

City of Red Bluff



Employee Handbook

Adopted 6/18/2024

WELCOME TO THE CITY OF RED BLUFF

This employee handbook is meant as a guide to assist you in finding out about pay, benefits, time off, City policies, guidelines and expectations. Specific Policy information is maintained within the City's Personnel Policies & Procedures Manual (AP&P 22) available on the City's website at:

https://www.cityofredbluff.org/departments/human_resources_home/resources.php.

This handbook has a lot of useful information about the City. Look through it carefully, but keep in mind that this is a handbook, not a contract. In the event business demands change, or there is a change in the law, the policies and procedures at the City of Red Bluff may change as a result. Any questions related to the information in this handbook can be directed to the Human Resources office located at City Hall. Current City Personnel Policies, Memorandums of Understanding, Resolutions regarding employment agreements, links to City provided health and safety benefits and the Injury & Illness Prevention Program can all be found at:

https://www.cityofredbluff.org/departments/human_resources_home/index.php

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CITY ORGANIZATION

The City of Red Bluff is a general law city established in 1876, operating under the council-manager form of government with a five-member City Council. Council Members are elected for four-year overlapping terms on an at-large basis. Mayoral duties rotate annually among the elected. The City Council is the legislative body responsible for overall policy development and direction of the City. The City Council has six citizen commissions/committees whose members are appointed by the Council, including the Planning Commission, the Parks and Recreation Commission, and Airport Commission, Loan Committee, Audit Committee, and Board of Appeals.

The City Council appoints the City Manager, who serves as the executive officer and is responsible for the day-to-day operations of the City. The City Manager's executive staff includes the Director of Finance, Public Works Director, City Engineer, Community Development Director, Chief of Police, Fire Chief, Human Resources Administrator and Executive Assistant/Deputy City Clerk.

The City Council appoints the City Attorney and contracts with that individual's firm for legal services. The City of Red Bluff provides a variety of municipal services including public works, parks and recreation, engineering, planning and building, police, fire, water, sewer, streets, municipal airport, and storm drain maintenance as well as all the traditional internal financial and administrative support functions.

The City currently employs approximately 120 full-time employees and 15-30 part-time, seasonal, and temporary employees. City staff are comprised of one of three categories: contract, represented and non-represented. There are five represented labor groups within the City's workforce: Red Bluff Firefighters' Association (RBFA), Red Bluff Fire Mid-Managers' Association (RBFMMA), Red Bluff Police Officer's Association (POA), Red Bluff Police Mid-Managers' Association (RBPMMMA) & Miscellaneous Bargaining Unit (MISC.).

Employment Categories

- **Regular full-time:** A person who has successfully passed the probationary period and has been appointed to regular full-time employment status.
- **At Will:** Department Head appointments that serve at the privilege of the City Manager.
- **Probationary:** Is the first 12 months of employment for a person who has been hired to work for the City before being given regular status.
- **Part-Time/Temporary/Seasonal:** A person filling a position without regular or probationary status. Part-time maximum employment is limited to 1,000 hours in a twelve-month period, July 1-June 30. A part-time/temporary or seasonal employee is not entitled to any benefit beyond sick leave as outlined by California state law.

COMMUNICATION & TECHNOLOGY

Use of Technology

City technology, including all City electronic information systems, are considered the property of the City of Red Bluff. For the sake of this rule, “City owned, leased, or subscribed to technology” will include electronic information systems that are used to conduct City business and owned by the City, or a State/Federal entity. The City of Red Bluff may authorize employees to use technology owned by the City as necessary to fulfill the requirements of their position. City technology includes, but is not limited to, computers, the City’s computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, universal serial bus (USB) drives, wireless access points (routers), tablets, smartphones or smart devices, telephones, cellular telephones, fax machines, photocopiers, printers, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site, or through City owned or personally owned equipment or devices used to access web-based or cloud-based electronic information from the City.

The use of City technology is a privilege permitted at the City’s discretion and is subject to the conditions and restrictions set forth. The City reserves the right to suspend access at any time, without notice or reason. The City may place restrictions on employee access to sites, material, and information, including access to systems from personally owned equipment. In addition, any financial obligations which may arise from unauthorized use may be the responsibility of the employee.

E-Mail

All full-time, regular employees will be given access to a City provided email account to receive regular communication and assignments from City Administration, including but not limited to:

- Required regular training per law.
- Monthly safety and emergency training.
- Annual Policy and Handbook review and acknowledgement.
- Personnel Action Forms (PAF).
- Performance Evaluations.
- Job Announcements
- Time keeping/scheduling.
- Information regarding benefit changes/Open Enrollment.

➤ For more information, please reference *AP&P 22-9 Employee Use of Technology*.

Cell Phone Use for City Business

Many tasks at the City require the use of a mobile cell phone, including logging into computers through dual authentication software, utilizing timekeeping systems and

accessing email. Many positions at the City also have a considerable amount of “field duty” that require supervisors and staff to communicate with those in the field. In recognition of this, the City provides a monthly allowance for those that consent to use their personal cell phones for City business. Certain positions at the City are allocated a City provided cell phone due to the amount of use (supervisors) or type of use (safety personnel) required for their positions.

- For more information, please reference *AP&P 22-60 Cell Phone Use Policy*.

Confidentiality

Most City records and files are considered public; therefore, reasonable public access to the information is available. However, some City records are not public. These records include police records, personnel records, legal files of the City Attorney’s Office, financial securities, financial information submitted by people applying for business licenses, data and computations in working files about public projects that may be subject to competitive bidding or other records containing confidential information. **When in doubt about the confidentiality of a City record or document, check with your supervisor or City Attorney regarding confidentiality.**

If an employee’s job requires him or her to handle documents or files of this kind, confidentiality must be upheld. They must not discuss confidential matters with anyone who is not authorized by the City to have access to the information.

Department Confidentiality

Many City employees and contractors are privy to personal information of its citizens on a regular basis. It is paramount that each employee exercise caution in the handling of this information to retain trust from our citizens. Each employee should refer to their own Department’s specific confidentiality requirements and adhere to them at all times. Violations of confidentiality should be reported immediately to the Department Head and/or Human Resources to maintain and protect the privacy of our citizens.

A confidentiality agreement shall be signed by each employee upon hire with the City of Red Bluff.

- For more information, please reference *AP&P 22-10 Employee Responsibility to Maintain Confidentiality*.

RECRUITMENT & APPOINTMENT

Equal Employment Opportunity

The City of Red Bluff affords equal employment opportunity for all qualified employees and applicants as to all terms of employment, including compensation, hiring, training, promotion, transfer, discipline and termination. The City of Red Bluff prohibits discrimination against employees or applicants for employment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status or any other basis protected by law.

Employees, volunteers, or applicants who believe they have experienced any form of employment discrimination or abusive conduct are encouraged to report the conduct immediately to Human Resources in person or by using the complaint form available on the City's website at:

https://cms5.revize.com/revize/redbluff/departments/human_resources_home/resources.php

Or by contacting the U.S. Equal Employment Opportunity Commission, or the California Department of Fair Employment and Housing.

