



MEETING DATE: June 23, 2025
PRESENTED BY: Noemi Munguia, Human Resources Director
AGENDA ITEM: Approval of Ordinance #_____ Amending Personnel Policy Manual Policy 500.03 Insurance and Policy 500.06 Vacation - Munguia

NATURE OF REQUEST:

In reviewing the City's Personnel Policy Manual, staff is proposing a revision to the Insurance and Vacation policy. The proposed changes are as follows:

- Insurance – part time employees no longer eligible to elect medical and voluntary benefits
- Vacation accrual begins at date of hire instead of after thirty (30) days of employment.
- Vacation leave must be accrued to be used – removing the advance use of leave
- Vacation leave can be used after successful completion of the Initial Employment Period (minimum 180 days) instead of after thirty (30) days of employment.

The proposed ordinance would amend and restate the PPM effective October 1, 2025. Staff reviewed said revision, and concurs with the recommendation to approve said policy revision. Staff recommends approval of the proposed revisions for Policy 500.03 Insurance and Policy 500.06 Vacation.

BUGETED: _____ **FUND:** _____ **ACCT. #:** _____

BUDGET: \$ _____ **EST. COST:** \$ _____ **CURRENT BUDGET BALANCE:** \$ _____

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Executive

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *MRP*

RECORD OF VOTE: **APPROVED:** _____
 DISAPPROVED: _____
 TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____