

***City of Pacific Grove***  
**Employee Handbook**

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### **WELCOME**

Congratulations, you have been selected to be an employee of the City of Pacific Grove. Pacific Grove offers an unparalleled quality of life. Sharing borders with the Monterey Bay, City of Monterey, Pacific Ocean, and the Del Monte Forest, our town offers breathtaking views and recreational activities.

The City provides services to the community including: fire, emergency, and ocean rescue services; a historic Carnegie public library; an award-winning natural history museum; the Monterey Aquarium; sandy beaches and a picturesque shoreline that is accessible by the public throughout almost our entire City. In addition we have the lowest crime rate of any city in Monterey County; a nationally-recognized 18-hole golf course; a monarch butterfly habitat sanctuary; the greatest concentration of bed-and-breakfast inns between San Francisco and Los Angeles; and the oldest continuously operating lighthouse on the west coast. We are known for our small-town hospitality and friendliness in a place we simply call "P.G."

As an employee of the City, you will be expected to work hard, have a positive attitude, and be dedicated and loyal. Trust between employee and employer is built on accountability and responsibility. Intrinsic in this relationship is the need for everyone to work toward a common goal. Everyone's personal goals may vary, but as a member of the City's team, we all must share the same objectives.

### **CHARTER CITY/ COUNCIL MANAGER FORM OF GOVERNMENT**

The City of Pacific Grove is a charter city; the charter is, roughly speaking, the City's "constitution." The charter specifies that the City shall operate under the Council-Manager form of government. Over 300 cities in California operate under this form of government, which is in use worldwide. The City Council is a 7-member body elected at large by the residents of Pacific Grove, and is responsible for adopting City ordinances, policies, and the City's budget. The Council appoints a City Manager, City Attorney, and members of the City's boards and commissions.

The City Manager is the professional administrator for the City, serving as its "CEO" while advising the City Council. The City Manager's Office is located on the second floor of City Hall. The Manager's responsibilities include all City operations, administration, personnel relations, risk management, administration, preparation of the City budget, and implementation of the Council's policies. Together, the City Council and City Manager work hand-in-hand, with support and resources from City employees and the involvement of the Pacific Grove community.

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## Employee Handbook

### **INTRODUCTION**

One of the City's objectives is to provide a work environment that is conducive to our employees' personal and professional growth. This Employee Handbook is designed for quick reference and general information. It is not intended to repeat important information in the Municipal Code, the Memoranda of Understanding between the City and its various employee bargaining units, or State and Federal laws. Further, the provisions of this handbook do not constitute a contract, express or implied. Instead, it is designed to share with you key provisions of the City's current policies and procedures, working conditions, and employee benefits.

No employee handbook can anticipate every circumstance or question about policy. As the City continues to grow, the need may arise and the City reserves the right to revise, supplement, or rescind any policies or portion of the handbook, as it deems appropriate, in its sole and absolute discretion, so long as any such change is undertaken in conformance with applicable federal, state, and local laws, Article 6 of the City Charter, any applicable employee contract or memorandum of understanding (MOU), and the City's Personnel Ordinance. All employees will, of course, be notified of such changes to the handbook as they occur.

We strive to maintain a personal and friendly atmosphere where everyone is part of the team at the City. In order for us to communicate and work well together, we have outlined guidelines for maintaining a positive work environment and strongly believe in an open door policy. You are encouraged to see your supervisor about all questions or matters relating to your job. If your supervisor does not resolve your questions or if you are more comfortable you may bring any issue to the attention of Human Resources.

If you need further information on any of the items discussed herein ask your supervisor or manager, or contact the Human Resources Office.

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**EMPLOYEE ACKNOWLEDGEMENT FORM**

The employee handbook describes important information about the City, and I understand that I should consult Human Resources regarding any questions not answered in the handbook.

I have entered into my employment relationship with City voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the City or I can terminate the relationship, so long as it is undertaken in conformance with applicable federal, state, local laws and Article 6 of the City Charter, and in conformance with the applicable employee contract or memorandum of understanding (MOU) and the City’s Personnel Ordinance.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. Such changes will be communicated through official notices; I understand that revised information may supersede, modify, or eliminate existing policies. Only the City Manager has the ability to adopt revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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### **EMPLOYMENT**

#### 101 Employee Relations

Effective Date: 10/26/2012

Revision Date:

The City believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the City amply demonstrates its commitment to employees by responding effectively to employee concerns.

As some employees in the City have already chosen third party representation, we affirm our commitment to retaining positive relationships with all existing bargaining units.

#### 102 Equal Employment Opportunity

Effective Date: 10/26/2012

Revision Date:

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City will be based on merit, qualifications, and abilities. The City does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

The City will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, the City has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout the organization.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, anyone in management, or Human Resources. Employees can raise concerns in good faith and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

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### 103 Business Ethics and Conduct

Effective Date: 10/26/2012

Revision Date:

The successful business operation and reputation of the City is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the City is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to the City, its customers, and citizens to act in a way that will merit the continued trust and confidence of the public. Every employee represents the City to our citizens. The way we do our jobs presents an image of our entire organization. Citizens judge all of us by how they are treated throughout each employee contact. Therefore, one of our first priorities is to assist any citizen. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention we give to our citizens.

The City will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor, department manager and if necessary, with Human Resources for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every City employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

### 104 Hiring of Relatives

Effective Date: 10/26/2012

Revision Date:

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

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An appointed department manager shall not employ his or her father, mother, brother, sister, wife, husband, or child, or the wife or husband of such relative within the department of such department manager unless unusual conditions exist. If such relative or the wife or husband of such relative is about to be employed, the department manager and the personnel officer shall make a recommendation to the council who shall determine whether such employment would be detrimental to the best interests of the City (Administrative Policy and Procedures Manual 100.075).

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

### **105 Employee Medical Examinations**

Effective Date: 10/26/2012

Revision Date:

To help ensure that employees are able to perform their duties safely, medical examinations may be required for police department personnel.

After an offer has been made to an applicant entering a designated job category, a medical examination will be performed at the City's expense by a health professional of the City's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

### **106 Immigration Law Compliance**

Effective Date: 10/26/2012

Revision Date:

The City is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the City within the past three years, or if their previous I-9 is no longer retained or valid.

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Employees with questions or seeking more information on immigration law issues are encouraged to contact the Administrative Services Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

### 107 Conflicts of Interest

Effective Date: 10/26/2012

Revision Date:

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the City wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Administrative Services Department for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the City's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of the City as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which City does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City.

### 108 Outside Employment

Effective Date: 10/26/2012

Revision Date:

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with the City. All employees will be judged by the same performance standards and will be subject to the City's scheduling demands, regardless of any existing outside work requirements.

If the City determines that an employee's outside work interferes with performance or the ability to meet the requirements of the City as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the City.

