor prior to Election-Day and the supervisor may determine which hours are more suitable. Changed to: All employees are entitled to have adequate time to vote as outlined in the state law. Employees are entitled to up to three (3) consecutive hours to vote. This can either be: Three (3) consecutive hours immediately after the opening of the polls or Three (3) consecutive hours prior to the closing of the polls If any of these hours fall within the employee’s scheduled work shift, the employee shall be paid for that

time they spend voting Employees are required to make arrangements with their supervisor prior to Election-Day The supervisor has the discretion to determine which hours within the employees' shift are more suitable to minimize impact to operations. Exceptional Disability - Section II.D.6.b (Page 19)Added: The employee must have no sick leave, vacation, holiday, holiday special, recognition, or compensatory time available, Section II.D.6.f (third bullet) (Page 19). Removed: The number of accrued paid leave hours used in lieu of available modified duty. (this is not our practice). Official Holiday — Section II.D.7.a Added: Second Monday in October, "Indigenous Peoples Day", non-paid holiday Official Holiday - Section II.D.7.b Added: Dr. Cesar Estrada Chavez Day and Indigenous Peoples Day are non-paid holidays Official Holiday — Section II.D.7. Added: For a Deputy Fire Chief or Battalion Chief that fill in a 52-hour shift on a holiday, employee will be paid 10.4 hours of straight time plus eight (8) hours of holiday pay. Changed from: If the employee is scheduled to work on a holiday, but the employee takes the holiday off by using approved leave time, the employee will only be paid eight hours of holiday leave if working a 40 hour per week schedule, 10.4 hours if working a 52 hour per week schedule and per the chart above for part-time employees. If the employee works a flex schedule, he/she may use approved leave time to fill in the balance of his/her schedule for the day. Changed to: If the employee is scheduled to work on a holiday, but the employee takes the holiday off by using approved leave time, the employee will only be paid eight hours of holiday leave if working a 40 hour per week schedule, 10.4 hours if working a 52 hour per week schedule and per the chart above for part-time employees. The employee may use approved time off to fill in the balance between their scheduled hours and their holiday pay. Holiday Special — Section II.D.8Added: f. At separation of service, any unused Holiday Special hours are forfeited. If rehired as a Regular Status employee within the same calendar year of the separation, will have his/her unused Holiday Special hours reinstated. Added: g. The use of Holiday Special is approved under the same rules covering vacation.Industrial Leave and Medical Leave were moved to Section II.C Medical Leave Military Pay — Section II.D.11.c Clarified: Request for time off should be submitted through UKG. Added Recognition Pay – Section II.D.12 The purpose of Recognition/Incentive pay is to provide employees with a monetary reward beyond regular base pay. This pay may be for an exceptional achievement which is above and beyond normal expectations, or successfully meeting pre-determined goals when taking on additional assigned responsibilities. All recognition payments must be approved by the Human Resources & Risk Management Director and then submitted to the City Manager for final approval. See HR Policy# 528 – RECOGNITION PROGRAMS for further information.Sick Time - Section II.D.13 (Page 35) Added: c. Sick time will not accrue for overtime hours worked or for hours paid under Exceptional Disability leave and Workers' Compensation Supplemental Pay. Sick leave is eligible for shift differential pay. Sick Time - Section II.D.13 (Page 35) Added: c. Sick time will not accrue for overtime hours worked or for hours paid under Exceptional Disability leave and Workers' Compensation Supplemental Pay. Sick leave is eligible for shift differential pay. Added: d. Shift differential to be paid on sick time is limited to the first 40 sick hours used by the employee in the calendar year. Attendance Incentive - Section II.D.13.j (Page 36) Changed From: Sick Leave "Cash In" Option: During April and October of each year (the "cash in month"), regular status employees who meet the eligibility requirements below, may elect to "cash in" a portion of their Sick Leave balance. In order to elect to "cash in" unused Sick Leave, an employee: Changed to: Twice a year, the City allows employees who meet the eligibility criteria to apply for a cash reimbursement of sick hours accrued, but not used, during the previous 12-month period. The employee's remaining balance after reimbursement must be no less than the maximum number of hours they are eligible to accrue over a twelve-month period. Removed: (a) Must submit a request to Human Resources & Risk Management no later than the last day of the month preceding the "cash in payout month for a report verifying the maximum number of hours the employee is eligible to cash in. This amount shall be calculated by subtracting the number of sick leave hours used (if any) by the employee during the twelve (12) month period preceding the "cash in payout month" from the total amount of Sick Leave hours accrued by the employee during

