

Whereas, the City Council recognizes that council members may, on occasion, need to make use of City owned vehicles; and

Whereas, the City Council recognizes that there should be a policy regulating such use;

NOW THEREFORE, THE CITY COUNCIL DOES HEREBY RESOLVE AS FOLLOWS:

The purpose of this policy is to promulgate standards for City Council Members who operate a City- owned vehicle on City business.

POLICIES:

Unauthorized personal use of a City-owned vehicle is not permitted and may result in loss of vehicle privileges, or more serious discipline. Permission for a Council Member to operate a City-owned vehicle must be given by the City Manager or his designated representative. City Council Members shall operate all City-owned vehicles in a safe and economical mariner. In order to accomplish this, the following practices will be followed:

A. Use of Vehicles

1. City-owned vehicles shall be driven for official use only. Personal use of City-owned vehicles is not permitted.
2. The use of City-owned vehicles having work equipment is not permitted, unless authorized by the City Manager or his designated representative. City-owned vehicles used by City Council Members must have safety belts for each passenger.
3. All drivers must have a valid California driver's license, and must show proof of insurance coverage to at least the minimum levels required by California law.
4. Each City Council Member's privilege to operate a vehicle on official business extends only as long as the driver operates the vehicle in a safe and efficient manner. Proper care in the operation of the assigned vehicle, including the use of seat belts, shall be exercised at all times
5. No unauthorized drivers will be allowed to operate a city vehicle. Passengers, including family members, are allowed only if they are accompanying the City Council Member on City business.
6. City vehicles shall not be taken home overnight except as follows:

A. City Council Members may take a City-owned vehicle home for one night when attendance at an off-site meeting takes place after or prior to normal working hours. City-owned vehicle must be parked off the street at the employee's home. (i.e., driveway or garage). City-owned vehicles may not be parked overnight at bars, restaurants, nightclubs, or other recreational locations without specific authorization from the City Manager or his designated representative.

B. City-owned shall be returned at the earliest practical time the day after any overnight usage.

7. City-owned vehicles shall be legally and appropriately operated and/or parked at all times. City Council Members are expected to use City-owned vehicles in a responsible manner. City-owned vehicles may not be taken off-road unless:

A. Official use requires that the vehicle be driven off-road; and

13. The City-owned vehicle is specifically equipped and rated for such off-road use.

8. Smoking is prohibited in all City-owned vehicles.

9. Use of a cellular telephone or any other electronic equipment that may interfere with the operation of the vehicle is not permitted.

10. Vehicle accidents and/or citations and infractions shall be reported to the City Manager or his designated representative as soon as possible but no later than within one business day. In the event of a violation of State or local motor vehicle laws, the driver shall be personally liable for any criminal or civil penalty incurred. Drivers shall also provide the City Manager or his designated representative written proof that tickets received have been paid within ten working days of receipt.

11. Financial assessments related to City-owned vehicles that are incurred as a result of the driver's poor judgment, irresponsibility or negligence, will be charged to the City Council Member. Such charges or assessments may include, but are not limited to, tow charges and tickets.

12. Vehicles will be operated only when they are in safe operating condition. Each City Council Member driving a vehicle on business shall visually inspect the vehicle to assure it is in sound operating condition. The driver shall be responsible for checking to ensure that the vehicle lights, turn signals, brake lights, and other safety equipment are functional on the City-owned vehicle.

13. Any damage to, or malfunction of, the City-owned vehicle must be reported to the City Manager or his designated representative as soon as possible but no later than within one business day after the event.

14. Use of City-owned vehicles while under the influence of alcohol or illegal drugs is forbidden. Use of City-owned vehicles while under the influence of legal medication affecting the ability to drive (including but not limited to certain types of cold medicine, allergy medicine, and/or anti-depressants) is forbidden.

15. All City Council Members using a City-owned vehicle are to use a City credit card for refueling and maintenance. It is the responsibility of the driver to ensure refueling and service stations accept the credit card prior to refueling or giving authorization for service. All City Council Members using a City-owned vehicle are to purchase fuel at self-service pumps, unless forbidden to do so by State or Federal laws. All City Council Members using a City-owned vehicle are to purchase only "Regular" unleaded gasoline with an octane rating of 87 unless the vehicle requires an alternative fuel. Repairs of City-owned vehicles require approval of the City Manager or his designated representative. Purchases of food, beverages, cigarettes, newspapers or any other item not necessary for the continued safe operation of the City-owned vehicle is prohibited.

B. Prohibited Use of Vehicles.

1. Any and all unauthorized use of a City-owned vehicle is absolutely prohibited.

Unauthorized use includes, but is not limited, to the following:

- A. Any use for personal purposes, other than necessary or immediately incidental to official use.
- B. Travel or tasks which are beyond the vehicle's rated capability or capacity.
- C. Transport of families, friends, associates or other persons who are not employees of the City or serving the interest of the City.
- D. Transport of hitchhikers or other pedestrians except in cases of extreme emergency.
- E. Transport of cargo that has no relation to the performance of official City business.
- F. Transport of acids, alcohol, explosives, weapons, ammunition or highly flammable material, except in the course of City business and in compliance with all applicable Local, State, and Federal laws.
- G. Transport of any item or equipment projecting from the side, front or rear of the vehicle in a way which constitutes an obstruction to safe driving or a hazard to pedestrians or other vehicles.
- H. Attending sporting events, including hunting and fishing, which are not in the service of City business.
- I. Extending the length of time the vehicle is in your possession beyond that which is required to complete the official purpose of the trip.
- J. Operating a City-owned vehicle while under the influence of alcohol or drugs.
- K. Operating a City-owned vehicle without a valid operator's license or while said license is under suspension or revocation.

L. Operating a City-owned vehicle when insurance coverage has been suspended or terminated on that vehicle.

M. Smoking while in a City-owned vehicle

N. Any unauthorized use of a City-owned vehicle.

INTRODUCTION

The City of Taft shall follow a practice of equal employment opportunity without regard to race, creed, color, religion, sex, age, marital status, disability or national origin in recruitment, selection and placement of employees at all levels. Selection of employees for all position vacancies shall be from among qualified available candidates and shall be based on education, ability, aptitude, trainability and technical competence.

GENERAL EMPLOYMENT PRACTICE

1. Employment activities shall be conducted in a manner which will assure employment of those individuals most qualified to fulfill position requirements of the City of Taft.
2. Employment consideration shall be on the basis of capability, availability and compatibility with position vacancies and shall be without regard to race, color, religion, sex, age, marital status, disability or national origin.
3. Equal employment consideration shall be given to physically and mentally handicapped applicants subject to specific job limitations and medical restrictions.
4. All employment practices shall be conducted in compliance with federal and state legislation governing fair employment practice and equal employment opportunity.

RECRUITMENT

1. Except where a current eligibility list exists, all employment opportunities with the City of Taft shall be publicized by posting an announcement on an official bulletin board for a minimum of five calendar days and/or by advertising position in a newspaper of general circulation in the Taft area.
2. The City may seek additional applicants for all position vacancies through employee referrals; metropolitan, regional or national advertising media; federal, state and local employment service offices; commercial employment agencies and appropriate community action groups. The sequence in which these other recruitment sources are used, however, shall be at the discretion of the Personnel Officer.
3. Recruitment advertising shall be prepared and placed only by the Personnel Officer or an authorized representative.

4. All employment applications and related paperwork of candidates not hired by the City of Taft shall be retained by the Personnel Officer for a minimum of three years and shall be filed to provide easy reference and periodic update. This record shall include tests administered to each candidate, if applicable.

SELECTION

1. Individuals seeking employment with the City of Taft shall complete a standard employment application approved by the Personnel Officer or shall submit an acceptable resume in lieu thereof.
2. Approved applications and acceptable resumes shall include personal information identifying the candidate and current information concerning the applicant's education, experience and skills.
3. The City of Taft shall acknowledge receipt of all applications submitted by prospective employees whether or not such applications have been solicited and whether or not there are immediate employment opportunities with the City.
4. The City of Taft may reject any application which indicates that the applicant does not possess minimum qualifications for a position vacancy.
5. Applications may be rejected if the applicant has made any false statement or omission of material fact or has practiced any deception or fraud in submitting said application.
6. Should an applicant be rejected by the City of Taft notice of such rejection and the reason therefore shall be mailed to the applicant by the Personnel Officer.
7. Those applicants deemed most qualified for position vacancies based on evaluation of education, background and experience shall be interviewed.

*NOTE that possession of minimum qualifications for a position vacancy does not insure a personal interview.

8. The Personnel Officer may administer aptitude, achievement and performance tests in selected position categories, provided such tests have been professionally developed and validated; that passing scores have been determined prior to test administration and that such tests have no adverse impact on protected candidates. All pre-employment testing administered by the City of Taft shall have demonstrable correlation between test results and projected job success. A suitable record of all tests administered to each applicant and scores attained on each test shall be maintained by the Personnel Officer for a minimum of three years.

****NOTE** that the testing process must be kept in perspective as only one of the criteria on which selection or rejection of applicants is based.

9. The City of Taft may conduct background investigation regarding an applicant's character, ability and reputation, taking care not to jeopardize a candidate's relationship with a current employer. Should circumstances warrant a detailed investigation, the City may use the resources of the Taft Police Department, cooperating law enforcement agencies or a professional investigating firm to conduct such investigation in compliance with federal, state and local legislation.

*******The Fair Credit Reporting Act requires employers to take certain action should a professional investigating firm be retained even in circumstances where the applicant is already employed by the City of Taft. The Act, however, does not apply in those instances where an individual has not specifically applied for a new position. In order to assure compliance with the law, any applicant on whom a professional investigator's report is sought must be so advised in writing and must be told that he has the right to request disclosure of the nature and scope of the investigation. All applicants applying for positions requiring background investigation should, therefore, be given a written notice at the time of interview, but in no instance, later than three days after an investigating firm has been asked to provide a report. A copy of written notice signed by the applicant must be retained for City files. Should an applicant submit a timely request for disclosure of information concerning the investigation, the City must respond within five days of receipt of request using a format approved by the Personnel Officer.

Background investigation of potential peace officers conducted by the Taft Police Department in accordance with regulations promulgated by the California Commission on Peace Officer Standards and Training are not subject to notification and disclosure requirements of the Fair Credit Reporting Act.

PRE-EMPLOYMENT INVESTIGATIONS

1. The Personnel Officer may make a telephone reference check of an applicant's former employers, supervisors and personal references. This inquiry will usually provide adequate reference for unskilled and clerical personnel.
2. A written inquiry may be directed to former employers, supervisors and personal references prior to employing professional applicants. A written inquiry may also be used to supplement or clarify information provided by telephone.
3. A professional investigation may be sought in recruiting employees engaged in law enforcement or having access to certain confidential information or hazardous materials. In the case of sworn law enforcement personnel or employees of the Community Correctional Facility, a background investigation

shall be conducted by the Taft Police Department in accordance with regulations promulgated by the California Commission on Peace Officer Standards and Training.

*** A request for professional background investigation of potential employees other than sworn law enforcement personnel shall be approved by the City Manager and shall seek information concerning an applicant's address, employment history, occupation, habits, reputation, and unlawful activity.

Findings of a derogatory nature may be adequate justification for rejecting an applicant. Should employment be denied as the result of a professional investigation, i.e., an investigation performed by an agency other than a bonafied law enforcement agency, the applicant must be so advised and the name of the investigating agency must be provided in accordance with provisions of the Fair Credit Reporting Act.

PLACEMENT

1. Following completion of the Recruitment and Selection procedures, including application, interview, testing and investigation, excluding background investigations conducted by the Taft Police Department in accordance with regulations promulgated by the California Commissions of Peace Officer Standards and Training, the Personnel Officer shall provide the requesting Department Head with a list of names the applications of those individuals deemed most qualified for a position vacancy.
2. The requesting Department Head shall interview selected candidates from the qualified list and may recommend the employment of any such candidates to the Personnel Officer.
3. Employment offers shall be extended to selected candidates only by the Personnel Officer. This action, however, shall be taken only upon receipt of a Personnel Action Form approved by the City Manager acting as the appointing authority in accordance with the Taft Municipal Code.
4. Employment offers for al positions shall be made in writing and shall include starting salary on an hourly, weekly or monthly basis. In no event shall an employment offer be made in terms of annual salary which may imply a yearly contract. Written employment offers shall make no reference to bonus or overtime payment and shall detail all employment contingencies such as satisfactory medical examination and satisfactory reference checks.
5. Starting salary offers must be consistent with salary range structures established by the City of Taft and must be approved by the City Manager. All salary offers

shall also be approved in accordance with current compensation policy and procedures.

