



CITY MANAGER'S
ADMINISTRATIVE POLICY NO. 1:
PERSONNEL RULES AND REGULATIONS

NOVEMBER 9, 2004

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SECTION 1 - INTRODUCTION

- A. Purpose** - The City Manager, as Personnel Officer for the City or his/her designee, is charged with the responsibility of the City's personnel practices. In order to establish an equitable and uniform procedure for dealing with personnel matters and to attract to municipal service the best and most competent persons available, to assure that appointment and promotions of persons will be based on merit and fitness and to provide a reasonable degree of security for qualified employees, the following rules and regulations are established.
- B. Coverage** - These rules and regulations apply to all offices, all regular full-time employees, regular part-time employees, and all positions and employments in the service of the City, except;
1. Elective officers in the performance of their elective duties and Members of appointed boards, commissions and committees.
 2. Persons engaged under contract to supply expert, professional, technical or other services.
 3. Volunteer personnel, such as volunteer auxiliary firefighters and public safety reserve officers.
 4. City Manager and City Attorney.
 5. Probationary employees, except as expressly provided herein.
 6. Limited Service Personnel (i.e. temporary or seasonal employees employed by the City not more than six (6) months during the fiscal year for special purposes).
 7. Part-time employees paid by the hour or day who do not meet the definition of regular part-time employees.
- C. General Provisions** -
1. The City expressly prohibits discrimination in employment on the basis of race, religious creed, color, national or ethnic origin, ancestry, mental or physical disability, medical condition, marital status, sex, sexual preference, political opinion, political affiliation or on the basis that an individual is age forty (40) or over, or any other basis protected by federal, state or local law.
 2. An employee's work performance will be evaluated by their immediate supervisor or the supervisor's designee at least once a year on a form prescribed by the Personnel Officer. Supervisors will discuss their evaluations in full with each employee, outline goals and expectations, and point out where the employee has done an outstanding job and suggest ways in which job performance can be enhanced.
 3. All regular appointments include a probationary period as provided herein of not less than twelve (12) months for miscellaneous employees, not less than twenty-four (24) months for management employees, not less than eighteen (18) months for dispatch employees, and not less than eighteen (18) months for Public Safety sworn employees.
 - a. Promotional appointments include a probationary period of not less than six (6) months for non-supervisory employees and twelve (12) months for supervisors (includes management classifications).
 4. Employees must be physically and mentally able to perform the essential functions of the job, with or without reasonable accommodation.

5. The City reserves the right to amend these rules and agrees to meet and confer with representatives of recognized employee organizations on those changes that are within the scope of representation.
6. Nothing herein prevents or restricts the City's right to contract for performance of expert, professional, technical or any other services.
7. Nothing herein prevents or restricts a Supervisor from issuing departmental rules, policies of regulations needed for the efficient operation of a City department.
8. The definitions applicable throughout these rules are set forth in the attached Glossary and are hereby incorporated by reference.

D. Bargaining Units - If any outline of conditions of employment or memorandum of agreement between a recognized employee organization and the City conflicts with the provisions of these rules, then the provisions of the memorandum of agreement will prevail.

E. Personnel Records - In the case of personnel records, the term "personnel records" means any file maintained under the individual's name by his or her employing agency containing records relating to personal data, including marital status, family members, educational and employment history, or similar information, medical history, election of employee benefits, and employment advancement, appraisal, or discipline.

1. The City maintains personnel files for all employees which contain all records, files and documentation used to determine the employee's qualifications, performance, promotion, additional compensation, or termination or other disciplinary action.
 - a. Each employee must promptly notify the Human Resources Department of any changes in relevant personal information, including but not limited to; mailing address; telephone number; name(s) of dependent(s); and persons to contact in an emergency, along with contact information.
 - b. Personnel files are deemed confidential unless the employee consents to a disclosure in writing or the City is required to disclose such material by law. City personnel have access to confidential personnel files only on a "need to know" basis for legitimate business reasons.
2. The City maintains a confidential file for all employees which contains all medical information about an employee or applicant. Information in this confidential file is obtained and maintained in accordance with state and federal law (e.g. the California Confidentiality of Medical Information Act and the federal Health Insurance Portability and Accountability Act ("HIPAA")). City personnel have access to confidential medical files only on a "need to know" basis for legitimate business reasons.
3. All inquiries from outside agencies, firms, or individuals concerning personnel will be referred to the Human Resources Department for handling and response. This includes, but is not limited to, inquiries concerning employee performance or evaluation in connection with new employment opportunities and employment verification checks for financing purposes. This procedure applies to both former and present employees.
 - a. Absent a written release from the employee, the Human Resources Department provides only dates of hire and termination, position title, and pay range.
 - b. Information disseminated to inquiring parties will be extracted from the personnel files in the Human Resources Department. The City's written response to inquiries will be made a part of the employee's personnel file and will be available for his/her scrutiny.

4. Any employee who wishes to review his or her personnel records should contact the Human Resources Department and set up an appointment at a mutually agreed upon time. The review must be done in the presence of the Human Resources Assistant or his/her designee at the location where the file is stored and at no loss of compensation to the employee. An employee may request a copy of any employment-related document that he/she has signed. This subsection does not apply to those employees covered by the Public Safety Officers' Procedural Bill of Rights (Government Code §3300 et seq.)
 - a. An employee is not entitled to inspect records set forth in Labor Code section 1198.5(d) as it may, from time to time, be amended. Impact records relating to the investigation of a criminal offense or letters of reference.
 - b. An employee is not entitled to inspect complaints, or investigation of complaints, concerning an event or transaction in which the employee was involved or participated to the extent that the disclosure of such information would constitute an unwarranted invasion of personal privacy.
5. Employees have the right to respond in writing to any evaluation report placed in their personnel file. Such responses must be submitted within thirty (30) calendar days of the evaluation interview and will be included in the personnel file records.

F. Destruction of Records - The employee personnel records are considered a permanent record and all personnel file documents are retained by the City for the duration of the employee's period of employment and for any subsequent period required by law.

- a. The records of former employees are retained in accordance with the schedule established in Resolution 90-161.
- b. Shredding destroys personnel records that have reached the time limit established in Resolution 90-161.

SECTION 2 - PAY PLANS AND COMPENSATION

A. Classification Plan -

1. **Creation of classifications.** The City Council, upon recommendation by the Personnel Officer, shall create a classification plan for City employees. Each position shall be allocated to a class identified by class title. Positions shall have the same class title when they conform to the same specification or when the positions' descriptions are sufficiently similar as to qualifications, educational requirements, responsibilities, level of supervision, and other characteristics.
2. **Specification of classes.** A class may include more than one position. Each class will have a specification, which includes: a concise, descriptive title, a brief definition, a description of the essential job duties and responsibilities, a statement of special requirements, and a statement of desirable qualifications.
3. **Reclassification.** The Personnel Officer is responsible for reviewing the duties and responsibilities of positions and recommending to the City Council the creation of new classes and the abolition of existing classes. The Personnel Officer shall review classifications and make determinations in the following situations:
 - a. Upon the recommendation of the Supervisor or upon the request of an employee, the Personnel Officer has the right to reallocate a position to a different class whenever its duties change materially, provided the reclassification can be accomplished within budget limitations. The Personnel Officer has the discretion to determine when the duties have materially changed which

warrant a reclassification. To process reclassifications in a timely manner, the following process will be followed:

- i. Supervisor or employee submits a request of reclassification to the Human Resources Department.
 - ii. Within fifteen (15) working days, the Human Resources Department makes an initial determination whether the employee's ongoing job duties and responsibilities warrant a position reclassification. Once completed, the Human Resources Department forwards its recommendations to the Personnel Officer.
 - iii. Within fifteen (15) working days the Personnel Officer affirms or modifies the Human Resource Department's recommendations. As a general guideline, the Personnel Officer will provide the following conclusions to the employee and his or her supervisor: re-assign work duties so the employee is no longer working outside of classification, appoint employee to existing classification with greater responsibility, or create a new classification that more accurately reflects the employee's ongoing job duties and responsibilities.
- b. When the duties of a position so change that no appropriate class for it exists, the Personnel Officer must prepare an appropriate class specification for it and submit it to the City Council for approval.
 - c. Reclassification of a position may not be used to circumvent the rules and regulations concerning demotion, promotion or compensation.

B. Salary Ranges, Plans and Compensation -

1. **Meet and confer.** The City will meet and confer regarding changes to salary rates or salary ranges affecting existing employees represented by a recognized employee organization. After meeting and conferring, the Personnel Officer will prepare the pay plan, which establishes a flat rate or salary range for each class.
2. **Changes to salary ranges.** When the City Council changes a salary range for a class, all employees' salaries in the class will be adjusted to the corresponding step in the new range.
3. **Transfer to another class.** An employee whose position is moved from one class to another class that has the same salary range does not receive a change in salary. When an employee is moved from one class to a class with a higher maximum salary, the employee's salary in the higher class will be the minimum salary for that class, unless that minimum is lower than, or the same as, the employee's salary at the time of the move. In that event, the employee will receive the next higher step within the pay range of the higher class. Employees receiving a promotion will receive at least a 5% increase in salary unless limited by the salary range maximum. The new review date for promoted employees is the date of promotion or in six (6) months if the employee is placed at Step A.
4. **Demotions.** When an employee is demoted, (moved from one class to a class with a lower maximum salary), the Personnel Officer will set the employee's salary within the range of the class to which the employee has been demoted. In this event, the employee's anniversary date will be the same as the effective date of demotion for purposes of conducting performance reviews and making corresponding salary adjustments. The employee's original hire date will continue to determine his or her eligibility for other types of benefits and leave accruals.
5. **Reclassifications.** An employee whose position is reclassified from one class to a class with a lower maximum salary retains his/her original anniversary date. A reclassified employee retains the salary of the higher class if the employee's salary at the time of reclassification does not exceed the maximum salary for positions of the lower class. If that salary does exceed that maximum, the

employee will continue to receive his/her present salary until such time as the maximum salary for the class exceeds his/her rate of pay.

- C. Employee Performance Review and/or Evaluation** - The performance evaluation process is intended to improve productivity and foster communication between supervisors and employees. Evaluations should be conducted at least annually in accordance with the schedule set forth for that employee's job classification and should be based upon position-specific performance elements and work standards. The evaluation must indicate clearly whether overall performance is superior, satisfactory, or substandard. The review process must provide for employee feedback and face-to-face communication. Results of the performance review will be utilized to determine employee's training and development needs.
1. **Salary adjustments.** Results of the employee's current performance review will be used to determine salary adjustments on the employee's anniversary date. Employees whose work performance is satisfactory will be eligible for advancement to the next higher step (not to exceed the maximum) of the salary range. Employees who receive a less than satisfactory rating may not be eligible for a salary advancement on their anniversary date.
 2. **Employee review and response.** Employee will be provided with a copy of his/her performance evaluation twenty-four (24) hours prior to the evaluation interview. Employees have the right to respond in writing to the evaluation report should they so desire. Said responses should be submitted to the reviewer no later than thirty (30) days after the evaluation interview. Contents of an employee's performance evaluation are not subject to the grievance procedure.
 3. **Copies kept in personnel file.** The employee's complete, original, and signed performance evaluation – including any written comments provided by the employee - is filed in the employee's official personnel file kept in the Human Resource Department.
- D. Pay Period** – The pay period for all employees is bi-monthly on the 15th and the last day of the month. When the 15th or the last day of the month falls on a weekend or holiday, paychecks will be available the prior Friday. All paychecks are to be distributed to the departments and delivered to the employee by noon on the 15th or the last day of the month.
1. **Time cards.** All employees are required to keep a timecard and accurately record all hours worked.
 - a. **Full-time employees.** Regular full-time employees will be paid for the prior two-week period worked.
 - b. **Part-time employees.** Regular part-time and hourly part-time employees must submit their timecards to the Finance Department on the 5th and 20th of the month and will be paid the following payday for the time submitted.
 2. **Direct deposit.** Any employee wishing to have their paycheck directly deposited may do so by contacting the Finance Department and filling out the required documents.

