

**CITY OF RED BLUFF
DEPARTMENT OF PUBLIC WORKS**

GUIDELINES FOR EMPLOYEES

INTRODUCTION:

The following is presented as a guide for Public Works employees. Its purpose is to set a standard for the day operation of the Public Works Department. In addition to this document, the employee should refer to the current Memorandum of Understanding (MOU) between the City and the union representing the employees.

Common sense and the fact that an employee is an employee of the public dictate many of the guidelines. Another factor of prime importance in establishing these guidelines is to encourage a safe working environment for both employees and the public.

The Public Works Department prides itself on the accomplishment of its employees. An individual is encouraged to do the best he/she can and enjoy the satisfaction of having a meaningful and vital occupation.

If there are questions regarding these guidelines, the employee is encouraged to discuss them with his/her supervisor.

WORKING HOURS:

Field Personnel: 7:00 a.m. to 3:30 p.m., Monday – Friday

Lunch Break: 30 minutes

Rest Break: One 15-minute break for each four hours worked

All divisions work a five-day, Monday through Friday week, with the exception of Management.

An employee is expected to be present and prepared to work at the beginning of the work day and shall not leave the work place until the end of the work period unless arrangement have been made with the Supervisor.

Persons required to work four or more hours through a normal meal period will be compensated for the mealtime.

CLEAN-UP TIME:

Ample time is given at the end of the work day to perform routine clean-up and maintenance of tools and equipment. This time shall include a safety check so that equipment is ready to use the next work period.

If a problem is found, it should be noted in writing to the Supervisor so that appropriate repairs or action may be taken.

REST BREAKS:

Two fifteen minute rest breaks are provided to employees each work day.

Rest breaks are to be taken at or near the work site. If weather is inclement, field employees may return to the Corporation Yard to take their break.

Note: "at or near the work site" and inclement weather shall be the decision of the Supervisor.

USE OF CITY VEHICLES:

Certain City employees are permitted and/or required to drive City-owned vehicles to and from their homes due to the nature of the work that they perform. This allows them to respond more readily and to be better prepared with necessary tools and equipment to address emergency situations during non-working hours.

All City vehicles **must be marked with the City emblem**. 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.

City vehicles may not be used for personal use before, during or after normal working hours. They are not to transport anyone other than City employees, appointed or elected officials or people working with or for the City in an official capacity. No family members or other non-employee personnel are allowed in City-owned vehicles, whether the employee operating the vehicle is on duty or not.

Operators of any City-owned vehicles or equipment shall be properly trained and licensed. The extent of the training provided will vary with the operator's experience and complexity of the vehicle. City-owned vehicles are to be reasonably inspected prior to operation. Reasonable inspections would include a walk around the vehicle to look for new damage or flat tires.

Persons using personal vehicles to attend meetings or other City business will receive mileage compensation at the current per diem rate.

USE AND CARE OF TOOLS AND EQUIPMENT

The City will provide all of the necessary tools and equipment for employees to perform their work including rain clothing and safety gear. Employees are encouraged to wear boots with toe protection.

The employee is responsible to care for City tools and equipment. Any loss or malfunction shall be reported to the Supervisor.

No City tools, equipment, work space, or property shall be used for any private purpose without prior supervisor approval.

No unauthorized person should have access to City buildings, equipment, and tools. Any unauthorized person should be reported to Supervisor immediately.

Storage of private property on City property is prohibited.

City tools and equipment shall not be loaned to contractors or taken without the proper authorization and paperwork being completed.

COLLECTING AND SURPLUS MATERIALS:

Employees shall not collect any material for personal use or gain on City time or while in a City uniform.

Surplus materials that are connected with the City's operation cannot be purchased by or given to an employee.

ACCIDENTS AND INJURIES (CITY VEHICLE):

All accidents must be reported in writing.

If an employee is involved in a vehicle accident, the following procedures shall be followed in the order given:

1. If injuries are involved, call 911 or Police.
2. Call your supervisor.
3. Complete the appropriate accident report.
4. Do not discuss the accident at the site with anyone other than the responding Police Officer

The driver of any City vehicle involved in an accident will be required to be drug tested immediately while accompanied by a supervisor. If an employee has an accident which involves any non-emergency injury to themselves that require medical attention, then, a call to Company Nurse must be completed prior to the end of their shift. The employee must be furnished a claim form and sign the claim form.

