

# STAFF REPORT

## City of Lancaster

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Date: August 14, 2012

To: Mayor Parris and City Council Members

From: Beverly Glode, Human Resources & Risk Management Director  
Mark V. Bozigian, City Manager

Subject: **Approval of Amendments to the Personnel Rules and Regulations**

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### **Recommendation:**

Adopt **Resolution No. 12-58**, a Resolution of the City Council of the City of Lancaster, CA approving amendments to the Personnel Rules and Regulations.

### **Fiscal Impact:**

None

### **Background:**

Certain clarifications and minor amendments to the City Personnel Rules and Regulations were required to reflect changes to the compensation and benefit program approved for non-represented employees. The City Council approved these revisions at their meeting of June 26, 2012. Specifically, the changes include revision of language related to:

- Overtime/callback
- Holidays
- Standby Policy
- Vacation accrual and payment
- The Family Medical Leave Act.

Additionally, the document integrates and/or provides clarification of existing policies and practices approved by Council along with updating necessitated by changes to State or Federal law.

### **Attachments:**

Resolution No. 12-58

Personnel Rules and Regulations – available for review in the City Clerk’s Department