Conejo Recreation & Park District

GENERAL MANAGER
Jim Friedl

BOARD OF DIRECTORS
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DATE: November 19, 2026

TO: Board of Directors

FROM: Jim Friedl, General Manager

SUBJECT: Revision of Personnel Policy Manual

RECOMMENDATION

Adopt the updated Personnel Policy Manual

DISCUSSION

In an ongoing effort to review and revise our personnel policies, staff has updated the District's Personnel Policy Manual. Changes include updates to protected classifications, regulatory references, leave and use accrual provisions (including a revision to reflect SB 1149 bereavement leave changes effective January 1, 2027), and holiday language.

The revised Personnel Policy Manual was provided to the SEIU representative and employee leaders. Once adopted, the policy will be provided to all employees.

STRATEGIC PLAN COMPLIANCE

Meets Strategic Plan Element 6.2: Maintain existing Personnel Policy Manual.

Respectfully submitted,

Shelly Howell
Human Resources Manager

Melissa Smith, Director
Management Services

Attachment: Personnel Policy Manual Draft November 2026

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