- E. Overtime** - Overtime hours must be approved in advance by the employee's direct supervisor or Department Head. Overtime is to be kept to a minimum consistent with maintenance of essential City services. All non-exempt employees will be paid overtime as required by applicable law and in accordance with any provisions in applicable memoranda of agreement.
- F. Compensatory Time Off** - Subject to applicable memorandum(s) of agreement or the outline of certain employment conditions for non-represented employees, compensatory time off may be granted in lieu of overtime pay for overtime work performed by eligible employees. Compensatory time off is subject to the accrual cap in the relevant memorandum of agreement.
- 1. Approval of overtime.** Employees must obtain pre-approval before working any overtime. The Supervisor will authorize such overtime work and will notify the Personnel Officer upon such authorization. The Supervisor is responsible for arranging his/her department so that compensatory time off can be taken.
 - 2. CTO for exempt employees.** Management employees and any bona fide exempt personnel will receive administrative leave, as qualified under FLSA, in-lieu of the compensatory time off. All exempt personnel must record leaves of four hours or more using the City's "Employee Absence Report" and submit it to the appropriate immediate supervisor.
 - 3. City reserves the right to pay overtime in lieu of accruing CTO.** At the discretion of the City, certain personnel may be paid for all or a portion of overtime worked in lieu of accruing CTO. The City can elect to pay employees for overtime worked if it is determined that an employee cannot reasonably take the CTO without hindering the performance of essential City functions.
 - 4. Pay-out of accrued CTO.** The City retains the right to pay out unused CTO at all times selected by the City. The current memorandum(s) of agreement or outline of certain conditions of employment will reflect accrual information, time, and manner in which any payment for unused compensatory time will be made.
 - 5. Payment upon separation.** Upon separation, all employees will be paid a lump sum for all outstanding approved and accrued compensatory time and/or administrative leave.
 - 6. Use of CTO.** Employees who wish to use CTO must obtain prior authorization of their Supervisor or Department Head. The City's policy is to permit the use of CTO within a reasonable period after the request for use is made. Use of CTO on the specific dates requested by an employee will be permitted as much as reasonably practicable taking into account the operational needs of the department. To facilitate scheduling, employees are encouraged to provide as much advance notice as possible of the dates they desire to use CTO.

SECTION 3 - BENEFITS

A. Holidays -

- 1. Scheduled holidays.** The City Council establishes the holidays to be observed by the City for each calendar year, subject to modification by any applicable MOA. Generally, the City observes as holidays those days proclaimed by the President of the United States, the Governor of the State of California, and/or the Mayor of the City of Rohnert Park to be public holidays. Additionally, the City usually observes any day declared by the Governor to be a day of mourning or special observance for State employees.
- 2. Weekend holidays.** Generally, when a holiday falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following Monday. If a holiday falls on an employee's regularly scheduled day off, the applicable memorandum of

agreement will determine whether the employee is paid holiday pay or given compensatory time off. If any outline of conditions of employment or memorandum of agreement conflicts with this subsection, the provision of the conditions of employment or memorandum of agreement will prevail.

3. **Holiday pay.** Regular full-time and regular part-time employees are entitled to receive time off with pay at their regular rate of pay for the holiday. Regular part-time employees receive either 50% or 75% of the holiday pay as determined by the number of hours per week the employee is normally scheduled to work. An employee who resigns may not select a holiday as the employee's last day of employment.
4. **Required work on holiday.** An employee whose job performance is essential to maintain public services may be required to work on a holiday. In such cases, the applicable MOA will specify the pay and/or benefits received for the work performed on holidays.

B. Vacation -

1. **Vacation policy.** All regular full-time and regular part-time employees are entitled to vacation time off work with pay. Eligible regular part-time employees accrue vacation at the rate of 50% or 75% of the allotment established for full-time employees as determined by the number of hours the part-time employee is regularly scheduled to work. Eligible employees will accrue vacation from the date-of-hire but may not take accrued vacation until the completion of six (6) months of continuous service. However, upon completion of six months of service, he/she will be eligible to request a scheduled vacation. This vacation policy is subject to modification through an applicable MOA for represented employees.
2. **Vacation accrual.** Vacation accrues for regular full-time employees according to the following schedules established in the applicable MOA's or Outline of Benefits for the Management and Confidential Units.
3. **Use of vacation.** An employee's scheduled vacation must be approved by his/her supervisor. The smallest amount of vacation time that may be used is ¼ hour (15 minutes). An individual may have unused annual vacation leave carried over to the following calendar year. If maximum accrual is reached, further vacation accrual will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will resume at the regular monthly accrual. The City may make an exception to the vacation accrual cap in extraordinary circumstances where, due to the requirements of City service, an employee is required to forego a vacation during the particular calendar year. In such cases, the affected employee may apply to the Personnel Officer to increase his or her vacation cap by the number of days the employee was not permitted to take as vacation days. The Personnel Officer may, in his or her sole discretion, grant such requests from time to time.
4. **Vacation at termination.** Upon termination, an employee shall receive a lump sum payment for the balance of accrued vacation hours. Payment for unused vacation shall be made at the rate of pay in effect for such employees at the time of termination. When termination is caused by the death of the employee, pay for unused vacation shall be paid to the same beneficiary the employee has designated for Life Insurance benefits. Beneficiary designation otherwise, shall be in writing, signed by the employee and filed with the Finance Department, Payroll Office. Vacation accruals are not paid to employees who are employed by the City less than six months.
5. **Holidays falling during vacation.** When a day designated and observed by the City as a holiday occurs on a day on which an employee is taking vacation, such employee shall not be charged as using vacation for that day. The employee's compensation for that day shall be holiday pay and he/she shall not be paid or charged for vacation. This holiday policy is subject to modification through an applicable MOA for represented employees.

6. **Illness during vacation.** If an employee becomes ill or is injured while on vacation, the time off will still be counted as vacation time and not sick time.
7. **Vacation accrual during leave of absence.** Employees who are off work on a paid leave shall continue to accrue vacation during the leave period. Employees who are off work on an unpaid leave shall no longer accrue vacation after ninety (90) calendar days.

C. Sick Leave -

1. **Eligibility.** Regular full-time and regular part-time employees are eligible for sick leave in accordance with the applicable MOAs. Unrepresented, confidential, and management employees' eligibility for sick leave is specified in the applicable City resolution outlining their conditions of employment, benefits and salary adjustments.
2. **Accrual.** Sick leave shall be accrued in accordance with the applicable MOA's or Outline of Benefits for the Management and Confidential Units.
3. **Use of sick leave.**
 - a. To qualify for sick leave, the employee must report his/her illness or injury to his/her supervisor at the beginning of any sick leave period and daily thereafter unless otherwise arranged. The supervisor may require a written statement from the employee's health care provider verifying that the employee is or was incapacitated and unable to perform his/her duties. Any absence of five (5) days or more for sick leave will require a certification from a health care provider.
 - b. Sick leave may be taken for an employee's personal, non-industrial illness or injury. Additionally, the employee may use up to one-half his/her yearly paid sick leave accrual (based on calendar year) to attend to an illness of a child, parent, spouse, or domestic partner of the employee or the child of the employee's domestic partner.
 - c. An employee may use sick leave for medical examinations and appointments provided, however, that such leave time may be limited to four (4) hours in any one working day at the employee's supervisor's discretion.
 - d. An employee requesting to use paid sick leave must specify whether the use is for personal illness or to care for a family member. In the event that an employee exhausts his/her paid sick leave, he/she may be entitled to additional unpaid leave under the Family and Medical Leave Policy.
 - e. Any employee who is absent from work on sick leave shall not engage in work or other activities at any time that would be in conflict with the inability to report for work and to perform the duties assigned. If an employee violates this policy, appropriate disciplinary action will be taken.
4. **Sick leave accrual during leave of absence.** Employees who are off work on a paid leave shall continue to accrue sick leave during the leave period. Employees who are off work on an unpaid leave shall no longer accrue sick leave after ninety (90) calendar days.
5. **Accumulation.** Accrued sick leave may be accumulated to the limits described in the applicable Memorandum of Agreement.
6. **Sick leave and Workers' Compensation disability payments.** An employee receiving temporary disability payments under the Workers' Compensation Laws, may use accumulated sick leave in order to continue to maintain his/her regular income. Under such circumstances, the employee shall be paid (out of his or her sick leave balance) the difference between his/her full salary in proportion to the amount of his/her full salary paid by the City during such period of disability.

D. Bereavement Leave -

1. In the case of death within the immediate family of an employee, the employee shall be entitled to three (3) days of paid leave. An additional two (2) days of sick or vacation leave may be taken upon approval of the employee's supervisor if the employee must travel out of the area (at least 250 miles one way).
2. Immediate family in this case means: spouse, domestic partner, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, child (including stepchildren), stepparents, aunts, uncles, grandparents, grandparent-in-law, grandchildren and relationships in loco-parentis and close personal relationships, with the approval of the City Manager or his/her designee.

The employee's supervisor may require proof of death of the person(s) for whom the employee is taking bereavement leave.

E. Military Leave -

1. **Eligibility.** The City grants military leave to all employees for service in the uniformed services in accordance with federal and state law.
2. **Notice.** The employee must notify his/her supervisor of upcoming military duty at soon as he/she becomes aware of his/her obligation and provide a copy of his/her military orders.
3. **Compensation.** Employees on temporary military leave will be paid their normal salary for the first thirty (30) calendar days while engaged in the performance of ordered military duty. Pay for such purposes shall not exceed 30 days in each fiscal year. If the employee's military leave exceeds thirty days, the City will continue to pay the difference between the employee's normal salary and the total of his/her military compensation if the employee is called to active duty as a result of a declaration of emergency, war, or as necessary for homeland security as declared by the President of the United States, Secretary of Defense, Secretary of Homeland Security or the Governor of California. In such cases, the employee shall submit his/her military earning statement to the Finance Department, Payroll Office to assist in calculating the employee's salary. In no event will the employee be compensated in excess of his/her normal City salary. All other military leave is unpaid except where necessary to maintain exempt status under the Fair Labor Standards Act. Employees may elect to use any other accrued paid leave time (e.g. vacation) during unpaid military leave.

Employees will receive any merit and/or general salary increases for which they become eligible during military leave.

4. **Benefits.**
 - a. **Health insurance.** All health insurance benefits will remain in place while the employee is in a paid military leave status as indicated in Section 3 above. For employees in a non-pay status, all health insurance benefits will continue for a period of 12 workweeks on the same terms and conditions as if the employee were not on a leave of absence. The 12 workweeks would be calculated based on the beginning of non-pay status. Thereafter, the employee has the option to continue his/her health plan benefits, at the employee's expense, for up to eighteen months.

For employees both in a paid and unpaid status, the benefits shall be provided in accordance with the City's applicable agreements, outlines, rules, policies and procedures and all state and federal laws. Such benefits may be subject to individual plan provisions.

- b. **Pension plan benefits.** During any period of paid leave, the City will pay the employer and employee contributions to CalPERS. Additionally, employees returning from military leave are entitled to pension benefits that accrued during military service and to any CalPERS contributions

that would have been made if the employee had not been absent due to military leave. Military leave is not considered a break in service for purposes of pension benefits.

