

CITY OF JURUPA VALLEY



PERSONNEL POLICIES AND PROCEDURES MANUAL

ADOPTED BY THE CITY COUNCIL
SEPTEMBER 3, 2015



CITY OF JURUPA VALLEY

Acknowledgement of Receipt

Personnel Policies and Procedures Manual

This is to acknowledge that I have received a copy of the City of Jurupa Valley Personnel Policies and Procedures Manual and understand that it contains important information on the City's general personnel policies and on my privileges and obligations as an employee. I have read, understand and agree to adhere to the policies as set forth in this manual and that failure to do so may subject me to an adverse employment action.

Print Name: _____

Signature: _____

Date: _____

Please return this sheet to the Human Resources/Risk Management Administrator.

CITY OF JURUPA VALLEY
PERSONNEL POLICIES AND PROCEDURES MANUAL

TABLE OF CONTENTS

	<u>PAGE</u>
GENERAL ADMINISTRATION	1
DEFINITIONS	3
SECTION I - EMPLOYMENT PRACTICES	
101 Harassment, Discrimination/Retaliation Policy	5
102 Conflict Resolution	12
103 Discipline	14
103.1 Rules of Procedure and Evidence for Disciplinary Appeal Hearings	18
104 Dress Code	21
105 Dual Employment; Conflict of Interest	22
106 Drug and Alcohol – Free Workplace	24
107 Family/Medical Care Leave	27
108 Pregnancy Disability Leave.....	29
109 Nepotism	32
110 No Smoking	33
111 Performance Evaluation	34
112 Personnel Records	35
113 Political Activity	36
114 Introductory Period	37
115 Promotion	38

CITY OF JURUPA VALLEY
PERSONNEL POLICIES AND PROCEDURES MANUAL

TABLE OF CONTENTS

	<u>PAGE</u>
116 Recruitment	39
117 Resignation & Exit Interview	41
118 Travel & Reimbursement	42
119 Personal Vehicle Use Policy	43
 SECTION II - COMPENSATION	
201 Classification and Salary & Compensation Plan	45
202 Work Periods & Overtime	46
 SECTION III – LEAVE & BENEFITS	
301 Personal Time Off	48
103.1 Sick Leave for Employees not Eligible for PTO	50
302 Bereavement Leave	52
303 Holidays	53
304 Jury Duty	54
305 Leave of Absence Without Pay	55
306 Military Leave	56
307 Medical, Dental, Vision Insurance & Other Benefits	57
308 Deferred Compensation Program	60
309 Retirement	61

CITY OF JURUPA VALLEY
PERSONNEL POLICIES AND PROCEDURES MANUAL

TABLE OF CONTENTS

	<u>PAGE</u>
SECTION IV – CODE OF ETHICS	
401 Employee Standards of Conduct.....	62
SECTION V – FORMS	
Authorization for Outside Employment.....	1
Employee Exit Interview Form.....	2
FMLA/CFRA Request.....	5
Request for Conflict Resolution	7
Employee Performance Review.	10
Personnel Action Form	16
Employment Application	17
Personnel Time Off Request	21
New Hire Checklist	22
Employee Emergency Contact Information	23

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

GENERAL ADMINISTRATION

Purpose: This Manual contains the City of Jurupa Valley's Personnel Policies and Procedures and consolidates all Human Resources Policies and Procedures into one reference document, hereinafter referred to for convenience as the "Manual" or "Policies." Accordingly, these policies and procedures, as adopted by the City Council, supersede any and all prior resolutions and actions that are inconsistent herewith, unless otherwise specified herein. The City Manager, or designee, has been authorized to interpret, implement and administer these policies and procedures, in order to augment, clarify or otherwise provide for their proper application. The purpose of these Policies is to facilitate effective and economical services to the public and to provide a system of personnel management for the City. These Policies set forth in detail those procedures, define the obligations, rights and privileges, benefits and prohibitions of all City employees.

Enabling Authority: Title 2, Chapter 2.35, "Personnel" of the City of Jurupa Valley ("City") Municipal Code shall be the enabling authority that permits the creation of personnel policies and procedures for the City.

Scope: The Policies shall apply to all City employees, and do not constitute a vested contractual right of employment, either expressed or implied, between the City and its employees, nor do such Policies limit the power of the City Manager or Council to repeal or modify these provisions. In accepting employment with the City, each employee shall be governed by and required to comply with the provisions of this Manual and any Administrative Regulation established by the City.

Procedures for Amendments and Changes: It is intended that the Policies will be reviewed annually. The City Manager may present to the Council for its consideration amendments, changes and revisions to the Policies. On or before March of each year Department Directors may submit to the Human Resources/Risk Management Administrator any proposals for revisions to the Policies. The City specifically reserves the right to repeal, modify or amend these Policies at any time, with or without notice. In the event of the amendment of any ordinance, rule or law incorporated into these Policies or upon which these Policies rely, these Policies shall be deemed amended in conformance with those changes and the City Manager may issue guidance accordingly. All amendments, changes and revisions shall be made available in writing to all employees of the City in the manner and form prescribed by the City Manager.

Administration Regulations: The City Manager is authorized to issue additional administrative policies through Administrative Regulations as needed to effectively administer the Policies as well as to comply with local, state and federal laws and regulations concerning the employment, safety and the health and welfare of all employees.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Delegation: The City Manager may delegate any power, duty or authority provided in this manual or the related administrative regulations to any other person, except where delegation is expressly prohibited by the City Council. In any instance where a function or position is designated, but no individual is assigned that function or holds that position, the City Manager will assure the function or position unless delegated by the City Manager to another individual. This may happen, for example, if there is a vacancy in the Human Resources/Risk Management Administrator.

Gary S. Thompson, City Manager

Peter M. Thorson, City Attorney

History:

Approved by City Council Resolution No. 2015-45 Date: September 3, 2015

Revised and City Council Approved

Date: May 2, 2019

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

DEFINITIONS

Appointing Authority	The City Manager, or designee, who has the final authority to appoint a person to a position of employment.
At-Will Employee	Any person who may be dismissed by the City Manager at any time for any reason and without prior notice or right of appeal. All employment at the City is at-will.
Business Related Gifts	Anything of value, whether tangible or intangible, for which equal or greater value is not provided in return.
Drugs and Controlled Substances	All forms of alcohol, narcotics, depressants, stimulants, hallucinogens, marijuana, and substances recognized as drugs in the official United States Pharmacopoeia and any supplement thereof.
Full-Time Employee	An employee who is regularly scheduled to work 32 hours or more during a workweek.
Management Employee	An employee designated as such in the Salary and Benefits Resolution.
Executive Employee	An employee designated as the City Manager or a Department Head.
Part-Time Employee	An employee, designated as part-time by the City Manager, who is schedule or generally expected to work less than 1,664 hours per year who may or may not have a regular schedule. Part-time employees are at will and may be removed at any time without cause. Part-time employees are not eligible for benefits.
Introductory Period	A working test period in which an employee is required to demonstrate his or her fitness for the position assigned. The introductory period is considered to be an integral part of the

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

examination, recruiting, testing, and selection process.

Regular Employee

A full-time, employee who has successfully completed his or her introductory period of employment with the City.

Regular Part-Time Employee

An employee, designated as part-time by the City Manager, who is generally scheduled or expected to work less than 32 hours per week on a regular basis and less than 1,664 annually. Regular part-time employees are at will and may be removed at any time without cause. Occasional work over the part-time threshold does not convert an employee to full-time status. The City Manager may determine what is "occasional."

Temporary Employee

An employee who is hired for a limited term or for a special project. Temporary employees are at will and may be removed at any time without cause. Temporary employees are not eligible for benefits. Temporary employees are sometimes called on-call employees. They may also be seasonal employees.

Working Hours

Normal working hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday but may be modified at the discretion of the City Manager or his designee.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 101 – HARASSMENT, DISCRIMINATION/RETALIATION POLICY

PURPOSE

The City is an equal opportunity employer. It is the City's intent and the purpose of this Policy to provide all employees, applicants, and contractors with an environment that is free from any form of unlawful harassment, discrimination or retaliation as defined in this Policy and applicable law. This Policy prohibits harassment or discrimination on the basis of any of the following protected classifications: an individual's race, color, national origin, ancestry, sex (including pregnancy, childbirth, related medical conditions or breastfeeding), gender, gender identity, gender expression, sexual orientation, age (40 and over), religion (including religious dress and grooming practices) and religious creed, physical or mental disability, legally protected medical condition (including ARC or HIV positive, cancer and genetic characteristics), marital status, citizenship status, military service or veteran status, or any other category protected by law. It is also the policy of the City to provide a procedure for investigating alleged harassment, discrimination and retaliation in violation of this Policy. The protection from discrimination includes the protection from retaliation for having taken action either as a complainant, or for assisting a complainant in taking action, or for acting as a witness or advocate on behalf of an employee in a legal or other proceeding to obtain a remedy for a breach of this policy.

When necessary, the City will reasonably accommodate employees and applicants with disabilities if the person is otherwise qualified to safely perform all of the essential functions of the position. Employees or applicants who require accommodation to perform the essential functions of the job should contact the Human Resources/Risk Management Administrator to request an accommodation. Employees should specify in what way they are limited in their ability to perform the job and, if possible, what accommodation they believe is needed. The City will review the situation and engage in the interactive process with the employee in an effort to identify possible reasonable accommodations. If a reasonable accommodation can be identified that will not impose an undue hardship, the City will make the accommodation. If there is more than one possible accommodation the City will decide which one will be provided. Where there is more than one possible accommodation, the employee's preference will be one of the factors considered by the City. The City will also provide reasonable accommodation for pregnancy, childbirth or related medical conditions if requested by the employee upon advice and medical certification of her health care provider. Reasonable accommodation may include a temporary transfer to a less strenuous or hazardous position, if requested, supported by proper medical certification and otherwise qualifying as reasonable accommodation.

POLICY

The City has zero tolerance for any conduct that violates this Policy. Conduct need not rise to the level of a violation of law in order to violate this Policy. Instead, a single act can

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

violate this Policy and provide grounds for discipline or other appropriate sanctions. If you are in doubt as to whether or not any particular conduct may violate this Policy, do not engage in the conduct, and seek guidance from the Human Resources/Risk Management Administrator.

DEFINITIONS

Protected Classifications: This Policy prohibits harassment or discrimination because of an individual's protected classification(s). "Protected Classification" includes race, color, national origin, ancestry, sex (including pregnancy, childbirth, related medical conditions or breastfeeding), gender, gender identity, gender expression, sexual orientation, age (40 and over), religion (including religious dress and grooming practices) and religious creed, physical or mental disability, legally protected medical condition (including ARC or HIV positive, cancer and genetic characteristics), marital status, citizenship status, military service or veteran status, or other basis protected by law.

Policy Coverage: This Policy prohibits elected officials, officers, employees and contractors from harassing or discriminating against applicants, officers, officials, employees and contractors.

Discrimination: This Policy prohibits treating individuals differently because of the individual's protected classification as defined by this Policy, except in those rare instances permitted by law. .

Harassment: Harassment means unsolicited words or conduct which subjectively and objectively offend another person based on an individual's protected status. Harassment includes, but is not limited to, the following examples of behavior undertaken because of an individual's protected classification:

- **Verbal harassment**, such as epithets (nicknames and slang terms), derogatory or suggestive comments, propositioning, jokes or slurs, including graphic verbal commentaries about an individual's body, or that identify a person on the basis of his or her protected classification. Verbal harassment includes comments on appearance, stories that tend to disparage those of a protected classification, and statements that reflect stereotypes and prejudice against individuals based on their protected class.
- **Visual forms of harassment**, such as derogatory posters, notices, bulletins, cartoons, drawings, sexually suggestive objects, or e-mails on the basis of a protected classification. Visual harassment includes mimicking the way someone walks or talks because of their protected classification, leering and staring in a sexual manner. Postings on internet sites or social media that

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

have some relation to City employment or activities may also constitute visual forms of harassment.

- **Physical harassment**, such as assault, touching, impeding or blocking movement, grabbing, patting, making express or implied job-related threats in return for submission to physical acts, taunting, or any physical interference with normal work or movement.
- **Sexual harassment**, such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature or any of the above described conduct when:
 - ✓ Submission to such conduct is either an expressed or implied term or condition of an individual's employment, or
 - ✓ Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or
 - ✓ Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile, intimidating or offensive work environment.
- By definition, sexual harassment is not within the course and scope of an individual's employment with the City.

ROMANTIC AND SEXUAL RELATIONSHIPS BETWEEN SUPERVISORS AND SUBORDINATES

Romantic or sexual relationships between supervisors and subordinate employees are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. The relationship may create an appearance of impropriety and lead to charges of favoritism by other employees. A welcome sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing.

RETALIATION

Retaliation against a person (and his or her associates) who reports or provides information about harassment or discrimination is strictly prohibited. Any act of reprisal violates this Policy and will result in appropriate disciplinary action. Examples of actions that might be retaliation against a complainant, witness or other participant in the complaint process include: (1) singling a person out for harsher treatment; (2) lowering a performance evaluation; (3) failing to hire, failing to promote, withholding pay increases,

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

assigning more onerous work, abolishing a position, demotion or discharge; or (4) real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination.

