



CITY OF ANGELS
CITY HALL

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DATE: September 15, 2026

TO: CITY COUNCIL

FROM: MICHAEL HODSON, CITY ADMINISTRATOR

RE: Consideration of Proposed Amendments to the City of Angels Camp Personnel Rules

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve and adopt the proposed revised City of Angels Camp Personnel Rules by resolution; and
2. Authorize the City Administrator to implement the revised Personnel Rules, including the development and issuance of administrative procedures, forms, and related guidance necessary to administer the Rules consistent with applicable law, City policies, and collective bargaining agreements.

BACKGROUND:

The City's Personnel Rules establish the City's general framework for personnel administration, including employee classifications, recruitment and selection, compensation administration, employment status, leave, employee conduct, discipline, grievances, employee organizations, and other employment-related matters.

The current Personnel Rules have been in place for many years and contain provisions that require updating to reflect current City operations, organizational practices, statutory requirements, and contemporary personnel administration.

Staff have undertaken a comprehensive review and revision of the Personnel Rules. The proposed document reorganizes the Rules, updates terminology and procedures, removes outdated language, and incorporates additional personnel policies addressing matters that have developed since the existing Rules were adopted.

The proposed revised Rules expressly provide that they are intended to establish a uniform framework for City employment, promote efficient public service, and ensure fair and consistent personnel administration while remaining consistent with applicable law, the Municipal Code, and the City's collective bargaining obligations.

DISCUSSION:

The proposed Personnel Rules represent a comprehensive update rather than a single substantive policy amendment. Major components of the proposed revisions include the following:

1. Updated Purpose, Applicability, and Relationship to MOUs: The proposed Rules clarify that they apply generally to City employees while expressly excluding individuals such as independent contractors, volunteers, members of boards and commissions, and City Councilmembers unless a provision specifically applies to them.

The proposed Rules also establish a clear hierarchy between the Personnel Rules and collective bargaining agreements. Where a clear conflict exists between the Personnel Rules and an applicable Memorandum of Understanding, the MOU controls for employees covered by that agreement.

This clarification is intended to reduce uncertainty regarding the administration of represented employees and preserve the City's obligations under applicable collective bargaining agreements.

2. Modernized Personnel Administration and City Administrator Authority: The revised Rules clarify the role of the City Administrator as the City's chief administrative officer for personnel administration. The City Administrator is authorized to administer, interpret, and enforce the Personnel Rules and related personnel ordinances, resolutions, MOUs, regulations, directives, and policies.

The City Administrator may also issue administrative regulations and delegate appropriate personnel responsibilities to designated staff.

The proposed Rules further provide that amendments to the Personnel Rules are to be submitted to the City Council by the City Administrator and considered by the Council in open session.

3. Classification and Position Management: The proposed Rules update the City's classification system and establish clearer procedures for maintaining classification descriptions and managing City positions.

The City Administrator, or a designated person or agency, would maintain the classification plan and document the duties and responsibilities associated with City positions. The City Council would retain authority to establish positions and adopt or amend the classification plan.

The revised Rules also provide clearer procedures for reclassification of positions and establish distinctions between downward, lateral, and upgraded classifications. In certain reorganization circumstances, an employee may be required to successfully complete a one-year probationary period before receiving permanent status in an upgraded classification.

4. Updated Employment Categories: The proposed Rules establish and clarify several categories of City employment, including at-will, regular, temporary, retired annuitant, and provisional employees.



The provisions addressing retired annuitants recognize applicable CalPERS limitations regarding hours, compensation, duration of employment, and reporting requirements.

The revised provisions also clarify the status of temporary employees and volunteers and distinguish independent contractors from City employees.

5. Equal Employment Opportunity, Anti-Discrimination, Harassment, and

Retaliation: A substantially expanded policy has been incorporated addressing equal employment opportunity, discrimination, harassment, sexual harassment, retaliation, and respectful workplace expectations.

The policy identifies protected characteristics and protected activities and establishes procedures for reporting, investigating, documenting, and resolving complaints. It also establishes responsibilities for supervisors and managers to report known or suspected discrimination, harassment, and retaliation.

