



Employee Handbook

Revised December 2016
Approved by Resolution CC 16-106



City of Shasta Lake
Employee Handbook
Table of Contents

Chapter		Page
1.	<u>Introduction</u> Resolution CC16-106	7
	Integration Clause and Right to Revise_____	7
	Designation of Personnel Officer_____	8
2.	<u>Open Door Policy</u> Resolution CC16-106	8
3.	<u>Grievance Procedures-Internal Complaint Review</u>	
	Resolution CC16-106	8
	Filing of Complaint_____	9
	Investigation_____	9
	Appeal_____	9
	False Complaint_____	9
4.	<u>Equal Employment Policy</u> Resolution CC16-106	10
5.	<u>Anti-Harassment and Anti-Discrimination Policy</u>	
	Resolution CC16-106	10
	Filing of Complaint and Reporting_____	11
6.	<u>Job Descriptions</u> Resolution CC16-106	13
7.	<u>Classification of Employees</u> Resolution CC16-106	13
	Classification_____	13
8.	<u>Probationary Period</u> Resolution CC16-106	14
9.	<u>Employee Performance Evaluation</u>	
	Resolution CC16-106	15
10.	<u>Termination, Employee Improvement, Discipline, and Resignation</u>	
	Resolution CC16-106	15
	Progressive Discipline Procedure_____	16
	Delivery of Notice of Discipline_____	17
	Voluntary Termination_____	18
	Involuntary Termination_____	18

	Termination due to Reorganization, Economics, or Lack of Work_____	19
	Attendance_____	20
	Expected Conduct and Performance Improvement_____	20
	Exit Interview_____	21
11.	<u>Hours of Work, Overtime, CTO, On Call Pay and Payday</u>	
	Resolution CC16-106_____	21
	Hours of Work_____	22
	Overtime Procedure_____	22
	CTO in Lieu of Payment for Overtime_____	22
	Makeup Time _____	23
	On Call Pay_____	23
	Payday_____	23
12.	<u>Employee Travel and Reimbursement</u>	
	Resolution CC16-106_____	24
	Transportation_____	24
	Lodging_____	25
	Meals_____	25
	Other _____	25
13.	<u>Employee Benefits</u> Resolution CC16-106	26
	Retirement Plan_____	26
	Group Insurance_____	26
	Group Disability Insurance_____	27
	Supplemental Insurance_____	27
	Other Postemployment Benefits (OPEB)_____	27
14.	<u>Paid Time Off (PTO)</u> Resolution CC16-106	28
	Eligibility_____	28
	Procedure_____	28
	Use of PTO_____	28
	General_____	29
	Administrative Leave_____	30
15.	<u>Holidays</u> Resolution CC16-106	30
	Procedure_____	30
	Eligibility_____	30
16.	<u>Sick Leave</u> Resolution CC16-106	31
	Eligibility_____	32
	Use of Sick Leave_____	33
	Employees Without Accrued Sick Leave_____	33
	General_____	34
	Employees with Ten Years' Service Eligible for Partial Sick	

	Leave Payoff_____	33
	Currently Employed by a CalPERS covered Agency_____	34
17.	Leave Donation Policy Resolution CC16-106_____	34
18.	Leave Without Pay Resolution CC16-106_____	34
	Benefits_____	35
19.	Bereavement Leave Resolution CC16-106_____	35
20.	Jury Duty and Witness Leave Resolution CC16-106_____	35
21.	School Activities Leave Resolution CC16-106_____	36
22.	FMLA/CFRA Resolution CC16-106_____	36
	Policy_____	36
23.	Military Leave Resolution CC16-106_____	37
	Procedure_____	37
24.	Americans with Disabilities Act (ADA)	
	Resolution CC16-106_____	38
	Procedure_____	38
25.	Workplace Violence Resolution CC16-106_____	40
	Background_____	41
	Reporting_____	41
	Investigation_____	42
	Corrective Action and Discipline_____	42
26.	Personnel Records Resolution CC16-106_____	42
	Inspection_____	42
	Medical, Proof of Right to Work, Certain Types of Discipline	
	Files_____	43
27.	Dress and Grooming Standards	
	Resolution CC98-155_____	43
28.	Anti-Nepotism Resolution CC16-106_____	43
29.	Safety Policy Resolution CC16-106_____	44
	Employee Responsibility_____	44
30.	City Property; Confidential, and Propriety Information	
	Resolution CC16-106_____	44
	Propriety and Confidential Information_____	45

	Procedure_____	45
	Classified Information_____	45
	Obligation on Termination of Employment_____	45
	Public Records Act Requests _____	45
31.	<u>Non-Fraternization</u> Resolution CC16-106	45
32.	<u>Conflicts of Interest</u> Resolution CC16-106	46
	Conflicts_____	46
	Conflicts to Avoid_____	46
	Disclosure_____	46
	Discipline_____	47
33.	<u>Awards and Recognition</u> Resolution CC16-106	47
34.	<u>Vehicles & Motorized Equipment Policy</u>	
	Resolution CC16-106_____	47
	Temporary Vehicle Assignment_____	49
	Permanent or 24 Hour Vehicle Assignment_____	49
	Vehicle Pool_____	49
	Use of Private Vehicle & Reimbursement_____	49
	Safety Inspection_____	50
	Accident Reporting_____	50
	Other_____	51
35.	<u>Internet, E-Mail, & Electronic Communications Policy</u>	
	Resolution CC16-106_____	51
	Records Management_____	52
	Storage of Email_____	52
	User Guidelines_____	53
36.	<u>City Credit Card Policy</u> Resolution CC16-106	55
37.	<u>Education Assistance Policy</u> Resolution CC16-106	57
	Eligibility_____	57
	Application Process_____	57
	Reimbursement Process_____	58
38.	<u>Employee Assistance Program (EAP)</u> Resolution CC16-106	58
39.	<u>Smoking/Tobacco Use</u> Resolution CC16-106	58
40.	<u>Drug and Alcohol Abuse</u> Resolution CC16-106	59
	General Information _____	59
	Policy_____	59
	Physical Examination and Testing Procedure_____	61

	Assistance_____	62
	Application_____	63
	Pre-Employment Testing_____	63
	Alcohol/Drug Test During Employment_____	63
41.	<u>Intern Program</u> Resolution CC16-106_____	63
	Management of the Program and Supervision of the Intern_____	63
42.	<u>Solicitation, Distribution, and Bulletin Boards</u>	
	Resolution CC16-106_____	64
	Personal Sales_____	64
	City Bulletin Boards_____	64
	News Media_____	64

Chapter Name	1. Introduction
---------------------	------------------------

Welcome! We are pleased and excited to have you join the City of Shasta Lake and hope you will find your experience to be challenging and rewarding.

The City of Shasta Lake was incorporated July 2, 1993 and started out as five small communities named Central Valley, Toyon, Project City, Pine Grove and Summit City, all of which populated due to the construction of Shasta Dam in 1938. The population of the City is now just over 10,000. Shasta Lake is within reach of many recreational activities, such as snow skiing, water skiing, hiking, mountain biking, fishing, and golf. We have an average of 321 days of sunshine. As City employees, we are the stewards of this beautiful place.

Our City has been built on a foundation of integrity, innovation, and the pursuit of excellence in everything we do. As an employee of the City, we expect you to:

- Initiate and innovate. Look for opportunities to add value by discovering better ways of doing things and helping your coworkers.
- Communicate and collaborate. Express your ideas with your coworkers and your manager and work together to achieve more than you can alone.
- Own your position. Strive to become an expert in what you do, take responsibility for your actions, and perform your essential job functions under a minimal amount of direction.

Our employees, and the passion and dedication that they bring with them each day, are really what make the City a great place to work. Every employee contributes to our success, and it is with that in mind that we encourage open dialogue between employees and managers.

Integration Clause and Right to Revise

This policy manual is intended to help employees get acquainted with City personnel policies. It explains some of our philosophies and beliefs, and describes, in general terms, some of our employment guidelines. Employees should understand that the policy manual is not intended to be a contract (express or implied), nor is it intended to otherwise create any legally enforceable obligations on the part of the City or its employees. This policy manual supersedes and replaces all previous personnel policies, practices, resolutions and guidelines. Any inconsistent policy statements or memoranda are superseded. If any conflict exists between this policy manual and the current Memorandum of Understanding (M.O.U.), the current M.O.U. will be followed by, and as it applies to, all bargaining unit employees.

To obtain information regarding specific employment policies or procedures, whether or not they are referred to in this handbook, employees should contact a designated Personnel Officer. Because the City is a growing and changing organization, it reserves full discretion to add to, modify, or delete provisions of this policy manual, or the policies and procedures on which they may be based, at any time, after consultation with the appropriate bargaining groups.

No individual other than the City Council has the authority to enter into any employment or other agreement that modifies City policy. Any such modification must be in writing and signed by the affected employee and by the City Council.

This policy manual is the property of the City, and is intended for personal use and reference by employees of the City.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits.

Employees will be required to sign a memo stating that he/she has received a copy of this Employee Handbook. This will provide the City a record that each employee has received the policy manual.

	Designation of Personnel Officer
--	---

There shall be one designated personnel officers for the City who will be appointed by the City Manager. Please see the Policy & Procedures Manual for more information on duties and designations.

Chapter Name	2. Open Door Policy
---------------------	----------------------------

The City has an open door policy that encourages employee participation in decisions affecting them and their daily professional responsibilities. Employees are encouraged to raise their work-related concerns with their immediate supervisor, Personnel Officer, or with a supervisor or other management personnel of their choice, as soon as possible after the events that caused the concern. Employees are further encouraged to pursue discussion of their work-related concerns until the matter is fully resolved. The City believes that employee concerns are best addressed through this type of informal and open communication.

Although the City cannot guarantee that in each instance the employee will be satisfied with the result, the City will attempt in each instance to explain the result to the employee if the employee is not satisfied.

The City will attempt to keep all expressions of concern, the results of investigations, and the terms of the resolution confidential. In the course of investigation and resolving the matter some dissemination of information to others may be appropriate. An employee who concludes that their work-related concern should be brought to the attention of the City by a written complaint, may write a memorandum to their supervisor, Department Head, Personnel Officer, or to the City Manager. (See Internal Complaint Review.)

Chapter Name	3. Grievance Procedures - Internal Complaint Review
---------------------	--

The Internal Complaint Review policy allows the City's employees the opportunity to seek internal resolution of their work-related complaints. This policy is intended to supplement the Open Door policy set forth in this manual, which states the philosophy of the City that all employees have free access to their immediate supervisor or to other City supervisors of

their choice, up to and including the City Manager, to informally express their work-related concerns.

Filing of Complaint

Employees may file their written complaint with their supervisor, their Department Head, Personnel Officer, the City Manager, or the City Attorney as soon as possible after the events that give rise to the employee's work-related concerns. The written complaint should set forth in detail the basis for the employee's complaint. The written complaint should cover the following items; who, what, when, where and why.

Investigation

The City Clerk shall date and log the employee complaint and send the involved employee an acknowledgment that the complaint is under review.

The City Manager shall assign the investigatory responsibility to an appropriate City Official or an outside party if such an assignment is necessary to ensure completion of a thorough investigation. Investigation of the complaint shall include meeting separately with the employee and with others who either are named in the complaint or who may have knowledge of the facts set forth in the complaint, as well as review of any documents, equipment, sites, or other evidence necessary to ensure a complete investigation.

The City will attempt to treat all internal complaints and their investigations as confidential, recognizing, however that in the course of investigation and resolving internal complaints some dissemination of information to others may be appropriate.

On completion of the investigation, the Investigating Official shall, in writing, report the findings to the employee and the employee's supervisor. If the complaint is resolved to the employee's satisfaction, the terms of the resolution should be recorded and signed by the employee and the Investigating Official or a designee. If the employee's supervisor is a party to the investigation, the City Manager shall designate another supervisor to act insofar as resolving the complaint is concerned.

Appeal

If the complaint is not resolved to the employee's satisfaction, the employee may submit a written request for a review of the complaint to the City Manager (or City Attorney, if complaint is against City Manager). On completion of the appeal review, the employee should receive a written explanation of the conclusion reached and the reasons for that conclusion. Decisions resulting from appeal reviews by the City Manager (or City Attorney, if complaint is against City Manager) shall be final. All submittals and process step shall be completed in a reasonable and timely period.

False Complaint

If it appears that the complaint was not filed in good faith, the City Manager will be consulted and must authorize, in writing, completion of the investigation before any action is taken.

Chapter Name	4. Equal Employment Policy
---------------------	-----------------------------------

The City is an equal opportunity employer. The City prohibits discrimination based on race, color, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender identity or expression, religious creed, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics or information, sexual orientation, military or veteran status, or any other characteristic protected by applicable federal, state, or local laws, regulations or ordinances.

The City recognizes and supports our obligation to reasonably accommodate employees with disabilities or religious beliefs or practices who are able to perform the essential functions of their positions, with or without reasonable accommodation. The City will provide reasonable accommodation to any such employee, unless doing so would impose an undue hardship on the City.

If you believe you need a reasonable accommodation to perform the essential functions of your job, you should contact your supervisor and/or a Personnel Officer to request such an accommodation.

If you believe you have been subjected to conduct inconsistent with this policy, please follow the Complaint Procedure discussed in the “Internal Complaint Review”. The City will promptly investigate and attempt to resolve the situation.

If the City determines this policy has been violated, we will take effective remedial action commensurate with the severity of the offense. Appropriate action also will be taken in an effort to deter any future violations of this policy.

The City will not retaliate against you for bringing a good faith complaint and will not knowingly permit retaliation by management, employees, or your co-workers. If you believe that you are being retaliated against, you should immediately notify your supervisor, a Department Head, a Personnel Officer, Union Steward, or the City Manager.

Chapter Name	5. Anti-Harassment and Anti-Discrimination Policy
---------------------	--

All of the City’s employees, applicants, and independent contractors (“workers”) must be treated with respect and dignity. We are committed to providing an atmosphere free of harassment and discrimination based on race, color, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender identity or expression, religious creed, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics or information, sexual orientation, military or veteran status, or any other characteristic made unlawful by applicable federal, state, or local laws, regulations or ordinances.

Harassment and discrimination are against the law. We strongly disapprove of and will not tolerate harassment or discrimination of our workers by managers, supervisors, co-workers, independent contractors or members of the public. Similarly, we will not tolerate harassment or discrimination by our workers against others with whom we have a business,

service, or professional relationship. Because it is difficult to determine whether the conduct is unlawful, we strive to eliminate any inappropriate and/or disrespectful conduct based on the characteristics identified above, even if such conduct may not violate the law.

