



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: OCTOBER 21, 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 September 8, 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-17 – Appointment and Selection of City Attorney Classifications and Salary Placement Policy - The Appointment and Selection of City Attorney Classifications and Salary Placement Policy (I-17) includes revisions to clearly distinguish non-classified and classified classifications within the City Attorney's Office. Additional updates were made to the selection and appointment process, requiring Deputy City Attorneys seeking advancement to the classifications of Deputy City Attorney II, Senior Deputy City Attorney or Assistant City Attorney to formally apply and

interview through a competitive process.

A new section was also added to the policy to specify that promotional eligibility within the Deputy City Attorney series is limited to employees who have received an overall rating of "Exceeds Standards" or higher on their most recent performance evaluation. Employees who received a "Meets Standard" or below on their last performance evaluation will not be eligible to apply for a promotion until the employee has received an overall "Exceeds Standard" or higher. (Approved 09/08/25)

Policy VI-04 – Reasonable Accommodation for Employees Who Have Been Injured On The Job Policy - The updated Reasonable Accommodation for Employees Who Have Been Injured on the Job Policy (VI-04) includes revisions to ensure continued compliance with reasonable accommodation requests for individuals who have sustained job-related injuries with permanent work restrictions and who are in need of accommodations to perform the essential functions of their regular duties. Key revisions include clarifications regarding guidelines for timely response, handling, and responsibility of the employee when it comes to contact with the Human Resources Department.

Additionally, the policy now includes clearer language on the interactive process. It defines the Interactive Process as a discussion, which may include an in-person or virtual meeting to engage in dialogue regarding the potential need for reasonable accommodation. (Approved 09/08/25)

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/Assistant Chief Financial Officer
Approved by:	Edward Enriquez, Assistant City Manager/Chief Financial Officer
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. Appointment and Selection of City Attorney Classifications and Salary Placement Policy (I-17)
2. Reasonable Accommodation for Employees Who Have Been Injured On The Job Policy (VI-04)