- c. **Vacation benefits.** Vacation benefits continue to accrue during paid military leave. Employees returning from military leave are entitled to begin accruing vacation at the rate the employee would have attained if the employee had not taken military leave.
 - d. **Seniority.** Employees returning from military leave are entitled to the seniority and other rights and benefits determined by seniority that they would have attained with reasonable certainty had the employee not taken a military leave.
5. **Reinstatement.** Employees will be reinstated in accordance with all applicable laws. Upon completion of military leave, the employee is required to furnish the Human Resources Department a copy of his/her military separation document. Reinstatement will not be denied or delayed if the information does not yet exist or is not readily available, however, the employee is required to provide the information as soon as it is available. Reinstatement will be denied only when legally permissible.

Federal law provides for the following reinstatement period:

- a. For military leave of less than 31 days, the employee must report for reemployment at the beginning of the first regularly scheduled workday that would fall eight hours after he or she returns home, unless reporting within such time frame is impossible and then the employee must report as soon as possible.
- b. For military leave of more than 30 days but less than 181 days, the employee must report for reemployment within 14 calendar days following completion of service, unless reporting within such time frame is impossible and then the employee must report as soon as possible.
- c. For military leave greater than 181 days, the employee must apply for reemployment within 90 days of completion of the service.

F. Family And Medical Leave -

- 1. **Eligibility.** Family and medical leave ("FML") shall be granted in accordance with the provisions of state and federal law. All employees who meet the eligibility criteria stated in this policy are entitled to take an unpaid FML.

To qualify for FML, an employee must have been employed by the City for a period of twelve months and have worked for at least 1250 hours during the 12-month period immediately preceding the leave. FML may be granted for the following reasons: (1) the birth of a child to an employee or placement of a child with an employee in connection with the adoption or foster care; (2) to care for a child, parent, spouse or domestic partner who has a serious health condition; or (3) for the employee's own serious health condition that makes the employee either unable to work at all or unable to perform one or more of the essential functions of the position assigned.

- 2. **Amount of FML.** Eligible employees are entitled to FML totaling twelve (12) weeks within a 12-month period. The 12-month period within which the leave must be taken begins on the date the employee's leave begins and concludes 12 months after that date. This leave shall be concurrent with any disability leave associated with pregnancy, childbirth, or related pregnancy conditions as provided in the City's Pregnancy Disability Leave (PDL) Policy.
- 3. **Intermittent leave.** When medically necessary (as certified by a health care provider), leave may be taken on an intermittent or reduced leave schedule. "Intermittent leave" is leave taken in separate blocks of time due to a single event, rather than for one continuous period of time, and may include periods of not less than 1/4 of an hour and up to several weeks. The City may require an employee

who is on a reduced work schedule or intermittent leave to temporarily transfer to an alternative position, with the same pay and benefits, if the alternative position better accommodates the required work schedule than the employee's usual position.

4. **Notice of leave.** An employee must provide at least thirty (30) days advance written notice of the need for FML whenever possible. If thirty (30) days notice is not possible, the employee must give notice as soon as possible. If the employee fails to give thirty (30) days advance notice for foreseeable events without any reasonable excuse for the delay, the City reserves the right to postpone the leave until at least thirty (30) days after the written notice was received.
5. **Statement of health care provider.** When the leave is for a serious health condition, a health care provider must provide written certification to support the request for leave. The statement for an employee's serious health condition shall specify the commencement date of the event which prevents the employee from performing the functions of his/her position, the anticipated duration of the leave, and a statement that the employee is unable to perform the essential functions of his or her position. The statement for the employee to attend to a family member shall state the date of commencement of the serious health condition; the probable duration of the condition; an estimate of the amount of time that the health care provider believes the employee needs to take in order to care for the family member; and that the serious health condition warrants the participation of the employee.

If the FML request is for the employee's own serious health condition, the City may require, at its expense, a second opinion from a health care provider designated by the City. The health care provider designated by the City will not be one who is employed on a regular basis by the City. If the second opinion differs from the first opinion, the City may require, at its expense, that the employee obtain a third opinion by a health care provider approved jointly by the City and the employee. The third opinion shall be considered final and binding on the City and the employee.

A new statement from a health care provider may be required if the employee requests an extension to the leave requested in the original statement.

The City does not require the certification disclose the underlying diagnosis without consent from the employee.

6. **Pay during leave.** FML is unpaid except to the extent the employee elects to substitute accrued paid leave time. An employee may use accrued sick leave when the FML is for the employee's or the employee's family member's serious health condition. An employee may substitute accrued vacation leave, compensatory time off and/or paid administrative leave for any FML. The substitution of paid leave time does not extend the 12-week maximum leave time.
7. **Insurance benefit premiums during FML.** An employee is eligible for the same insurance benefits and premium payments for each benefit during FML as if the employee were not on leave, for a maximum of twelve (12) weeks. An employee on unpaid leave beyond the twelve (12) weeks is no longer considered on FML and; therefore, if the employee wishes to continue health insurance coverage he or she may do so at his or her expense, at the City's group rates. The employee must arrange for payment of his/her premium contribution, in advance. A lapse in insurance coverage will occur if a premium payment is more than 30 days late.
8. **Other benefits during FML.** During any portion of FML for which an employee substitutes other paid leave benefits, the employee will continue to accrue paid leave benefits (i.e., sick leave, vacation leave), seniority, and other benefits to the same extent that the employee would accrue those benefits if not on FML. Employees on FML are not eligible for holiday pay (e.g. paid for holidays worked) for holidays that fall during FML
9. **Reinstatement.** Except as provided in Section 21.3.7, an employee who takes FML shall be eligible for reinstatement to the employee's former position at the former rate of pay. However, if the position

is not available due to business necessity, the City may instead offer the employee a job that is comparable in terms of pay and duties. An employee retains the same right to employment as if not on FML.

If an employee fails to report to work promptly at the end of FML, the employee will be assumed to have abandoned his/her employment unless additional leave has been approved.

10. **Reinstatement for key employees.** If reinstatement of a key employee causes a substantial and grievous economic hardship to the City, the City may deny reinstatement of the key employee to the position held at the time FML was requested. A key employee is defined as an employee who is paid on a salary basis and is among the highest paid 10 percent (10%) of all City employees as determined at the time of the request for leave.
11. **Statement regarding return to work.** If the employee takes FML leave for his or her own serious health condition, the City requires a statement by the employee's health care provider that the employee is fit to return to his/her job.
12. **Other work.** The City shall take appropriate disciplinary action if it determines that an employee has engaged in other work during a FML that is inconsistent with the employee's use of FML.
13. **Definition of health care provider.** A health care provider as used herein means a person holding either a physician's and surgeon's certificate under applicable California law or an osteopathic physician's and surgeon's certificate under applicable California law or any other individual duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction who directly treats or supervises the treatment of serious health conditions or any other person who meets the definition of others "capable of providing health care services" as set forth in the federal Family and Medical Leave Act and its implementing regulations.

G. Pregnancy Disability Leave -

1. **Eligibility.** Any employee who is disabled from working due to pregnancy, childbirth or related medical conditions is eligible for Pregnancy Disability Leave (PDL).
2. **Amount of PDL.** PDL will be allowed for the period of disability but not to exceed four (4) months (88 working days for full-time employees and pro-rata for part-time employees). PDL may be taken on an intermittent or reduced hour basis when determined medically advisable by the employee's health care provider, e.g., for morning sickness, prenatal doctor's appointments. The smallest increment of time that can be used for such leave is 1/4 of an hour. The City may require an employee who is on a reduced schedule or intermittent leave to temporarily transfer to an alternative position if the alternative position better accommodates the required work schedule.
3. **Notice of PDL.** Whenever possible, an employee must provide at least thirty (30) days advance written notice of the need for PDL. If thirty (30) days notice is not possible, notice must be provided as soon as possible.
4. **Transfer privileges.** Employees who are pregnant or have a pregnancy-related medical condition may request a transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated. Where transfers are made based on the employee's health needs, the employee will receive the pay specified for the alternate position and/or duties.
5. **Statement by health care provider.** An employee requesting PDL shall provide the Human Resources Department with certification from her health care provider stating the anticipated delivery date and estimated dates and duration of the disability. If there is a change in diagnosis, and the dates are either accelerated or delayed, notification from the health care provider is required.

A health care provider's statement must be submitted verifying the need for pregnancy disability leave or for transfer, stating the following:

- a. The date on which the employee became disabled due to pregnancy, childbirth or related medical condition or the date on which the need for a transfer became medically advisable;
- b. The probable duration of the period or periods of disability or the need for transfer; and
- c. A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself and, the successful completion of her pregnancy, or that transfer is medically advisable.

A new statement may be required if the employee requests an extension of time beyond that specified in the original statement.

Any changes in the information contained in the health care provider's statement must be promptly reported by the employee to the Human Resources Department.

6. **Use of accrued leave while on pregnancy disability leave.** An employee may use any combination of accrued paid leave during the duration of PDL. The substitution of paid leave does not extend the maximum length of a PDL.
7. **Insurance benefit premiums during PDL.** An employee will receive the same insurance benefits and premium payments during PDL as if the employee were not on leave, for a maximum of twelve (12) workweeks. An employee on unpaid PDL beyond this period may continue health insurance or other benefit coverage at own her expense, at the City's group rates. The employee must arrange for payment of the premium contribution in advance. A lapse in insurance coverage will occur if a premium payment is more than 30 days late.
8. **Other benefits during PDL.** During any portion of PDL for which an employee substitutes other paid leave benefits, the employee will continue to accrue paid leave benefits (i.e., sick leave, vacation leave), seniority, and other benefits to the same extent that the employee would accrue those benefits if not on PDL. Employees on PDL are not eligible for holiday pay (i.e. pay for holidays worked) for holidays that fall during the PDL.
9. **Reinstatement.** An employee who takes PDL shall be eligible for reinstatement to her former position at her former rate of pay. However, if the same position is no longer available due to business necessity, the City may instead offer a job that is comparable in terms of pay and duties.

If an employee fails to report to work promptly at the end of PDL, the employee will be assumed to have abandoned her employment unless additional leave has been approved.

10. **Statement regarding return to work.** The City requires an employee returning from PDL to provide a statement from a health care provider that certifies the employee's fitness for duty.
11. **Other work.** The City shall take appropriate disciplinary action if it determines that an employee has engaged in other work during a PDL that is inconsistent with the employee's use of PDL.
12. **Definition of health care provider.** A health care provider as used herein means a person holding either a physician's and surgeon's certificate under applicable California law or an osteopathic physician's and surgeon's certificate under applicable California law or any other individual duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction who directly treats or supervises the treatment of serious health conditions or any other person who meets the definition of others "capable of providing health care services" as set forth in the federal Family and Medical Leave Act and its implementing regulations.