- For more information, please reference *AP&P 22-5 Equal Employment Opportunity*.

Job Postings

The City of Red Bluff desires to fill all positions with the most suitable applicant. Employees are encouraged to apply for vacant positions if they meet the minimum qualifications. The Human Resources Department will prepare a job announcement for a proposed recruitment. In general, notices of all job openings are posted online, although the City of Red Bluff reserves its discretionary right to not post an opening. Job openings can be found at the following website:

<https://www.governmentjobs.com/careers/cityofredbluff>

- For more information, please reference *AP&P 22-14 Recruitment*.

Application Requirement

Job applications shall require information describing an individual's training, education, experience, and other pertinent information as deemed necessary to assess qualifications for the job. Applicants may be required to provide supplementary information, including but not limited to answers to job-related questions; resume; licenses; certifications; diplomas; letters of recommendation; and references. All applications must be completed in full and signed electronically, by the person applying. The Human Resources

Department will not process any application which is not fully completed and signed. Should an applicant be appointed to a position, the supplemental information shall become a part of the individual's permanent employment records.

Screening & Interview Process

A comprehensive screening process not only assists with ensuring the City of Red Bluff maintains an exceptional level of employees in our work force, but also contributes to minimizing challenges which may arise from ineffective hiring practices. Because each hiring decision can have long term ramifications, fair, honest, and consistent applicant screening practices are essential to preserving the integrity of our organization and may contribute to reducing agency liability.

The Human Resources Department and Department Heads will determine the manner and methods of administering employment examinations. Examinations may consist of written tests; oral tests; performance tests; evaluations of prior training and performance, experience and/or education; interviews; working style assessments; practical exercises; file review; or any combination thereof. The content of all examinations will be job-related and designed to test knowledge, skills or abilities that help predict successful completion of job duties.

An applicant with a disability may request accommodation in an examination process. Following receipt of a request for accommodation, the Human Resources Department may require additional information, such as reasonable documentation of the existence of a disability.

Applicants who meet the minimum qualifications and pass all examinations may be subject to a background and/or reference check, physical examination and a drug test upon conditional offer.

Eligibility Lists

After completion of an open or promotional examination for a classification, the Human Resources Department will prepare an eligibility list consisting of the names of candidates who passed the examination. Eligibility lists shall become effective upon the certification by the City Manager. A person appearing on an eligibility list will be noticed of their placement on the list.

A person placed on an eligibility list shall be removed from the list if they so request in writing or fails to respond to notification of an opening within five (5) calendar days after notification. It is the responsibility of the eligible person to keep the Human Resources Department informed of their current physical or email address, or phone number.

When a position is to be filled from a promotional or open eligibility list, the selection of the successful candidate shall be made from the top candidate on the Eligibility list and proceed down the list if the first candidate declines or fails the pre-employment

examination process or if another vacancy occurs while the Eligibility list remains active. If no person on the effective eligibility list indicates a willingness to accept the appointment, the City Manager may request a new examination and establish a new eligibility list or may fill the position by another method.

- For more information, please reference *AP&P 22-15 Screening, Interview & Eligibility List Process*.

Offers of Employment & Pre-Employment Examinations

The Human Resources Department will make all appointments except for those classifications that report to the governing body. The City Manager has discretion to decide in what manner a vacancy shall be filled. Vacancies may be filled by reinstatement, promotion, transfer, demotion, appointment of part-time/temporary or seasonal employees, or from an appropriate eligibility list if available. The City Manager will make appointments for those classifications that report to it.

Appointment to certain positions may be made contingent upon the applicant/employee passing a drug/alcohol test, and/or a job-related medical and/or psychological examination. Such examinations shall only be required after a conditional offer of employment has been made.

- For more information, please reference *AP&P 22-16 Offers of Employment and Pre-Employment Examinations*.

Orientation

On the first day of employment, all new hires are required to attend a new hire orientation as facilitated by the Human Resources Department. Employees returning to City employment after a break of one year or more must attend the new hire orientation as a refresher. An Orientation Checklist with a list of items covered in the orientation will be placed in the employee's personnel file.

All orientations are to include a review of vital policies/rules, procedures, benefits, City information, compensation, leaves/time off, resources, employee standards, and workplace safety as listed in the Policy. In addition to items listed, the department may develop an orientation list specific to their department.

- For more information, please reference *AP&P 22-17 Orientation*.

Probationary Appointment

The probationary period is part of the examination process and is used to determine whether work performance or work-related behavior meets the required standards of the position. A probationary employee may be rejected at any time during the probationary period for any job performance-based reason, without notice or appeal or grievance, and without any rights set forth. Under no circumstances shall an employee be released from

probation for any discriminatory reasons or as retaliation. The probationary employee will be notified prior to the expiration of the probationary period that they have been rejected from probation.

Length of Probation: Unless otherwise specified by MOU or the Personnel Policies, the probationary period is **[12 months, 2080 hours]** of actual and continuous service. The probationary period is automatically extended by the length of any absence of one work week or more.

- For more information, please reference *AP&P 22-21 Probation Period & Regular Status*.

Nepotism

The City of Red Bluff is committed to a policy of employment and advancement strictly based on qualifications and merit. It is found by the City that a business purpose exists relating to supervision, safety, security, morale, and the public's trust in the agency's qualifications and merit-based employment practices. These practices dictate that a prohibition on direct supervision of family members within City departments is essential to the equal and fair treatment of employees and applicants. In regard to this policy, a family member shall consist of the spouse, children, parents, parents of spouse, brothers, sisters, grandparent, grandchild, state-registered domestic partners, guardians, wards, or other individuals whose relationship to the employee is that of a dependent or near dependent.

- For more information, please reference *AP&P 22-6 Nepotism*.

WORK HOURS & ATTENDANCE

Work Schedules

The work week begins at 12:00 a.m. on Saturday and ends at 11:59 p.m. on Friday, except for employees on a 9/80 work schedule, or as otherwise designated in an applicable MOU, or by a Fair Labor Standards Act (FLSA) 29 USC § 207(k) work period for fire and police employees.

Work schedules are determined at the discretion of the department head and are subject to change according to the needs of the department or the City of Red Bluff. An overtime-eligible employee shall be in attendance and at work during the hours specified by the supervisor. Employees working a 9/80 work schedule will have a regular day off every other week as determined by the City of Red Bluff. For employees working a 9/80 work schedule, each employee's designated work week shall begin exactly four hours after the start of their eight-hour shift on the day of the week that corresponds to the employee's alternating regular day off.

Accurate Time Reporting

All employees must accurately report all work time to the quarter hour (4:15, 4:30, 4:45, 5:00). Employees are paid based upon the scheduled shifts they are required to work and verify by approval process at the end of each payroll period. Any changes to actual hours worked must be reported through the City's timekeeping software. This includes changes in start/stop time, not just total hours worked in a day. Other changes, such as calling out sick or working overtime must be requested and approved by a supervisor. Every employee must review their timecards for accuracy and request any necessary changes from their supervisor in a timely manner. All timecards must be reviewed, approved and submitted to payroll when required by the Finance Department.

