



MEETING DATE: November 13, 2023
PRESENTED BY: Noemi Munguia, Human Resources Director
AGENDA ITEM: Approval of Ordinance # _____ Amending Personnel Policy Manual Policy
500.02 Holidays - Munguia

NATURE OF REQUEST:

In reviewing the City’s Personnel Policy Manual, staff has proposed a revision to the Holiday policy to add an Optional Holiday. Staff would be able to elect one of the following Holidays as their Optional Holiday: Cesar Chavez, Juneteenth or Columbus Day. The proposed ordinance would amend and restate the PPM effective 11-13-2023. Staff reviewed said revision, and concurs with the recommendation to approve said policy revision. Staff recommends approval of the proposed revision for Policy 500.02 Holidays.

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

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

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: N/A

Advisory Board Recommendation: N/A

City Manager’s Recommendation: Approval *RP*

RECORD OF VOTE: **APPROVED:** _____

DISAPPROVED: _____

TABLED: _____

_____ AYES

_____ NAYS

_____ DISSENTING _____