

**CITY OF CLAREMONT  
PROCEDURES FOR THE PUBLIC HEARING ON CITY VACANCIES AND  
RECRUITMENT AND RETENTION EFFORTS**

**Notice Requirements**

- The City will notify in writing each recognized employee organization that represents City employees of the date, time, and place of the hearing at least ten (10) working days in advance of the hearing.
- In the notice, the City will inquire whether the employee organization intends to make a presentation to the City Council at the public hearing. The City will request that, for planning purposes, the employee organization provide written notice to Human Resources at least five (5) working days in advance of the public hearing indicating whether the employee organization intends to make a presentation at the public hearing.
- The notice also will include information about the amount of time that the City Council will allot to employee organizations for each bargaining unit that the organization represents for the purpose of making a presentation at the public hearing.
- In the event the vacancy rate for the bargaining unit is at least 20% of the total number of authorized full-time positions in the bargaining unit, an employee organization may request that the City present “additional information” related to the vacancies, as permitted by the provisions set forth in AB 2561.
- Notice of the hearing to the public will be provided in accordance with the Ralph M. Brown Act.
- A City staff report regarding vacancies and recruitment and retention efforts may be published as part of the agenda packet for the meeting.
- The City and recognized employee organizations may agree to exchange presentation materials in advance of the public hearing.

**Order of the Hearing**

This hearing is informational in nature and is not a substitute for the formal meet and confer process. The public hearing will proceed in the following order:

**City Presentation:** This presentation will typically be made by the Human Resources Division or another designated representative of the City. The City presentation will be limited to ten (10) minutes for each bargaining unit that it represents. The City may choose

to present on all bargaining units at once or to present data for each bargaining unit separately, followed by each applicable employee organization presentation.

**Employee Organization Presentation:** Following the agency presentation, each employee organization will have the opportunity to make a presentation for each of the bargaining units that the employee organization represents. For each bargaining unit, the employee organization presentation will be limited to ten (10) minutes and should not introduce new proposals that have not been formally submitted through the bargaining process.

**Governing Body Questions and Discussion:** The City Council may ask questions of the City and the employee organization presenters.

**Final Comments:** The City Council will be provided an opportunity for final comments with each bargaining unit.

**Final Employee Organization Comments:** Final employee organization comments will be limited to three (3) minutes per bargaining unit.

**Public Comment:** Public comment regarding the AB 2561 hearing will be in accordance with City Council procedures.