H. Work-Related Injury And Illness Leave -

1. **Eligibility.** All City employees are covered by Workers' Compensation Insurance. All regular employees are eligible for industrial sick leave as provided in the current applicable memorandum(s) of agreement.
2. **Reporting accidents and injuries.** An employee who is injured or becomes ill in the course of employment must immediately report the incident to the employee's supervisor. The supervisor must provide an Employee's Claim for Workers' Compensation Benefits form to the injured/ill employee for completion as soon as possible. Within 24 hours of receipt from the employee, the supervisor must submit the completed supervisor's report of injury to the Human Resources Department. An employee who fails to promptly report a work-incurred injury or illness to his or her supervisor may be subject to discipline, up to and including termination.
3. **Temporary disability benefits.** An employee eligible for temporary disability payments under the Workers' Compensation Law will receive the amount as provided by that law.
4. **Salary continuation integration with accrued leave.** Employees receiving temporary disability payments under the Workers' Compensation Law may elect to use accrued paid leave benefits at the same time they are receiving temporary disability, but only up to an amount which, when combined with temporary disability payments, does not exceed one hundred (100%) percent of the employee's normal salary. Accrued leave hours shall be charged to the extent of wages paid by the City to the employee.
5. **Termination after work-related injury or illness.** Unless otherwise prohibited by law, an employee may be terminated after the treating physician's finding that the employee's condition is "permanent and stationary" and that the disability precludes the employee from doing the essential functions of the job.
6. **Anniversary date.** A regular employee who is absent from work as the result of a work-incurred injury or illness shall retain his/her anniversary date. An employee who has not completed the probationary period is ineligible for certification to regular status during leave for a work-related injury or illness and the date for completion of the probationary period will be extended to reflect the amount of time absent on such leave.

I. Witness Duty -

An employee who is required to appear as a witness or to otherwise participate on behalf of the City in any judicial or administrative proceeding shall receive pay as though at work for time spent in the proceeding. The employee must remit any witness fees received to the Finance Department, Payroll Office.

An employee subpoenaed to appear in a proceeding in which the City is not a party shall be granted leave without pay during the time required for that appearance, except where necessary to maintain the employee's exempt status under the Fair Labor Standards Act. The employee may use accrued vacation, administrative leave or compensatory time for this purpose.

J. Jury Duty -

All regular and probationary employees called to jury duty will be granted a paid leave. A copy of the jury summons must be given to the Human Resources Department. The employee shall receive full pay for the time served on jury duty, provided the employee remits to the City all fees as soon as received by the employee for such duties. Compensation for mileage or subsistence allowances shall not be considered as a fee and shall be retained by the employee.

All other employees will be granted leave without pay except where necessary to maintain the employee's exempt status under the Fair Labor Standards Act.

If an employee is required to report to jury duty within 2 hours of the scheduled start of the workday, the employee is not required to report to work at the start of the workday, but shall report directly to jury duty. If an employee is released from jury duty with more than one-half of his/her workday remaining, the employee is required to report to work to complete the regularly scheduled workday.

K. Unpaid Administrative Leave -

1. **Eligibility.** Upon written request of an employee, the Personnel Officer may approve in writing an unpaid leave of absence without pay for a period not to exceed six (6) months.
2. **Reason for leave.** Unpaid Administrative Leave will be granted for the following purposes:
 - a. **School visit leave.** An employee who is a parent, grandparent, or duly appointed guardian with custody of a child in a licensed day care facility or in kindergarten through 12th grade will be granted up to 40 hours in a 12-month period (not to exceed 8 hours in one month) to visit the school site, if reasonable prior notice is given to the Personnel Officer. Additionally, a parent, grandparent, or guardian of a child may take time off to appear at a school in connection with the suspension of a child. The employee may use accrued leave for school visits. If accrued leave is exhausted, the Personnel Officer may allow the employee to work an alternative schedule to accommodate the leave or provide leave without pay.

Written proof of the date and time of the visit signed by an appropriate school official may be required to be provided to the Personnel Officer on return to the job.

- b. **Voting leave.** Any employee, if he or she does not have sufficient time outside of working hours to vote, may request up to two (2) hours of accrued paid leave either at the beginning or end of scheduled working hours to enable the employee to vote. If the employee has no accrued paid leave, time off shall be granted without pay except where necessary to maintain exemptions under applicable state and federal wage and hour laws.
- c. **Domestic violence leave.** An employee who is the victim of domestic violence may take unpaid leave or use any available paid time off benefits to ensure his/her health, safety or welfare, of that of his/her child, by obtaining a temporary restraining order, a restraining order, or other court assistance. Additionally, an employee may take leave to seek medical or psychological treatment, to obtain necessary social services, and/or to participate in safety planning or take other actions to increase safety. The employee must provide reasonable notice of the need for such leave and shall provide evidence satisfactory to the Personnel Officer of participation in one or more of the activities specified in the preceding sentence. The amount of leave provided shall be in accordance with Labor Code section 230.1.
- d. **Crime victim assistance leave.** An employee who is the victim of a crime, the immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim may take an unpaid leave or any available paid time off benefits to attend judicial proceedings related to that crime.
- e. **Emergency duty and training leave.** Volunteer firefighters and other emergency personnel may take an unpaid leave or use accrued leave to perform emergency duty. Volunteer firefighters may take up to 14 days leave per calendar year to engage in training. The employee must provide reasonable notice to the Personnel Officer of the need for such leave and shall provide to the Personnel Officer satisfactory evidence of participation in the emergency duty or training.

- f. **Miscellaneous leave.** In addition to the leaves described above, the Personnel Officer may approve other requests for unpaid leave at his/her discretion.

L. Health Insurance Benefits -

1. **Benefits.** The City provides group medical, dental, and vision insurance to eligible employees and their dependents and domestic partners (effective January 1, 2005) as detailed in the applicable MOAs and City Council resolutions outlining conditions of employment and benefits. The Personnel Officer shall maintain records of the terms and conditions of the health insurance and other benefit contracts, benefit levels, and administration procedures. More detailed information regarding these benefits is set forth in the official plan documents and insurance policies that govern the plans. If there is any actual or apparent conflict between the brief summaries contained in this policy and the terms or limitations of official plan documents, the provisions of the official plan documents will prevail. Employees who wish to inspect those documents may make an appointment with the Personnel Officer for that purpose. Due to changes in MOAs, terms, conditions, benefit levels and administration requirements may be adjusted from time to time.
2. **Commencement of benefits.** The benefits described in this section shall begin the first of the month following the first day of employment or on the date-of-hire if it occurs on the first of the month.
3. **Health insurance waived by certain employees.** The City provides eligible employees alternative medical benefits when the employee has coverage from another source and the employee waives benefits under the City's plan. These alternative benefits are described in Resolution No. 96-203.
4. **C.O.B.R.A.** The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) requires the City to offer employees and their eligible dependents an opportunity for a temporary extension of health coverage upon separation of employment or loss of dependency status. The specific provisions and restrictions of the Act are available from the Human Resources Department.

M. Miscellaneous Employee Benefits -

1. **Disability wage plan.** The City provides a disability wage plan to regular full time and part-time employees. Benefits and conditions of the plan are more specifically described within the City's Disability Wage Plan document available upon request from the Human Resources Department.
2. **Long-term disability insurance.** City provides long-term disability insurance to regular full-time and regular part-time employees. The purpose of LTD insurance is to provide eligible employees with a percentage of normal income when an injury or illness occurs on or off the job. The City provides two different LTD plans. The terms of the specific plan can be found in the applicable MOA or applicable resolution outlining conditions of work and benefits. The terms and conditions of this benefit may be modified from time to time in the event that the City changes carriers.

When an employee is receiving benefits from other sources, the total amount of compensation received by the employee, including LTD benefits, shall not exceed one hundred percent (100%) of the employee's normal monthly income.

3. **Catastrophic leave program.** The catastrophic leave program provides additional paid leave time to eligible employees suffering from financial hardship and who otherwise meet the criteria of the program. Please refer to Resolution 01-270 for the details of this program.
4. **Employee Assistance Program (EAP).** The City provides, at no cost to all regular full-time and all regular, 12-month part-time employees, legal dependents, and domestic partners (per AB 205 effective January 1, 2005) an employee assistance program. The program provides access to professional counselors and therapists to assist employees in resolving stress resulting from personal issues, substance abuse, grief or work-related issues. Any information provided to a counselor or

therapist is confidential. No information is provided to the City regarding an eligible member's use of the EAP. To make an appointment with a counselor call Cigna Behavioral Health at (888) 371-1125. For more information, contact the Human Resources Department.

5. **Health Care Tax-free dollar account program.** This program allows permanent full-time or part-time employees to set aside a maximum of \$3,000 per calendar year of before tax wages for medical premiums, co-payments, or out of pocket medical costs, as authorized by the Internal Revenue Services and the California Franchise Tax Board. A regular employee becomes eligible on date of hire. Employee participation in this program is coordinated through the Finance Department. The tax deferral limits are subject to change due to changes in federal and/or state law.
6. **Dependent Care Assistance program.** This program allows eligible full-time or part-time employees to set aside a maximum of \$5,000 per calendar year before tax wages for child care expenses as authorized by the Internal Revenue Services and the California Franchise Tax Board. A regular employee becomes eligible on date of hire. Employee participation in this program is coordinated through the Finance Department. The tax deferral limits are subject to change due to changes in federal and/or state law.
7. **Deferred income program.** The City participates in a deferred income program now being administered by National Deferred and ICMA. This program allows eligible full-time or part-time employees to set aside a maximum of \$13,000 per calendar year (\$14,000 in 2005, \$15,000 in 2006) of before tax wages for post-retirement income as authorized by the Internal Revenue Services and the California Franchise Tax Board. A regular employee becomes eligible on date-of-hire. Employee participation in this program is coordinated through the Finance Department. The tax deferral limits are subject to change due to changes in federal and/or state law.
8. **Hepatitis B program.** Below is an explanation of the City's Hepatitis B Program.

Employees who may have to perform first aid as a regular job duty or are in positions which might expose them to bodily fluids need to be offered the Hepatitis B Immunization Program per the City's Blood-borne Pathogens Program.

These job classifications are:

Public Safety Officer
P.S. Sgt.
P.S. Lt.
P.S. Division Commander
Director of Public Safety
Community Services Officer
Evidence Technician
Property Specialist
Vol. Auxiliary Firefighter
Reserve Officer
Seasonal Maintenance Assistant
Maintenance Helper
Maintenance Worker I
Maintenance Worker II
Public Works Services Supervisor
Recreation Supervisor

At the time of the pre-employment physical, the candidate has a blood test that lets the City know if they have the Hepatitis B antibody. At the employment orientation, Human Resources Department provides the new employee (if they are in one of the jobs classes listed above) information on what Hepatitis B is and a check-off form, which indicates whether or not they wish the 3-shot immunization program. Human Resources (HR) logs in the employee's response in its safety records.

Employees who wish the 3-shot Hep. B series go get their shots, inform HR when they received each shot, and turn in their receipt for reimbursement. Employees with Kaiser insurance can get them free of charge through Kaiser as preventative care and necessary due to their job class. Employees with Blue Cross insurance are instructed to get their shots at the County Health Dept. and submit their receipt for reimbursement. It is important that the employees not miss an appt. for a shot as they might have to repeat the series. There are specific timeframes for each shot.

If an exposure incident occurs at work, under workers' compensation, the City has the employee tested and if necessary they are given a Hep. B booster shot for additional protection.

SECTION 4 - IN-HOUSE RECRUITMENT

A. Transfer - If an employee is qualified, the Personnel Officer may approve the transfer of an employee from one position in the City to another position in the same class or to another position in a different class with the same maximum salary.

1. Types of transfers.

- a. Voluntary request for transfer initiated by department supervisor and/or employee.
- b. Involuntary transfer initiated by the Personnel Officer to better serve the needs of the City.
- c. Transfers for disciplinary reasons are subject to the provisions of Section 8.
- d. The Personnel Officer may transfer an employee to a class with a lower maximum salary with the consent of the employee, provided the employee possesses the desirable qualifications for the position to which he/she reassigned.

2. Process for transfers. Transfer process and approval is made as follows:

- a. At least two weeks prior to the transfer, a notice will be sent to the affected employee(s) and bargaining unit(s) stating the nature of the transfer and an explanation as to why the transfer is necessary.
- b. The employee has a right to respond in writing within five (5) workdays from date of notice.
- c. The employee has a right, through their bargaining unit, to file a grievance within the time limits established in the grievance procedure.