The proposed Rules also expressly recognize the rights of employees to report matters directly to appropriate state or federal enforcement agencies.

6. Reasonable Accommodation and Interactive Process: The proposed Rules establish a comprehensive reasonable-accommodation and interactive-process policy addressing disability, pregnancy and related medical conditions, qualifying acts of violence, religion, and other legally protected circumstances.

The Rules provide for a timely, good-faith interactive process and establish confidentiality requirements for medical information.

The proposed Rules also establish procedures for fitness-for-duty examinations and clarify that medical inquiries must be job-related and consistent with business necessity.

7. Recruitment, Examinations, and Background Investigations: The proposed Rules modernize the City's recruitment and examination procedures. Examination methods may include applications, written or aptitude testing, interviews, work samples, physical assessments, performance evaluations, background investigations, references, and other job-related assessment methods.

The Rules also clarify the City's ability to conduct background investigations and incorporate Fair Chance Act procedures concerning criminal history information following a conditional offer of employment.

8. Employee Performance Evaluations: A new performance evaluation article establishes that City employees are to receive a performance evaluation at least annually, according to a schedule established by the City Administrator or Department Head.



The proposed Rules also allow Department Heads to conduct additional evaluations when appropriate. Employees may request a discussion of an evaluation and may submit a written response for inclusion in their personnel file.

This provision is intended to promote consistent performance management, employee development, accountability, and documentation.

9. Outside Employment: The proposed Rules update the City's outside employment provisions. Employees may engage in outside employment during non-working hours when the activity is lawful and does not conflict with City responsibilities.

The revised process requires written disclosure and prior approval and identifies circumstances under which approval may be denied or withdrawn, including conflicts of interest, interference with job performance, or circumstances that undermine public confidence in City operations. Authorizations generally expire after one year and must be renewed.

10. Electronic Communications and City-Owned Devices: The proposed Rules establish provisions governing City electronic communications and devices. The Rules recognize that communications concerning City business may constitute public records, including communications created or maintained on personal devices or accounts when related to City business.

The Rules also establish expectations regarding City-issued electronic devices, ownership, access, security, and use while driving.

11. Social Media Policy: A new Social Media Policy establishes expectations for employees using social media and governs the administration of official City social media accounts.

The policy provides that City social media content is City property and identifies the City Administrator or designee as responsible for managing, updating, and monitoring official City social media accounts. Employees are also provided guidelines concerning confidentiality, privacy, representation of the City, appropriate use during work hours, and protection of public trust.

12. Lactation Accommodation: The proposed Rules include a dedicated lactation accommodation policy establishing procedures for requesting and administering lactation accommodations, responsibilities of employees and supervisors, recordkeeping requirements, and protections against retaliation.

The proposed policy requires accommodation requests to be handled through the employee's supervisor and the City Administrator or designee and establishes procedures for responding to and documenting requests.



13. Employee Grievance Procedures: The proposed Rules revise the employee grievance process, including procedures for informal resolution, employee representation, advancement of grievances, and applicable response periods.

The revised approach emphasizes resolving employee concerns at the lowest appropriate level while providing a defined process for escalation when an issue cannot be resolved informally.

14. Training and Compliance: The proposed Rules clarify the City's authority and responsibility to provide employee training and establish specific training expectations for City officials and managers, including ethics, fiscal and financial training, and sexual harassment prevention training.

15. Artificial Intelligence Policy: The proposed Rules add a new Artificial Intelligence Policy governing the use of AI tools for City business and on City-owned devices.

The policy permits authorized uses of AI while requiring employees to review and verify AI-generated or AI-assisted content for accuracy, appropriateness, and legal compliance. Employees remain responsible for work product created or assisted by AI. The City Administrator is authorized to develop administrative procedures governing the implementation and use of AI systems.

FINANCIAL IMPACT:

There is no direct fiscal impact associated with adoption of the revised Personnel Rules.

ATTACHMENTS:

- 1) Resolution 26-79 Adopting Revised Personnel Rules
- 2) Proposed City of Angels Camp Personnel Rules – Revised 2026