Attendance and Punctuality

The City realizes there may be times when an employee will be late or unable to work due to an illness or emergency. In this situation, the employee must notify the supervisor. Some divisions/departments have special rules requiring early notification. Speak with your supervisor or refer to your MOU to see if any special rules apply to you. The supervisor has the right to know the reason for the absence or tardiness. Keep in mind that frequent absences and tardiness without prior approval or excuse can affect work performance and performance evaluations. Failure by an employee to return to duty within 24 hours of receiving a notice to return to duty may be cause for immediate discharge. Please review your MOU for specific requirements that pertain to your job classification.

Advance Request for Permission to Deviate from Regular Work Hours

An overtime-eligible employee is required to seek advance permission from their supervisor for any foreseeable absence or deviation from regular working, break, and mealtimes.

Prior Approval Required for Overtime

Overtime-eligible employees are not permitted to work overtime except as directed and authorized by their supervisor, or in case of emergency, as determined by the agency. Working overtime without prior authorization or approval is grounds for discipline. In emergency situations that necessitate working overtime, the employee must notify a supervisor as soon as possible, and in no event later than the end of that day upon which the emergency occurred. If the supervisor denies the request to work overtime, the employee must obey the supervisor's directive and cease working. Failure to follow these overtime approval procedures may subject the employee to disciplinary action, up to and including termination, for violating the overtime approval procedures.

Overtime is all hours an overtime-eligible employee works beyond their normally scheduled full-time hours in a designated work week. Only actual hours worked will be counted toward this threshold for purposes of calculating Fair Labor Standards Act (FLSA) overtime pay; paid leave will not be counted. Overtime-eligible employees who are directed to work overtime must do so.

- For more information, please reference your application MOU.

Unauthorized Absence is Prohibited

Arriving late to work or leaving early in connection with scheduled work times, breaks, or meal periods is prohibited, absent authorization. An overtime-eligible employee who fails to timely notify the supervisor of any absences as required by Policy, or who is not present and ready to work during all scheduled work times will be deemed to have an unauthorized tardy or absence and will not receive compensation for the period of absence.

Excessive Tardiness/Absenteeism and Abuse of Leave

Excessive tardiness occurs when an overtime-eligible employee who, without authorization, is late to work or late to return from breaks more than three times during any 30-day period. Excessive absenteeism occurs when the number of unapproved absences for reasons that are not permitted by state or federal law, exceeds **three days in any three-month period**. Excessive tardiness or absenteeism may be grounds for discipline, up to and including termination.

Abuse of leave is a claim of entitlement to leave when the employee does not meet the requirements for taking the leave, and may be grounds for discipline, up to and including termination. Should the City of Red Bluff suspect that there is an abuse of leave by an employee, the City of Red Bluff may require that the employee submit a physician's certificate to support the absence.

Meal Period

A non-compensated meal period will be provided to all overtime-eligible employees who work more than six hours in a workday. Overtime-eligible employees are responsible for taking their meal period at a time designated by the supervisor. The meal period will last no

less than 30 minutes and no more than an hour, depending on the schedule provided by the supervisor.

Meal Waivers

Some positions at the City do not allow the employee to be relieved for a meal period. These positions are either Safety sensitive (Police staff or Fire staff) or there is no other employee to relieve them from duty. In these cases, an On Duty Meal Waiver form will need to be completed and the employee will be paid for their entire shift. Employees are encouraged to take time to take a meal break as needed and as their duties allow.

Rest Period

A 15-minute compensated rest period will be provided to all overtime-eligible employees for each four-hour period of service. The rest period shall be taken at a time designated by the employee's supervisor. If an employee did not have the opportunity to have their rest break, they are to notate their timesheets at the time the break is missed.

- For more information, please reference *AP&P 22-29 Work Hours & Attendance*.

No Volunteering of Work Time

All time spent for the benefit of the City of Red Bluff must be reported as hours worked on time records so that the employee is paid for all work. Overtime-eligible employees may not "volunteer" work time to perform duties that are the same or similar as their stated or regular job duties. Employees have no authorization to work without compensation. No supervisor has authority to request overtime-eligible employees to volunteer work time.

LEAVE

Vacation Accrual and Utilization

Eligible full-time employees, except for part-time, temporary/seasonal employees earn vacation. Employees who have satisfactorily served the City for six (6) months or more are entitled to utilize their accrued vacation leave with pay. The accrual rates of vacation leave are set forth in the MOU or Resolution for each employee group. Vacation use must be requested through the City's online scheduling software and approved by the Supervisor or Department Head. The Department Head will approve the use of vacation in accordance with the needs of the City and with regard for the wishes of the employee. Employees may continue to accrue vacation leave up to the maximum identified in their MOU or Resolution. Once the employee reaches that maximum accrual, they will cease to accrue additional leave until their balance drops below the maximum, subject to rules set forth in the appropriate MOU or Resolution.

Accumulated Time Off (ATO) / Compensatory Time Off (CTO)

The term ATO and CTO are each used separately by different bargaining units within the City. These terms should be considered synonymous. An overtime-eligible employee may opt to accrue accumulated time-off (ATO) in lieu of cash payment for overtime worked if their supervisor agrees prior to overtime work being performed.

Accrual Rate: ATO accrues at the rate of 1.5 hours for each hour, or fraction thereof, worked after 40 hours of actual work within the employee's designated work week. Time in paid leave status does not count toward ATO. Please see your MOU for total bank hours allowed.

Employee Request to Use ATO: The City of Red Bluff will grant an employee's request to use accumulated ATO provided that: 1) the department can accommodate the use of ATO on the day requested without undue disruption to department operations; and 2) the employee makes the request through the established scheduling system to the supervisor no later than five business days prior to the date requested. If the employee does not provide five business days' notice, or if the department cannot accommodate the time off without undue disruption, the City of Red Bluff will provide the employee the opportunity to cash out the amount of ATO requested at the end of the current pay period. The City of Red Bluff reserves the right to cash out accumulated ATO at any time.

Value of ATO Cash Out: During employment, ATO is cashed out at the employee's current FLSA regular rate of pay (including all FLSA-applicable salary differentials and special pays). Employees separating from City of Red Bluff service shall be compensated for all accrued, unused compensatory hours at their current FLSA regular rate of pay, or their average FLSA regular rate for the prior three years, whichever is higher.

Sick Leave (full time-regular employees)

Sick leave is paid leave from work that can be used for the following purposes:

- Employee's own bona fide incapacity due to illness or injury.

- Employee treatment or examination by a licensed medical practitioner.
 - Domestic Violence, Sexual Assault, or Stalking for the employee to obtain relief, including seeking a restraining order or to ensure the health, safety, or welfare of themselves or their children.
- For more information, please reference *AP&P 22-41: Leave for Domestic Violence*.