Harassment. “Harassment,” as used in this policy, includes disrespectful or unprofessional conduct based on any of the protected characteristics listed above. Harassment can be verbal (such as slurs, jokes, insults, epithets, gestures, or teasing), graphic (such as offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (such as physically threatening another person, blocking someone’s way, etc.). Verbal, physical, and visual conduct that creates an intimidating, offensive, or uncomfortable working environment or interferes with work performance violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

Sexual Harassment. “Sexual harassment” as used in this policy includes all of the above actions as well as making any unwelcome advances and/or verbal, physical, or visual conduct of a sexual nature, offering employment benefits in exchange for sexual favors or threatening reprisals after a negative response to a sexual advance. It includes many forms of offensive behavior, such as gender-based harassment of a person of the same sex as the harasser. Some examples of conduct that may violate this policy include demeaning sexual remarks, leering, making sexual gestures, displaying sexually suggestive objects or pictures, making or using derogatory sexual comments, epithets, slurs, or jokes, comments about an individual’s body, touching, impeding, or blocking movements. Sexual harassment does not have to be motivated by a sexual desire in order to be considered in violation. Conduct or comments consistently targeted at only one gender, even if the content is not sexual or teasing, or other conduct directed toward a person because of that person’s gender, may also violate this policy.

Bullying. Exposing a person to abusive actions repeatedly over time. Abusive actions shall include actions, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer’s legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person’s work performance. A single act shall not constitute abusive conduct, unless especially severe and egregious.

	Filing of Complaint and Reporting
--	--

If you believe you have been subjected to or witnessed conduct that violates this policy, you should immediately (and no later than thirty (30) calendar days of the alleged incident) report such conduct to your supervisor, manager, Department Head, City Attorney, or Personnel Officer. If you are not comfortable reporting to either of these individuals, report the conduct to the City Manager. **An employee at any time can bring a complaint directly to any management employee, regardless of whether that employee is in the complaining party’s chain of command.** If an employee has not received a response within five (5) business days he/she should contact the City Manager.

The City will promptly investigate and attempt to resolve the situation. Every complaint will be taken seriously and investigated thoroughly. The City may investigate the formal complaint by conducting an in-house investigation or by hiring an outside consultant. During the investigation we generally will: interview the complainant and the alleged harasser; conduct further interviews, as necessary; document the City's findings regarding the complaint; document recommended follow-up actions and remedies, if warranted; and inform the complainant of the conclusion of the investigation. All employees are expected to fully cooperate with internal investigations and maintain appropriate discretion regarding the investigation and should disclose any and all information pertinent to the investigation.

If the City determines this policy has been violated, we will take appropriate and effective remedial action to address the situation and deter any future inappropriate conduct; this may include counseling, suspension, and disciplinary action up to and including termination. Anyone, regardless of position or title, whom the City determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination.

The City prohibits any form of discipline or retaliation for bringing a good faith complaint under this policy, or for reporting such misconduct or cooperating in an investigation. If you believe someone has violated this no-retaliation provision, you should immediately notify any of the persons named above.

Confidentiality will be maintained to the fullest extent possible in accordance with applicable federal, state, and local laws. Complete confidentiality cannot occur due to the need to fully investigate and take effect remedial action. An individual who is interviewed during the course of any investigation is prohibited from discussing the substance of the investigation with anyone, except as directed by Personnel. Any individual who discusses the content of an investigatory interview will be subject to discipline. The City will not disclose a completed investigation report, except as it deems necessary to support disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or a court order. The City Personnel Department will retain investigation reports in a confidential manner for at least five (5) years after the date of completion.

Any supervisor, manager or Department Head who observes or becomes aware of possible discriminatory, harassing, or retaliatory behavior or who receives any such complaint must notify the City Personnel Officer or designee immediately. If the complaint arise in the Personnel Department, the City Manager shall be notified. In that case, all further references in this policy to the City Personnel Officer or designee shall read City Manager or designee.

Confronting the offending person can be difficult because of the complex nature of discrimination, harassment, or retaliation as defined in this policy. As a result, individuals are not required to confront an offending party before initiation this complaint procedure. However, if any person feels they are the victim of any form of discrimination, harassment,

or retaliation, he/she is encouraged to inform the person(s) participating in this behavior that he/she finds it offensive. Such one-on-one communication has been demonstrated to be an effective way to end discriminatory, harassing, or retaliatory behaviors. If the inappropriate behaviors do not stop, the offended employee may still initiate a complaint as described above.

In addition to these internal policies and procedures, the State of California Department of Fair Employment and Housing (DFEH) provide additional information regarding the legal remedies and complaint process available through the government agencies. If you believe you have been unlawfully harassed or discriminated or retaliated against, you may file a complaint or obtain additional information from the DFEH. The phone number for the local DFEH office is located at www.dfeh.ca.gov.

Chapter Name	6. Job Descriptions
---------------------	----------------------------

The Personnel Officer shall oversee the recommendation of job descriptions for all positions based upon the kind and level of the duties and responsibilities of the positions.

All positions in the same classification shall be sufficiently alike to ensure employees with similar duties; the use of a single descriptive title, require the same qualifications, the same test of competence, and the same salary schedule.

A position may be reclassified on the basis of changes in or reevaluation of the duties, responsibilities, and/or qualifications of the position. A reclassification shall become effective upon adoption of a resolution changing the organizational chart by the City Council thru the budget process. Incumbents may or may not be reclassified depending upon qualifications based upon the recommendation of the City Manager, the Personnel Officer, or the appropriate Department Head and the approval of the City Council. A list of job descriptions is available upon request. The list is held and maintained by the Personnel Officer.

Chapter Name	7. Classification of Employees
---------------------	---------------------------------------

City employee positions are classified appropriately as required by the Federal FLSA for the purpose of determining and applying uniform standards for; 1) benefits eligibility, 2) conditions of employment, and 3) compliance with applicable wage-and-hour laws. The City will use these uniform standards to ensure nondiscrimination.

The City Manager will make certain that all city employee positions are classified as exempt or nonexempt in accordance with federal and state labor laws.

	Classification
--	-----------------------

- A. Exempt regular full-time employees. Exempt regular full-time employees are those employees who are scheduled to work the city's established normal workweek on a regular basis and who are excluded from the overtime-pay provisions of applicable federal and state wage-and-hour laws.
- B. Nonexempt regular full-time employees. Nonexempt regular full-time employees are those employees who are scheduled to work the city's established normal

workweek on a regular basis and who are not excluded from the overtime-pay provisions of the applicable federal and state wage-and-hour laws.

- C. Nonexempt regular part-time employees. Nonexempt regular part-time employees are those employees scheduled to work less than thirty hours (30) per week on a regular basis. Nonexempt regular part-time employees are eligible for overtime pay under the overtime provisions of applicable federal and state wage-and-hour laws.
- D. Temporary employees. Temporary employees are employees whose full-time or part-time services typically are needed for only a limited duration (e.g., less than one hundred and twenty days). Temporary employees may be classified as exempt or nonexempt, depending on their job responsibilities. Temporary employees are paid under the city's normal payroll system. An employee who does not perform exempt duties on a regular basis will not be exempt for a temporary assignment unless he/she works the exempt job and meets the duties and remuneration tests for at least one month.
- E. Agency workers. Agency workers are individuals assigned to work at the City through an employment agency. These workers are typically used for short-term or emergency assignments (e.g. as a vacation replacement for a secretary.). Such workers are *not* employees of the City but of the respective employment agency that assigned them for work at the City.

Chapter Name	8. Probationary Period
--------------	------------------------

The City provides for an initial probationary period of employment to enable the City to assess the employee's performance. All new employees must complete, to the City's satisfaction, a probationary period of not less than twelve months. The probationary period begins on the initial day of work performed by the employee.

During the probationary period, an employee may be discharged by the City for any reason and with or without cause or advance notice. Similarly, the employee may resign employment for any reason with or without cause. In the event of an illness or injury requiring absence from work exceeding ten days, the number of days absent shall be added to the length of the probationary period.

A performance evaluation will be conducted by the employee's supervisor two times before the completion of the twelve-month probationary period. These reviews will be at six months and again at ten days prior to the completion of the probationary period (See the policy entitled **Employee Performance Evaluation**).

Probationary (full-time) employees start to accrue all City paid benefits from the first day of employment (some insurance benefits are not effective for 30 days). On successful completion of the probationary period, an employee will become a regular employee.

If a regular employee has begun a new position, transfer or promotion then that employee will serve a probationary period of not less than six months. Probationary employees are eligible for City paid benefits.

Completion of the probationary period does not, however, guarantee employment for any specific duration.

Chapter Name	9. Employee Performance Evaluation
---------------------	---

The preparation and use of employee performance evaluations are for the mutual benefit of the City and the effective development of the employee to achieve desired job or career goals. Evaluations are intended and will identify specific strengths and weaknesses in the employee's job-related performance, to acknowledge the merit of above-standard performance, and to prescribe the means and methods of upgrading deficiencies to a required or desired level of performance.

It is the policy of the City that regular reports be made as to the efficiency, competence, conduct, and merit of its employees in their job related performance. To this end, it is the responsibility of the City Manager, the Department Heads, and their supervisors to observe the work performance of their employees and supervise the results of that work performance. It is the responsibility of the Personnel Officer to prescribe and provide the forms and procedures to be used in such reports of performance and to assist in the training of supervisory personnel of the City so that the program of performance reporting will be carried on in a sound, effective and consistent manner.

All new employees will be reviewed and performance evaluations prepared after their first six months of employment, and again prior to the expiration of their twelve month probationary period of employment. Supervisors will ensure that the twelve-month evaluation is completed prior to the end of the new employee's probationary period.

For regular employees, the City will make a reasonable and good faith effort to prepare a performance review within thirty calendar days before or following the annual employment anniversary date, not including new anniversary dates caused by promotion or transfer. In addition, an evaluation review may be prepared at any time upon the reasonable request of the employee or at the discretion of the employee's supervisor, when it is deemed to be necessary or appropriate.

Performance Evaluations shall be prepared in writing, with a copy kept in the employee's personnel file and a copy provided to the employee.

Chapter Name	10. Termination, Employee Improvement, Discipline, and Resignation
---------------------	---

This policy applies to all regular, probationary, temporary, interim, and intern employees. Only probationary and "at will" employees are exempt from due process and may be discharged or disciplined without compliance to this policy at any time and without notice or hearing.

All employees may be subject to disciplinary action by the City for cause. The City has the right to take appropriate disciplinary action against regular employees, including but not limited to, oral or written reprimand, suspension without pay, retention on the same step

and column of the salary schedule, reduction of seniority, demotion, discharge or any other appropriate disciplinary action.

The current Memorandum of Understanding for employees represented by a recognized bargaining unit, describe the procedures and standards that shall apply for represented employees.

Employment and continued employment with the City is based on the fundamental organizational expectation of appropriate work performance and results achieved. It is the policy of the City of Shasta Lake that its personnel employment, training, supervision, evaluation, and other personnel practices, will be governed by the essential principle of ensuring that employees achieve performance and results expectations. The City Manager is hereby delegated and officially charged with the responsibility of ensuring that the City's organization and management achieves the organizational standards for employee performance and results.

It is the City's policy to acknowledge legally recognized and designated bargaining units for representation of employee group(s). It will be the policy of the City of Shasta Lake to engage in collective bargaining with legally recognized employee organizations designated to represent a group of City employees. The City Manager is designated as the City-delegated representative for bargaining purposes. The City Manager is delegated the responsibility to negotiate provisions of a Memorandum of Understanding (M.O.U.), subject to City Council's approval. Provisions of the M.O.U. will cover and establish the personnel practices that will apply to employees included within the bargaining unit to the extent that the practices are covered by the M.O.U. For practices and policies not covered by the M.O.U., these policies shall apply.

If any conflict exists between this policy and the current M.O.U., the current M.O.U. will be followed by, and as it applies to, all bargaining unit employees.

Department Heads and unrepresented employees are "at will" employees. Employment and removal of "at will" employees is the responsibility and duty of the City Manager.

The City Manager is hereby delegated the responsibility to ensure that a periodic performance evaluation system, as well as other informal communications and supervisory systems are established to ensure that employees are provided with adequate and appropriate direction, training, and supervision to enable them to perform and achieve the results established by their supervisor for their respective position.

	Progressive Discipline Procedure
--	----------------------------------

Employee discharge for poor performance or misconduct ordinarily will be preceded by an oral warning and a written warning, where appropriate.

The following outlines the City's progressive discipline process:

Verbal warning. A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's personnel file for future reference.

Written warning. Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.

Performance improvement plan. Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the City. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

The City reserves the right to proceed directly to a written warning or to termination for misconduct or performance deficiency, without resort to the prior disciplinary steps, when the City deems such actions appropriate and necessary.

	Delivery of Notice of Discipline
--	----------------------------------

The Department Head shall notify the employee directly or by certified mail. Such notice shall be mailed to the employee's last known address as reflected on the books and records of the City. The employee is responsible for keeping the City apprised of the employee's correct address. A copy of notice shall be placed in the employee's personnel file.

The disciplinary action shall be final and conclusive, unless within five calendar days after the service of such notice, the affected employee files with the City Manager a request for appeal.

The City Manager shall set a time and place for a hearing upon such appeal and serve notice thereof upon the affected employee and Department Head. The meeting shall occur within ten calendar days of the date the employee requests the hearing. At such time and place, the City Manager shall conduct a hearing and shall consider all testimony and documentary evidence presented for the purpose of determining whether the proposed action is factually supported.

The City Manager shall affirm, overrule, or modify, in whole or in part, the proposed action. The City Manager shall render the decision in writing and place in employee's personnel file. The decision of the City Manager shall be final.

The employee shall have the right to respond at all stages of any disciplinary action. The employee shall have the right to be represented at all stages of any disciplinary action.

Voluntary Termination

The City will consider an employee to have voluntarily terminated his or her employment if an employee does any of the following:

- A. Elects to resign from the City. The resignation is effective upon delivery by the employee to the employees' immediate supervisor, however, the City Manager may at the City Manager's sole discretion and authority, permit an employee to withdraw a resignation.
- B. Fails to report to work without notice to the City for a period of **three (3)** consecutive days.

Resigning or retiring employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the City. When an employee voluntarily resigns from the City, the Employee's last day worked will be considered his/her last day as an active employee. All accrued, unused PTO, CTO, and applicable sick leave in accordance with the sick leave policy will be paid out at the time of separation and will be made available on the next scheduled payday.

Involuntary Termination

An employee may be terminated involuntarily for cause based on a history of poor performance, misconduct, or other violations of the City's rules of conduct, including, but not limited to, the following:

- A. Incompetence or inefficiency in the performance of the duties of the position.
- B. Insubordination, including but not limited to, refusal to do assigned work or refusal to follow directives.
- C. Carelessness or negligence in the performance of duty or in the care or use of City property.
- D. Discourteous, offensive, or abusive conduct or language toward other employees or the public.
- E. Dishonesty.
- F. Drinking alcoholic beverages or the illegal use or possession of a controlled substance on the job, or reporting to work while under the influence of an alcoholic beverage or a controlled substance.
- G. Involvement in a work related accident while under the influence of an alcoholic beverage or a controlled substance.
- H. Conviction of any crime involving moral turpitude. Moral turpitude, for the purpose of employee discipline, will be defined as: fraud, dishonesty, serious sexual offenses, embezzlement, theft, falsification of records, extortion, or other acts contrary to justice, honesty or morality.
- I. Repeated and unexcused absences or tardiness.
- J. Abuse of the sick leave policy.
- K. Falsification of any information supplied to the City.
- L. Persistent violation or refusal to obey safety rules and regulations.
- M. Offering of anything of value or offering any service in exchange for special treatment in connection with the employee's job or employment, or the

- accepting of anything of value for the granting of special treatment to another employee or to any member of the public.
- N. Willful or persistent violation of the directives of a supervisor or rules of the City.
- O. Any willful failure of good conduct tending to injure the public service.
- P. Abandonment of position.
- Q. Interfering with the work or progress of another employee.
- R. Altercations.
- S. Carrying a firearm or other dangerous weapons on City property or while conducting City business.
- T. Gambling on City property or on City business.
- U. Sleeping on the job or leaving during work hours without authorization.
- V. Conviction of any felony involving moral turpitude or conviction of any felony involving the use, possession, sale or transporting of any illegal, restricted, regulated or controlled substance or drug, including, but not limited to, marijuana or any of its derivatives or extracts.
- W. Unauthorized entry, copying, possession, use or viewing of personnel or confidential files, documents or information.
- X. Violation of the City's sexual harassment policy.
- Y. Violation of any provision in the M.O.U. (Bargaining Unit Employees).
- Z. Failing to report any of these violations to the City.

