

MAYOR AND COUNCIL COMMUNICATION

DATE: May 6, 2025

TO: Mayor and Council

FROM: Lisa Hernandez, Human Resources Director

THROUGH: Crystal Caldera, City Manager

SUBJECT: Presentation of City of Leon Valley Personnel Policy Manual, 2025 Revisions

SPONSOR(S): N/A

PURPOSE

The City of Leon Valley Personnel Manual is designed to provide personnel processes and policies for employees. The last revision made to the City's Personnel Manual was approved on January 23, 2020.

The purpose of the Personnel Manual is to set forth clear and concise policies, procedures, and practices of the City of Leon Valley. To ensure the Mission of employees' conduct and actions are accountable and held to the highest professional and ethical standards a regular review of the City of Leon Valley Personnel Manual is performed by the City Manager, working cohesively with the Human Resources Director.

FISCAL IMPACT

Revisions made to this Personnel Manual which affect the budget is the addition to Bereavement Leave extending to Regular Part-Time employees (3 part-time personnel staffed) not to exceed 19-hours; approximately \$293.50 per occurrence.

RECOMMENDATION

Personnel policies which affect the budget shall be approved by City Council. All other operational and personnel policies are approved by the City Manager and provided to the City Council. Recommend Approval. The approval of these revisions will supersede all previous Personnel Manuals.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary