



## CITY HALL

CITY OF ANGELS PO Box 667, 200 Monte Verda St. Suite B, Angels Camp, CA 95222 P: (209) 736-2181

**DATE:** April 7, 2026  
**TO:** City Council  
**FROM:** Michael Hodson, City Administrator  
**RE:** **INFORMATIONAL** – Introduction of Draft Updated Personnel Rules for City Council Review and Input

### RECOMMENDATION

That the City Council:

1. Receive and review the draft updated Personnel Rules;
2. Provide initial feedback and policy direction to staff; and
3. Direct staff to continue refinement, including coordination with employee bargaining groups, and return with a final version for adoption in May 2026.

### BACKGROUND

The City's current Personnel Rules were adopted in 1996 (Resolution No. 96-06) and have not undergone a comprehensive update in nearly three decades. While portions have been supplemented through Memoranda of Understanding (MOUs), administrative practices, and evolving legal requirements, the existing rules no longer fully reflect current law, best practices, or the City's operational needs.

To address this, the City Attorney prepared a comprehensive draft update of the Personnel Rules. The draft is intended to:

- Align with current federal and California employment laws
- Incorporate modern HR best practices
- Clarify roles, authority, and administrative processes
- Ensure consistency with MMBA requirements and collective bargaining obligations
- Provide a clear, organized, and legally defensible framework for personnel administration

The draft establishes a modern structure covering all major personnel functions, including classification, compensation, recruitment, discipline, grievances, and labor relations



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## **DISCUSSION**

### **Purpose of This Agenda Item**

This item is not for adoption. Rather, it is intended to:

- Introduce the draft Personnel Rules to the City Council
- Provide an opportunity for policy-level input and direction
- Ensure Council engagement early in the process before finalization

### **Key Improvements in the Draft**

The updated Personnel Rules include several significant enhancements, including:

- Modernized legal compliance
  - Updated anti-discrimination, harassment, and retaliation policies
  - Incorporation of whistleblower protections and complaint procedures
- Clear administrative authority
  - Defined role of the City Administrator in implementing and enforcing personnel rules
- Improved organizational clarity
  - Logical structure and updated definitions section
- Enhanced HR processes
  - Recruitment, examinations, and eligibility procedures
  - Classification and compensation systems
- Stronger disciplinary and grievance frameworks
  - Clear due process procedures
  - Defined appeal and hearing processes
- Alignment with MOUs
  - Explicit recognition that MOUs control where conflicts exist

### **Policy Considerations for Council**

As the Council reviews the draft, key areas where input is especially valuable include:

- Level of administrative authority vs. Council oversight
- Disciplinary and appeal structures
- Employee classification and compensation framework
- Ethics and conflict-of-interest expectations





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- Scope of applicability (e.g., contractors, volunteers, appointed officials)

### Next Steps and Timeline

Staff proposes the following process:

Step	Timeline	Action
Council Introduction	April 2026	Initial review and direction
Council Feedback Period	April–May 2026	Councilmember input (meeting + individual comments)
Labor Review	April–May 2026	Meet and confer with bargaining groups as required
Staff Refinement	April–May 2026	Incorporate feedback and legal review
Final Adoption	May 2026	Council consideration of final resolution

### Approach to Revisions

Staff will:

- Collect Council input provided during this meeting
- Accept additional comments over the next several weeks
- Engage with recognized employee organizations as required under the MMBA
- Evaluate all input and incorporate changes that:
  - Improve clarity
  - Maintain legal compliance
  - Support operational effectiveness
  - Align with Council policy direction

A final version will be presented with a redline comparison and summary of changes for Council consideration in May 2026.

### FINANCIAL IMPACT

There is no immediate fiscal impact associated with the review of the draft Personnel Rules.



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Future fiscal impacts, if any, will depend on:

- Implementation of specific provisions
- Changes negotiated through the meet-and-confer process
- Any operational or administrative adjustments resulting from adoption

### **ATTACHMENTS**

1. Draft Updated Personnel Rules (2026)
2. Existing Personnel Rules (1996)



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