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Outside employment will present a conflict of interest if it has an adverse impact on the City.

Further information and description may be found in the Administrative Policy & Procedures Manual (APPM), Section 100.074 - Other employment - Incompatibility.

### 109 Oath of Office

Effective Date: 10/26/2012

Revision Date:

Upon hire, every employee of the City shall take and subscribe to the oath of office as provided in the Constitution of the State before entering upon the performance of official duties. The City Manager or his/her designated representative (City Clerk) may administer the Oath of Office. The original signed Oath will be maintained in the employee's personnel file.

### 110 Disability Accommodations

Effective Date: 10/26/2012

Revision Date:

The City is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leaves of all types will be available to all employees on an equal basis.

The City is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The City will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

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This policy is neither exhaustive nor exclusive. The City is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

### 111 Job Posting

Effective Date: 10/26/2012

Revision Date:

The City provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although the City reserves its discretionary right to not post a particular opening.

Job openings will be posted on the employee bulletin board and normally remain open for 7 - 30 days. Each job posting notice will include the dates of the posting period, job title, department, location, job summary, essential duties, list of benefits and qualifications (required knowledge, skills and abilities).

Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit an employment application to the Administrative Services Department listing job-related skills and accomplishments. It should also describe how their current experience with the City and prior work experience and/or education qualifies them for the position.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

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### **EMPLOYMENT STATUS & RECORDS**

#### 201 Employment Categories

Effective Date: 10/26/2012

Revision Date:

It is the intent of the City to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the City.

Each employee is designated as either NON-EXEMPT or EXEMPT from federal and state wage and hour laws. NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification by the City Manager.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or probationary status and who are regularly scheduled to work the City's full-time schedule. Generally, they are eligible for the City's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or probationary status and who are regularly scheduled to work less than the full-time work schedule, but at least 30 hours per week. Regular part-time 30-hour employees are eligible for some benefits sponsored by the City, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or probationary status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as retirement, Medicare and workers' compensation insurance), they are ineligible for all of the City's other benefit programs.

PROBATIONARY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the City is appropriate. Employees who satisfactorily complete the probationary period will be notified of their new employment classification.

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### 202 Employment Applications

Effective Date: 10/26/2012

Revision Date:

The City relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

In processing employment applications, the City may obtain a consumer credit report for employment purposes only concerning credit worthiness, credit standing, and credit capacity. If the City takes an adverse employment action based in whole or in part on the consumer credit report, a copy of the report and a summary of your rights under the Fair Credit Reporting Act will be provided as well as any other documents required by law.

### 203 Employment Reference Checks

Effective Date: 10/26/2012

Revision Date:

To ensure that individuals who join the City are well qualified and have a strong potential to be productive and successful, it is the policy of the City to check the employment references of all applicants.

The Administrative Services Department will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

### 204 Job Descriptions

Effective Date: 10/26/2012

Revision Date:

The City makes every effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a qualifications section, a physical demands section, and a work environment section.

The City maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

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The Administrative Services Department and the hiring manager prepare job descriptions when new positions are created. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. Changes in job descriptions require the meet and confer process and should be included in the agenda report establishing the position in the salary ordinance.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact Human Resources if you have any questions or concerns about your job description.

### **205 Salary Administration**

Effective Date: 10/26/2012

Revision Date:

The salary administration program at the City was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, the City is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. The City periodically reviews its salary administration program and restructures it as necessary. Merit-based pay adjustments may be awarded in conjunction with superior employee performance documented by the performance evaluation process.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The Administrative Services Department is also available to answer specific questions about the salary administration program.

### **206 Introductory Period/Probationary Period**

Effective Date: 10/26/2012

Revision Date:

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The City uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the City may end the employment relationship at will at any time during or after the probationary period, with or without cause or advance notice.

All new and rehired employees work on a probationary basis for the first 365 calendar days after

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their date of hire. Employees who are promoted or transferred within the City must complete a secondary probationary period of the same length with each reassignment to a new position. Any significant absence will automatically extend a probationary period by the length of the absence.

In cases of promotions or transfers within the City, an employee who, in the sole judgment of the City Manager, is not successful in the new position can be removed from that position at any time during the secondary probationary period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the City's needs.

Upon satisfactory completion of the initial probationary period, employees enter the "regular" employment classification.

During the initial probationary period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Medicare. After becoming regular employees, they may also be eligible for other City-provided benefits, subject to the terms and conditions of each benefit program. Employees should read the information for each specific benefit program for the details on eligibility requirements. All employees should read their Memorandum of Understanding for a list of additional benefits and incentives.

Benefits eligibility and employment status are not changed during the secondary probationary period that results from a promotion or transfer within the City.

### **207 Performance Evaluations**

Effective Date: 10/26/2012

Revision Date:

Performance evaluations are an important part of the City's communication regarding goals and measure of success. They provide an objective, consistent, and fair way to gauge each employee's on-the-job effectiveness. The evaluation process should inform employees of their standing and communicate expected goals and standards of performance. It is also used to discuss job tasks and work standards, areas where improvement may be needed, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted quarterly during an employee's initial probationary period and annually thereafter. In some instances regular employees may receive a formal evaluation more frequently.

### **208 Performance Based Merit System**

Effective Date: 10/26/2012

Revision Date:

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Merit-based pay adjustments are awarded by the City in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process. Employees serving in regular established positions may be advanced to the next higher level in the established salary range for their respective classifications after successful completion and satisfactory service in each of the levels for the classification until the top of the range is reached. Advancements are not automatic, but are based on possession of a rating on their last annual evaluation of “meets standards” or better and require the recommendation of the Department Manager and approval by the City Manager. In recommending advancement to the next level, the Department Manager will consider the employee’s productivity, contribution to the Department, and achievement of those goals set forth in the prior year’s performance evaluation.

Any employee not receiving a recommendation for a merit increase will have the option to meet with the City Manager to discuss this lack of a recommendation. Any decision made by the City Manager regarding advancement to the next level in the salary range shall be final. Employees who do not advance to the next level in connection with their annual performance evaluation may be eligible for reconsideration at a mid-year evaluation. Employees may not advance more than one level within an established range in a 12-month period of time.

For those employees who receive approval for advancement in connection with their annual performance evaluation, the date of changes to compensation shall be effective on the first of the month following the employee’s anniversary date.

### **209 Medical Information Privacy**

Effective Date: 10/26/2012

Revision Date:

This Medical Information Privacy policy describes how health information about employees may be used and disclosed by the City and how employees can get access to this information. The City is committed to maintaining and protecting the confidentiality of our employees' personal information in compliance with the Health Insurance Portability and Accountability Act (HIPAA). The Administrative Services Department is the designated Privacy Officer for all employee medical information.