Any act of retaliation will be treated as a separate and distinct incident, regardless of the outcome of the harassment or discrimination complaint.

REPORTING HARASSMENT, DISCRIMINATION OR RETALIATION

An applicant, employee, officer, official or contractor who feels he or she has been unlawfully harassed, discriminated against or retaliated against in violation of this Policy shall report the conduct immediately to a Department Director, City Manager or other manager. Any complaint involving the City Manager shall be reported immediately to the City Attorney so that the complaint can be resolved quickly and fairly.

All employees involved in the complaint process may be represented by a person of their choosing and at their own expense.

Object to the Conduct: Sometimes an individual is unaware that his/her conduct is offensive. The offensive behavior may be eliminated by simply informing the offender that the conduct or language in question is unwelcome and offensive and request that it be discontinued immediately. A person who believes he/she is being harassed is encouraged to use this process.

When the conduct in question continues after the offending person has been informed it is offensive, or if a person does not feel comfortable talking to the offending person directly, the employee should report it.

Oral Report: If a person who believes that this Policy has been violated does not want to confront the offending person, he/she should report the conduct to a department director, City Manager or any City management employee. The individual may also seek the advice, assistance or consultation of a department director, or any City management employee. Any supervisory or management employee who receives such a report must in turn direct it to the Human Resources/Risk Management Administrator. The Human Resources/Risk Management Administrator will determine what level of investigation and response is necessary.

Written Process: An individual who believes this Policy has been violated may provide a written complaint to a department director or any management employee who in turn must direct the complaint to the Human Resources/Risk Management Administrator.

Option to Report to Outside Administrative Agencies: Applicants, employees, officers, officials and contractors have the option to report harassment, discrimination, or

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH).

CITY'S RESPONSE TO COMPLAINT OF HARASSMENT, DISCRIMINATION OR RETALIATION

Investigation: Upon receipt of a complaint of alleged harassment, discrimination or retaliation, the Human Resources/Risk Management Administrator will be responsible for coordinating a thorough investigation (unless he/she is named in the complaint). The Human Resources/Risk Management Administrator may coordinate the investigation with the complainant's department director and may hire an outside investigator if the City deems it appropriate. The type of investigation undertaken, and the party chosen to conduct the investigation will depend on the nature of the complaint. The Human Resources/Risk Management Administrator will report the status of investigations to the City Manager as appropriate.

The City takes a proactive approach to potential Policy violations and will conduct an investigation if its officers, supervisors, or managers become aware that harassment, discrimination or retaliation may be occurring, regardless of whether or not the recipient of the alleged action or a third party reports a potential violation.

Remedial and Disciplinary Action: If the investigation determines that the alleged conduct occurred and that the conduct violated this Policy, the City will notify the complainant and perpetrator of the general conclusion(s) of the investigation and take effective remedial action that is designed to end the violation(s).

Any employee or officer determined to have violated this Policy will be subject to disciplinary action, up to and including termination. Disciplinary action may also be taken against any official or manager who condones or ignores potential violations of this Policy, or who otherwise fails to take appropriate action to enforce this Policy. Any official or contractor found to have violated this Policy will be subject to appropriate sanctions.

Closure: At the conclusion of the investigation, the Human Resources/Risk Management Administrator will notify the complainant in general terms of the outcome of the investigation.

Confidentiality: Every possible effort will be made to assure the confidentiality of complaints made under this Policy. Complete confidentiality cannot occur, however, due to the need to fully investigate potential Policy violations and take effective remedial action. An individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise permitted or directed by the Human Resources/Risk Management Administrator. Any individual who discusses the content of an investigatory interview will be subject to discipline or other appropriate

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

sanction. The City will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or a court order. An employee is not prohibited from discussing the substance of an interview with the employee's representative, including the employee's attorney, and does not limit the right of employees to discuss general working conditions and concerns with other employees.

RESPONSIBILITIES OF EMPLOYEES, MANAGEMENT AND SUPERVISORY EMPLOYEES

Employees: In order to establish and maintain a professional working environment, while at the same time preventing harassment, discrimination, and retaliation, employees are expected to:

- Set an example of acceptable conduct by not participating in or provoking behavior that violates this Policy. Try not to be angry or insulted if an individual tells you that your behavior is offensive. Tell the individual you did not realize your behavior was offensive, and immediately cease the conduct.
- Let fellow employees know when you consider behavior offensive. The City hires people from a wide variety of cultural and ethnic backgrounds, and an individual may not realize behavior he or she thinks is proper could be seen by others as offensive.
- Report harassment, discrimination or retaliation as quickly as possible, whether the employee is the target of the conduct or a witness.
- If an employee is a witness to harassment, he or she should tell the individual being harassed that the City has a policy prohibiting such behavior, and that he or she can demand that the harasser cease the behavior.
- Maintain confidentiality as required by this Policy.
- Fully cooperate with the City's investigation of complaints made under this Policy.

Managers: In addition to the responsibilities listed above, managers and supervisors are responsible for the following:

- Implementing this Policy by taking all complaints seriously and modeling behavior that is consistent with this Policy. Direct all complaints to the Human Resources/Risk Management Administrator.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

- Taking positive steps to eliminate any form of harassment, discrimination or retaliation observed or brought to his/her attention.
- Making sure no department director or other management employee retaliates through any action of intimidation, restraint, coercion or discrimination.
- Monitoring the work environment and taking appropriate action to stop potential Policy violations.
- Following up with those who have complained to ensure the behavior complained of has ceased.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 102 - CONFLICT RESOLUTION

This process gives all employees a mechanism to settle non-disciplinary and certain work-related problems. An employee has the right to seek resolution of conflicts relating to the application or violation of the Policies, unless specifically excluded from the Conflict Resolution procedures. The content of performance evaluations, disciplinary action, alleged violation of Administrative Regulations, decisions involving reclassification, layoff, transfer, denial of reinstatement, or denial of a merit increase are excluded.

Complaints which are subject to any other City dispute resolution process are also excluded. (e.g., harassment, discrimination, retaliation) If an employee is unsure about the procedure to follow, he/she should contact the City Manager or Human Resources/Risk Management Administrator. Any complaint involving the City Manager shall be immediately reported directly to the City Attorney.

The conflict resolution procedure for work-related problems not specifically excluded above is as follows:

INFORMAL PROCEDURE

1. If an employee believes that there has been a misapplication and/or a violation of the Policies, and the employee believes further action is necessary to solve the problem, the employee shall contact his/her immediate supervisor to discuss the problem within 20 days of the occurrence, or within 20 days of when the employee could reasonably be aware of the occurrence. If this discussion settles the matter, no further action is necessary. However, if the employee feels the meeting does not resolve the problem, then the employee shall contact the City Manager's designee to discuss the problems.

If no satisfactory solution is reached, the employee has 10 working days following the initial contact with the immediate supervisor to begin the formal proceedings described below.

FORMAL PROCEDURE:

1. The employee shall complete a form provided by the Human Resources//Risk Management Administrator detailing the specific Policy that he/she believes to have been misapplied and/or violated, and provide a copy to his/her supervisor and a copy to the Human Resources//Risk Management Administrator. The statement shall include concise and factual information, citing dates and times as appropriate. The employee should clearly state the

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

specific problem, any proposed actions to be taken, the reasons for the actions, and any proposed resolution.

2. Within 5 working days of receiving the written statement of complaint, the City Manager's designee, shall respond to the employee in writing.
3. If the response is unsatisfactory to the employee, he/she may request to meet with the City Manager. Once this meeting has occurred, the City Manager will reply with a written decision within 5 working days. The City Manager's determination is final and not subject to further appeal. The employee shall have the burden of demonstrating that a particular Policy has been misapplied or violated.
4. Use of this Policy shall not reflect unfavorably on the employee, the supervisor, the Department Director, or the general management of the City.
5. Failure of the City to timely comply with the time requirements of this Policy shall not be deemed as an acceptance of an employee's complaint. Failure of the City to timely comply or to provide a timely response will permit the employee to advance the problem to the next step of the process, unless a response is due from the City Manager, in which case the employee may made a follow-up request to the City Manager for a determination.
6. Failure by an employee to advance the problem to the next step within the time limits specified will result in the problem being resolved based on the last determination and no further review will be available.
7. Any time limit or deadline may be extended by written mutual agreement of the parties involved.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 103 - DISCIPLINE

All employees serve at the will of their appointing authority, and are subject to termination with or without cause. The provisions in 103 and 103.1, below, are intended only as a guide. The City reserves the right to modify or adapt the procedures in specific circumstances and to take action without resort to these guides and procedures. Nothing in this guide is intended to alter the at-will nature of employment with the City.

Discipline may be necessary when any of the provisions of the City's Policies are violated or City expectations regarding performance are not met. The causes for disciplinary action against an employee may include, but are not limited to, those listed below. It is not possible or practical to catalog every possible ground for disciplinary action. Any action or inaction by an employee which impedes or disrupts the performance of the City and its organizational units, is detrimental to employee or public safety, violates properly established rules and procedures or adversely affects the reputation of the City, its officer or employees may be grounds for disciplinary action.

GROUND FOR DISCIPLINARY ACTION

1. Fraud. To secure employment by providing false documents or knowingly making false statements or significant omissions, either orally or in writing, on a City employment application or in any supporting documents;
2. Incompetence. Failure to perform some or all of the job duties satisfactorily;
3. Neglect of Duty. Failure to perform one or more duties required of the employee's position;
4. Insubordination. Willful failure to comply with a supervisor's lawful order or direction;
5. Insulting or demeaning the authority of a supervisor or manager;
6. Alcohol or Drug Use. Being under the influence of alcohol or controlled substances while at work, while driving a City vehicle, or consuming, selling, possessing, or manufacturing same while on City premises or while engaged in City business and/or any violation(s) of the City's Drug and Alcohol Policy;
7. Absence without Authorization;
8. Improper or unauthorized use of city property;
9. Conflict of interest/employment. Outside employment not disclosed and authorized by the City Manager;

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

10. Acceptance of Gratuities. Acceptance of any reward, gift, or other form of remuneration, in addition to the employee's regular compensation, for the actions performed in the normal course of the employee's assigned duties notwithstanding the value of the gratuity;
11. Falsifying records. Falsifying any reports or records regarding City business;
12. Dishonesty;
13. Hostile, discourteous, offensive, or other behavior toward fellow employees, supervisors;
14. Discourteous, offensive, or other behavior toward members of the public;
15. Abuse of Leave and Work Hour Policies as determined by the Department Director;
16. Working overtime without prior written authorization;
17. Engaging in threatening or violent behavior towards the public or co-workers;
18. Violation of Policies or Rules: Any violation of the City's policies, ordinances, and resolutions, including the Personnel Policies and Procedures Manual and Administrative Regulations.

PROCEDURES GOVERNING SUSPENSION, DISCIPLINARY REDUCTION IN PAY, DISCIPLINARY DEMOTION AND DISMISSAL

1. Notice. The Department Director, or designee, shall give the affected employee notice of the proposed disciplinary action. The notice shall include: (a) the level of discipline intended; (b) the specific charges upon which the discipline is based; (c) a summary of the facts supporting the charges; (d) a copy of the materials upon which the proposed action is based; and (e) a description of the procedures and time frames for responding to the notice.
2. Documentation and the right to representation. The employee may review the documents, materials, and other evidence upon which the proposed action is based. Copies shall be provided either with the notice or on request, at the discretion of the City. Every disciplinary action will also be based on the contents of the employee's personnel file, which will be available for inspection on reasonable notice. The affected employee, at his/her own expense, may choose to be represented during the disciplinary procedures.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

3. Right to respond. Within 5 working days after receipt of the notice, the affected employee has the right to respond orally, or in writing, to the Department Director, or designee, depending on the person proposing the disciplinary action. If the employee elects to respond orally a meeting will be scheduled with the appropriate Director or designee. At the meeting the employee will be given an opportunity to rebut the charges against him/her and present any mitigating circumstances. The employee's response will be considered before final action is taken.
4. Notice of final disciplinary action to be taken. Upon completion of the above procedures, the Department Director, or designee, shall inform the affected employee, in writing, of the final action and of the right to appeal the discipline imposed.
5. Appeal to the City Manager. Unless otherwise stated, an employee has the right to appeal the decision to the City Manager. The written appeal must be delivered to the City Manager within 5 working days of the final notice of disciplinary action to be taken. The appeal shall not stay the discipline.

If the employee fails to submit a timely written appeal, the appeal is dismissed. The City Manager may hear the appeal or may indicate that an independent hearing officer will be chosen to hear the matter. If the City Manager decides a hearing officer should be chosen, the selection may be made from a list of seven neutrals provided by the State Mediation and Conciliation Service. The City shall pay the fee required to secure the list. The City and the employee shall alternate striking names until one name remains. The employee will strike the first name. If the appeal goes to a hearing officer, the City Manager shall review the hearing officer's recommended conclusions, findings, and facts prior to issuing a decision. Written notice of the City Manager's decision shall be given to the employee. The City Manager's decision is final.

