

# CITY OF CERES

## EMPLOYEE

## HANDBOOK



### CITY COUNCIL

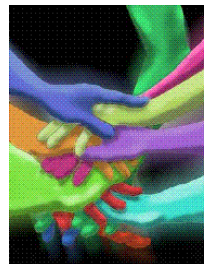
MAYOR  
Javier Lopez

VICE-MAYOR  
Couper Condit

COUNCILMEMBERS  
Linda Ryno  
Bret Silveira  
James Casey

HUMAN RESOURCES  
CITY HALL  
2220 MAGNOLIA STREET  
CERES, CA. 95307

Revised September 20, 2021



# TABLE OF CONTENTS

<b>WELCOME!</b>	<b>4</b>
<b>THE CITY</b>	<b>5</b>
<b>CERES AND ITS HISTORY</b>	<b>5</b>
<b>THE CITY ORGANIZATION</b>	<b>5</b>
<b>VISION</b>	<b>7</b>
<b>MISSION</b>	<b>7</b>
<b>CODE OF CONDUCT</b>	<b>9</b>
<b>CITY DEPARTMENTS</b>	<b>10</b>
<b>ORGANIZATIONAL CHART</b>	<b>i</b>
<b>PURPOSE/DISCLAIMER</b>	<b>i</b>
<b>EQUAL EMPLOYMENT OPPORTUNITY</b>	<b>ii</b>
<b>EMPLOYEE CLASSIFICATIONS</b>	<b>ii</b>
<b>YOU AND YOUR JOB</b>	<b>iii</b>
<b>RECOGNIZED EMPLOYEE ORGANIZATIONS AND BARGAINING UNITS</b>	<b>iii</b>
<b>THE CIVIL SERVICE SYSTEM</b>	<b>iv</b>
<b>EMPLOYMENT CATEGORIES</b>	<b>iv</b>
<b>TERMS AND CONDITIONS OF EMPLOYMENT</b>	<b>iv</b>
<b>PERSONNEL RECORDS</b>	<b>v</b>
<b>IN CASE OF EMERGENCY</b>	<b>v</b>
<b>EMPLOYEE ACTIVITIES COMMITTEE</b>	<b>v</b>
<b>YOUR BENEFITS</b>	<b>vi</b>
<b>MEDICAL, DENTAL, VISION, LIFE AND LONG TERM DISABILITY INSURANCE</b>	<b>vi</b>
<b>VISION CARE</b>	<b>vii</b>
<b>DENTAL</b>	<b>viii</b>
<b>ADDITIONAL HEALTH, VISION AND DENTAL COVERAGE</b>	<b>viii</b>
<b>SUPPLEMENTAL INSURANCE</b>	<b>ix</b>
<b>DEFERRED COMPENSATION</b>	<b>x</b>
<b>RETIREMENT</b>	<b>x</b>
<b>CREDIT UNION</b>	<b>xi</b>
<b>DIRECT PAYROLL DEPOSIT</b>	<b>xii</b>
<b>EDUCATION INCENTIVE PROGRAM</b>	<b>xii</b>
<b>EMPLOYEE ASSISTANCE PROGRAM</b>	<b>xii</b>
<b>IMPORTANT INFORMATION REGARDING YOUR BENEFITS</b>	<b>xiii</b>
<b>TIME OFF</b>	<b>xiv</b>
<b>VACATION</b>	<b>xiv</b>
<b>SICK LEAVE</b>	<b>xiv</b>
<b>HOLIDAYS</b>	<b>xiv</b>
<b>FAMILY MEDICAL LEAVE</b>	<b>xv</b>
<b>BEREAVEMENT LEAVE</b>	<b>xv</b>
<b>COURT LEAVE</b>	<b>xvi</b>
<b>MILITARY LEAVE</b>	<b>xvi</b>
<b>WORKERS' COMPENSATION LEAVE</b>	<b>xvi</b>

<b>MONEY MATTERS .....</b>	<b>xvii</b>
<b>PAY PERIODS/PAYDAYS .....</b>	<b>xvii</b>
<b>YOUR PAYCHECK.....</b>	<b>xvii</b>
<b>PAYROLL DEDUCTIONS .....</b>	<b>xvii</b>
<b>GENERAL INFORMATION.....</b>	<b>xviii</b>
<b>WORKING HOURS.....</b>	<b>xviii</b>
<b>ATTENDANCE AND PUNCTUALITY.....</b>	<b>xviii</b>
<b>REST PERIODS .....</b>	<b>xviii</b>
<b>LUNCH PERIODS .....</b>	<b>xviii</b>
<b>AFFIRMATIVE ACTION.....</b>	<b>xviii</b>
<b>HARASSMENT .....</b>	<b>xix</b>
<b>SAFETY.....</b>	<b>xix</b>
<b>SMOKING AND NON-SMOKING POLICY IN CITY WORK PLACES .....</b>	<b>xix</b>
<b>DRUGS AND ALCOHOL .....</b>	<b>xix</b>
<b>DRESS CODE.....</b>	<b>xx</b>
<b>VEHICLE USE .....</b>	<b>xx</b>
<b>SALARY INCREASES .....</b>	<b>xx</b>
<b>USE OF CITY PROPERTY.....</b>	<b>31</b>
<b>APPENDICES - CITY POLICIES</b>	
<b>APPENDIX A - BUSINESS DRESS GUIDELINE</b>	
<b>APPENDIX B - ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE</b>	
<b>APPENDIX C - ALCOHOL AND DRUG ABUSE POLICY</b>	
<b>APPENDIX D - SMOKING POLICY</b>	
<b>APPENDIX E - FAMILY CARE AND MEDICAL LEAVE POLICY</b>	
<b>APPENDIX F - COMPUTER SYSTEM PROTOCOLS</b>	
• <b>USE OF ELECTRONIC COMMUNICATIONS 2000</b>	
• <b>USE OF COMPUTERS, NETWORK, ELECTRONIC MEDIA</b>	
<b>AND OTHER IT RESOURCES 2050</b>	
<b>APPENDIX G - USE OF PERSONAL VEHICLES FOR CITY BUSINESS</b>	
<b>APPENDIX H - USE OF CITY VEHICLES</b>	



# WELCOME!

---

On behalf of the Mayor and City Councilmembers, welcome to the City of Ceres. We hope your employment with the City will be rewarding and enjoyable.

