



## Staff Report

**TO:** City Council  
**FROM:** Kari Mendoza, Administrative Services Director  
**DATE** June 4, 2024  
**SUBJECT:** Approval of the City Personnel Manual

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**Description** Approve the amended City Personnel Manual.

### **Background and Analysis:**

On June 30, 2009, the City Council approved the City's Personnel Manual outlining Personnel Rules and Regulations for the City. As with other policies, rules need to be updated periodically to address changes in the law, best practices, and the City's operations.

Staff began working on a comprehensive review and update to the policies in 2019 and vetted proposed revisions through multiple rounds of review by City employee bargaining groups, both represented and unrepresented labor groups. Multiple delays were encountered during the process due to negotiations and changes in represented labor group leadership. Staff also met with and presented to the City Council Human Resources sub-committee the draft Personnel Manual for review and questions last month.

The proposed City Personnel Manual was created in conjunction with the city attorney's office and is compliant with current law, incorporates best practices and makes the rules consistent with actual City practices. City Staff and represented labor groups have agreed to review the manual annually and propose a full revision in 5-7 years.

### **Fiscal Impact:**

Staff estimates the costs to prepare this staff report is \$540.

### **Recommended Action:**

Approve the amended City of Beaumont Personnel Manual.

**Attachments:**

- A. City of Beaumont Personnel Manual