6. Prior to final employment acceptance, all applicants must satisfactorily complete a physical examination as outlined in Section 104 of this manual.
7. All necessary forms and agreements shall be completed by newly hired employees and shall be submitted to the Personnel Officer prior to assigning such employee to an actual workstation.
8. Qualified employment lists may be abolished by the Personnel Officer upon filing a position vacancy or at any time thereafter. Employment lists may also be abolished by the Personnel Officer if no candidate contained thereon is acceptable to the requesting Department Head or if the number of candidates contained thereon is insufficient to allow the requesting Department Head and choice of applicants.
9. No provision of this policy shall preclude the Personnel Officer from conducting temporary employment activities in accordance with City policy.
10. No provision of this policy shall preclude the Personnel Officer from declaring any position vacancy a promotional opportunity and limiting applications for such position to qualified individuals currently employed by the City of Taft.
11. In those instances in which an individual has been formerly employed by the City of Taft and has exceeded eligibility for reinstatement consideration pursuant to the City's Reinstatement Policy (Section 113), reemployment by the City shall be at the sole discretion of the Department Head, provisions of this policy notwithstanding.
12. No provisions of this policy or of the Personnel Policies and Procedures of the City of Taft either individually or as a whole shall obligate the City to employ any specific individual.

INTRODUCTION

It is the policy of the City of Taft to provide equal employment opportunity for all qualified persons and to prohibit discrimination in employment because of race, color, religion, sex, age, national origin, marital status or disability.

To assure efficiency in implementing City policy, however, it is necessary to place certain restrictions on employing relatives of elected and appointed officers of the City of Taft and on relatives of municipal employees.

For purpose of this policy, a relative shall be defined as any individual related to an elected or appointed officer of the City of Taft or to municipal employees in the first degree of consanguinity by blood or marriage.

EMPLOYMENT RESTRICTIONS

1. Relatives of municipal employees shall not be employed in the same department of the City of Taft nor shall any employee be placed in a position which exercises supervisory authority over any individual related in the first degree of consanguinity.
2. Notwithstanding the above provisions, an employment decision shall not be based on whether an individual has a SPOUSE presently employed by the City of Taft except in accordance with the following criteria:
 - a. For business reasons of supervisions, safety, security or morale, the City of Taft may refuse to place one spouse under the direct supervision of the other spouse.
 - b. For business reasons of supervision, safety, security or morale, the City of Taft may refuse to place both spouses in the same department if the work involves potential conflicts of interest or other hazards greater for married couples than for other persons.
3. If co-employees marry, the City of Taft shall make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale.
4. This policy shall become effective on the date of adoption by the City Council of the City of Taft and shall not be applied retroactively.

INTRODUCTION

To assure proper implementation and administration of its personnel policies and procedures, the City of Taft has defined four employee status groups.

Eligibility for employee benefits programs shall be governed by an individual's employment status and length of service and by provisions of the City's benefits policies and Memorandum of Understanding.

DEFINITIONS

1. Permanent full-time employees are those individuals holding a permanently established position requiring a regularly scheduled minimum of forty hours work during each seven-consecutive day work cycle.
2. Permanent part-time employees are those individuals holding a permanently established position requiring a regularly scheduled minimum of less than forty hours during each seven-consecutive day work cycle.
3. Temporary employees are those individuals filling an authorized position vacancy for a limited duration not to exceed eighteen (18) calendar months, regardless of the number of hours worked.
4. Casual employees are those individuals filling intermittent relief needs on a scheduled or unscheduled basis, subject to their own availability.

LENGTH OF SERVICE

1. In computing length of service, the City shall grant service credit from date of hire to permanent full-time employees.
2. Permanent part-time employees shall accrue service credit from date of hire in the proportion that permanent part-time employment bears to full-time employment.
3. Temporary and casual employees shall not acquire any probationary or permanent status and time spent under temporary appointment shall not be computed for service credit.

INTRODUCTION

As a responsible employer, the City of Taft wishes to ensure the health of potential employees. To achieve this objective, the City of Taft shall require pre-employment physical examination of all potential employees.

EXAMINATION PROCEDURE

1. Selected employment candidates shall execute a Pre-Employment Health Report, agreeing to a physical examination by a City retained physician and authorizing the release of medical information to the City.
2. Selected employment candidates shall complete a confidential medical history for inclusion in City records.
3. A City retained physician shall conduct a pre-employment physical examination and selected laboratory tests for selected candidates without charge to the potential employee.
4. The Personnel Officer shall notify selected candidates of mutually convenient time and location for scheduled physical examination.
5. Selected candidates, other than candidates required to comply with medical standards promulgated by the California Commission on Peace Officer Standards and Training, not wishing to take advantage of the free physical examination may satisfy the examination requirement through a private physician at their own expense.
6. All physical examinations conducted by the candidate's private physician must be reported to the City on a Physical Examination Report provided by the City of Taft.
7. All employment offers shall be contingent upon the candidate's successful completion of the pre-employment physical examination.
8. The City of Taft shall retain the right of withdraw employment offers on the medical advice of the examining physician.
9. All physical examinations shall include a drug screening test required by the City.



**CONSENT TO EMPLOYMENT PHYSICAL EXAMINATION
AND RELEASE OF MEDICAL INFORMATION**

The physical examination is a part of the application/hiring process for employment with the City of Taft. Employment with the City of Taft is contingent upon conducting the below-mentioned medical tests. Hiring decisions may be based on the results of the medical tests. Failure to submit to these tests, absent prior arrangement with the City of Taft will result in denial of the application for employment.

Position applying for: _____

The following tests are a part of the physical examination:

- Drug Screening Urine Test
- Chem 23 Panel and CBC (Blood Test)
- Urinalysis
- Spinal X-Ray
- Coronary Risk Panel 1 (if physician believes there may be evidence of a cardiovascular problem)
- Other (Explain): _____

Authorization

I hereby authorize a qualified representative and/or physician to conduct the above-stated medical tests and above-mentioned physical examination. I understand that the physical examination is a part of the application process for employment with the City of Taft and that a hiring decision may be based on the results of the physical examination. I further authorize **V.Tangpraphaphorn M.D. Inc.** to release to the City of Taft all above-mentioned test results conducted as part of the physical examination and other relevant medical information.

SIGNATURE OF APPLICANT

DATE

WITNESS

DATE

**Effective Date: 10/18/1994
Resolution No.: 2227-94**



PRE-EMPLOYMENT HEALTH REPORT

PHYSICAL EXAMINATION: Date _____ Time _____

NAME _____

DEPARTMENT _____ POSTION _____

I, _____, agree to cooperate and submit to a physical examination and required immunizations before being employed by the City of Taft. I further understand that employment depends upon the final results of the physical examination.

I hereby authorize any hospital, physician, or other person who has attended me or examined me to furnish the City of Taft or its representative, any and all information with respect to any illness, medical history, consultation, prescriptions or treatment, and copies of all hospital or medical records.

I shall truthfully answer all questions asked me by the examining physician or the attending nurse regarding my physical condition.

A photocopy of this authorization shall be considered as effective and valid as the original.

SIGNED _____

DATED _____

DATE _____ TIME _____

WITNESS _____

**POLICIES AND PROCEDURES MANUAL: PERSONNEL
FINGERPRINTING CONSENT FORM**



NAME

WITNESS

POSITION

I, _____, agree to cooperate and to be fingerprinted by the Taft Police Department before being employed by the City of Taft.

I hereby authorize any federal, state, or local law enforcement agency to furnish the City of Taft or its representative any and all information available regarding my identity and my arrest and conviction record, if any, subject to the restrictions of federal, state, and local legislation.

I further agree to truthfully answer all questions asked me, verbally or in writing, during the fingerprinting process.

A photocopy of this authorization shall be considered as effective as valid as the original.

SIGNED

DATE

DATE

TIME

WITNESS

INTRODUCTION

It is the policy of the City of Taft to require that new employees be fingerprinted by the Taft Police Department and that employee fingerprints be processed through appropriate federal, state and local agencies in accordance with commonly accepted procedures of the law enforcement community.

FINGERPRINTING PROCEDURE

1. The selected employment candidate shall execute a Fingerprint Release agreeing to be fingerprinted by the City of Taft and authorizing the release of information resulting from a fingerprint check, subject to the restrictions of federal, state and local legislation.
2. The selected employment candidate shall complete the required fingerprint card in accordance with instructions of the Personnel Officer.
3. Following completion of required documents, the Personnel Officer shall provide selected employment candidate with a fingerprint fee waiver statement and a typed and signed fingerprint card.
4. Following receipt of the fingerprint fee waiver and fingerprint card, the selected employment candidate shall report to the receptionist at the Taft Police Department for fingerprinting between 2:00 P.M. on the first day of active employment with the City of Taft.
5. The Taft Police Department shall process fingerprints through appropriate federal, state and local law enforcement agencies.
6. Processed fingerprint card returned to the Taft Police Department by the California Department of Justice indicating that an employee has no record shall be forwarded to the Personnel Officer for inclusion in the employee's personnel file.
7. Upon receipt of a fingerprint card accompanied by a rap sheet and other data of an employee's background, the Taft Police Department shall forward a copy of such information to the Personnel Officer in accordance with the provisions of Resolution 2184-94 of the City of Taft adopted pursuant to Section 11-5 (10) of the California Penal Code.
8. The Personnel Officer shall retain the completed Fingerprint Release for inclusion in the employee's personnel file.

INTRODUCTION

It is the policy of the City of Taft to provide employee identification cards to all permanent full-time and part-time employees.

All employees' identification cards, except for sworn officers of the Taft Police Department, shall be issued annually by the Personnel Department. The Chief of Police shall issue identification cards to all sworn officers of the Taft Police Department. Identification cards shall be issued in accordance with provisions of this policy and shall be used by municipal employees only in conducting business.

Employees shall be required to immediately report lost or stolen identification cards to the Personnel Officer, Chief of Police, City Manager, or their designated representative(s).

POLICY

1. Sworn Officers of the Taft Police Department shall be issued a Police identification card by the Chief of Police immediately following employment by the City of Taft.
2. Identification cards shall contain the employee's name, title and signature and shall provide a physical description of the employee by age, height, weight, color of hair, color of eyes and other identifying characteristics.
3. Identification cards shall bear a photograph of the employee to whom the card is issued.
4. Identification cards for sworn officers of the Taft Police Department shall be signed by the Chief of Police. All other identification cards shall be signed by the City Manager. All identification cards shall be laminated in plastic or other protective material to prevent tampering therewith.
5. Identification cards for non-sworn employees shall be issued on an annual basis. Employees shall relinquish old identification cards to the Personnel Department Officer or a designated representative upon receipt of a new identification card.
6. Employees shall relinquish identification cards to the Personnel Officer or a designated representative upon termination of employment with the City of Taft and prior to receiving payment of salary due at date of termination.



OATH OR AFFIRMATION OF ALLEGIANCE FOR PUBLIC OFFICERS AND EMPLOYEES

The Execution of this Oath is required by Article XX, Section 3, of the Constitution of the State of California.

I _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20_____.

SIGNATURE OF OFFICER ADMINISTERING OATH

TITLE OF OFFICER ADMINISTERING OATH

SIGNATURE OF PERSON TAKING OATH

POLICIES AND PROCEDURES MANUAL: PERSONNEL
Subject: PERSONNEL ORIENTATION GUIDE



Employee Name _____

Employee Date _____

1. _____ Review history and objectives of the City of Taft.
2. _____ Present each employee an opportunity to enroll in health, life, long-term disability and dental insurance programs; employee credit union, deferred compensation program; employees' Coffee Fund, if applicable, and review the benefits and costs of each program.
3. _____ Review City attendance, sick leave, vacation and leave of absence policies.
4. _____ Review City payroll, differential and overtime policies.
5. _____ Secure Pre-Employment Health Report and Employee Medical History and schedule employee physical examination.
6. _____ Provide one copy of the City of Taft Employee Handbook.
7. _____ Provide one copy of the City of Taft Accident Prevention Handbook.
8. _____ Provide one copy of the formal Position Description.
9. _____ Provide one sample copy of the City of Taft Performance Evaluation form with printed instructions.
10. _____ Escort employee to assigned department.

Personnel Representative _____

Date of Orientation _____

Effective Date 10/18/1994
Resolution No. 2227-94

INTRODUCTION

As a responsible employer, the City of Taft seeks to insure that newly employed individuals are properly oriented to the City itself and to requirements of the position for which the employee was hired.

