

**CITY OF GLENDALE  
PERSONNEL BOARD BUSINESS MEETING**

**January 21, 2015**

**City Hall – Meeting Room B3  
5850 West Glendale Avenue  
Glendale, Arizona 85301**

**OPEN SESSION**

**MEMBERS PRESENT:** Bud Zomok, Chair  
Linda Gomez, Member  
Becky Shady, Member

**STAFF PRESENT:** Jim Brown, HR & Risk Management Director  
Nancy Mangone, Assistant City Attorney  
Debbie Burson, Assistant HR Director  
Karen Doncovio, HR Generalist  
LeJeune Boone, HR Generalist

**CALL TO ORDER AND ROLL CALL**

Bud Zomok, Chair, called the Personnel Board Business Meeting to order at 6:00 p.m. on Wednesday, January 21, 2015. Roll call was taken. Three of the four currently appointed Board Members were present, representing a quorum.

**PURPOSE OF THE MEETING**

The Board voted unanimously to approve the minutes for the Personnel Board Hearing held on August 13, 2014. A motion was made by Board Member Becky Shady to approve the minutes; it was seconded by board Member Linda Gomez.

Jim Brown, HR & Risk Management Director opened discussion with the Board of proposed draft changes to the following Human Resources Policies and Procedures:

- 1) No. 201 - Employment
- 2) No. 301 - Compensation
- 3) No. 401 - Benefits
- 4) No. 513 - Disciplinary Policy

Mr. Brown went over the proposed significant changes made to these policies. The first significant change discussed was regarding previous HR Policy Nos. 104 (Equal Employment Opportunity) and 105 (Affirmative Action) which were eliminated and incorporated into the HR Employment Policy, No. 201. The definition of equal employment opportunity was also expanded by including sexual orientation, gender identity and other areas of non-discrimination. Mr. Zomok, Board Chair, inquired as to how the numbering was going to be handled. Mr. Brown responded that the numbering on existing policies would remain the same and would be communicated to employees, along with the other policy changes once finalized. Mr. Brown also indicated the reason for some of the policy changes was to document previous practices into City policy.

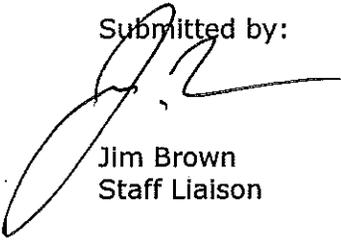
The proposed changes to the policies were opened for discussion with the Board. No objections to the policy changes were made by the Board. A brief discussion was held in regard to some of the changes proposed. The Board made the following suggestions: (1) Under Policy 201, *Reduction in Force (RIF) or Layoff*, they recommended the Re-Hire list be effective for sixth months, rather than the proposed 90 days; (2) under Policy 401, *Education Assistance*, they recommended HR review the eligibility requirements in order to consider expanding the scope of employees; and (3) under Policy 513 - *Administrative Leave*, they recommended we ensure the verbiage is consistent regarding the requirement of employees to be at home versus available for contact.

Chair Zomok asked if there was any new business. Staff stated a new Personnel Board Member will be sworn in at the next City Council meeting. There was no other new business discussed.

**ADJOURNMENT**

Bud Zomok, Chair, adjourned the Business Meeting at 7:05 p.m.

Submitted by:



Jim Brown  
Staff Liaison