Family Sick Leave Use

With approval from the supervisor or designee, employees may be eligible to use half of their annual sick leave accruals to attend to the medical needs of an immediate family member. Sick leave for this purpose shall not exceed forty-eight (48) hours per fiscal year.

Eligible family members who qualify as an immediate family member includes only:

- Child (biological, adopted, foster child, stepchild, legal ward, or a child to whom the eligible employee stands in loco parentis, regardless of age or dependency status).
 - Parent (biological, adoptive, foster parent, stepparent, or legal guardian of an eligible employee or the eligible employee's spouse or registered domestic partner, or a person who stood in loco parentis when the eligible employee was a minor child).
 - Spouse
 - Registered domestic partner.
 - Grandparent or step-grandparent.
 - Grandchild.
 - Sibling.
 - Designated Person (For purposes of paid sick leave, a "designated person" means "a person identified by the employee at the time the employee requests paid sick leave." This definition does not require the person be related by blood, or even a family-equivalent relationship. The City of Red Bluff limits an employee to one designated person per calendar year for paid sick days).
- For more information, please refer to your MOU/Resolutions regarding accrual. Please also reference *AP&P 22-35 Sick Leave*.

Sick Leave (seasonal/temporary/part-time employees)

These employees with the City of Red Bluff accrue one (1) hour of paid sick leave for every thirty (30) hours worked. Accrued and unused sick leave carries over to the following year of employment but stops earning sick leave once they have accrued 10 days or 80 hours, whichever is greater. However, An employee is only allowed to use up to a maximum of 5 days or 40 hours, whichever is greater, of paid sick leave in a 12-month period.

- For more information, please reference *AP&P 22-36 Paid Sick Leave – Part-time & Seasonal*.

Bereavement Leave

In the event of a death of any “immediate family member” of an employee, the employee will be entitled to paid leave (Refer to MOU or Resolution for hours and days paid). The immediate family shall consist of the spouse, children, parents, and parents of spouse, brothers, sisters, grandparent, grandchild, state-registered domestic partner, guardians, wards of other individuals whose relationship to the employee is that of a dependent or near dependent.

- For more information, please reference *AP&P 22-44 Bereavement Leave*.

Family and Medical Care Leaves

The Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) allow eligible employees to take up to 12 weeks (480 hours) in a 12-month period of unpaid job protected leave for family and medical reasons with continuation of group health insurance under the same terms and conditions as if the employee had not taken leave.

An employee may take FMLA/CFRA leave for any of the following reasons:

- An employee’s own serious health condition.
- The birth of a child and to care for or bond with such child.
- The placement of a child with the employee for adoption or foster care.
- To care for an immediate family member with a serious health condition (spouse, registered domestic partner, child, parent, parent-in-law, sibling, grandparent, or grandchild.).
- Under CFRA only, a “designated person” can be chosen. A designated person is defined as: Any individual related by blood or whose association with the employee is the equivalent of a family relationship.

Leave may be taken intermittently or as a continuous block of time.

FMLA may run concurrently with other leaves, including industrial disability leave.

To be eligible for FMLA/CFRA, an employee must have worked for the City for at least 12 months and worked at least 1,250 hours in the 12 months immediately preceding the commencement of leave. If the need for leave is foreseeable, the employee must give 30 days prior notice. If the leave is not foreseeable, the employee must give notice as soon as practicable. If an employee qualifies for more than one statutory leave, all applicable leaves will run concurrently.

- For more information, please reference *AP&P 22-38 Family Medical Leave*.

Pregnancy Disability Leave

An employee who is on Pregnancy Disability Leave (PDL) is entitled to a continuation of group health insurance under the same terms and conditions as if the employee had not taken leave. Employees may be eligible for Pregnancy Disability Leave if they are physically unable to work because of pregnancy, childbirth, or a pregnancy related medical

condition. For example, an employee may be eligible to take Pregnancy Disability Leave for prenatal or postnatal care, severe morning sickness, doctor-ordered bed rest, childbirth, recovery from childbirth, loss or end of pregnancy, or any other related medical condition. PDL can run concurrently with FMLA but not CFRA leave.

- For more information, please reference *AP&P 22-39 Pregnancy Disability Leave*.

California State Disability Insurance

Public agencies, such as the City of Red Bluff, are not required to participate in California's State Disability Insurance program. Certain employee bargaining units have elected to participate in California's State Disability Insurance program. However, if your job classification is not in a bargaining unit that has elected to participate in California's State Disability Program, you are not eligible for benefits under the California State Disability Program for any hours worked and/or pay received while employed by the City of Red Bluff. Please see Human Resources with any questions you may have regarding California State Disability Insurance.

Note: California State Disability Insurance provides disability income for non-work-related injuries and illnesses. All employees are covered for work-related injuries and illnesses under the City's worker's compensation coverage.

- For information regarding work-related injuries or illnesses, refer to the On the Job Injuries section.

Catastrophic Leave

Catastrophic Leave is a voluntary program intended to provide an eligible employee authorized paid time-off through voluntary donation of composite/vacation leave from City employees who are eligible for composite/vacation leave. Individuals who are interested in receiving Catastrophic Leave donations can pick up an application from the Human Resources Department and must meet certain requirements prior to approval. Upon approval of an application for composite/vacation leave donations under the City's Catastrophic Leave Policy, the Human Resources Department will distribute voluntary donation certificates upon which an employee can elect to donate composite/vacation leave hour(s). Donated composite/vacation leave hours are irrevocable and must be specifically designated for the employee who has been approved for Catastrophic Leave Benefits. Catastrophic Leave shall not exceed a maximum of six months and must be used within one (1) year of the date the application for Catastrophic Leave is approved. Only one request for Catastrophic Leave will be approved in a twelve (12) month period.

- For more information, please reference *AP&P 22-40 Catastrophic Leave*.

Leave of Absence

The City of Red Bluff may grant employees personal leave of absence without pay for a maximum of 10 working days in a rolling twelve (12) month period, upon written approval

from the City Manager. City Council may, upon the recommendation of the Department Head and the City Manager, grant additional leave of absence without pay beyond this period.

- For more information, please reference *AP&P 22-37 Leave without Pay*.

Jury Duty

As a responsible institutional citizen, the City of Red Bluff recognizes that its employees may occasionally be called for jury duty. In such circumstances, the City of Red Bluff shall grant employees paid jury duty leave of absence for the duration of the employee's jury duty assignment.

- For more information, please reference *AP&P 22-45 Leave for Legal Matters*.

Military Leave

Military Duty Leave of Absence is a leave of absence from employment to engage in the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority. This includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, a period for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any such duty, and a period for which a person is absent from employment for the purpose of performing funeral honors duty as authorized by federal law. The City of Red Bluff will grant employees with military duty leave and reemployment rights pursuant to federal, state, and local laws.