To achieve this objective, the City has established a formal orientation program for presentation to new employees.

ORIENTATION PROGRAM

1. On the first day of active employment, new employees shall report to the Personnel Department for orientation.
2. The Personnel Department shall review the objective of the City of Taft for each newly hired employee.
3. The Personnel Department shall give each new employee an opportunity to enroll in health, life, long-term disability, and dental insurance programs; employee credit union; deferred compensation program; and participate in the Employees' Coffee Fund, if applicable.
4. The Personnel Department shall review the City's attendance, sick leave, vacation and leave of absence policies with each new employee.
5. The Personnel Department shall review the City's payroll, differential and overtime policies with each new employee.
6. The Personnel Department shall secure a Pre-Employment Health Report and a Medical History from each new employee and shall schedule an employee physical examination.
7. The Personnel Department shall provide each new employee with one copy of the City of Taft's Employee Handbook and Accident Prevention Handbook, a Position Description and a sample Performance Evaluation form.
8. The Personnel Department shall escort each new employee to his assigned department following orientation.
9. The employee's immediate supervisor shall review current and long range departmental objectives and the manner in which they relate to City objectives with each new employee.

10. The employee's immediate supervisor shall review departmental organization and the names of Key City and departmental personnel with each new employee.
11. The immediate supervisor shall review the organization of related departments and the names of key departmental personnel, if appropriate.
12. The immediate supervisor shall review a formal position description with each new employee, defining work assignments, objectives and responsibilities as well as performance standards.
13. The immediate supervisor shall review departmental procedures with each new employee, defining work assignments, objectives and responsibilities.
14. The immediate supervisor shall introduce each new employee to departmental personnel and shall explain hours of work, time reporting, lunch and break periods, absence reporting and related City policy.
15. The immediate supervisor shall conduct or arrange a tour of City facilities including rest rooms and parking facilities.
16. The immediate supervisor shall review City promotional and salary review policies with each new employee and shall explain City procedural and administrative manuals if appropriate.

INTRODUCTION

To assure that new employees are able to satisfy requirements of the position for which they were hired, the City of Taft has established a probationary period policy.

POLICY

1. The first six months or 1040 regularly scheduled working hours of employment shall be considered the minimum probationary period for full-time employees of the City of Taft, excluding Police Dispatchers, Correctional Officers and sworn members of the Taft Police and Fire Departments.
2. The first twelve months or 2080 regularly scheduled working hours of employment shall be considered the minimum probationary period for full-time Police Dispatchers in accordance with standards established by the California Commission on Peace Officer Standards and Training.
3. The first twelve months or 2080 regularly scheduled working hours of employment immediately following successful completion of a basic police academy approved by the California Commission on Peace Officer Standards Training shall be considered the minimum probationary period for sworn members of the Taft Police Department.
4. The first twelve months or 2080 regularly scheduled working hours of employment shall be considered the minimum probationary period for sworn members of the Taft Police Department who have successfully completed a basic police academy approved by the California Commission on Peace Officer Standards and Training prior to employment by the City of Taft.
5. The first twelve months or 2080 regularly scheduled working hours of employment shall be considered the minimum probationary period for Correctional Officers assigned to the Community Facility (CCF).
6. The first twelve months or 2912 regularly scheduled working hours of employment shall be considered the minimum probationary period for sworn members of the Taft Fire Department.
7. Part-time employees of the City of Taft shall remain in a probationary status for a minimum of 1040 regularly scheduled working hours – equivalent to six months of full-time equipment at the rate of 174 regularly scheduled working hours per month.

8. Should an employee fail to perform satisfactorily during the probationary period, such employee may be discharged in accordance with the City's Termination policy (Section 112 of this manual).
9. Should an employee's performance be marginal during the probationary period, the appropriate department head may elect to extend the employee's probationary period for a maximum of six calendar months or 1040 regularly scheduled working hours, subject to concurrence of the Personnel Officer.
10. Employees promoted or transferred to another position in the City, excluding those transferred to the position of Police Dispatcher, Correctional Officer, Police Officer or Firefighter shall be considered probationary employees during the first six months or 1040 regularly scheduled working hours in such position.
11. Employees promoted or transferred to the position of Police Dispatcher, or Correctional Officer with the City of Taft or as a sworn officer of the Taft Police Department shall be considered probationary employees during the first twelve months or 2080 regularly scheduled working hours in such position.
12. Employees promoted or transferred to the position of sworn Firefighter shall be considered probationary employees during the first 12 months or 2912 hours of regularly scheduled employment.
13. Unsatisfactory performance by employees promoted or transferred to another position shall result in transfer, demotion or other action in accordance with the City's Transfer and Promotion policies (Sections 110 and 111 of this manual).
14. Performance evaluations shall be conducted in accordance with the schedule contained in Section 208 of this manual.

INTRODUCTION

The City of Taft shall consider employee requests for transfer to another type of work, department or shift after successful completion of the probationary period, provided the request for transfer has been approved by the employee's Department Head. Employees may request transfer to better use existing capabilities, to effect career growth or promotional opportunities or to resolve personal problems.

The City of Taft does hereby reserve the right to initiate employee transfers should such transfer be in the best interest of the City, its residents and its employees.

EMPLOYEE REQUESTED TRANSFER

1. Transfer applications shall be submitted to the Personnel Officer as a memorandum from the employee.
2. Upon receipt of a transfer application, the Personnel Officer shall immediately notify the employee's Department Head that the employee has requested transfer to another position.
3. Transfer applications shall be valid for ninety days and may be extended ninety days by the Personnel Officer to provide adequate transfer opportunity.
4. Transfer applications shall be considered according to demonstrated job performance, attendance and employee qualification.
5. Reasonable consideration shall be given to all employee transfer requests provided such transfer does not adversely affect the City and its residents.
6. In considering employee transfer requests, the most effective use of employee capability as determined by the City shall be the controlling factor.
7. Equal transfer consideration shall be granted all qualified employees regardless of race, color, religion, sex, age or national origin.
8. To assure compliance with the procedure, employees of the City of Taft shall be released for transfer consideration unless it can be shown that a qualified replacement is unavailable; that an employee's reasons for requesting transfer may be resolved in the present assignment; or that the action is inconsistent with the needs of the City of Taft.
9. Employees shall be selected for transfer by agreement of the losing and gaining Department Heads and will normally be released for a new assignment within fifteen days following the date of selection. Longer retention of a transferred employee shall be negotiated between the losing and gaining departments.

10. Those employees of the City of Taft transferred to a position vacancy shall serve the required probationary period in accordance with provisions of the City's Probationary Policy (Section 109 of this manual).
11. Transfer activity initiated in accordance with provisions of this policy shall be limited to those transfers in which an employee is requesting transfer from one position to another position in a similar classification.
12. For purpose of this policy, a similar classification shall be defined as a classification having the same maximum salary, which requires the employee to perform similar duties and which requires substantially equal job qualifications.

CITY INITIATED TRANSFERS

1. The City of Taft may initiate employees transfers should such transfer be in the interest of the City, its residents and its employees.
2. Should a City initiated transfer involve transfer from one department to another, such transfer shall require the consent of both the losing and gaining departments unless the action is ordered by the City Manager acting as appointing authority in accordance with provisions of the Taft Municipal Code.
3. Employees of the City of Taft transferred to a position vacancy shall serve the required probationary period in accordance with provisions of the City's Probationary Policy (Section 109 of this manual).
4. Employees transferred at the City's initiative who fail to perform satisfactorily in a newly assigned position shall be returned to their former position or a position requiring similar skill and in a similar pay grade.
5. Transfer activity initiated in accordance with provisions of this policy shall be limited to those transfers in which an employee is transferred from one position to another position in a similar classification.
6. For purpose of this policy, a similar classification shall be defined as a classification having the same maximum salary, which requires the employee to perform similar duties and which requires substantially equal job qualifications.
7. Transfer activity initiated in accordance with provisions of this policy shall not be used to circumvent promotional, disciplinary and other provisions of the Taft Municipal Code or the Personnel Policies and Procedures of the City of Taft.

INTRODUCTION

The City of Taft shall make all reasonable attempts to insure that realistic advancement opportunities are available to qualified employees regardless of race, color, religion, sex, age, marital status, disability or national origin.

It is the policy of the City of Taft to fill authorized position vacancies with the most qualified individual available and to provide promotional opportunities for qualified employees.

Accordingly, qualified employees currently occupying permanent positions within the City of Taft shall be eligible for promotional consideration.

Promotional Practice

1. The Personnel Officer shall insure that qualified employees of the City of Taft receive equal consideration for promotional consideration.
2. Employees seeking promotion into a position vacancy for which they are qualified shall submit an employment application to the Personnel Officer in accordance with the City's Recruitment, Selection and Placement Policy (Section 101 of this manual).
3. Those applicants deemed most qualified for position vacancies based on an evaluation of education, background and experience shall be interviewed.

*Note that the possession of minimum qualifications for a position does not insure a personal interview.

4. Following completion of the Recruitment and Selection procedure including application, interview, testing and investigation, the Personnel Officer shall provide the requesting Department Head with a list of names and the applications of those individuals deemed most qualified for a position vacancy.
5. The requesting Department Head shall interview selected candidates from the qualified list and may recommend the employment or promotion of any such candidate to the City Manager through the Personnel Officer.
6. Promotional offers shall be extended to selected candidates only by the Personnel Officer. This action, however, shall be taken only upon receipt of a Personnel Action Form approved by the Department Head and by the City Manager.

7. Employment offers for all promotional positions shall be made in accordance with the placement provisions of the City's Recruitment, Selection and Placement Policy (Section 101 of this manual).
8. Those employees of the City of Taft promoted to a position vacancy shall serve the required probationary period in accordance with provisions of the City's Probationary Policy (Section 109 of this manual).
9. Employees failing to perform satisfactorily in a newly assigned position shall be returned to their former position or to a position requiring similar skill and in a similar pay grade.
10. For purpose of this policy, promotion shall be defined as movement to a higher classification in the salary administration schedule.
11. No provision of this policy shall preclude the Personnel Officer from limiting promotional opportunities to qualified individuals currently employed with the City of Taft.



Employee's Name

TERMINATION CHECKLIST

- Health Insurance (Personnel) _____ Approval
- Dental/ Vision (Personnel) _____ Approval
- Life Insurance (Personnel) _____ Approval
- Retirement (Personnel) _____ Approval
- Receivables (Finance) _____ Approval
- Credit Cards (Finance) _____ Approval
- Deferred Compensation (Finance) _____ Approval
- Identification Card (Department Head) _____ Approval
- Badge (Department Head) _____ Approval
- Keys (Department Head) _____ Approval
- Other Dept. Equipment (Department Head) _____ Approval
- Leaving Office Statement (City Clerk) _____ Approval

ALL APPLICABLE ITEMS MUST BEAR AN AUTHORIZED APPROVAL SIGNATURE BEFORE TERMINATION CHECK(S) WILL BE ISSUED.

WHEN COMPLETED, RETURN FORM TO PERSONNEL.

INTRODUCTION

The City of Taft shall consider all employee terminations in a manner consistent with its policy of treating all employees equally, considerately and in good faith.

In all instances, however, employee terminations may be classified as either involuntary or voluntary terminations.

Involuntary terminations are those initiated by the City and may include layoff, release of probationary employee and discharge.

In most instances, those employees terminating under involuntary circumstances are not eligible for reemployment by the City of Taft. Employees separated due to layoff, however, shall be eligible for rehire in accordance with provisions of the Taft Municipal Code.

Voluntary terminations are those initiated by the employee and include resignation, retirement and death.

Employees resigning their position with the City of Taft may be eligible for rehire, contingent upon satisfactory performance during their employment with the City.

All employee terminations from the City of Taft shall be submitted to the Personnel Officer and shall be governed by provisions of this policy.

RELEASE OF PROBATIONARY EMPLOYEES

1. Employees may be terminated without right of appeal for unsatisfactory performance at any time during a six-month (1400 regularly scheduled working hours) probationary period immediately following the individual's date of employment or during an approved extension of an employee's probationary period, the exception being Police Dispatchers and sworn officers of the Taft Police Department.
2. Police Dispatchers may be terminated without right of appeal for unsatisfactory performance at any time during a twelve-month (2080 regularly scheduled working hours) probationary period immediately following the individual's date of employment or during an approved extension of an employee's probationary period.
3. Sworn officers of the Taft Police Department may be terminated without right of appeal for unsatisfactory performance at any time during a twelve-month (2080 regularly scheduled working hours) probationary period immediately following successful completion of a basic police academy approved by the California

Commission on Peace Officer's Standards and Training or during an extension of the probationary period.