B. Promotion –

1. **Qualifications.** A person may be moved to a class with a higher maximum salary only if he/she has the desirable qualifications for the higher class. These desirable qualifications are ascertained on the basis of information obtained from application forms, tests, examinations, interviews, past performance reviews or evaluations, and/or input from an employee's supervisor.
2. **Internal/external recruitment.** In filling vacancies for positions above entry-level, consideration will first be given to existing City employees. However, the Personnel Officer may recruit from outside when the Personnel Officer determines that appropriately qualified City employees are not available to fill the vacancy. The City reserves the right to conduct an open recruitment process to fill a vacancy in a higher-level position or to fill the vacancy by advancement of a qualified employee that currently occupies a lower-level position.

3. **Request for eligible employees.** When a vacancy occurs, the Supervisor may request a list of names of persons in City employ who qualify for promotion to the vacant position for consideration from the Human Resources Department.
 4. **Determining pay for promoted employees.** Refer to Section 2 – Pay Plans and Compensation, Part B, Section 3.
- C. Trainee Program** - In an effort to provide upward mobility opportunities for current City employees and to provide employment opportunities to the general public, the Personnel Officer can add the word “Trainee” to any classification, within the financial ability of the City, except those represented by a bargaining unit, employed by the City and to recruit and select individuals to fill positions as deemed appropriate.
1. The training program provides an opportunity for a current employee to gain additional skills by:
 - a. additional experience in a different classification;
 - b. additional schooling;
 - c. completion of an appropriate examination;
 - d. obtaining a State certificate or license in a specific classification.
 2. Recruitment for these positions may be promotional or open as deemed appropriate by the Personnel Officer and the Initial salary would be up to thirty percent (30%) below the beginning of the established salary range.
 3. Transition from trainee classification may occur as early as six (6) months but no later than two (2) years from the date of appointment. Minimum qualifications for the position must be attained prior to transition. Transition may occur upon recommendation of the Supervisor and approval of the Personnel Officer.
- D. Apprenticeship Program** - The City may establish an apprenticeship program in partnership with a local school district, Sonoma State University, Santa Rosa Junior College, or an accredited trade school. This program would be conducted in cooperation with the applicable bargaining units.
- E. Probationary Period**. The probationary periods set forth in Section 5 also apply to all placements resulting from the in-house recruitment process.

SECTION 5 - RECRUITMENT PROCESS

- A. Announcement of Vacancies** - Notices of employment opportunities in the City will be first announced in house, via electronic mail, allowing current employees the opportunity to apply for the position. The announcement will also be posted in the City offices and publicized in any other ways necessary to attract the best qualified candidates.
1. **Open recruitment.** The Personnel Officer has the discretion to begin open recruitment outside of City employ when he/she knows that the City does not have employees with the required knowledge or skills.
 2. **Notices.** Such notices list the classes in which vacancies are anticipated, specify the class title, salary range, fringe benefits, the nature of work performed and the qualifications required for employment in the class, tell when and where to file applications for employment, and give information about the testing, scoring and selection procedure to be used.

B. Applications – Every applicant responding to a City recruitment shall file an official City application form. Applications shall be available in the City’s Human Resources office. Applications and supporting documentation filed with the City are the property of the City. Any information on the application will not be made public.

1. **Application form.** The form by which a person applies for a position with the city is prescribed by the Personnel Officer and requires information about the applicant’s training, experience, qualifications and any additional information the Personnel Officer deems pertinent to an evaluation of the applicant’s fitness for a position.
2. **Deadline for filing applications.** Applications and all required documents must be filed in the Human Resources Department on or before the final filing date and time specified in the position announcement.
3. **Rejection of applications.** The Personnel Officer may disapprove an application, disqualify an applicant in an examination, refuse to place a name on an eligibility list for any of the reasons listed:
 - a. lacks any of the requirements established for the examination or position for which application has been made;
 - b. excessively uses narcotics and/or intoxicating liquors to the extent that they are unable to perform the essential functions of the position;
 - c. an employee that is not physically and/or mentally able to perform the essential functions of the job, with or without reasonable accommodation;
 - d. has made any false statement or omission of any significant fact, or has practiced or attempted to practice deception or fraud in the application, in declarations, or in securing eligibility or appointment;
 - e. has directly or indirectly obtained information regarding the content of an examination to which an applicant is not entitled;
 - f. previously been dismissed for cause from any public or private employment or resigned to avoid such dismissal;
 - g. has failed to submit a complete and/or signed application within the specific time limits;
 - h. has failed to reply within five (5) working days from the date mailing, to communications concerning availability for employment;
 - i. has made himself/herself unavailable for employment by requesting that his/her name be withheld from consideration.
 - j. for any material cause which, in the judgment of the Personnel Officer, would render the applicant unfit for the particular position, including a prior resignation from City services accepted with prejudice.
4. **Criminal convictions.** Convictions (including pleas of guilty and nolo contendere) may disqualify an applicant from employment by the City. Criminal convictions do not necessarily disqualify individuals from employment with the City. In determining whether an individual with a conviction is disqualified, the Personnel Officer will consider the following factors:
 - a. the employment classification to which the person is applying, including its sensitivity,

- b. nature and seriousness of the conduct,
- c. the length of time since the conduct,
- d. the age of the individual at the time of conduct,
- e. circumstances surrounding the conduct,
- f. contributing social or environmental conditions, and
- g. the presence or absence of rehabilitation or efforts at rehabilitation.

5. **Employment of relatives.** A position within the City will not be filled by an individual, where that individual would be subject to supervision, evaluation, discipline, or decisions regarding compensation by a close relative. No person will serve in a department where the Supervisor is a close relative or in a division where the division head is a close relative. For a definition of "close relative," see the glossary of terms at the conclusion of these rules.
6. **Notification of disqualification.** If an applicant is deemed disqualified for any of the above reasons, the Personnel Officer will notify the applicant or eligible in writing at his/her last known address, of the action taken. An applicant has the right to respond orally or in writing within five (5) working days from the date of mailing to the Personnel Officer, with no further right to appeal.

C. Selection Procedure – The method used to select employees shall be impartial and shall relate to those subjects which fairly measure the abilities to execute the duties and responsibilities of the classification in which the vacancy exists. Selection procedures consist of one or more of the methods listed below. The same method shall be applied equally in a single examination.

1. **Application.** Information the applicant supplies on the City's application form, and any attachments thereto will be reviewed under the supervision of the Human Resources Assistant or his/her designee and the applicable department supervisor. The same criteria and point system is utilized for all applicants for the same position.
2. **Examinations.** The selection techniques used in the examination process will be impartial, practical, and related to those subjects which fairly measure the relative capabilities of the applicant examined to execute the duties and responsibilities of the class to which they seek to be appointed. Examinations may consist of, but are not limited to, such techniques as written tests, personal interviews, skills and performance tests, assessment centers, review of performance evaluations, evaluation of daily work performance, evaluation of work samples.
3. **Documentary evidence.** Applicants for positions are required to provide documentary evidence of education, training, or experience. The City reserves the right to re-test the skill level of any applicant.
4. **Scoring and rating.** The Personnel Officer will establish the relative weights of examination and other components of a position. The basis of the final score will be included in the job announcement. Scoring and rating systems may be numerical or non-numerical as determined by the Personnel Officer.
 - a. Appointment preference on open/promotional recruitments will be extended to any regular City employee. Regular city employees will be granted the following scoring preference: 1% for each year of service, with a maximum preference of 10%. Depending on the scoring established for the classification recruitment, the preference may be expressed as an additional percentage or additional points. See example below for detailed explanation.

PERCENTAGE EVALUATION (sample)

Employee's Total Score = 80%

Years of City Service as a Regular Employee = 10 (calculates to an additional 10%)

Employee's Adjusted Total Score = 80% + 10% = 90%*

POINT EVALUATION (sample)

Employee's Total Points = 175 out of a possible 200

Years of City Service as a Regular Employee = 10 (calculates to an additional 20 points [200 x 10% = 20])

Employee's Adjusted Total Score = 175 + 20 = 195*

*The combination of an employee's performance in the examination process and years of service may give the employee a higher score than the maximum possible. In such a case, the employee shall receive the actual score calculated above the maximum and be ranked accordingly. Specifically, for the examples listed above, the employee achieving the maximum score on the percentage evaluation would receive a total score of 100% + 10% = 110%; and on the point evaluation receive a total score of 200 + 20 = 220.

- b. In accordance with Resolution 2001-271, the City does not grant preferential status to any select group of persons when applying for a position.

D. Interview Process -

1. **Interview boards.** The Personnel Officer will assemble and appoint interview boards. These boards may be comprised of private citizens, experts in the field, members of another agency, City officers, City employees, and/or bargaining unit representatives.
2. **Interviewers remarks.** Interviewers mark on forms provided the degree to which, in their judgment, each candidate possesses the desired qualifications. The interviewer's remarks will be translated into a numerical score. Scoring sheet and interviewers' remarks are confidential.

E. Eligibility Lists - After each selection procedure has been completed, the Personnel Officer or his/her designee will prepare an eligibility list containing the names of applicants who qualify for appointment to positions in a particular class.

1. **Ranking.** Place the names of the qualified applicants ("eligibles") on the eligibility list in the order of their final ranking, as determined by the selection process, with the highest rated eligible at the top of the list. If more than one person has the same score, the names will be placed in alphabetical order.
2. **Duration of list.** The eligibility list remains in effect for a period of six (6) months, unless the Personnel Officer extends this period, for a period not to exceed (1) year. The Personnel Officer can reduce the period if the list contains less than 5 names. In the event of early cancellation of an eligible list, the Personnel Officer will notify each person whose name appears on such list to this effect via mail to his/her last known address. This notice is to include an explanation as to why the time frame has been changed.
3. **Removal from list.** An applicant may be removed from a given eligibility list by the Personnel Officer for any of the following reasons:
 - a. appointment to the classification for which the eligible list was originally established;
 - b. request by the applicant for removal from the list;
 - c. failure to continue to meet any of the minimum standards established for the position for which the eligible list was prepared;

- d. failure to contact the Personnel Officer within five (5) working days from the date of notice of an interview or offer of appointment;
- e. determination by the Personnel Officer that the applicant has violated one or more of the provisions of Section 5.B.4.

4. **Vacancies.** When a vacancy occurs in a class for which there is an eligibility list, the Personnel Officer will transmit the names, and all supporting documents, of all candidates with the top five ranking scores on the eligibility list to the Supervisor for consideration.

F. Appointment Process – All appointments to position vacancies will be made in accordance with these rules and regulations. The power to appoint and dismiss City employees is vested in the City Manager (Personnel Officer).

1. **Vacancy.** The vacancy will be filled by appointment of an eligible candidate from an appropriate eligibility list, except as provided in 2 below.

2. **Exceptions.**

a. **No eligibility list.** The Personnel Officer may make a provisional appointment to a position if there is no eligibility list for the class and if the needs of the service require that the position be filled before a selection process can be completed. A provisional appointee must:

- i. Meet the requirements of training and experience established for the position;
- ii. Not continue for more than thirty (30) days in the provisional appointment after an eligibility list for the position has been established unless there are no eligibles on such eligibility list who are available for or who wish to be considered for appointment to the position;
- iii. The Supervisor may submit a written request and justification to the Personnel Officer to extend the provisional appointment in six (6) month increments. No more than two (2) extensions may be granted for each provisional appointment.

b. **Emergency.** In an emergency which threatens life, property, or the operation of necessary municipal services, the Personnel Officer may employ an individual not on the eligibility list for not more than thirty (30) calendar days.