The City of Red Bluff will grant military-related family leave to eligible employees in order to address issues arising from military deployment, care for an injured service member, or to spend time with a military member on military deployment leave.

- For more information, please reference *AP&P 22-43 Military-Related Leave*.

Holidays

The City of Red Bluff observes the following paid holidays, subject to the appropriate MOU. Except for necessary services, all municipal offices will be closed.

- New Year's Day
- Martin Luther King Jr.'s Day
- President's Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Columbus Day

- Veteran's Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

Note: When a holiday falls on a Sunday, the following Monday shall be observed. When a holiday falls on a Saturday, the previous Friday shall be observed. When Christmas Day or New Year's Day fall on a Saturday, those holidays will be observed on the previous Friday and Christmas Eve Day and New Year's Eve Day will be observed on the previous Thursday.

Because of varying types of services provided to the public, there are differences in the way individual departments provide time off for holidays. Employees should refer to their MOU or check with their supervisor to discuss department or division policy and practice regarding timekeeping practices regarding holidays. Management and Mid Management employees who are working an alternative work schedule should refer to the Management and Mid Management Agreements for timekeeping requirements.

Part-Time/Temporary and Seasonal employees at the City of Red Bluff are not eligible to receive City Benefits or Holiday pay.

- For more information, please reference *AP&P 22-31 Holidays*.

Holiday Pay for 56-hour Employees (Fire)

Refer to the Red Bluff Fire Fighters' Association MOU at:

https://www.cityofredbluff.org/departments/human_resources_home/employee_groups_mous.php.

BENEFITS

Representation

The City meets and confers with representatives of employee groups (unions or self-represented bargaining units) who have been authorized to negotiate terms and conditions of employment for individuals who are working in specific full-time, regular job classifications for the City. Employee groups represented by Unions or Associations have formal organizations of which you can choose to become a member. However, you are not required to be a member. If you elect to participate as a member, you can authorize the City to deduct dues from your paycheck. You are still represented by the identified employee group even if you choose not to become a member of that group. Some unions have requirements for agency shop and continued participation after you initially join.

After City representatives have met and conferred with representatives of recognized employee organizations, a Memorandum of Understanding (MOU) or Resolution Agreement is approved by the employee organization and is adopted by the City Council. The MOU or Resolution Agreement describes the compensation and benefits available to employees, including a basic pay plan for each job title, health, dental, vision insurance, retirement benefits, life insurance, etc.

Pay Day Schedule

Employees are paid every two weeks (bi-weekly). The pay period begins on Saturday and continues for fourteen days through Friday of the following week. Payday is the Friday following the end of the pay period. If the payday falls on a holiday, paychecks will be distributed on the preceding business day. All employees are eligible and encouraged to participate in a convenient *Electronic Payroll Deposit* to any financial institution.

Health/Dental/Vision Insurance Benefits

All permanent employees have the option to participate in the City's insurance plan. Permanent employees are eligible for coverage beginning the first month after they are hired. The City's contribution toward the monthly premium rate is provided in the employee's MOU or Resolution Agreement. Under the City's plan, the employee's share of the insurance premiums is paid on a pre-tax basis. Employees are responsible for payment of any premium cost which exceeds the City's contribution amount.

Employees who have alternate medical insurance coverage and can provide verification of such coverage, can opt-out of the City's medical insurance. Opt-out payment options vary by bargaining unit and are specified in the employee's MOU or Resolution Agreement. If an employee opts-out of health, the employee can choose to enroll in the dental and vision plan at no cost to the employee.

The City, in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), allows employees and their family members to continue group plan participation for a limited amount of time when their coverage would otherwise terminate due to job

loss, reduction of hours, separation, divorce, death, and certain other “qualifying events.” COBRA participants are required to pay the entire monthly premiums plus an administration charge.

- For more information, please reference *AP&P 22-32 Health Benefits*.

Life Insurance

Term Life Insurance is provided to each full-time, regular employee up to the amount of \$50,000 (determined amount at the discretion of provider) at no cost to the employee. Voluntary Life Insurance is also available for purchase at the employee's discretion, within guidelines established by the provider. The City of Red Bluff does not contribute towards Voluntary Life Insurance premiums.

Deferred Compensation

The City offers a 457(b) deferred compensation plan. The provider offers several tax-shelter investment programs, in which you may voluntarily participate. By signing a payroll deduction authorization, you can have the City withhold a certain portion of your salary (a minimum of \$10 each pay period up to a maximum established by Law). This money is invested in a program as you choose from the options given by the provider. Your investment is payable to you when you terminate or retire, or to your beneficiary in the event of your death. The amount of your salary that has been withheld is deferred income and not subject to taxes during your employment, however, the deferred compensation, including interest and dividends earned as a result of investment, is subject to taxes when it is received.

The City in no way guarantees the success of any investment program selected and is not liable for any losses that might be incurred under the Deferred Compensation Program.

- For additional information regarding MissionSquare benefits contact MissionSquare directly at (866) 326-7272 or visit their website at <https://www.missionsq.org>

Wellness Program

Employee fitness and wellness is important to the City of Red Bluff. In order to promote employees in attaining overall wellness, the City reimburses up to \$15.00 per month per employee which only applies to a full month of membership toward qualified fitness centers. Reimbursements are done in quarterly or greater increments.

- Please see Human Resources for *Wellness Program Authorization & Participation Form*.

Aflac

Regular and probationary employees have the option of purchasing Aflac Insurance Products. The premium for these products may be purchased through a payroll deduction which may qualify as a pre-tax deduction. The City does not contribute towards Aflac

premiums. The open enrollment during which employees can add, change, or cancel a pre-tax Aflac Policy is during the fall season each year. All changes, additions, and/or cancellations become effective January 1st of next year.

- If you have questions regarding Aflac Products or visit:

<https://www.aflacenrollment.com/CityOfRedBluff/0AVP32856244>

Employee Assistance Program

Each employee and his or her eligible dependents may participate in the City's Employee Assistance Program (EAP) provided by ACI Specialty Benefits. The EAP Program is entirely voluntary and confidential. This program provides counseling and consultation services designed to help you and your eligible family members with a wide range of personal issues. You and your dependents may have up to three (3) counseling sessions, per incident, with unlimited incidents, which the cost is paid by the City. The EAP can assist you with:

- Marriage, relationship, and family problems
 - Domestic violence
 - Alcohol and drug dependency
 - Stress and anxiety
 - Depression
 - Grief and loss
 - Financial Services
 - Childcare and elder care assistance
 - Legal services
 - Identity theft recovery services
- Additional information and/or services may be obtained 24 hours a day / 7 days a week by contacting ACI at (800) 932-0034 or visit www.acispecialtybenefits.com. Brochures are available in the Human Resources Office.

Education & Training

Employees may also be eligible for a limited reimbursement covering tuition and cost of textbooks for a job-related course in a state accredited college or university. Refer to your bargaining unit's MOU to see if you qualify and for further details.