You are given the public's trust as a City employee to provide services in the most efficient and productive manner possible. You are very visible as a City employee; always remember **you** may be the lasting impression a citizen has about their City government.

Your Supervisor, Department Head, and the Human Resources Office are always available to assist you in your job and to provide guidance; do not hesitate to ask. We look forward to working with you as Together, We Achieve.

Mayor and City Council

# **THE CITY**

---

## **CERES AND ITS HISTORY**

In 1867, Daniel Whitmore acquired 9,000 acres in the area now known as Ceres. Daniel Whitmore, his family, and two other families established homes and began farming. The first year's crop was so abundant that Whitmore called his settlement "Ceres" after the Greek goddess of agriculture.

The City of Ceres was incorporated as a general law city on February 25, 1918. The City is governed under a City Council/City Manager system. The Council sets City policy on behalf of the citizens of Ceres and the City Manager administers these policies and programs.

## **THE CITY ORGANIZATION**

The City of Ceres is a general law city under the City Manager - Council form of government. There are four councilmembers and a mayor who set policy for the city. The Mayor and two City Councilmembers are elected in November of odd-numbered years by direct vote of the citizens of Ceres. The Mayor and Councilmembers are elected to four-year terms. The Council meets every second (2nd) and fourth (4th) Monday at 7:00 P.M. in the Council Chambers located at the Ceres Community Center, 2701 Fourth Street.

The City Manager is responsible for implementing the policies of the City Council, administering the City's operating budget, and through the department heads, supervising the daily activities of five departments; Administrative Services, Public Works, Community Development, Public Safety, and Recreation. The City Attorney is under contract with the City Council to provide legal counsel and advice to elected officials and staff members on matters pertaining to City business and litigation.



**"TOGETHER**

**WE ACHIEVE"**

When looking at the City Seal one cannot help but notice the motto "Together We Achieve". In thinking about these words it becomes apparent that they can and should be more than a slogan. These words have the potential to be a dynamic statement of empowerment and commitment.

The statement "Together We Achieve" acknowledges the interconnection of all municipal services in the common goal of delivering service to the citizens of Ceres. No single department, function or employee independently serves our community. Each one of us is dependent upon another in the performance of our professional responsibilities. Our successes and failures are largely a result of the understanding and commitment we demonstrate in fully realizing this interconnected relationship. As we perform our respective duties it is imperative that we are ever mindful that our dedication to the task at hand has a direct impact upon the effectiveness and efficiency of our organization as a whole. Each of us must be willing to accept the challenge of contributing to an organization committed to the value that participation from all levels is essential. When one of us falters we suffer as a group, just as when one of us performs at an exemplary level "Together We Achieve."

# VISION

---



Dedicated to the principle "Together We Achieve," the City Council and employees of the City of Ceres, composed of dedicated, dynamic, innovative professionals, are committed to continuously enhancing the delivery of essential municipal services in a constantly changing legal, political and fiscal environment. We take pride in serving the public and embrace the responsibility for cultivating this pride throughout our organization.

Our success in enriching the quality of life in our community depends upon our dedication to the ideals of public service and adherence to the values by which we conduct ourselves. We achieve through teamwork based upon open, honest communication while adhering to the principles of mutual support, respect and the highest ethics.

Participation is encouraged and valued at all levels of our organization and community. To maintain constructive relationships we are resolved to respond to the message and not the messenger. To retain the confidence of those we work with and are sworn to serve, we pride ourselves in responding in a thorough, prompt, empathetic and professional manner.

# MISSION

---

"Together We Achieve," to provide current and future citizens with the best municipal services, which improve quality of life, prosperity, and safety. We do this in a compassionate, professional and cost-effective manner which promotes fairness and inclusion of all citizens.

# VALUES

---

A healthy business environment is predicated on certain, fundamental values. When values are articulated, emphasized and practiced, they become part of the everyday conduct of an individual in their personal and professional interactions. Applying these values contribute to making this organization, and the City of Ceres, an enjoyable place to live and do business.

The following values are adopted by this organization to provide guidance and set a standard for professional and personal conduct in our day-to-day interactions.

**Honesty** – Accurate and impartial conveyance of information and opinions delivered with understanding and compassion.

**Sense of Humor** – Enjoying the funny things in life and being able to laugh at one's self.

**Loyalty/Dedication** – Believing in and supporting the vision and mission of the City of Ceres.

**Cost Consciousness** – Making cost effective expenditures of City funds while delivering the highest quality municipal service possible.

**Compassion** – Fully understanding the consequences of, and being sensitive to, our decisions as they pertain to coworkers and all persons in our community.

**Fairness** – Treating everyone in an open, honest, just and impartial manner.

**Integrity/Honor** – Acting in a sincere, objective and moral manner, holding ourselves accountable to high standards and ethics.

**Trust** – Relying on and being relied upon by our coworkers and the public.



# CODE OF CONDUCT

---

Appropriate interpersonal communications and behavior demonstrate our value system in action. We adopt this code of conduct as our understanding of proper communication and behavior in daily interactions. We will be held accountable to this code and will support each other in its implementation.

