

CITY OF DOUGLAS MERIT SYSTEM BOARD  
MEETING MINUTES  
November 20, 2014

1. CALL TO ORDER: 3:04 pm

2. ROLL CALL:

MEMBERS PRESENT: Paul Villareal, Frank Guerrero, Gilbert Aguilar

MEMBERS ABSENT:

OTHERS PRESENT: Ana Urquijo, Deputy City Manager  
Juan Pablo Flores, City Attorney  
Rocio Garcia-Pedroza, Human Resources Manager

3. SWEARING IN OF NEW MEMBERS:

Mr. Villareal, Guerrero and Aguilar as newly appointed members were given an Oath of Office to sign and read before notary public Nadia Rodriguez, HR Administrative Secretary.

4. DISCUSSION/INPUT REGARDING THE CHANGES RECOMMENDED FOR THE CITY'S PERSONNEL RULES AND REGULATIONS.

Ms. Garcia-Pedroza asked the members if they had had an opportunity to read the rule changes with the explanations that had been provided to them the prior week and asked if there were any questions. Mr. Aguilar stated that there were no questions as it was clearly outlined what the changes were with the reasoning in blue. Mr. Villareal and Guerrero both said as well that they understood the changes. Ms. Garcia-Pedroza provided a document that contained additional changes that had been identified after meeting with an employee group representing each department.

Ms. Garcia-Pedroza drew their attention to page 2 for Rule II, Section 11 Rule Superseding as being a new addition. Mr. Flores asked where the wording had come from. Ms. Garcia-Pedroza indicated that it was from a City in Florida. Mr. Flores suggested changing the title of the section to Priority of the Law instead and to change the word prevail within that section to control. All members were in agreement of those changes.

The next section Ms. Garcia-Pedroza mentioned was found in page 3 Section 8.E.2.; the addition of saliva as one of the testing methods for alcohol levels. Within that same section part H now, it was noted that the City is deleting that part that requires employees to sign a consent form when submitting to a drug test as the City is following DOT guidelines and it is not required.

Ms. Garcia-Pedroza noted that under page 5 Rule XII Section 2 a change was being made to allow Limited status employees to accrue vacation, but using the same criteria as sick leave for limited employees where any balance left at the end of employment is not paid out.

The next section identified with a change was Rule XII Section 4 for Donation of Leave; changing the required time an employee needs to be out from three weeks to one before being able to ask for donations. Ms. Garcia-Pedroza stated that sometimes it is hard for employees that need to be out due to a surgery or something related that doesn't require them to be out for three or more weeks, but still don't have enough accruals to cover their time off.

Ms. Garcia-Pedroza mentioned that the title for Rule XIV under page 7 was being changed from Salary Administration to Compensation because it was causing some confusion with employees. Some employees thought that this rule only applied to the Administration Department. For Section 5 of this same rule, the City is adding at the beginning of the section a statement that clarifies that compensation changes for promotions will be made in conformance to the Changes in Assignment Rule. For Section 12 of this same rule, the City is adding a statement at the end of that section that states that when a person leaves due to a reduction in force and comes back to work, the salary that this person comes back to will take into account any cost of living adjustments or classification maintenance reviews implemented during their absence.

The last section Ms. Garcia-Pedroza mentioned was for Rule XXII Section 1.B. Adding a statement that clarifies that per different case law, Law enforcement officers' disciplinary actions will not be removed from the employees' files. Ms. Garcia-Pedroza also indicated that this section is one that needs to be looked further as at this point it was unclear if disciplinary actions could be removed from any employee's files due to the Arizona State Library, Archives and Public Records retention schedule.

Ms. Garcia-Pedroza asked if there were any questions. No questions were raised.

Mr. Flores asked if all the members felt comfortable recommending that these rule revisions be approved by Mayor and Council. All members said yes.

5. REQUESTS OF THE BOARD

Mr. Aguilar asked how often the Board would be meeting. Ms. Urquijo informed them that it would be at least annually. Ms. Urquijo further explained that the purpose of the Merit Board aside from reviewing rule changes was to review statistical hiring data for the City and if willing to serve as observers during in the interview process for public recruitments.

Mr. Aguilar indicated that he would be available to serve as an observer in the summer months and late afternoons during the school year.

6. PERSONS WISHING TO ADDRESS BOARD IN WRITING OR VERBALLY ON ANY ITEM NOT ON THE AGENDA

None

7. ADJOURNMENT

There being no further business to come before the board Paul Villareal moved to adjourn the meeting. Frank Guerrero seconded the motion. All were in favor. Motion passed.

Meeting was adjourned at 3:47 p.m.

A handwritten signature in black ink, appearing to read 'Rocio Garcia-Pedroza', written in a cursive style.

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Rocio Garcia-Pedroza, HR Manager