TYPES OF DISCIPLINARY ACTION

While counseling is not considered to be disciplinary, supervisors should attempt to correct performance or minor misconduct issues through counseling. Types of disciplinary actions include the following:

1. Written Reprimand. If the inappropriate behavior continues after counseling, or if deemed warranted by the supervisor, the employee will receive written notification indicating the City is dissatisfied with the employee's services or conduct and that further disciplinary measures may be taken if the behavior is not corrected. An employee may not appeal a written reprimand. However, the employee may elect to respond in writing within 10 calendar days of the receipt of the reprimand. An employee's written response to a written reprimand shall be attached to the written reprimand and placed in the employee's personnel file.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

2. Suspension. An employee may be suspended without pay. An employee may not appeal a suspension of 3 days or less.
3. Dismissal. An employee may be dismissed from City service for disciplinary reasons.

Depending on the severity of the misconduct or offense, the employee may be suspended or terminated even if no prior discipline has been issued

RECORDS

Original copies of all written records pertaining to disciplinary actions shall be maintained in the employee's confidential personnel file. This may include notices, responses and the final decision. Records of any appeal hearing, if conducted, may be maintained separately. All records involving a disciplinary action that is not sustained will be maintained separate from the employee's personnel file.

INVOLUNTARY RESIGNATION

Being absent without notifying his or her department supervisor or without proper advance authorization for a period longer than four consecutive working days, shall be considered as a voluntary resignation from City service. The employee shall have the burden of persuading the City Manager or his designee that the absence was justified. The decision of the City Manager is final and binding and not subject to further appeal, except as required by law.

ADMINISTRATIVE LEAVE

A Department Director may place an employee on an administrative leave with pay pending a potential disciplinary action. Administrative leave with pay is authorized: (1) when the Department Director believes that the employee's continued presence at the work site could have detrimental consequences for City operations, or (2) pending investigation into charges of misconduct. Placement on administrative leave does not entitle the employee to any right to challenge the action. If the charges against the employee are substantiated by the investigation, appropriate disciplinary action may be taken in accordance with these procedures.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 103.1 - RULES OF PROCEDURE AND EVIDENCE FOR DISCIPLINARY APPEAL HEARINGS

Disciplinary appeal hearings: Disciplinary appeal hearings shall be conducted by the City Manager or a hearing officer designated by the City Manager. The hearing shall not be held before a person involved in the facts forming the basis of the discipline. The questions to be decided are as follows:

- Was there just cause for the discipline imposed?
- If yes, is the discipline imposed appropriate?

No later than 10 days prior to the appeal hearing, each party will provide each other and the Human Resources/Risk Management Administrator a statement of the issues to be decided, a list of all witnesses to be called (except rebuttal witnesses), a brief summary of the subject matter of the testimony of each witness, and a copy of all evidence (except rebuttal evidence) to be submitted at the hearing. The City will use numbers to identify its evidence; the employee shall use alphabet letters. Neither party will be permitted to call any witness during the hearing who has not been identified pursuant to this section, nor use any exhibit not provided pursuant to this section, unless that party can show that they could not have reasonably anticipated the need for the witness or exhibit or for other good cause.

Subpoenas: The City has authority to issue subpoenas in the name of the City prior to the commencement of the hearing. Each party is responsible for serving his/her/its own subpoenas. City employees who are subpoenaed to testify during working hours will be released with pay to appear at the hearing. City employees who are subpoenaed to testify during non-working hours will be compensated for the time they actually testify unless the City agrees to a different arrangement.

Continuance: The City Manager or hearing officer may continue a scheduled hearing only upon good cause shown.

Procedure: Formal rules of evidence and procedure that may be applicable in a court of law shall not apply to these hearings. Evidence, both oral and documentary, shall be admissible if it is the type of evidence that responsible persons are accustomed to rely on in the conduct of serious affairs, regardless of the existence of any judicial rule which might have made improper the admission of such evidence over objection in civil actions. Hearsay evidence may be admitted for the purpose of supplementing or explaining any direct evidence but shall not be sufficient by itself to support a finding unless it would be admissible over objection in civil actions. The rules of privilege shall be applicable to the same extent that they are recognized in civil actions.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

1. Each party shall have the right to call and examine witnesses, to introduce exhibits and to cross-examine opposing witnesses. If the employee does not testify on his or her own behalf, the employee may be called and examined as if under cross-examination.
2. Testimony shall be recorded by means of either a tape recording or a certified court reporter.
3. Witnesses shall be sworn unless both parties stipulate otherwise.
4. Written declarations made under penalty of perjury shall be admissible; provided, however, that declarants shall be made available for testimony at the request of the party against whom the declaration is offered. If a declarant is unavailable, the declaration may still be introduced, but it may be given less weight, at the discretion of the City Manager or Hearing Officer.
5. The City shall have the burden of proof. The standard of proof is a preponderance of the evidence. The City shall present its case first. During the presentation of the City's case, the employee shall have the right to cross-examine any witness called to testify by the City. At the conclusion of the City's case, the employee may present his or her case. During the presentation of employee's case, the City shall have the right to cross-examine any witness called by the employee to testify.
6. Both parties shall have the right to legal counsel or another chosen representative. Each party shall bear the burden of the costs and fees of its legal counsel or representative.
7. Both parties shall have the right to present an opening argument prior to the presentation of any evidence and a closing argument after the presentation of all evidence. The City Manager or Hearing Office may request or permit written closing briefs according to such terms and procedures as he or she determine.
8. The City Manager, or Hearing Officer, shall decide all questions of procedure and evidence. He or she may be assisted by counsel in this regard.
9. The City Manager, or Hearing Officer, shall issue a written decision within 30 calendar days of the later of (1) of the conclusion of the hearing; or (2) of the receipt of post-hearing briefs if such briefs are permitted or requested by the City Manager, or designee.
10. If a Hearing Officer hears the matter, he or she shall serve in a fact-finding capacity and make findings of fact and recommend a decision for the City Manager for

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

review. The Hearing Officer's findings and decision shall be advisory to the City Manager.

11. The decision of the City Manager shall be final and binding.
12. Any objection to the City Manager, or Hearing Officer on the grounds of bias, must be made in writing, stating the reasons therefore, by delivery of the writing to the City Manager no later than 15 days prior to the date of the hearing. The City Attorney shall rule on such objections.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 104 – DRESS CODE

It is important that all City employees represent the City in a professional manner and reflect the City's positive and professional attitude. Therefore, the City requires employees to dress professionally and appropriately while at work and while conducting City-related business. Attire is expected to be business professional. Clothing and appearance should always be neat, clean, in good business taste, and not reflect poorly on the City or constitute a safety hazard.

Employees working in the office or in the field shall appear neatly groomed, maintain good personal hygiene, and dress in a manner appropriate to their City position and function. Fridays, and specific days determined by the City Manager, are designated as "Business Casual" days. Wearing "business casual" attire is a privilege at the discretion of the City Manager.

If you are unsure of the appropriateness of any dress item, check with your supervisor or Human Resources/Risk Management Administrator. Employees wearing inappropriate clothing will be required to leave work and change into appropriate attire without compensation.

City office attire should reflect a business attitude and presence. If in doubt, the recommendation is to dress it up. If the overall appearance of the work force is not of a professional standard, the City Manager shall have the ability to exercise a stricter dress policy.

The City may provide shirts, uniforms, caps or other clothing for employees based on department, assignment or other factors. Employees may be required to wear such items, as directed by the City Manager. Employees who primarily work in the field shall be required to wear shirts or uniforms at all times, when those items are provided by the City.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 105 - DUAL EMPLOYMENT; CONFLICT OF INTEREST

As a public agency, the City must be particularly sensitive to real, potential, or perceived conflicts of interest. The City expects all employees to adhere to the highest ethical and professional standards. City employees are employed on the condition that employment with the City is their primary employment and that they shall not engage in any employment, activity or enterprise for compensation which is inconsistent, incompatible or in conflict with his/her duties, functions or responsibilities as a City employee. The purpose of this policy is to establish guidelines for City employees regarding dual employment or outside activities that may conflict with City employment.

No City employee shall lend his/her name as an employee of the City to any commercial or business enterprise. No employee shall approve or utilize the name, uniform or prestige of the City, or any City department, for any such purpose. Because of their knowledge and expertise, outside employment or other income opportunities may become available to City employees. If an employee is considering such an opportunity, he or she must fully disclose the employment opportunity to the City and to have it carefully reviewed to avoid conflict of interest. Failure to disclose potential business opportunities that create a conflict of interest is grounds for disciplinary action up to and including termination.

Employees shall notify their Department Director if they are considering the following:

1. Simultaneous employment by any other employer;
2. Participation in an outside business on their own or with others;
3. Involvement in any other outside activity where they receive compensation.

The Department Director shall inform the Human Resources/Risk Management Administrator of any potential conflict, and he/she shall determine if a conflict exists. If a conflict of interest or scheduling problem exists, the City may require an employee to resign from the other employment or outside activity.

An employee's outside employment, activity or enterprise may be prohibited if it:

1. Involves the use of City time, facilities, equipment and supplies, the badge, uniform prestige or influence of his/her City department or employment for private gain or advantage.
2. Involves receipt or acceptance by the employee of any money or other consideration from anyone other than the City for the performance of an act which the employee would be required or expected to render in the regular course or hours of his/her City employment or as a part of his/her duties as a City employee.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

3. Involves the performance of an act in other than his/her capacity as a City employee which may later be subject directly or indirectly to the control, inspection, review or audit, or enforcement of any other employee to the department by which he/she is employed.
4. Involves such time demands as would render performance of his/her duties as a City employee less efficient.

Procedure for obtaining approval:

1. The employee shall request authorization of outside employment from the Human Resources/Risk Management Administrator by completing the Authorization for Outside Employment Form prior to entering into the requested outside employment.
2. The Human Resources/Risk Management Administrator shall authorize outside employment in accordance with this policy. In the event a request for outside employment is denied, written comments will be provided on the Authorization for Outside Employment form.
3. The Human Resources/Risk Management Administrator shall furnish the requesting employee a copy of the Authorization for Outside Employment indicating approval/denial and forward a copy to the employee's personnel file.
4. An employee shall request authorization annually or when the nature of the outside employment changes, whichever occurs first. In the event an employee is unsure if a change in the nature of the outside employment has occurred, the employee must consult with the Human Resources/Risk Management Administrator for guidance.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 106 - DRUG AND ALCOHOL-FREE WORKPLACE

PURPOSE

The purpose of this policy is to provide guidelines for all employees regarding alcohol and drug use at the workplace. The City of Jurupa Valley intends to provide a working environment that is safe and free from drugs and alcohol. Therefore, the City prohibits the unauthorized or unlawful use or manufacture of alcohol or drugs on City premises.

Additionally, employees are expected to be in suitable mental and physical condition to perform their job satisfactorily and behave appropriately. Should the use of alcohol or other drugs interfere with job performance, employees may be offered rehabilitative assistance. However, failure to meet satisfactory levels of job performance could result in disciplinary action up to, and including, dismissal.

STATEMENT OF POLICY

The possession, transfer, sale, manufacture, or use of alcohol or other drugs, legal or illegal, is prohibited while on City premises or during work hours or breaks. This includes all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, marijuana, and all other controlled substances. Additionally, the unlawful manufacture of a controlled substance is prohibited in the workplace.

City employees are also prohibited from being under the influence, or having a detectable level of alcohol or controlled substances in their systems during working hours (including lunch hours and breaks), while on City premises at any time, and/or while driving a City vehicle at any time. Employees taking prescription or over-the-counter drugs that may affect job performance or behavior are encouraged to inform their supervisor that they are taking medications.

REASONABLE SUSPICION TESTING

When an employee's supervisor and a second employee or supervisor have reasonable suspicion to believe an employee may be under the influence of alcohol or a controlled substance, that employee may be given a medical evaluation by a City-designated medical clinic on City time and at City expense. The evaluation will be mandatory if the employee has been involved in an accident while on duty. This medical evaluation will be conducted to determine if alcohol or drugs are in the employee's system.

Reasonable suspicion may be justified by one or a combination of the following indicators:

- Bloodshot or watery eyes

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

- Slurred speech
- Alcohol on the breath
- Physical and/or verbal altercation
- Inability to walk a straight line
- An accident involving City property
- Possession of drugs or alcohol
- Frequent absenteeism
- Confusion/difficulty in concentration
- Noticeable change in behavior

The following steps establish a procedure to facilitate the medical evaluation process:

Step 1 The Department Director will meet with the City Manager, or designee, to discuss the employee's behavior. At that time, it will be determined if the employee should be tested for drugs. The City Manager, or designee, will arrange for an immediate appointment with a medical facility to conduct the test, unless the employee admits to being under the influence of alcohol or controlled substance.

An employee's refusal to submit immediately to an alcohol or drug analysis when directed by management may constitute insubordination, and may be grounds for disciplinary action up to, and including, dismissal.