This policy of privacy practices applies to the health plans of the City that are covered by privacy regulations, for example health benefit plans, dental plans, employee assistance plans, and pharmacy benefit programs (collectively referred to as the Benefit Plans). The Benefit Plans are required by federal and state law to protect the privacy of employees' individually identifiable health information and other personal information and to provide employees with notice about their policies, safeguards, and practices. When the Benefit Plans use or disclose employees' protected health information, the Benefit Plans are bound by the terms of this policy, or a revised policy, if applicable.

The Benefit Plans will not use employees' protected health information or disclose it to others

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without the employees' authorization, except for the following purposes:

**Treatment** - The Benefit Plans may disclose employees' protected health information, or employees' covered dependents' protected health information, to a health care provider or administrator for its provision, coordination, or management of the employees' health care and related services. For example, prior to providing a health service to an employee, the employee's doctor may ask for information concerning whether and when the service was previously provided to the employee. The Benefit Plans may use and disclose employees' protected health information for treatment activities of a health care provider.

**Payment** - The Benefit Plans may use and disclose employees' protected health information to facilitate payment of premiums for employees' coverage, and to determine and fulfill their responsibility to provide employees' medical, dental, and vision benefits. For example, employees' protected health information may be used to make coverage determinations, administer claims, and coordinate benefits with other coverage employees may have. The Benefit Plans may also disclose employees' protected health information to a health plan or administrator to determine employees' eligibility for coverage, or for the health care provider to obtain payment for health care services provided to the employee.

**Health Care Operations** - The Benefit Plans may use and disclose employees' protected health information for their health care operations, or the health care operations of a third party administrator of the Benefit Plans. For example, the Benefit Plans may use protected health information to conduct quality assessment and improvement activities. Other health care operations may include providing appointment reminders, or sending employee's information about treatment alternatives or other health-related benefits and services. The Benefit Plans also may disclose employees' protected health information to another health plan or provider that has a relationship with an employee, so that it can conduct quality assessment and improvement activities (for example, to perform case management).

**Disclosure to Employer or Operating Company** - The Benefit Plans may disclose employees' protected health information to the City, or to a company acting on the behalf of the City, so that it can monitor, audit, and otherwise administer the employee health benefit plan in which employees participate. The City and its operating companies are not permitted to use protected health information for any purpose other than administration of employees' health, dental, and vision benefits. The Benefit Plans will not disclose protected health information to the City for the purposes of employment-related actions or decisions, or in connection with any other benefit or employee benefit plan. The Benefit Plans will identify employees who are authorized to receive and use protected health information.

**Disclosure to Health Care Vendors and Accreditation Organizations** - The Benefit Plans may disclose employees' protected health information to companies with whom they contract, if they need it to perform requested services. When the Benefit Plans enter into these arrangements, they will obtain a written agreement to protect employees' protected health information.

**Public Health Activities** - The Benefit Plans may disclose employees' protected health

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information for the following public health activities and purposes: 1) to report health information to public health authorities that are authorized by law to receive such information for the purpose of controlling disease, injury, or disability; 2) to report child abuse or neglect to a government authority that is authorized by law to receive such reports; 3) to report information about a product or activity that is regulated by the U.S. Food and Drug Administration (FDA) to a person responsible for the quality, safety, or effectiveness of the product or activity; and, 4) to alert a person who may have been exposed to a communicable disease, if the Benefit Plans are authorized by law to give this notice.

**Health Oversight Activities** - The Benefit Plans may disclose employees' protected health information to a government agency that is legally responsible for oversight of the health care system or for ensuring compliance with the rules of government benefit programs, such as Medicare or Medicaid, or other regulatory programs that need health information to determine compliance.

**For Research** - The Benefit Plans may disclose employees' protected health information for medical research purposes, subject to strict legal restrictions.

**To Comply with the Law** - The Benefit Plans may use and disclose employees' protected health information to comply with the law.

**Judicial and Administrative Proceedings** - The Benefit Plans may disclose employees' protected health information in a judicial or administrative proceeding or in response to a legal order.

**Law Enforcement Officials** - The Benefit Plans may disclose employees' protected health information to the police or other law enforcement officials, as required by law or in compliance with a court order or other process authorized by law.

**Health or Safety** - The Benefit Plans may disclose employees' protected health information to prevent or lessen a serious and imminent threat to employees' health or safety or the health and safety of the general public.

**Workers' Compensation** - The Benefit Plans may disclose employees' protected health information when necessary to comply with workers' compensation laws.

**Uses and Disclosures with Employees' Written Authorization** - The Benefit Plans will not use or disclose employees' protected health information for any purpose other than the purposes described in this policy without the employees' written authorization. For example, the Benefit Plans will not supply protected health information to another company for its marketing purposes or to a potential employer with whom an employee is seeking employment without the employee's signed authorization. Employees may revoke an authorization that has previously been given by sending a written request to the Administrative Services Department, but not with respect to any actions the Benefit Plans have already taken.

Employees may request restrictions on the use and disclosure of the employee's protected health

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information for the treatment, payment, and health care operations purposes explained in this policy.

While the Benefit Plans will consider all requests for restrictions carefully, the Benefit Plans are not required to agree to a requested restriction.

Employees may ask to receive communications of their protected health information from the Benefit Plans by alternative means of communication or at alternative locations. While the Benefit Plans will consider reasonable requests carefully, they are not required to agree to all requests.

Employees may ask to inspect or to obtain a copy of their protected health information that is included in certain records the Benefit Plans maintain.

Employees have the right to ask the Benefit Plans to amend protected health information that is contained in the Benefit Plans records. If the Benefit Plans determine that the record is inaccurate, and the law permits the Benefit Plans to amend it, the Benefit Plans will correct it. If the employee's doctor or another person created the information that the employee wants to change, the employees should ask that person to amend the information.

Upon request, employees may obtain an accounting of disclosures the Benefit Plans have made of their protected health information. The accounting that the Benefit Plans provide will not include disclosures made before April 14, 2003, disclosures made for treatment, payment or health care operations, disclosures made earlier than six years before the date of the request, and certain other disclosures that are exempted by law. If employees request an accounting more than once during any 12-month period, the Benefit Plans will charge those employees a reasonable fee for each accounting statement after the first one.

Employees may contact the Administrative Services Department to obtain a paper copy of this policy, even if the employees previously agreed to receive notices electronically. Employees must also contact the Administrative Services Department if they wish to make any of the requests listed above.

If employees want more information about privacy rights, do not understand their privacy rights, are concerned that the Benefit Plans have violated their privacy rights, or disagree with a decision that the Benefit Plans made about access to protected health information, they may contact the Administrative Services Department. Employees may also file written complaints with the Secretary of the U.S. Department of Health and Human Services. The City will not take any action against employees if they file a complaint.

