

City of Red Bluff



Employee Handbook

Adopted 7/19/2022

WELCOME TO THE CITY OF RED BLUFF

This employee handbook is a guide to assist you in finding out about pay, benefits, time off, as well as City policies, guidelines and expectations. 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.

THE CITY ORGANIZATION

The City of Red Bluff was established as a general law city in 1876 and has a City Manager – City Council form of government. The City Council is composed of five members elected by the residents of the City on an at large basis, to serve overlapping four-year terms. The Mayor is elected to serve a one-year term as a presiding officer at City Council meetings and act as the official head of the City for legislative and ceremonial purposes. The City Council adopts ordinances, appoints members of various committees, boards, and commissions, as well as establishes general policies for the City. The City Council appoints a City Manager to implement council policies.

There are approximately 150 employees, including full-time, part-time, seasonal and temporary, who work for the City during a calendar year; allowing the City of Red Bluff to provide a full range of services to the community. The existing core City departments include Police, Fire, Engineering, Streets, Water Systems, Wastewater, Parks and Recreation, Finance, Human Resources, Community Development and Administration.

Employment Categories

- **Regular full-time:** A person who has successfully passed the probationary period and has been appointed to regular full-time employment status.
- **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.
- **Temporary/Seasonal:** A person filling a position without regular or probationary status. Full or part-time maximum employment is limited to 1,000 hours in a twelve-month period, July 1-June 30. A temporary or seasonal employee is not entitled to benefit coverage.

RECRUITMENT

General Policy

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. Employees should watch for Job Announcements which are available on our website at <https://www.governmentjobs.com/careers/cityofredbluff> or in the front lobby of City Hall Administrative Offices.

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. (Gov. Code § 12940(a).)

Employees, volunteers, or applicants who believe they have experienced any form of employment discrimination or abusive conduct are encouraged to report the conduct immediately by using the complaint procedures provided in these Policies, or by contacting the U.S. Equal Employment Opportunity Commission, or the California Department of Fair Employment and Housing.

Job Postings

The Human Resources Department will prepare a job announcement for a proposed recruitment. The announcement and application process will be posted on the City of Red Bluff's website and other locations the Human Resources Department deems appropriate, depending upon whether the recruitment is open to the public or current employees only. The announcement will include:

- The title and pay for the position.
- The nature of the work to be performed and essential job duties of the position.
- The minimum qualifications, including whether the job is a promotional position.
- A statement of the employment status of the position – part time or full time.
- The last date and time that the Human Resources Department will accept applications, if any.
- Such other information as determined in the discretion of the Human Resources Department.

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>

Application Requirement

Job applications shall require information describing an individual's training, 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.

Disqualification of Applications

The Human Resources Department may reject any application which: is not properly completed or is deemed incomplete; received after the application deadline; or indicates that the applicant does not meet the minimum qualifications for the position. Whenever an application is rejected, notice of such rejection shall be emailed to the applicant.

Criminal Conviction Check

After the City of Red Bluff makes a conditional offer of employment, the Human Resources Department may then request information about criminal convictions, except for misdemeanor marijuana-related convictions that are over two years old, or convictions that have been judicially sealed, eradicated, or expunged. (Labor Code §§ 432.7-432.8.) Unless required by law, the City of Red Bluff will not deny employment to any applicant solely because he or she has been convicted of a crime. The City of Red Bluff may, however, consider the nature, date and circumstances of the offense, evidence of rehabilitation, as well as whether the offense is relevant to the duties of the position. This Policy does not apply to applicants for public safety jobs.

Employment Examinations

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.

The content of all examinations will be kept confidential prior to the administration of the examination. All applicants who are invited to the examination will be notified of the nature of the examination.

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. (2 Cal.Code Regs § 11069(c)(2).)

Failure in one part of the examination, or the failure to meet established standards described in the job announcement, may be grounds for declaring such applicant as failing in the entire examination or as disqualified for subsequent parts of an examination. Each applicant will be notified by mail whether he or she will continue in the examination process.

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

Eligibility List

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 his or her placement on the list.