	Termination due to Reorganization, Economics, or Lack of Work
--	---

At times the City may have the need to terminate an employee as a consequence of reorganization, job elimination, economic downturn, budgetary reasons, elimination of job services and/or programs, or lack of work. Should the City consider such terminations a necessity, the City will provide all affected employees with two weeks' advance notice. If less than two weeks' notice is provided, the employee will be paid for the difference between the date of layoff and two weeks.

At the sole discretion of the City Manager, a demotion or transfer to another department or classification may be made to prevent a layoff, provided the employee is qualified by education and/or experience and is capable of performing the duties of the classification. The Department Head, in consultation with the Personnel Officer, and as approved by the City Manager, will affect the layoffs.

Reduction in Force: When it becomes necessary to reduce the work force at the City, the City Manager shall designate the job classification and department in order to affect a reduction in the work force. Contract, temporary, part-time, seasonal, and probationary employees in the same job classification, as ones proposed to be reduced within the City shall be laid off first. Although the City Manager may elect to do so, he/she is not required to allow laid-off employees to "bump" employees in other classifications unless the employee has previously successfully held a position in another classification, in which case the laid-off employee would be considered for layoff, if any, from the previously held classification, along with others in that classification, in accordance with the "Order of Layoff" set forth below.

Probationary promotion employees who are laid off shall, if applicable, be returned to their former classification. Employees who accept lower positions or transfers in lieu of layoff shall be placed at the salary range of the new position.

Order of Layoff: The order of layoff of regular employees within the same job classification shall be made with the cooperation of the local bargaining units and in accordance with a system that favors retention of more meritorious employees, based upon evaluation of the following factors, listed in order of importance:

1. The two most recent performance evaluation records as finalized and/or filed in the employee's personnel file, except when an employee has less than 2 years of service within the City. In that case, only one performance evaluation will be used;
2. Documents of disciplinary action during the preceding 24 months;
3. Seniority (length of service in career position)
 - a. In the classification;
 - b. In the Department; and
 - c. At the City.

The City Manager may deviate from these criteria for good cause, including the desirability of maintaining a department or work unit with adequate staffing to perform required service, and maintaining employees in the classification or department who have demonstrated the ability to perform work available.

Seniority: Seniority is determined from the day of employment in a City department as a regular employee, provided that any regular employee who, as a result of a promotion, transfer, or voluntary demotion, is hired to a regular position in another department, shall, for purposes of layoff, carry seniority previously acquired over to the new department.

Seniority shall continue to accrue during periods of vacation, sick leave, layoff not exceeding two years; any authorized leave of absence or any call to military service for the duration of the call to duty. Seniority shall not accrue during any other break in continuous service, unless required by law.

Attendance

In addition to the general rules stated above, the City may discipline employees for failing to observe the following specific requirements relating to attendance:

- A. Reporting to work on time, observing the time limits for rest and lunch periods, and obtaining approval to leave work early; and
- B. Notify the supervisor in advance of anticipated tardiness or absence.

Not reporting to work and not calling to report the absence is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps.

Expected Conduct and Performance Improvement
--

Employees are expected to observe certain standards of job performance and good conduct. When the employee does not meet the City's standards of performance or conduct, the

City will endeavor, when it deems appropriate, to provide the employee a reasonable opportunity to correct the deficiency.

If an employee is disciplined for poor job performance, then that employee will have the opportunity to improve all aspects of job performance by meeting with a supervisor or Department Head, to set up a Performance Improvement Plan.

The Performance Improvement Plan is the same plan as used in follow up of employee evaluations for poor performance. The affected employee and supervisor complete this plan. Each party will maintain a copy to keep track of progress. If no progress is made within a reasonable amount of time, decided by the supervisor, then disciplinary steps shall proceed up to and including termination.

Exit Interview

Employees who leave the City's employment for any reason may be asked to participate in an exit interview. This interview is intended to permit terminating employees the opportunity to communicate their views regarding policies and procedures, work within the City, job duties, job training, job supervision, efficiency of the crew or staff they worked with, and job benefits.

At the time of the interview, employees will be expected to return all City furnished property, such as uniforms, tools, equipment, ID cards, keys, credit cards, documents, and handbooks. Arrangement for clearing out personal belongings, clearing up any debts to the City and receiving the final pay also will be made at this time.

Exit interviews may be conducted by the employee's supervisor, City Manager, Personnel Officer, or someone designated in writing by the City Manager.

Chapter Name	11. Hours of Work, Overtime, CTO, On Call Pay, and Pay Day
--------------	---

City employees are compensated for the hours spent working. Each employee must keep track of hours worked, not worked, and overtime approved by the supervisor. Employees will submit their time record biweekly as directed by their supervisor. All absences from work schedules should be appropriately recorded.

The City operations are 24 hours a day 7 days a week.

All full-time employees will receive 40 hours per week of employment, provided they report for duty and are capable of performing their work. The City retains the right to lay off or release employees due to lack of work or other valid reasons.

Each employee shall report for work at the employee's regularly established headquarters and shall return thereto at the conclusion of the day's work and the time spent in traveling between such headquarters and the job site shall be considered as time worked.

	Hours of Work
--	---------------

Workweek. Consists of seven (7) consecutive calendar days, Sunday through Saturday, and, except as otherwise provided herein, a basic workweek is defined to consist of five consecutive workdays of eight hours each, Monday through Friday.

A 9/80 work schedule can be utilized, but is subject to the approval of the Department Head and City Manager. The 9/80 program can be terminated if it no longer meets the needs of the City.

For employees assigned to City Hall, the regular work hours shall be 7:00 a.m. to 4:00 p.m. with a one hour lunch period. For employees assigned to fieldwork, the regular work hours shall be 7:00 a.m. to 12:00 noon and 12:30 p.m. to 3:30 p.m. For employees assigned to the Corporation Yard office the regular work hours shall be 7:00 a.m. to 4:00 p.m. with a one hour lunch period. Notwithstanding the foregoing, the regular lunch period may be advanced or delayed up to one hour without the payment of overtime compensation.

All employees shall receive two paid fifteen-minute breaks. One break shall come approximately mid-morning and the second shall come approximately mid-afternoon. The break period shall not interfere with the completion of emergency work. The break period is not accumulative.

	Overtime Procedure (Nonexempt Employee Only)
--	--

Nonexempt employees may be required to work overtime beyond their scheduled work week, if in the judgment of their supervisor overtime is necessary to meet emergencies or to complete an assignment. Before an employee works overtime it must be approved by the employee's supervisor. Employees who work routine overtime without approval from their supervisor may be disciplined. Travel time associated with the performance of job duties will be allowed as overtime subject to prior approval of the employee's supervisor.

All overtime computed pursuant to this section shall be rounded up to the nearest quarter hour. No employee may be required to work more than sixteen (16) consecutive hours except as may be necessary for the preservation of life or property. Overtime is calculated based on hours actually worked in a pay period and for purposes of the calculation does not include holidays, PTO, sick days or other paid leave taken. Hours worked in excess of forty (40) hours per week will be compensated at the rate of one and one-half times the employee's regular hourly rate of pay.

	CTO in Lieu of Payment for Overtime
--	-------------------------------------

An employee may choose to accept compensatory time off (CTO) in lieu of cash compensation for overtime worked as provided in this section. A total of up to forty (40) hours of CTO in a fiscal year (July 1 to June 30 the following year) may be earned at the appropriate overtime rate.

An employee shall not be entitled to earn more than a total of forty (40) hours CTO in any fiscal year as described above. CTO shall be used and scheduled, like PTO, in accordance

with the PTO policy. CTO may not be carried over from fiscal year to fiscal year unless approved in advance in writing by the City Manager or designee. The employee shall be paid for any such CTO in excess of 40 hours during the fiscal year.

	Makeup Time
--	-------------

The City understands that from time to time, short-term personal matters will arise that our nonexempt employees will need to attend to during the workday. To avoid any loss of pay or the need to use your other paid time off benefits when such situations arise, nonexempt employees can request to work makeup time to handle personal matters that require only a few hours off. Requests to work makeup time must be made in writing and signed by the employee making the request before taking time off or working makeup time. All makeup time requests must be approved by your supervisor in advance. Makeup time requests can be made up to 30 days in advance of when the makeup time is to be worked. You may work makeup time before or after taking time off, provided that the specific dates that the makeup time is to be worked are provided for in your written request, and that the makeup time is worked in the same workweek that the time off is taken. If you request time off, work makeup time, and then later find that the time off is not necessary, you will nonetheless be required to take the requested time off unless otherwise approved by your supervisor. You will not be entitled to daily overtime pay for hours worked in excess of eight in a day if those hours are makeup time. Under no circumstances will you be allowed to work makeup time that would result in working more than 11 hours in a workday or 40 hours in a workweek.

	On Call Pay
--	-------------

An on-call employee who is called back to work outside his or her normal work schedule shall be paid for the time worked or a minimum of two hours, whichever is greater.

Time worked while on call will be calculated at the employee's regular rate of pay. If an employee is called back to work, they will be paid for travel time. If an on-call employee is not called back, no pay will be earned. Overtime compensation is applicable only when total hours worked exceed forty (40) hours in a workweek.

	Payday
--	--------

Paychecks are delivered to each appropriate department every two weeks on a Friday before the **end of the workday** following the Monday that the time cards are turned in.

Employees may be paid by check or through direct deposit of funds to the financial institution of their choosing.

If an employee resigns, his or her paycheck will be available on the next regularly scheduled payday..

If an employee is terminated involuntarily, his or her paycheck will be available at the time of discharge. The employee's final paycheck will include payment for all wages due and not previously paid and for accrued but unused PTO/CTO time, and applicable sick leave in accordance with the sick leave policy, minus authorized deductions.

Chapter Name	12. Employee Travel and Reimbursement
---------------------	--

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the City.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travel for staff must be authorized in advance. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit a Travel Request/Expense Report and supporting documentation to obtain reimbursement of expenses.

Exempt employees will be paid their regular salary for the time in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.

Examples of non-reimbursable expenses include, but are not limited to: personal portion of any trip; political or charitable contributions; family expenses including partner's expenses when accompanying employees as well as children or pet-related expenses; alcoholic beverages; entertainment expenses including movies, sporting events, or other cultural events; non-mileage auto expenses including repairs, traffic/parking citations, insurance or gasoline; and personal losses incurred while on City business.

Transportation

- A. Airfare. Coach class priced on round-trip purchase; or one-way (both directions) whichever is most cost effective. Every attempt should be made to secure advance pricing.
- B. Automobile. Mileage will be reimbursed based on current IRS mileage rates. These rates are intended to compensate the driver for gasoline, insurance, maintenance and other expenses. This amount does not include bridge and road tolls, which are also reimbursable when necessarily incurred. Every attempt to travel in a City vehicle should be made prior to using a personal vehicle. Please also see the Vehicle & Motorized Equipment Policy.
- C. Car Rental. Economy, compact or mid-sized rentals only. If several officials and/or employees are sharing a car rental, a larger size may be appropriate. Attempts should be made to acquire the lowest rate through competitive shopping and advance reservations. Applicable loss damage waiver insurance is encouraged. Car rentals may be considered an alternative to airfare or mileage reimbursement where the cost of airfare or mileage equals or exceeds the cost of car rental.
- D. Taxis/Shuttles. Taxis or shuttle fares may be reimbursed, including a gratuity not to exceed 15 percent per fare, when the cost of such fares are equal to or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

	Lodging
--	---------

- A. Conference/Meetings. If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, see below.
- B. Other Lodging. Travelers must request government rates, when available. A listing of hotels offering rates in different areas is available through the State of California’s “Lodging Guide Program.” Lodging rates that are equal to or less than government rates are presumed to be reasonable and reimbursable for purposes of this policy.

	Meals
--	-------

- A. While Traveling. Meal expenses and associated gratuities will be reimbursed according to the current federal M&IE “Standard Meal Allowance” per diem per current IRS guidelines, if the travel is overnight. Per diem rates can be found here: <http://www.gsa.gov/portal/content/104877> . The federal rate will be paid without itemization of expenses or receipts. If an employee chooses to request specific reimbursement for meals, original itemized receipts are required. Partial per diem is based on travel times per IRS guidelines. Meals included in the conference expenses or paid for by another organization/person are not reimbursable. Meal daily allowance is not allocated to a specific meal; therefore, the entire amount may be used for breakfast, lunch or dinner, as the employee desires. Gratuity may be included on meal expenditures; however, the employee must not exceed the total meals daily allowance allotment.
- B. Non-Travel. Purchase of meals for a group that are paid by the City are, in general, limited to those that serve a valid business purpose. A detailed receipt must be submitted for reimbursement, which includes the names of attendees, along with the purpose. Employees are expected to exercise good judgment.

	Other
--	-------

Reasonable baggage handling fees and gratuities of up to 15 percent will be reimbursed. The City will reimburse the cost of the first checked luggage only. Internet, phone and fax expenses incurred on business will be reimbursed upon submission of a photocopy of the bill and reasonable justification that the expense was necessary for business.

If traveling with a City issued credit card, employee **must** adhere to the **credit card policy**. It should be recognized that some expenditures may be subject to reporting under the Political Reform Act and/or other laws or may be prohibited altogether.

All City expenditures are public records subject to disclosure under the Public Records Act. Violation of this policy, improper use of public resources or falsifying expense reports may result in any or all of the following: loss of reimbursement privileges; a demand for restitution to the City; Civil penalties up to the maximum per day and three times the value of the resources used; prosecution for misuse of public resources; disciplinary action, up to and including termination, dependent upon the severity and frequency.

Chapter Name	13. Employee Benefits
---------------------	------------------------------

To provide all eligible employees a City paid benefit package that includes unemployment, retirement, medical, dental, vision, life, and disability.

Unemployment insurance shall be paid by the City in accordance with the laws of the State of California.

The City carries Workers' Compensation Insurance as required by law to protect employees who might be injured on the job. The City pays the cost of this coverage.

