



CITY *of* CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: **SEPTEMBER 29, 2024**

TO: **HONORABLE MAYOR AND COUNCILMEMBERS**

FROM: **MICHAEL MCCONVILLE, DEPUTY CITY MANAGER**
 RON AHLERS, CHIEF FINANCIAL OFFICER

SUBJECT: **ADOPTION OF RESOLUTION NO. 2024-1928 APPROVING HUMAN**
 RESOURCES GUIDELINES AND RESCINDING RESOLUTION NO.
 2009-1191

MEETING
DATE: **OCTOBER 9, 2024**

SUMMARY RECOMMENDATION:

That the City Council consider the adoption of Resolution No. 2024-1928 approving Human Resources Guidelines, and rescinding Resolution No. 2009-1191.

DISCUSSION/ANALYSIS:

The City's Human Resources Guidelines is a comprehensive document that outlines the organization's various workplace policies. It serves as a guide for employees, detailing their rights, responsibilities, and the City's expectations. The City's current Human Resources Guidelines was last adopted in 2009.

To remain compliant with current federal and state legislation, correct clerical errors, and account for updates in the City's workforce and operations, staff is proposing several amendments to the City's Human Resources Guidelines.

Notable and significant amendments being proposed include:

1. Floating Holiday: Increasing the number of Floating Holidays from one to two days per fiscal year to mirror additional Holidays granted at other municipal agencies.
2. Salary Step Advancements: A maximum salary increase of one-step (2.5%) to two-steps (5%) for employees receiving an exceptional annual performance evaluation.
3. Performance Evaluations: Hourly (part-time) employees will receive performance evaluations after the completion of one-thousand (1000) hours worked. Following successful evaluations, employees will be eligible for salary step advancements.
4. Vacation Leave: Full-time employees will be eligible to use accrued vacation time as granted, removing the current six-month employment requirement.
5. Sick Leave: Hourly (part-time) employees are entitled to forty (40) hours of sick leave use per calendar year, in accordance with recently passed CA State law.
6. Bereavement Leave: Hourly (part-time) employees are entitled to five (5) workdays of bereavement leave, in accordance with recently passed CA State law.
7. Reproductive Loss Leave: Employees are eligible for up to five (5) days of protected leave for a reproductive loss event, in accordance with recently passed CA State law.
8. Dress and Grooming Standards: For flexibility and clarity, the Dress Standards is being simplified to *business casual* attire with a greater emphasis on Department oversight.

FISCAL IMPACT/SOURCE OF FUNDING:

Staff projects that the proposed updates to the City's Human Resources Guidelines will raise annual operational costs by \$40,000. However, a budget amendment for Fiscal Year 2024/25 is unnecessary due to savings from unfilled employee vacancies

REQUESTED ACTION:

Adopt Resolution No. 2024-1928 approving Human Resources Guidelines, and rescinding Resolution No. 2009-1191.

ATTACHMENTS:

- A. Resolution No. 2024-1928
- B. Human Resources Guidelines