

CITY OF AUSTIN

Personnel Policy Overview

Human Rights Commission Meeting – October 26, 2015



Human Resources Department

The City of Austin is an Equal Opportunity Employer

We will not discriminate against any applicant or employee based on:

- Race
- Creed
- Color
- Disability
- Veteran status
- Age
- Religion
- National origin
- Gender
- Sexual orientation
- Gender identity
- AIDS or HIV status or perception
- Retaliation

City of Austin Personnel Policy

Policy includes prohibitions against:

- Harassment - abusive, obscene, threatening or intimidating conduct or communication that is intended to harass, alarm, torment, embarrass or injure another
- Sexual Harassment - quid pro quo or creating a hostile working environment
- Employee Conduct - responsible for professional, respectful and ethical conduct towards coworkers and members of the public

Complaint Reporting Avenues for City Employees

- Immediately report concerns to supervisor
- Escalation within management chain to include Assistant Director, Director
- Department Human Resources, or the Director of Human Resources
- Ethics Department
- City Auditor Hotline (includes anonymous reporting)

Retaliation

- No employee shall suffer reprisal as a result of reporting allegations in good faith
- Retaliation is an action or inaction that:
 - a. Adversely affects the terms and conditions of employment; and
 - b. Is taken in response to the affected employee's good faith complaint, participating in an investigation, proceeding or hearing.....

Municipal Civil Service

- In 2012, voters passed ordinance which provides “just cause” protection for most COA non-sworn employees
- 5 Member Municipal Civil Service Commission, in conjunction with HRD & stakeholder groups, developed MCS Rules
- MCS Rules approved by City Council effective October 27, 2014

MCS Rules & Coverage

- Hiring
- Promotion
- Lateral transfers
- Reduction-in-force process
- Disciplinary actions
- Appeals on certain disciplinary actions and denial of promotions to an impartial MCS 5-member Commission

Grievances & Appeals

- Departmental grievance process
- Appeal to MCS Commission

Departmental Grievance

- Provides a process for employee complaints to be addressed in a timely manner
- Complaint is presented through the department, up to the Department Director
- Decision of the Department Director is final except for MCS appealable actions

Appeals to MCS Commission

Appealable actions:

- Denial of Promotion
- Disciplinary Probation
- Demotion
- Disciplinary Suspension
- Discharge*

*May be filed without going through department grievance process

- Available to regular status employees
- MCS Commission decision is final

Allegation Data for HRD Investigations

	Discrimination		Harassment		Retaliation		Hostile Environment		Investigations
	Substantiated	Not Substantiated	Substantiated	Not Substantiated	Substantiated	Not Substantiated	Substantiated	Not Substantiated	
Anonymous v. Female	-	6	-	2	-	7	-	-	7
Anonymous v. Male	2	1	1	-	-	1	1	-	4
Female v. Female	-	5	1	8	-	18	-	-	15
Female v. Male	-	12	3	13	-	9	2	2	23
Male v. Female	-	3	-	5	-	7	-	-	8
Male v. Male	2	14	2	7	-	8	-	-	15
Total	4	41	7	35	0	50	3	2	72

- The 14 policy violations noted were the result of 11 distinct investigations out of the 72 total investigations conducted.
- Of the 72 total investigations, 21 investigations had additional findings of Employee Conduct policy violations.
- Of the 72 total investigations, 26 investigations had a finding of at least one policy violation.

Pay Determination

- Salary structure composed of 29 Pay Grades
- Pay Grade determined by external market data, internal job value
- Pay determination outlined by Procedure
- Related experience and education possessed at time of hire or promotion is used to establish Pay Zone
 - Zone I: Up to 3 years of experience over minimum requirements
 - Zone II: 3 to 7 years
 - Zone III: 7 to 10 years
 - Zone IV: More than 10 years
- Department considers internal equity, additional credentials, qualifications, etc., to determine placement within Zone
- Departmental HR consults with Corporate HR for guidance on internal equity, value of credentials, market considerations

Policy Related Training Includes:

- New Employee Orientation
- Personnel Policy Training I & II
- Sexual Harassment Prevention Training
- Respectful Workplace Training
- Diversity Training
- Annual Ethics Training
- Municipal Civil Service Overview
- Interviewing Skills Training
- FMLA Compliance Training
- Americans with Disability Act Compliance Training