	Retirement Plan
--	------------------------

All regular employees are covered by a retirement program by way of an agreement between the City and the State of California Public Employee's Retirement System (PERS). Effective January 1, 2013, the City added retirement tiers for the Miscellaneous Plan for new employees as required under the Public Employee Pension Reform Act (PEPRA). New employees hired on or after January 1, 2013, will be subject to new lower pension formulas. Employees are required to contribute a set percentage of their annual covered salary. The City shall pay the employer portion to PERS and remit the employee's portion on the employee's behalf.

The City also has a 457 Deferred Compensation Plan, provided under Section 457(b) of the Internal Revenue Code. Tax-deferred contributions may be invested by the employee through salary reductions.

	Group Insurance
--	------------------------

Effective the first day of the month following completion of one month's employment or as required under insurance coverage requirements, all regular and probationary employees are eligible to participate in group insurance benefits consisting of health, life, and dental plans. The maximum City contributions for medical, hospital, surgical, major medical, life, dental, and vision insurance is limited to the City Cap (defined as the maximum City insurance contribution, which is currently 100%).

Each employee may participate in the medical, hospital, surgical, and major medical plan. Coverage shall also include life insurance (employee only), and for employee and employee's dependents, a dental and vision plan. (The employee need not participate in the health plan to qualify for dependent coverage on dental and vision.) The City will pay 100% of the CalPERS Select health plan, including dental and vision. The City will not pay for any plan premium in excess of the Select Health plan. Employees may remain, or move during open enrollment, to a higher premium qualifying health plan, however the employee will cover the additional cost of such plan.

Life insurance is up to 1.5 times an employee's annual salary up to \$150,000. More specific information is provided in the carrier's booklet, which can be provided by the Human Resource Department.

The employee may decline any insurance coverage provided by the City (with the exception of the employee life, dental, and vision) with no additional or transfer of benefits at the City expense.

All sums in excess of the maximum City insurance contribution per employee per month, shall be withdrawn from the employee's paycheck by automatic payroll withdrawal and such excess monthly premiums shall be paid to the insurance carrier, broker or otherwise as appropriate.

	Group Disability Insurance
--	----------------------------

Effective the first day of the month following completion of one month's employment or as required under insurance coverage requirements, all regular and probationary employees are eligible to participate in the group disability insurance through Standard Insurance Company according to the terms, conditions, and eligibility requirements of such insurance. The City shall pay the premium for such insurance.

	Supplemental Insurance
--	------------------------

The City offers a supplemental after-tax insurance product to employees through a private insurance provider. Insurance products available may include disability, dental, cancer, critical care and recovery, accidental death and dismemberment. Supplemental insurance is paid by the employee through salary reductions. For more information contact the Human Resource Department.

	Other Post-employment Benefits (OPEB)
--	---------------------------------------

The City offers continuation of medical insurance coverage to employees that retire under CalPERS (California Government Code Section 22893). The retiree and his/her beneficiaries receive this coverage for the life of the retiree with the option for surviving spouse coverage. A minimum of 10 years of service credit is required to receive a 50% employer contribution. Each additional service credit year after 10 years, increases the employer contribution by 5%. At 20 years the retiring employee is eligible for 100% of the employer contribution, which is determined by the 100-90 State Annuitant Contribution Rates. The retiree's share of premium cost ranges from 0% to 100%, depending on the employee group. The remaining premium is paid by the City. State legislation, which covers, CalPERS, has established that retirees receive the same healthcare benefits that are offered to the active employees and established the retirees' share of premium cost, which can be amended by the state of California. City Council establishes and may amend the benefits offered.

Employees will contribute \$40 fixed per pay period (26 pay periods annually) towards retiree health care. The employees' deductions will be a pre-tax contribution. All contributions become an asset of the City's other post-employment retiree health care trust and are not refundable.

There are exceptions to the benefit and not all rules have been discussed here. Employees should review the current CalPERS vesting resolution for more information.

Chapter Name	14. Paid Time Off (PTO)
---------------------	--------------------------------

All eligible City employees shall be provided with a paid leave benefit called Paid Time Off (PTO). The PTO benefit is earned bi-weekly and may be scheduled at the mutual convenience of the employee and the City. The benefit can be accumulated and up to one year PTO may be carried forward to the next fiscal year, as set forth below.

The City Manager is responsible for the administration of PTO. The individual Department Heads are responsible for ensuring that the employee schedules PTO leave. In the event that the employee does not schedule it, the Department Head will establish a PTO leave schedule.

Each individual employee is responsible for scheduling his/her own PTO leave annually. Each employee is also expected to schedule his/her vacation at the beginning of each fiscal year within a reasonable amount of time.

PTO. - A paid leave benefit earned and accrued each pay period by regular and probationary full-time employees for all paid regular work hours, as well as jury duty, bereavement, hospitalization, or any other qualified paid leave.

Fiscal Year. - The City of Shasta Lake’s fiscal year is defined as the period between July 1 to June 30 of the following year.

Eligibility

All full-time regular and probationary employees with a regular workweek of forty hours are eligible to use PTO upon accrual. Part time/temporary employees are not eligible for PTO and therefore will not accrue PTO time. PTO is earned at a rate determined by the employee’s length of service with the City as outlined below.

Procedure

The accrual of PTO will start with the first hour worked by the eligible full-time regular and probationary employee. The maximum hours of PTO allowance that can be accumulated is as follows:

Length of Service	Annual PTO Accrual	Bi-Weekly Accrual	Maximum Annual Carryover of PTO
0 through 4 years	Maximum 160 Hours	6.15 Hours	240 Hours/30 Days
5 through 9 years	Maximum 200 Hours	7.69 Hours	300 Hours/37.5 Days
10 years and beyond	Maximum 240 Hours	9.23 Hours	360 Hours/45 Days

Use of PTO

Earned and accrued PTO may be used for any reason but must be used before non-paid time off will be granted (except for military leave).

- A. PTO cannot accrue while an employee is on a non-pay status, industrial Accident Leave, nor Short -Term/Long Term Disability, nor will it accrue for work periods of overtime, standby, or call back.

B. PTO must be scheduled in advance and be approved by the employees' Department Head or supervisor.

Employees shall have one hour of PTO deducted from their own accrued PTO for each hour of PTO taken. PTO time taken shall be recorded on each employee's time sheet. PTO may not be used in less than a quarter-hour segment.

Requests for PTO will be approved based on a number of factors, including department operating and staffing requirements. The Department Head or supervisor should return the leave request to the employee within three business days of the date it is submitted indicating that the request has been approved or denied. If the request for PTO is denied, the Department Head or supervisor should provide an appropriate reason on the form returned to the employee.

The maximum amount of PTO that may be taken at one time shall not exceed twenty (20) working days without approval by the City Manager. The employee will be expected to submit their request in writing stating the period of leave requested and the reason for a leave of greater than twenty work days. The request will be submitted for evaluation and may be approved or disapproved by the Department Head and City Manager.

Employees will be encouraged to use all annually accrued PTO each year. Employees PTO balances will be allowed to carry over to the next fiscal year based upon their longevity. (See Maximum Annual Carryover of PTO table.)

	General
--	---------

Employees may elect to receive a cash-out of up to two week's PTO or administrative leave per fiscal year. The employee must turn in a written and signed request to the Human Resource Department to facilitate this cash-out. Cash outs will be paid and available at the next payroll pay date.

PTO will be paid on the regular payday after a regular pay period. Each employee is responsible to have his or her time card in and PTO time written on the time card, at the regularly scheduled time, or earlier.

If an employee dies before their accrued PTO is used, the value of the PTO time, based on the employees pay rate, will be calculated and arrangements made to provide on the employee's final pay check.

If an employee is on PTO and becomes seriously ill, and

- A. If the illness falls under the provisions for Sick Leave, and
- B. The employee notifies their own Department Head, that employee will be allowed to use Sick Leave if eligible, and reschedule their PTO for a later date.

Employees whose employment with the City is terminated for any reason (termination, resignation, retirement) shall, at the time of termination, receive pay for any unused portion of PTO hours previously accrued and unused throughout the final day of employment based on the employee's current hourly rate.

Administrative Leave

Exempt positions will be allowed eighty (80) hours of administrative leave annually. Administrative leave hours may not be rolled over or accumulated from one fiscal year to the next. Any administrative leave time off must be scheduled and approved by the City Manager or Department Head.

Chapter Name 15. Holidays

The City observes the following standard holidays and provides all regular full-time and probationary employee’s time off with pay at their normal base rate unless otherwise provided in this policy.

1. January 1 - New Year’s Day
2. Martin Luther King Jr. Day
3. Presidents Day
4. The last Monday in May - Memorial Day
5. July 4 - Independence Day
6. The first Monday in September - Labor Day
7. November 11 - Veterans’ Day
8. Thanksgiving Day
9. Friday after Thanksgiving
10. December 25 - Christmas Day

Additional holidays observed by Management Employees only.

11. Christmas Eve

In the event that Bargaining Unit employees have not adopted these holidays in their MOU, the MOU will be followed.

Procedure

Except, as provided herein, whenever any of the holidays fall on a Sunday, the holiday shall be observed by the City on the following Monday. Whenever any of the holidays fall on a Saturday, the proceeding Friday shall be observed by the City as a holiday.

Notwithstanding the foregoing, for those employees who are regularly scheduled to work other than Monday through Friday, whenever any of the above-listed holidays fall on a Saturday or Sunday, and that day is an employee’s regular work day, the holiday shall be observed on the day before an employee’s first regular day off. Whenever a holiday falls on such employee’s second regular day off, the holiday shall be observed the day after such employee’s second regular day off.

Holidays that fall on an employee’s vacation are not to be counted as vacation days taken.

Eligibility

Only full-time regular and probationary employees are eligible for holiday pay. All employees are ineligible for holiday benefits that accrue while on a leave of absence. Part-time employees are not eligible for nor will they receive any compensation for holidays unless they work on a scheduled holiday.

Chapter Name	16. Sick Leave
---------------------	-----------------------

This policy describes the benefit and establishes rules and regulations governing the administration of the benefit. Sick Leave is a benefit that provides all eligible City employees paid leave for absences due to:

- A. The inability of an employee to be present or perform the employee's duties because of personal illness, off duty injury or confinement for medical treatment.
- B. Non-chronic illness of the employee's child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling, biological, adoptive, or foster parent, stepparent, or legal guardian or registered domestic partner's child which requires the employee's attendance subject to the discretionary approval of the employees' Department Head.
- C. Employee's preventative medical and dental appointments (within reason) and dependent care are acceptable uses of sick leave.
- D. Pregnancy, when a physician has certified as to the employee's physical inability to perform the work due to pregnancy or childbirth.
- E. The birth of the employee's child or to care for a newborn of the employee.
- F. For victims of domestic violence, sexual assault or stalking:
 1. Seek medical attention for injuries
 2. Obtain domestic violence victim services
 3. Obtain psychological counseling
 4. Participate in safety planning.

Short-Term Illness. - an absence of scheduled work caused by an injury or illness lasting twenty-four consecutive work hours or less.

Extended Illness. - an absence from work greater than three days (24 hours) of sick leave that is caused by injury or illness. An extended illness may require a doctor's notice and a doctor's release to return to work.

Industrial Accident Leave. - any injury or disease which comes under the State of California Worker's Compensation Insurance and Safety Act.

Non Chronic Illness. - a non-recurring, non-persistent illness. An illness that is not of a long duration.

Preventative Appointments. -Employee's preventative medical and dental appointments (within reason) and dependent care are acceptable uses of sick leave.

Improper Use of Sick Leave. -Evidence substantiating any improper use of sick leave, use of such leave for anything other than a bona fide reason, or any violation of the rules herein shall be considered grounds for disciplinary action, up to and including termination.

Misuse of Sick Leave. -Use of sick leave for that which it was not intended provided.

Pattern of Abuse. -Consistent periods of sick leave usage, for example:

- A. Before and/or after weekends.
- B. Any one specific day.
- C. Continued pattern of maintaining zero or near zero sick leave balances.
- D. Excessive use of more sick leave than accrued or granted.

Hospitalization. A stay in a hospital of one night or more that requires the patient to receive continuing care from the hospital staff as required by a physician.

Out-Patient Surgery. - A surgery procedure performed on a patient in a hospital, out-patient surgery center or at a physician's office that does not require overnight care by medical professionals as required by a physician.

Job Related Illness or Injury. - An illness or injury that comes under the State of California Worker's Compensation Insurance and Safety Act that occurs to an employee on the job.

	Eligibility
--	--------------------

All regular, probationary, temporary, part-time, and seasonal employees shall accrue Sick Leave hours for all hours worked and will be eligible to use Sick Leave hours once accrued. If an employee is to be absent from work due to illness or other allowable reason, the employee must notify the supervisor by telephone within the first half hour of normal reporting time, or earlier, if possible for each day sick.

Full-time employees (includes full-time probationary) will accrue at a rate of 3.04 hours per pay period or 10 days per year. Part-time, temporary, and seasonal employees will accrue at a rate of 1 hour per every 30 hours worked. Part-time, temporary, and seasonal employees are limited to using no more than 3 days of Sick Leave per year and may not accrue and carryover more than 6 days or 48 hours of Sick Leave. Sick Leave shall accrue on each hour worked. For full-time and full-time probationary employees, Sick Leave shall accrue also on all paid leave without limit during employment with the City (includes paid holiday, jury duty, bereavement, and PTO hours).

Part-time, temporary, and seasonal employees must satisfy a 90-day employment period with the City before the employee can actually take any Sick Leave.

Paid Sick Leave hours will not accrue during Industrial Accident Leave, Short-term/Long-term disability or any non-paid leave of absence.

Each employee shall have one hour of paid sick leave deducted for each regularly scheduled work hour that employee is on paid sick leave. Sick Leave time taken shall be recorded on each employee's time sheet. Each employee may use Sick Leave as it accrues but will only receive paid sick leave up to the amount of hours that the employee has accrued.

Sick Leave shall begin with the first regularly scheduled work hour absent due to illness or injury requiring the employee to be hospitalized or due to an outpatient surgery procedure or on the job injury.

An employee may be disciplined for excessive absenteeism or tardiness (excused or not) which affects the employee's ability to perform assigned duties; interferes with the efficient or effective operation of City programs, or establishes a pattern of abuse or neglect. Each situation of excessive absenteeism or tardiness shall be evaluated on a case-by-case basis (exceptions may include FMLA leave or other approved leaves of absence).

Use of Sick Leave

In the event that an employee becomes ill during working hours and is placed on Paid Sick Leave prior to the close of the work day, such Paid Sick Leave shall be calculated to the nearest hour, unless the requirements are met to directly receive paid sick leave, as outlined in above in this chapter. Should sick time be used for a short-term reoccurring illness of the employee or qualified family member which allows the employee to return to work on a limited basis, the City Manager may, at his/her discretion, deem this to be a special circumstance.

Employees Without Accrued Sick Leave or PTO

In the event an employee has no accrued Sick Leave and PTO, or has used all that has been accrued, and is still unable to return to work, the employee may request an unpaid leave of absence.

General

The City may require an employee requesting to return to work after Sick Leave or Leave of Absence for medical reasons, to submit to a medical examination by a physician or physicians approved by the City for the purpose of determining that such employee is physically fit and able to perform the duties of the employee's former position without hazard to the employee, or to the employee's fellow employees, or to the employee's own permanent health, or to the public. Such examination(s) shall be at the sole expense of the City and the report from the physician shall be made to a Personnel Officer.