that same period. The employee's remaining Sick Leave balance (after deducting the number of hours eligible to cash-in) must be no less than the maximum number of hours the employee is eligible to accrue over a twelve (12) month period. Removed: (b) Must submit an Attendance Incentive Program form to Payroll indicating the number of hours the employee wishes to cash in along with a copy of the report received from Human Resources & Risk Management indicating the maximum number of hours the employee is eligible to cash-in no later than the dates listed on the form for that cash in payout month. Added: In order to participate in the Attendance Incentive Program, an employee should reference the Employee Central page on the GRID for program details, submission deadlines, and payout dates. Sick Time Payout at Resignation (page 38) Changed from: Resign. Changed to: Separate from employment with at least 5 but no more than 10 years of continuous service. Vacation Time – Employee Donating Leave Section II.D.15.b (Page 40) Removed: Once verified, the PA Preparer will forward the form to Human Resources & Risk Management for final approval. Once Human Resources & Risk Management approves the Vacation Leave donation request, the donated hours are removed from the employees' available leave accrual bank. *Education Assistance* – Section II.E (Page 41) Removed complete section. Added: Please refer to Policy 502- EDUCATION ASSISTANCE.

● **HR Policy 502 – Employment Development** - No significant changes

● **HR Policy 503 – Workplace Harassment:** Purpose – Section I (Page 1)

Added: The City is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex (including because of or on the basis of pregnancy or childbirth or related medical conditions), color, religion, national origin, disability, military status, genetic information (including results of genetic testing), status as a registered medical marijuana cardholder, or any other status protected by applicable state or local law.

Prohibited Acts - Section II.A.1.a Section was rearranged:

Changed From:

1. Identifying Harassment

- a. Sexual Harassment - defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one or more of the following situations occur:
  - i. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
  - ii. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
  - iii. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- b. Other Harassment – includes, but is not limited to, intimidation or abuse of another, whether physical, verbal or in writing or other conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- c. Identification Guidelines for Harassment

- These guidelines shall be applied by reviewing the totality of the incident or situation in question. Guidelines for identifying harassment include, but are not limited to the following:
  - i. The behavior is unwelcome.
  - ii. The behavior is repetitive, i.e. constant unwelcome touching, remarks, or jokes.
  - iii. The behavior is one-sided.
  - iv. The harasser usually has some kind of authority over the victim or there are conditions attached to either compliance or non-compliance.
  - v. The complainant, for whatever reason, cannot stop the abuse.

● **Changed to:**

- a. EEO Harassment:

- The City strives to maintain a work environment free of unlawful harassment. Unlawful

harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Harassment does not need to be in-person and can occur over electronic media such as Zoom or other electronic platforms. Prohibited behavior may include but is not limited to the following:

- i. Written form, such as cartoons, emails, posters, drawings, or photographs.
  - ii. Verbal conduct, such as epithets, derogatory comments, slurs, or jokes.
  - iii. Physical conduct, such as assault or blocking an individual's movements.
- This policy applies to all employees, including managers, supervisors, coworkers, and non-employees, such as customers, clients, vendors, consultants, etc.
    - b. Sexual Harassment:
      - Because sexual harassment raises issues that are, to some extent, unique in comparison to other types of harassment, the City believes it warrants separate emphasis. The City strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
        - Submission to such conduct is made explicitly or implicitly a term or condition of employment.
        - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
        - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
          - All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:
            - Written form, such as cartoons, posters, calendars, notes, letters, and emails.
        - Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
          - Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.
- Confidentiality – Section II.A.3 (Page 5) Changed From: All personnel shall maintain confidentiality about complaints in order to protect the parties involved, and information shall not be shared with anyone other than those involved in the investigation. Changed To: By law, the City is obligated to investigate and address incidents of sexual harassment. While complete confidentiality cannot be guaranteed, every effort will be made to restrict access to the details of an employee's report to only those who need to be informed
- Complaint Procedure – Section II.A.4.ii (Page 5) Changed From: A signed complaint should be filed immediately and should be as specific as possible. An employee may have another employee guide him/her through the process for moral support. The City of Glendale, the Attorney General's Office - Arizona Civil Rights Division, and the Equal Employment Opportunity Commission (EEOC) - Phoenix District Office, do ask and encourage you to report prohibited harassment to the City's internal process, on a timely basis. Changed to: A signed complaint should be filed immediately and should be as specific as possible. An employee may have another employee guide the employee through the process for moral support.
- Disciplinary Procedure - Section II.A.6.b (Page 6) Changed From: Disciplinary action may range from a verbal counseling to termination. Changed To: If the City determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment. Added: In accordance with A.R.S. § 38-1104, if, after an investigation of a law enforcement officer, the City seeks disciplinary action, at the request of the law enforcement officer, the City shall provide a basic summary of any discipline ordered against any other law enforcement officer of generally similar rank and experience employed by the City within the previous two years for the same or a similar violation. As an alternative, the City may provide file copies of the relevant disciplinary cases. The City shall not take final action or schedule a hearing until the basic summary or file copies are provided to the law enforcement officer.
- Violence in the Workplace - Section II.B.1.a.iv (Page 7) Changed From: Possession of a weapon while on City property or while on City business (excluding Police

