



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: SEPTEMBER 16, 2025
FROM: HUMAN RESOURCES DEPARTMENT WARDS: ALL
SUBJECT: REVISIONS TO THE CITY'S HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL

ISSUE:

The issue for City Council consideration is to adopt the attached revisions to the City's personnel policies, contained in the Human Resources Policy and Procedure Manual.

RECOMMENDATION:

That the City Council adopt the proposed revisions to the City's personnel policies, contained in the Human Resources Policy and Procedure Manual.

BOARD RECOMMENDATION:

The Human Resources Board reviewed and unanimously approved the revised policies. The date of this review and approval is recorded alongside the policy summary in the discussion section. The Human Resources Board conducted a public hearing on August 4, 2025, voting unanimously to recommend the attached policies to the Council for approval.

BACKGROUND:

The Human Resources Department routinely reviews and revises the City's personnel policies contained in the Human Resources Policy and Procedure Manual. Policy revisions are often made as a result of changes to the law, to reflect current practice, or following discussions with the City's labor groups. The policies that are presented for the Council's consideration and have been reviewed by the Human Resources Department, each of the effected labor groups, in addition to the Human Resources Board.

DISCUSSION:

The following policies, with a brief description of the proposed new content or revisions, are:

Policy I-5 – Probation and Probationary Periods Policy - The Probation and Probationary Periods Policy (I-5) includes revisions to clearly outline the terms and conditions of probation for each bargaining unit, including when a probationary period is required and when it is not.

The revisions to the Probation and Probationary Periods Policy include changes to specify that employees who voluntarily demote for non-performance or non-disciplinary reasons must

complete any remaining probationary time from a prior position if it was not previously completed. If the demotion is to a new, lower-level position not previously held, a full new probationary period is required.

Previously, the policy did not specify the length of probationary periods for all units; it has now been expanded to clearly define the duration of probation for each bargaining unit.

Additionally, the section on extending probationary periods was revised to clarify that any absence exceeding 160 hours (20 working days), excluding scheduled vacations, will automatically extend the probationary period by the length of the absence. For Fire Unit and Fire Management Unit employees assigned to Suppression, any absence exceeding 10 shifts excluding scheduled vacations or holidays will similarly result in an extension equal to the time missed. (Approved 08/04/25)

Policy II-3 – Salary Plan Administration - The updated Salary Plan Administration Policy (II-3) includes revisions to reestablish consistent procedures for administering the salary plan and to provide the City with an equitable and competitive salary structure.

The revisions to the Salary Plan Administration Policy include changes to improve consistency and ensure alignment with applicable Memorandum of Understanding (MOUs). Updates include clarification of placement and advancement rules for initial appointments, promotions, reclassifications, demotions, and reinstatements. The merit increase section was revised to clearly define the merit increase process, including eligibility, frequency, and performance standards.

Additionally, the supplemental pay provisions section was updated to ensure compliance with CalPERS reporting requirements. These revisions ensure consistency with labor agreements, legal compliance, and operational effectiveness in managing employee compensation. (Approved 08/04/25)

Policy V-13 – Retirement (CALPERS) - The Retirement (CalPERS) Policy (V-13) has been updated to ensure continued compliance with CalPERS membership requirements and to keep membership information current.

Key revisions include clarifications regarding eligibility for CalPERS enrollment, particularly the types of appointments and the fiscal year used to track hours worked for temporary employees.

Additionally, the policy now includes clearer language on the Service Credit Purchase process. It specifies that if the City is unable to locate payroll records related to a request, the City will be unable to verify the request with CalPERS. Since CalPERS requires employers to validate earnings and hours worked when reviewing service credit purchase requests, this clarification is important.

The policy has also been updated to incorporate language from CalPERS regarding Service Retirement. This includes clarification on retirement eligibility based on hire date, as well as the applicable retirement formula. (Approved 08/04/25)

Furthermore, all policies also include administrative changes to reflect process changes and to conform to a citywide format.

The Human Resources Department confirms that these updates include all required elements as required by law.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by:	Rene Goldman, Human Resources Director
Certified as to availability	
Of funds:	Kristie Thomas, Finance Director
Approved by:	Edward Enriquez, Assistant City Manager/Chief Financial Officer
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. Probation and Probationary Periods Policy (I-5)
2. Salary Plan Administration Policy (II-3)
3. Retirement (CalPERS) Policy (V-13)