In the event that an employee is absent on Paid Sick Leave in excess of three consecutive working days, the employee may be required to file with a Personnel Officer a written statement by a physician certifying that the employee's condition prevented the employee from performing the duties of the employee's position.

If a holiday which an employee is entitled to have off with pay, occurs on a workday during the time an employee is absent on Sick Leave, the employee shall receive pay for the holiday as such and it shall not be counted as a day of Sick Leave.

Employees with Ten Years' of Service are Eligible for Partial Sick Leave Payoff

For employees hired prior to July 1, 2016, whenever a regular employee voluntarily terminates employment (in good standing) after ten or more consecutive years of service, the employee can elect to be paid, at the employee's regular rate of pay, for 25% of the employee's accumulated Sick Leave hours, provided, however, that the maximum payment shall be for no more than 100 hours. Employees with less than ten years of service are not eligible for this benefit. This policy does not apply to employees hired after July 1, 2016.

Currently Employed by a CalPERS-covered Agency
--

If you are currently employed by a CalPERS agency and are retiring, you may be eligible to convert sick leave time to service retirement credit. CalPERS rules are governed by CalPERS and are subject to change without notice.

Chapter Name	17. Leave Donation Policy
--------------	----------------------------------

An employee who has been continuously employed by the City for five (5) years and has exhausted his/her entire balance of Sick Leave, PTO, and any other paid leave, and who has been absent from work for twenty (20) working days in any consecutive six (6) months (including time off on Sick Leave) due to an illness or injury which is not covered by Industrial Accident Leave, is eligible to request donations of leave (sick or PTO) from other employees.

An employee who is absent from work under the provisions of Industrial Accident Leave, is not a qualified employee and therefore is not eligible for the “call for donations” benefit. Employees with one year continuous employment with the City may request a “call for donations” by way of the following:

- A. Upon the written request of the qualified employee to a designated Personnel Officer, the Personnel Officer shall issue to all employees a “call for donations” for leave.
- B. The “call for donations” shall specify the name of the requesting qualified employee.
- C. Employees may, within 20 days of the issuance of the “call for donations,” respond and request, in writing, that the City transfer to the qualified employee up to, but no more than, five days of leave from the responding employee to the qualified employee.
- D. The dollar value of the leave of the responding employee shall be calculated and translated into the appropriate amount of leave for the qualified employee based on the qualified employee’s rate of pay.
- E. A “call for donations” for a qualified employee shall be issued for that qualified employee, upon his/her written request, not more often than once every 60 days.
- F. If the qualified employee ceases to be an employee of the City at any time after the transfer of leave from the responding employee, any leave credited to the qualified employee shall remain as an account on the City’s records. The City shall automatically credit the remaining credit of leave hours to the next qualified employee who requests a “call for donations.”
- G. If the qualified employee returns to work, then any leave credited to the qualified employee shall remain credited to the qualified employee’s leave account and shall not be returned to the responding employee’s leave account.

Chapter Name	18. Leave Without Pay
--------------	------------------------------

An employee who has a need to be absent from work, and who is not eligible for leave with pay, may request to be placed on leave without pay. Leave without pay may be granted by the City Manager in consultation with the Personnel Officer. Leave without pay in excess of one week shall require the approval of the employee's Department Head and the City Manager.

Upon the request of an employee, the City shall discuss the applicability of the Moore-Brown-Roberti Family Rights Act (Government Code section 12945.2 (c)(2)(A) (50 employees) and 12945.2(a) (12 months of service)) and the Federal Family and Medical Leave Act of 1993, and ascertain the applicability of its provisions with respect to any requested leave of absence.

Benefits

An employee returning to work from leave without pay shall be paid the same salary he/she was paid prior to such leave.

An employee on leave without pay shall receive no compensation and shall accrue no PTO, administrative leave, or sick leave while on such leave. An employee who is on leave without pay shall pay to the appropriate agency all debts usually paid by payroll deductions. The City is not responsible for making any such payments.

Any employee requesting a leave of absence without pay shall utilize all of his/her accrued PTO, administrative leave, and sick leave prior to the start of leave without pay. Determination of the granting of leave of absence without pay is not grievable.

A leave of absence without pay of 30 days or more shall result in suspension of contributions to retirement, life insurance, medical, dental, and other designated benefit plans until the employee is reinstated.

Chapter Name	19. Bereavement Leave
--------------	------------------------------

The employee that is requesting bereavement leave shall, in writing, notify the Department Head of the time of expected absence and the date of return to work.

Regular employees shall be entitled to a paid leave of absence not to exceed five days for each non-concurrent death in the immediate family.

For the purpose of this policy, immediate family means the employee's parents/step parents, spouse, brother/sister/step-brother/step-sister/half-brother/half-sister, child/step-child, grandparent/step-grandparent, great grandparent/step-great grandparent, domestic partner, grandchild/step-grandchild, great grandchild, father/mother-in-law, brother/sister-in-law, son/daughter-in-law, or any person residing in the employee's household.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. An employee may, with supervisor approval, use any available PTO for additional time off as necessary.

Chapter Name	20. Jury Duty and Witness Leave
--------------	--

Regular employees who are summoned for jury duty or for the purpose of serving as a witness for the City will receive their regular earnings for hours lost from scheduled work. If the employee is excused from jury duty or witness service within normal working hours,

the employee must return to work. Any remuneration received from the Court, except expenses for transportation, meals, and lodging, will be paid to the City.

A temporary, seasonal, or part-time employee called for jury duty will not be compensated for time lost while on jury duty, but shall be entitled to retain the employee's jury fees.

Employees who need to spend time in court on personal cases, or when the appearance as a witness is not connected with his/her official duty, will not be granted a paid leave of absence.

Chapter Name	21. School Activities Leave
---------------------	------------------------------------

The Family-School Partnership Act (Labor Code Section 230.8) is a California law that allows parents, grandparents, and guardians to take time off from work to participate in their children's school or child care activities.

Employers with 25 or more employees working in the same location must allow the parent, guardian, or grandparent who has custody of a child enrolled in a California public or private school, kindergarten through grade twelve, or licensed child day care facility, to take up to 40 hours (unpaid) each year (up to eight hours in any calendar month) to participate in activities at their child's school or day care facility. Employees may use their accrued paid time off for the time taken, if they choose.

Chapter Name	22. FMLA/CFRA
---------------------	----------------------

Employees can request a leave without pay for twelve workweeks for the following reasons under the FMLA/CFRA policy;

- A. the birth and care of the newborn child of the employee within 1 year of birth;
- B. placement with the employee of a child for adoption or foster care and to care for newly placed child within 1 year of placement;
- C. to care for an immediate family member (spouse, child, or parent) with a serious health condition; **or**
- D. when the employee is unable to work because of a serious health condition.
- E. up to 26 workweeks for care of an ill or injured service member (qualifying exigency).

Public agencies are covered employers without regard to the number of employees employed. Public as well as private elementary and secondary schools are also covered employers without regard to the number of employees employed.

Policy

FMLA leave runs concurrently with, and is not in addition to, the leave entitlements provided by CFRA leave. CFRA leave may be added onto pregnancy disability leave. At the end of an employee's period(s) of pregnancy disability leave, a CFRA-eligible employee may request a CFRA leave of up to 12 workweeks for reason of birth of her child if the child has been born by this date. There is no requirement that either the employee or child have a serious health condition nor is there a requirement that the employee no longer be disabled

by her pregnancy, childbirth, or related medical condition before taking CFRA leave for reason of birth of her child.

An employee must give advance notice if he/she wants to take a CFRA leave. An employee shall provide at least verbal notice sufficient to make the employer aware the employee needs CFRA qualifying leave. The notice shall state the reason for the leave and its anticipated timing and duration. An employer may require 30 days advance notice before CFRA leave is to begin if the need for the leave is foreseeable. If 30 days is not feasible (e.g., not knowing when leave will be required to begin, a change in circumstances, or a medical emergency), notice must be given as soon as feasible. Under all circumstances, it is the employer's responsibility to designate leave, paid or unpaid, as CFRA leave. In addition, the employer shall respond to a leave request as soon as possible but no later than ten calendar days after receiving the request.

Chapter Name	23. Military Leave
---------------------	---------------------------

The purpose of the Military Leave procedure is to establish how such a leave would impact the affected employee's employment status and benefits.

Employees ordered to report for military duty, will be granted a military leave of absence in accordance with the State of California Military and Veterans Code and Federal law applicable to public employees.

Procedure

- A. The first 30 consecutive calendar days of any such absence in a fiscal year will be considered paid leave if the ordered duty does not exceed 180 calendar days (which includes time spent going to and returning from duty) and the employee has been with the City a minimum of one year. Where a leave is unpaid, in most cases, employees may use their available PTO balances for salary replacement. Pay for leave of absence may not exceed 30 days in any one fiscal year.
- B. Contributions to retirement, life insurance, and medical and dental plans shall be suspended after the first 30 consecutive calendar days of military leave until the employee is reinstated if the employee has been with the City a minimum of one year. However, upon approval of a leave of absence without pay, the employee may elect to continue benefits coverage at his/her own expense, with the exception of retirement.
- C. Life insurance and long-term disability insurance benefits will be subject to the terms of the plan and treated the same as with other employees on other leaves of absence without pay.
- D. Employees on active military duty are not entitled to accrue PTO, sick, administrative, and holiday leave benefits.
- E. Except for probationary employees, an employee's salary anniversary date shall be extended if his/her military leave of absence is in excess of 30 days. If an employee's military leave of absence exceeds 30 days, his/her salary anniversary date shall be extended the same length of time as his/her leave of absence, minus the first 30 days (i.e. if the employee's military leave of absence is 45 days, the employee's salary anniversary date shall be extended 15 days). If an employee is required to perform

military reserve duties while on probation, his/her probationary period shall be extended the same length of time as the military leave. Such extension of the probationary period is not to cast aspersions on any employee, but simply a way to more accurately monitor employee performance.

- F. Employees who have worked for the City for a minimum of one year prior to the date upon which the military leave for active duty of training begins shall, for the first 180 days of the military leave, have the same rights and privileges to promotion and continuance in their position that the employee(s) would have been entitled to if not on military leave.
- G. Employees returning from military leave for active duty of training are entitled to re-employment rights if:
 - 1. The person has given advance written or verbal notice of such military service to the City of Shasta Lake
 - 2. The cumulative length of the absence and of all previous absences from a position of employment with the City of Shasta Lake by reason of military service does not exceed five years; and
 - 3. The returning veteran reports to, or submits a copy of the DD-214 to, the City of Shasta Lake in accordance with the notice provisions listed.
 - 4. As long as the leave of absence is for active duty, upon the termination of the temporary military duty, the employee has an absolute right to be restored to his/her former position and status, or to a position of comparable seniority, status and pay, if such position exists, as long as the duty does not exceed 180 days and the employee is qualified to return to their former position. If no such comparable position exists, the employee shall have the same rights and privileges that he/she would have had if he/she had occupied the position when it ceased to exist and had not taken a temporary military leave of absence.

Exceptions to this policy will occur whenever necessary to comply with applicable laws.

Chapter Name	24. Americans with Disabilities Act
---------------------	--

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position. It is the policy of the City to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the City policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Procedure

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace

safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

The City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the City. Contact the Human Resource Department with any questions or requests for accommodation.

All employees are required to comply with the City's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the City ADA policy.

The Human Resource Department is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

As used in this ADA policy, the following terms have the indicated meaning:

Disability. A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

Major life activities. Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

Major bodily functions. Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed "mental retardation"), organic brain syndrome, emotional or mental illness and specific learning disabilities.

Substantially limiting. In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension,

asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under EEOC final ADA regulations.

Direct threat. A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

Qualified individual. An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

Reasonable accommodation. Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

Undue hardship. An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:

- The nature and cost of the accommodation.
- The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
- The overall financial resources of the employer; the size, number, type and location of facilities.
- The type of operations of the City, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.

Essential functions of the job. Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

Chapter Name	25. Workplace Violence
---------------------	-------------------------------

The City is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent

manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at City-sponsored functions.

All City employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or the Human Resources Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the City, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

The City prohibits the possession of weapons on its property at all times, including our parking lots or City vehicles. Additionally, while on duty, employees may not carry a weapon of any type, unless required for their position of employment. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, multi-tools, and other instruments that are used to open packages and for other miscellaneous tasks), martial arts paraphernalia and stun guns. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The City reserves the right to inspect all belongings of employees on its premises, including, but not limited to, briefcases, purses and handbags and gym bags on City property.

Background

Workplace violence includes:

- A. Threats of any kind.
- B. Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others.
- C. Behavior that suggests a propensity towards violence, which can include belligerent speech, excessive arguing or swearing, sabotage or threats of sabotage, or a demonstrative pattern of refusal to follow the City's policies and procedures.
- D. Defacing City property or causing physical damage to the facilities.
- E. Bringing weapons or firearms of any kind on City Property including parking lots, or while conducting City business.

Reporting

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, customer, consultant, visitor, or anyone else, he or she should notify the Personnel Officer, if a potentially violent non-work-related situation exists.

Investigation

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the City will inform the reporting individual of the results of the investigation.

To the extent possible, the City will maintain confidentiality of the reporting party and of the investigation but may need to disclose results in appropriate circumstances, for example in order to protect individual safety.

The City will not tolerate any retaliation against any employee who reports any acts or potential acts of workplace violence.

Corrective Action and Discipline

If the City determines that workplace violence has occurred, the City will take swift corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts but may include written or oral warnings, probation, reassignment of responsibilities, suspension, and up to termination.

If violent behavior is that of a non-employee, the City will take appropriate corrective action in attempt to ensure that such behavior is not repeated, by way of contact to the local law enforcement.

Under certain circumstances, the City may forego disciplinary action on the condition that the employee takes a medical leave of absence. In addition, the City may request that the employee participate in counseling, either voluntarily or as a condition of continued employment.

Chapter Name	26. Personnel Records
--------------	------------------------------

The information in the employee's personnel file is permanent and confidential, and must be kept up-to-date. The employee must inform their supervisor immediately whenever there are changes in personal data such as address, telephone number, marital status, number of dependents, and person(s) to notify in case of emergency.

Inspection

The employee has the right to inspect his or her own personnel file at reasonable times, at a reasonable place, and on reasonable notice. In addition employees have the right to request copies of all employment-related documents. An employee may only inspect his or her own personnel file and only in the presence of a Personnel Officer or designated Personnel staff. Personnel files are the property of the City and are not to leave the City's premises.

	Medical, Proof of Right to Work, Certain Types of Discipline Files
--	---

Employee medical records are by State statutes to be kept locked separately from the personnel file. There are certain restrictions that should be placed on the access to medical or personnel files:

- A. The Personnel Officers will be responsible for the files. (The fewer managers that have access to these files the less chance of a discrimination or harassment suit.)
- B. The Personnel Officers should be the only ones with direct access to these files, provided however that the inspection rights in Section 2 provide for access by the employee or their supervisor.
- C. Department Heads should be informed of only that information concerning employee medical conditions relating to work requirements.