Service Awards Program

This program honors employees for their dedication and years of service to the City which are awarded at five, ten, fifteen, twenty, (...and other 5-year increment milestones). Employees are formally recognized at a City Council meeting where employees receive certificates or plaques (20+ years) recognizing their service to the City.

Retirement

The City is a contracting agency of the California Public Employees' Retirement System (CalPERS) for full-time, regular employees. The City pays the employer contribution towards CalPERS retirement and the employee pays the employee share. The PERS benefits booklet provided at orientation outlines the complete package.

Employees make contributions into the CalPERS system through an automatic payroll deduction. The percentage of the contribution varies depending on the employee's defined benefit retirement formula. Employees should reference the applicable memorandum of understanding to determine their defined benefit retirement formula and required member contribution.

Employees may be eligible for a CalPERS service retirement once they have reached the minimum age for retirement and have at least five years of CalPERS credited service. The amount of an employee's retirement benefit will be calculated based upon their service credit, benefit factor, and final compensation. PEPRRA requires all public agency employees hired on or after January 1, 2013, to have a 36-month final compensation period. Those employees hired prior to January 1, 2013, have a 12-month final compensation period. Employees with prior CalPERS service credit who were hired by the City of Red Bluff after January 1, 2013, may still qualify for the 12-month final compensation period if their break in service was for a period less than six months.

- More information (including information specific to an individual and retirement estimates) can be accessed at the CalPERS website: www.calpers.ca.gov or refer to your MOU. Also reference *AP&P 22-34 Pension Plan*.

Reasonable Accommodation

The City of Red Bluff will make every reasonable effort to provide accommodations in accordance with the ADA and FEHA, with the purpose of enabling an individual to: 1) be considered for a job; 2) perform the essential functions of their job; and 3) enjoy equal benefits and privileges of employment.

The City is required to provide reasonable accommodation for the known disabilities of a qualified individual. A reasonable accommodation may include, but is not limited to the following:

- Making existing facilities used by employees readily accessible to, and usable by, individuals with disabilities.
- Job restructuring, part-time or modified work schedules, reassignment to a vacant position (not applicable to applicants), acquisition or modification of equipment or devices, adjustments or modifications of examinations, training materials, or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

The ADA and FEHA require employers to engage in the interactive accommodation process with employees or applicants who request reasonable accommodation. Employers must provide reasonable accommodation to individuals who:

- Have an actual medical condition, physical disability, or mental disability.
- Have been perceived to have a disability.
- Have a record or a history of a disability.
- Are regarded or treated as having or having had a disability.

➤ For more information, please reference *AP&P 22-47 Reasonable Accommodation*.

Lactation Accommodation

The City of Red Bluff employees will be supported in breastfeeding by accommodating their need to express breast milk in the workplace in accordance with Federal and State law. City of Red Bluff employees have a right to request lactation accommodation to express breast milk for the employee's own infant child. Expressing milk for another child, or for an organization to distribute are not considered rights under the law.

➤ For more information, please reference *AP&P 22-46 Lactation Accommodation*.

On the Job Injuries

Employees are required to exercise due care in the course of their work to prevent injuries to themselves, their fellow co-workers, as well as the general public. Employees are required to adhere to all safety rules and procedures. They are also required to immediately report all accidents and injuries to their supervisor and **contact Company Nurse at (844) 621-0399, search code QT581**. If medical care at a facility (clinic/hospital/physician) is needed, your supervisor will assist you in completing a claim form. After your supervisor has completed the "employer" section of the claim form, they will provide you with a copy of your claim form. Claim forms are also available in the Human Resources Department. The City utilizes a third-party administrator to administrate the City's workers compensation claims:

LWP Claims Solutions
(916) 609-3600
PO Box 349016
Sacramento, CA 95834
General Fax: (408) 725-0395

The Human Resources Department is also available to assist employees with their workers' compensation claim. All employees are covered for work-related injuries and illnesses under the City's worker's compensation coverage.

An employee who is disabled due to a work-related injury or illness and is receiving worker's compensation benefits may use accumulated leave benefits to make up the

difference in pay. Employees need to contact the Payroll Department to coordinate using their accumulated leave along with their workers compensation benefits.

Return To Work Program

The City of Red Bluff is committed to returning employees who are disabled as a result of an industrial injury back to modified/alternative work as soon after the injury as reasonable.

- For more information, please reference *AP&P 22-42 Return to Work Program*.

RESPONSIBILITIES & PROCESS

Performance Evaluation

An employee's supervisor will prepare and sign a performance evaluation through the City's Evaluation online program for each performance evaluation period (twelve (12) months). A probationary employee shall receive a performance evaluation at six (6) months from hire. The Department Head will review and approve all performance evaluations of subordinates in their department. The City Manager will review and approve all performance evaluations of department heads or any other employees under their direct supervision. Additional performance evaluations may be prepared at any time that the City Manager or Department Head deems necessary. Each employee of the City of Red Bluff shall be entitled to a periodic performance evaluation so that the employee may ascertain the acceptability of their work and improve deficient areas of performance. The ongoing evaluation of the employee's performance is an important process.

- For more information, please reference *AP&P 22-19 Evaluation Process*.

Position Allocations & Classification Specifications

Classification Specifications, also known as job descriptions, are maintained by the Human Resources Department. When needed, a new Classification Specification can be created, or an existing Specification reclassified or revised to meet changes in the job duties. Finally, the Human Resources Department maintains a Position Allocation List for all approved Classification Specifications at the City of Red Bluff.

The Human Resources Department provides for the maintenance of a Position Allocation List (PAL), which contains the number of positions which are allocated to each City Department by position classification as determined by the City Council.

- For more information, please reference *AP&P 22-18 Allocations & Classifications*.

Placement other than "A" Step and Early Step Increases

Department Heads, after partnering with Human Resources, may place a candidate at a B or C Step if their experience warrants it. Any Step above C Step must be approved by the City Manager to appoint a candidate with superior qualifications. Furthermore, a Department Head may request approval from the City Manager that an employee be moved to the next Step earlier than the Salary Schedule dictates. When an early Step increase is granted, a new 12-month period will begin until the next Step increase.

- For more information, please reference *AP&P 22-26 Placement Other Than "A" Step and Early Step Increases*.

Dress Code

These dress code and body piercing appearance standards are designed to promote the City of Red Bluff's legitimate and non-discriminatory goals to promote workplace safety

and a professional image that is consistent with the employee's job duties and level of public contact.

Employees are required to dress appropriately for the jobs they are performing. The following dress code regulations shall apply to all City of Red Bluff employees. If an employee has questions about how these standards apply to them, the matter should be immediately raised with their supervisor for consideration and determination.

- All clothing and footwear must be neat, clean, in good repair, and appropriate for the work environment and functions performed.
- Prescribed uniforms and safety equipment must be worn.
- Hair must be neat, clean and well-groomed.
- Beards, mustaches, and sideburns must be maintained in neat and well-groomed fashion.
- Jewelry that does not pierce the skin is acceptable except where it constitutes a health or safety hazard.
- Good personal hygiene is required.
- Dress must be professionally appropriate to the work setting, particularly if the employee has contact with the public at work.