We will:

1. Resolve interpersonal conflict one-on-one.
2. Listen, be receptive and allow others to finish expressing themselves.
3. Be compassionate in our approach to all contacts.
4. Be personally accountable for our actions.
5. Show respect toward everyone.
6. Be solution-oriented rather than blaming.
7. Give others opportunity to address issues by giving them timely feedback (unless you tell me we have a problem, we don't have a problem).
8. Be positive in speech and actions.
9. Make it safe (non-retaliatory) for people to give us feedback and accept support with an open mind.
10. Actively support each other by refusing gossip and bad mouthing, clarifying and directing toward a fact-based, solutions-oriented discussion.
11. Be accurate, precise and communicate openly with coworkers and customers in an appropriate manner.
12. Provide assistance to each other and share credit.

# CITY DEPARTMENTS

Ceres, California 95307



## **CITY ATTORNEY** (Contract)

2220 Magnolia Street

## **CITY CLERK**

2220 Magnolia Street 538-5755

- Elections
- Council Records

## **CITY MANAGER**

2220 Magnolia Street 538-5755

- General Administration
- Ceres Economic & Redevelopment Program
- Grants Coordinator

## **ADMINISTRATIVE SERVICES**

2220 Magnolia Street 538-5761

- Accounting/Payroll
- Budget
- Finance
- Revenue
- Investments
- Utility Service and Billing (Magnolia Street)

## **Human Resources**

2220 Magnolia Street 538-5747

- Personnel Services
- Employment
- Risk Management Programs
- Workers' Compensation
- Employee Benefits
- Claims (Liabilities Against the City)

## **I.T.**

2727 Third Street 538-5742

## **PUBLIC WORKS**

3420 Harold Avenue 538-5732

- Water
- Wastewater
- Streets
- Fleet Services
- Facilities
- Landscape Services
- 

## **RECREATION**

2701 Fourth Street 538-5628

- Recreation Service Programs

## **COMMUNITY DEVELOPMENT**

2220 Magnolia Avenue 538-5779

- Housing Rehabilitation
- Engineering
- Planning
- Building Inspection
- Transportation Services

## **PUBLIC SAFETY**

### *Police Services*

2727 Third Street 538-5726

### *Dispatch*

2727 Third Street 538-5713

### ***Emergency Dispatch***

2727 Third Street 538-5712

# PURPOSE/DISCLAIMER

---

This handbook provides a summary of City employee policies, benefits, and services. The items summarized in this booklet are for descriptive purposes only and do not constitute a full explanation of the terms and conditions of employment with the City. Items in this handbook do not imply a contractual relationship or obligation between the City and employee and are subject to change due to negotiated agreements, actions by the City Council, federal or state legislation. Please refer to the proper Memorandum of Understanding (MOU)/Agreement governing your bargaining unit, the current agreement in affect for your position, your employment status, or the City's adopted Personnel Rules or appropriate City Ordinance for a more complete explanation regarding the terms and conditions of your employment with the City.

Individual departments may have additional policies and procedures which are necessary for their internal operations. It is your responsibility to become familiar with and to follow those internal policies and procedures for your department and particular assignment.

This handbook relies on current federal and state laws, City Council ordinances or resolutions, administrative policies, or agreements with employee organizations governing employment issues, and thereby, is subject to change. This handbook summarizes those source documents; it does not amend or replace them, and the items herein do not constitute a full explanation of the terms and conditions of employment with the City. Plan documents covering health, dental, vision, life, LTD, deferred compensation, IRS 125 Cafeteria plan and Employee Assistance Programs are available in the Human Resources office for your review.

Changes in any of the information contained herein may be communicated through various sources including, but not necessarily limited to the employee newsletter, memoranda, e-mail, general meetings, or in the case of negotiated contracts, through your bargaining unit representative or such other communication as may be used from time to time. Additional or replacement pages to this handbook will be made available as they are published.

No statements or representations made in this Employee Handbook shall be construed to constitute legally-binding policy directions or legally-enforceable personnel practices.

We welcome suggestions and comments to improve this handbook. You may provide comments to your supervisor and/or Human Resources. Jessica Swanton, HR Technician @ (209) 538-5746 e-mail [Jessica.swanton@ci.ceres.ca.us](mailto:Jessica.swanton@ci.ceres.ca.us) Shirley Ventura, HR Analyst may be reached @ (209) 538-5747, e-mail [shirley.ventura@ci.ceres.ca.us](mailto:shirley.ventura@ci.ceres.ca.us).

# **EQUAL EMPLOYMENT OPPORTUNITY**

---

The City does not discriminate against any employee or applicant for employment or employment related benefits because of race, color, religion, sex, national origin, ancestry, disability, medical condition, marital status or age.

## **EMPLOYEE CLASSIFICATIONS**

---

- **Probationary Employee:** An individual who has successfully passed the testing process and been appointed to an authorized regular full-time or regular part-time position, and is serving the required probationary period for the position.
- **Regular Employee:** An employee who has successfully completed the probationary period and established testing process and has been retained as stated in the City's Personnel Rules.
- **Regular Part-Time Employee:** An individual appointed to a regular employee position who is working at least 50% of the regular City business hours, but less than 100% of the hours for the typically assigned position and who has successfully completed the probationary period and has been retained as provided in the City's Personnel Rules, and pertinent MOU's.
- **Temporary/Seasonal Employee:** An employee who is appointed to a position for a limited period of time, generally not to exceed six (6) months and who may or may not have been selected from a current employment list or through the competitive process.
- **Grant-Funded Employee:** An individual appointed to a position funded from federal, state or other grant sources, generally appointed only for the life of the grant and is considered "At-will". The position may or may not accrue City benefits.

# YOU AND YOUR JOB

---

## **RECOGNIZED EMPLOYEE ORGANIZATIONS AND BARGAINING UNITS**

The City currently recognizes five employee organizations or bargaining units for labor relations purposes.