3. **Pay.** A new appointee shall receive the minimum salary for the class to which the position is allocated, except that:

- i. In cases of extreme difficulty in filling a position, the Personnel Officer may approve appointment at a salary above the minimum. In such cases, all incumbent employees in the class to which the appointment is made shall be placed on at least the same step of the salary range as the new appointee; or
- ii. In hiring exceptionally qualified personnel, the Personnel Officer may approve appointments at a salary above the minimum for the class.

G. Conditional Offer of Employment - An offer of employment is contingent upon the results of the following:

1. **Reference checks.** Prior to conducting reference inquiries a prospective employee will be required to sign a release allowing the City to acquire information about the applicant from former employers.

2. **Medical examination.** Applicants who have been offered a regular position with the City are required to participate in a pre-employment physical.

Each job classification has specific physical standards and are reasonably related to job requirements. The city is notified only that the prospective employee is medically qualified, conditionally qualified or disqualified; no other medical information will be released.

3. **Fingerprints and criminal background check.** All persons employed by the City will be fingerprinted and law enforcement records checked for past criminal convictions. Information thus obtained will be confidential. Employment of, and continuation of service of employees with a criminal conviction must have the approval of the Personnel Officer as stated in Section 5.B.4.

H. Probation Period - The purpose of probation is to permit the employer to observe the employee on the job and to evaluate performance. Probation is part of the promotional, training, testing and selection process. The probation period begins on the date of appointment. It is the responsibility of the supervisor to communicate with the employee in regards to his/her progress.

1. **Duration of period.** The probationary period is not less than twelve (12) months for miscellaneous employees, not less than eighteen (18) months for dispatchers, not less than eighteen (18) months for sworn Public Safety employees, and not less than twenty-four (24) months for Management employees. Employees who receive promotional appointments must serve another probationary period of at least six (6) months for non-supervisory employees and twelve (12) months for supervisory employees (includes management classifications).
2. **Leaves of absence during probation.** If an employee is absent from work for longer than five (5) working days during the probationary period, the City may extend the probationary period an amount of time equal to the days missed if necessary in order to properly evaluate an employee.
3. **Extension of probation period.** All efforts will be made to sufficiently evaluate the probationary employee during the assigned period. An extension of the probationary period may, however, be recommended by the supervisor and/or Personnel Officer when cause exists. If additional time is needed to evaluate the employee, the supervisor or Personnel Officer can extend the probationary period for an additional period not to exceed three (3) months.
 - a. Extension of probationary period will be based on the written performance review.
 - b. The performance review will take place ten (10) working days prior to the end of the initial probationary period.
4. **Rejection during probation period.** During the probationary period, an employee may be rejected at any time for any reason by the Personnel Officer. Employees who are dismissed during their probationary period have no right to hearing or appeal. Notification of rejection must be served to the probationary employee in writing.
5. **Promoted employees.** A promoted employee who does not successfully complete the probationary period will be reinstated to his or her former position or to a comparable position. If, however, the employee is discharged for cause, the employee has no right to reinstatement.
6. An employee who successfully completes a probation period achieves regular status in his/her class and is known as a regular employee.

SECTION 6 - SEPARATION AND REINSTATEMENT

An employee may be separated from employment by resignation, dismissal, retirement, or layoff on account of lack of work or lack of funds. The dismissal for cause of regular employees will be in accordance with the provisions of Section 8. Other separation procedures and reinstatement procedures are set forth below.

A. Separation and/or Resignation – An employee wishing to resign is required to notify his/her supervisor in writing at least two weeks prior to their intended leave from City employment. A copy of the written resignation will be given to the Personnel Officer and then placed in the employee's personnel file.

1. An employee who has resigned in writing may withdraw his/her resignation prior to the final date stated on the letter of resignation. The withdrawal letter will also be placed in his/her personnel file.
2. An employee who leaves employment without so filing a written resignation and giving two (2) weeks notice, as required above, will have this fact noted in his/her file and may be denied future employment by the City.

B. Reinstatement - Upon application of a former regular employee, who has properly resigned, the Personnel Officer may, at his/her sole discretion, approve reinstatement of the former employee as provided below:

1. An employee separated from the City's employ for six (6) months or less may be reinstated without competitive examination to the position held at date of separation, or to any other position within the same classification for which the employee would have been eligible at time of separation. Former regular full-time City employees returning to City service within the six (6) month period will be granted the full benefits they were receiving at time of separation as if there was no break in service.
2. An employee separated from the City's employ for over six (6) months who is reinstated shall be treated as a new employee.
3. The City will reinstate into the position from which he/she has been promoted any employee who fails during a promotion to which he/she has been promoted.
4. Any employee who resigns without proper notice or resigns during an investigation or disciplinary action will not be eligible for reinstatement.
5. An employee who is granted an authorized leave to which he or she is entitled under a federal, state or local law requiring reinstatement shall be reinstated to his/her former position as provided by law.

C. Layoff - Whenever it becomes necessary to reduce the number of employees due to lack of work, economic considerations, changes in mission, technological changes, or as determined by the Personnel Officer based on other factors or when a position in the classified services is to be temporarily or permanently abolished, the Personnel Officer will notify the Human Resources Department the number of employees to be laid off or the names and number of positions to be abolished. The purpose of the procedures set forth below is to establish equitable standards to regulate such layoffs. The City's decision to reduce its work force is a management right, thus no due process or grievance procedures apply, and the decision is not subject to "meet and confer" requirements. These procedures apply only to regular employees (full or part time) and probationary employees (initial or promotional/transfer).

1. **Identification.** The Personnel Officer on the basis of the administrative needs of the City determines the departments and positions subject to layoff.
2. **Order of layoff:**

- a. Within a classification, those employees who are probationary employees in their initial probationary period will be laid off first, followed by employees in a promotional or transfer probationary period.
 - b. The order of layoff for regular employees within a department will be determined by considering business necessity, each employee's job performance and competence, and seniority.
 - i. "Seniority" for purposes of this Section shall be determined by adding together all time spent in City service, in whatever capacity, expressed in terms of years, months, and days. The seniority calculation shall not include disciplinary time off without pay or time spent on unpaid leave (unless federal or state law requires it to be included in the seniority calculation).
 - ii. Once seniority determinations have been made, layoffs are made in reverse seniority order (i.e. the most junior employees are laid off first).
 - iii. Ties in seniority shall be resolved by the Personnel Officer, taking into account the past performance, disciplinary actions (if any), supervisor recommendations, and such other facts as will result in the City retaining the most qualified and efficient employees.
3. **Notice.** Employees shall be given at least ten (10) business days' written notice prior to the effective date of the pending layoff. A copy of the notice shall be retained in the employee's personnel file.
4. **Exclusions.** In certain instances, there may be exceptions made in the order of layoff outlined above. These exclusions would be made when:
- a. specialty position when qualifications for the position could not be easily obtained through a short orientation or familiarization period.
 - b. transfer in lieu of layoff. Within the affected department or departments, a regular employee who is scheduled for layoff may be offered a voluntary reduction in classification to a lower level job classification provided he/she meets the minimum qualifications, and/or obtain proficiency through a short orientation period.
 - c. a voluntary reduction by taking early retirement and/or "golden hand shake".
5. **Retreat rights/voluntary demotion in lieu of layoff.**
- a. An employee who would otherwise be laid off has the right to retreat to a vacant position which he or she previously held, provided the employee meets the current minimum qualifications for the position.
 - b. An employee who would otherwise be laid off has the right to retreat to another position in the same classification series or to any position the employee has previously held and for which the employee is qualified that is occupied by an employee of lesser seniority. The result is that the more senior employee "bumps" the junior employee, who then is entitled to the retreat/demotion rights set forth herein.
 - c. An employee who would otherwise be laid off may request to be temporarily demoted to any vacant position for which the employee is qualified.
 - d. An employee who wishes to exercise any of the rights set forth in this subsection 5 must so notify the Personnel Officer in writing within five (5) business days of receiving the notification of pending layoff.

- e. An employee who retreats or is demoted to a position as provided herein must serve the probationary period applicable to the new position unless the employee previously completed the probationary period in that position.
6. **Reinstatement lists.** The names of regular employees who have been laid off, including those who have accepted a demotion or retreated to another position are to be placed on a layoff reinstatement list by seniority within the classification from which the employees were laid off. An employee's name remains on this list for a period of one (1) year from date of layoff; an employee's name may be removed for any of the following reasons:
 - a. Reappointment of the employee to his/her former classification
 - b. Notification from employee that he/she is no longer interested in returning to the City.
 - c. Inability to contact the employee by mail or phone at the employee's last known address in the employee's official personnel file.
 - d. Rejection by the employee of an offer of employment within the same job classification. Failure to respond within five (5) business days of the offer shall be deemed a rejection.
7. **Offer of reinstatement.** If the position previously held by a laid off employee becomes vacant, or if another position within the same classification series becomes vacant, then the employee with the most seniority on applicable reinstatement list shall be offered the vacant position.
8. **Restoration of benefits upon reinstatement.** When an employee is reinstated to employment after layoff, all his or her prior service shall be counted toward the calculation of leave accruals and seniority. Any unused sick leave which the employee had accrued at the time of layoff shall be restored. If an employee is reinstated to a position in which he or she was serving a probationary period at the time of layoff, all time on probation previously completed prior to layoff shall be counted toward determining when the probationary period ends.

SECTION 7 - INCOMPATIBLE ACTIVITY/CONFLICTS OF INTEREST

- A. **Incompatible Activity** - Certain activities are incompatible with ethical, effective employment with the City. All City employees are prohibited from:
 1. Participating in improper political activity prohibited by the federal Hatch Act or pertinent provisions of State Law including the California Government Code;
 2. Using for private gain or advantage the influence of a City position or the facilities, equipment and supplies of the City;
 3. Soliciting any favors or gifts from persons, concerns or corporations who have, or seek to have, business contacts with the City;
 4. Accepting any favors or gifts from persons, concerns or corporations who have, or seek to have, business contacts with the City in excess of the Conflict of Interest guidelines established in the Rohnert Park Municipal Code Chapter 2.60;
 5. Divulging confidential information to anyone to whom issuance of such information has not been authorized; or
 6. Participating in any employment or other activity, which will prevent an employee from doing his/her City job in an efficient and capable manner, is illegal pursuant to state or federal law, or which might

result in a conflict of interest between the employee's private interests and his/her official duties and responsibilities.

B. Outside Employment - City employees are expected to work for the City's best interests and to devote their best energies and skills to their positions. For this reason, City employees are prohibited from accepting outside employment that could conflict with the best interests of the City or interfere with the employee's ability to perform his or her City position. Examples of such prohibited outside employment include, but are not limited to:

1. jobs/business conducted during the employee's work hours with the City;
2. jobs/business that prevent the employee from being available for necessary overtime or emergency work period outside his or her normal working hours when such overtime or emergency duty is a regular part of his or her job;
3. business conducted using City facilities, resources or equipment (including telephones, computers, supplies, etc.)

SECTION 8 - DISCIPLINARY ACTION

City employees are expected to meet certain standards of job performance, interpersonal interaction, and conduct. The City may discipline any employee whose conduct or performance fails to meet reasonable City standards, i.e. for cause. Discipline may be imposed for a single incident or for a pattern of conduct. The specific discipline imposed is intended to focus the attention of the employee on the performance or conduct problem and, except in cases of discharge, to encourage changes in behavior.

Disciplinary actions include but are not limited to: counseling, oral reprimand, written reprimand, reduction in pay, suspension without pay, reassignment, demotion, and discharge. Although the City generally applies the concept of "progressive discipline," discipline may include any one or any combination of actions, and the actions need not necessarily be applied in a defined order. Instead, the discipline imposed will be determined according to the severity of the infraction(s), regardless of whether prior discipline has been imposed.