4. Officers of the Taft Community Correctional Facility (CCF) may be terminated without right of appeal for unsatisfactory performance at any time during a twelve-month (2080 regularly scheduled working hours) probationary period immediately following their appointment or during an extension of the probationary period.
5. Sworn officers of the Taft Fire Department may be terminated without right of appeal for unsatisfactory performance at any time during a twelve-month (2080 regularly scheduled working hours) probationary period immediately following their appointment or during an extension of the probationary period.
6. Termination occurring during the probationary period shall be initiated by the appropriate Department Head and shall be approved by the appropriate Department Head and by the City Manager prior to notifying the employee of termination action.
7. Terminated probationary employees shall forfeit all employee benefits except benefits accrued under the Public Employees' Retirement System.
8. Terminated probationary employees shall not be eligible for prior notice of termination.
9. Terminated probationary employees shall receive payments due on the final day of employment.

DISCHARGE

1. The City of Taft may discharge employees for just cause as well as for inadequate job performance. Reasons for such discharge shall include, but shall not be limited to, those CAUSES FOR ADMINISTERING DISCIPLINE specified in the Personnel Policies and Procedures of the City of Taft (Section 404-8 of this manual).
2. Employees discharged in accordance with provisions of the City's Employee Discipline policy shall forfeit all employee benefits except benefits accrued under the Public Employees' Retirement System and benefits to which the employee is statutorily entitled.
3. Discharged employees shall receive pay for vacation accrued on the date of termination in accordance with provisions of the City's Vacation policy (Section 318 of this manual).

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4. Discharged employees shall receive payments due within 24 hours following the final day of employment.

RESIGNATION

1. Resignation shall be defined as a voluntary termination of employment for personal reasons such as acceptance of other employment, dissatisfaction with current job or job abandonment.
2. The City of Taft requests a minimum of two weeks written notice of intended resignation from all employees. Failure to provide requested notice of intended resignation may render an individual ineligible for future employment by the City of Taft.
3. If an employee's continued presence after notice of resignation is considered detrimental to the City because of attitude or work performance, the resignation may become effective immediately. In the instance, however, the employee shall be entitled to payment of those working days between the last day worked and the effective date of resignation. Termination date for such employee shall be the last date for which salary is received.
4. Resigning employees shall forfeit all employee benefits except benefits accrue under the Public Employees' Retirement System, except that resigning employees shall receive pay for vacation accrued at date of termination in accordance with Section 318 of this manual.
5. Resigning employees shall not be entitled to severance pay except as noted in this policy.
6. Resigning employees shall receive payments due on the next regularly scheduled pay day.

RETIREMENT

Those employees retiring from the City of Taft shall receive retirement benefits in accordance with the Public Employees' Retirement System and shall be eligible for those benefits accruing to retired municipal employees.

COBRA BENEFITS

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, agencies with 20 or more employees are required to continue health care coverage for

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terminated employees and for the widows, ex-spouses, and dependents of employees for 18 or 36 months for certain qualifying events.

1. City must provide for the continuation of identical coverage to employees or beneficiaries in the event of:
 - a. The employee's death;
 - b. Voluntary or involuntary termination of employment (other than for gross misconduct) or reduction in hours;
 - c. Divorce or legal separation;
 - d. The employee's eligibility for Medicare benefits; or
 - e. A dependent child ceasing to be a dependent under the applicable plan provisions.
2. Coverage may continue for at least 18 months when an employee is terminated or has hours reduced. For all other events, coverage may continue for at least 36 months.
3. If one of the following events occur before the expiration of the 18 or 36 month period, coverage will cease at that time:
 - a. Termination of all employer-provided group health plans;
 - b. Failure to pay required contributions;
 - c. Coverage as an employee under any other group health plan;
 - d. Entitled to Medicare benefits; or
 - e. Remarriage and coverage under another group health plan (applies to former spouses of covered employees).
4. Monthly premium for the group continuation plan will be 102% of the current plan rate.
5. City is not required to make a contribution towards the cost of the group continuation.
6. City must provide written notice of rights to group continuation coverage to each employee or qualified beneficiary who qualifies for group continuation.
7. It is the responsibility of the employee or qualified beneficiary to notify the employing office with respect to a divorce or legal separation, or when a dependent child ceases to be a dependent. The City then has 14 days to notify the employee or qualified beneficiary of their right to elect the group continuation plan.

DEATH

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1. Should an individual die while actively employed by the City of Taft, in the absence of a written designation of beneficiary, payment for salary due at the time of the employee's death and for vacation and sick leave accrued, if any, at the time of the employee's death shall be made to the deceased employee's surviving spouse. In the absence of a surviving spouse, such payment shall be made to the employee's children. In the absence of children, such payment shall be made to the estate of the deceased employee.
2. Payment of all money due shall be in accordance with the laws of the State of which the deceased employee was a legal resident at the time of death.

EXIT INTERVIEW

The Personnel Officer shall conduct exit interviews for all terminated employees unless unusual circumstances preclude doing so. Interviews will be conducted as soon as possible after the termination date has been established and will allow sufficient time for the employee to express himself fully.

In the case of a voluntary termination, the exit interview may expose problem areas which, if corrected, may save a valuable employee for the City. It may also assist in revealing and employee's specific reason for resignation.

In the event of involuntary termination, the exit interview serves to assure the employee that he has been treated fairly and may also indicate potential problem areas which may be eliminated through development or revision of municipal policy and procedures.

TERMINATION CHECKLIST

To assure recovery of municipal property assigned to individual employees and to collect outstanding charges owed by terminating employees, those employees terminating employment with the City of Taft shall secure from applicable departments before receiving terminal checks.

COMPLETING THE TERMINATION CHECKLIST

1. Each terminating employee shall secure a termination checklist from the Personnel Officer.
2. The terminating employee shall secure a required approval signature for each item on the termination checklist.

3. The terminating employee shall return the complete termination checklist to the Personnel Officer for approval.
4. Each terminating employee shall reimburse the City for accounts owed and for lost items assigned to the employee prior to the release of a final check.
5. The amount of all funds due to the City shall be deducted from a terminating employee's final check unless otherwise paid.

INTRODUCTION

The City of Taft shall consider the reinstatement of any person having permanent status who was separated from their position through resignation without fault or delinquency on their part, if within six months from date of separation there is a need for their services in a position from which the employee was separated or in a related position requiring similar skills and qualifications. Former employees shall have no right to reinstatement and such reinstatement shall be at the sole direction of the City.

GENERAL

1. For the purpose of this policy, a position vacancy within the City of Taft does not, in itself, qualify an individual for reinstatement consideration.
2. Reinstatement shall be limited to those position vacancies which, in the opinion of the appropriate Department Head, are deemed essential.
3. Consideration for reinstatement shall be limited to those individuals who consistently demonstrated satisfactory service during their previous employment with the City of Taft and have been recommended for reinstatement by the appropriate Department Head.

POLICY

1. Candidates selected for reinstatement to a permanent full-time position shall be enrolled in the Public Employees' Retirement System. For law enforcement personnel, the rate of contribution shall be the rate specified for the age, at the birthday nearest to date of original entry into the retirement system.
2. Candidates selected for reinstatement may be credited with the balance of sick leave at time of their resignation.
3. Candidates selected for reinstatement shall not be entitled to redeposit those payments received for unused vacation accruals.
4. Any employee reinstated to a position under this policy may serve the probationary period required in Section 109 before attaining permanent status in such position.



PERSONNEL REQUISITION

Department _____ Date Requested _____

Division _____ Date Needed _____

_____ Permanent _____ Full-Time _____ Casual

_____ Temporary _____ Part-Time _____ Funding Source

Position Title _____ Formerly/Presently Held by _____

Work Week _____ Or New Position _____

Salary Range _____ Position Budgeted _____

Requesting Department Head _____

Division Director Approval _____

TO BE COMPLETED BY PERSONNEL DEPARTMENT

Position Advertised _____ Eligibility List Forwarded _____

Date Filled _____ Name of Incumbent _____

INTRODUCTION

All requests for additional or replacement personnel at the City of Taft shall be submitted to the Personnel Officer on a Personnel Requisition initiated by the requesting Department Head.

Personnel requests not submitted on an approved Personnel Requisition shall not be honored by the Personnel Officer.

COMPLETING THE PERSONNEL REQUISITION

1. The initiating Department Head Shall complete the Personnel Requisition showing employee location (by department), current date and the date additional employees are needed.
2. For permanent employees, the Department Head shall enter an X in the permanent block and shall indicate the approved job title, work week (hours of work and whether the individual is subject to weekend assignments), starting salary and whether the position is full-time or part-time.
3. For temporary personnel, the Department Head shall enter an X in the temporary block and shall indicate the approved length of the temporary assignment, approved job title, work week (hours of work and whether the individual is subject to weekend assignments), starting salary and whether the position is full-time or part-time.
4. In the event of replacement of an existing employee, the Department Head shall indicate the name of the employee currently occupying the position. If the requisition is for additional personnel, the initiating Department Head need only enter an X in the new position block.
5. The requesting Department Head shall sign the Personnel Requisition Officer a minimum area.
6. Approved Personnel Requisitions shall be submitted to the Personnel Officer a minimum of 45 working days prior to the date additional personnel is required.
7. The Personnel Officer shall satisfy all Personnel Requisitions in accordance with the City's employment policy.

POLICY

Whenever in the judgment of the City one or more positions are to be eliminated for reasons of lack of work, lack of funds, reorganization, or other reasons of economy, efficiency or lack of need, an employee filling such a position may be laid off, demoted or transferred. Such non-disciplinary action shall not be subject to appeal.

ORDER OF LAYOFF

1. The order of layoff shall be in inverse seniority within the groups below. Seniority is defined as length of service in a classification within a designated department. Layoffs shall be by group in the following order:
 - A. Group 1: temporary and part-time employees not included in the PERS retirement system.
 - B. Group 2: temporary and part-time employees included in the PERS retirement system.
 - C. Group 3: probationary employees in regular full-time positions who received an overall satisfactory or lower rating on their last written evaluation.
 - D. Group 4: probationary employees in such positions who received an overall above average rating on their last written evaluation.
 - E. Group 5: regular full-time employees who on their last written evaluation received an overall unsatisfactory rating.
 - F. Group 6: regular full-time employees who on their last written evaluation received an overall satisfactory or better rating.
2. If there are two or more employees to be laid off who have identical seniority in a classification, the order of layoff shall be by total length of continuous City service. If such City length of service is also identical, layoff shall be by random selection made by the Personnel Director.

EXCEPTIONS TO LAYOFF SENIORITY

1. Whenever the Personnel Officer believes that the best interest of the City requires the retention of employees with special qualifications, characteristics, skills, or fitness for the work the Personnel Director may prepare a written request to the City Manager to grant an exception to the order of layoff.

2. With respect to sworn public safety officers (police officers pursuant to Penal Code Section 830.01 and fire) the City may grant an exception to the order of seniority to retain those officers who live within a 20 minute response time of City Hall. This provision is not intended to apply to correctional officers employed at the Taft Community Correctional Facility.

DISPLACEMENT RIGHTS (BUMPING)

Regular employees who are designated to be laid off and have held regular status in a lower classification within the same classification series, (e.g., planning series, engineering series, police serried, fire series, etc.) in the same department, may displace employees in the lower classification provided that the employee exercising the displacement privilege had an equal or better overall rating on his/her last written evaluation and providing that the employee has the necessary licensure or certificates required by the position. If the employee in the higher classification has not held status in a lower classification, then no displacement rights accrue to the individual. Conditions which affect displacement rights are as follows:

1. The employee exercising the displacement privilege will displace employees in lower classifications in the same order as specified in that section entitled "Order of Layoff."
2. All employees must exercise displacement privileges within five (5) working days after receipt of the Notice of Layoff, by written notice to the Personnel Director. If these privileges are not exercised within the specified time period, they are automatically forfeited.
3. Displacement rights shall be exercised within the following departmental structure:
 - A. City Administration
 - B. Finance
 - C. Fire
 - D. Planning/Building
 - E. Police/CCF
 - F. Public Works Administration
 - G. Streets/Building & Grounds/Refuse/Garage
 - H. Transit
 - I. WWTP/Sewer

DEMOTIONS

Upon request of the employee, and with the approval of the appointing authority, an employee who has not held status in a lower classification may be allowed to demote to

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a vacant authorized position in the same position in the same department if he/she meets all the requirements of the lower position as determined by the appointing authority.