➤ For more information, please reference *AP&P 22-4 Code of Conduct*.

Smoking Policy

For the comfort, health and safety of employees and the public, smoking is prohibited in City offices, facilities, and vehicles.

Drug Free Workplace

The City of Red Bluff is designated as a drug free workplace. Any drug, illegal or non-prescribed, including alcohol and marijuana, may not be present in workplaces or used on duty. While the City does not intend to intrude into the private lives of employees, it recognizes that involvement with drugs can hinder job performance and compromise the safety of employees and the public. Employees using prescribed medicines which could affect their ability to perform their job should notify their supervisor, who will assess their fitness for duty. Reasonable accommodations may be arranged for employees on a temporary basis. Employees who know of impending needs for accommodations based on serious medical conditions should inform their supervisor and HR as soon as possible prior to the date the accommodation is needed. Supervisors and managers must be informed of any drug-related conviction received on or off duty so that the appropriate federal agency can be notified as required by law.

➤ For more information, please reference *AP&P 22-7 Alcohol & Drug Free Workplace/Testing* and *AP&P 22-47 Reasonable Accommodation*.

Use of City Vehicles & Equipment

City vehicles are used for official City business only. Authorized drivers must carry a valid California driver's license appropriate for the vehicle being operated. Personal errands or providing transportation to unauthorized persons is prohibited without prior supervisor approval. Employees who regularly drive a city vehicle are required to adhere to their department's rules. City Vehicles are available for official purposes only. Drivers who are assigned vehicles are responsible for traffic or parking violations and will not be reimbursed by the City.

No employee is allowed to take a City vehicle to their residence, unless they are on call, except for Management Employees (Supervisors) or those authorized by their supervisor.

Employees are expected to properly care for City equipment assigned or entrusted to them. Employees may suffer occasional loss or damage to City equipment while performing their assigned duties. Certain procedures are required when City equipment is lost or damaged. Please review your departmental policies and/or speak to your supervisor regarding your department's policy and procedures.

- For more information, please reference *AP&P 22-58 Vehicle & Equipment Use*.

Uniforms

The City provides a bi-weekly uniform allowance for the purchase of uniforms for certain employees. Uniform requirements and allowances vary according to job classification. Please review your MOU for specific requirements that pertain to your job classification.

City-Sponsored Travel

The City of Red Bluff recognizes the constructive value of professional conferences, seminars, meetings and training and provides travel and expense funds for elected and appointed officials, department heads and employees who attend such approved events.

Requests for attendance at conferences, seminars and/or meetings shall directly relate to the employee's job duties and provide a benefit to the City. City employees shall secure approval from their department head prior to attendance at any conference, seminar and/or meeting. Department heads shall secure approval from the City Manager prior to attendance at any conference, seminar and/or meeting. City Manager approval is required for all out of state travel.

Persons using personal vehicles to attend meetings or other City business will receive mileage compensation at the Internal Revenue Service rate. The City also provides Per Diem rates per meal as established by the GSA.

- For more information, please reference *AP&P 22-59 Travel Policy*.

Personnel Records

The Human Resources Office maintains a physical and/or electronic personnel file for each City Employee showing name, title of position held, the department to which assigned, salary, changes in employment status and other pertinent information. The file also includes, educational records, and letter of recommendation and discipline. Applications and Evaluations are stored within the City's contracted software systems. The contents of your personnel file are available in the Human Resources Office for your review once every six (6) months. Your request to review your employee file must be made to the Human Resources Department 24 hours prior to the actual file review. You may request a copy of any document in your file at no cost.

- For more information, please reference *AP&P 22-3 Personnel Files*.

Disclosure of Employment Information

No information about City employees is released by the Human Resources Department except name, job title, work location and work phone number and pay rate, which are public information. If you wish to have other information regarding your work history released to prospective employers, creditors, and others, you must file an authorization form with the Human Resources Department.

- For more information, please reference *AP&P 22-13 Expectations of Privacy*.

Safety

Employees play an important role in workplace safety and accident prevention. Employees are expected to conduct themselves in a manner so as not to endanger themselves or others and to immediately report all injuries, near misses, property damage accidents and unsafe work hazards to their supervisor. Certain employees are also required to wear personal protective equipment. Any unsafe behavior or action is not acceptable, regardless of whether it causes or contributes to accidents or injuries. Failure to observe safe working practices to follow workplace rules may result in disciplinary action, up to and including termination.

Injury & Illness Prevention Program

Safety is the business and responsibility of each of us. The City of Red Bluff believes that everyone benefits from working in a safe environment. Accordingly, the City of Red Bluff is committed to maintaining a safe workplace and to complying with applicable laws and regulations governing safety. To achieve this goal, the City has adopted an Injury and Illness Prevention Program (I.I.P.P.), which is comprised of the following sections:

1. Injury & Illness Prevention Program (general information)
2. Emergency Action Plan (EAP)
3. Fire Prevention Program
4. Hazard Communications Program
5. Heat Illness Prevention Program

6. Workplace Violence Prevention Plan

During new employee orientation, each employee is shown how to access the I.I.P.P. on the City's website at:

https://www.cityofredbluff.org/departments/human_resources_home/risk_management.php

Additional safety training is provided to all employees on an ongoing basis.

Managers and supervisors are responsible for training employees to perform their job functions properly and safely. It is the responsibility of each employee to fully comply with the I.I.P.P. and to perform their duties in a safe manner. Employees should ask for additional training or assistance when they believe there is a gap in their ability, knowledge or training with respect to safely performing their duties.

Security

All employees are encouraged to be security conscious and are asked to report all unusual or suspicious activities to a supervisor immediately. Employees should safeguard money or other valuable personal items which they bring to work. The City will not be responsible for the loss of personal property.

Harassment

The California Fair Employment and Housing Act (FEHA), prohibits harassment or employment discrimination based on race/color, religious creed, national origin/ancestry, physical disability, mental disability, medical condition, marital status, sex, age, gender and sexual orientation. FEHA defines sexual harassment as unwanted sexual advances, or any visual, verbal or physical conduct that may be sexual in nature. This definition includes many forms of offensive behavior and includes harassment of a person of the same sex as the harasser.

The City will not tolerate any form of harassment which creates an environment that is intimidating, hostile or offensive. If employees believe that this policy has been violated, they should promptly report the facts of the incident to their supervisor or to Human Resources. Anyone violating this policy will be subject to the appropriate disciplinary action, up to and including termination.