A person placed on an eligibility list shall be removed from the list if he or she so requests in writing or fails to respond to notification of an opening within five calendar days after notification. It is the responsibility of the eligible person to keep the Human Resources Department informed of his/her current physical or email address, or phone number.

Appointments

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 temporary / seasonal employees, or from an appropriate eligibility list if available. No specific list shall have priority over other lists. The City Manager will make appointments for those classifications that report to it.

When a position is to be filled from a promotional or open eligibility list, the City Manager or Department Head shall choose in the order that the candidates are ranked. 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 any other method.

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 examination shall only be required after a conditional offer of employment has been made.

The person accepting appointment shall report to the Human Resources Department or designee on the date designated by the Human Resources Department. Otherwise, the applicant shall be deemed to have declined the appointment.

Probationary Appointment

At-Will Status: 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 with or without cause or reason, without notice or appeal or grievance, and without any rights set forth. The probationary employee will be notified prior to the expiration of the probationary period that he or she has been rejected from probation.

Length of Probation: Unless otherwise specified by MOU or these 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. The probationary period can also be extended by the Agency at the discretion of the City Manager or his/her designee.

EMPLOYEE PAY AND BENEFITS

Representation

The City meets and confers with representative of employee groups (unions) who have been authorized to negotiate terms and conditions of employment for individuals who are working in specific job titles 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 and non-recognized employee organizations, a Memorandum of Understanding (MOU) or Resolution is approved by the employee organization and is adopted by the City Council. The MOU or Resolution 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. 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 to participate in a convenient *Electronic Payroll Deposit* to any financial institution.

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 his/her eight-hour shift on the day of the week that corresponds to the employee's alternating regular day off.

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 over 40 hours in his or her designated work week. Only actual hours worked will be counted toward the 40-hour 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.

Accumulated Time Off (ATO)

An overtime-eligible employee may opt to accrue accumulated time-off (ATO) in lieu of cash payment for overtime worked if his or her supervisor agrees prior to overtime work being performed.

a. **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.

b. **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.

c. The City of Red Bluff reserves the right to cash out accumulated ATO at any time.

d. **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. (29 USC § 207(o)(3)(B) & (4); 29 CFR § 553.27.)

Accurate Time Reporting

All employees must accurately report all work time to the quarter hour (4:15, 4:30, 4:45, 5:00).

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.

Out of Class Pay

Refer to your MOU.

Holidays for Miscellaneous Employees and Management Employees

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
- ½ Day on New Year's Eve

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 Alternative Work Schedule Policy for timekeeping requirements.

*Temporary and Extra-Help employees of the City of Red Bluff are not eligible to receive City Benefits or Holiday pay.

Holiday Pay for Safety Employees (Fire and Police)

Refer to your MOU

Vacation Accrual and Utilization

Eligible full-time and part-time employees, except for temporary/seasonal and extra help employees earn vacation. Employees who have satisfactorily served the City of six (6) months or more are entitled to an annual 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 use of vacation in accordance with the needs of the City and with regard for the wishes of the employee. Employee 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.

Sick Leave (full time employees)

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

1. Diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or any of the following of the employee’s family members: child of any age or dependency status; parent; parent-in-law; spouse; registered domestic partner; grandparent; grandchildren; or sibling (Labor Code §§ 233(b)(2); 245.5(c); 246.5(a)(1)); or
2. For an employee who is a victim of domestic violence, sexual assault, or stalking to: i) obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health safety or welfare of the employee or his or her child; or ii) obtain medical attention or psychological counseling; services from a shelter; program or crisis center; or participate in safety planning or other actions to increase safety. (Labor Code §§ 230©; 233(b)(3)(A); 246.5(a)(2).)

Please refer to your MOU/Resolutions regarding accrual.

Sick Leave (seasonal/temporary/extra help employees)

These employees who work 30 or more days within a year from the commencement of employment with the City of Red Bluff accrues one hour of paid sick leave for every 30 hours worked. Accrued and unused sick leave carries over to the following year of employment but stops earning sick leave once he or she has accrued 6 days or 48 hours, whichever is greater.

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, brother, sisters, guardians, wards of other individuals whose relationship to the employee is that of a dependent or near dependent.

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. 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.

