



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 16, 2026
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 May 4, 2026, 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 III-7 Reasonable Accommodations for Qualified Applicants and Employees With Disabilities Policy - The Reasonable Accommodations for Qualified Applicants and Employees with Disabilities Policy (III-7) has been revised to ensure that equitable, consistent, and timely decisions are made to provide reasonable accommodations to qualified applicants and employees with disabilities.

Key revisions include streamlining the policy language by ensuring clarity and conciseness.

Additionally, there is added language to indicate that all employees and applicants are protected from retaliation for requesting an accommodation, participating in the interactive process, or otherwise exercising their right under the corresponding laws, ADA and FEHA.

The Reasonable Accommodation Request form, which is enclosed in the policy, was also amended by adding an acknowledgment section for employees/applicants to acknowledge the following:

1. The City will engage in an interactive process to evaluate my request.
2. Additional medical documentation may be required if the disability or need for accommodation is not obvious.
3. Approval of accommodation depends on the essential functions of my position and whether the accommodation would create an undue hardship.
4. Approved accommodation may be temporary and subject to periodic review.
5. Medical information will be kept confidential in accordance with state and federal law.
6. A City of Riverside representative may contact you to request additional information necessary to assess and or verify your request for reasonable accommodation.

The request form was also amended by adding if the requesting party is an employee or applicant, added supervisor name and contact information, and added work location (if employee). Further additions to the request form include a medical documentation section to inform the requestor that the City may require medical documentation when the disability is not obvious.

(Approved 05/04/26)

Policy V-14 – Temporary/Seasonal Employee Benefits Policy The Temporary/Seasonal Employee Benefits Policy (V-14) has been updated to maintain compliance with applicable federal and state laws. Key updates clarify the policy language related to deferred compensation and CalPERS membership for temporary and seasonal employees. While the underlying policy requirements have not changed, the wording has been refined to better reflect current processes.

In addition, new language has been added regarding the withdrawal of contribution options for this employee group, consistent with IRS and CalPERS regulations. (Approved 05/04/26)

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

Attachments:

1. Reasonable Accommodations for Qualified Applicants and Employees with Disabilities Policy (III-7)
2. Temporary/Seasonal Employee Benefits Policy (V-14)