Proof of Right to Work documents will be copied and kept separate from the personnel files.

Sexual harassment files and other controversial disciplinary records are kept in a separate locked file, separate from the personnel file.

Chapter Name	27. Dress and Grooming Standards
---------------------	---

The City considers the presentation of the City's image to its customers, suppliers, and the public at large to be extremely important. Since the City's product includes service, and excellent service can only be provided through its employees, the City seeks not only good performance and conduct from its employees, but also expects them to observe high standards in their personal presentation. Accordingly, while the City has no formal dress code, it is expected that all employees dress in a manner consistent with good personal hygiene, safety, and good taste. All field work employees are expected to wear apparel the City has provided, including, but not limited to, work shirts and boots. Jewelry (or other objects of personal expression, such as visible tattoos) that is distracting, large, or represents an unprofessional image as determined by the City is unacceptable, in addition to facial jewelry such as nose rings, etc.

If an employee is unclear about dress and appearance guidelines, they are encouraged to consult with a supervisor and/or Human Resource staff. If an employee reports to work in questionable attire or appearance, a notification and/or discussion will occur with the employee to advise and counsel them regarding the inappropriateness of the attire. Depending upon the circumstance, the employee may also be sent home and directed to return to work in proper attire. Any work time lost will be expected to be made up by the employee. Continued or frequent departures from these guidelines will not be permitted and employees who appear to work inappropriately dressed or groomed may be disciplined up to and including termination.

Chapter Name	28. Anti-Nepotism
---------------------	--------------------------

The purpose of this policy is to eliminate actual or perceived conflict of interest and favoritism in the hiring of employees and the employment practices of the City.

All employees and individuals who apply for employment must disclose all relatives and consensual romantic relationships to the City's Personnel Officer. Information regarding consensual romantic relationships shall, if possible, be kept confidential.

Relatives of present employees or an individual in a consensual romantic relationship with a present employee may be hired by the City only if (1) the individuals concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. Gov. Code 12940(a)

If employees who marry, or who become related by marriage, do work in a direct supervisory relationship with one another, the City shall make reasonable efforts to reassign one of the employees to another position for which he or she is qualified, if such a position is available.

The City Manager, Department Heads and Supervisors are prohibited from appointing their relatives to positions in City service. Further, Department Heads shall insure that within their departments no management or supervisory employees shall have their relatives under their supervision.

Relatives. Related to an employee by blood or marriage or domestic partnership or whose relationship with the employee is similar to personas related by blood or marriage.

Supervision. The direct authority, direction, or control over an employee in the organization line.

Consensual romantic relationship. Includes all romantic and sexual relationships between employees.

Chapter Name	29. Safety Policy
---------------------	--------------------------

The City is committed to providing and maintaining a healthy and safe work environment for all employees. Accordingly, the City has instituted an Injury and Illness Prevention Program designed to protect the health and safety of all personnel.

Every employee of the City will receive a copy of the Injury and Illness Prevention Program and will receive health and safety training as part of the program.

	Employee Responsibility
--	--------------------------------

Each employee is required to know and comply with the City's Injury and Illness Prevention Program and follow safe and healthy work practices at all times for the sake of the employee and fellow employees. A copy of the General Industry Safety Orders (Title 8) is maintained by the Safety Officer and is available for review upon request.

Chapter Name	30. City Property; Confidential, and Proprietary Information
---------------------	---

It is the policy of the City to maintain the security of all City property. City property includes not only tangible property, like vehicles and equipment, but also intangible

property such as information. All employees share responsibility to ensure that proper security is maintained.

	Proprietary and Confidential Information
--	---

Proprietary information includes all information obtained by City employees during the course of their work. This Manual, for example, contains proprietary information. Confidential information is any City information that is not known generally to the public or the industry. Customer lists, customer files, personnel files, computer records, financial data, process descriptions, and research plans, are examples of confidential information.

	Procedure
--	------------------

Given the nature of the City's business, protecting proprietary and confidential information is of concern to the City. This information is one of the most important assets of the City. It enhances the City's opportunities for future growth, and indirectly adds to the job security of all employees.

Employees must not use or disclose any proprietary or confidential information that they obtain during employment with the City except as required by their jobs. This obligation remains even after an employee's employment relationship with the City is terminated.

	Classified Information
--	-------------------------------

If an employee is in a position that gives him or her access to sensitive material, that employee may be asked to sign a written nondisclosure agreement.

	Obligation on Termination of Employment
--	--

On termination of employment, whether voluntary or involuntary, all City documents, computer files, and other tangible City property in the employee's possession or control must be returned to the City.

	Public Records Act Requests
--	------------------------------------

The California Public Records Act (CPRA) is a California state law that gives the public the right to inspect and copy most records retained by governmental agencies in the course of business. The CPRA regulates the public's access to the records and contains limited statutory circumstances when records need not be disclosed. The City department where the records are located is responsible for responding to requests for public records as the custodian of records. Prior to the release of any public documents, the City department should consult with the City Attorney and City Clerk to ensure confidential documents are not released.

Chapter Name	31. Non-Fraternization
---------------------	-------------------------------

The purpose of this policy is to promote the efficient operation of the City's business and to avoid misunderstandings, complaints of favoritism, other problems of supervision, security, and morale, and possible claims of sexual harassment. Managers, supervisors and Department Heads are forbidden to date, or pursue romantic or sexual relationships with

employees whom they supervise, directly or indirectly. Employees who violate this guideline will be subject to discipline, up to and including termination.

Chapter Name	32. Conflicts of Interest
---------------------	----------------------------------

Employees are expected to devote their best efforts and attention to the full-time performance of their jobs. They are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of the City.

Conflicts

A conflict of interest exists where the employee's loyalties or actions are divided between the City's interests and those of another, such as a competitor, supplier, or customer. Both the fact and the appearance of a conflict of interest should be avoided.

Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with their immediate supervisor, City Clerk, City Attorney, Personnel Officer, or City Manager for clarification.

Conflicts to Avoid

While it is not feasible to describe all possible conflicts of interest that could develop, some of the more common conflicts, from which employees should refrain, include the following:

- A. Accepting personal gifts or entertainment from customers, suppliers, or potential suppliers;
- B. Working for a supplier, or customer;
- C. Using proprietary or confidential City information for personal gain or to the City's detriment;
- D. Having a direct or indirect financial interest in or relationship with a customer, or supplier;
- E. Using City assets for labor or personal use;
- F. Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to the City; or
- G. Committing the City to give its financial or other support to any outside activity or organization; or
- H. Developing a personal relationship with a subordinate employee. (see Non-Fraternization policy).

Disclosure

If an employee or someone with whom an employee has a close relationship (a family member or close companion) has a financial or employment relationship with a customer, supplier, or potential supplier, the employee must disclose this fact in writing to their supervisor, Personnel Officer, City Clerk, City Attorney, or City Manager.

Employees should be aware that if they enter into a personal relationship with a supplier or customer, a conflict of interest may exist which requires full disclosure to the City.

Employees may engage in outside employment, provided that they disclose such employment and get written approval from their immediate supervisor. Written approval is to be obtained annual. Written approval needs to be sent to the Human Resource Department so that it can be retained in the employee's personnel file.

Discipline

Failure to adhere to this guideline, including failure to disclose any conflicts or to seek an exception, will result in discipline, up to and including termination.

Chapter Name	33. Awards and Recognition
--------------	-----------------------------------

The City may provide recognition for its' employees for their employment service anniversaries and retirements. Acts of heroism, extraordinary community service, and performance on the job over and above the normal expectations which results in a substantial benefit to the City and its citizens may be recognized at the discretion of the individual Department Head and/or City Manager.

Chapter Name	34. Vehicles & Motorized Equipment Policy
--------------	--

The rules set forth in this chapter shall be applicable to use of City-owned passenger vehicles, patrol cars, and trucks by all City officers, employees, and volunteers, including elected and appointed department directors. If the provisions of federal, state or locals laws or regulations, or those contained in other departmental policies, are more stringent than the provisions contained herein, those more stringent requirements shall prevail.

The operation of a City-owned vehicle is a privilege that may be withdrawn at any time for cause.

It is the policy of the City that:

- A. Any driver of a vehicle for City business must have in his/her possession a valid driver's license. No employee will voluntarily, or be directed to operate a vehicle for which they do not have the appropriate classification of driver's license.
- B. Prior to driving a vehicle, all employees that will operate a City vehicle or equipment will provide a current driving record from the DMV. Further, all employees may be required to provide the information and authorization necessary for the City to obtain an up to date motor vehicle license check. Employees who operate a City vehicle or equipment may be enrolled in the DMV Pull-Notice program. Employees with three (3) at fault accidents or moving violations within the last two (2) years will not be allowed to drive in the course of their employment. The City has zero tolerance for driving under the influence of alcohol or drugs. The City may impose disciplinary action on an employee for any at-fault violations while operating a vehicle on city business up to and including dismissal from employment in accordance with personnel policies of the City.
- C. An employee may be prohibited from driving in the course of their employment if in the last five (5) years any of the following have occurred:
 - 1. Driving while under the influence (DUI offense);
 - 2. Driving while license is suspended or revoked offense;
 - 3. Reckless driving or speed contest violation.

- The provisions of which impose restriction or prohibitions on operating a vehicle shall apply regardless of whether the at-fault accident, violation, or conviction, was or was not in the course of employment or whether it involved or did not involve the use of the City vehicle.
- D. Any employee who operates a vehicle regularly or occasionally on City business is required to immediately report suspension or revocation of his/her license to their supervisor, who will in turn advise the Personnel Officer of this fact. FAILURE TO REPORT A CHANGE IN LICENSE STATUS MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.
 - E. Any driver who drives a vehicle in the course and scope of City business must have proof of private automobile insurance in excess of the minimum standards of Financial Responsibility Law of the State Vehicle Code.
 - F. Personal use of City-owned vehicles is prohibited, without prior written approval from the City Manager. A City vehicle shall not be used for any purpose other than City business or in the performance of a duty as City employee, without prior approval from the City Manager.
 - G. Employees shall be prohibited from carrying passengers in City vehicles who are not related to City business.
 - H. Employees are specifically prohibited from carrying hitchhikers.
 - I. The City Manager or his/her designee may grant approval in writing to carry specific passenger(s) or to use a City vehicle in appropriate circumstances and on a case-by-case basis without amendments to this policy.
 - J. Employees shall be required to observe all traffic rules, regulations, or other courtesies at all times. While operating a vehicle on City business, drivers shall operate vehicles not only in compliance with traffic laws, but in compliance with safe driving practices including, but not limited to:
 - 1. Obeying posted speed limits.
 - 2. All occupants shall use safety belts properly adjusted and securely fastened. The driver of the vehicle shall ensure that all passengers are properly wearing seat belts.
 - 3. Fines and penalties imposed by a court for violation while on City business shall be the personal responsibility of the driver.
 - K. In the interest of safety of our employees and other drivers, employees are prohibited from using cell phones, laptop computers, tablets, or any type of handheld communications device while driving on City business and/or City time. This includes, but is not limited to placing and receiving calls, text messaging and instant messaging.
 - L. Parking citations issued to a City vehicle shall be the responsibility of the employee who parked the vehicle.
 - M. Employees shall operate City vehicle in an ordinary, reasonable manner consistent with the intended use of the vehicle. Except for vehicles assigned to the Sheriff, they shall not be used in activities which may damage the vehicle.
 - N. Vehicle keys shall never be left in unattended vehicles, even when parked in a secured enclosure.

- O. City vehicles must be locked when not in use, including when parked in the designated City parking areas for each department. Windows must be rolled up when the vehicle is not in use.
- P. The use of tobacco products, alcohol, or controlled substances is strictly prohibited.
- Q. The cost of repairing damages to City vehicles resulting from gross negligence, abuse, or willful misconduct by the employee having custody of the vehicle shall be recoverable from the employee.

City vehicle. Includes any motor vehicle owned by or under the control of the City and provided for the use of any City official, employee, agent or volunteer in the performance of official duties.

	Temporary Vehicle Assignment
--	-------------------------------------

City vehicles may be made available on a temporary basis to employees who are performing assignments that require them to travel in the conduct of business. This includes, but is not limited to, travel to and from work sites, to meetings in and outside the City, and to conferences. Employees attending overnight business functions (e.g., conferences) may be allowed to keep assigned vehicles overnight.

	Permanent or 24 Hour Vehicle Assignment
--	--

City vehicles may be assigned permanently to certain employees under the criteria listed below. Permanent assignment means that the employee is assigned a City vehicle for which he/she has control and responsibility. These vehicles are ordinarily maintained at the employee's work site, but assigned vehicles may be taken home and driven to and from work with City Manager approval.

Employees who qualify for assigned vehicles include the following:

- A. City Manager.
- B. Additional positions may be added upon the approval of the City Manager, for the following:
 - 1. Response to emergencies which require immediate attention during off-duty hours for the protection of persons or property specifically requiring the presence of the employee in a supervisory or technical capacity. Such emergencies shall require immediate travel to the emergency scene. An average of at least three (3) emergency calls per month requiring travel shall be documented.
 - 2. An employee who is required to participate regularly in official City business after normal business hours.

The Motor Pool department is responsible for maintaining a permanent vehicle assignment table. Table shall be sorted by department and shall identify all permanent vehicle assignments. Vehicle assignments will be evaluated annually by the Personnel Officer and City Manager. Vehicle assignments are subject to change based on approval of the City Manager.

	Vehicle Pool
--	---------------------

Pool vehicles are to be checked-out only when needed and checked-in upon completion of use. Pool vehicles are to be checked-out and checked-in at City Hall.

Use of Private Vehicle & Reimbursement

If you are using your personal vehicle for City business, then you are also required to maintain insurance and carry proof of that insurance.

Department Heads may authorize the temporary use of an employee's vehicle for City business if a City vehicle is not available. Compensation for temporary use of private, employee owned vehicles for City business will be equal to the current Internal Revenue Service "per mile" reimbursement rate.

Safety Inspection

Before initial use of any vehicle each day, the driver will walk around and inspect the vehicle for damage, inoperable lights, loose hardware, tire condition, fluid levels, or any other condition which might create an unsafe condition. If a detectable malfunction is identified, it is the employee's responsibility to assure that it is safe to continue driving. Any mechanical deficiency that deems the vehicle unsafe, must be reported to an employee's supervisor immediately. It will be the supervisor's responsibility to ensure that the appropriate action is taken to correct the problem.

Accident Reporting

Any employee who becomes involved in an accident while operating a City vehicle, or a private vehicle on City business, shall immediately notify the appropriate law enforcement authority to determine if it is necessary for that agency to be called to the scene to make a report of the accident. The employee shall immediately report the occurrence to their Department Head who shall make an immediate written report to the Personnel Officer. Failure of the employee to report such an occurrence may result in disciplinary action, up to and including termination from employment. All damage to City property shall be reported as soon as possible to the employee's Department Head. Within twenty four (24) hours of the accident, the employee must complete and submit the Incident Report form to the Personnel Officer. Under California law, if the accident resulted in injury, death, or property damage over \$750, the employee must also complete the DMV Form SR1. The Personnel Officer will provide this form. It must be completed and submitted within 10 days of the accident.

