



San Diego County Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

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AGENDA REPORT
Business | Discussion

August 7, 2023

TO: Commissioners

FROM: Keene Simonds, Executive Officer
Priscilla Mumpower, Assistant Executive Officer

SUBJECT: **Comprehensive Update to Personnel Policies | Proposed Scope of Work**

SUMMARY

The San Diego County Local Agency Formation Commission (LAFCO) will receive a proposed scope of work involving its scheduled comprehensive update to the personnel policies. The scope of work has been prepared by the Commission’s contract human resources consultant – Regional Government Services Authority or “RGS” – and reflects their assessment of LAFCO’s needs with input from the Executive Officer and Assistant Executive Officer. The scope of work is being presented for discussion and input before RGS’ proceeds with the drafting the update for future presentation to the Commission.

BACKGROUND

Human Resources Support & Current Personnel Policies

Beginning in October 2022, San Diego LAFCO contracts with RGS to provide human resources support services. These support services are billed hourly and primarily focus on employee relationships ranging from benefit and leave administration to performance management. This relatedly includes reconciling the Commission’s own policies on a limited number of personnel topics with more expansive cross-references to the County of San Diego’s policies.

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Adopted Workplan & Comprehensive Update to Personnel Policies

San Diego LAFCO's current workplan was adopted at a noticed public hearing in May 2023 and includes 30 priority-listed projects for the fiscal year. This includes a two-part project tied to a comprehensive update to personnel policies and divided between setting a scope of work and proceeding with the drafting of the document itself in notional phases. The underlying intent to this two-part project is to scale LAFCO's personnel procedures as a stand-alone document and reflect the employer-employee needs of a relatively small government agency.

DISCUSSION

This item is for San Diego LAFCO to receive a proposed scope of work prepared by RGS and done so as part of the first part of a two-part comprehensive update to LAFCO's personnel policies. The proposed scope of work is detailed in Attachment One and divides the update into four distinct and multi-content phases: introduction; working conditions; employment administration; and leave administration. Commission feedback – whether in the form of revisions and/or content suggestions – will be incorporated into the scope of work utilized by RGS in proceeding forward with drafting the update for future presentation.

ANALYSIS

The proposed scope of work before San Diego LAFCO has been scaled to the Commission's otherwise unique setting as a public agency with less than 10 fulltime employees. This includes addressing enduring workforce themes with respect to setting clear rules and expectations of employment, guidance for training and development opportunities, and fair and certain conflict resolution. This also includes addressing more modern themes ranging from post-pandemic work-life conditions (hybrid schedules, cybersecurity, remote risk-management, etc.) as well as evolving social norms (appearances, communications, etc.). Commission feedback is desired to help ensure the scope of work sufficiently captures the membership's collective interests and priorities as this project proceeds forward.

RECOMMENDATION

This item is presented to San Diego LAFCO for discussion only.

ALTERNATIVES FOR ACTION

None.

PROCEDURES FOR CONSIDERATION

This item has been placed on San Diego LAFCO's agenda for discussion as part of the business calendar. The following procedures are recommended in the consideration of this item:

- 1) Receive verbal presentation from staff unless waived.
- 2) Invite comments from interested audience members if any.
- 3) Provide feedback to staff as requested.

On behalf of the Executive Officer,



Priscilla Mumpower
Assistant Executive Officer

Attachment:

- 1) Proposed Scope of Work to Update Personnel Policies

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Project Scope of Services

1. Provide a draft set of comprehensive personnel policy documents to the Agency. To accomplish this deliverable, RGS Advisor(s) will:
 - a. Collect and review all existing personnel-related policy documents (i.e., existing Personnel Rules, MOU's, compensation resolutions, benefits resolutions, employee handbooks, administrative and payroll policies, and personnel-related sections of local government codes, etc.).
 - b. Provide a recommended set of comprehensive personnel policies, which may incorporate unique local ordinances, resolutions and appropriate practices as described in existing documentation.
 - c. Identify what supplemental documents and forms should be created and/or retained and referenced for correct administration. Provide information regarding existing policies or practices which should be eliminated entirely.
 - d. Engage in problem-solving and project-planning meeting(s) with Agency project staff, and will develop action plans and timelines as needed for accomplishment of project activities.
2. Be reasonably available to perform the services during the normal work week. Provide project summary reporting as often as necessary for the purpose of consulting about the scope of work performed with the appropriate Agency project manager.
3. RGS will maintain open communication lines with Agency staff through written documentation, video conference calls, phone, and e-mail.
4. The Agency will only be invoiced for the actual hours worked. The work will be done remotely.
5. Projects and activities may be modified on request of the Agency.

A. GENERAL PROVISIONS

1. Introduction
2. Severability

B. WORKING CONDITIONS

1. Ethical/Legal Conduct
2. Equal Employment / Harassment, Discrimination and Retaliation
3. Outside Employment
4. Conflict of Interest
5. Confidential Information
6. Electronic and Computer Use
7. Use of Personal Vehicle
8. Teleworking
9. Employment of Relatives
10. Drug and Alcohol Free Workplace
11. Health and Safety
12. Workplace Violence
13. Travel and Expense Reimbursement
14. Lactation Policy
15. Whistleblower
16. Complaint Procedure

C. EMPLOYMENT ADMINISTRATION

1. Employee Standards
2. Discipline Procedures
3. At-Will Employment
4. Probationary Period
5. Background Checks
6. Work Week and/or Hours of Work
7. Overtime
8. Timekeeping Requirements
9. Compensation/Direct Deposits
10. Pay Days
11. Benefits
12. Tuition Reimbursement
13. San Diego County Employees Retirement Association
14. Attendance
15. Dress Code
16. Electronic File Management
17. Recruitment and Selection
18. Employee Records
19. Training
20. Reasonable Accommodation
21. Workers Compensation
22. Separation of Employment

D. LEAVE ADMINISTRATION

1. Holidays
2. Sick Leave
3. Vacation
4. FMLA and CFRA
5. Pregnancy Disability Leave (PDL)
6. Unpaid Leave of Absence
7. Victims of Violent Crimes
8. Military Leave
9. Bereavement Leave
10. Jury Duty / Court Appearances
11. Time Off to Vote

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