The City may change the terms of this policy at any time. If the City changes this policy, the City may make the new policy terms effective for all protected health information that the Benefit Plans maintain, including any information the Benefit Plans created or received before the City issued the new policy. If the City makes any changes to the Medical Information Privacy policy, notice of the changes will be provided to employees.

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### 210 Social Security Number Policy

Effective Date: 10/26/2012

Revision Date:

To protect employees' personal information, the City prohibits the use of employees' Social Security numbers for identification purposes, except as allowed by law. The City will not:

- \* Publicly post or publicly display in any manner an employee's Social Security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise make available to the general public.
- \* Print an employee's Social Security number on any card required for the employee to access products or services provided by the City.
- \* Require an employee to transmit his or her Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- \* Require an employee to use his or her Social Security number to access an Internet web site, unless a password or unique personal identification number or other authentication device is also required to access the Internet web site.
- \* Print an employee's Social Security number on any materials that are mailed to the employee, unless state or federal law requires the Social Security number to be on the document to be mailed.

However, Social Security numbers may be included in applications and forms sent by mail, including documents sent as part of an application or enrollment process; or to establish, amend, or terminate an account, contract, or policy; or to confirm the accuracy of the Social Security number.

Employees who have questions about this policy or who feel that their Social Security number has been used inappropriately by the City should contact the Administrative Services Department.

### 211 Access to Personnel Files

Effective Date: 10/26/2012

Revision Date:

The City maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the City, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the City who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resources. With reasonable advance notice, employees may review their own personnel files in the City's offices and in the presence of an individual appointed by the City to maintain the files.

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### 212 Personnel Data Changes

Effective Date: 10/26/2012

Revision Date:

It is the responsibility of each employee to promptly notify the City of any changes in personnel data. You should provide the City with the following information and notify Human Resources immediately whenever there is a change in the following personal information:

- Address
- Telephone number
- Person to call in case of illness or emergency
- Name, through marriage or otherwise
- Marital status or number of dependents
- Insurance beneficiary
- Designated physician
- Military status

## **EMPLOYEE BENEFIT PROGRAMS**

### 301 Employee Benefits

Effective Date: 10/26/2012

Revision Date:

Eligible employees at the City are provided a wide range of benefits. A number of the programs (such as retirement, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible and for full time employees, details are outlined in your Memorandum of Understanding.

The following benefit programs are available to eligible employees:

- \* Bereavement Leave
- \* Cafeteria Plan
- \* Deferred Compensation Plan
- \* Dental Insurance
- \* Educational Financial Assistance
- \* Family Leave
- \* Health Insurance
- \* Paid Holidays
- \* Jury Duty Leave

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- \* Life Insurance
- \* Long-Term Disability
- \* Major Medical Insurance
- \* Military Leave
- \* Pension Plan
- \* Personal Leave
- \* Short-Term Disability
- \* Sick Leave Benefits
- \* Tool and Equipment Assistance
- \* Uniform and Uniform Maintenance
- \* Vacation Benefits
- \* Vision Care Insurance
- \* Voting Time Off

Some benefit programs require contributions from the employee, but most are fully paid by City.

### 302 Workers' Compensation Insurance

Effective Date: 10/26/2012

Revision Date:

The City provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or immediately if the employee is hospitalized.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the City nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City.

### 303 Sick Leave Benefits

Effective Date: 10/26/2012

Revision Date: 7/1/2015

The City provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- \* 30-hour part-time employees (6 hours per month)
- \* Regular full-time employees (8 hours per month)

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\* Regular part-time employees, temporary, and seasonal, earn one hour of paid leave for every 30 hours worked. (Refer to Part-Time employees section for details)

Eligible full-time employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits.

Paid sick leave can be used in minimum increments of one-quarter hour. An eligible employee may only use sick leave benefits for an absence due to his or her own illness or injury.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Before returning to work from a sick leave absence of 5 calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

Unused sick leave benefits will be allowed to accumulate indefinitely and may be used towards service credit upon retirement; regular full-time employees should also refer to their Memorandum of Understanding for additional details regarding sick leave benefits.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence.

Eligible part-time employees, temporary, and seasonal, earn one hour of paid leave for every 30 hours worked. Accrual begins on the first day of employment or July 1, 2015 whichever is later. Employees are entitled to use the accrued paid sick days beginning on the 90<sup>th</sup> day of employment. Sick days will be accrued up to 24 hours or three days in each year of employment. An employee can only accrue paid sick leave up to a cap of 6 days or 48 hours, whichever is greater, ongoing.

Any unused accrued paid sick leave carries over year to year while continuously employed. A part-time employee who separates their employment from the city and is reinstated within one year of separation is eligible to use any previously accrued and unused paid sick leave immediately upon rehiring. The 90 day pre-requisite is waived.

Upon separation part-time employees will not be allowed to cash out their sick leave.

Sick leave must be taken in minimum increments of one quarter hour.

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### **304 Time Off to Vote**

Effective Date: 10/26/2012

Revision Date:

The City encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, the City will grant up to 2 hours of paid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

### **305 Bereavement Leave**

Effective Date: 10/26/2012

Revision Date: 7/1/2015

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to 5 days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- \* Regular full-time employees

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

Regular full-time employees should refer to their Memorandum of Understanding for further details pertaining to Bereavement Leave.

### **306 Jury Duty**

Effective Date: 10/26/2012

Revision Date:

The City encourages employees to fulfill their civic responsibilities by serving jury duty when required. Regular full-time employees of the city may, on giving reasonable notice thereof, be entitled to be absent from duties or services when officially called for jury duty, and to receive regular city compensation, less the amount allowable as fees (excluding mileage allowance) for jury services. So that payroll preparation may be facilitated, arrangements may be made at the

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discretion of the payroll officer for payment of regular city compensation and reimbursement of the jury fee by the employee.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the City or the employee may request an excuse from jury duty if, in the City's judgment, the employee's absence would create serious operational difficulties.

Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

### **307 Benefits Continuation (COBRA)**

Effective Date: 10/26/2012

Revision Date:

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City's group rates plus a 2% administration fee. The City provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City's health insurance plan. The notice contains important information about the employee's rights and obligations.

### **308 Educational Assistance**

Effective Date: 10/26/2012

Revision Date:

The City recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the City.

The City will provide educational assistance to all eligible employees immediately upon assignment to an eligible employment classification. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Employees in the following employee classification(s) are eligible for educational assistance:

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- \* Members of the General Employees Association
- \* Members of the Management Employees Association
- \* Members of the Police Officers Association
- \* Members of the Police Management Association
- \* Confidential Employees

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. The City has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. Employees should review their Memorandum of Understanding or contact the Administrative Services Department for more information or questions about educational assistance.