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. 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 a two percent (2%) administration charge.

Family and Medical Care Leaves

The City of Red Bluff provides family and medical care leave for eligible employees as required by State and Federal law. Employees who misuse or abuse family and medical care leave may be disciplined up to and including termination. Employees who fraudulently obtain or use CFRA leave are not protected by the CFRA’s job restoration or maintenance of health benefits provisions. This Policy is supplemented by the Federal Family and Medical Leave Act (“FMLA”), and the California Family Rights Act (“CFRA”). Unless otherwise stated in this Policy, “Leave” means leave pursuant to the FMLA and CFRA. Unless otherwise provided by law, the City of Red Bluff will run each employee’s FMLA and CFRA leaves concurrently.

Please see Human Resources for a list of definitions regarding leave and the applicable laws regarding the different types of leave.

Reason for Leave

Leave is only permitted for the reasons listed below:

1. The birth of a child or to care for a newborn of an employee; (29 CFR § 825.120; Gov. Code § 12945.2(c)(3)(A));
2. The placement of a child with an employee in connection with the adoption or foster care of a child; (29 CFR § 825.121; Gov. Code § 12945.2(c)(3)(A));
3. Leave to care for a child, parent, spouse, or domestic partner who has a serious health condition; (29 CFR § 825.113; Gov. Code § 12945.2(c)(3)(A) & (B));
4. Leave because of a serious health condition that makes the employee unable to perform any one or more essential functions of his/her position; (29 CFR § 825.113; Gov. Code § 12945.2(c)(3)(C));
5. Leave for a variety of “qualifying exigencies” arising out of the fact that an employee’s spouse, son, daughter, or parent is on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation (29 CFR § 825.1– -- This is a FMLA leave and not a CFRA leave); or
6. Leave to care for a spouse, son, daughter, parent, or “next of kin” who is a covered servicemember of the U.S. Armed Forces who has a serious injury or illness: incurred in the line of duty while on active military duty; or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces. This leave can run up to 26 weeks of unpaid leave during a single 12-month period. (29 CFR § 825.1– -- This is a FMLA leave and not a CFRA leave.)

Employee Eligible for Leave

An employee is eligible for 12 weeks of parental leave to bond with a new child within one year of the child’s birth, adoption or foster care placement if:

1. The employee has been employed by the City of Red Bluff for at least 12 months; and
2. The employee has been employed by the City of Red Bluff for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave; and
3. The City of Red Bluff directly employs at least 50 full or part-time employees within a 75-mile radius for each working day during each of 20 or more calendar workweeks in the current or preceding calendar year. The workweeks do not have to be consecutive. The phrase “current or preceding calendar year” refers to the calendar year in which the employee requests the leave or the calendar year preceding this request. (29 CFR § 825.109(d)-29 CFR § 825.111; Gov. Code § 12945.2(a) & (b); 2 Cal.Code Regs §§ 11087(d)(1) & 11087(e).)

Amount of Leave

Eligible employees are entitled to a total of 12 workweeks (or 26 workweeks to care for a covered servicemember) of leave during any 12-month period. If FMLA leave qualifies as both military caregivers leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first. (29 CFR § 825.127.)

Minimum Duration

1. If leave is requested for the birth, adoption or foster care placement of a child of the employee, leave must be concluded within one year of the birth or placement of the child. In addition, the basic minimum duration of such leave is two weeks. However, an employee is entitled to leave for one of these purposes (e.g. bonding with a newborn) for less than two weeks duration on any two occasions. (2 Cal.Code Regs § 11090(d).)
2. If leave is requested to care for a child, parent, spouse or the employee him/herself with serious health condition, there is no minimum amount of leave that must be taken. However, compliance with the notice and medical certification provisions in this Policy is required. (29 CFR § 825.205; 2 Cal.Code Regs § 11090(e).)

Parents both Employed by the City of Red Bluff

If both parents of a child, adoptee, or foster child are employed by the City of Red Bluff and are entitled to bonding leave, the aggregate number of workweeks of leave to which both may be entitled may be limited to 12 workweeks during any 12-month period. (29 CFR § 825.120(a)(3).) If both parents of a covered servicemember are employed by the City of Red Bluff and are entitled to leave to care for a covered servicemember, the aggregate number of workweeks of leave to which both may be entitled is limited to 26 work weeks during the 12-month period. This limitation does not apply to any other type of leave under this Policy. (29 CFR § 825.127(f).)

