

Ethics Assessment

Management Response, Continued

- Share summary of employee corrective action measures with appropriate leaders to enhance awareness of accountability actions and be used by risk management personnel.

Management Response: Agree.

Proposed Implementation Plan: The Human Resources Department (HRD) agrees that all departments should provide their recommended disciplinary action to HRD for review of the requested action and policy violation. Currently, departments are required to provide this information through the Human Resources Department Employee Relations division on any Municipal Civil Service (MCS) appealable actions (Disciplinary Suspension, Disciplinary Probation, Demotion, or Discharge) and enter the information into a Citywide database. This was put in place in 2014 to ensure that disciplinary actions were administered consistently across the City upon the implementation of the MCS Rules. HRD is currently working on implementing a new Human Capital Management system that is set to go live in 2024. As part of this new system, an employee relations tracking module will be built to allow implementation of the recommendations including establishing a formal process for implementing disciplinary action; reporting ability to review and analyze trends; and develop summaries to provide to City leadership. The trend analysis can also be used to identify additional training needs or other focus areas. HRD is also working on developing a matrix of disciplines for certain types of substantiated behavior. This could include providing examples of disciplines; however, since each case has unique set of facts, it would not be all encompassing.

Proposed Implementation Date: The new Human Capital Management system development is underway. Complete implementation is expected in April 2025.

cc: Susan Spaul, Chief of Staff
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Rebecca Kennedy, Interim Human Resources Director