Only regular employees who have successfully completed their probationary period have the right to a hearing and appeal as described in this section. An employee not covered by this Section may be disciplined without reference to these provisions; such an employee has no protected property interest in his or her employment.

A. Causes for Disciplinary Action - Any regular employee may be disciplined for "good cause". Good cause is defined as reasons including, but not limited to, the following:

1. Fraud in securing employment;
2. Incompetence or inefficiency;
3. Failure to maintain required licenses, credentials, certificates or other conditions for employment as specified in assigned classification;
4. Insubordination;
5. Dishonesty;
6. Neglect of duty, or inattention to/derelection of duties;
7. Violation of City or Department rules and regulations, policies, procedures or general orders, whether oral or written;

8. Disclosure of confidential personal information of another employee;
9. Negligent or willful damage to or waste of public equipment, property or supplies;
10. Improper or unauthorized use of City vehicles or equipment;
11. Misappropriation, theft, or embezzlement of City property and/or funds;
12. Unlawful harassment or discrimination, or the failure to cooperate with the investigation of harassment, discrimination or other unlawful activities;
13. Possession of an open container, use of, or being under the influence of alcohol, non-prescription or unauthorized narcotics or controlled substances during work hours;
14. Excessive tardiness or absences, except in the case of approved leave;
15. Absence without leave, not returning from an approved leave-of-absence or obtaining a leave-of-absence under false pretense;
16. Soliciting any favors or gifts from persons, concerns or corporations who have, or seek to have, business contacts with the City;
17. Accepting any favors or gifts from persons, concerns or corporations who have, or seek to have, business contacts with the City in excess of the Conflict of Interest guidelines established in the Rohnert Park Municipal Code Chapter 2.60;
18. Failure to observe safety regulations and practices, including the use of assigned personal protective equipment;
19. Discourteous, unprofessional or abusive treatment of the public or other employees;
20. Use of abusive language;
21. Actual or threatened physical violence;
22. Conviction (including by plea of guilty or nolo contendere) of a felony or any crime involving moral turpitude;
23. Conviction of a misdemeanor (including by plea of guilty or nolo contendere) that is of a nature as to adversely affect the employee's ability to perform the duties and responsibilities of his or her position.

B. Minor Discipline. – All supervisors are authorized to implement minor disciplinary measures. Minor disciplinary actions are not subject to appeal. Examples of minor discipline include the following:

1. **Oral reprimand.** An oral admonition to an employee whose conduct or performance must be improved and which details the areas for improvement, the degree of improvement required, and a notice that failure to improve could result in more serious disciplinary action. Oral reprimands are noted by the supervisor, but are not documented in the employee's personnel file.
2. **Documented counseling.** A written memorandum showing that the supervisor has met with the employee to discuss a specific problem(s) or deficiency and which sets forth the recommendations given to the employee to address the problem(s) or deficiency in order to improve performance. Although a copy may be sent to the employee's personnel file, documented counseling memoranda are typically maintained in the supervisor's file until they are included by notation in the employee's formal performance evaluations.

3. **Written reprimand.** A formal written notice to an employee stating the specific details concerning the subject of the reprimand, summarizing previous related disciplinary action, if any, and describing the plan for improvement. A written reprimand shall include the date of the reprimand and a statement advising the employee that continued conduct or performance at such levels may result in more serious discipline, up to and including discharge. At the time a written reprimand is issued, the employee is entitled to bring a representative of his or her choice. The employee shall review the reprimand and sign it and then shall be given a copy of it. Written reprimands are not subject to appeal, although an employee has three (3) working days following the date of a reprimand to submit his or her own rebuttal comments, which shall accompany the reprimand in the employee's personnel file.
4. **Removal of minor discipline records.** At the request of the employee, records of minor discipline will be removed from the employee's personnel file three (3) years after the date of the written reprimand or documented counseling. Records will be removed provided the employee has received satisfactory performance reviews in the subsequent three (3) year period from date of the written reprimand/documented counseling and no further discipline has been initiated. The employee shall initiate the request to remove records of minor discipline through his or her Department Head. The employee's Department Head shall coordinate this request through Human Resources to ensure the appropriate criteria has been met to remove the records. Nothing in this section is intended to prevent documentation of progressive discipline.

C. Major Discipline - Major discipline may only be implemented by Department Heads. Types of major discipline include the following:

1. **Suspension.** The temporary removal of an employee from the City service without pay for one (1) or more working days. "Working days" shall be determined by reference to the affected employee's normal work schedule.
2. **Merit decrease.** A pay step reduction where performance falls short of the normal standards or where performance is clearly inadequate in one or more critical job duties.
3. **Demotion.** The removal of an employee from one position and reassignment to one of lower grade or classification.
4. **Discharge.** The removal of an employee from City service when it has been determined the employee has been given a reasonable opportunity to conform his or her conduct to required behavior or performance standards and has failed to do so, or where an employee has committed one or more serious offenses for which no other disciplinary measure is appropriate.

D. Disciplinary Process –Major Discipline. Any imposition of major discipline must follow the procedures set forth below.

1. **Notice.** A written Notice of Intent to Discipline ("Notice of Intent") shall be prepared by the Department Head in consultation with the Human Resources Department. The Notice of Intent shall state:
 - a. The specific type of disciplinary action proposed;
 - b. The effective date of the action;
 - c. The specific reason(s) or cause(s) for the actions;
 - d. A copy of all written materials upon which the action is based, and
 - e. Notice that, prior to the imposition of the major discipline, the employee has the right to respond orally or in writing at an informal hearing to explain why the employee believes the proposed

major discipline should not be imposed. A request for such a hearing must be submitted in writing within ten (10) working days of receipt of the Notice of Intent.

2. **Informal hearing (i.e. Skelly hearing).** At the employee's request, an informal hearing will be held prior to the imposition of major discipline. This hearing is not an evidentiary hearing, but rather an opportunity for the employee to present information as to why the proposed major discipline should not be imposed. Except by stipulation of the City and the employee, the hearing shall take place within ten working (10) days of the employee's request for hearing, and it may be rescheduled only once at the employee's request. The following parameters apply to the informal hearing:
 - a. The hearing shall be conducted by a responsible person designated by the Personnel Officer.
 - b. The hearing shall include the employee, the employee's chosen representative(s) -(reasonable number), and others as directed by the hearing officer. Absent extenuating circumstances, the employee's failure to appear waives his or her right to such a hearing.
 - c. The hearing shall be tape recorded or stenographically recorded, and a copy of the tape recording or transcript shall be provided to the employee upon request.
 - d. At the hearing, the employee shall be given an opportunity, either orally or in writing, or both, to bring forward facts or circumstances which may cause the charges to be revised or dismissed. If the employee's information is presented by his or her representative, all statements made by the representative shall be attributed to the employee as if made by him or her personally, and it is the employee's obligation to correct any misstatement(s) by the representative.
 - e. Following the hearing, the hearing officer will make a written recommendation to the Department Head who issued the Notice of Intent as to whether the proposed discipline should be imposed, modified, reduced or dismissed.
3. **Notice of discipline.** Following the informal hearing, if requested, the same Department Head who issued the Notice of Intent shall consider the hearing officer's recommendation to determine how to proceed. If he or she decides to dismiss the proposed discipline, written notice of the dismissal shall be provided to the employee as soon as practicable. If the decision is to impose discipline either as proposed or in some modified or reduced form, a written Notice of Discipline shall be prepared. The Notice of Discipline shall state:
 - a. The specific type of disciplinary action that will be imposed;
 - b. The specific reason(s) or cause(s) for the actions, setting forth specific facts that form the basis for the decision;
 - c. The effective date of the action; and
 - d. The applicable appeal rights available to the employee pursuant to these Personnel Rules.

Disciplinary action becomes effective on the date stated in the Notice of Disciplinary Action, notwithstanding an employee's timely request for an evidentiary hearing before the Personnel Officer.

E. Appeal from Major Discipline - Any employee on whom major discipline has been imposed shall be entitled to an appeal hearing as set forth below.

1. **Timing.** An employee wishing to exercise the appeal rights provided in this Section must deliver a written Notice of Appeal to the Personnel Officer within ten (10) working days after the date of the Notice of Discipline.

2. **Employee representation.** Employees may represent themselves or be represented by legal counsel or representative(s) of the employee's recognized employee organization.
3. **Evidentiary hearing.** An evidentiary hearing before a neutral hearing officer shall be arranged for by the Assistant City Manager or his/her designee and shall, absent extenuating circumstances, be held within thirty (30) working days of the receiving the Notice of Appeal. The hearing shall be closed and confidential. Prior to the hearing, the Assistant City Manager or his/her designee shall supply the hearing officer with (1) the Notice of Intent and any attachments, (2) the Skelly hearing officer's written recommendation, and (3) the Notice of Discipline and any attachments. Other hearing procedures are as follows:
 - a. The employee's presence is required. Failure to appear at the appeal hearing unless physically unable to do so shall be deemed a withdrawal of the appeal and a waiver of any further right of administrative appeal.
 - b. The hearing shall be stenographically recorded.
 - c. Any and all witnesses other than the City's representative shall be excluded from the proceeding until called to testify, except as mutually agreed to by the employee and the City's representative.
 - d. Order of hearing shall be:
 - i. The City's representative, followed by the employee, may make preliminary opening statements.
 - ii. The City's representative may present oral or documentary evidence, or both, in support of the City's position; the employee may cross-examine all witnesses called by the City.
 - iii. The employee may present oral or documentary evidence, or both, in support of the employee's position; the City's representative may cross-examine all witnesses called by the employee.
 - iv. The City's representative, followed by the employee, may make a closing statement.
 - e. The hearing shall be conducted in an efficient manner conducive to determining the issues, however, the technical rules of evidence do not apply. Any relevant evidence may be admitted if it is the sort of evidence on which responsible persons are accustomed to relying in the conduct of serious affairs. Oral evidence shall be taken only upon oath or affirmation. Hearsay evidence may be used for various purposes; however, hearsay standing alone and properly objected to shall not be competent to prove a charge. Irrelevant and unduly repetitious evidence may be excluded, as shall evidence that would violate other employees' rights to privacy and confidentiality of their personal information. The hearing officer (with advice of appointed counsel, if necessary) shall rule on any objections made to the admissibility of evidence or otherwise relating to the conduct of the hearing.
 - f. Following the conclusion of the hearing, the hearing officer shall prepare written findings and recommendations and provide them to the City Manager. The hearing officer may recommend changes to the proposed discipline. However, if the hearing officer finds that the underlying facts giving rise to the charge(s) are proved by a preponderance of the evidence, the hearing officer may not recommend a reduction in discipline if reasonable minds could differ as to the proper level of discipline. If the hearing officer recommends a reduction in discipline, he or she must make a specific finding that reasonable minds could not differ as to the appropriate level of discipline and set forth the facts upon which he or she based such finding. If the hearing officer finds that none of the charges are supported by the evidence presented, the recommendation shall be that no disciplinary action be taken.

