



# STAFF REPORT

## CITY of YORBA LINDA

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### ADMINISTRATION DEPARTMENT

**DATE:** DECEMBER 21, 2021

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** DAVID ALBAUGH, HUMAN RESOURCES & RISK MANAGER

**SUBJECT:** REVISIONS TO PERSONNEL POLICIES AND PROCEDURES MANUAL

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### **RECOMMENDATION**

It is recommended that the City Council:

1. Approve a revision to the City's Personnel Policies and Procedures Manual by adopting Resolution No. 2021-5777.
2. Repeal Resolution No. 2020-5730.

### **DISCUSSION**

On June 2, 2020 the City Council adopted Resolution No. 2020-5677 adopting the City's Personnel Policies and Procedures Manual. Subsequently, the manual was amended by Resolution 2020-5704 on August 18, 2020 to clarify language regarding the City's implementation of Worker's Compensation Benefits, and by Resolution 2020-5730 to reflect changes to state law that went into effect on January 1, 2021.

Resolution 2021-5777 is being submitted for your consideration to update the Personnel Policies and Procedures Manual to reflect changes to state law that go into effect on January 1, 2022, and to reflect clarifying language from the City's Memoranda of Understanding recently approved with our employee bargaining groups.

### **FISCAL IMPACT**

There is no fiscal impact associated with the actions outlined in this report.

### **ATTACHMENTS**

1. Resolution No. 2020-5730
  2. Resolution No. 2021-5777
  3. Redline of Proposed Changes
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