



City of Arts & Innovation

City Council Memorandum

TO: HUMAN RESOURCES BOARD **DATE: FEBRUARY 5, 2017**

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: REVISIONS TO THE REQUESTING PERSONNEL POLICY (I-1) AND TYPES OF POSITIONS, APPOINTMENTS, AND STATUS DATES POLICY (I-3)

ISSUE:

Approve revisions to the Requesting Personnel Policy (I-1) and Types of Positions, Appointments, and Status Dates Policy (I-3).

RECOMMENDATION:

That the Human Resources Board approve revisions to the Requesting Personnel Policy (I-1) and the Types of Positions, Appointments, and Status Dates Policy (I-3).

BACKGROUND:

The Requesting Personnel Policy (I-1) was last revised in November 2012. The Types of Positions, Appointments, and Status Dates Policy (I-3) was last revised in December 2014. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, these policies were reviewed and refined.

DISCUSSION

Staff reviewed the Types of Positions, Appointments and Status Dates Policy (I-3) and the Requesting Personnel Policy (I-1) and found that no changes were needed to the content. However, both policies required revisions to reflect minor process changes (such as online requisitions for a new position), and to conform to a Citywide format.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Stephanie Holloman, Human Resources Director
Approved by: Marianna Marysheva, Assistant City Manager

Attachments:

1. Types of Positions, Appointments, and Status Dates Policy (I-3)
2. Requesting Personnel Policy (I-1)