4. **City Manager's Determination.** The hearing officer's findings and recommendations shall be forwarded to the City Manager for his or her review. The City Manager will follow the recommendations of the hearing officer unless he or she can show cause that the hearing officer abused his or her discretion.
 - a. The City Manager shall review the entire record (including the Notice of Intent, the record of Skelly proceedings, the Skelly officer's written recommendation, the Notice of Discipline, the evidence and record at the evidentiary hearing, and the appeal hearing officer's written findings and recommendations).
 - b. The City Manager shall issue a decision imposing the disciplinary action he or she deems appropriate and in the best interests of the City.
 - c. The City Manager's decision shall be in writing and shall be final. It shall include a copy of the appeal, hearing officer's findings and recommendations and shall be filed as a permanent record in the employee's personnel file.
 - d. Notice of the City Manager's decision, along with a copy of both the City Manager's decision and the appeal hearing officer's findings and recommendations, shall be served on the employee by personal service or by registered or certified mail. The notice shall also include a statement of the employee's right to seek judicial review within 90 days pursuant to Code of Civil Procedure 1094.6.

F. Use of paid administrative leave. Nothing in this Section is intended to abrogate the City's right to place an employee on paid administrative leave during the investigation of circumstances that could lead to the imposition of discipline or for any other reason that is in the City's best interests.

G. Disciplinary Action for specific employees of the Department of Public Safety.

Under California Government Code Section 3300, the State of California enacted the Public Safety Officers' Procedural Bill of Rights (POBRA). As defined under California Government Code Section 3301, the positions within the City that are covered by the POBRA are the following: Public Safety Officer Trainee, Public Safety Officer, Public Safety Sergeant, Public Safety Supervisor (LT), Public Safety Division Commander, and Director of Public Safety. It shall be the policy of the City to extend these same rights and privileges to all non-safety members of the Rohnert Park Public Safety Officers' Association, except those that by their very nature could only apply to peace officers and/or firefighters. All subsequent revisions to California Code sections 3300 et seq and Court interpretations of these statutes shall also be binding on the City with respect to non-safety members of the Rohnert Park Public Safety Officers' Association.

For safety and non-safety employees alike, the phrase "locker, or other space for storage that may be assigned to him" as used in Government Code Section 3309 shall include, but is not limited to, a Public Safety employee's assigned City vehicle and/or the enclosed spaces of an employee's assigned desk or office area. Nothing in this section shall preclude the City from temporarily re-assigning a departmental asset to meet a necessary operational requirement.

GLOSSARY – DEFINITION OF TERMS

ADMINISTRATIVE LEAVE – Absence with full pay and benefits, ordered by a Department Head or the City Manager, when the City's interests require the employee to be away from the job.

ANNIVERSARY DATE – The date, which signifies the completion of each year of service by a regular employee in a position and/or the date an employee starts his/her probationary period for either original, promotional, or change in classification appointments.

APPLICANT – A person who has successfully completed and submitted an employment application for a position for which the City is currently recruiting.

APPOINTMENT – The selection of, and acceptance by, an applicant to a position in the City service in accordance with these rules.

AVERAGE SCORE - Means the combined average of all-relevant, converted, and weighted scores obtained by a candidate for a given classification or position title.

CALENDAR DAYS – Consecutive days within a specific time frame and shall include weekends and holidays.

CANDIDATE - An applicant for City employment who meets the minimum qualifications of the position applying for and has been selected to begin the testing process or a person on an eligibility list.

CFRA - California Family Rights Act, state law established in 1993, and is administered by the California Department of Fair Employment and Housing.

CITY COUNCIL – The duly elected governing body of the city.

CITY MANAGER – The individual appointed by the City Council to manage all City operations, departments, policies and rules.

CITY SERVICE - The entire employment system of the City.

CLASSIFICATION - A group of positions sufficiently similar in respect to duties and responsibilities, that the same descriptive classification title may be used to designate each position allocated to that class. The same minimum qualifications may be required of incumbents of positions in the class, and the same examinations may be used to choose qualified employees.

CLASSIFICATION SERIES – A group of classifications sharing similar functions but differing as to level of complexity, difficulty and responsibility.

CLOSE RELATIVE - Relative shall mean spouse, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, child (including stepchildren), stepparents, aunts, uncles, grandparents, grandparent-in-law, grandchildren and relationships in loco-parentis and close personal relationships, with the approval of the City Manager or his/her designee.

COMPENSATION – Any salary, fee, or allowance paid to an employee for performing the duties and exercising the responsibilities of a position.

DISCIPLINARY ACTIONS – Actions taken with the objective of obtaining employee compliance with rules, orders, procedures, standards of conduct and/or expected job performance when non-disciplinary corrective actions do not achieve compliance, or a particular event is serious enough to warrant disciplinary action on its own.

DOMESTIC PARTNER – Two adults who have chosen to share one another's lives in an intimate and committed relationship of mutual caring. To be eligible both parties must file a Declaration of Domestic Partnership with the California Secretary of State.

ELIGIBLE – A person whose name is on an employment list.

ELIGIBILITY LIST – A list that contains the names of qualified candidates, for a specific classification, who have completed all examination processes and are ranked, in order of the score or rating received.

EMPLOYEE - Any person appointed to fill an authorized employment position in the City service. Elected officials, volunteers, unpaid interns, and those appointed to advisory boards, committees, and commissions are not employees. The categories of employees are:

Regular: A regular employee is one who has passed probation and holds a regularly authorized position with benefits. Regular employees may only be disciplined for cause. There are 3 types of regular employees:

1. Regular full-time: a person who holds a budgeted (40) forty-hour per week position, with duties and responsibilities that do not end in a specific time period, and who is entitled to full benefits with the City pursuant to the applicable Memorandum of Agreement or applicable Outline of Benefits for the Management and Confidential Units.
2. Regular part-time: a person who holds a budgeted position, with duties and responsibilities that do not end in a specific time period, works for a specific number of hours, as defined, and fills out a timecard, receives a salary and benefit package, proportioned to their agreed fixed work ratios (20 hours per week receives 50% benefits; 30 hours per week receives 75% benefits).
3. Specially-funded: a person who works in a regular full- or part-time position funded by sources other than City revenues (e.g., federal or state grants).

Probationary: A probationary employee is someone in a regular full- or part-time position who is serving a trial period as provided in Sections 4 and 5.

Special: A special employee is one hired for a special purpose to meet the needs of the City. Special employees include:

1. Provisional employees – i.e. an employee who meets the minimum qualifications for a position and who is appointed on an interim basis until the vacancy can be filled.
2. Seasonal employees – A temporary employee appointed to positions of limited duration of not more than six (6) months within a twelve (12) month period. Seasonal employees do not participate in the City's benefit programs.
3. Emergency employees – employees hired to meet the requirements of a declared emergency which threatens life, property, or the general welfare of the City and whose position ceases when the emergency ceases.

Probationary and Special Employees may be dismissed from such positions or disciplined with or without cause.

ENTRY LEVEL – The initial position in a class series.

EXAMINATION – The process utilized to evaluate the relative skills and knowledge of an applicant for prospective employment or current employee who has applied for a change in classification and/or promotion.

Techniques utilized may consist of, but not limited to any of the following: traditional paper and pencil tests, performance tests, skills test, or oral assessment.

EXEMPT – An employee in a specific classification who, according to the Fair Labor Standards Act (FLSA) is exempt from the City's overtime policies and is compensated for overtime through Administrative Leave, accumulated per specifications outlined in the MOA's and/or Outline of Benefits for the Management and Confidential Units.

FAMILY AND MEDICAL LEAVE POLICY – Provides for employee leave during times of illness or family emergencies. In compliance with California Family Rights Act and Federal Family Medical Leave Act.

FMLA – Family Medical Leave Act, federal law established in 1993 and administered by the Department of Labor.

GRIEVANCE – A complaint by an employee relating to wages, hours, and working conditions. Disciplinary action cannot be grieved.

LEAVE-OF-ABSENCE WITHOUT PAY – Time away from work, which the employee has requested, and the City Manager or his designee has approved, for which the employee is not paid and has the right to return to the same position held before the leave was granted.

MEMORANDUM OF AGREEMENT (MOA) - A binding agreement on wages, hours, benefits, and other conditions of employment for designated classes between the bargaining units and the City that have been adopted by the City Council.

NOLO CONTENDERE - Latin for "no contest." In a criminal proceeding, a defendant may enter a plea of nolo contendere, in which he does not accept or deny responsibility for the charges but agrees to accept punishment.

NON-EXEMPT – An employee in specific classifications who, according to the Fair Labor Standards Act (FLSA) is to receive overtime pay at 1 ½ times normal pay for hours worked over 8, 9, 10 in a 24 hr. period and/or any hours worked over 40 hours in a 7 day period, as outlined in the MOA's and/or Outline of Benefits for the Management and Confidential Units.

PDL – Pregnancy Disability Leave, California law established in 1994, and administered by the California Department of Fair Employment and Housing.

PERSONNEL OFFICER – Is the City Manager, and is responsible for the administration of all Personnel Rules. Throughout these Personnel Rules, the term "Personnel Officer" denotes the City Manager or his or her designee.

POSITION – A specific office or employment provided by the budget, whether occupied or vacant, calling for the performance of certain duties. Positions may be regular full-time, regular part-time, seasonal, hourly, and/or temporary.

PROBATIONARY PERIOD – A working test period during which an employee is required to demonstrate fitness for the position to which appointed by actual performance in the position.

PROMOTION – The movement of a qualified employee from one class to another class with a higher maximum rate of pay and greater job responsibilities.

REINSTATEMENT - The re-employment of an employee who has regular or probationary status in a class, who has been laid off, is returning from an approved leave requiring reinstatement, or who has resigned in good standing and who is entitled to preference in appointment to vacancies in that class.

RPEA – Rohnert Park Employees' Association. The labor bargaining and representation unit for administrative, technical and support employees.

RPPSOA – Rohnert Park Public Safety Officers' Association. The labor bargaining and representation unit for Public Safety Sergeants, Public Safety Officers, Public Safety Dispatchers, Communications Supervisor, Community Services Officers, Part-Time Dispatchers, and Public Safety Officer Trainees.

RULES - The Personnel Rules and Regulations of the City of Rohnert Park as contained in this document.

SALARY – A regular employee's base pay as approved by the City Council in the classification and salary plan i.e. pay rates and ranges, computed on a monthly basis.

SALARY RANGES – The rate(s) assigned to a classification in the pay rates and ranges.

SEIU – Service Employees International Union Local 707. The labor bargaining and representation unit for certain City employees in the Department of Public Works.

TEMPORARY APPOINTMENT - An appointment of limited duration in the absence of available eligible employees or applicants.

TERMINATION - The ending of any employment relationship between an employee and the City.

TRANSFER - A change of an employee from one position to another position in the same class or another class having essentially the maximum salary limits, and involving the performance of similar duties.

WORKDAY - Is a twenty-four (24) hour period beginning at the same time each calendar day.

WORKWEEK - Means any forty (40) hour period within seven (7) consecutive days starting with the same calendar day each week.

RESOLUTIONS EFFECTING PERSONNEL POLICY

- RESO 79-22 – EMPLOYEE GRIEVANCE PROCEDURE
- RESO 92-78 – EQUAL OPPORTUNITY EMPLOYER
- RESO 92-79 – POLICY AGAINST DISCRIMINATION BASED ON DISABILITY – ADA
- RESO 93-38 – AGAINST HARASSMENT
- RESO 99-01 – ELECTRONIC MEDIA USE
- RESO 91-192 – ANTI-DRUG POLICY
- RESO 87-117 – DEPENDENT CARE ASSISTANCE PROGRAM
- RESO 00-10 – EMPLOYEE COMPUTER PURCHASE PROGRAM (PERMANENT AS OF 2004)
- RESO 03-71 -- PROVIDING FOR CONTINUATION OF SALARY AND BENEFITS FOR ELIGIBLE CITY EMPLOYEES CALLED TO ACTIVE MILITARY DUTY OR TRAINING
- RESO 03-235 – OUTLINE OF THE CITY'S COMPLIANCE WITH THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996