Step 2 The City will immediately provide transportation for the employee to the medical facility and wait for the tests to be completed. The type of testing required will be determined by the physician.

Step 3 After being tested, the employee will be transported home, or in appropriate situations, to the hospital. The employee will continue receiving pay during this time and disciplinary action will not be administered for alcohol or drug use in violation of this policy unless the test results show the presence of alcohol or drugs. Information obtained through this testing will be treated with strict confidentiality. When warranted, discipline may still be considered for other misconduct, such as unsatisfactory work performance, insubordination or workplace violence.

Step 4 If alcohol or drugs are found in the employee's body, the City Manager, or designee, shall meet with the employee and explain the proposed disciplinary action. The employee shall be encouraged to seek professional assistance.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

If an employee is convicted of criminal drug activity, the employee must notify the City Manager, or designee, of the conviction in writing within five calendar days after the conviction.

DOCUMENTATION

Records relating to job performance, attendance, and behavior shall be maintained in the employee's confidential personnel file. Only the behavior and discipline associated with alcohol or drugs should be documented and placed in the employee's personnel file. All tests shall be maintained, along with the employee's medical records, in a confidential medical file separate from the personnel records.

FOLLOW-UP

If the employee's drug test results are confirmed positive, the following steps shall occur:

1. The City Manager, or designee, the Department Director and the City Attorney will determine the most suitable disciplinary action.

Should the results of the alcohol or drug test be negative, the employee may return to the workplace and perform regular job duties, and no further action will be taken on the incident that gave rise to the reasonable suspicion, absent other factors indicating that return to work is not advisable or that further action is appropriate.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 107 – FAMILY/MEDICAL CARE LEAVE

Although not legally required, it is the policy of the City of Jurupa Valley to follow the provisions of the Family and Medical Leave Act (“FMLA”) of 1993 and the California Family Rights Act (“CFRA,” collectively the “Acts”). As employees of a small employer with less than 50 employees (25 for California military spouse leave), City employees are not eligible for family and medical leaves under the Acts. However, a Family/Medical Leave benefit that is similar to the Acts is established below. In voluntarily adopting this benefit, the City does not intend to make itself subject to the Acts in any circumstance where the City would not otherwise be subject to either Act or to create a legally enforceable right. The Acts and their accompanying regulations will be used as a guide in administering this benefit, but shall not be binding, except as otherwise required by law. As with all benefit programs, the City reserves the right to eliminate or modify this benefit at any time.

The City entitles eligible full-time and part-time employees up to twelve weeks of unpaid leave in a “rolling” twelve month period measured backward from the date the employee begins using the FMLA Leave. Eligible employees may be entitled to leave for the birth, adoption or foster care placement of a child, or to care for a seriously ill child, parent, spouse or domestic partner or a serious health condition that make the employee unable to perform essential functions of his/her position. Leave may also be taken because an employee’s spouse, son, daughter or parent is on active duty or called to active duty in the National Guard or Reserves; or the care for a spouse, son, daughter, parent or next of kin service-member who has a serious injury or illness incurred in the line of duty (this leave can run up to 26 weeks).

To be eligible, an employee must have been employed at least twelve months and must have worked at least 1,250 hours in the twelve-month period immediately prior to the commencement of Family Care Leave. Leave is not automatic. An employee must complete the “FMLA/CFRA Request Form” form and City Manager approval is required.

Family and medical leave does not necessarily have to be taken all at once. Upon the approval of the City Manager, leave may be taken on an intermittent basis (i.e. one week per month) or on a reduced schedule basis (four or five hours per day). Intermittent or reduced schedule leave taken for a serious health condition, either of the employee, or of an immediate family member, may be taken if medically necessary. When the Family Leave is for the purpose of the scheduled medical treatment or planned medical care of a child, parent or spouse, the employee shall, to the extent practicable, schedule treatment and/or care in a way that minimizes disruption to City operations.

If the Family Care Leave is foreseeable, the employee must provide the City with a thirty calendar day notice of his or her intent to take Family Care Leave. If the event necessitating the Family Care Leave becomes known to the employee less than thirty calendar days prior to the employee’s need for Family Care Leave, the employee must

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

provide notice as soon as feasible and in most instances on the same day that the need for leave arises. An employee returning from leave due to a serious health condition must provide a fitness for duty certification from the health care provider.

The City requires an employee to exhaust his/her paid leave for medically necessary absences prior to taking unpaid leave. The City shall notify the employee that the employee is placed on leave.

As a condition to the approval of Family Care Leave, an employee may be required to furnish certification from the health care provider which states:

The date on which the condition commenced; the probable duration of the condition; an estimate of time that the employee needs to be off; that the employee cannot perform his/her duties because of the employee's serious health condition or that care is needed when the leave is for an eligible family member pursuant to applicable law.

CFRA Leave: Unpaid CFRA Leave may be used for the same purposes as FMLA Leave and shall run concurrently. An employee incapacitated due to pregnancy is not eligible for CFRA Leave. However, such incapacity may entitle an employee up to four months of pregnancy disability leave, with medical approval, plus another twelve weeks of FMLA leave, to care for the child in a twelve month period.

During the FMLA and CFRA Leave, the City shall pay for medical and dental benefits at the same level as coverage would have been provided if the employee was not on leave. The employee shall be required to pay his or her share of medical and dental premiums.

Upon expiration of FMLA or CFRA Leave, the employee shall be reinstated to the same or a comparable position unless the employee would not otherwise have been entitled to that position for reasons unrelated to such leave (e.g. lay-offs).

In addition to medical or pregnancy-related disability leaves described above, employees may take a temporary disability leave of absence, if necessary to reasonably accommodate a workplace injury or a disability. Any disability leave under this section may run concurrently with any medical leave to which the employee is entitled. Disability leaves under this section will be unpaid.

All the employee's medical information and Family Care Leave requests shall be maintained in the employee's confidential medical file, separate from the employee's personnel file.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 108 – PREGNANCY DISABILITY LEAVE

The City of Jurupa Valley, in compliance with the California Pregnancy Disability Leave Law, and other relevant provisions of law, adopts the following administrative program as authorized and directed under the City's Personnel Policies.

POLICY

The City will grant each female employee a reasonable leave of absence, not to exceed 4 months, as needed, for the period(s) of time a woman is disabled by pregnancy, childbirth, or related medical conditions. In addition, the City will provide a reasonable accommodation for pregnancy, childbirth or related medical conditions if requested by the employee upon advice and medical certification of her health care provider. Reasonable accommodation may include a temporary transfer to a less strenuous or hazardous position, if requested, supported by proper medical certification and otherwise qualifying as reasonable accommodation. There is no length of service requirement before an employee disabled by pregnancy is entitled to a pregnancy disability leave. Retaliation against employees for taking Pregnancy Disability Leave is prohibited by law and City policy.

EMPLOYEE ELIGIBILITY POLICY

To be eligible for Pregnancy Disability Leave, the employee must be disabled by pregnancy, childbirth, or related medical conditions, as defined by law.

EVENTS THAT ENTITLE AN EMPLOYEE TO LEAVE

The 4-month Pregnancy Disability Leave allowance includes any time taken (with or without pay) for any of the following reasons:

1. The employee is unable to work at all, is unable to perform any one or more of the essential functions of her job, or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons, because of pregnancy or childbirth or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
2. The employee needs to take time off for prenatal care.

THE AMOUNT OF PREGNANCY DISABILITY LEAVE THAT MAY BE TAKEN

Pregnancy Disability Leave may be taken in one or more periods, but may not exceed 4 months total. "Four months" means the number of days the employee would normally work within 4 months. For a full-time employee who works 5 eight-hour days per week, "four

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

months” means 88 working and/or eight-hour days of leave entitlement, based on an average of 22 working days per month for 4 months.

PAY AND BENEFITS DURING PREGNANCY DISABILITY LEAVE

1. Pregnancy Disability Leaves are unpaid. However, an employee may use eligible accrued paid leave to remain in paid status. In addition, the City requires an employee to concurrently use eligible leave time to the extent permitted by law.
2. An employee on Pregnancy Disability Leave must use all accrued paid sick leave and may use any or all accrued personal time off during any otherwise unpaid leave period.
3. The receipt of personal time off, sick leave pay, or disability benefits (if any) will not extend the length of the Pregnancy Disability Leave.
4. Personal time off, sick pay and seniority accrue only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.
5. The City will continue to provide and pay for the group health plan(s) to the same extent as if the employee had not taken leave.

REQUESTING AND TAKING PREGNANCY DISABILITY LEAVE

When possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the City’s operations.

An employee should request Pregnancy Disability Leave by completing a Request Form and submitting it to the Human Resource/Risk Management Administrator. Employees requesting Pregnancy Disability Leave should provide not less than 30 days notice, or such shorter notice as is practicable, if the need for leave is foreseeable because of pregnancy. Failure to provide such notice is grounds for delay or denial of a leave request, except if the need for leave was an emergency or was otherwise unforeseeable.

A request for Pregnancy Disability Leave must be supported by medical certification from a health care provider, including the following information:

- The date on which the employee became disabled due to pregnancy;
- The probable duration of the period or periods of disability; and
- An explanatory statement that, due to disability, the employee is unable to work at all or is unable to perform one or more of the essential functions of her position

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

without undue risk to herself, her pregnancy or to other persons.

REINSTATEMENT AFTER PREGNANCY DISABILITY LEAVE

Unless the City and employee have already agreed to a return to work date, an employee who has taken a Pregnancy Disability Leave must notify the Human Resource/Risk Management Administrator at least two work days before her anticipated return to work. An employee who timely returns to work at the expiration of the Pregnancy Disability Leave will be reinstated to her former position, or a comparable position, whenever possible and consistent with applicable law. An employee taking Pregnancy Disability Leave must be released by her health care provider. The release should be in writing and submitted on or before the employee's return to work.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 109 - NEPOTISM

It is the policy of the City of Jurupa Valley to recruit employees on the basis of qualifications. Selection is based upon the qualifications of each candidate. Regardless of the intentions, the selection and appointment of an individual who is related to, or cohabitates with, a supervisor or manager may create an appearance of favoritism and/or a conflict of interest. Similarly, the marriage or cohabitation of two City employees who report to each other may create an appearance of favoritism or a conflict of interest. It is the intention of this policy to prevent such conflicts.

1. No person who is a relative of any current City Council Member, City Commissioner, the City Manager, any Department Director or other officer having appointive power shall be appointed to a position within the City organization.
2. No relatives shall be employed in a position where one would have supervisory responsibility over the other or where they would report to the same supervisor.
3. No relatives shall be employed in positions where one would have access to confidential and privileged information concerning the other.
4. In the case where a conflict of interest is identified due to the relationship between two employees, remedy may be sought through transfer or demotion within the City organization, or termination of one party, as determined by the City Manager, in coordination with the City Attorney, as appropriate.
5. No person who is a relative of any Council Member, City Commissioner, the City Manager or Department Director shall have any direct or indirect financial or beneficial interest in any contract awarded by the City or in any project work where payment from the City is received.
6. For purposes of this policy, the term “contract awarded by the City” is defined to include approval by the City Council, the City Manager or a Department Director.
7. For purposes of this policy, the term “relatives” is defined as an employee’s parents, child or step-child, spouse, domestic partner, grandparents, brothers or step-brothers, sisters or step-sisters, aunts, uncles, nieces, nephews, cousins and in-laws.
8. For purposes of this policy, the term “cohabitation” is defined as two legally unrelated individuals who share a household.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 110 – NO SMOKING

Smoking in City Hall and all enclosed City property is prohibited at all times. City employees and visitors may smoke in designated areas outside, a minimum of twenty (20) feet away from any building entrance. The City of Jurupa Valley encourages a non-smoking work environment and non-smoking by its employees.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 111 - PERFORMANCE EVALUATION

The purpose of the performance evaluation is to accurately assess the employee's overall job performance, and to set goals with the employee that further job knowledge and enhance skills and abilities.

All full-time employees will receive an annual comprehensive performance evaluation from their immediate supervisor within one year after their hire date. In the event more than one person supervises a city employee, all supervisors are required to participate in the performance evaluation process. Part-time employees will receive periodic performance evaluations.

Performance evaluations will be prepared on a City evaluation form, discussed with the employee, and placed in the employee's confidential personnel file where it can be examined by the employee at reasonable times. An employee may receive additional performance evaluations from time to time whenever it is considered appropriate by the employee's supervisor(s).

Performance evaluations are exempt from the complaint procedures. Employees may respond to the performance evaluation in writing within 10 calendar days of receipt of the evaluation and request that such response will be attached to the evaluation and placed in their confidential personnel file.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 112 - PERSONNEL RECORDS

An employee's official personnel file will contain all records concerning personnel actions taken, including, but not limited to, performance evaluations, benefit enrollment forms, educational courses taken, and all employment related documents that give a complete employment history. The Human Resources/Risk Management Administrator shall keep personnel records confidential to the extent permitted by law. Personnel files may be viewed by the employee upon request. In accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), employee medical information shall be kept in files separate from the official confidential personnel file. Likewise, any complaints filed by an employee as well as documents reflecting a review of such complaints shall be maintained in separate confidential files.

