



City of Arts & Innovation

Human Resources Board

TO: HUMAN RESOURCES BOARD **DATE: October 6, 2025**

FROM: HUMAN RESOURCES DEPARTMENT

**SUBJECT: DISCUSS THE APPROACH IN WHICH THE HUMAN RESOURCES BOARD
REVIEWS PERSONNEL POLICIES AND PROCEDURES**

ISSUE:

The Human Resources Board ("Board") has requested a discussion of the Policies and Procedures process.

RECOMMENDATION:

That the Human Resources Board discuss the approach in which personnel policies and procedures are presented to the Board.

BACKGROUND:

In September 2025, the Human Resources Board requested to discuss the approach in which personnel policies and procedures are presented to the Board.

DISCUSSION

Pursuant to City Charter section 807, one of the functions of the Human Resources Board is to 'recommend to the City Council, after a public hearing the adoption of personnel policies and procedures.'

When a policy is being reviewed/proposed for changes, the policy undergoes a detailed review process (includes internal review, meet and conferring with bargaining units, and legal review by City Attorney's Office, if necessary) before it is brought to the Human Resources Board for recommendation to the City Council. If the Board wishes to discuss the policy further and make changes, the Board can deny the policy and have item agenda size for the following month to discuss and make changes. It will delay the adoption process as changes will be required to go through meet and conferring with bargaining units.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Michelle Stevens, Secretary for the Human Resources Board