- **Miscellaneous Employees.** Miscellaneous employees are the City's largest represented group. They are represented by the Construction, Production and Maintenance Laborer's Local Union No. 1130. City employees who are members of the union serve as shop stewards to assist you with questions about the union, union benefits, and contract administration. If you decide not to become a union member, you are required to pay an agency fee to the Union in lieu of Union membership fees. Your shop steward is available to explain union membership, benefits, dues and agency shop fees.
- **Police Officers, Investigators, and Police Sergeants'** recognized bargaining unit is the Ceres Police Officers' Association (CPOA). The C.P.O.A. elects officers from its ranks to represent its members and conduct P.O.A. business.
- **First Line Supervisors and Confidential employees,** although not represented by a union, are a recognized bargaining unit.
- **Mid-managers** are also not represented by a union, but are recognized by the City as a bargaining unit.
- **Public Safety Mid-Managers** are also not represented by a union, but are recognized by the City as a bargaining unit.

Further information on Union membership, dues, and union benefits is available from the Union/ Association/Group representative(s) for your bargaining unit.

Union membership is not mandatory, but members of the Miscellaneous Bargaining Unit are required to pay an agency shop fee to maintain employment with the City.

Your classification/title is: \_\_\_\_\_

Your bargaining unit assignment is: \_\_\_\_\_

Your position is: ☐ Exempt\* under FLSA ☐ Non-exempt\*\* under FLSA

*\*Exempt: You do not get compensated for hours worked beyond your regular assigned work day or work week.*

*\*\*Non-exempt: You are compensated for overtime worked according to labor agreement and state and federal law.*

Your department is: \_\_\_\_\_

Your department head is: \_\_\_\_\_

Your division is: \_\_\_\_\_

Your supervisor is: \_\_\_\_\_

Your position is at-will ☐. The City or you may end your employment relationship at-will, at anytime, with or without cause.

## **THE CIVIL SERVICE SYSTEM**

The City conducts its personnel policies and practices in accordance with applicable federal and state laws, City Ordinance and Resolutions, adopted Personnel Rules, and the provisions of individual bargaining unit MOU/Agreements approved by the City Council and individual bargaining units.

## **EMPLOYMENT CATEGORIES**

Your position has been assigned a classification (title); a salary range, typically five incremental steps of approximately five percent (5%) each; a bargaining unit, when applicable; or has been designated an at-will employee, and has a designation of exempt or non-exempt pursuant to the Federal Labor Standards Act for overtime pay purposes.

## **TERMS AND CONDITIONS OF EMPLOYMENT**

Terms and conditions of employment including, but not limited to, such items as probationary periods, transfer requests, promotions, salaries, benefits and disciplinary actions are defined in individual bargaining unit MOU's and the City's adopted Personnel Rules.

Terms and conditions of employment are subject to change as a result of negotiated labor agreements, revised personnel rules, changes in state or federal laws, or by City Council actions.

# **PERSONNEL RECORDS**

---

You may view your personnel records at any time during regular business hours upon reasonable request to Human Resources. Personnel files may not be taken from the Human Resources office and must be reviewed in the presence of a member of the Human Resources staff. You may make copies of items in your personnel file, but removal of items is not allowed without a specific request to Human Resources. Access to your personnel records by individuals other than your supervisor, department head, City Manager or by a properly issued court subpoena is denied without your specific written approval.

You may also request copies of your time sheets or payroll earnings at any time during regular business hours upon request to Human Resources.

# **IN CASE OF EMERGENCY**

---

It is important that you keep Human Resources and your department informed of any telephone number or address change. A telephone call, written notice, or e-mail to your supervisor, or Human Resources will begin the process to change your personnel records.

The City keeps emergency contact information on all its employees. Please assist us in keeping this information timely so that we can contact the appropriate individuals in the event of an emergency. Forms are available in the Human Resources Department.

# **EMPLOYEE ACTIVITIES COMMITTEE**

---

City employees have an Employee Activities Committee (EAC). This committee assists management in communicating concerns, suggestions, and recommendations from employees and also participates in community service projects. The Employee Activities Committee has an employee representative from each department/division. Each individual representative, if elected to an office, serves a two-year term.

The EAC conducts an Elves at Christmas Program which may assist local families in need, and participates in employee activities. Payroll contributions to the EAC are also available through payroll.

We urge you to become involved in our organization, and the Employee Activities Committee is a great way to do so by becoming an active member.

To find out more about the EAC, call Traci Farris at 538-5682.

# BENEFITS

---

## **MEDICAL, DENTAL, VISION, LIFE AND LONG TERM DISABILITY INSURANCE**

Health, dental, vision, life, and long term disability insurance plans are available. Your qualifying dependents are available for health, dental and vision coverage. Plan availability, cost, and eligibility will depend on your assigned bargaining unit or other agreement adopted by the City Council in effect at the time of your appointment. Further information on the various plans available to you may be obtained from Human Resources (ext. 5746 or 5747).

The City currently offers two HMO health care plans, a vision program, a high deductible health plan (HSA), dental, life and AD&D, long term disability coverage and other voluntary plans (Cancer, Accident, FSA, H S A, etc). The HMO health plans are offered through Blue Shield and Kaiser Permanente. The high deductible health plan is offered through Blue Shield. A schedule of benefits for these plans is available from Human Resources. A Union health benefit plan is also available to Miscellaneous Bargaining Unit members who are members of the Union.