All employees who are demoted will be paid at the same rate of pay as prior to demotion, if, and only if, the rate of pay is within the range of the lower position. If this is not the case, the rate of pay shall be within the salary range of the lower position which is closest to the rate of pay prior to demotion.

TRANSFERS

1. The appointing authority may transfer an employee to a vacant authorized position if the employee is qualified and technically capable of performing the duties as determined by the appointing authority.
2. Employees who are transferred will be paid at a rate of pay equal to the rate of pay prior to transfer. Any employee who does not accept a transfer within five (5) working days after a Notice of Transfer is given will have automatically forfeited his ability to transfer.
3. If the transfer involves a change from one department to another, both department heads must consent unless the City Manager orders the transfer for purposes of economy or efficiency.

NOTICE OF LAYOFF

A written notice of layoff shall be accomplished by personal service or sent by certified mail to affected employee(s) to the last address given to the City, not less than five (5) days prior to the effective date of layoff.

1. The notice shall contain:
 - A. The reason for layoff and its effective date;
 - B. The employee's displacement rights, if any; and
 - C. The employee's reemployment rights.
2. The Association shall be notified of the name(s) of the affected employee(s).

BENEFITS AND ASSISTANCE

Employees to be laid off shall be provided assistance by designated Personnel Department staff in exercising their entitlements to City and statutorily provided benefits.

REEMPLOYMENT OF DEMOTED EMPLOYEES IN LIEU LAYOFF

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Employees who are demoted as a result of layoff shall have their names placed on a classification reemployment list, in the order of their classification seniority in the position that has been vacated. Vacant positions within a classification shall be first offered to employees on this list.

REEMPLOYMENT OF EMPLOYEES LAID OFF

Employees who are laid off and who held regular status at the time of layoff shall have their names placed on a Reemployment List for classifications in which they previously held status and for classifications at the same or lower salary range for which they qualify in the order of their classification seniority by group as specified in paragraph 1. Vacant positions in such classifications will be offered to eligibles on the Reemployment List who qualify for such vacancies after reemployment of demoted employees in lieu of layoff (above) and prior to an open or promotional recruitment.

DURATION OF REEMPLOYMENT LIST

The eligibility of the individual on the Reemployment Lists shall extend for a period of twelve (12) months from the date of demotion, transfer or layoff. Eligible not responding to written notification of an opening within five (5) working days shall have their names removed from the Reemployment List.

NOTICE OF RECALL

Notice of Recall from layoff shall be by Certified Mail and shall specify the date for reporting to work, which shall not be more than fourteen (14) working days from the date the notice is received. Notice shall be deemed to have been received when sent to the last known address on file within the City.

RESTORATION OF BENEFITS UPON REEMPLOYMENT FOLLOWING A LAYOFF OR DEMOTION IN LIEU LAYOFF

Upon reemployment, an individual will have the following benefits restored:

1. Prior uncompensated sick leave accruals to a maximum of 720 hours.
2. Seniority at time of layoff for purposes of determining merit increases, vacation accruals and future layoffs.

INTRODUCTION

Employees of the City of Taft shall be paid on bi-weekly cycle.

In accordance with provisions of existing labor agreements between the City of Taft and its employees, municipal employees shall receive compensation on a 40-hour, seven consecutive day work cycle, or in the case of sworn firefighter on an average 56 hour work week during each 27-day work cycle.

Eligible employees, except sworn firefighters, shall receive overtime compensation at a rate of one and one-half times base salary or hourly equivalent salary for hours worked in excess of 40 during the seven consecutive day work period.

Sworn firefighters shall receive overtime compensation at the rate of one and one-half time base hourly or hourly equivalent salary for hours worked in excess of 224 during the 27-day work cycle.

POLICY

1. The seven consecutive day work period for employees of the City of Taft shall begin at 12:01 a.m. each Sunday and shall continue for a period of 168 consecutive hours ending at 12:00 a.m. the following Sunday.
2. Bi-weekly payrolls shall be processed within five working days following the close of each payroll period. Employee paychecks shall be available prior to 5 p.m. on the Friday immediately following the end of each payroll period.
3. Should a City approved holiday occur on the Friday immediately following the close of the payroll period, employee paychecks shall be available by 5 p.m. on the day proceeding the approved holiday.
4. Bi-weekly pay checks shall include all regular, overtime, standby and special earnings payments earned by the employee during the payroll period immediately preceding pay day.
5. Payroll shall be computed on those hours indicated on a time card signed by the employee and approved by such employee's immediate supervisor subject to provisions of the City's Sick Leave, Holiday, Vacation, Leave of Absence, Stand-by and Overtime policies and subject to the applicable Memorandum of Understanding between the City of Taft and the bargaining unit to which the employee is assigned.
6. The City of Taft shall make only those payroll deductions required by law without written authorization of the individual employee. Such deductions include federal withholding tax; state withholding tax; contributions to the Public Employees'

Retirement System; and garnishee or tax lien obtained through a bona fide court order.

7. Upon written request of an individual employee, the City of Taft shall make payroll deductions for health insurance; long-term disability insurance; credit union savings or deposits; deferred compensation; union dues, dental insurance and other approved items.
8. Because of the large sums of cash required, the City of Taft shall not pay employees in cash nor shall it cash employee payroll checks.
9. Payroll checks shall not be distributed to anyone other than the employee unless the employee presents written authorization to the City of Taft designating a specific individual as their agent.

INTRODUCTION

All personnel and payroll activity in the City of Taft shall be limited on a Personnel Action Form prepared by the Director of Personnel and approved by the appropriate Department Head or the City Manager acting as the appointing authority in accordance with provisions of the Taft Municipal Code.

Such actions shall include, but are not limited to, employment; promotion; demotion; transfer; starting leaves of absence; returning from leaves of absence; and termination.

The Personnel Action Form serves a dual function – that of updating an employee's personnel and payroll files and of notifying the administration of changes in the employee's status.

Since information contained in the Personnel Action Form is of confidential nature, supervisory personnel shall exercise reasonable care in handling and transmitting the form.

PREPARING THE PERSONNEL ACTION FORM

1. The Director of Personnel shall prepare a Personnel Action Form for all personnel and payroll activities and shall rout the completed Personnel Action Form through the appropriate approving authorities in accordance with specific policies as contained in this manual.
2. The Director of Personnel shall enter an X in the appropriate action block of the Personnel Action Form and complete the appropriate data indicating the employee's present and proposed status, including employee name, department, position title, salary range, hourly salary and effective date of action.
3. Personnel Action Forms appointing, promoting, demoting, disciplining or discharging an employee shall be approved by the City Manager acting as appointing authority in accordance with provisions of the Taft Municipal Code.
4. All other Personnel Action Forms, including those granting a merit salary increase, leave of absence or reclassification, shall be approved by the Director of Personnel for compliance with requirements of the Taft Municipal Code and the Personnel Policies and Procedures of the City of Taft as well as for conformance with budget authority.
5. Upon approval, one copy of the Personnel Action Form shall be retained by the Personnel Officer for inclusion in the employee's personnel file.
6. A second copy of the approved Personnel Action Form shall be forwarded to the Finance Department for inclusion in the employee's payroll file.

7. A third copy of the approved Personnel Action Form shall be returned to the appropriate Department Head for informational purposes only.
8. A fourth copy of the approved Personnel Action Form shall be returned to the affected employee for their personal record.
9. Personnel Action Forms submitted to the Finance Department without required initiating and approval signatures shall be returned to the Personnel Officer for processing in accordance with this policy.

INTRODUCTION

To standardize accounting procedures and to assure that each employee receives proper compensation for hours worked, the City of Taft requires that each employee submit a bi-weekly time card indicating the total number of hours worked during the payroll period.

Time cards shall require approval by the employee's immediate supervisor or by the appropriate Department Head and shall be submitted to the Finance Department by noon Monday following conclusion of the payroll period.

POLICY

1. All employees of the City of Taft shall record hours worked by completing a time card supplied by the Finance Department at the conclusion of each payroll period.
2. At the conclusion of each payroll period, the employee shall sign the time card indicating that the hours recorded thereon represent true hours worked during that period.
3. After signing the time card, employees shall submit their time card to their immediate supervisor for concurrence.
4. After verifying the total number of hours worked for each employee, the immediate supervisor shall sign the employee's time card to indicate approval of and agreement with hours worked as indicated by the employee.
5. Should an employee's immediate supervisor disagree with the number of hours worked as indicated by the employee, the supervisor shall question the employee concerning the discrepancy.
6. Should such discrepancy be unresolved by the immediate supervisor and the individual employee, the immediate supervisor shall refuse to approve the employee's time card and shall submit such time card to the appropriate department head for review and final disposition.
7. Employees shall be paid only for those hours recorded on an approved time card. Hours so recorded shall include sick leave, vacation, jury duty, holiday pay, military leave of absence, or other paid leave of absence hours granted in accordance with the Personnel Policies and Procedures of the City of Taft and Section 4850 of the Labor Code as it pertains to Public Safety employees including sworn officers of the Taft Police and Fire Departments.

8. Employees shall receive overtime compensation for approved overtime reported on the employees time card subject to provisions of the Personnel Policies and Procedures of the City of Taft and individual Memorandums of Understanding as may be appropriate.
9. Should an employee be unable to submit a time card due to illness, vacation or other absence granted in accordance with the Personnel Policies of the City of Taft and/or individual Memorandums of Understanding, the employee's immediate supervisor or the appropriate department head may submit an approved time card reflecting the employee's payroll status on behalf of the absent employee.
10. employees failing to observe the time keeping procedures specified in this policy shall be subject to disciplinary action in accordance with provisions of the City's Employee Discipline Policy.

INTRODUCTION

It is the policy of the City of Taft to pay overtime compensation at the rate of one and one-half times base hourly salary or hourly equivalent salary to all employees working in excess of 40 hours in a seven consecutive day work period, except sworn firefighting employees.

Sworn firefighting employees shall be eligible for overtime compensation at the rate of one and one-half base hourly or hourly equivalent salary for hours worked in excess of an average 224 hours during each 27-day work cycle.

Individuals in the following positions shall not be eligible to receive overtime compensation.

City Manager
Finance Director
Director of Public Works
Director of Planning and Building
Chief of Police
Fire Chief
Community Correctional Facility Manager
Municipal Records Administrator

POLICY

1. The seven consecutive day work period for all employees of the City of Taft, except sworn firefighting employees, shall begin at 12:01 a.m. each Sunday and shall continue for a period of 168 consecutive hours ending at 11:59 p.m. the following Saturday.
2. Overtime compensation for non-firefighting employees will be paid for time worked in excess of 40 hours in the seven consecutive day work period.
3. Overtime compensation for sworn firefighting employees will be paid for time worked in excess of an average 224 hours during each 27-day work cycle.
4. Time worked shall not include sick leave time, meal periods and paid absences granted in accordance with City policy unless otherwise agreed by Memorandum of Agreement.
5. All overtime hours shall be authorized by the appropriate department head and shall be reported on the employee's time card in quarter hour increments rounded to the nearest quarter hour. If excess time worked is:

<u>At Least</u>	<u>But Less Than</u>	<u>Overtime Recorded</u>
8 minutes	23 minutes	0.25 hours
23 minutes	38 minutes	0.50 hours
38 minutes	53 minutes	0.75 hours
53 minutes	1 hour, 8 minutes	1.00 hours
1 hour, 8 minutes	1 hour, 23 minutes	1.25 hours

6. Employees shall be compensated at the rate of one and one-half times base hourly salary or hourly equivalent salary for overtime hours defined herein.
7. Overtime compensation may be taken at the discretion of the employee as either pay or time off.
8. Overtime compensation taken as time off must be approved by the appropriate department head.
9. Overtime compensation to be taken as time-off is limited to an 80 hour accrual or, in the case of sworn firefighters, to a six shift accrual.

INTRODUCTION

To assure appropriate response in the event of unusual circumstances, the City of Taft may assign stand-by duty to certain employees.

To provide compensation to employees for services performed in a stand-by status, the City of Taft has initiated a Stand-By Compensation Policy.