Employees are required to inform the Human Resources/Risk Management Administrator, of any changes in name, address, telephone number, marital status, family status, beneficiary, or other information on file by completing a Personnel Action Form (PAF).. This ensures that Federal withholding statements, insurances and retirement records are correct. Employees may be liable for any costs incurred by the City as a result of inaccurate personnel information.

To ensure personnel information is appropriately and accurately disseminated, the Human Resources/Risk Management Administrator will initially screen all requests for reference checks and employment verifications, and confidentially handle financial inquiries originating from banks, credit unions, etc. regarding current and past City employees. Responses to financial inquiries will be released only upon written employee authorization. The release of any information may require a written waiver from the employee.

All outside inquiries and reference checks shall be in writing and shall be forwarded to the Human Resources/Risk Management Administrator for response. He/she may consult with the City Attorney as to the release of the requested information. All calls for reference checks should be referred to the Human Resources/Risk Management Administrator.

Financial information will be released only after an authorized written request has been submitted to the Human Resources/Risk Management Administrator by the agency requesting the information, and the employee has executed a written approval to release the requested information.

The Human Resources/Risk Management Administrator shall comply with applicable Federal and State laws regarding release of public employee personnel and financial information and shall consult with the City Attorney whenever there are questions concerning the release of such information.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 113 - POLITICAL ACTIVITY

City employees may engage in political activities as private citizens. However, Section 3201 et. Seq. of the State of California Government Code, the Federal Hatch Act, and the Federal Intergovernmental Personnel Act of 1970, limits the political activities of public employees which includes the employees of the City of Jurupa Valley. These restrictions are provided to reduce political influence for City employees.

In compliance with the Hatch Act and the Intergovernmental Personnel Act of 1970, it is unlawful for an employee to use federal funds for **any** political purposes of any kind by any person or organization involved in administering federally assisted programs.

California Government Code Section 3201 et seq. states the following:

- No one who holds, or who is seeking election or appointment to, any office or employment in a state or local agency shall directly or indirectly use, promise, threaten, or attempt to use any office, authority or influence to confer upon or secure for any individual person, or to aid or obstruct any individual person in securing any position, nomination, confirmation, promotion, or change in compensation or position within the state or local agency.
- An officer or employee of a local agency shall not solicit political funds or contributions from other officers or employees of the local agency or from persons on the employment lists of the local agency.
- No officer or employee of a local agency shall participate in political activities of any kind while in uniform.

Pursuant to California Government Code section 3207, City officers and employees are prohibited from engaging in political activity during working hours and on the premises of the local agency. Specific provisions of the State Laws relating to political activities of City employees and officers are available in the office of the City Attorney.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 114 – INTRODUCTORY PERIOD

The introductory period is an integral part of the employment process and provides the opportunity to observe the employee's work and assist the employee's adjustment to the new position. It also provides an opportunity for the employee to decide if the position is a good fit for him/her. A reclassified or promoted employee is also subject to the introductory period for the new position.

DURATION

1. All newly hired, full-time employees, and regular part time employees, are subject to a six-month introductory period.
2. All promoted employees are subject to a three-month introductory period.
3. Employees reclassified to a position where they have assumed new duties and responsibilities shall be subject to a three-month introductory period.

The employee understands that all positions are at-will positions, and employee may be terminated with or without cause at any time during or after the introductory period.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 115 - PROMOTION

Consistent with the recruitment policies of the City, the City Manager may consider in-house employees for promotional opportunities whenever feasible and consistent with the City's interests. Job-flyers or other announcements (including electronic and e-mail) will be disseminated to keep employees informed of current openings and qualified employees are encouraged to apply.

Full-time employees interested in promotion opportunities shall follow the procedures below:

1. Employee(s) should provide a written statement of interest in the available position and submit it to the City Manager, or designee, by the position's stated closing date. The statement of interest should include appropriate documentation of related experience and qualifications.
2. The City Manager, or designee, will notify the employee(s) if he/she will be interviewed or tested for the position.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 116 - RECRUITMENT

This policy establishes a procedure for all phases of the employment process for full-time employees. The Human Resources/Risk Management Administrator will administer and coordinate the hiring process for all position vacancies to ensure compliance with contractual, legal and equal employment opportunity requirements. All such hiring efforts are conducted in the spirit of equal opportunity and non-discrimination.

All full-time City appointments and promotions shall be based on merit and fitness and will be determined by the results of any or all of the following criteria and/or testing procedures: experience, education, written test, practical skills examination and oral interview.

Closed-Promotional Recruitment: The City Manager may consider promotions from within the City. Promoting from within the City is considered a closed-promotional recruitment. The City Manager may include contractors within a closed recruitment where the contractor has worked with the City on a regular part time or substantially full time basis for three months or more.

Open Recruitment: If a closed-promotional recruitment is not utilized, the City Manager will seek outside candidates through open recruitment.

The City Manager will determine the best method for seeking outside candidates through open recruitment, including, but not limited to any of the following procedures: individual selection directly by the City Manager, job announcements advertised in newspapers and other appropriate publication, notices posted on the City's webpage, the Internet or recruiting sites, and other methods. All candidates, new hire or promotional, must complete a standard City application form. The form will be designated by the City and may be paper or electronic.

Examination Process: Examinations may be conducted to assist with the selection of qualified candidates, and test selection techniques will examine the qualifications of the candidates. Tests may include, but are not limited to, achievement and aptitude tests, written tests, personal interviews, performance tests, physical agility tests, evaluation of daily work performance, work samples, evaluation of application/resume, education and work history or any combination of these.

Pre-employment physical, medical, psychological, drug and alcohol tests may be given as part of any examination if determined necessary for performing the essential job functions. All examinations given will be job-related and designed to determine a candidate's knowledge, skills and abilities to perform the essential job functions. The Human Resources/Risk Management Administrator will ensure that all examination results remain confidential and that the examination process appropriately accommodates candidates with disabilities.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Interview Process: The employment interview is a significant part of the selection process. The interviewer's function is to discover a candidate's knowledge, skills, and abilities to perform the essential job functions. Certain guidelines must be observed to ensure compliance with State and Federal laws and to maximize the reliability of the interview process, and include the following:

- Interview questions must be job-related and designed to measure a candidate's job knowledge, experience and education necessary to perform the essential job functions.
- All interview panel members, if utilized by the Human Resources/Risk Management Administrator, will be informed of the position responsibilities and requirements and each panel member must independently rate candidates using an objective measurement scale developed by the City.
- Only the most highly rated candidate(s) will be considered for final evaluation and review.

Background Checks: Before an offer of employment is extended, the City may conduct a background check on any candidate. The purpose of the background check is to verify employment duties, performance record, attendance record, and any other pertinent information. Results of the background including references will help determine a candidate's fitness for the position.

Certain positions may require a thorough background check by the Sheriff's Department or other designated agency. However, no background investigations will be conducted without first notifying the candidate.

Candidate Notification: Once a final decision is reached, the City will notify the selected candidate, in writing, and make a conditional offer of employment. Such conditional offer may be subject to a medical examination, and may include a drug and alcohol test. When a candidate accepts an employment offer, all other candidates, if any, will be notified in writing that they were not selected for the position.

Selection If All Qualifications Are Equal: If one or more candidates for employment have identical qualifications, and one of the candidates is a veteran, the veteran will be selected.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 117 - RESIGNATION AND EXIT INTERVIEW

Resignation: An employee wishing to voluntarily resign shall submit a written notice 10 working days prior to leaving. The notice should include the reasons for resignation and the effective date. Executive Employees are requested to provide a 30 day notice.

Prior to leaving, the Human Resources/Risk Management Administrator will arrange an exit interview to discuss the employee's experience with the City. At this exit interview, the employee shall return all City property, including keys to City facilities or work areas, and the City Employee Identification Card.

In the event of voluntary resignation, the employee's check will be issued at the next regularly scheduled payday.

Employees will be asked to review and sign a statement indicating receipt of their last paycheck which will include any accrued Personal Time Off (PTO) leave that the employee has earned. Final payment of compensation may be withheld pending return of City property, completion of necessary paperwork and other requirements of termination, to the extent permitted by law.

Exit Interview: Employees will be given the opportunity to discuss their City employment and experiences confidentially in an exit interview.

Prior to leaving, the employee will be asked to complete an Exit Interview Questionnaire. The completed questionnaire will not be maintained in the employee's permanent record but will be confidential and used primarily as a tool for City management.

The employee will have an oral interview with the Human Resources/Risk Management Administrator, or designee, to discuss various aspects of City employment, areas of improvement, and suggestions. Employees are encouraged to use the exit interview process.

As part of the exit interview, employees are required to return all City property to the Human Resources/Risk Management Administrator.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 118 – TRAVEL & REIMBURSEMENT

The employee Travel and Reimbursement Policy is contained in Resolution 2012-27, and is provided by separate cover.

The purpose of this Policy is to establish guidelines for City personnel to attend various conferences and meetings from which the City will derive a specific benefit. The Policy defines qualifying occurrences for reimbursement of expenses and establishes procedures for authorization and reimbursement of such expenses. Reimbursable expenses include, but are not limited to travel, business meals, lodging, conference expenses, and other related expenditures incurred while conducting City business.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 119 – PERSONAL VEHICLE USE POLICY

The purpose of this Policy is to establish guidelines for the operation and use of personal vehicles on City business; to outline the City's requirements on Driver's Licenses and automobile insurance; to summarize reimbursement procedures for personal vehicles used for City business; and to clarify the responsibility of the City and the employee if damage to personal vehicles should occur while being used for official City business.

A. Driver's License

Employees using their personal vehicle to conduct official City business must possess a valid California Driver's License for the class of vehicle they will be operating. The employee shall submit a copy of the valid Driver's License to the Human Resources/Risk Management Administrator upon hire. An employee whose Driver's License is revoked, suspended or restricted for any reason must report the change in driving privileges to his/her Department Director immediately. If an employee voluntarily reports the suspension or revocation of his/her Driver's License, the City will attempt to accommodate the employee in performing his/her job responsibilities pending reinstatement of the employee's driving privileges. Any employee who drives a personal vehicle on City business without a valid Driver's License will be subject to disciplinary action up to and including termination.

B. Insurance Requirements

Employees may be required to operate their personal vehicle in conducting City business. Employees so required by their Department Director shall maintain vehicular insurance consistent with the requirements of the City and their insurance carrier for such business-related use. Each employee operating his/her personal vehicle during City business shall present proof of insurance to the Human Resources/Risk Management Administrator and approved by the City Attorney every six (6) months when coverage is updated or immediately upon any changes to either the existing coverage or to the insurance carrier. Proof of such insurance must be submitted prior to the renewal date and it must be in the form of an Automobile Renewal Declaration showing specific coverage/limits and the renewal date. Employees unable to provide proof of automobile insurance will be restricted from driving their personal vehicle for any City business related use until such time as the required proof of insurance is submitted. Employees conducting City business in their personal vehicle shall carry only those persons associated with said business and shall comply with all laws governing safe vehicle operation.

C. Mileage Reimbursement

Employees will be reimbursed for actual mileage for the use of their personal vehicles in travel to and from designated place(s) on official City business. The reimbursement rate

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

will be at the current Internal Revenue Service rate. Employees shall be reimbursed for total round-trip miles. In addition, employees shall be reimbursed for any tolls that may be acquired through the use of local toll roads while conducting official City business. Employee shall keep a record of all business related travel which will include dates and time of travel, total miles for each travel destination, and purpose of travel.

D. Accident Reporting and Indemnification

All accidents involving employees' personal vehicles on public or private property must be reported immediately to the employee's Department Director, the Human Resources/Risk Management Administrator, the Department of Motor Vehicles (as required by the DMV), the appropriate law enforcement agency, and the employee's insurance carrier. For purposes of this Policy, "immediately" shall mean as soon as practical following first aid or the treatment of any injuries. If City Hall is closed, the accident must be reported at the start of the next business day following the accident.

The City shall not be liable for any damages to an employee's personal vehicle as a result of an accident and while conducting City business, unless it is shown both that the employee was not found to be negligent and the other party is uninsured. Under such circumstances, the City shall be responsible for payment of only the amount of the deductible for comprehensive and/or collision as identified in employee's vehicle insurance policy.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 201 – CLASSIFICATION AND SALARY & COMPENSATION PLAN

Definition and Adoption: The Classification and Salary & Compensation Plan (“Plan”) shall consist of titles and class specifications for all positions as adopted by the City Council. A schedule of pay rates and ranges, salary steps (if applicable), and hourly rate equivalents shall be established and each classification appropriately assigned.

Adoption, Amendment and Revisions of the Plan: The Plan shall be adopted and may be amended by Resolution of the City Council. The Council may adopt a Resolution to create new classes or divide, combine, revise, reclassify or eliminate existing classes, reassign a class to a different pay range, and modify salary and compensation rates for all classifications.