### **BURNHAM BENEFITS INSURANCE SERVICES**

Direct 559.577.1372 | Mobile

559.817.2613 | Email

[oana@burnhambenefits.com](mailto:oana@burnhambenefits.com)

7676 N. Palm Avenue, Suite 106 |

Fresno, CA 93711

CA License # 0D86695



You may remain on City medical and dental insurance programs at your expense if you are on an unpaid leave of absence from the City which does not qualify for federal or state family medical leave. The City's contribution to those insurance premiums is suspended until you return from unpaid leave. If your unpaid leave is for reasons which may qualify under the State and Federal Family Medical Leave Acts and City policy, you may be entitled to 12 weeks of paid health insurance premiums under the same conditions as if you were at work. Please contact Human Resources in the event you need to take leave for your own serious health condition, or a member of your family (as defined in the City's FMLA/CFRA leave policy). Human Resources can assist you with any questions you have concerning insurance coverage and unpaid or FMLA/ CFRA leave status.



**To assure timely benefit coverage, it is important to complete the necessary enrollment** forms and return them to Human Resources as soon as possible. You may be denied coverage if your enrollment forms are not received by the selected coverage provider within thirty (30) days of your date of hire. If you select health and welfare benefits offered by the City, you will receive an eligibility card from BlueShield or Kaiser for your use when obtaining medical services and from the Stanislaus Foundation for dental coverage once the proper enrollment forms are received by the coverage provider.

Once you have selected your health care coverage, your ability to make changes in that selection is limited until the next open enrollment period (generally October/November each year) by Internal Revenue Service regulations which govern 125 Cafeteria benefit plans. Changes in family status such as marriage, divorce, death, birth or adoption of a child, or loss of prior coverage, may allow you to make changes in your health coverage plan. Human Resources is available to assist you if guidance is needed with these issues.

The City provides a monthly dollar allowance (determined by labor contracts) under an IRS Section 125 Cafeteria Plan which you can use to pay for the qualified the voluntary coverage(s) you select.

## **VISION CARE**

The City has contracted with VSP to administer the vision plan and pay claims per the adopted coverage limits.

Employee only vision care coverage is the minimum coverage which must be selected when a City offered health plan is selected. You may, however, waive medical coverage and select vision coverage for yourself and your dependents. Vision care eligibility requirements are the same as stated for health care coverage for benefits, time to enroll and changes in coverage.

A summary of the vision plan benefits is available on the I Drive: Everyone/employee benefits.



## **DENTAL**

The City also self-insures its dental plan and it too is administered by the Stanislaus Foundation for Medical Care. You may select city dental coverage without signing up for health or vision coverage.

Eligibility for dental coverage is the same as for health and vision coverage regarding enrollment. A summary of dental benefits under the plan is available from Human Resources.

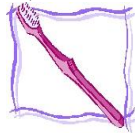
If you separate from the City, or if a family member no longer qualifies as your dependent, contact Human Resources for information on conversion options and continuation of coverage.

### **Stanislaus Foundation**

P.O. Box 576007

Modesto, CA 95357-6007

(209) 527-2430



## **ADDITIONAL HEALTH, VISION AND DENTAL COVERAGE**

You may elect coverage offered by the Construction, Production and Maintenance Laborer's Local Union No. 1130 Trust if you are a member of the City's Miscellaneous Bargaining Unit and a Union member.

Specific information regarding benefit levels, co-payments and available options can be provided by a Union shop steward or by contacting the Union.

### **Laborers' Local Union No. 1130**

David Gorgas

2549 Yosemite Blvd., Suite K

P.O. Box 3448

Modesto, CA 95353

(209) 521-9883 (209) 521-4572 Fax



## **SUPPLEMENTAL INSURANCE**

Contributory life insurance policies are made available to you through payroll deduction. One plan is a term life insurance plan offered by the City. Premiums on this term life insurance may or may not be paid by the City, depending on terms of the labor agreement and your assigned unit. Additional life insurance is provided through either the term life provider or a representative who visits the City annually to enroll employees interested in other available plans. Additional information is available from Human Resources.

### **Standard Life**



## **LTD**

Long Term Disability insurance is also available for purchase. Long Term Disability insurance (LTD) provides income to you during an extended illness. The City's LTD plan pays you 60% of your income if your disability continues beyond 90 days. A full description of the LTD benefits is available in HR.

*Police Officers*

### **Meyers • Stevens & Company, Inc.**

Paul M. Harrison, Account Executive  
3800 Watt Avenue, #230  
Sacramento, CA 95821-2673  
(800) 995-1099  
(916) 485-4956 Fax



## **DEFERRED COMPENSATION**

The City provides the opportunity for employees to participate in a deferred compensation program (457 plan) through payroll deduction. A deferred compensation program provides for a tax shelter on current income and sets aside money for retirement. Further information on the available plans may be obtained from Human Resources.

### **IRS 457 Deferred Compensation Programs**

#### **Nationwide Retirement Solutions**

**Brenda DeVecchio**, Retirement Specialist, Nationwide Retirement Solutions

Website: [www.nrsforu.com](http://www.nrsforu.com), Customer Care: 877-677-3678

Cell: 209-337-4574, Email: [devecb1@nationwide.com](mailto:devecb1@nationwide.com)

Retirement Resource Group: 888-401-5272 or

#### **ICMA Retirement Corporation**

**Raj Sangha**

Retirement Plans Specialist

2635 N. First Street- Suite 207

San Jose, CA 95134

Cell: 202-507-0453

Office: (866) 486-8813 Fax: 1 (855) 385-4890

Investor Services: (800) 669-7400 [www.icmarc.org](http://www.icmarc.org)

## **RETIREMENT**

The City participates in the Stanislaus County Employees Retirement Association (STANCERA) (1937 Act). Contributions, retirement benefits, and eligibility information depend upon your classification in the system and bargaining unit agreement. The 1937 Retirement Act has reciprocity with CalPERS. Information on actual retirement benefits and reciprocity issues is available from the Retirement Division of the County Treasurer's office, 1010 - 10<sup>th</sup> Street, Modesto (525-6393).