GENERAL

1. For purpose of this policy, an employee serving in a stand-by status shall be defined as an employee who has been directed by an immediate supervisor or by the appropriate department head to remain in a stand-by status and to be readily available for possible assignment during hours in which the employee's department or division is not normally staffed.
2. Employees assigned to stand-by status shall not be restricted in the use of non-work hours nor shall said employee be required to remain at a specified location for the duration of the stand-by assignment. However, those employees assigned to stand-by duty shall remain within a 10 mile radius of City Hall.
3. Employees assigned to stand-by status shall be required to advise their immediate supervisor or a designated representative of the manner in which they may be contacted during the stand-by assignment and shall be capable of reporting for assigned duty no later than thirty-minutes after being directed to do so.
4. Provisions of this policy shall not be applicable to those individuals whose scheduled work hours are changed to meet staffing requirements of the City of Taft.

STAND-BY COMPENSATION

1. Employees assigned to stand-by status shall be paid \$7.20 for each eight hours of assigned stand-by, and shall be compensated at the appropriate base hourly or hourly equivalent rate for actual hours worked during each day of the stand-by assignment, and in accordance with provisions of the City's Call Back Compensation Policy.
2. Stand-by assignments shall be reported to the Accounting Department on an employee time card at the conclusion of the payroll period in which the stand-by assignment occurred.

3. Hours worked during an employee's stand-by assignment shall be recorded on the employees' time card in accordance with provisions of the City's Stand-By Policy (see Section _____ of this manual.)

INTRODUCITON

It is the policy of the City of Taft to pay salaries competitive with those paid in comparable municipalities for individuals possessing identical or similar skills, training and ability, subject to constraints of municipal finance.

To accomplish this objective, the City has established a merit salary system designed to attract, motivate and reward qualified personnel.

The merit salary system includes four primary functions:

1. To establish and maintain a classification plan which includes position titles and descriptions consistent with actual job function.
2. To establish and maintain salary ranges properly related to functions included in the classification plan and to each other.
3. To administer salaries in an equitable manner consistent with employees performance.
4. To periodically examine, evaluate and adjust the classification plan and salary range structure to reflect changes in position function, economic condition and other controlling factors.

The success of the merit salary system depends upon the skill and effectiveness of administration and control. Sound salary structures combined with proper operating procedure and consistent, uniform administration will provide maximum results from this system.

EMPLOYMENT

1. Under normal circumstances, individuals employed by the City of Taft shall be hired at the minimum step of the salary range in which the position is classified.
2. in those instances in which a potential employee possesses exceptional skill, training or ability in which qualified candidate cannot reasonably be hired at the minimum step of the salary range, employment offers may be at any step between the minimum and middle step of the salary range in which a position is classified subject to approval of the City Manager.
3. Employment offers exceeding the middle step of the salary range in which a position is classified shall require approval of the City Council.
4. Individuals employed at the minimum step of the salary range in which a position is classified shall be eligible for merit salary increase upon completion of six

months of active service, a merit increase after 12 months of active service, and at twelve month intervals thereafter, until the employee reaches the top step of the salary range in which the employee's position is classified.

5. Individuals employed at other than the minimum step of the salary range in which a position is classified shall be eligible for merit salary increase upon completion of twelve months of active service and at twelve month intervals thereafter, until the employee reaches the top step of the salary range in which the employee's position is classified.
6. Part-time employees hired at the minimum step of the salary range in which a position is classified shall be eligible for merit salary increase upon completion of 1040 hours of active service and at intervals of 2080 hours of active service thereafter, until the employee reaches the top step of the salary range in which the employee's position is classified.
7. Part-time employees hired at other than the minimum step of the salary range in which a position is classified shall be eligible for merit salary increase upon completion of 2080 hours of active service and at intervals of 2080 hours of active service thereafter, until the employee reaches the top step of the salary range in which the employee's position is classified.
8. Should an employee be placed on an approved leave of absence other than Military Leave, the date of eligibility for such employee's merit salary increase shall be postponed by the number of days in which the employee was in an approved leave of absence status.
9. Should an employee's performance not merit a salary increase on the scheduled merit salary increase eligibility date, the employee's immediate supervisor may defer a salary increase, subject to approval of the appropriate department head. Employees failing to perform adequately in the ensuing period shall be subject to disciplinary action in accordance with the Personnel Policies and Procedures of the City of Taft.
10. Employees exhibiting OUTSTANDING performance on a continuing basis shall be eligible for merit salary increase after serving a minimum of six months of any step of the salary range in which a position is classified until the employee reaches the top step of the salary range in which the employee's position is classified. Such salary increases shall be initiated only at the discretion of the appropriate Department Head in accordance with provisions of the Personnel Policies and Procedures of the City of Taft.

PROMOTION

1. For purpose of this policy, promotion shall be defined as movement from one position to another position having a higher salary range.
2. Employees promoted to a new position shall be placed at that step of the salary range in which the position is classified which represents a nominal five percent increase in the employee's current salary and the employee's merit salary increase eligibility date shall not change.
3. Employees promoted to a new position having a maximum salary range higher than a five percent increase over the employee's current salary shall be placed at the minimum step of the salary range in which the position is classified. Such employees shall be eligible for merit salary increase in accordance with the Employment section of this policy.
4. Employees appointed to an "Acting" position shall not acquire any probationary or permanent status or rights, and time spent under Acting appointment shall not contribute to the probationary period of the employee is subsequently appointed to the position.

TRANSFER

1. Should an employee be transferred from one department or division to an identical position in another department or division, such employee shall continue at the same salary with the same merit salary eligibility date.
2. Employees transferred from one position to another position having the same salary range classification shall continue at the same salary with the same merit salary increase eligibility date, provided such transfer is initiated by the City of Taft.
3. Employees transferred from one position to another position having the same salary range classification shall be placed between the minimum and the middle step of the salary range in which the position is classified provided such transfer is initiated at the employee's request. Such employee shall be eligible for merit salary increase in accordance with the Employment section of this policy.

DEMOTION

1. For purpose of this policy, demotion shall be defined as movement from one position to another position having a lower salary range.
2. Employees demoted at their own request shall be placed between the minimum and middle step of the salary range in which the new position is classified and

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shall be eligible for merit salary increase in accordance with the Employment section of this policy. Should an employee fail to perform satisfactorily during the probationary period, such employee may be discharged in accordance with the City's Termination Policy.

3. Employees demoted due to unsatisfactory performance following a promotional opportunity or a City initiated transfer shall be returned to their former salary and to their former merit salary increase eligibility date. Such demotions, however, are limited to the probationary period in the newly occupied positions.
4. Employees may be demoted as a disciplinary measure in accordance with provisions of the Personnel Policies and Procedures of the City of Taft. In such instance, the employee may be assigned a new position in accordance with the Employment provisions of this policy or may be reduced in pay in accordance with the Salary Reduction provisions of this policy.
5. Employees demoted in lieu of layoff shall continue at the same salary and with the same merit salary increase eligibility date in the new position. Should the employee's current salary exceed the maximum step of the salary range in which the position is classified, the salary of such employee shall be designated as a red circle rate and shall not be increased through either general increase or merit increase until the maximum step of the salary range in which the position is classified exceeds the employee's current salary.

RECLASSIFICATION

1. For purpose of this policy, reclassification shall be defined as movement of a position from one job classification to another job classification based upon a change or evolution in the duties of the position or upon a change in the needs of the City.
2. Should an employee be reclassified to a position having higher salary range, the employee shall be placed at the step of the salary range in which the position is classified which represents a nominal five percent increase in the employee's current salary and the employee's merit salary increase eligibility date shall not change.
3. Those employees reclassified to a position having a minimum salary range higher than a normal five percent increase over the employee's current salary shall be placed at the minimum step of the salary range in which the position is classified. Such employees shall be eligible for merit salary increase in accordance with the Employment provisions of this policy.

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4. Should an employee be reclassified to a position having a lower salary range, the employee shall continue at the same salary and with the same merit salary increase eligibility date provided that such action does not result in a salary exceeding the maximum step of the salary range in which the position is classified. Should the employee's current salary exceed the maximum step of the salary range in which the position is classified, the salary of such employee shall be designated as a red circle rate and shall not be increased through either general increase or merit increase until the maximum step of the salary range in which the position is classified exceeds the employee's actual salary.

SALARY RANGE ADJUSTMENT

1. For purpose of this policy, a salary range adjustment shall be defined as a change in the salary range assigned to a particular job classification.
2. Should a salary range be adjusted upward, the employee shall be placed at that step of the adjusted salary range which is equivalent to a nominal five percent increase in the employee's current salary and the employee's merit salary increase eligibility date shall not change.
3. Should a salary range adjustment result in a position having a minimum salary range higher than a five percent increase over the employee's current salary, the employee shall be placed at the minimum step of the salary range in which the position is classified. Such employees shall be eligible for merit salary increase in accordance with the Employment Provisions of this policy.
4. Should a salary range be adjusted downward, the employee shall continue at the same salary and with the same merit increase eligibility date provided that such action does not result in a salary exceeding the maximum step of the salary range in which the position is classified. Should the employee's current salary exceed the maximum step of the salary range in which the position is classified, the salary of such employee shall be designated as a red circle rate and shall not be increased through either general increase or merit increase until the maximum step of the salary range in which the position is classified exceeds the employee's actual salary.

SALARY REDUCTION

Employees may be reduced in salary as a disciplinary measure in accordance with the Personnel Policies and Procedures of the City of Taft. In such instances, the employee may be reduced in pay to any step on the salary range in which the position is classified. Merit salary increase eligibility date shall not be affected by such action unless the employee is placed in the minimum step of the salary range in which the

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position is classified, in which case, such employee shall be eligible for merit salary increase in accordance with the Employment provisions of this policy.

Disciplinary demotion shall be governed by the Demotion provisions of this policy.

INTRODUCTION

Each employee of the City of Taft shall be entitled to a periodic performance evaluation so that the employee may ascertain the acceptability of his work and improve deficient areas of performance.

Performance evaluations shall be conducted by the employee's immediate supervisor and shall be reviewed with the employee and by the appropriate Department Head prior to submission to the Personnel Department.

In conducting performance evaluations, the employee's immediate supervisor shall carefully consider each item of performance in relation to duties outlined in the employee's position description and shall indicate the appropriate performance level in accordance with the guidelines contained in this policy.

GUIDELINES

1. The **OUTSTANDING** performance level shall represent consistently excellent performance. Other employees recognize this individual's competence and seek employee's guidance in performing complex tasks.
2. The **ABOVE STANDARD** performance level shall represent above satisfactory performance on a sustained basis.
3. The **STANDARD** performance level shall represent the performance norm – the median performance level within all employee groups. The City of Taft is entitled to and should expect this performance level from all employees.
4. The **IMPROVEMENT NEEDED** performance level reflects marginally acceptable performance for new or progressing employees who are performing with minimum qualifications and experience. This level of performance on a continuing basis reflects below par performance and indicates a need for further development or replacement.
5. The **UNSATISFACTORY** performance level reflects unacceptable performance and shall be cause for termination of employment.

PERFORMANCE EVALUATION PROCEDURE

1. The Director of Personnel shall advise the appropriate Department Head of performance evaluations scheduled in the department approximately one month prior to the scheduled evaluation date.

2. The Department Head shall notify the appropriate first-line supervisor of scheduled performance evaluations and the date on which the evaluation should be performed.
3. First-line supervisors shall evaluate the performance of each employee in accordance with scheduled evaluation dates and shall discuss the performance evaluation with the employee noting areas of strength and weakness as well as those areas requiring improvement.
4. First-line supervisors shall review the employee's current salary in relation to the performance evaluation and shall recommend salary increases in accordance with provisions of the Merit Salary System, if warranted.
5. Upon completion of the performance evaluation, the first-line supervisor and the employee shall sign the completed evaluation report and the employee shall be given an opportunity to prepare written comment, should the employee so desire.
6. The first-line supervisor shall forward the completed performance evaluation report and accompanying documentation to the appropriate Department Head for concurrence.
7. The Department Head shall review the evaluation report salary recommendation, if any, and shall forward all documentation to the Director of Personnel indicating concurrence or disagreement with the recommended action.
8. The Director of Personnel shall review the performance evaluation and salary recommendation, if any, for compliance with City policy and with applicable federal, state, and local registration.
9. Upon approval of the Director of Personnel, the performance evaluation report shall be placed in the employee's personnel file and the personnel action form, if any, shall be submitted to the Finance Department for implementation.
10. All performance evaluation reports and salary reviews shall be submitted prior to the effective date of increase to eliminate retroactive payroll activity. Those reviews not submitted prior to the effective date shall become effective on the first day of the succeeding payroll period.
11. Employees who have achieved maximum salaries in accordance with provisions of the Merit Salary System shall be entitled to a performance evaluation on July 1 of each calendar year or more frequently if so desired, by the head of the department to which the employee is normally assigned.