While educational assistance is expected to enhance employees' performance and professional abilities, The City cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

### 309 Health Insurance

Effective Date: 10/26/2012

Revision Date:

The City's health insurance plan provides employees and their dependents access to medical, dental, and vision care insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- \* Regular full-time employees
- \* 30-hour part-time employees
- \* Elected officials under the CalPERS retirement system

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the City and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) Policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Administrative Services Department for more information about health insurance benefits.

### 310 Life Insurance

Effective Date: 10/26/2012

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Revision Date:

Life insurance offers you and your family important financial protection. The City provides a basic life insurance plan for eligible employees.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- \* Regular full-time employees

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between the City and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the employee's Memorandum of Understanding provided to eligible employees. Contact Human Resources for more information about life insurance benefits.

### 311 Short-Term / Long-Term Disability

Effective Date: 10/26/2012

Revision Date:

The City provides short-term disability (STD) and long-term disability (LTD) benefits plan to eligible employees who are unable to work because of a qualifying disability due to an injury or illness. Employees in the following employment classifications are eligible to participate in the STD/LTD plan:

- \* Members of the General Employees Association
- \* Members of the Management Employees Association
- \* Members of the Police Officers Association
- \* Members of the Police Management Association
- \* Confidential Employees

Eligible employees may participate in the STD/LTD plan subject to all terms and conditions of the agreement between the City and the insurance carrier

Details of the STD/LTD benefits plan including benefit amounts, when they are payable, and limitations, restrictions, and other exclusions are described in the employee's Memorandum of Understanding provided to eligible employees. Contact the Administrative Services Department for more information about STD/LTD benefits.

### 312 Flexible Spending Account (FSA)

Effective Date: 10/26/2012

Revision Date:

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The City provides a Flexible Spending Account (FSA) program through AFLAC that allows employees to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket expenses. The pre-tax contributions made to the FSA can be used to pay for predictable non-reimbursed health care expenses and dependent care expenses during the plan year. Through the FSA program, you can reduce your taxable income without reducing your real income, so that you can keep more of the money you earn.

Employees in the following employment classifications are eligible to participate in the Flexible Spending Account program:

- \* Regular full-time employees
- \* Regular 30- hour part-time employees

Participation in the Health Care and/or Dependent Care FSA is optional and determined on an annual basis for the plan year. You must enroll for each plan year. You determine how much to contribute to the account, up to a specified maximum, based on anticipated expenses during the plan year. Contributions are directed to the account through salary reduction on a pre-tax basis. This tax-free money is then available to you for reimbursement of out-of-pocket expenses. Since the amounts that remain in the account at the end of the plan year are forfeited, you should take care not to over-fund your account.

Details of the Flexible Spending Account program can be obtained through Administrative Services Department.

### 313 Parental Leave for School Visits

Effective Date: 10/26/2012

Revision Date:

The City recognizes the value of parental involvement in children's education. For this reason, the City provides employees who are parents, guardians, or custodian of children in licensed day care facilities or kindergarten through grade 12 unpaid time off for the purpose of school visits. Parental leave for school visits allows employees to participate in activities sponsored, approved, or supervised by the school or daycare such as parent/teacher conferences or field trips.

Regular full-time employees may request up to 40 hours of parental leave for school visits within any calendar year. Any available paid leave may be substituted for unpaid leave for school visits. Employees must provide their immediate supervisors reasonable advance notice of the need for parental leave for school visits. Upon return from the leave, employees must indicate personal necessity leave usage on their time sheets. Employees should review their Memorandum of Understanding for specifics to using Personal Necessity Leave in lieu of unpaid absence. Contact Human Resources for more information or questions about and requests for parental leave for school visits.

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### **TIMEKEEPING/PAYROLL**

#### 401 Timekeeping

Effective Date: 10/26/2012

Revision Date:

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately record the time they begin and end their work. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

#### 402 Paydays

Effective Date: 10/26/2012

Revision Date:

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to the City. Employees will receive an itemized statement of wages when the City makes direct deposits.

#### 403 Employment Termination

Effective Date: 10/26/2012

Revision Date:

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Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- \* Resignation - voluntary employment termination initiated by an employee.
- \* Discharge - involuntary employment termination initiated by the organization.
- \* Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- \* Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

The City will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the City, or return of City-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with the City is based on mutual consent, both the employee and City have the right to terminate employment at will, with or without cause, at any time, with or without notice. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

### 404 Severance Pay

Effective Date: 10/26/2012

Revision Date: 10/22/2012

The City provides severance pay to eligible employees whose employment is terminated for reasons that are not prejudicial to the City, as determined by the City in its sole discretion. Severance pay will be provided to the following eligible employee classifications:

- \* Regular full-time employees

Specifically excluded from benefits under this provision are employees who: were hired as temporary employees for a specified period of time; were offered but refused to accept another suitable position with the organization.

### 405 Administrative Pay Corrections

Effective Date: 10/26/2012

Revision Date:

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The City takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Administrative Services Department so that corrections can be made as quickly as possible.

### **406 Pay Deductions**

Effective Date: 10/26/2012

Revision Date:

The law requires that the City make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The City also must deduct Medicare taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base."

The City offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, contact the Administrative Services Department.

## **WORK CONDITIONS & HOURS**

### **501 Safety**

Effective Date: 10/26/2012

Revision Date:

To assist in providing a safe and healthful work environment for employees, customers, and visitors, the City has established a workplace safety program. This program is a top priority for the City. The Administrative Services Department has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

The City provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor.

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Employees who; violate safety standards, cause hazardous or dangerous situations, fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Administrative Services Department or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

### **502 Work Schedules**

Effective Date: 10/26/2012

Revision Date:

The normal work schedule for all regular (non-police personnel) full-time employees is 8 hours a day, 5 days a week. The normal work schedule for all 30-hour employees is 6 hours a day, 5 days a week. The normal work schedule for all part-time employees is 4 hours a day, 5 days a week. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

### **503 Use of Phone and Mail Systems**

Effective Date: 10/26/2012

Revision Date:

Personal use of the telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse the City for any charges resulting from their personal use of the telephone or cell phones.

The use of the City-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

### **504 Smoking**

Effective Date: 10/26/2012

Revision Date:

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In keeping with the City's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

This policy applies equally to all employees, customers, and visitors.

### 505 Rest and Meal Periods

Effective Date: 10/26/2012

Revision Date:

Each workday, full-time non-exempt employees are provided with 2 rest periods of 10 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. This time is counted and paid as time worked. Rest periods shall not be combined together and taken once a day, nor can they be taken at the beginning or the end of the work day.

All full-time Public Works/Outside Services employees are provided with one meal period of 30 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. All other full-time nonexempt employees are provided with one meal period of 60 minutes in length each workday. Unauthorized extensions of authorized work breaks need not be counted as hours worked when the employer has expressly and unambiguously communicated to the employee that the authorized break may only last for a specific length of time, that any extension of the break is contrary to the employer's rules, and any extension of the break will be punished.