### **STANCERA**

Stanislaus County Employee Retirement Association

1010 10<sup>th</sup> Street, Suite 5800

PO BOX 3150

Modesto, CA 95353

525-6393

525-4334 Fax

[retirement@stancera.org](mailto:retirement@stancera.org)



The City also participates in the Social Security System. Social Security information may be

obtained from the Social Security Administration offices (1-800-772-1213).

## **RETIREMENT HEALTH SAVINGS PLAN**

Certain employee units within the City have a Retirement Health Savings Plan available to save for after-retirement health care expenses. The plan provides a pre-tax opportunity to save money while employed with the City, to pay for medical expenses, premiums and co-pays after you retire. The money saved is not taxed, and is also tax free when used to pay medical expenses after retirement. Further information is available from Human Resources. (Depending on bargaining unit).

**ICMA – RHSP (see above contact information)**



## **DIRECT PAYROLL DEPOSIT**

You may be able to deposit your payroll check directly to one or more financial institution(s). Please check with Payroll in the Finance Department (ext. 5760) to see if your financial institution provides this service and for information on how to sign up.

## **EDUCATION INCENTIVE PROGRAM**

Depending on your bargaining unit agreement, you may qualify for education incentives from the City. These incentives may include tuition and/or book reimbursement or additional pay. Check the terms of the labor agreement for your bargaining unit, speak to your union representative, or talk to Human Resources for further information.

## **EMPLOYEE ASSISTANCE PROGRAM**

The employee assistance program is a confidential assistance service provided to you by the City through PacifiCare. The program offers assistance and counseling for marital and family problems, alcohol and drug dependency, financial and credit concerns, legal issues and questions, emotional problems, stress, child and elder care referrals, interpersonal conflicts and situational life problems. You are encouraged to utilize these services when needed. They are completely confidential and free to you. Further information may be obtained from Human Resources.

**MHN A Health Net Company  
Employee Assistance Program  
For 24/7 year round assistance call:  
(800) 535-4985  
or visit  
[members.mhn.com](http://members.mhn.com)**



# **IMPORTANT INFORMATION REGARDING YOUR BENEFITS**

- **No premiums will be paid on your behalf until the appropriate paperwork is received.**
- **A delay of longer than thirty (30) days in the return of your paperwork may subject you to the following:**
  1. **Delay/Denial of coverage.**
  2. **Double deductions in one pay period to “catch up” with any premiums owed from selected coverage.**
- **Coverage will be effective the 1<sup>st</sup> of the month following receipt of your applications/enrollments.**
- **LTD/Life insurance allows open enrollment in their plans within the first thirty (30) days of employment. Enrollment after thirty (30) days is subject to approval by the carrier(s).**
- **Human Resources is here to help you with questions and necessary forms.**

# TIME OFF

---

## **VACATION**

You are eligible for vacation benefits as determined by your bargaining unit agreement, the City's personnel rules, or other agreement in effect at the time of hire. Vacation accrual rates increase with length of service and are established by bargaining unit or other agreements with the City.

## **SICK LEAVE**

After one month of employment, you begin to accumulate eight hours of sick leave per month. Sick leave may be accumulated in an unlimited amount. Under certain conditions and according to the terms in your assigned bargaining unit agreement, you may convert sick leave to pay, vacation time, or contribute to your 457 account one time per year. Accumulated sick leave may be used with other available benefits you may have, such as State Disability Insurance, Long Term Disability insurance, or workers' compensation to insure full pay while you are absent from work.

## **SDI**

Most City employees contribute to the State Disability Insurance Program. The State program provides continuation of pay when you are off on extended medical leave that is non-work related. The City coordinates benefits for employees covered by SDI. This means you continue to receive pay from the City as long as you have accrued leave to use.

Check with your unit representative regarding your unit's SDI participation.

## **HOLIDAYS**

The City normally observes the following twelve holidays:

- 🌀 New Year's Day
- 🌀 Martin Luther King Day
- 🌀 President's Day
- 🌀 Memorial Day
- 🌀 Independence Day
- 🌀 Labor Day
- 🌀 Veteran's Day
- 🌀 Thanksgiving Day and Day After
- 🌀 Christmas Eve
- 🌀 Christmas Day
- 🌀 New Years Eve
- 🌀 Personal Holiday (per restrictions, see next page)

One additional personal holiday per year is available after six months employment. The holidays specified above and the personal holiday may vary or change depending upon the bargaining unit or classification to which you are assigned and the MOU or agreement currently in effect. City



offices are closed on the listed holidays, although certain city services operate every day (e.g., wastewater treatment plant) or 24 hours, seven (7) days per week, including holidays (e.g., police, fire, emergency services and dispatch). Consult your bargaining unit agreement and/or supervisor concerning the application of holidays to your work schedule.

## **FAMILY MEDICAL LEAVE**

The City has adopted a policy which implements provisions of the Federal and State Family Medical Leave Acts. Under City policy and Federal and State laws, you may be entitled to family medical leave up to twelve (12) weeks in a 12-month period for your own serious health condition, birth of a child, or a family member (as defined in the policy) illness.

Check with Human Resources if you have questions or need assistance regarding your right to family medical leave. A copy of the City's policy is included in this handbook.

## **PREGNANCY DISABILITY LEAVE**

California law requires employers to grant pregnancy disability leave for up to four (4) months. You must be disabled to be entitled to PDL:

- ✓ Unable to work at all;
- ✓ Unable to perform one or more essential functions of your job;
- ✓ Unable to perform one or more essential functions of your job without undue risk to the successful completion of the pregnancy, or to other persons; or
- ✓ Severe morning sickness; or
- ✓ Time-off for pre-natal care.