Accidents that are due to negligence and/or carelessness are subject to disciplinary action.

UNIFORMS:

Effective July 1, 2018, the adopted Public Works uniform will be light/dark pants and a safety orange or bright lime shirt/tee shirt with the City emblems either silk screened or monogrammed on the front of the shirt.

Employees are expected to wear clean clothing that does not show excessive wear. A Uniform Allowance paid bi-weekly is in place to assist with the purchase of the above-mentioned clothing requirements.

USE OF TELEPHONE

City phones shall be used for City business and emergencies. Personal Cell phones should be used only at lunch breaks and rest breaks, unless there is an emergency or used for company use.

SAFETY:

Being safety conscious is a full-time task. An employee needs to continuously evaluate the safety of himself, his fellow workers and the public. The City will provide safety training in the form of meetings, reading material and individual instruction. The subject is impossible to cover in its entirety in this document. Therefore, the following are presented as general guidelines. When the employee feels a need for specific information in a given area, he/she are encouraged to request that information from his/her Supervisor.

POLICY FOR THE WEARING OF SAFETY EQUIPMENT:

The City is required by law (CAL OSHA) to provide certain items of equipment to employees working in hazardous areas. The City is also required by the same law to see that an individual wears the equipment provided with it is required in the performance of an assigned task.

This policy is established to provide direction for the wearing of individual protective equipment, to assist the Supervisor and employees in the implementation of the intent of the law.

1. **Hard Hats:** Each employee and supervisor that is subjected to any hazard of head injury is provided with a hard hat for protection. Employees are required to wear this hard hat whenever they are working underneath any other employees, around operating construction equipment, or at any other time the supervisor feels that it is in the best interest of the employees for safe working conditions.
2. **Orange Shirt or Vest:** Employees are required to wear an orange shirt or the vest, provided by the City, that is Cal OSHA approved for working in or near a street, road or freeway. The color has been internationally accepted as the most contrasting and easiest for motorists to see. All employees are required to wear the vest when engaged in any form of work in the public right of way. This includes construction equipment operators and maintenance person(s). at no time will any employee direct traffic without a vest, Cal OSHA approved, and suitable slow/stop marker paddle. The City will provide reflective vests or clothing when employees must work in the roadway in darkness.
3. **Eye Protection:** Safety glasses, face shields and protective welding hoods are provided to protect an individual's eyes from possible abrasion and/or damage from light flashed. Employees are required to use the proper eye protection equipment for the job engaged in or observing; protection is required while operating construction equipment, using jackhammers, pneuma-mowers, picks, hammers or any other tool that may produce eye hazard. Eye protection shall also be used when spraying any chemical or paint. All persons observing any of the above operations shall also wear the proper eye protection.
4. **Attachable Foot Protection:** Steel toed attachable foot protection shall be required for all employees engaged in using jackhammers, with the exception of persons wearing boots with toe protection.

All employees shall comply with the direct orders of their supervisors and any posted orders concerning the use of safety equipment. Any item not listed above that a supervisor deems necessary for completing a task or working with equipment shall also be required in the best interest of the City and the individual concerned.

SAFE WORK PRACTICE:

Work Habits:

1. Do not wear jewelry, long sleeves or loose clothing when they could cause injury because of the type of tools being used or work being done.
2. Special eye protection equipment should be worn on grinders, and in other areas where there are flying particles.
3. Keep aisles and passageways and access to fire equipment clear.
4. Keep floors dry and clean spills immediately.
5. Keep oily rags and other flammable materials in covered cans.
6. Wear substantial leather shoes, and you are strongly urged to obtain steel toed safety shoes in order to protect your feet against falling objects.
7. The City is interested in your safety and welfare at all times. If any procedure appears dangerous to you, consult your Supervisor before going ahead.
8. Think before you act, then act safely.

Approved on: 10/17/2023