Preparation and Maintenance: Class specifications shall be prepared and classification of positions shall be performed by or under the direction of the City Manager. It shall be the responsibility of the Human Resources/Risk Management Administrator to recommend the establishment of new classes or the combinations, alternation or abolishment of existing classes to insure the efficient and equitable operation of the Classification Plan. Further the Human Resources/Risk Management Administrator shall recommend those duties and services that should be performed by contract or the City Manager may make such determination (subject to standard contracting requirements and procedures).

Interpretation of Class Specifications: Class specifications shall generally be descriptive and explanatory and are not to be interpreted as restrictive or all-inclusive. The use of a particular expression, or an illustration as to the duties should not be interpreted to exclude other not mentioned that are of a similar kind or level of responsibility. The specification for each class should be considered in its entirety and in relation to the other classes in the Classification Plan.

Reclassification: The Human Resources/Risk Management Administrator shall recommend to the City Manager the reclassification of any position(s) determined to be improperly classified. Upon the approval of the City Manager of such a reclassification, the position(s) shall be reallocated to the proper class. Any reclassification shall be filled by appointment or through recruitment.

Salary Adjustments: Adjustments within the employee’s salary range may be made from time to time based upon the recommendation of the employee’s supervisor and with the approval of the City Manager.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 202 - WORK PERIODS & OVERTIME

Work Periods:

HOURS

1. Jurupa Valley City Offices are open from 8:00 a.m. to 5:00 p.m., Monday through Friday.
2. Full-time employees work a 32 to 40 hour work week; depending on the requirements of their position, and upon approval of the City Manager or designee. The City Manager or the employee's department supervisor may adjust work hours in order to meet the changing needs and requirements of the City.
3. The workweek begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday, except as otherwise designated for employees on an alternate schedule that meets the needs of the City.

BREAKS

1. A department's supervisor will coordinate daily lunches and breaks.
2. Lunch breaks are unpaid and are not part of the required workday. Lunch and breaks are provided as follows:

Full-Time, Non-Management Employees:

8 hour day: 1 hour lunch, two 15-minute breaks

Part-Time Employees:

To be determined based on the number of hours worked each week and annually.

Overtime: It is City policy to comply with the requirements of applicable wage and hour laws, including the Fair Labor Standards Act of 1938 ("FLSA"). The City maintains a pay system consistent with principles of public accountability. Employees are required to accurately record all time actually worked and all leave time used. Non-exempt employees may not over report or under report time actually worked. No supervisor may authorize the inaccurate reporting of time and a non-exempt employee may work "off the clock" or "book time." Overtime will be paid based on the requirements of the FLSA.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Non-exempt employees who work beyond, eight (8) hours in a workday shall be compensated at a rate of one and one-half time the employee's regular rate of pay. The rate of pay for overtime shall be determined by calculating the regular rate received by an employee as determined under the FLSA. Overtime must be assigned and approved by the Department Director/Manager prior to an employee working such time. Working overtime without advance approval is grounds for discipline.

Reporting pay

Reporting pay is defined as any time an employee is called back to work after completing their regular scheduled shift.

The City agrees to pay two (2) hours pay to reporting employee. First hour will be paid at one and one-half times their regular rate. And the second hour will be paid at the employee's regular rate of pay and

Compensatory Pay

Employees may opt to accrue compensatory Time-Off ("CTO") in lieu of cash payment for overtime worked if the requirements of this rule have been met. CTO shall accrue at the rate of one and one-half (1 ½) hours for each overtime hour worked in accordance with the requirements of the FLSA. No employee may accumulate CTO in excess of eighty (80) hours. CTO will be compensated in pay only after 80 hours of CTO have accumulated.

Use of CTO earned shall be granted provided that:

1. It's use does not unduly disrupt the operations of the City;
2. The request is made to the employee's Department Director no later than five days prior to the time when the employee desires to use the leave.

All accrued but unused CTO shall be paid upon separation from employment.

Safety Boots

The City will reimburse up to, but not to exceed, two hundred (\$200.00) dollars per fiscal year per Maintenance Worker and Public Works Operations Manager for the purchase of safety boots.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 301 – PERSONAL TIME OFF

Personal Time Off (PTO) includes all paid time off for all purposes (excluding holidays). This leave includes, but is not limited to, vacation leave, sick leave (including the 24 hours per year of sick leave mandated by AB 1522), management leave (for executive employees), bereavement leave, and jury duty.

The starting date of each employee will be the base date of the PTO program. Employees are allowed to accrue up to one and one half times their annual maximum accrual amount. Once the employee reaches the maximum accrual amount, PTO shall stop accruing until the balance is reduced below the one and one half times accrual maximum. Employees are expected to request time off in advance by completing the PTO Request Form and receiving approval in writing from their immediate supervisor. Occasionally employees will be required to use PTO for unscheduled absences such as employee or family member illnesses. If unscheduled absences exceed 48 hours, the employee will be required to provide a medical return to work release from a health care provider.

Prior to June 1st of each year, employees desiring to cash out any unused leave accrued prior to the expiration of that fiscal year shall request the cash out in writing. If an employee desires to cash out leave, a minimum of 80 hours of leave must be maintained within the employee's accrued leave balance. Upon termination of employment from the City for any reason, the employee will be paid for any accrued leave balance accumulated up to the date of termination, not to exceed the one and one half times of annual accrual maximum.

Full-time employees earn PTO leave credits in accordance with the following schedule:

<u>Years of Service</u>	<u>Annual Accrual (40)</u>	<u>Years of Service</u>	<u>Annual Accrual (32)</u>
1-3 Years	120 Hours	1-3 Years	96 Hours
4-7 Years	160 Hours	4-7 Years	128 Hours
8+ Years	200 Hours	8+ Years	160 Hours

For full time employees who are regularly scheduled to work less than 40 hours per week, the annual PTO accrual will be prorated. The prorated accrual will be calculated using the number of hours the employee is regularly scheduled to work as compared to a 40 hour work week (e.g. a full time employee who is normally scheduled to work 32 hours per week will accrue 80% of the maximum PTO).

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Executive Employees will receive an additional 96 hours of PTO per fiscal year as compensatory leave, in addition to the annual PTO leave earned annually based on years of service. The PTO compensatory leave will not be pro-rated, except that it will be prorated for new employees for the period from the date of hire to the start of the next fiscal year.

Part-time, regular part-time and temporary employees are not eligible for PTO annual leave, with the exception of the 24 hours of leave mandated by AB 1522

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 301.1 SICK LEAVE FOR EMPLOYEES NOT ELIGIBLE FOR PTO

A. Employees who are not covered by the Personal Time Off benefit under 301, above, will receive paid sick leave subject to the requirements of California's Healthy Workplaces, Healthy Families Act of 2014 (California Labor Code Sections 245 – 249, AB 1522). Any questions regarding this benefit that are not addressed in this section will be resolved by reference to the requirements of the law.

B. Entitlement.

1. Beginning on the date of hire, an employee eligible for sick leave under 301.1 (and not under 301, above) shall receive an annual allotment of 24 hours or three days of paid sick leave at the beginning of the applicable year.

2. Employees will receive a new annual allotment of 24 hours or three days of paid sick leave on each annual anniversary, provided the employee remains employed and eligible.

3. Paid sick leave does not accrue and unused paid sick leave is not carried over to the following year.

C. Usage.

1. An employee may use allotted paid sick days beginning on the 90th day of employment. Employees shall not be granted, and accordingly are not entitled to take paid sick leave in advance of each annual allotment.

2. If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notice. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for leave as soon as practicable. A request for use of paid sick leave may be oral or written.

3. Paid sick days may be used for:

a. The diagnosis, care or treatment of an existing health condition or preventive care for an employee. Preventive care can include, for example, an annual physical or flu shots.

b. The diagnosis, care or treatment of an existing health condition or preventive care for an employee's Immediate Family member.

c. An employee who is a victim of domestic violence, sexual assault or stalking, for purposes as specified by law.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

4. The City Manager may set a reasonable minimum increment for the use of paid sick leave, not to exceed two hours.

5. An employee is not required to search for or find a replacement worker for the days during which an employee will use paid sick days.

6. The use of paid sick leave is limited to 24 hours or three days per year.

D. Separation.

1. Allotted paid sick leave under this section is not payable upon separation from employment, regardless of the reason for separation.

2. If an employee is rehired within one year of the date of separation, previously granted and unused paid sick days shall be reinstated or a new annual allotment may be provided, as appropriate..

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 302 - BEREAVEMENT LEAVE

A full-time employee shall be granted paid leave in case of death of a member of the employee's immediate family. Up to three (3) days in the case of death of a member of the employee's immediate family, or up to five (5) days leave if out of state travel is required.

Additional time off may be taken as authorized leave without pay upon approval of the City Manager or designee. Any Personal Time Off (PTO) that has been accrued by the employee may be used to prevent any loss of pay.

Immediate family, as used in this policy, shall be defined as the spouse, domestic partner, children, stepchildren, adopted children, parents, parents in law, brothers, brothers in law, sisters, sisters in law, grandparents, grandparents in law, or other individuals whose relationship to the employee is a dependent or near dependent. When a family death occurs, the employee may be requested to provide information to document the absence.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 303 - HOLIDAYS

The City of Jurupa Valley observes 11 fixed holidays per calendar year to include:

- New Year's Day
- Martin Luther King, Jr. Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- The day following Thanksgiving
- Christmas Eve
- Christmas Day

The Holiday schedule is subject to change annually and is established by Resolution at the second City Council meeting in December for the following calendar year.

Full-time employees shall receive eight hours pay for these holidays. In order to receive holiday pay, an employee must be paid for a regular workday or for an approved leave on the workday prior to and the workday immediately after the holiday. If a holiday falls on a Sunday, City Offices will be closed the following Monday; if the holiday falls on a Saturday, City Offices will be closed on the preceding Friday. If an employee is scheduled to work on a City holiday, the employee may bank the time for later use, or receive appropriate compensation for the hours worked. If the holiday falls on the employee's regular day off, then the holiday may be banked to the employee's PTO account or employee may take another day off during the same work week.

Part-time, regular part-time and temporary employees are not eligible for holiday pay.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 304 - JURY DUTY

Although the City is not required to grant employees paid leaves of absence for jury duty pursuant to California Government Code Section 1230, the City has elected to grant full-time employees up to three working days of service with full pay while performing jury duty services. If an employee is required to serve more than three working days, then the City Manager, or designee, may grant an extension. Jury duty for exempt employees will be administered consistent with the FLSA.

1. If summoned to jury duty, employees should immediately notify their Supervisor.
2. The Jury Duty Service form, as well as the compensation received from the court must be surrendered in order to receive a payroll check for the time period covering the days away on jury duty. The employee may retain travel, parking and meal allowances granted by the court.

Part-time, regular part-time and temporary employees are not eligible for jury duty pay.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 305 - LEAVE OF ABSENCE WITHOUT PAY

The City Manager, or designee, may grant a Leave of Absence without pay to an employee. No such leave shall be granted except upon written request of the employee, setting forth the reason for the request. All requests shall be evaluated on the basis of personal need, duration and work requirements.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 306 - MILITARY LEAVE

Military Leave shall be granted to employees in accordance with the provisions of State and Federal law. An employee applying for military leave shall provide his/her Supervisor, within the limits of military regulations, an opportunity to determine when such leave time shall be taken.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 307 – MEDICAL, DENTAL, VISION INSURANCE & OTHER BENEFITS

The City offers medical, dental, vision, and life insurance and other benefits to full-time employees, and their dependents. The insurance usually becomes effective the 1st day of the month following date of enrollment. All benefits are included in a monthly fixed City contribution to the employee in a qualified Cafeteria Plan. Questions regarding coverage, forms and other matters pertaining to the insurance program should be directed to the Human Resources/Risk Management Administrator. The terms of each plan are detailed in the applicable plan document. In the event of a conflict between the summary provided in this Manual, the plan will prevail.

The current Cafeteria Plan allowance for all benefits is \$1,400 per month. Any portion of the monthly allowance not utilized for the benefits outlined may be used for deposit in an IRS Section 457(b) tax deferred savings account, contributed to an IRS Section 125 Flexible Spending Account, or taken as taxable cash.

MEDICAL INSURANCE

Medical insurance is currently provided through California Choice, a small employer group plan qualified under the Affordable Care Act (ACA). There are a wide variety of individual plans with various deductibles, co-payments and out of pocket limits available for selection by the employee. Due to the requirements of the ACA, each plan will have different cost rates depending on the employee and dependent ages.

If a City employee is provided medical benefits under a family member's insurance plan or other sources such as a previous retirement benefit, such employee may choose to waive medical coverage through the City, in compliance with the ACA. However, if it is subsequently determined that available Group Plans for medical benefits require participation by all City employees, enrollment in a basic health insurance program may then be required of all City employees. If an employee desires to decline medical insurance through the City, a written statement certifying coverage from another insurance provider, and proof of coverage, must be provided to the City.

Medical insurance provided to City employees through California Choice is subject to an open enrollment in accordance with the policy requirements, and allows employees to make any changes in their choice of coverage.