Officers). Changed To: Possession of a weapon while on City property or while on City business (excluding Police Officers), except those firearms that may be locked in your personal vehicle on company property and not visible from outside the vehicle. Confidentiality - Section II.B.4.a (Page 9) Changed From: All personnel shall maintain and respect the confidentiality of the organization, its employees. Information shall not be shared with anyone other than those involved in any investigation. Changed To: All personnel shall maintain and respect the confidentiality of the organization, its employees and citizens to the extent practicable.

● **HR Policy 513 – Discipline: Performance deficiencies – Section II.F.2 (Page 5)** Added to: Unauthorized carrying or bringing weapons onto City property or into City buildings, except firearms that are locked in a personal vehicle on city property and not visible from outside the vehicle. Added to: Discriminating against, or encouraging another person to discriminate against, any City employee, contractor, vendor, supplier or other City customer, including any member of the general public, based solely on that person's age, color, national origin, race, ethnicity, family or marital status, sexual orientation, gender identity or expression, genetic characteristic, physical or mental disability, political affiliation, religion, veteran status, or any other class protected by local or federal law. Notice of Disciplinary Action – Section II.G.2.e.ii.5 (Page 9) Added: In accordance with A.R.S. § 38-1104, if, after an investigation of a law enforcement officer, the City seeks disciplinary action, at the request of the law enforcement officer, the City shall provide a basic summary of any discipline ordered against any other law enforcement officer of generally similar rank and experience employed by the City within the previous two years for the same or a similar violation. As an alternative, the City may provide file copies of the relevant disciplinary cases. The City shall not take final action or schedule a hearing until the basic summary or file copies are provided to the law enforcement officer. Rights to Representation - Section II.G.2.e.iii.5 (Page 10) Added to: In accordance with A.R.S. § 38-1104, if the City or Law Enforcement Officer reasonably believes an interview.

● **HR Policy 515 – Commercial Driver's License (CDL) : Overview – Section A (Page 1)** Added to: Participation in the City of Glendale's Drug, Alcohol and Substance Abuse Program in compliance with Human Resources Policy No. 505A "Drug, Alcohol and Substance Abuse DOT (FTA & FMCSA)" and compliance with Human Resources Policy No. 525 "City Vehicles and Equipment" is a requirement of CDL employees and is a condition of employment. Employees, who are designated as backups for a CDL required position, including supervisors, who may perform CDL functions must also have a CDL and will be subject to the provisions of these policies. Added: Participation in the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse. Added: Providing consent to the City of Glendale to access details about any drug and alcohol program violations, as a condition of employment. Overview – Section B (Page 1) Added to: A job offer will be conditional upon receipt of FMCSA Clearinghouse query results negative substance test results. *Responsibilities – Section III (Page 4)* Added to: It is the employee's responsibility to read, understand, and comply with this policy as well as Human Resources Policy No. 505A "DRUG, ALCOHOL AND SUBSTANCE ABUSE DOT (FTA & FMCSA)", and Human Resources Policy No. 525 "CITY VEHICLES AND EQUIPMENT". Employees are strongly encouraged to ask questions if there is any part that is not understood. Failure to read or understand any part of these policies does not relieve the employee of the responsibility to abide by them. Added: Employees required to obtain a CDL as a job requirement, must register with the FMCSA Clearinghouse and give consent to the City of Glendale to view his or her information in the Drug and Alcohol Clearinghouse. Failure to comply with the consent, will result in the CDL employee immediately removed from safety-sensitive duties. Human Resources and the appropriate department staff will discuss what disciplinary action should be taken up to and including termination.

● **HR Policy 520 – Employee Parking: Parking Placard Issuance and Use – Section III.1.b** Changed from: The first placard will be provided to City staff free of charge. Replacement placards will cost City staff \$5.00 per replacement placard, unless the City staff returns the original placard (i.e., it is broken or damaged and can no longer be properly

displayed). For replacement, please contact Human Resources & Risk Management. Changed **to**: A Placard will be provided to City staff free of charge. For replacement, please contact Human Resources & Risk Management.

● **HR Policy 526** – Identification Badges & Access Cards for Non-Sworn: No significant changes. Changed reference from GNN to GRID. Updated security phone number.

