



# City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MARCH 3, 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 February 2, 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 I-16 Equal Employment Opportunity Policy - The Equal Employment Opportunity Policy (I-16) has been revised to ensure continued compliance with applicable federal, state, and local law, to maintain a workplace that is free from harassment, discrimination, and retaliation.

Key revisions include clarifications that as an equal opportunity employer, the City of Riverside will make decisions on the basis of merit, and will not unlawfully discriminate against qualified

applicants or employees with respect to any terms or conditions of employment based protected characteristics, such as race, color, national origin, etc. Additionally, experience/education was added as a merit system principle when ensuring equal opportunity for qualified persons. The policy was amended to include pregnancy, childbirth, related medical conditions, and breastfeeding when defining sex as a protected characteristic. Policy revisions also include religious dress and grooming practices when defining religion as a protected characteristic.

Lastly, the policy now includes a Reasonable Accommodations section to include that City will provide reasonable accommodation to otherwise qualified employees or applicants with known physical and/or mental disabilities, unless it would create an undue hardship to the City.  
(Approved 02/02/26)

Policy II-6 – Overtime Compensation for Employees in Non-Safety Unrepresented Groups and Administrative Leave Approval for all Benefitted Employees Policy - The updated Overtime Compensation for Employees in Non-Safety Unrepresented Groups and Administrative Leave for all Benefitted Employees Policy (II-6) includes revisions to reestablish clear and consistent guidelines for granting compensation for overtime worked by non-safety unrepresented employees and for the approval of administrative leave.

The policy now includes clearer definitions for unrepresented classifications designated as Level I (Non-Exempt), Level II (Exempt), and Executive Management (Exempt). The compensatory time cap has been increased from 100 to 120 hours as a result of recent negotiations. The Level II and Executive Management designation language has been revised to reaffirm that classifications within these two categories are FLSA exempt and not eligible for overtime, while clarifying eligibility for administrative leave in lieu of monetary overtime.

Additionally, the administrative leave section has been rewritten to clearly state that administrative leave is not a substitute for overtime and is not hour-for-hour compensation. Instead, it is intended as recognition of exceptional performance. The revision also adds guidance on administrative leave surrounding City holidays, reinforces proper timecard coding requirements, and clarifies the approval authority. (Approved 02/02/26)

Policy V-4 – Family, Medical, Military Caregiver, and/or Pregnancy Disability Leave Policy - The updated Family, Medical, Military Caregiver, and/or Pregnancy Disability Leave Policy (V-4) has been updated to ensure continued compliance with applicable federal and state laws.

Key revisions include updated definitions of family members in accordance with current state and federal regulations; clarified language distinguishing leaves of absence under the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA); and updates to the Pregnancy Disability Leave (PDL) section to ensure alignment with compliant guidelines under California law and the Fair Employment and Housing Act (FEHA).

Additionally, the policy now reflects FMLA and CFRA guidelines applicable when spouses work for the same employer. Language has also been added to clarify required steps when an employee declines FMLA leave.

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: 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. Equal Employment Opportunity Policy (I-16)
2. Overtime Compensation for Employees in Non-Safety Unrepresented Groups and Administrative Leave Approval for all Benefitted Employees Policy (II-6)
3. Family, Medical, Military Caregiver, and/or Pregnancy Disability Leave Policy (V-4)