Employees are responsible for notifying the Human Resources/Risk Management Administrator of any changes in personal information including marital status, number or age of dependents, name, address, etc. by completing a Personnel Action Form (PAF). Upon separation or dismissal, the employee should contact the Human Resources/Risk Management Administrator to make the necessary changes concerning insurance coverage.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees may continue health care coverage for themselves and their dependents under the City's group medical insurance program for approximately 18 months. The employee must pay the full insurance premium to receive coverage. Any dependent that loses coverage due to the death of the employee, divorce or legal separation from the employee, loss of dependent child status, or loss of Medicare eligibility, has the option to continue coverage for 36 months at the dependent's sole expense.

DENTAL INSURANCE

The City currently offers dental insurance for full-time employees and their dependents under its Cafeteria plan.

VISION INSURANCE

The City currently offers vision insurance for full-time employees and their dependents under its Cafeteria plan.

LIFE INSURANCE

The City currently offers life insurance for full-time employees and their dependents under its Cafeteria plan.

DISABILITY INSURANCE

The City currently offers long-term disability insurance for full-time employees under its Cafeteria plan. Short term disability insurance is covered under the State Disability Insurance program administered by the State Employee Development Department, and is subject to payroll deduction from the employee's pay each pay period.

SECTION 125 FLEXIBLE SPENDING ACCOUNTS

The City will offer, beginning January 1, 2016, Section 125 Flexible Spending Accounts (FSA) for full time employees as an option for utilization of any excess Cafeteria Plan allowance. Flexible Spending Accounts allow for setting aside pre-tax dollars for specified purposes, and have limitations on maximum annual contributions and spending time limitations.

The Health FSA allows for setting aside pre-tax dollars to cover unreimbursed medical expenses that the employee may accrue in the allowed timeframe. The Dependent Care FSA allows for setting aside pre-tax dollars to cover qualified dependent care expenses that the employee may accrue in the allowed timeframe

CITY OF JURUPA VALLEY
PERSONNEL POLICIES AND PROCEDURES MANUAL

CHANGE IN PROVIDERS AND COVERAGE

Insurance providers and coverage may change from time to time based on availability, cost and other conditions. The City reserves the right to change, enhance or discontinue any benefit or any element of a benefit at any time to the maximum extent permitted by law.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 308 – DEFERRED COMPENSATION PROGRAM

The City currently offers employees a Section 457(b) Deferred Compensation Savings Plan administered by the International City-County Management Association (ICMA). Employees may voluntarily participate in this program by authorizing a payroll deduction. There is no City match for employee contributions.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 309 – RETIREMENT

All full-time employees and regular part time employees are enrolled in a Defined Contribution Benefit Retirement System that provides for future retirement benefits. The Retirement plan is a 401(a) equivalent plan managed through the Public Agency Retirement Services (PARS) retirement system.

The City currently contributes 7% of the employee's gross pay as the employer contribution to the plan. The City may alter what it pays for the employer contribution annually. The portion contributed to the fund by the City is a legal obligation in-lieu of Social Security Tax.

The employee must establish his or her contribution rate upon enrollment in the PARS system. The employee may not alter his or her contribution rate at any time after initial designation.

To receive the City's retirement benefits, employees must complete the appropriate forms and maintain current records with PARS.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Subject: 401 – EMPLOYEE STANDARDS OF CONDUCT

Each officer, official and employee has an obligation to the citizens, to the people's elected representatives, and to fellow employees, to meet the highest ethical and professional standards and to enhance the public's respect and trust for the City and its operations.

Employees of the City have responsibilities unique from their counterparts in private industry. Employment with the City carries an obligation of personal integrity and conduct that serves to establish public respect, confidence, and trust.

Employees represent the City and the quality of City service is judged through their performance and conduct. The citizens of Jurupa Valley have the right to expect that City employees will provide services in an efficient, thorough and courteous manner.

The City, as a condition of employment, expects to receive from the employee:

- Initiative and a conscientious effort to perform productive work.
- Cooperative, positive, responsive, and courteous relations with fellow employees, supervisors, subordinates, and the public.
- A continuous effort to strive for greater knowledge and skill on the job in order to maintain performance at a high level.
- Compliance with all policies, regulations, rules of conduct and ordinances established by the City.
- Responsible work habits demonstrated by:
 - ✓ Dependability, promptness, reliable attendance, and performing required duties competently,
 - ✓ Keeping informed of developments and matters affecting job performance,
 - ✓ Being flexible and adaptable to change,
 - ✓ Accepting constructive suggestions and criticism,
 - ✓ Neat and clean grooming and attire appropriate to the job assignment. Prescribed uniforms and safety equipment must be worn where applicable.

CITY OF JURUPA VALLEY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Gifts and Gratuities: No officer, official or employee will accept a fee, compensation, gift, payment of expenses or any other thing of monetary value in any circumstances in which acceptance may result in or create the appearance of any one or more of the following:

1. Use of public office and/or employment for personal or private gain.
2. Preferential treatment of any person.
3. Loss of complete independence or impartiality.
4. Making a City decision outside of official channels.
5. Reduction of public confidence in the integrity of City government and/or its employees.

CITY OF JURUPA VALLEY
PERSONNEL POLICIES AND PROCEDURES MANUAL

FORMS



**CITY OF JURUPA VALLEY
AUTHORIZATION FOR OUTSIDE EMPLOYMENT**

City Employee Name: _____

City Department: _____

Place of Outside Employment (Name and Address):

Provide description of type of business and your responsibilities:

Work Hours _____ If seasonal employment, list employment period _____

Does your outside employer provide any employee benefits such as Worker's Compensation, Unemployment Compensation, etc. Yes: ____ No: ____

If yes, please list benefits: _____

Employee Signature _____

City Manager, or Designee, Approval _____

Date: _____

If request is denied, please provide comments: _____



CITY OF JURUPA VALLEY EMPLOYEE EXIT INTERVIEW FORM

The following questionnaire provides you with a confidential opportunity to elaborate on certain aspects of your employment with the City of Jurupa Valley. You are encouraged to be open and candid with your responses on this questionnaire and your suggestions will be given consideration. This completed form will not become part of your employment record with the City, and will be used primarily as a learning guide for City management. Improvements may be made from your suggestions, and your comments are extremely valuable to the City. Please return this questionnaire to the Human Resources/Risk Management Administrator.

Name: _____ Department: _____ - _____

Job Title: _____ Name of Supervisor: _____

Please mark any of the following that have affected your decision to leave your position:

- | | |
|---|--|
| <input type="checkbox"/> Better Job Opportunity | <input type="checkbox"/> Problem with Another Employee |
| <input type="checkbox"/> Dismissal | <input type="checkbox"/> Rate of Pay |
| <input type="checkbox"/> Family Matters | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Health | <input type="checkbox"/> Lack of Advancement Opportunity |
| <input type="checkbox"/> Supervisor | <input type="checkbox"/> Type of Work |
| <input type="checkbox"/> Military Leave | <input type="checkbox"/> Return to School |
| <input type="checkbox"/> Moving from the Area | <input type="checkbox"/> Other _____ |

Please Explain: _____

If you have another job, please answer the following:

a. Name and address of employer: _____

b. Starting date: _____

c. Full Time: _____ Part-Time: _____

How did you like your job with the City of Jurupa Valley? _____

Did you feel that your supervisor was effective and fair? _____

Please Explain: _____

What did you think of your rate of pay and benefits? _____

How would you describe your workload? _____

How did you like working for the City of Jurupa Valley in comparison with places you have worked in the past?

Please offer suggestions as to how you might go about improving the following: Cooperation within your department, cooperation with other departments, on-the-job training, equipment provided, physical working conditions, etc.

Do you feel that you acquired skills that will enable you to further advance in your career/occupation?

Please explain: _____

Do you feel that ideas you presented during your employment were openly received?

Please explain _____

Do you have any other suggestions that would help make the City of Jurupa Valley a better and more enjoyable place to work?

Please make any additional comments concerning your employment with the City of Jurupa Valley.

Do you wish to continue your Medical, Dental and Vision insurance through COBRA? (If so, you will need to complete the appropriate election form(s). The answer to this question does not elect or start COBRA coverage.

Do we have correct address to send you insurance information and final paycheck(s)? ____

Date: _____ Employee Name: _____

Signature: _____

City identification card, building access card, building/office keys have been returned.

Date: _____

Signature: _____
Human Resources/Risk Management Administrator



CITY OF JURUPA VALLEY REQUEST FOR FMLA/CFRA LEAVE

INSTRUCTIONS			
Employees requesting Family Medical Leave must complete this form and submit it to their immediate supervisor as soon as the need for leave is known. Additional documentation may be required before this request can be approved. Please refer to the City's Personnel Policies and Procedures Manual for further information. Human Resources will notify the employee if the Request for Leave is either approved or denied. Please type or neatly print this form.			
LAST NAME:	FIRST NAME:		
JOB TITLE:	DEPARTMENT/DIVISION:	FTE:	
DESCRIPTION OF LEAVE REQUEST (Check one)			
<input type="checkbox"/> INITIAL LEAVE REQUEST <input type="checkbox"/> REVISION TO INITIAL LEAVE REQUEST <input type="checkbox"/> EXTENSION TO CURRENT REQUEST			
REASON(S) FOR LEAVE (Check all that apply)			
<input type="checkbox"/> MEDICAL <input type="checkbox"/> PERSONAL <input type="checkbox"/> MILITARY <input type="checkbox"/> PREGNANCY (includes prenatal care, childbirth, and recovery from childbirth)			
<input type="checkbox"/> SERIOUS HEALTH CONDITION – SELF <input type="checkbox"/> SERIOUS HEALTH CONDITION – FAMILY MEMBER			
<input type="checkbox"/> CARE OF A NEWBORN CHILD. ARE YOU REQUESTING INTERMITTENT OR REDUCED HOURS? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> PLACEMENT/ADOPTION/FOSTER CARE OF CHILD. ARE YOU REQUESTING INTERMITTENT OR REDUCED HOURS? <input type="checkbox"/> Yes <input type="checkbox"/> No			
OTHER (please describe):			
DATE(S) OF LEAVE REQUEST			
LAST DAY OF WORK DATE AND TIME:		BEGINNING LEAVE DATE AND TIME:	
RETURN TO WORK DATE AND TIME:		REDUCED OR INTERMITTENT HOURS SCHEDULE REQUESTED:	
LEAVE ALLOCATION			
I request that my absence(s) be charged to: <i>(Show how you plan to allocate leave time. Next to leave type, enter order of use, start/end dates, and number of hours.)</i>			
ORDER OF USE	LEAVE TYPE	START DATE(S)	END DATE(S)
	<i>PERSONAL TIME OFF</i>		
	<i>LEAVE WITHOUT PAY</i>		
CERTIFICATION			
READ VERY CAREFULLY. Place your initials on the line next to each statement.			
_____	I understand that any time spent on leave without pay will not constitute a break in service; however, neither will it be considered service for the purposes of leave accrual or seniority accrual.		
_____	I understand that it is my responsibility to contact Human Resources for further information on how my benefit plan(s) will be impacted while on a leave of absence.		
_____	I understand that if I fail to report to work on or before the approved return to work date or fail to contact my supervisor regarding my absence beyond such approved date of return, the City may take disciplinary action against me, which may include termination effective the date the original approved leave expired.		
_____	I understand that falsification of this request or any documentation provided to support this request may be cause for immediate dismissal.		
EMPLOYEE SIGNATURE:		DATE:	

APPROVALS

Immediate Supervisor Recommendation:

I have taken into consideration the needs of the City and recommend that this request for leave be:

Approved Denied for the following reason(s): _____

Immediate Supervisor Signature: _____ Date: _____

Department Director Recommendation:

I have taken into consideration the needs of the City and the supervisor's recommendations and recommend that this request for leave be:

Approved Denied for the following reason(s): _____

Department Director Signature: _____ Date: _____

Human Resources Recommendation:

Approved Denied for the following reason(s): _____

Human Resources/Risk Management Administrator Signature: _____ Date: _____

City Manager Recommendation:

Approved Denied for the following reason(s): _____

City Manager Signature: _____ Date: _____

HUMAN RESOURCES USE

DATE RECEIVED:	FORM COMPLETED: <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NO, DATE RETURNED:	2 ND DATE RECEIVED:	LEAVE APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE EMPLOYEE NOTIFIED:
EMPLOYEE FMLA/CFRA ELIGIBLE: <input type="checkbox"/> YES <input type="checkbox"/> NO		IF NO, WHY NOT:			
LEAVE FMLA/CFRA ELIGIBLE: <input type="checkbox"/> YES <input type="checkbox"/> NO		IF NO, WHY NOT:			
REQUIRED DOCUMENTATION ATTACHED: <input type="checkbox"/> YES <input type="checkbox"/> NO	IF NO, DATE REQUESTED:	TYPE OF DOCUMENTATION REQUESTED:	DATE RECEIVED:		
DATE FMLA/CFRA RESPONSE GENERATED:	DATE LEAVE BEGAN:	DATE LEAVE EXTENDED:	DATE RETURNED TO WORK:		
TOTAL # OF FMLA/CFRA DAYS USED:	TOTAL # OF LWOP DAYS USED:	BENEFITS NEED TO BE ADJUSTED: <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, DATE ADJUSTED:		

NOTES:



CITY OF JURUPA VALLEY REQUEST FOR CONFLICT RESOLUTION

The City of Jurupa Valley conflict resolution process gives all employees a mechanism to settle non-disciplinary and certain work-related problems. An employee has the right to seek resolution of conflicts relating to the application or violation of the Policies, unless specifically excluded from the Conflict Resolution procedures. The content of performance evaluations, disciplinary action, alleged violation of Administrative Regulations, decisions involving reclassification, layoff, transfer, denial of reinstatement, or denial of a step or merit increase are excluded. The complete Conflict Resolution policy is contained in the City Personnel Policies and Procedures Manual.