You are required to use your own sick leave for PDL leave and you may use additional accrued leave when sick leave is exhausted. PDL and FMLA will run concurrently up to 12 weeks.

## **PAID FAMILY LEAVE**

California became the first state in the nation to create a paid family leave program, making all employees eligible for up to six weeks of paid family leave during any 12-month period. The program covers absences for the birth of a child or in connection with the adoption or foster care placement of a child, care for a parent, child, spouse, or domestic partner who is seriously ill or unable to care for themselves. Employees can begin taking the paid leave July 1, 2004. No benefits will be paid if another caregiver is available.

Check with Human Resources if you have questions or need assistance regarding your right to paid family leave.

## **BEREAVEMENT LEAVE**

You may be entitled to bereavement or funeral leave for certain family members. The length of leave and definition of family member for bereavement leave purposes are in various bargaining unit agreements and personnel rules.

## **COURT LEAVE**

The City recognizes that serving as a juror is a civic responsibility. Your regular pay is provided when you are required to serve as a juror. Your regular pay is also provided if you serve as a witness under subpoena for matters related to City business. Pay is provided upon proof of attendance and upon releasing witness or juror fees received by you to the City. You may keep the mileage paid to you. Other court leave and pay provisions may apply depending upon your classification and provisions of the labor agreement for your bargaining unit currently in effect.

## **MILITARY LEAVE**

The City grants military leave in accordance with federal and state laws to employees who are members of the armed forces and who provide the appropriate orders to their supervisors.

## **WORKERS' COMPENSATION LEAVE**

In the event you incur an injury or illness which has been determined to be work-related, you will be paid workers' compensation benefits according to the rates established by the State of California. You may use accumulated sick leave with the amount paid to you for workers' compensation to receive full pay.

You must use sick leave for visiting the doctor or for any lost time on the first day of your injury. You must also use your sick leave for any follow-up doctor visits, physical therapy appointments or other medical treatments you make for yourself and which are during your normal workday. Appointments made by the City's workers' compensation administrator which require your attendance are paid by workers' compensation.

You must see the City's Workers Compensation doctor unless you pre-designated your treating physician prior to your injury. The physician you designate must be your regular treating physician and he/she agrees to treat you for workers' compensation. See Human Resources for more information and the appropriate forms for you and your physician to complete.

# **MONEY MATTERS**

---

## **PAY PERIODS/PAYDAYS**

Pay periods are fourteen days in length beginning Sunday morning at 12:01 a.m., and ending at 12:00 midnight Saturday, 14 days later. Paydays are Friday, on a bi-weekly (every other week) basis 26 times per year. Work days and hours and pay period begin and end dates may vary depending upon your department's work schedule and your position with the City.

## **YOUR PAYCHECK**

Your paycheck is given to the designated individual in your department on payday to distribute to you. If you are absent on payday, you may arrange to pick up your paycheck from the designated department person or by notifying Payroll (ext. 5760) that you will pick up your paycheck from them. You must give written authorization to Payroll for anyone other than you to pick up your paycheck.

The City encourages direct deposit of pay to your financial institution. You may have direct deposits to a number of different financial institutions or accounts. Contact Payroll to sign up for direct deposit and to find out more about direct deposit.

## **PAYROLL DEDUCTIONS**

There are two types of deductions which come out of your check: mandatory and voluntary. Mandatory deductions are for federal income tax, state income tax and state disability (SDI), if your unit participates in SDI, social security (FICA) and MediCare withholdings. Mandatory deductions may also result from court-ordered actions. The mandatory tax deductions are based on the choices you make when completing the IRS W-4 form. You may change your W-4 information by submitting a new form to payroll. Forms are available in Human Resources.

You may authorize voluntary deductions for:

1. Your portion of any health and welfare premiums due.
2. Credit Union loans or savings.
3. Employee Activities Committee donations.
4. Donations to charitable organizations.
5. Employee Association, Union dues, or agency shop fees.
6. Deferred compensation.
7. Optional benefits the City may offer from time-to-time.

Deductions from your pay may change as the result of labor agreement provisions, state or federal tax increases, or other state or federal laws.

# **GENERAL INFORMATION**

Terms and conditions of employment are more completely defined in the Memorandum of Understanding (MOU) or Agreement with your respective bargaining unit, and may also depend upon your classification and the City's adopted Personnel Rules. The MOU/Agreement with your bargaining unit prevails when a conflict arises with the adopted Personnel Rules. However, when the MOU/Agreement is silent, the terms of the Personnel Rules generally apply.

## **WORKING HOURS**

The time you report to work and complete your day's work are generally determined by the department/division for which you work and the provisions of your respective bargaining unit agreement. City Hall is generally open Monday through Friday from 8 A.M. to 5 P.M.

## **ATTENDANCE AND PUNCTUALITY**

Your fellow employees and your supervisor depend on you to assist them in accomplishing assigned work. If you are late, or fail to report to duty, you place them in a situation of doing their work and yours too. Regular attendance and reporting to work in a timely manner are City priorities. Your attendance and punctuality records are part of your job performance and evaluation process. Instances of continued tardiness and excessive absenteeism may subject you to disciplinary action up to and including termination.

## **REST PERIODS**

You are entitled to two rest periods per day. You are considered to be in paid status during your break time. These rest periods are determined by the terms of adopted MOU's, labor agreements, or Personnel Rules. Rest periods are scheduled by your supervisor to best suit the needs of the operation.

## **LUNCH PERIODS**

Lunch periods are assigned and scheduled by department/division work schedules. Lunch periods are intended to be uninterrupted, non-paid breaks of not less than thirty (30) or more than sixty (60) minutes each day.

