



City of Arts & Innovation

City Council Memorandum

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TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MAY 19, 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 April 6, 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 V-6 General Leave of Absence Without Pay Policy - The General Leave of Absence Without Pay Policy (V-6) has been revised to ensure continued compliance with applicable federal and state laws. Key revisions include updates to reflect procedures for both medical and non-medical leave of absence without pay requests. Policy V-6 now also incorporates language addressing extensions of ongoing protected leaves of absence, streamlining the internal process and helping to prevent delays.

Additionally, while the approval process remains unchanged, the language throughout the policy has been revised for greater clarity and consistency. (Approved 04/06/26)

Policy V-17 – Work Uniforms and City Branded Apparel for Employees (Non-Public Safety) Policy

The Work Uniforms and City Branded Apparel for Employees (Non-Public Safety) Policy (V-17) has been updated to establish clear and consistent standards for the issuance, use, care, and return of work uniforms for non-public safety employees. The policy helps ensure that employees who require uniforms for operational, safety, or identification purposes maintain a professional appearance while representing the City. The policy title was updated to expand the policy to explicitly include City branded apparel issued to employees in addition to traditional uniforms.

Additionally, minor edits were made to improve readability and clarify situations where uniforms may be required. The policy clarifies that employees are responsible for maintaining uniforms in a clean and professional condition and that uniforms must not be abused, altered, or misused. New language was added to address the use of City issued uniforms and City branded apparel outside of working hours. The revisions emphasize that employees should exercise good judgment when wearing City identified clothing and avoid situations that could reflect negatively on the City, suggest inappropriate conduct, and create the appearance of official City endorsement where none exists. (Approved 04/06/26)

Policy I-15 – Veterans' Preference Policy - The Veterans' Preference Policy is being revised to provide additional language detailing that a candidate receiving Veterans' Preference, would still be required to pass a written examination with a minimum score of 70%, if a written examination is part of the recruitment and to clearly state that it is the candidate's responsibility to provide appropriate documentation of their proof of eligibility along with the submission of their employment application. The policy was amended to include this language in Section 2.A. and 3.B.

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. General Leave of Absence Without Pay Policy (V-06)
2. Work Uniforms and City Branded Apparel for Employees (Non-Public Safety) Policy (V-17)
3. Veterans' Preference Policy (I-15)