Bona fide meal periods (typically lasting at least 30 minutes), serve a different purpose than coffee or snack breaks and, thus, are not work time and are not compensable.

The policy of the City is that employees are entitled to two 10 minute rest periods during an eight hour shift. This means 10 minutes from the time the employee leaves the job site to the time they return.

Hours Worked	Number of Rest Breaks
Up to 3.5 hours	0
3.51-6.0 hours	1
6.01-10.0 hours	2
10.01-14 hours	3

Department Managers/Supervisors should monitor, as needed, to see that rest breaks are limited to 10 minutes.

### 505 (a) Rest and Meal Periods / Outside Services (Public Works)

Effective Date: 02/24/2011

Revision Date:

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## Employee Handbook

### Rest & Meal Periods (Public Works)

A. Purpose & Intent: This policy is enacted to ensure that employee rest and meal periods are provided while minimizing any loss of productivity to the City. Where rest or meal breaks are not provided for as permitted here, this policy details any accommodations that are made to mitigate the unavailability or impracticality of providing those breaks

#### B. Rest Breaks

1. Non-exempt Public Works employees are provided a rest break at a rate of 10 consecutive minutes for each four hours worked (or major portion thereof).
2. Rest breaks should occur nearly as possible in the middle of the work period. Normally, the rest period is taken two hours before the meal period, and two hours after, for an employee working eight-hours a day.
3. Rest periods are paid as time worked and are scheduled when practicable. Supervisors are responsible for scheduling rest breaks, the timing of which is within their discretion.
4. If an employee is assigned to stationary work area (e.g., mechanical shop, cemetery or other City facility), the employee is not to leave the premises during these 10-minute breaks. Employees may use this time to exercise by walking or performing a similar activity during their rest breaks.
5. If an employee is assigned to field duties (e.g., street maintenance, sewer cleaning, grounds and buildings), the employee is not to leave the field area in which they are working. However, employees may use this time to exercise by walking or performing a similar activity during their rest breaks and shall be permitted to use the nearest restroom facilities for fresh water and to attend to any related needs. For safety reasons, no field area location shall be left unattended without a working staff person under any circumstances.

6. Hours Worked	Number of Rest Breaks
Up to 3.5 hours	0
3.51-6.0 hours	1
6.01-10.0 hours	2
10.01-14 hours	3

#### C. Meal Periods

1. Non-exempt Public Works employees are entitled to a minimum of a one-half hour meal period for every five hours worked. Meal periods are not compensable when they are at least 30 minutes long. During meal periods the employee is relieved of all duty, and the employee is free to leave the premises and or the assigned field area. Travel time is included in the meal period.
2. Meal periods for non-exempt Public Works employees must begin no later than the fifth hour of consecutive work (i.e. if an employee begins work at 8:00 a.m., the employee must begin their meal period no later than 1:00 pm.).

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## **Employee Handbook**

3. Scheduling of the rest breaks and a meal period is the responsibility of the supervisor, who will ensure proper coordination occurs so that our public service standards and business functions are accomplished.
4. Rest and/or meal periods shall not be combined together and taken once a day, nor can they be taken at the beginning or the end of the work day.

### 506 Overtime

Effective Date: 10/26/2012

Revision Date:

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, holiday, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action, up to and including possible termination of employment.

### 507 Use of Equipment and Vehicles

Effective Date: 10/26/2012

Revision Date:

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

### 508 Emergency Closings

Effective Date: 10/26/2012

Revision Date:

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At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid; however, most employees will be given an assignment through the Emergency Operation Center. Your supervisor will advise employees of their assignment.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

### **509 Computer and Email Usage**

Effective Date: 10/26/2012

Revision Date:

Computers, computer files, the email system, and software furnished to employees are the City property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored.

The City strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the City prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

The City purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the City does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The City prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the City Manager's Office or any member of management upon learning of violations of this policy. Employees should also refer to the City's Electronic Communications Policy for all other matters concerning the use of computer

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and email usage. Employees should be aware that email may be subject to Public Records Act requests. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

### 510 Cell Phone Usage

Effective Date: 10/26/2012

Revision Date:

City provides cellular telephones to some employees as a business tool. They are provided to assist employees in communicating with management and other employees and others with whom they may conduct business. Cell phone use is intended for business-related calls only and personal calls are not permitted. Cell phone invoices are regularly monitored.

Employees may have access to a cell phone while in their cars and should remember that their primary responsibility is driving safely and obeying the rules of the road. Employees are prohibited from using cell phones to conduct business while driving and should safely pull off the road and come to a complete stop before dialing or talking on the phone. **Text messaging (texting) while driving is strictly prohibited.**

As a representative of the City, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.

Unauthorized use of cellular phones or other wireless devices that may be a distraction to the use, the general public or to the surrounding workers and/or create an unsafe work environment is prohibited. Such work sites includes but are not limited to: reception desks, lobbies, construction sites, road repair, maintenance and construction activity, operating or repairing engines or energized equipment such as electrical panels, motors, or energized circuits.

Use of cellular phones for personal conversations is restricted to non-duty time, such as breaks, lunch, etc. Supervisors have the authority to restrict or prohibit use of personal cellular phones at any time on-the-job when they believe such situations and use may create a distraction or safety hazard to the employee, co-workers, contractors and/or general public and City or private property. Office staff should restrict such use to breaks, lunch, etc., preferably outside and away from the work area.

Use of cellular phones or other wireless devices to call for help or to help others in an emergency is permitted (California Vehicle Code 23123).

Police safety personnel may be exempt, please refer to the Pacific Grove Police Policy Manual.

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### 510 Social Media Policy

Effective Date: 10/18/2012

Revision Date: 6/30/16

#### **PURPOSE**

The City of Pacific Grove encourages the use of social media to further the goals of the City and its programs. Through social media, the City aims to share information about the City's mission, services, and activities and maintain open, professional and responsive communication between the City and members of the public. This Social Media Policy provides guidelines for the development and use of the City's social media sites.

#### **OWNERSHIP**

All social media communications composed, sent, or received on City equipment are and remain the property of the City. While the City's social media sites are administered by the City, the content on the sites is not entirely controlled by the City.

The City's social media sites may be subject to California's civil discovery statutes and the California Public Records Act.

Any content maintained in a social media format that is related to City business may be a public record. Wherever possible, such sites must clearly indicate that any articles and any other content posted or submitted for posting may be or are subject to public disclosure upon request. However, confidential information, such as those relating to litigation or potential litigation, personnel, attorney-client communication, closed session labor negotiations, or information relating to confidential real estate negotiations, and copyrighted or proprietary information shall not be posted.

All requests for public records, through the City's social media sites, shall immediately be referred to the City Clerk's Office for handling. California law and relevant City records retention schedules apply to the City's social media formats and social media content.

