



## Legislation Details (With Text)

**File #:** 20-662      **Version:** 1      **Name:**  
**Type:** Informational Report      **Status:** Passed  
**File created:** 11/25/2020      **In control:** City Council  
**On agenda:** 1/12/2021      **Final action:** 1/12/2021  
**Title:** Proposed updates to the City of Colorado Springs Civilian and Sworn Policies and Procedures Manuals

**Presenter:**  
Danielle Delgado, HR Manager, Human Resources

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. Q4 2020 PPM Updates - Full Details

Date	Ver.	Action By	Action	Result
1/12/2021	1	City Council	approved	Pass
1/11/2021	1	Council Work Session	referred	

Proposed updates to the City of Colorado Springs Civilian and Sworn Policies and Procedures Manuals

### Presenter:

Danielle Delgado, HR Manager, Human Resources

### Summary:

The City of Colorado Springs Human Resources Department is requesting changes to policies in the Civilian and Sworn Policies and Procedures Manuals.

### Background:

Requested changes to the City's Policies and Procedures Manuals include:  
Civilian Policy 5 - Personnel Records, Policy 11 - Shift Work, Policy 16 - Holidays, Policy 20 - Vacation Donation, Policy 21 - Sick Leave, Policy 23 - Unpaid Leaves of Absence, Policy 52 - Open Records Act Compliance, Policy 54 - Tools and Equipment. Sworn Policy 10 - Vacation Donation, Policy 11 - Sick Leave, Policy 15 - Unpaid Leaves of Absence, Policy 19 - Workers Compensation, Policy 34 - Employee Records, the addition of a new policy to both Civilian and Sworn Manuals - Visitors in the Workplace, and an addition to the Sworn Manual to match Civilian Manual language - Tools and Equipment. A summary of changes and full details of the changes are attached to this file.

### Previous Council Action:

In accordance with ordinance 12-83, City Council has approved changes to the City's Policies and Procedures Manuals by motion in the past.

**Financial Implications:**

N/A

**City Council Appointed Board/Commission/Committee Recommendation:**

N/A

**Stakeholder Process:**

Proposed policy changes are reviewed with department stakeholders, HR leadership, payroll/finance, the City Attorney's Office, and the Chief of Staff/Mayor's Office prior to being presented to City Council.

**Alternatives:**

N/A

**Proposed Motion:**

Approve updates to the City's Policies and Procedures Manuals

N/A