Other

The City retains the right to transfer to an alternative position, suspend, or terminate an employee whose driver's license is revoked, or who fails to maintain personal automobile insurance coverage or is uninsurable under the City's insurance policy. Improper, negligent, destructive, or unsafe use of vehicles, as well as excessive traffic and parking violations, can result in disciplinary action, up to and including termination of employment. Any expense incurred is the responsibility of the employee.

Employees must notify a supervisor if City vehicles appear damaged, defective, or in need of repair.

The Internal Revenue Service has regulations that require the value of an employer-provided vehicle used by state and local employees for commuting and personal use to be included in wages. The City includes these as fringe benefits to the employee as required by law.

Chapter Name	35. Internet, E-Mail, Cell Phone use, Social Media, and Electronic Communications Policy
---------------------	---

The City believes that employee, elected official, and appointed official access to and use of the Internet, e-mail, and other electronic communications resources benefits the City and makes it a more successful municipality. However, the misuse of these resources has the potential to harm the City's short and long term success.

This policy establishes acceptable and unacceptable use of the Internet, e-mail, social media, and other electronic communications. This policy also establishes the steps the City may take for inappropriate use of the Internet and e-mail.

E-mail is intended for City-related purposes only. All e-mail communications regarding City business are the property of the City of Shasta Lake. The City reserves the right to retrieve and make proper and lawful use of any and all communications transmitted through the e-mail system. The City e-mail system is not intended to be and may not be used for the electronic storage or maintenance of City records.

The City owns software and systems that monitor and record all Internet use. Employees should be aware that the City's security system can record each website visit, chat, email message, and file transfer into and out of our internal networks. No employee should expect privacy while using the Internet on a City computer or City issued cell phone. Consequently, e-mail users shall have no reasonable expectation of privacy in communications sent over the e-mail network as e-mail communications are not confidential. The City, in general, has no desire to invade the personal privacy of employees when there is no business need. However, employees should not expect and do not have any privacy rights when using City owned equipment. Users should be aware that the data they create on City systems remains the property of the City.

Records Management

E-mail generates correspondence that may be recognized as official records in need of protection/retention in accordance with the California Public Records Act. Therefore, electronically stored records such as e-mail are subject to retention requirements.

In general, e-mail communications fall into the following categories:

- A. Records that document the business of the City, such as e-mails that contain significant policy decisions, requests and replies to request for public information or direction to staff or consultants, etc. should be printed/saved, filed and retained pursuant to the City's Records Retention Program.
 - 1. Examples of e-mail correspondence from the public for retention include:
 - i. Complaints from the public and responses to complaints.

- ii. E-mail from the public that requires follow up/response by City staff.
 - iii. E-mail to the public that reflects official action taken by City staff.
 - iv. Comments received from a citizen regarding a matter on the City Council agenda.
 - v. Public records requests.
- B. Non-records such as preliminary drafts, notes, informal communication between staff or staff and consultants, personal messages, announcements, interagency or intra-agency memoranda that do not reflect the position or are unrelated to the business of the City and do not contain information of significant or lasting value, that are created for the City's convenience only and the information provides general information, such as announcing the dates and times of meetings, responses to list serves, and request for general city information other than public records, etc. need not be saved. These records should be deleted once the information is understood or communicated (i.e. if it is an announcement of a meeting, place the meeting on your calendar and delete the announcement).

Generally, the sender of the e-mail should be the person responsible for printing/saving and filing it, but persons responsible for a particular program or project file shall be responsible for retaining all e-mail that they send or receive related to that program or project.

Periodically, the City receives requests for inspection or production of documents as well as demands by subpoena or court order for such documents. E-mail messages that are records that relate to a claim or a potential claim against the City must be preserved. Examples of e-mails related to a claim or a potential claim include e-mails regarding events likely to lead to a future claim or lawsuit (i.e. injuries or property damage being blamed on the City or its employees, or other disputes between the City and third parties such as property owners, applicants and contractors).

	Storage of E-mail
--	-------------------

- To ensure maximum efficiency in the operation of the e-mail system:
- A. Staff is encouraged to delete e-mail messages from their inboxes once they are no longer needed.
 - B. All incoming and sent e-mails that are older than 90 days will be AUTOMATICALLY sent to the trash folder on a daily basis.
 - C. All deleted items (trash folder that are older than 30 days will be PERMANENTLY deleted from the system.
 - D. Email is NOT backed-up on a permanent basis. The City stores e-mail only to the degree that allows the City to restore current e-mail in the event of a systems failure.
 - E. Employees shall not manipulate email setting in the e-mail system in an attempt to bypass the storage requirements set by the City.

User Guidelines

- A. Installation of software not pre-authorized in writing by IT is forbidden.
 - 1. This includes, but is not limited to; software, email enhancements, Internet add-ons.
 - 2. Any approved installation must be legally licensed software.
- B. Employees will respect all copyright and license agreements regarding software or publication they access or download from the Internet. The City will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication which is downloaded onto City computer resources becomes the sole property of the City.
- C. Computers as well as other systems and devices (i.e. iPads, cell phones, and voicemail accounts) will be password protected to prevent misuse or theft of systems and data by unauthorized persons.
- D. The use of a personal mobile device (smartphone, iPad, etc) in connection with City business is a privilege granted to employees through approval of their Department Head and the City Manager. Such approval is subject to the employee signing the Remote Wipe Waiver agreement. The City reserves the right to revoke these privileges in the event that users do not abide by the following policies and procedures.
 - 1. Employees using personal devices that are enabled to use Exchange ActiveSync must have their Department Head's approval, and must sign the City Personal Mobile Device Remote Wipe Waiver. By enabling ActiveSync or signing the Remote Wipe Waiver, the employee is consenting to have their device wiped without notice if it is deemed necessary by City.
 - 2. All devices, including personal devices, enabled to use Exchange ActiveSync must be remote-wipeable, and must be secured with a password or locking authentication mechanism (PIN #, Biometric, etc.). Remote wipe will be initiated upon 16 failed login attempts. Other circumstances under which remote wipe will be initiated are listed on the waiver.
 - 3. Confidential data (including all corporate and vendor data) may not be stored outside of the City-controlled ActiveSync email account, on any device or service that is not owned or controlled by the City (including but not limited to mobile phones, tablet computers, laptops, external hard drives, flash drives and personal/private cloud storage). To reiterate, such data may only be stored on City owned or City controlled devices or accounts. Note: ConnectWise Mobile may not be installed on any personal mobile device.
 - 4. Employees who wish to use their personal mobile device to access Exchange ActiveSync are to request that their Department Head email approval to the Personnel Officer. The Personnel Officer will initiate the process, beginning with having the employee sign the Remote Wipe Waiver.

- E. Employees are expected to report potentially sensitive security incidents and issues to the Human Resource Department. Potentially sensitive incidents include, but are not limited to:
1. Security breaches of City systems, whether or not resulting in the loss of confidential information, intellectual property, or other highly sensitive information.
 2. Violations of the City Internet, E-mail, and Electronic Communications Policy.
 3. Significant instances of misuse or misappropriations of systems and devices.
 4. Thefts of City information technology assets.
 5. Any situation which may pose a serious threat to systems and devices or business processes and potentially impact the City's ability to continue operations and provide service to the public.
- F. Employees who are assigned a mailbox are responsible for checking their mailbox on a regular basis during the workday for messages. Messages received should be responded to promptly, unless employee is out of the office (i.e. sick, vacation). Employee should use the automatic replies feature in Outlook (out of office assistant) if out of the office for more than one work day. The automatic reply should include the estimated time gone and a contact name and phone number of an alternative City employee.
- G. Incidental personal use of the City's e-mail system is permitted. Such messages are subject to the access and disclosure statement set forth in this policy. Employees shall ensure that the content of their e-mail is in compliance with the standards of this policy.
- H. E-mail should not be used for broadcast purposes unless the message is of interest to all users.
- I. E-mail should be minimized for the communication of confidential information. However, if is used, all confidential information shall be clearly marked CONFIDENTIAL.
- J. Employees will only download information and/or publications for official business purposes.
- K. All list subscriptions should be for business purposes only. The employee will make sure list servers are notified when the employee leaves the City.
- L. The City recognizes that casual personal use of computers, cellular phones, and other electronic devices helps employees gain skills which are valuable to the City. Non-business computer programs may be used to improve the user's keyboard and mouse skills. Internet skills are valuable assets to employees of the City and may be honed by reasonable amounts of casual use of the Internet. Personal use of City equipment may be allowed only for the fifteen-minute period prior to the start of work, during the official morning and afternoon breaks, during lunch, and for the fifteen-minute period immediately following the end of the work day. Such use of City equipment may be permitted or revoked at the discretion of your immediate supervisor.
- M. While employees are on duty, computer access is to be used for City business purposes only. Employees who have completed all job tasks should seek additional

- work assignments. Use of the computer should not interfere with the timely and efficient performance of job duties. Access to computers, the Internet and e-mail is not a benefit of employment with the City. Personal use of the Internet, e-mail, and other electronic communications is prohibited while employees are on duty.
- N. Employee access to and use of the Internet, e-mail, and other electronic communications will be monitored as needed.
- O. Employees shall not use the Internet or e-mail in an inappropriate manner. Inappropriate use of the Internet and e-mail includes, but is not limited to:
1. Accessing Internet sites that contain pornography, exploit children, any sites that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.
 2. Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity, that is inconsistent in any way with City policies (i.e. policy on sexual harassment or harassment of any form).
 3. Exploiting security weaknesses of the City's computing resources and/or other networks or computers outside the City.
 4. Any private, profit-making activity, such as for sale notices and want ads.
 5. Support or opposition to campaigns for candidates for elected offices or ballot measures.
 6. Messages of a religious nature or promoting or opposing religious beliefs.
- P. Cell phone use is prohibited in the workplace except as needed for work purposes. The prohibition extends to audio recording and video recording using cell phone or like devices. You should be aware that in California it is illegal to secretly record another person(s) without their consent. Likewise, the City prohibits employees from secretly recording or video recording in the workplace. However, notwithstanding the above, the City recognizes casual personal use of cellular phones. It should be kept to a minimum. Such personal use may be permitted or revoked by your immediate supervisor.
- Q. Cell phones are expected to be on silent during work hours. Ringing cell phones are a distraction to other coworkers and can interfere with productivity. Flexibility will be provided in circumstances demanding immediate/emergency attention. Please keep your personal calls private and do not disturb coworkers.
- R. Use of social media sites, even if used off-duty, is not necessarily private. If social networking impacts the City in a negative manner, it becomes the business of the City. The same principles and guidelines found in the City's policies apply to your activities online.

Failure to follow this policy may lead to discipline, up to and including immediate termination. Disciplinary action may include the removal of Internet and e-mail access from their computer or termination of employment with the City.

Chapter Name	36. City Credit Card Policy
---------------------	------------------------------------

The City maintains a credit card account on which one card is issued in the City's name. This credit card account is not intended for regular, day to day use, but rather for special circumstances in which other forms of payment are not easily available.

City employees are allowed to use the City credit card for such purposes as:

- A. Reservations for City business travel or seminars.
- B. Traveling expenses when traveling on City business.
- C. Urgent orders when unable to order on open account.
- D. One time purchases through a non-regular City vendor.
- E. Purchase of training/information manuals.
- F. Approved luncheon charges (i.e. interview panels, league).
- G. Seminars, conferences in the course of City business.

Personal use of the City credit card is strictly prohibited. When an employee intends to use the City credit card for travel related expenses, they must submit an approved travel request form in order to gain access to the card.

The credit card can be obtained by signing out for the card in the presence of one of the Finance Department staff, who will review the sign out information prior to issuance of the card. The cards are kept in a locked security box in the vault. Finance staff are the only individuals with access to the key for the security box. The sign out sheet information consists of the date checked out, reason for use, the approximate expense amount, budgetary account number, and the signature of the employee, and finance staff initials. The employee is required to turn the card in as soon as possible after the use. When the employee turns the card in, they are required to initial the original sign out line and enter the date returned.

When an employee returns the City credit card they must also turn in, to Finance Department staff, itemized receipts for any charges they made on the card. These receipts must contain an account code to which to charge the expense and a description of the expense. If the card is used for reservations or meals, the receipt should also detail the names of the people in the party and the relation to City business.

Due to the nature of the position, the City Manager is the only authorized individual to carry a City credit card without adhering to the sign in/sign out practice. The City Manager is required to turn in all receipts to the Finance Department staff in a timely manner.

Employees must submit a requisition for any purchase that exceeds \$250. This request must be submitted to the City Manager or the Finance Director for their approval prior to the purchase.

City employees should recognize that the use of the credit card is a privilege and if the policy is not followed privileges will be revoked.

Should the City credit card be lost or stolen, the individual who signed out for the card will notify the Finance Department immediately so that proper action can be taken to prevent fraudulent charges.

The Finance Department staff will maintain the credit card records in a manner which provides a clear audit trail. Each monthly statement will be paid in full and processed in a timely manner to avoid finance charges.

Chapter Name	37. Education Assistance Policy
---------------------	--

Education assistance is to recognize the skills and knowledge of employees, which are critical to the success of the City. The educational assistance policy endorses personal development through formal education so employees can maintain and improve job-related skills or enhance their ability to compete for reasonable attainable jobs within the City. The City encourages employees to discuss their ambitions and to take outside courses of study.

Eligibility

- A. Only regular full-time non-probationary employees will be eligible for employee education assistance.
- B. Education assistance is to be determined on a case-by-case basis.
- C. Education assistance is for City approved courses. The City will assist in selecting suitable programs and review an employee's efforts to gain education and training.
- D. Employees must obtain, in writing, the approval of his/her Department Head and that of the Personnel Officer prior to enrollment in the training or course. The Department Head and Personnel Officer will obtain approval, in writing, from the City Manager. If prior approval is not obtained, the City will not provide reimbursement.
- E. The training or course must relate directly to the employee's current position with the City or provide credit toward a degree that will better prepare the employee for a future assignment within the City.
- F. The training or course of study must be scheduled on the employee's off duty time and the employee will not be allowed to study during working hours.

Application Process

- A. A memo indicating the course or courses that are being requested for consideration.
- B. The memo must indicate the estimated cost of tuition and books.
- C. A tuition assistant agreement will be prepared and signed by the City Manager, a Personnel Officer, and the employee.

Reimbursement Process

- A. Reimbursement will be made at the conclusion of the course of study upon submission of evidence of a passing grade of "B" or better, and receipts for costs paid by the employee for courses the City has agreed to pay for.
- B. Reimbursement to the employee will cover only the costs of tuition and books (including lab and other fees directly connected with the course of study and will not cover minor supplies such as paper, notebooks, pens, and pencils).
- C. Reimbursement amounts are subject to prevailing tax laws.

This policy does not apply to employees who, by the nature of their position, are required to obtain or maintain certification in their field. These expenses may be covered through the departmental budget.

This policy is contingent on appropriations being set aside for training purposes within the respective annual budget or being otherwise approved through City Council action. The City will reimburse up to a maximum of \$2,500 incurred by an employee. Only 50% of actual costs incurred per semester/quarter will be reimbursed. Actual amount granted is up to the discretion of the City Manager.