Complaint Procedure

The following steps should be taken to report a complaint of discrimination, harassment, or retaliation; a complaint may be made orally or in writing, and one report of the incident is sufficient. Employees are not required to follow their usual chain of command in making a complaint concerning unlawful discrimination, harassment, or retaliation. An employee is entitled to file a complaint with any of the following personnel:

- Their immediate supervisor

- Any other supervisor
- The Department Head
- The Human Resources Department
- The City Manager

Once an employee chooses a person from the above list with whom they feel most comfortable, and reports the incident to them, an investigation will be conducted. Furthermore, a complaint can be filed (including anonymously) by submitting an *Employee Complaint Form* to Human Resources. The form is available at:

https://cms5.revize.com/revize/redbluff/departments/human_resources_home/resources.php

Or at the Human Resources office. Please be aware that If reporting anonymously the City may not be able to investigate the incident fully to a conclusion, nor follow-up with the employee with any results.

If an employee is dissatisfied with the outcome of the investigation, they may file an external complaint with the California Civil Rights Department (CRD) or the Equal Employment Opportunity Commission (EEOC).

- For more information, please reference *AP&P 22-51 Harassment, Discrimination & Retaliation*.

Workplace Violence

The City of Red Bluff recognizes potentially dangerous situations may occur at the workplace. Acts of violence, threats of violence, or threatening behavior, whether direct or indirect, will not be tolerated. Employees or members of the public who make threats, exhibit threatening behavior, or engage in violent acts against the life, health, well-being, family, or property of others while at work or at City events may be removed from the premises, may be subject to disciplinary action up to and including termination, and may be subject to criminal penalties, or all of these actions.

- For more information, please reference *AP&P 22-50 Workplace Violence* and the *Workplace Violence Protection Plan* located within the City's I.I.P.P.

Off-Duty Activities

The City of Red Bluff respects the right of each employee to engage in private or commercial activities outside normal working hours provided such activity in no way conflicts with or compromises the integrity of the City of Red Bluff. The City of Red Bluff expects each employee to avoid those outside activities which are a conflict of interest or which may potentially become a conflict of interest.

- For more information, please reference *AP&P 22-11 Outside Employment and Incompatible Activities*.

Political Activities

Employees may wear campaign buttons or other campaign attire, provided they do not have direct contact with the public or clientele they manage or serve. Employees may display political messages such as bumper stickers on their private vehicles, which may be parked on City property. Employees may attend political rallies on their own time.

The following activities are prohibited in all City workplaces, including working in the field or attending meetings on behalf of the City:

- Soliciting campaign contributions.
- Debates about candidates.
- Circulating petitions.
- Distributing campaign materials.
- Displaying campaign materials (other than as described in Permitted Activities above).
- Working on campaigns during work time or in work areas.
- Using City resources for a campaign.
- Disrupting operations or productivity.

- For more information, please reference *AP&P 22-12 Political Activities*.

Employee Discipline

The City of Red Bluff shall initiate appropriate disciplinary action should an employee engage in any practice inconsistent with published municipal rules or with ordinary, reasonable, common sense rules of conduct conducive to welfare of the City of Red Bluff, its citizens and its employees.

Disciplinary action may consist of an oral reprimand, written reprimand, suspension (with or without pay), reduction in step with a range, demotion without consent, or dismissal depending upon the offending employee's attitude and the frequency and/or seriousness of the offense.

Disciplinary action shall be applied only after consideration of the seriousness of the offense, in intent and attitude of the offending employee and the conditions under which the offense occurred.

All disciplinary actions administered under this policy, however, shall seek to correct non-conforming behavior, be proportional to the severity of the misbehavior, and restore conformity.

Disciplinary actions shall be accomplished in such manner as to avoid, whenever possible, the unnecessary public embarrassment of the employee disciplined. All employees must be thoroughly appraised of the basis of disciplinary actions before, during, and after actions are taken. These employee's safeguard requirements relate to any disciplinary action regarding the reduction of work hours or pay of a non-probationary City employee. The policy shall not apply to either verbal or written reprimands by the appointing authority unless specifically provided for herein or by law.

For more information, please reference the applicable MOU for specific rules and regulations regarding the disciplinary process and grievance procedures.

- For more information, please reference *AP&P 22-48 Cause for Disciplinary Action & Procedures.*

Communication, Problem Resolution and Grievance Procedures

Open lines of communication are important to the creation of a constructive work environment. Employees are encouraged to promptly notify their supervisor of any questions or problems. If employees are still unable to reach a mutual solution after this discussion, they should discuss the matter with the department head. If employees are still unable to find a satisfactory solution to the problem and are a member of a formal bargaining unit, they should refer to their MOU for a description of the grievance process. Employees who are not part of a formal bargaining unit should discuss the matter with either the City Manager or Human Resources. Employees using the grievance procedure are assured freedom from reprisal.

Promotion

All promotions will be in accordance with the governing MOU, or if not governed by an MOU, at the Department Head's discretion. All promotion processes will be conducted in a manner which recognizes only a candidate's qualifications to perform the work prescribed in the classification specification. Employees who accept an offer of employment in a higher paying classification or are promoted to a higher paying classification within their department as a result of fulfilling training requirements, licensing, or experience, shall receive the appropriate salary step placement.

All promotional appointments will be probationary for twelve (12) full months. Whenever a regular employee's promotional appointment is terminated during the probationary period, the employee shall either be returned to the previous classification in which a probationary period was completed or to another vacant classification that is mutually acceptable.

- For more information, please reference *AP&P 22-27 Promotion.*

Employee Separation

The City of Red Bluff shall consider all employee separations in a manner consistent with its policy of treating all employees equally, considerately and in good faith.

In all instances, however, employee separations may be classified as either involuntary or voluntary separations. Involuntary separations are those initiated by the City and may include layoff, release of probationary employee and discharge.

In most instances, those employees separating under involuntary circumstances are not eligible for reemployment by the City of Red Bluff. Employees separated due to layoff, however, shall be eligible for rehire in accordance with provision of the MOU.

- For more information, please reference *AP&P 22-25 Layoff*.

Voluntary separations are those initiated by the employee and include resignation and retirement. Employees resigning their position with the City of Red Bluff may be eligible for rehire, contingent upon satisfactory performance during their employment with the City.

- For more information, please reference *AP&P 22-24 Reinstatement*.

Resignations and Exit Interviews

The City hopes employees will remain with the City of Red Bluff, but if they do decide to leave, the City asks employees to submit a signed resignation letter to the department head two weeks prior to leaving. This will allow time to process the necessary records and allow employees time to return City property to the appropriate official. The employee should contact the Human Resources Department to schedule an exit interview. This will allow the employee to ask any questions they have as well as for the Human Resources Department to make sure the employee understands when any benefit coverage ends, what happens to retirement accounts and other pertinent information.

- For more information, please reference *AP&P 22-22 Separation of Employment*.

Notice to All Employees:

This document is not a contract and does not supersede any labor agreements or MOU agreements between the City and employee bargaining units. This document is intended to provide general information regarding employment with the City of Red Bluff. This document is also intended to give an overview of the Personnel Policies & Procedures Manual (AP&P 22) as well as applicable Finance Department Policies (AP&P 18). If you have any questions, or you believe a subject should be added to the Employee Handbook, please direct your questions and comments to the Human Resources Department.