



AGENDA MEMORANDUM

CONTACT: Kirsten Garcia, City Manager

SUBJECT: Consider Approval of the Updated Personnel Policy Handbook

SUMMARY: Consider approval of the City's updated Personnel Policy Handbook incorporating revisions recommended by the City's Human Resources consultant.

BACKGROUND INFORMATION: Staff, in coordination with the City's contracted Human Resources consultant, has completed a comprehensive review and update of the City's Personnel Policy Handbook. The revisions are intended to ensure the handbook reflects current employment practices, applicable laws, and the City's current Human Resources services agreement. The updates are administrative and operational in nature and provide staff with an up-to-date personnel policy moving forward.

ISSUE: Council approval is required to adopt the updated Personnel Policy Handbook as the City's official personnel policy.

FISCAL IMPACT: None. The updates do not result in a direct fiscal impact and are within the scope of the City's existing Human Resources services agreement.

RECOMMENDATION: Staff recommends approval of the updated Personnel Policy Handbook.

Thank you,

A handwritten signature in blue ink that reads "K. Garcia". The signature is written in a cursive, flowing style.

Kirsten Garcia, MPA, TRMC