● **HR Policy 528 - Recognition**: No significant changes

- a. HR Policy 103 – Purpose, Scope and Responsibilities - Reviewed and approved with recommended changes.

Motioned by Board Member Donna Brown, seconded by Board Member Francisco Contreras

AYE: Board Chair Davita Solter  
Board Member Becky Shady  
Board Member Donna Brown  
Board Member Francisco Contreras

Passed

- b. HR Policy 201 - Employment-Review and approved with the changes noted.

Motioned by Board Member Francisco Contreras, seconded by Board Member Donna Brown

AYE: Board Chair Davita Solter  
Board Member Becky Shady  
Board Member Donna Brown  
Board Member Francisco Contreras

Passed

- c. HR Policy 301- Compensation and Classification - Reviewed and approved with the changes noted

Motioned by Board Member Donna Brown, seconded by Board Member Francisco Contreras

AYE: Board Chair Davita Solter  
Board Member Becky Shady  
Board Member Donna Brown  
Board Member Francisco Contreras

Passed

- d. HR Policy 401- Benefits: Reviewed and approved with changes noted.

Motioned by Board Member Francisco Contreras, seconded by Board Member Becky Shady

AYE: Board Chair Davita Solter

Board Member Becky Shady  
Board Member Donna Brown  
Board Member Francisco Contreras

Passed

- e.** HR Policy 502 - Employee Development: Reviewed and approved with the changes noted.

Motioned by Board Member Becky Shady, seconded by Board Member Francisco Contreras

AYE: Board Chair Davita Solter  
Board Member Becky Shady  
Board Member Donna Brown  
Board Member Francisco Contreras

Passed

- f.** HR Policy 503 - Workplace Harassment: Reviewed and approved with the noted changes.

Motioned by Board Member Donna Brown, seconded by Board Member Becky Shady

AYE: Board Chair Davita Solter  
Board Member Becky Shady  
Board Member Donna Brown  
Board Member Francisco Contreras

Passed

- g.** HR Policy 513 - Discipline: Reviewed and approved with the noted changes:

Motioned by Board Member Francisco Contreras, seconded by Board Member Becky Shady

AYE: Board Chair Davita Solter  
Board Member Becky Shady  
Board Member Donna Brown  
Board Member Francisco Contreras

Passed

- h.** HR Policy 515 - Commercial Driver's License (CDL): Reviewed and approved with noted changes.

Motioned by Board Member Francisco Contreras, seconded by Board Member Becky Shady

AYE: Board Chair Davita Solter  
Board Member Becky Shady  
Board Member Donna Brown

Board Member Francisco Contreras

Passed

- i. HR Policy 520 - Employee Parking: Reviewed and approved with the changes noted.

Motioned by Board Member Becky Shady, seconded by Board Member Francisco Contreras

AYE: Board Chair Davita Solter  
Board Member Becky Shady  
Board Member Donna Brown  
Board Member Francisco Contreras

Passed

- j. HR Policy 526 - Identification Badges and Access Cards: Reviewed and approved with the changes noted.

Motioned by Board Member Donna Brown, seconded by Board Member Becky Shady

AYE: Board Chair Davita Solter  
Board Member Becky Shady  
Board Member Donna Brown  
Board Member Francisco Contreras

Passed

- k. HR Policy 528 - Recognition Programs: Reviewed and approved with the noted changes.

Motioned by Board Member Becky Shady, seconded by Board Member Francisco Contreras

AYE: Board Chair Davita Solter  
Board Member Becky Shady  
Board Member Donna Brown  
Board Member Francisco Contreras

Passed

## 6. CHAIR AND VICE CHAIR SELECTIONS

Board Chair Davita Solter resigned as a Board Member. Donna Brown was recommended as the new Board Chair and Francisco Contreras was recommended as the new Board Vice Chair for 2025. Nominations were submitted to City Council for approval.

Motioned by Board Member Becky Shady, seconded by Board Member Francisco Contreras

AYE: Board Chair Davita Solter  
Board Member Becky Shady

Board Member Donna Brown  
Board Member Francisco Contreras  
Passed

**7. NEXT MEETING**

The date and location of the next regular meeting of the Personnel Board is to be determined.

**8. ADJOURNMENT**

Chair Donna Brown adjourned the meeting at 7:50 p.m.

Motioned by Board Member Francisco Contreras, seconded by Board Member Donna Brown

AYE: Board Chair Davita Solter  
Board Member Becky Shady  
Board Member Donna Brown  
Board Member Francisco Contreras  
Passed

The Personnel Board meeting minutes of \_\_\_\_\_, 2025 were submitted and approved this \_\_\_\_ day of \_\_\_\_\_, 2025.

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Jim Brown  
Recording Secretary