While the City expects education assistance to enhance employees' performance and professional abilities, the City cannot guarantee that participation in formal education entitles the employee to continued employment, automatic advancement, a different job assignment, or a pay increase.

Chapter Name	38. Employee Assistance Program (EAP)
---------------------	--

Through the employee assistance program (EAP), the City provides confidential access to professional counseling services. The EAP, available to all employees and their immediate family members, offers problem assessment, short-term counseling and referral to other appropriate community and private services. Issues may include:

- Single parenting
- Depression
- Anxiety
- Alcohol and drug problems
- Compulsive gambling
- Stress
- Work-related issues
- Eating disorders
- Death and dying
- Job "burnout"
- Marital problems
- Financial/legal concerns
- Physical abuse

The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. There is no cost for an employee to consult with an EAP counselor. Costs that are not covered under the program are the responsibility of the employee. Contact a Personnel Officer for more information.

Chapter Name	39. Smoking/Tobacco Use
---------------------	--------------------------------

The City prohibits smoking and tobacco use on all City properties and in all City vehicles, including electronic cigarettes. Smoking is defined as engaging in an act that generates smoke, including, but not limited to; using a cigarette, pipe, cigar, or electronic cigarette.

Employees who violate this policy will be subject to the progressive discipline policy as stated in this manual.

Chapter Name	40. Drug and Alcohol Abuse
---------------------	-----------------------------------

The City is committed to maintaining a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by all of its employees. The purpose of this policy is to protect the public and all City employees from risks which result from employee drug or alcohol induced behavior.

It is the goal of this policy to balance respect for individuals with the need to maintain a safe, productive, and drug-free workplace and to comply with State and Federal Drug-free Workplace legislation.

NOTE: Please see additional policies for alcohol and substance abuse policy and procedures for DOT impacted employees.

General Information

While the City has no intention of intruding into the private lives of its employees, involvement with drugs and alcohol off the job can take its toll on job performance and employee safety. Our concern is that employees are in a condition to perform their duties safely and efficiently, in the interests of their fellow workers and the public as well as themselves. The presence of drugs and alcohol on the job and the influence of these substances on employees during working hours are inconsistent with this objective.

The City will act to eliminate any substance abuse (alcohol, illegal drugs, prescription drugs or any other substance which could impair an employee's ability to safely and effectively perform the functions of the particular job) which increases the potential for accidents, absenteeism or substandard performance. The City is committed to providing an alcohol and drug-free workplace. Substance abuse affects work performance in lost productivity, quality of work, cooperation with others, motivation, concentration and judgment, and jeopardizes safe working environments.

The City has a legitimate business interest in ensuring that employees not work while impaired by the use of drugs or alcohol when doing so might endanger someone, pose a risk of significant risk of damage, or substantially interfere with an employee's performance. The City's business interest outweighs the employee's privacy interest.

Policy

It is the policy of the City that employees and volunteers not be under the influence of or in possession of alcohol or drugs; nor possess alcohol or illegal drugs while subject to duty on City property or vehicles, at City assigned work locations, on duty, on call, on standby, in uniform, on breaks or during meal periods. It is the policy of the City that employees shall not utilize or possess such substances (unless able to produce documentation of the prescription) while they are subject to City duty, sell or provide drugs or alcohol to any other employee or to any person while such employee is on duty nor have their ability to work impaired as a result of the use of alcohol or drugs.

Employees shall not report to or perform work under the influence of drugs or alcohol or after consuming drugs or alcohol that impair mental and physical capabilities. Employees are prohibited from reporting for duty or remaining on duty with any alcohol in their systems.

Furthermore, while the use of lawful prescription medication is permitted, the use of prescription drugs and/or over-the counter drugs also may affect an employee's performance and may impair the employee's ability to competently perform their job.

When taking medications or drugs which could foreseeably interfere with the safe and effective performance of duties or operation of City equipment, the employee should notify his/her supervisor or members of management or the Safety Officer and provide drug side effect information before beginning work. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using prescribed medications or drugs, clearance from a qualified physician may be required prior to the employee's release to full duty. Should a work performance problem or incident occur, disciplinary action may be taken, up to and including termination, for failure to notify the applicable supervisor or to perform the work-related responsibility assigned.

The City is not required to accommodate the medical use of marijuana at places of employment or during working hours.

The Americans with Disabilities Act of 1990 (ADA) includes a provision that emphasizes the intent of the employer not to discriminate against the disabled and to provide reasonable accommodations to those qualified disabled employees who, because of their disabilities, must use legal drugs that result in their impairment. Employees who fall under this category must have proof in their medical file in order to be covered by the ADA provision. Only supervisors with a clear business reason shall be eligible to access the medical files.

Supervisors are responsible for reasonable enforcement of this policy in conjunction with the Personnel Department. The Personnel Department should be contacted prior to testing under this policy. Supervisors who are informed of or have reasonable cause to believe that an employee under their supervision may be impaired by any **medicine or prescription drug** shall consider the extent of impact on the employees work performance in carrying out operational requirements without modifying work assignments.

When the supervisor of an employee or any City supervisor has reasonable suspicion to believe an employee is under the influence of **alcohol or drugs**, that employee shall be ordered by his or her supervisor, or by any City supervisor, to refrain from engaging in further work. Employees must be fully capable of performing their job duties safely and efficiently while at work and may be ordered by supervisors to submit to investigation and chemical testing if there is reasonable suspicion that the employee is under the influence of drugs or alcohol.

Supervisors are to record the circumstances in writing and to contact a Personnel Office immediately to arrange for an interview and possible testing for the employee.

Examples of any of the following, alone or in combination, may constitute reasonable suspicion: slurred or unusual speech (e.g. slow, distracted, inability to verbalize); movements (e.g. unsteady, fidgety, dizzy); an odor of alcohol, or other odor signifying the presence of drugs on the breath, body, or clothing; dilated pupils or constricted pupils or difficulty focusing eyes; an accident involving damage to City property, or bodily injury; physical altercation; verbal altercation; unusual behavior or emotions (e.g. argumentative, agitated, irritable, drowsy); possession of alcohol or drugs; information obtained from a reliable person with personal knowledge; substandard work or unusual change in work performance, provided, however, that substandard work or changes to work performance may not be the sole grounds for suspicion.

Alcohol or drug abuse in the workplace will not be tolerated, and for those employees who experience performance problems related to alcohol and drug abuse, disciplinary action, up to and including termination, will be used as necessary to achieve this goal.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off City property will not be tolerated because such conduct, even though off duty, reflects adversely on the City.

The City reserves the right to search, with the employee present, all areas and property in which the City maintains control or joint control with the employee. Some examples of areas under the City's control are desks, lockers, file cabinets, offices, tool boxes (if not personally owned by the employee), storage rooms and storage areas. A Personnel Officer shall be present. If the City has evidence an employee has illegal drugs on City property, regardless of who has control of the area where the drugs are believed to be located, law enforcement authorities will be notified.

Physical Examination and Testing Procedure
--

The employee shall be subject to an investigation and to chemical testing for alcohol and/or drugs if his or her supervisor or a manager has reasonable suspicion that the employee is intoxicated or under the influence of illegal or impairing drugs or alcohol on the job, during work hours, on breaks, during mealtime or on City property. Upon this determination, employees shall immediately submit to an alcohol or drug test when directed to do so by a supervisor or management employee. Any employee who refuses to submit to such testing or conducts himself or herself during such testing so as to induce a false, incorrect or invalid result shall be subject to disciplinary action up to and including termination. Refusal constitutes a positive test under this policy. Where there is reasonable suspicion that the employee is under the influence of alcohol or drugs, the supervisor should detain the employee for a reasonable time until the employee can be safely transported home.

An employee shall provide within a reasonable time (normally within 24 hours of a request) a bona fide verification from a physician or a current valid prescription for any prescription

drug or medication taken or identified when a drug screen/test is positive. The employee may be instructed to provide a report from the physician describing the potential effects of the drug on the employee's job performance. The prescription must designate the employee as the person for whom the drug or medication is prescribed.

The employee may be instructed to wait for a reasonable time until he or she can be transported from the work site to collection site or to a safe location as designated by the employee, such as the employee's home, doctor or medical clinic's office. Employees may be transported by any two fellow employees, one being a licensed driver as approved by their supervisor or by any City supervisor.

The drug and/or alcohol test may test for any substance which could impair an employee's ability to effectively and safely perform the functions of his/her job, including, but not limited to, prescription medications, alcohol, heroin, cocaine, morphine and its derivatives, PCP, methadone barbiturates, amphetamines, marijuana and other cannabinoids.

Management staff or designee directing an employee to submit to a drug and/or alcohol test shall clearly document in writing the objective facts constituting reasonable suspicion that the employee in question is intoxicated or under the influence of drugs or alcohol. Written documentation will be preserved in the employee's medical file.

Assistance

Any employee who thinks they have a drug or alcohol abuse problem is urged to seek outside counseling. All persons covered by this policy should be aware that violations of the policy, depending on the degree of the severity, will be dealt with by any one or any combination of the following: counseling, oral reprimand, written reprimand, leave without pay, suspension, demotion, termination, or in not being hired. While the City will be supportive of those employees who seek help voluntarily, the City will be equally firm in identifying and disciplining those employees who have work performance related problems and who continue to be substance abusers and do not seek help or continue substance abuse even while enrolled in counseling or rehabilitation programs.

The City is committed to providing reasonable accommodation to those employees whose drug or alcohol problem classifies them as handicapped where and to the extent required under Federal or state law.

An employee who seeks counseling and/or rehabilitation assistance on their own, will not be subject to employee disciplinary action unless this assistance was sought after an investigation of work performance problems related to alcohol and drug abuse has begun.

Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation.

Application

This policy applies to all City employees. It applies to alcohol and illegal drugs as well as to legal substances, drugs or medications which could impair an employee's ability to effectively and safely perform the functions of the job.

Pre-Employment Testing

Persons who apply for safety sensitive employment with the City shall be informed in writing, when furnished with an application, that if they are offered employment in the position, it will be on the condition that they take a drug and alcohol test, and if the test results are positive for any of the substances being tested, they will be subject to being denied employment. Safety sensitive positions include positions in which failure to properly perform the function would put the employee or others in risk of physical injury.

Alcohol/Drug Test During Employment

If an employee is involved in an accident during the course of performing his/her duties, he or she shall submit to chemical testing.

Safety sensitive positions will be subjected to random, unannounced testing for drugs and/or alcohol use at any time, including periods of extended leaves. Each such employee shall have an equal chance at selection for random testing and shall remain in the selection pool even after being tested.

Chapter Name	41. Intern Program
--------------	---------------------------

The City of Shasta Lake Intern Program provides college students an opportunity to gain career experience while working on projects that benefit the community. The Program is administered by the Personnel Department and the interns work under the guidance and supervision of the Department Head where the intern is placed.

All internships are unpaid. If the student's college offers credit for the internships, it is the student's responsibility to arrange for the credit. The total number of hours worked may be dictated by credit requirements. It is the intent of the City of Shasta Lake Intern Program to match the educational goals of the student with the direct needs of the City Departments.

The intern is not an employee and works in a strictly volunteer capacity.

Management of the Program and Supervision of the Intern

The City of Shasta Lake Intern Program is administered by the Grant Administration Department whose duties include:

- Working with City Department Heads to determine areas where an Intern may be useful.
- Working with area colleges and universities to develop a referral program for interested students.
- Along with the Department Head, interviewing and placing the Intern in the Department and assisting with orientation.

- Tracking the Interns volunteer time and status reports for City of Shasta Lake records retention and for the school's records.

The supervision of the Intern and the assignment of tasks is the responsibility of the individual Department Head(s) whose duties include:

- Providing safety instructions to the Intern on use of equipment or other job specific areas.
- Providing training and orientation as to tasks and expectations.
- Providing Guidance, support, and frequent review of the work product for both City expectations and for advancing the skills of the Intern.
- Complete an Intern Evaluation at the end of the time commitment, review it with the Intern, and forward the evaluation to the Grant Administration Department.

Chapter Name	42. Solicitation, Distribution, and Bulletin Boards
---------------------	--

Employees may engage in solicitation on City premises only during their non-working time. Non-working time means time during meals or breaks and before or after work.

Employees may distribute or circulate non-City written materials only during non-working time and only in non-work areas. If an employee is not certain whether an area is a work or non-work area, he or she should consult his or her immediate supervisor for clarification.

	Personal Sales
--	-----------------------

Solicitation or distribution in any way connected with the sale of any goods or services for profit is strictly prohibited anywhere on City property at any time. Similarly, solicitation or distribution of literature for any purpose by non-employees is strictly prohibited on the City's property at any time.

	City Bulletin Boards
--	-----------------------------

The City has bulletin boards located throughout the facilities for the purpose of communication with employees.

Postings on these boards are limited to City-related material including statutory and legal notices, safety and disciplinary rules, City policies, memos of general interest relating to the City, local operating rules, and other items.

All postings require the prior approval of a Department Head. No postings will be permitted for any other purpose. Union postings will be considered City business.

	News Media
--	-------------------

This policy establishes the City's position with respect to employee interaction with the news media, including representatives of print, online, television and radio outlets and all student media.

The City Manager is the designated contact point for the news media and the source of official information about the City. It is the responsibility of City Manager to provide clear

and consistent communications and to initiate and/or respond to media requests and to manage those interactions.

An employee or department seeking to publicize a program, event or achievement should contact the City Manager. Similarly, employees or departments contacted by the media are strongly encouraged to notify and use the City Manager as a resource before providing any information or responding to questions.

After contact with a media representative has been established, employees are free to discuss topics related to their areas of expertise, but should not speak on behalf of the City nor interpret City policy unless designated as a spokesperson by the City Manager. If the City is asked for official comment on an issue, an appropriate spokesperson will be identified by the City Manager.

News media are permitted to enter public areas of the City, but are encouraged to first contact the City Manager prior to visiting City premises. While on City property, media representatives should be accompanied by a member of City staff. Employees who see unaccompanied media are asked to contact the City Manager.

It is the responsibility of the Department Heads and supervisors to communicate and implement procedures to comply with this policy, while also ensuring that free inquiry and freedom of expression within the community are respected and observed.

Employee Handbook Acknowledgment and Receipt

I have received my copy of the Employee Handbook. The employee handbook describes important information about the City of Shasta Lake, and I understand that I should consult my supervisor or Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with the City of Shasta Lake voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or the City of Shasta Lake can terminate the relationship at will, with or without cause, at any time, so long as there is not a violation of applicable federal or state law.**

I understand and agree that, other than the City Manager, no manager, supervisor or representative of the City of Shasta Lake has any authority to enter into any agreement for employment other than at will; only the City Manager has the authority to make any such agreement and then only in writing signed by the City Manager of the City of Shasta Lake.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with the City of Shasta Lake. By distributing this handbook, the City expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by the City of Shasta Lake and the City reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the City Manager of the City of Shasta Lake has the ability to adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at the City of Shasta Lake is employment at will, which may be terminated at the will of either the City of Shasta Lake or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by the City of Shasta Lake or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

_____ Employee's Signature

Employee's Name (Print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE