



City of Arts & Innovation

Human Resources Board

TO: HUMAN RESOURCES BOARD **DATE: APRIL 5, 2021**

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: REVISIONS TO THE STANDARDS FOR DRESS AND APPEARANCE POLICY (IV-2) AND LIFE INSURANCE POLICY (V-8).

ISSUE:

Approve revisions to the Standards for Dress and Appearance Policy (IV-2) and Life Insurance Policy (V-8).

RECOMMENDATION:

That the Human Resources Board approve revisions to the Standards for Dress and Appearance Policy (IV-2) and Life Insurance Policy (V-8).

BACKGROUND:

The Standards for Dress and Appearance Policy (IV-2) was last revised in December 2014. The Life Insurance Policy (IV-2) was last revised in June 2013. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, these policies were reviewed and refined.

DISCUSSION

The updated Standards for Dress and Appearance Policy includes revisions that establish uniform guidelines for presenting a clean and professional appearance by wearing appropriate attire at the workplace to promote a positive image to customers, visitors, colleagues and the general public.

The Life Insurance Policy clarifies basic life insurance coverage, the enrollment process, insurance premiums and defines the claim process in the event of a death. Furthermore, both policies also include administrative changes to reflect process changes and to conform to a citywide format.

The policies were reviewed by City Management and a City-Wide Policy Committee for their concurrence with policy changes.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Rene Goldman, Human Resources Director
Approved by: Rafael Guzman, Assistant City Manager

Attachments:

1. Standards for Dress and Appearance Policy (IV-2)
2. Life Insurance (V-8)