Employee Name: _____

Department : _____

Supervisor: : _____

Work Phone: _____

Name of individual(s) responsible for causing this conflict: _____

Please state the specific action(s) or situation(s) that causes you file submit this conflict:

Dates and time of actions or situations noted above: _____

Specific location of actions or situations noted above: _____

Please list witnesses or others who have knowledge of these actions/situations:

Please state the policy/policies that you believe were violated:

What resolution/ remedy are you seeking? _____

Attach any and all documentation gathered through the process.

Have you discussed this situation with your immediate supervisor? _____

If yes, when? _____

What action, if any, did your supervisor take to resolve this? _____

I ATTEST THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF. I HEREBY GIVE THE CITY OF JURUPA VALLEY PERMISSION TO THOROUGHLY INVESTIGATE MY REQUEST FOR CONFLICT RESOLUTION.

(Employee Signature)

(Date)

FOR HUMAN RESOURCES USE ONLY:

Written Request for Conflict Resolution received by H/R: _____

By: _____

INFORMAL

FORMAL

Initial discussion with Supervisor: _____

Date(s) Responded to Employee: _____



CITY OF JURUPA VALLEY EMPLOYEE PERFORMANCE EVALUATION

Employee Name:

Department:

Classification:

Date of Hire:

Review Period: From: To:

Performance evaluations are an integral part of employee development. The criteria, or basis of an evaluation, determine how the supervisor will rate the employee. For this evaluation, the following were used in rating employee performance:

<input type="checkbox"/> Job Description	<input type="checkbox"/> Goals Accomplished	<input type="checkbox"/> Personal Observation	<input type="checkbox"/> Direct Supervision
<input type="checkbox"/> Quality of Written Work	<input type="checkbox"/> Presentation Skills	<input type="checkbox"/> Other Supervisor Comments	<input type="checkbox"/> Other

RATING FACTORS

SECTION 1: SERVICE AND PROFESSIONALISM

A. Ability to deal with customers and co-workers:

Individual is courteous, tactful and respectful to customers and co-workers. Respects diversity in others.

Needs Improvement

Meets Supervisor
Expectations

Exceeds
Standards

B. Professionalism:

Conveys a positive and professional demeanor while performing position duties in a responsive and diplomatic manner.

Needs Improvement

Meets Supervisor
Expectations

Exceeds
Standards

C. Communication Skills:

Possesses communication skills (oral, written, and presentation), as well as active listening skills and the ability to clearly express thoughts.

Needs Improvement

Meets Supervisor
Expectations

Exceeds
Standards

Comments for Section 1:

SECTION 2: TEAMWORK AND COOPERATION

D. Teamwork:

Cooperates respectfully with other including co-workers, supervisors, other departments and outside agencies.

Needs Improvement

Meets Supervisor
Expectations

Exceeds
Standards

E. Reliability:

Punctual and dependable in attendance and works independently without excessive supervision.

Needs Improvement

Meets Supervisor
Expectations

Exceeds
Standards

F. Job Attitude:

Motivated and performs well under pressure. Anticipates problems and consistently exhibits positive attitude toward duties and co-workers.

Needs Improvement

Meets Supervisor
Expectations

Exceeds
Standards

G. Dependability:

Follows through on assignments and manages & adjusts to changes circumstances.

Needs Improvement

Meets Supervisor
Expectations

Exceeds
Standards

Comments for Section 2:

SECTION 3: WORK EFFECTIVENESS

H. Job Knowledge and Skills:

Shows sound and effective working knowledge of all aspects of the position.

Needs Improvement

Meets Supervisor
Expectations

Exceeds
Standards

I. Productivity:

Uses time effectively and efficiently while producing expected quantity of work.

Needs Improvement

Meets Supervisor
Expectations

Exceeds
Standards

J. Thoroughness/Accuracy:

Work demonstrates thoroughness and accuracy and attention to detail.

Needs Improvement

Meets Supervisor
Expectations

Exceeds
Standards

K. Initiative/Self Improvement:

Initiates solutions to improve process and solve problems. Takes advantage of opportunities to gain new skills or knowledge.

Needs Improvement

Meets Supervisor
Expectations

Exceeds
Standards

L. Decision Making Skills:

Actively gathers and analyzes relevant data and an articulate basis for decisions.

Needs Improvement

Meets Supervisor
Expectations

Exceeds
Standards

Comments for Section 3:

SECTION 4: STAFF MANAGEMENT/DEVELOPMENT

M. Ability to Evaluate Employees:

Manages and documents employee performance and provides constructive feedback and administers appropriate discipline effectively.

Needs Improvement

Meets Supervisor
Expectations

Exceeds
Standards

N. Supervising and Managing Employees:

Effective delegation skills and makes effective use of employees' skills and time.

Needs Improvement

Meets Supervisor
Expectations

Exceeds
Standards

O. Ability to Provide Leadership:

Demonstrates leadership, motivation and support for the organization and its objectives.

Needs Improvement

Meets Supervisor
Expectations

Exceeds
Standards

Comments for Section 4:

SECTION 5: RATING AND COMMENTS

P. Overall Rating:

Needs Improvement

Meets Supervisor
Expectations

Exceeds
Standards

Probationary Personnel Only:

Recommend Regular Status:

Recommend Extension of Probation ***By (length)*** ***Months***

Recommend Dismissal:

Rated By:

Date:

Signature of Rater

Employee Comments:

I have discussed this evaluation with my supervisor:

Signature of Employee

Date

Human Resources/Risk Management Administrator

Date

SECTION 6: EMPLOYEE SELF EVALUATION AND GOALS

Employee Stated Accomplishments:

Employee Stated Goals for Next Review Period:

Collaborative Goals:

General Comments:



**CITY OF JURUPA VALLEY
PERSONNEL ACTION FORM (PAF)**

Employee ID# _____ Today's Date: _____

Name: _____

PERSONNEL ACTIONS (check all that apply)

____ New Hire ____ Leave of Absence ____ Personal Change
____ 90 Day Evaluation ____ Annual Review ____ Other _____

PERSONAL INFORMATION

New Address: _____

Home Phone #: _____ Cell Phone #: _____

JOB STATUS INFORMATION

Effective Date: _____ Dept: _____ Job Title: _____

Work Status: Full Time _____ Part Time _____
(32 hours or more per week) (Less than 32 hours per week)

Payroll Status:

____ Increase ____ Decrease ____ No Change

Current: \$ _____ Hourly Salary Change to: \$ _____ Hourly Salary

LEAVE OF ABSENCE

Type of Leave: _____ Last Day Worked: _____

Anticipated RTW Date: _____ Actual RTW Date: _____
(RTW – Return To Work)

SEPARATION OF EMPLOYMENT

Reason: _____ Actual Last Day Worked: _____

City owned equipment returned: Yes _____ No _____

Employee Signature Date

Supervisor/City Manager Signature Date



THE CITY OF JURUPA VALLEY EMPLOYMENT APPLICATION

Position(s) applied for _____ Date of Application ____/____/____

Name _____ Email Address _____

Address _____ Telephone _____

City, State Zip _____ Cell Phone _____

Are you legally eligible for employment in the U.S.: Yes:___ No:___ (Proof of identity and U.S. citizenship or immigration status will be required upon employment.)

Have you ever been employed by the City of Jurupa Valley before: Yes ___ No ___ If yes, please provide dates, position held, and reason for leaving: _____

Have you ever been convicted of a felony? Do not include information regarding a marijuana conviction that is more than two years old. Yes___ No ___ (A conviction may be relevant if job-related, but does not necessarily bar you from employment).

If yes, date of conviction: _____ Explanation: _____

If offered a job and are under 18 years of age, can you furnish a work permit:

Yes ___ No ___

Driver's license information:

DL Number _____ State _____ Class_____

Date available to start work ____/____/____

I am available to work: Full-time:_____ Part-time:_____ Temp: _____

EDUCATIONAL BACKGROUND:

High School name and location: _____

Did you graduate? _____

Colleges name and locations:

Major / Degrees Achieved:

Other Educational Institution(s):

Other Degree / Certification Achieved:

SKILLS AND QUALIFICATIONS: Summarize special skills and qualifications acquired from employment, membership in professional organizations or other experiences that may qualify you for work with **The City of Jurupa Valley**. Exclude those that indicate race, color, religion, gender, gender identity, national origin, ancestry, age, physical or mental disability, medical condition, sexual orientation or marital status.

REFERENCES:

Name and phone number: _____

Name and phone number: _____

Name and phone number: _____

EMPLOYMENT HISTORY:

Starting with the most recent, list your prior employers or work experience for the past 10 years. You may include military service and volunteer activities that are related to job experience.

From _____ To _____ Hourly rate / salary _____
Employer / Address / Phone _____
Job title and duties _____
Last immediate supervisor and title _____
Reason for leaving _____

From _____ To _____ Hourly rate / salary _____
Employer / Address / Phone _____
Job title and duties _____
Last immediate supervisor and title _____
Reason for leaving _____

From _____ To _____ Hourly rate / salary _____
Employer / Address / Phone _____
Job title and duties _____
Last immediate supervisor and title _____
Reason for leaving _____

From _____ To _____ Hourly rate / salary _____
Employer / Address / Phone _____
Job title and duties _____
Last immediate supervisor and title _____
Reason for leaving _____

I hereby certify that all of the foregoing information I have supplied in this application is correct and complete. I understand and agree to allow **The City of Jurupa Valley** (“the City”) to verify the information provided. I further understand that any falsification of information will constitute grounds for immediate dismissal upon discovery thereof. I give the City permission to contact any or all of my previous employers and references for full information and hereby release the City from any and all liability for doing so. I also understand that all offers of employment are conditioned upon the satisfactory completion of reference and/or background checks, and the submission of valid documentation that confirms my identity and authorization to work in the United States.

If employed and in consideration of my employment, I agree to conform to the rules, policies and procedures of the City. **I understand that, if hired, I will be an at-will employee, which means that I may terminate my employment at any time, that the City may transfer, reassign, suspend or demote me at any time, and that my employment may be terminated at any time, with or without notice and with or without cause.** I further understand that no one has any authority to enter into any agreement of employment for any specified period of time, or to make any agreement contrary to the foregoing other than in a writing signed by me and the City Manager.

Signature of Applicant

Print Name

Date



**CITY OF JURUPA VALLEY
PERSONAL TIME OFF (PTO) FORM**

Please submit this form for approval in advance of your preferred PTO dates and to report used PTO:

Date: _____

Employee Name: _____

Title: _____

Department: _____

PTO Hours Available: _____

PTO Dates Requested: ____/____/____ through ____/____/____

Returning: ____/____/____

Total Number of Hours Requested: _____

Is this PTO in lieu of Holiday worked? _____

Signature of Employee

Date

Approval:

Signature of Supervisor

Date



CITY OF JURUPA VALLEY NEW HIRE CHECKLIST

Employee Name: _____ Date: _____

Receive From Employee:

_____ Resume

Give to, and Receive Back from, Employee:

_____ Emergency Contact Information

_____ Employment Application

_____ Offer Letter

_____ Section 125 Cafeteria Plan Documents

_____ I-9 Form (Attach copies of documents verifying identity and eligibility and complete Employer portion of the Form before placing in the file)

_____ W-4 Form

_____ Personnel Policies and Procedures Manual Acknowledgement (Signed by Employee after receiving Manual)

Give to Employee To Keep:

_____ State Disability Insurance Pamphlet

_____ Workers' Compensation New Hire Packet

_____ Employee Handbook

To Do:

_____ Physical Completed

_____ Reference Checks Completed

_____ Background Check Completed (if applicable)

_____ Drug Test Completed (if applicable)

_____ Education, Certification and/or License Verified

_____ Network Computer Access/Purchase Arranged

_____ Keys/ID Cards ordered



CITY OF JURUPA VALLEY EMPLOYEE EMERGENCY CONTACT INFORMATION

Employee Name _____ Date _____

Please provide contact information for the individual(s) to be contacted in the event of an emergency:

Name: _____

Address: _____

Telephone Number(s):

Telephone Number(s):

Relationship:

Name: _____

Address: _____

Telephone Number(s):

Telephone Number(s):

Relationship:

Name: _____

Address: _____

Telephone Number(s):

Telephone Number(s):

Relationship: