



Legislation Text

File #: 20-662, **Version:** 1

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