

**CITY OF GLENDALE
PERSONNEL BOARD BUSINESS MEETING**

November 7, 2013

**City Hall – Meeting Room B2
5850 West Glendale Avenue
Glendale, Arizona 85301**

OPEN SESSION

MEMBERS PRESENT:

Richard Westby, Chair
Herbert Haley, Vice Chair
Stephen Gilman, Member
Becky Shady, Member
Bud Zomok, Member

STAFF PRESENT:

Jim Brown, HR & Risk Mgmt. Executive Director
Nick DiPiazza, Deputy City Attorney (Via Telephone)
Naomi Jackson, HR Administrator
Karen Doncovio, HR Generalist
LeJeune Boone, HR Generalist

CALL TO ORDER AND ROLL CALL

Richard Westby, Chair, called the Personnel Board Business Meeting to order at 6:00 p.m. on Wednesday, November 7, 2013. Roll call was taken. All five of the 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 Business Meeting held on January 16, 2013. A motion was made by Board Member Bud Zomok to approve the minutes; it was seconded by board Member Stephen Gilman. The Board also voted unanimously to approve the minutes from the Personnel Board Hearings held on July 24, August 21, and October 16, 2013. Vice Chair Haley made the motion to approve the minutes; Board Member Becky Shady seconded the motion.

Jim Brown, HR & Risk Mgmt. Executive Director, introduced new Board Member Becky Shady and discussed the role of the Personnel Board. Nick DiPiazza, Deputy City Attorney, reviewed the Open Meeting Law and Public Records Law. He reminded the Board of their responsibilities under these laws and the penalties for any violations. Jim Brown reviewed the Personnel Board Hearing Procedures and the Personnel Board Hearing Process. The Board was afforded an opportunity to ask questions. A short discussion was held regarding the request for City documents and the submission of exhibits during the hearing process. The Board also discussed the process they should use to arrive at a recommendation to the City Manager, when they wish to modify or amend a disciplinary action.

Nick DiPiazza and Jim Brown opened discussion with the Board of proposed draft changes to Part II, Glendale, Arizona Code of Ordinances, Chapter 2, Division 2, Section 2-68, regarding unclassified and classified service employees. Mr. DiPiazza stated currently the unclassified service consist of the City Council appointed officers and include the following:

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- 1) City Manager;
- 2) City Clerk;
- 3) City Attorney;
- 4) City Judge;
- 5) Assistant City Judges.

The Board was advised the proposed change to the Ordinance would designate the unclassified service as those City Council appointed officers and those appointed at the pleasure of the City Manager *and other Appointed Officials*. The proposed Ordinance would also expand the unclassified service to include the following employees:

- 6) Assistant and Deputy City Manager level positions;
- 7) All Department Director/Assistant Department Director level positions;
- 8) All employees, exempt and non-exempt, assigned to positions in the Office of the City Manager;
- 9) All employees, exempt and non-exempt, assigned to positions in the legal department, including the City Attorney's Office and the City Prosecutor's Office;
- 10) All employees, exempt and non-exempt, assigned to positions in the office of the City Clerk;
- 11) All employees, exempt and non-exempt, assigned to positions in the Mayor's Office and City Council Office;
- 12) All classified employees in their introductory or probationary period of employment.

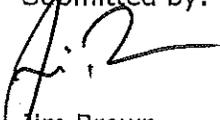
The proposed changes to the Ordinance were opened for discussion with the Board. Several comments were made by the Board, including their concerns with Department Heads making disciplinary decisions and employees having no right to appeal, specifically non-exempt employees. The Board also made the observation that since the Ordinance would only apply to employees hired and or promoted after January 2, 2014, there could be employees in identical positions where one is in the classified service and the other is considered unclassified. The Board recommended moving forward with the changes to the Ordinance regarding exempt employees; however, they recommended non-exempt employees be excluded.

The Board was also presented with proposed changes to Human Resources Policies and Procedures No. 201 (Employment), No. 513 (Disciplinary Policy) and No. 514 (Grievance Policy), should the proposed changes to the above referenced Ordinance be approved. The Board stated they would recommend approval of the changes to the policies.

ADJOURNMENT

Richard Westby, Chair, adjourned the Business Meeting at 8:00 p.m.

Submitted by:


Jim Brown
Staff Liaison