



## Agenda Statement

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**File #:** RES 18-0035 **Version:** 1  
**Type:** Resolution **Status:** Failed  
**File created:** 10/11/2018 **In control:** City Council  
**On agenda:** 11/20/2018 **Final action:**  
**Title:** #18-35 - Amending the City of Valdez Personnel Regulations and Creating an Effective Date  
(Postponed from the November 7, 2018 Regular Meeting)  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. #18-35 Adopting Revised Personnel Regulations, 2. Attachment A Amendments to Personnel Regs,  
3. ERT Arbitration Statement (Added for November 20, 2018 meeting)

Date	Ver.	Action By	Action	Result
11/20/2018	1	City Council	approved	Fail
11/7/2018	1	City Council	postponed (time specific)	Pass
10/16/2018	1	City Council	tabled	Pass

### **ITEM TITLE:**

#18-35 - Amending the City of Valdez Personnel Regulations and Creating an Effective Date

**SUBMITTED BY:** Elke Doom, City Manager

### **FISCAL NOTES:**

Expenditure Required: N/A  
Unencumbered Balance: N/A  
Funding Source: N/A

### **RECOMMENDATION:**

The City Manager supports the proposed amendments to the city personnel regulations.

### **SUMMARY STATEMENT:**

The City of Valdez Personnel Policy has a progressive disciplinary process that addresses employee performance in the workplace. Some years ago the sitting council agreed to provide an arbitration option for employees. This was created to provide another level of security for employees following the grievance process for an employment action such as demotion or termination.

Upon careful review of our progressive disciplinary process and the many options it provides for employee improvement, it is my recommendation that the right to arbitrate is removed from our Personnel Regulations.

The Employee Relations Team (ERT) has expressed concerns that the progressive disciplinary process has not been followed consistently across all departments. The ERT has requested that HR develop in-house training for all Managers and Supervisors. Administration agrees that training and consistent application of our personnel regulations is imperative to improve employee improvement strategies. Administration will provide regular training and guidance to supervisors and managers.

Amendments to Section 7.3 through Section 9.5 of the personnel regulations are attached. ~~Strikeout~~ indicates removal of existing language, red line indicates new language.

*This resolution was postponed by City Council during the October 16, 2018 and November 7, 2018 regular Council meetings. As part of the November 7<sup>th</sup> postponement, the City Council requested formal input from the City Employee Relations Team (ERT) on the City Manager's proposed revisions. Please find a memo from the ERT attached as requested.*