



Staff Report

City Council

Item No. {{section.number}}.D

Meeting Date: January 22, 2025

From: Eugenia Torres, Human Resources Manager

Title: Updates to Executive, Administrative, and Professional Employee Regulations

RECOMMENDATION:

To approve the proposed updates to the Executive, Administrative, and Professional Employee Regulations, including revisions to clean-up language, enhancements to compensation policies, and expanded professional certification incentives.

BACKGROUND:

The Executive, Administrative, and Professional Employee Regulations serve as the framework for managing compensation, benefits, and employment policies for designated City employees. Periodic updates are essential to ensure these regulations remain clear, consistent, and aligned with state and federal laws, as well as organizational goals.

In response to staff feedback, CalPERS audits, legal updates, and operational needs, the Human Resources Department conducted a comprehensive review of the regulations. This review identified areas requiring clean-up language, policy clarifications, and new incentives to support employee retention, professional development, and service quality.

The proposed revisions reflect these priorities while maintaining fiscal responsibility and ensuring compliance with applicable laws and standards.

DISCUSSION:

The proposed updates to the Executive, Administrative, and Professional Employee Regulations address several areas to enhance clarity, align with best practices, and promote employee development. The key components of the revisions are as follows:

1. Clean-up language
 - Redundant sections were removed to simplify the document.
 - Formatting inconsistencies were corrected to improve readability and accessibility.
 2. Compensation Policy Enhancements
 - Longevity Increments: The updated structure provides clear timelines and percentages for salary increases based on years of service, ensuring transparency
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and consistency.

- Bilingual Services Compensation: Revisions establish specific eligibility criteria, including proficiency assessments, to ensure equitable access and accurate reporting to CalPERS.
- Vehicle and Smartphone Stipends: Updates reflect operational requirements and define employee responsibilities for eligibility.

3. Professional Certification Incentives

- Expanded incentives encourage employees to pursue certifications that enhance their knowledge and skills, benefiting both the individual and the organization.
- Public safety personnel, including Police Chiefs and Fire Command staff, are eligible for additional stipends for completing advanced certification programs, supporting leadership development.
- A cap on certification-related stipends ensures fiscal responsibility.

These changes aim to standardize and modernize the policies, ensuring fairness, transparency, and consistency in their application.

FISCAL IMPACT:

N/A

FIVE-YEAR STRATEGIC PLAN:

Goal A - SERVE THE COMMUNITY WITH PRIDE AND DEDICATION

Objective: Through diversity, equity, and inclusion driven employee programs and experiences, Cathedral City is the employer of choice with a workforce that is engaged, motivated, and respected public stewards.

ATTACHMENTS:

1. Regulations Covering Executive, Administrative, Professional, Confidential, and Other Particular Employees.