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INTRODUCTION

It is the policy of the City of Taft to compensate employees called out to work before or after a regularly scheduled work shift.

CALL OUT COMPENSATION

1. Employees other than sworn firefighters required to report to duty before or after a regularly scheduled work shift shall be compensated at the appropriate base hourly or hourly equivalent rate for actual hours worked with a minimum compensation of two hours regardless of the number of hours actually worked.
2. Sworn firefighters required to duty before or after a regularly scheduled work shift for emergency response or for drills and between the hours of 6 a.m. and 11 p.m. shall be compensated at the appropriate base hourly or hourly equivalent rate with a minimum compensation of two hours regardless of the number of hours actually worked.

Overtime compensation accrued as a result of call back compensation shall be computed on a 40 hour work week.

3. Sworn firefighters required to report to duty before or after a regularly scheduled work shift for emergency response or for drills and between the hours of 11 p.m. and 6 a.m. shall be compensated at the appropriate base hourly or hourly equivalent rate with a minimum compensation of four hours regardless of the number of hours actually worked.

Overtime compensation accrued as a result of call back compensation shall be computed on a 40 hour work week.

4. Hours worked as the result of a call back assignment shall be reported to the Accounting Department on an employee time card in accordance with the City's Time Reporting Policy.

Should actual hours work exceed the two or four hour minimum referenced in this policy, the employee shall record the actual hours worked during the call back assignment on the time card.

Should actual hours worked be less than the applicable minimum referenced in this policy, the employee shall record the applicable minimum hours, i.e., two hours or four hours, on the time card.

INTRODUCTION

The City Council adopted a policy by resolution concerning employee salary increase procedures on April 1, 2008.

POLICY

See attached Resolution No. 3034-08.

INTRODUCTION

The City of Taft provides a comprehensive employee benefits program to protect the health, welfare and security of full-time employees and their families.

To provide continuing security to those full-time employees on approved leave of absence status – with or without pay – the City has established a Continuation of Benefits Policy.

INSURANCE PROGRAMS

1. The City of Taft shall continue contributions to the medical, dental and hospitalization insurance and to group life insurance programs of those permanent full-time employees placed on leave of absence with pay for the duration of the paid leave of absence. Employee contributions to such programs, however, will be deducted from salary payments made to the employee during paid leave of absence.
2. Permanent full-time employees placed on approved leave of absence status without pay may continue to participate in the City's insurance programs for the duration of the leave of absence. City contributions to these programs, however, shall cease on the effective date of the leave of absence without pay.
3. Permanent full-time employees placed on approved leave of absence without pay and wishing to continue participation in benefits programs must advise the Personnel Department of their intention to do so and submit a check for the cost of applicable coverage to the Accounting Department no later than the 10th day of the month preceding the month for which coverage is effective.
4. The continuation of benefits option for permanent full-time employees placed on approved leave of absence status – with or without pay – shall expire on expiration of the approved leave of absence or termination of employment in accordance with the City's Termination Policy.
5. Employees no longer on approved leave of absence status will have the option of continuing benefits, at their cost, under the provisions of COBRA.

RETIREMENT PROGRAM

1. Employees who are enrolled in the Public Employees' Retirement System and are placed on approved leave of absence status with pay shall continue to accrue length of service credit for retirement purposes for the duration of the leave of absence.

2. Employees who are enrolled in the Public Employees' Retirement System and are placed on approved leave of absence without pay shall not accrue length of service credit for retirement purpose for the duration of the leave of absence without pay.

LENGTH OF SERVICE

1. All employees of the City of Taft placed on approved leave of absence status with pay shall continue to accrue credited service for salary review, vacation, and illness and injury leave purposes for the duration of paid leave of absence.
2. All employees placed on approved leave of absence status without pay shall not accrue credited service for salary review, vacation, and illness and injury leave purposes for the duration of leave of absence without pay. In such instance, eligibility for salary review, vacation, and illness and injury leave accrual shall be extended by the number of days an employee has been on approved leave of absence status without pay.

APPLICATION

Provisions of this policy shall be applicable to those employees placed on approved leave of absence with or without pay. Employees placed on military leave of absence, with or without pay, shall be subject to provisions of this policy and of all federal, state and local legislation governing the employment and seniority rights of veterans.

INTRODUCTION

Employees of the City of Taft shall be eligible for membership in the Chevron Valley Credit Union.

Although the City of Taft does not formally sponsor the Chevron Valley Credit Union and is in no way involved in credit union management, the City extends the courtesy of payroll deduct and direct payroll deposit to credit union members upon written request.

Information concerning credit union membership is available through the Personnel Department and from the manager of the Chevron Valley Credit Union.

Information concerning credit union management policy is available through the credit union management only.

ENORLLMENT

1. Employees shall be eligible for credit union membership on the first day of active employment.
2. Employees wishing to enroll in the Chevron Valley Credit Union shall complete a credit union membership application available in the Personnel Department or through the credit union manager.
3. Credit union membership applications shall be submitted to the manager, Chevron Valley Credit Union, with the appropriate membership fee.
4. Employees wishing to participate in Chevron Valley Credit Union payroll deduction shall complete a two-part payroll deduction request available in the Personnel Department or through credit union officers.
5. Payroll deduction applications shall be submitted to the Chevron Valley Credit Union for approval.
6. Credit Union payroll deduction applications shall be submitted to the Accounting Department by the Manager, Chevron Valley Credit Union, and shall become effective on the date specified by the requesting employee.
7. Employees may increase or reduce credit union payroll deductions at any time by submitting a written request for such action to the Manager, Chevron Valley Credit Union.
8. The Manager, Chevron Valley Credit Union, shall submit payroll deduction increase or decrease request to the Accounting Department a minimum of thirty days prior to the effective date of such action.

9. Credit union payroll deductions shall remain effective until revoked in writing by the individual employee.
10. Employees wishing to withdraw from the Chevron Valley Credit Union payroll deduction program shall submit written request for such withdrawal to the Manager, Chevron Valley Credit Union.
11. The Manager, Chevron Valley Credit Union, shall submit all written requests for withdrawal from credit union payroll deduction program to the Accounting Department a minimum of thirty days prior to the effective date of such withdrawal.
12. The City of Taft shall assume no responsibility for the management, membership or loan policies of the Chevron Valley Union or for the safety of credit union fees.
13. Questions concerning credit union operations shall be directed to the Manager, Chevron Valley Credit Union.

INTRODUCTION

It is the policy of the City of Taft to encourage a high degree of professionalism among sworn officers of the Taft Police Department and the Taft Fire Department by encouraging a level of education, training and experience that will enable the department to satisfy the demand for comprehensive knowledge necessary for efficient operation.

To provide sworn personnel with the incentive to increase scientific, technical, professional and legal knowledge and to encourage personal and career growth, the City of Taft has established an Educational Incentive Program.

ELIGIBILITY

1. Sworn officers of the Police and Fire Departments, excepting the Police Chief and the Fire Chief, shall be eligible to participate in the Educational Incentive Program.
2. Employees desiring to participate in the Educational Incentive Program shall submit an Educational Incentive Request to the appropriate Department Head and such request shall be accompanied by documentation indicating that the employee has attained the level of educational competence required for the incentive award sought.
3. Upon approval of the Educational Incentive Request, the Department Head shall forward such request to the Personnel Officer for concurrence. Such request should be accompanied by documentation that the employee has attained the level of educational competence required for the incentive award sought.
4. An Educational Incentive Award shall become effective on the first day of the payroll period following the date on which the request for Incentive Pay is approved by the Personnel Officer. In no event, however, shall an employee be entitled to receive educational incentive pay on a retroactive basis.

INCENTIVE – POLICE DEPARTMENT

1. Sworn officers of the Taft Police Department who meet the minimum training and experience qualifications and receive an Intermediate Certificate issued by the California Commission on Peace Officers Standards and Training shall be compensated at the rate of \$67.55 per month, following approval of an Application for Incentive Pay submitted in accordance with provisions of this policy.

2. Sworn officers of the Taft Police Department who meet the minimum training and experience qualifications and receive an Advanced Certificate issued by the California Commission on Peace Officer Standards and Training shall be compensated at the rate of \$153.05 per month, following approval of an Application for Incentive Pay submitted in accordance with the provisions of this policy.
3. Sworn officers of the Taft Police Department who met the training and experience qualifications and who received an Advanced Certificate issued by the California Commissions on Peace Officer Standards and Training on or before June 30, 1995, shall receive a \$160.65 per month.

INCENTIVE – FIRE DEPARTMENT

1. Safety personnel of the Taft Fire Department who have obtained twenty (20) college course semester units in Fire Science courses which must count toward an Associates of Arts degree, and have completed one (1) year of service with the Taft Fire Department shall be compensated at the rate of \$58.27 per month, following approval of an Application for Incentive Pay submitted in accordance with provisions of this policy.
2. Safety personnel of the Taft Fire Department who have obtained an Associates of Arts degree in Fire Science and have completed two (2) years of service with the Taft Fire Department shall be compensated at the rate of \$116.55 per month, following approval of an Application for Incentive Pay submitted in accordance with provisions of this policy.

INTRODUCTION

As a responsible employer, the City of Taft wishes to ensure the continuing health of its employees. To achieve this objective, the City reserves the right to require periodic physical examinations of each employee.

EXAMINATION PROCEDURE

1. Each employee shall execute a Health Report agreeing to physical examination by the City of Taft and authorizing the release of medical information to the City.
2. Each employee shall complete a confidential medical history for inclusion in City records.
3. A City retained physician shall conduct a periodic physical examination and selected laboratory tests for each employee without charge to the employee.
4. The Personnel Department shall notify each employee of the time and location of a scheduled physical examination at least one week prior to the examination.
5. Employees not wishing to take advantage of the free physical examination may satisfy the examination requirement through a private physician and shall be reimbursed an amount equal to the fee paid a City retained physician.
6. All physical examination conducted outside the City must be reported on a Physical Examination Report provided by the City.
7. An employee shall not be penalized for results of the physical examination unless his condition threatens the welfare of the City, its citizens, or its staff.
8. The City of Taft shall retain the right to reassign employees on the medical advice of the examining physician.
9. The City of Taft shall release results of a physical examination, X-ray or laboratory test to qualified physician or health care institution only upon written authorization of the employee.
10. Completed physical examination results and related documentation shall be returned to the Personnel Department no later than fourteen calendar days following the employee's scheduled physical examination appointment.
11. Employees failing to comply with provisions of this policy shall be subject to disciplinary action in accordance with the City's Employee Discipline policy.

12. Departments required to provide periodic physical examinations to employees in accordance with provisions of an existing Memorandum of Agreement between the City of Taft and a recognized employee organization may elect to administer the physical examination provision of the contract itself or to formally request that the Personnel Department administer such provisions of the labor relations agreement, subject to the approval of the appropriate Division Director.

INTRODUCTION

Permanent full-time employees of the City of Taft shall be entitled to participate in the City's group life insurance program upon completion of thirty days continuous service.

Should an employee elect to participate in the group life insurance program, the City of Taft shall bear the total cost of such insurance for the individual employees.

Employees, however, may not secure group life insurance benefits for dependents under the program.

The City's insurance carrier for the group life insurance program is The Hartford.

The City's group life insurance program also provides employee benefits in the event of accidental death or dismemberment subject to conditions outlined in the City's group life insurance policy.

ENROLLMENT

All new employees shall complete a group life insurance card on the first day of active employment indicating whether or not they wish to enroll in the program.

Employees wishing to participate in the group life insurance program shall complete a group life insurance enrollment card with required information including designation of beneficiary.

Employees not wishing to participate in the group life insurance program shall complete a statement of waiver.

Group life insurance coverage shall become effective on the first day of the month following employment by the City of Taft.

Employees wishing to withdraw from the group life insurance program shall provide a written request for withdrawal to the Personnel Department a minimum of thirty days prior to the effective date of such withdrawal.

Employees wishing to change their group life insurance beneficiary or beneficiaries may do so at any time by completing a Change of Beneficiary notice.

Administration of the City's group life insurance program shall be governed by specifications outlined in the group life insurance policy issued by The Hartford Insurance Company, address and administrative procedures of The Hartford Insurance Company.

Administration of the City's group life insurance program and processing of claims incurred under the program shall be vested in the Personnel Department.

Responsibility for submitting group life insurance premiums in accordance with the policy requirements shall rest with the Accounting Department.