#### **GENERAL POLICY**

- A. "Social media" refers to activities that integrate technology, social interaction and content creation. This media allows people to generate, organize, share, edit and comment on web content. Examples of social media include, but are not limited to, Facebook, Instagram, Twitter, LinkedIn, YouTube, Blogs, Really Simple Syndication ("RSS"), and Flickr.
- B. "User" refers to users, content contributors, visitors, posters, and commentators.
- C. All City social media sites will be subject to approval by the City Manager or designee. The City reserves the right to terminate any social media site at any time without notice. The City reserves the right to change, modify, or amend all or part of this Policy at any time.

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- D. City social media sites shall make clear to the extent possible:
1. Sites maintained by the City follow this Social Media Policy.
  2. Sharing, liking or retweeting a post or link on the City's social media sites shall not constitute an endorsement or official position of the City.
  3. Links or advertisements placed on the City's social media sites shall not constitute an endorsement by the City.
- E. Wherever possible, use of City social media sites must comply with all appropriate City policies and procedures, including but not limited to:
1. Electronic Communications Policy.
  2. Administrative Policy and Procedures Manual.
  3. Employee Handbook.
  4. Council policies, including records retention policies.
  5. City Conflict of Interest Code.
- F. City social media sites shall be managed consistent with the Brown Act. Members of the City Council and City advisory bodies shall not like, share, retweet or otherwise respond to any published postings, or from using such a site to respond to, blog, engage in serial meetings, or otherwise discuss, deliberate, or express opinions on any issue within the subject matter jurisdiction of the body.
- G. The City's website (<http://www.cityofpacificgrove.org>) will remain the City's primary and predominant internet presence.
- H. When appropriate, content posted to the City's social media sites must be made available on the City's website.
- I. When appropriate, content posted to City social media sites must contain hyperlinks directing users back to the City's official website for in-depth information, forms, documents, or online services necessary to conduct business with the City.
- J. The City Manager or designee shall be responsible to post and monitor content on social media sites to ensure adherence to both the City's Social Media Policy and the interest and goals of the City.
1. All content on City social media sites shall be reviewed, approved, and administered under the authority of the City Manager or designee.
  2. The City Manager or designee may develop guidelines regarding content on City social media sites.
  3. All City or department active social media sites shall be made known to the City Manager or designee.
  4. Content must pertain to City-sponsored or City-endorsed programs, services, and events.
  5. The City shall not post content relating to candidate or ballot measure candidacy on its social media sites.

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6. City social media sites shall not be the primary tool for disseminating emergency information.
- K. All content posted by others to the City’s social media sites shall be monitored. The following forms of content will not be allowed and must be removed as soon as possible:
1. Profane language or content;
  2. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, sexual orientation or any other basis protected by state or federal law;
  3. Sexual content;
  4. Solicitations of commerce and other purely commercial speech;
  5. Conduct or encouragement of illegal activity;
  6. Content in support of or opposition to political campaigns or ballot measures;
  7. Information that may compromise the safety or security of the public, public systems, or employees;
  8. Content that violates a legal ownership interest of any other party;
  9. Any link or direction to another site that contains content referenced by the foregoing restrictions.
- L. Users of the City’s social media sites must also be notified that:
1. Content posted by a user on any City social media site is the opinion of the user only, and the publication of content does not imply endorsement of, or agreement by, the City, nor does such content necessarily reflect the opinions or policies of the City.
  2. The City reserves the right to restrict or remove any content that is deemed in violation of this Policy or any applicable law. Notwithstanding the foregoing, the City is not obligated to take such actions, and the City disclaims any and all responsibility and liability for any materials that the City deems inappropriate for posting, which cannot be removed in an expeditious and otherwise timely manner.
  3. By posting content, users agree to indemnify the City, its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney’s fees) incurred by any of them which arise out of or are related to content posted by users. If a user does not agree to these terms, the individual should not use the City’s social media sites.
  4. The City does not guarantee the authenticity, accuracy, appropriateness nor the security of external links, websites or content linked thereto.
- M. The above content guidelines and disclaimers (“Terms of Use”) must be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster in accordance with the City’s policy on the retention of such information.
- N. For blogs and forums, the following disclaimers must be stated on the City’s main webpage:

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1. The City is not responsible for the accuracy of any information posted on affiliated blogs, forums and/or forwarded or otherwise redistributed content.
2. Unless expressly authorized, the information posted is the personal opinion of the user and does not constitute an official position of the City.

This Policy does not govern or regulate the use of social media sites by City employees or the privacy rights associated therewith. The policy governing use of social media sites shall be located in the Employee Handbook. Nothing in this policy shall be interpreted as restricting a union member's rights under MMBA.

### **511 Social Media Usage**

Effective Date: 6/30/16

Revision Date:

The City Social Media Program aims to share information about the City's mission, services and activities and highlight community news and events through professional and responsive communication between the City and members of the public.

### **City of Pacific Grove Social Media Policy**

All City employees and City Social Media Designees are required to review, be familiar with and comply with the City's Social Media Policy outlined above as well as with the social media site's use policies and terms and conditions. Employees and designees should notify their immediate supervisor, the City Manager's Office or any member of management upon learning of violations of these policies.

### **Representation and Use**

Unless specifically designated by the City Manager's Office, City employees are not authorized to post items for the City and its Social Media Program. However, City employees are welcome and encouraged to share ideas for the program with their team or by contacting the City Manager's Office.

City Social Media Designees are City employees or volunteers authorized by the City Manager to post items on behalf of the City and for the City's Social Media Program. Authorized City Social Media Designees shall:

1. Conduct themselves at all times as professional representatives of the City and in accordance with all City policies.
2. Not express personal views or concerns through City-related postings. Postings on the City's social media sites shall only reflect the official views of the City and must pertain to City-sponsored or City-endorsed programs, services, and events.
3. Make available his or her name and title. The Designee shall not share personal information about himself or herself or other City employees.

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4. Ensure postings contain information freely available to the public and not confidential as defined by any City policy or state or federal law.
5. Utilize only authorized City contact information for account set-up, monitoring and access to City social media sites. City social media contact information can be obtained through the City Manager's Office.

### **Personal Use**

The City recognizes employees may engage in the personal use of social media. At all times, City employees should maintain professional conduct and use common sense when participating in social media. Employees may respond to social media posts during breaks and personal time; however, use of social media during regularly scheduled work hours must directly relate to official City business. Employees should refer to the City's Electronic Communications Policy and the City's Social Media Policy for all other matters concerning the use of computer and email usage.

Employees who violate these policies and/or guidelines will be subject to disciplinary action, up to and including termination of employment.