Employee Benefits While on Leave

1. **Group Health Insurance During Unpaid Leave:** Leave under this Policy is unpaid. While on unpaid leave, employees will continue to be covered by the City of Red Bluff’s group health insurance for up to 12 weeks each leave year to the same extent that coverage is provided while the employee is on the job (See Coordination of Benefits Policy). If the employee is disabled by pregnancy, coverage will continue up to four months each leave year. If an employee disabled by pregnancy also uses leave under the CFRA for baby-bonding, the City of Red Bluff will maintain her coverage while she is disabled by pregnancy (up to four months

or 17 1/3 weeks) and during her CFRA leave (up to 12 weeks). (Gov. Code §§ 12945(a)(2)(A) & 12945.2(s).)

2. Benefit Plans Not Provided through the City of Red Bluff Group Health Plan During Unpaid Leave Do Not Continue: The City of Red Bluff does not pay for benefit plans that are not part of the group health plan for any employee on unpaid leave. As a result, employees will not continue to be covered under the City of Red Bluff's benefit plans that are not provided through the City of Red Bluff's group health plans while the employee is on unpaid leave. (2 Cal. Code Regs § 11092(e).) **OR ...**

3. Benefit Plans Not Provided through the City of Red Bluff's Group Health Plan During Unpaid Leave Do Continue: While on unpaid leave, employees will continue to be covered by the City of Red Bluff's benefits plans that are not part of its group health plan for up to 12 weeks each leave year to the same extent that coverage is provided while the employee is on the job. (2 Cal.Code Regs § 11092(e).)

4. Payment of Premiums: Employees may make the appropriate contributions for continued coverage under the health benefits plans by payroll deductions (if the employee is using his or her paid leave) or direct payments (if the employee is not using his or her paid leave). The City of Red Bluff will inform the employee whether the direct payments for premiums should be paid to the carrier or to the City of Red Bluff, and the deadlines for paying premiums in order to prevent coverage from being dropped. Employee contribution rates are subject to any changes in rates that occur while employee is on leave.

5. Recovery of Premium if the Employee Fails to Return from Leave: If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the City of Red Bluff shall have the right to recover its share of health plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition of the employee or his/her family member which would entitle the employee to leave, or because of circumstances beyond the employee's control. (29 CFR § 825.213; Gov. Code § 12945.2(f)(1); 2 Cal.Code Regs § 11092(c)(5).)

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, he/she 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, Sedgwick. 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.

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 on Catastrophic Leave or to request an application, contact the Human Resources Department.

Leave of Absence

The City of Red Bluff may grant employees personal leave of absence without pay for a maximum of three (3) months, upon written approval from City Manager. City Council may, upon the recommendation of the Department Head and the City Manager, grant additional leave of absence without pay beyond the three-month period. (See MOU)

Deferred Compensation

The City's 457 deferred compensation plan is through MissionSquare. MissionSquare 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 you choose. 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 www.icmarc.org.

Jury Duty

As a responsible institutional citizen, the City of Red Bluff recognizes that its employees may occasionally be called for jury duty.

Jury duty is defined as the duty requested by any legally constituted court or government unit of municipal, county, state or federal jurisdiction and includes active participation as a juror, those instances in which an employee is subpoenaed for examination as a possible jury member and instances in which an employee is called as a witness in an action not involving the employee himself.

In such circumstances, the City of Red Bluff shall grant employees a jury duty leave of absence for the duration of the employee's jury duty assignment. (See applicable MOU)

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 \$15.00 per month per employee which only applies to a full month of membership toward qualified fitness centers. Please see Human Resources for Wellness Program authorization applications and for questions regarding the City's Wellness Program.

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 the next year. Contact the Human Resources department if you have questions regarding Aflac Products.

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 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. 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.

Performance Evaluation

A non-probationary employee's supervisor will prepare and sign a performance evaluation on a City of Red Bluff form for each performance evaluation period. The Department Head will review and approve all performance evaluations of subordinates in his or her department. The City Manager will review and approve all performance evaluations of department heads or any other employees under his or her 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 his or her work and improve deficient areas of performance. The ongoing evaluation of the employee's performance is an important process.

Probationary Employee Performance Evaluations

On or about the completion of six months of a probationary period, and again at any point prior to separation or the successful completion of the probationary period, the probationary employee's supervisor will prepare and sign a performance evaluation. The purpose of the probationary performance evaluation is to chart the probationer's progress toward meeting the standards of his or her position.

Performance Evaluation Meeting

The supervisor will meet with the employee to discuss the evaluation. The employee shall sign the evaluation to acknowledge its contents and that he or she has met with his or her supervisor to discuss the evaluation. The employee's signature shall not mean that he or she endorses the contents of the evaluation.

No Appeal Right

An employee does not have the right to appeal or submit a grievance regarding any matter relating to the content of a performance evaluation. Instead, the employee may comment on the evaluation in a written statement which will then be placed with the evaluation in the employee's personnel file. The written statement must be submitted within 10 calendar days after the employee receives the evaluation.

POLICIES & PROCEDURES: EMPLOYEE RESPONSIBILITIES

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 his or her supervisor for any foreseeable absence or deviation from regular working, break, and mealtimes.

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 this 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.

Union Members should refer to their MOU or Public Works/Community Center Guidelines for further information.

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.

Lactation Break Time

An overtime-eligible employee who wishes to express breast milk for her infant child during her scheduled work hours will receive additional unpaid time beyond the 15-minute compensated rest period. (Labor Code § 1030; 29 USC § 207(r).) Those desiring to take a lactation break must notify a supervisor prior to taking such a break. Breaks may be reasonably delayed if they would seriously disrupt operations. (Labor Code § 1032.) Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

Private Location

The City of Red Bluff will make reasonable efforts to accommodate employees by providing an appropriate location to express milk in private. Employees occupying such private areas shall either secure the door or otherwise make it clear to others through signage that the area is occupied and should not be disturbed. All other employees should avoid interrupting an employee during an authorized break under this section, except to announce an emergency or other urgent circumstance. Authorized lactation breaks for employees assigned to the field may be taken at the nearest appropriate private area.

Storage of Expressed Milk

Any employee storing expressed milk in any authorized refrigerated area within the City of Red Bluff shall clearly label it as such. No expressed milk shall be stored at the City of Red Bluff beyond the employee's workday/ shift.

Dress Code

These dress code, tattoo, 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 him or her, the matter should be immediately raised with his/her 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.

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, 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 manager must be informed of any drug-related conviction received on or off duty so that appropriate federal agency can be notified as required by law.

Use of City Vehicles

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.

Persons using personal vehicles to attend meetings or other City business will receive mileage compensation at the Internal Revenue Service rate. Please reference the City's Travel Policy for further information.

Uniforms and Equipment

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

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.

Use of City Communications Equipment

Employees may use City telephones, cell phones, internet access, and e-mail for incidental personal communications provided that the use is kept to a minimum and limited to break times or non-working hours. It should not interfere or conflict with City operations or work performance.

Personnel Records

The Human Resources Office maintains a 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 performance evaluations, educational records, and letter of recommendation and discipline. 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.

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.

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, 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 (IIPP). During new employee orientation, each employee is provided a copy of the City's IIPP. Additional safety training is provided to all employees on an ongoing basis.

Managers and supervisors are responsible for training employees that they supervise to properly and safely perform their job functions. It is the responsibility of each employee to fully comply with the IIPP 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.

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.

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.

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.

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.

Please reference the applicable MOU for specific rules and regulations regarding the disciplinary process and grievance 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.

Employee Termination

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

In all instances, however, employee terminations may be classified as either involuntary or voluntary terminations.

Involuntary terminations are those initiated by the City and may include layoff, release of probationary employee and discharge.

In most instances, those employees terminating 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.

Voluntary terminations are those initiated by the employee and include resignation, retirement, and death.

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.

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.

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. 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.