## **AFFIRMATIVE ACTION**

The City is committed to the concept of non-discrimination and has an adopted Affirmative Action policy. The policy provides that equal employment opportunities will be provided to all applicants and employees regardless of race, color, religion, sex, marital status, political belief and affiliation, national origin, age, Viet Nam era Veteran status, or physical or mental disability. Employment, retention, and advancement of employees must be based on merit and must be responsive to the needs of the City for quality and excellence. A copy of the affirmative action policy is available in Personnel.

## **HARASSMENT**

The City does not tolerate harassment of any nature, and has adopted a zero tolerance anti-harassment policy. Harassment is illegal and creates a non-productive and hostile work environment; the City will take appropriate action to protect all employees and prevent any form of harassment. The City's harassment policy is included in this handbook.

Any violation of the policies set forth in this handbook or other adopted city policies regarding employee conduct or any perceived wrong doing committed in the workplace should be reported through the method stated in this handbook and/or by calling the Employee Protection Line at (800) 576-5262 and entering the Employee Protection Line organization code number: 10108 for this city.

## **SAFETY**

Safe work practices and a safe working environment is an important component in the overall operation of the City. The City has an adopted Injury and Illness Prevention Program, a copy of which is available from your department supervisor. It has an active Risk Control and Assessment Committee to identify safety issues, provide recommendations on safe work habits, review accidents and injuries, and encourage safety awareness. Please be aware of your role and responsibility to practice safety at all times in your job.

## **SMOKING AND NON-SMOKING POLICY IN CITY WORK PLACES**

The City has adopted a no smoking ordinance and a city policy which bans smoking in all enclosed city facilities. Smoking is prohibited in common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, cafeterias, employee lounges or eating areas, stairs, restrooms and vehicles.

Smoking is allowed only in outside areas. New state law expands the rules regarding smoking restrictions. Existing law and City policy bans smoking in buildings and City vehicles. New legislation prohibits smoking within 20 feet of a main exit, entrance or operable window of a public building. Violation of the non-smoking policy may subject the violator to disciplinary action and a possible infraction charge under City Ordinance.

## **DRUGS AND ALCOHOL**

You are not permitted to possess, distribute, or use alcohol or controlled substances during work hours, and are not permitted to work while under the influence of those substances. Use of prescription drug, prescribed by a licensed physician, which may impair your ability to safely perform your job should be reported to your supervisor. Accommodations may be made to allow you to stay at work while taking such medication. If the City has reasonable suspicion to believe that you may be under the influence of alcohol or a controlled substance, and if you are determined to be unable to perform your job duties, the City may relieve you from duty and require you to submit to a medical exam, including a drug and alcohol screen, to determine your fitness for duty.

The City complies with the Omnibus Transportation Employee Testing Act of 1991 regarding random drug testing of employees in specified safety sensitive positions. The City also conducts post-offer, pre-employment drug testing. The City has designated certain positions as Safety Sensitive under DOT regulations. These designated positions are subject to drug testing.

You or your family may obtain assistance for alcohol and substance abuse through the Employee

Assistance Program which is described elsewhere in this handbook. Services of the Employee Assistance Program are confidential.

A copy of the City's Drug and Alcohol policy is included in this handbook.

## **DRESS CODE**

The City has established dress code guidelines for non-uniformed personnel. You are expected to wear clothing appropriate to your job and work site. Your clothing and appearance should be neat, clean, in good business taste, and not constitute a safety hazard. A department head or your supervisor has the right to request that you to change into more appropriate office attire. The time for you to go home, change and return to work may be deducted from accrued leave balances.

Employees required to wear uniforms will be guided by individual department policies.

## **VEHICLE USE**

If your job requires you to drive, you may be assigned a city vehicle. Pool cars or rental cars are available for use on city business and may be checked out through the Equipment Shop (Ext. 5796) or your designated office contact during regular business hours.

If you are driving a city vehicle and are involved in a collision within the City, however minor it may be, you must call the Police Department to take a report and notify your supervisor as soon as possible. You will also be required to complete a separate accident report. Forms are available in the vehicles.

You must obtain specific department approval to use your own vehicle on official city business. You must provide proof of insurance coverage to Management Services prior to the use of your private vehicle. Your insurance will be primary to that of the City's. You will be reimbursed for mileage according to the number of miles driven and the current mileage reimbursement rate.

## **SALARY INCREASES**

Each classification within the competitive service typically has a five step pay range of approximately 5% between steps. You normally reach the top step of the salary range in your classification on the schedule adopted by your individual bargaining unit, personnel rules, or other agreement in affect; and upon satisfactory job performance and recommendation of your supervisor and/or department head, with approval of the City Manager.

Salary step increases are based on merit and acceptable job performance. You must be recommended for these salary advances by your supervisor and department head. The City Manager ultimately approves the final action. The time periods for salary advancements are determined either by MOU\Agreement or specified in personnel rules.

Other salary adjustments are negotiated between your respective bargaining unit and the City, or, depending on your classification, granted per other agreements which have been approved by the City Council.

## **USE OF CITY PROPERTY**

The City has adopted policies which cover the authorized use of City-issued or assigned property. These policies include use of credit cards, computers, local area network and other electronic media, vehicle use and other city equipment and material.

Each department may also have policies regarding department-issued or city equipment used in the course of business. You are responsible to become familiar with these policies. You may be subject to discipline up to and including termination if you violate these policies.

Copies of various City equipment use policies are included in the appendices of this handbook.



# EMPLOYEE ACKNOWLEDGMENT FORM

## ACKNOWLEDGMENT

I hereby acknowledge that I have READ AND RECEIVED a copy of the City's Employee Handbook.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name (Printed)

\_\_\_\_\_  
Employee's Social Security # (last 4 digits only)

Please sign and return this form to Personnel. It will be placed in your personnel records.