## **LEAVE OF ABSENCE**

### 601 Medical Leave

Effective Date: 10/26/2012

Revision Date:

The City provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; and continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

- \* All employees

Eligible employees may request medical leave only after having completed 365 calendar days of service. Exceptions to the service requirement will be considered to accommodate disabilities. Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the City. Employees returning from medical leave must submit a health care

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provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12 month period. Any combination of medical leave and family leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, the City will continue to provide health insurance benefits for the full period of the approved medical leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide the City with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. If an employee fails to return to work on the agreed upon return date, the City will assume that the employee has resigned.

### **602 Family Leave**

Effective Date: 10/26/2012

Revision Date:

The City provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave as described in this policy:

- \* All employees

Eligible employees may request family leave only after having completed 365 calendar days of service. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a

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family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12 month period. Any combination of family leave and medical leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12 month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, the City will continue to provide health insurance benefits for the full period of the approved family leave; however, since employees pay the monthly premiums, they need to continue to do so.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide the City with at least two weeks advance notice of the date the employee intends to return to work. When family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the City will assume that the employee has resigned.

## **EMPLOYEE CONDUCT & DISCIPLINARY ACTION**

### 701 Return of Property

Effective Date: 10/26/2012

Revision Date:

Employees are responsible for all City property, materials, or written information issued to them or in their possession or control.

Employees must return all the City property immediately upon request or upon termination of employment. Where permitted by applicable laws, the City may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The City may also take all action deemed appropriate to recover or protect its property.

### 702 Resignation

Effective Date: 10/26/2012

Revision Date:

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Resignation is a voluntary act initiated by the employee to terminate employment with the City. Although advance notice is not required, the City requests at least 2 weeks' written resignation notice from all employees.

### **703 Progressive Discipline**

Effective Date: 10/26/2012

Revision Date:

The purpose of this policy is to state the City's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The City's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with the City is based on mutual consent and both the employee and the City have the right to terminate employment at will, the City may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

The City recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the City.

### **704 Casual Days**

Effective Date: 10/26/2012

Revision Date:

The following information is intended to serve as a guide to help define appropriate casual

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business wear for all employees during designated casual days at City. Each Friday will be a designated casual day.

Our primary objective is to have employees project a professional image while taking advantage of more casual and relaxed fashions. Casual dress offers a welcome alternative to the formality of typical business attire.

However, not all casual clothing is appropriate for the office. Casual business wear means clean, neat, professional clothing. It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the workplace. If you are considering wearing something and you are not sure if it is acceptable, choose something else or inquire first.

Listed below is a general overview of acceptable casual business wear as well as a listing of some of the more common items that are not appropriate for the office. Obviously, neither group is intended to be all inclusive. Rather, these items should help set the general parameters for proper casual business wear and allow you to make intelligent judgments about items that are not specifically addressed.

Examples of acceptable casual business wear include:

- \* slacks
- \* jeans
- \* casual dresses and skirts
- \* casual shirts and blouses
- \* golf shirts
- \* turtlenecks
- \* sweaters
- \* athletic shoes
- \* flats
- \* dress sandals

Examples of inappropriate clothing items that should not be worn on casual days include:

- \* jeans that are excessively worn or faded
- \* sweatpants
- \* warm-up or jogging suits and pants
- \* shorts
- \* short shorts
- \* bib overalls
- \* spandex or other form fitting pants
- \* miniskirts
- \* spaghetti-strap dresses
- \* T-shirts
- \* sweatshirts
- \* T-shirts or sweatshirts with offensive messages or images

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- \* tank tops
- \* visible undergarments
- \* slippers
- \* thong slippers

For some, traditional business attire may simply remain a more favored option on casual days. The choice will be yours. We hope and fully expect that casual days will help make our workplace more enjoyable and productive.

### **705 Workplace Etiquette**

Effective Date: 10/26/2012

Revision Date:

The City strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. The City encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact the Administrative Services Department if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- \* Replace paper in the copy machine and printer paper trays when they are empty.
- \* Retrieve print jobs in a timely manner and be sure to collect all your pages.
- \* Keep the area around the copy machine and printers orderly and picked up.
- \* Be careful not to take or discard others' print jobs or faxes when collecting your own.
- \* Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- \* Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- \* Try not to block walkways while carrying on conversations.
- \* Refrain from using inappropriate language (swearing) that others may overhear.
- \* Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- \* Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.
- \* Clean up after yourself and do not leave behind waste or discarded papers.

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### **MISCELLANEOUS**

#### 801 Life-Threatening Illnesses in the Workplace

Effective Date: 10/26/2012

Revision Date:

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The City supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the City will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. The City will take all reasonable and necessary precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

#### 802 Recycling

Effective Date: 10/26/2012

Revision Date:

The City supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Special recycling receptacles have been set up to promote the separation and collection of the following recyclable materials at the City:

- \* computer paper
- \* mixed or colored paper
- \* newspaper
- \* brown paper bags
- \* aluminum
- \* glass
- \* plastics
- \* printer cartridges

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a

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part of this solution. The City encourages reducing and when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as:

- \* two-sided photocopying
- \* reusing paper clips, folders, and binders
- \* turning off lights when not in use

Whenever possible, employees of the City are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

By recycling, the City is helping to solve trash disposal and control problems facing all of us today.

### **803 Service Recognition**

Effective Date: 7/1/2012

Revision Date:

The City recognizes and shows appreciation for long-term full and part-time employment with the City of Pacific Grove. Employees with five or more years of continuous service are recognized at five year service milestones. Recognition occurs during the calendar year in which the milestone occurs.

Effective July 1, 2012 all full time and part time employees will receive a taxable monetary stipend in lieu of a service anniversary gift in their bi-weekly paycheck and will receive a Certificate of Appreciation either at a City Council or from the City Manager.

The monetary stipends will be distributed as follows:

#### **Full Time Employment:**

5 years	\$50.00
10 years	\$100.00
15 years	\$150.00
20 years	\$200.00
25 years	\$250.00
30 years	\$300.00
40 years	\$350.00
40 years	\$400.00

#### **Part Time Employment:**

5 years	\$25.00
10 years	\$50.00
15 years	\$75.00
20 years	\$100.00
25 years	\$125.00
30 years	\$150.00
35 years	\$175.00
40 years	\$200.00

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Employee Handbook

**EMPLOYEE ACKNOWLEDGEMENT FORM**

The employee handbook describes important information about the City, and I understand that I should consult Human Resources regarding any questions not answered in the handbook.

I have entered into my employment relationship with City voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the City or I can terminate the relationship, so long as it is undertaken in conformance with applicable federal, state, local laws and Article 6 of the City Charter, and in conformance with the applicable employee contract or memorandum of understanding (MOU) and the City’s Personnel Ordinance.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. Such changes will be communicated through official notices; I understand that revised information may supersede, modify, or eliminate existing policies. Only the City Manager has the ability to adopt revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_