INSURANCE COVERAGE

Employee under age 70 shall be entitled to \$25,000 life insurance coverage. Department Heads under age 70 shall be entitled to \$50,000 life insurance coverage.

Eligibility for group life insurance benefits shall cease upon termination of an individual's employment with the City of Taft.

Individuals no longer eligible for group life insurance benefits shall remain insured until the end of the month in which termination was effective provided such insurance is in effect at date of termination.

All individuals insured under the City' group life insurance program shall be entitled to convert such insurance in accordance with the group life insurance policy.

Conditions of the group life insurance policy shall supersede any portion of this policy in conflict with Policy issued by The Hartford Insurance Company, address.

INTRODUCTION

Full-time employees of the City of Taft shall be entitled to receive the following paid holidays observed by the City during the calendar year.

Holidays observed by the City shall include:

New Year's Day	January 1
Lincoln's Birthday	February 12
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Day after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

Holidays occurring on Saturday shall be observed on the Friday immediately preceding the holiday; those occurring on Sunday shall be observed on the following Monday.

When Christmas or New Years falls on Sunday or Monday, the Eves will be celebrated on the preceding Friday. When Christmas or New Years falls on Saturday, the Eve will be celebrated on Thursday.

HOLIDAY PAY

1. Holiday pay shall be computed on the employee's base rate exclusive of all shift and weekend differential payments.
2. Employees shall schedule compensatory holiday absence on a day approved by their immediate supervisor.

3. Compensatory holiday absence shall be scheduled during the pay period in which the holiday occurs.
4. Employees receiving holiday compensatory absence shall be paid at their base rate exclusive of all shift and weekend differential payments.
5. The City may request that an employee not take compensatory holiday in extenuating circumstances. When an employee is requested to work on one of the City observed holidays and cannot schedule compensatory holiday absence, he/she shall be paid for the holiday at straight time base rate of pay, in addition to one and one-half his/her base rate of pay for all time worked.
6. When an employee other than Police Unit employees Dispatcher and Correctional Officer is requested to work on one of the City observed holidays, he/she shall be paid for the holiday at straight time base rate of pay, in addition to on and one-half his/her base rate pay for all time worked.
7. Holiday pay for Police Unit employees, Police Dispatchers and Correctional Officers shall be compensated monthly at the employee's normal hourly rate equal to one holiday (8 hours) per month. This compensation shall be in lieu of holiday pay at one and one-half his/her base rate of pay for all time worked.

PART-TIME AND TEMPORARY EMPLOYEES

1. Regular part-time employees of the City of Taft shall be entitled to those holidays observed by the City during the calendar year on a pro-rata basis.
2. Regular part-time employees required to work on a City approved holiday shall be paid in accordance with procedures outlined under Holiday Pay and shall be subject to the conditions of this policy.
3. Temporary employees of the City of Taft shall not be entitled to receive holiday

INTRODUCTION

The California Workmen's Compensation Law is designed to compensate employees for lost time occurring as a result of occupationally related illness or injury.

WAGE SUPPLEMENT

To ensure that employees suffering from industrial injury or illness receive full salary during the three-day waiting period, the City of Taft provides an Industrial Injury Supplemental Wage Benefit program for non-safety employees.

Employees in non-safety positions shall be entitled to an Industrial Injury Wage Supplemental Benefit during the first three days of an occupational related injury provided that such injury or illness resulted in time lost from regularly scheduled working hours.

Industrial Injury Supplemental Wage Benefits shall begin on the day following the date of occupational injury or illness and shall continue until the injured employee is eligible for Workers' Compensation benefits or returns to active employment. In no event, however, shall Industrial Injury Supplemental Wage Benefits continue past the end of the third day following the occurrence of occupationally related illness or injury.

Industrial Injury Supplemental Wage Benefits shall be payable only on an employee's regularly scheduled working days and may be used during periods of occupationally related illness or injury not compensated under the California Workman's Compensation Law.

Under no circumstances shall Industrial Injury Supplemental Benefits be used to provide an employee with higher compensation than said employee would receive had the employee worked all regularly scheduled hours during the week in which Industrial Injury Supplemental Wage Benefits are payable.

In granting Industrial Supplemental Wage Benefits, the City of Taft may require medical documentation of occupationally related illness or injury at its discretion. Such documentation shall consist of a statement signed by a licensed physician describing the nature of an employee's occupationally related illness or injury and the anticipated time of the individual's return to active duty.

All employees shall be entitled to full compensation for the regularly scheduled work day on which an occupationally related injury or illness occurs. Such compensation shall not be charged to the Industrial Supplemental Wage Benefit.

At the end of the three-day period, employees may continue to receive their full net salary by using accumulated leave benefits (sick, vacation, ATO). While using accumulated leave benefits, employees shall continue to accumulate sick leave and

vacation benefits, and shall continue to receive health and life insurance benefits in the same manner as if the employee worked all regularly scheduled hours during the payroll period.

In order to receive full net salary the employee shall provide the City Finance Department with a copy of the temporary disability benefit check issued by the City's workers' compensation representative. In return, the City will issue a payroll check proportional to the difference between the temporary disability benefit and the employee's full salary less any applicable taxes and other payroll deductions.

For purposes of this policy, proportional benefit shall be defined as that amount necessary to provide the employee with forty (40) hours pay during a seven-consecutive day work period.

Proportional leave shall be computed by dividing the workers' compensation benefits to which an employee is entitled by the employee's base hourly salary to establish the number of hours for which the employee has been compensated at regular base hourly rate during the seven consecutive day work period.

Upon depletion of leave benefits, employees will receive temporary disability benefits from the City's Workers' Compensation representative. At that time the employee will be required to pay for health and life insurance premiums if continuation in City plans is desired. The employee will be considered on an unpaid status and will not continue to accumulate sick leave and vacation benefits.

ENHANCED INDUSTRIAL DISABILITY LEAVE – CORRECTIONAL OFFICERS

1. A correctional officer who loses the ability to work as a result of an injury incurred in the official performance of his/her duties may be eligible for a financial augmentation to the existing industrial disability leave benefits outlined above. In order to qualify for a financial augmentation, the injury must have been directly and proximately caused by an assault by an inmate or inmates.
2. The Enhanced Industrial Disability Leave (EIDL) will be equivalent to the employee's net take home salary on the date of occurrence of the injury.
3. EIDL eligibility and benefits may continue for no longer than one year after the date of occurrence of injury.
4. During such period, employees shall continue to accumulate sick leave and vacation benefits, and will be entitled to receive health and life insurance benefits in the same proportion as if the employee worked all regularly scheduled hours during the payroll period.

Effective Date: 10/03/1995
Resolution No. 2300-95

SECTION 300

5. Payment of EIDL benefits shall fall under the same provisions as in the Wage Supplement portion of this policy.
6. EIDL will apply only to physical injuries and any complications directly related medically and attributable to assault by an inmate or inmates as determined by the City Manager. This benefit shall not be applied to stress-related disabilities.
7. The final decision as to whether an employee is eligible for, or continues to be eligible for EIDL shall rest with the City Manager. The City may periodically review the employee's condition to determine an employee's continued eligibility for EIDL.
8. Per the Memorandum of Understanding with the General Bargaining Unit, EIDL is not subject to the Grievance and Arbitration Procedure.

WORKERS' COMPENSATION LEAVE AND FAMILY MEDICAL LEAVE ACT LEAVE

Leave for a workers' compensation injury which constitutes a serious health condition under the Act shall also be designated Family and Medical Leave; therefore, workers' compensation leave and Family and Medical Leave Act Leave shall run concurrently. The provisions of Family and Medical Leave are outlined in the Family and Medical Leave Act Leave Policy.

INTRODUCITON

As a responsible institutional citizen, the City of Taft recognizes that its employees may occasionally be called for jury duty.

Jury duty is defined as the duty requested by any legally constituted court or government unit of municipal, county, state or federal jurisdiction and includes active participation as a juror, those instances in which an employee is subpoenaed for examination as a possible jury member and instances in which an employee is called as a witness in an action not involving the employee himself.

In such circumstances, the City of Taft shall grant employees a jury duty leave of absence for duration of the employee's jury duty assignment.

During a jury duty leave of absence, employees shall be entitled to full salary, excluding differential payments, less jury duty compensation received from the applicable court or governmental unit.

REQUESTING JURY DUTY LEAVE OF ABSENCE

1. A call to jury duty shall be recognized by the City only through the employee's submission of an authentic summons issued by the applicable court or government unit.
2. Should an employee be called for jury duty, the employee shall promptly notify his immediate supervisor and present the jury duty summons.
3. If the employee's immediate supervisor believes that the employee's services are necessary to the welfare to the City, he may submit written request to the Personnel Department asking that the City request dismissal of the jury duty summons.
4. During the employee's jury duty assignment, the employee's immediate supervisor shall not jury duty on the employee's time record for each normal working day and shall attach the applicable summons thereto.
5. Upon return to work, the employee shall submit authenticated pay vouchers from the applicable court or governmental unit to the Personnel Department. Such vouchers shall be the basis for payroll adjustments determining the employee's salary during the jury duty assignment.
6. Upon written approval of the City Manager or a designated representative, an employee shall receive his normal salary check, excluding differential payments, during the duration of a jury duty assignment. In such instances, the employee shall reimburse the City that amount received in jury duty compensation by endorsing all jury duty checks for payment of the City of Taft.

INTRODUCTION

Pregnancy Disability Leave (PDL) is available to you if you are disabled due to pregnancy, for pregnancy related medical conditions, or for childbirth.

PDL allows up to four (4) months (88 work days) of leave for pregnancy related disabilities. PDL is combined with Family Medical Leave Act (FMLA) and runs concurrently (if eligible). After FMLA and PDL benefits have been exhausted the employee may be eligible for up to twelve (12) additional weeks of parental leave under the California Family Rights Act (CFRA)

REQUESTING PREGNANCY LEAVE OF ABSENCE

1. Employees wishing to request Pregnancy Leave of Absence shall submit a letter to their immediate supervisor from a licensed medical provider stating the length of time the individual may safely remain employed, the type of work she may safely perform and the estimated date of confinement. All time lost from work due to pregnancy counts for purpose of determining the four (4) month period.
2. The employee's immediate supervisor shall notify the Department Head of the request. The Department Head shall advise the Personnel Officer in writing of the estimated date of return from leave of absence status. The Personnel Officer shall complete a Personnel Action Form noting Pregnancy Leave of Absence and the estimated date of return as scheduled above.
3. Upon concurrence of the Personnel Officer, an employee shall be placed on Pregnancy Leave of Absence. While on Pregnancy Leave, the employee will be required to utilize all sick-leave, vacation and any accumulated leave. The City encourages employees to coordinate the leave time with State Disability Insurance. Upon exhaustion of paid leave, the employee will be entitled to the balance of the four (4) month period on an unpaid status.
 - a. An employee who is on Pregnancy Leave without pay shall not accrue benefits (vacation, sick leave, holidays, retirement, etc.) and shall be required to personally pay for 100% of health, life, and any other benefits if continuation in City plans is desired.

REINSTATEMENT FROM MATERNITY LEAVE OF ABSENCE

1. The Personnel Department shall maintain necessary follow-up to insure that employees placed on Maternity Leave of Absence are either returned to the active payroll or terminated following expiration of such leave.
2. Employees wishing to return to the active payroll after birth of a child, shall submit a letter from their health care provider indicating that they may return to work. Such employees may be required to satisfactorily complete a physical examination administered by a City retained physician.

Effective Date: 10/03/1995; 10/04/2011

Resolution No.: 2300-95; 3353-11

3. In the event of miscarriage, the employee shall submit a letter from their health care provider indicating that she may return to work. Such employees may be required to satisfactorily complete a physical examination administered by a City retained physician.
4. In returning Maternity Leave of Absence employees to the active payroll, the Personnel Officer shall complete a Personnel Action Form noting the effective date of return.

Although the City cannot guarantee that an employee returning from Pregnancy Disability Leave will be assigned to an identical position on an identical shift, it will make reasonable effort to do so or shall assign the employee to a substantially similar position requiring similar skills and in a similar pay class.

TERMINATION FROM MATERNITY LEAVE OF ABSENCE

1. Employees who do not return to active employment, or fail to provide medical evidence to support a continuation, prior to the expiration of an approved Pregnancy Leave of Absence, shall be terminated in accordance with the City's Termination Policy.
2. Employees terminated from Maternity Leave of Absence status shall receive payments for unused accrued vacation.

INTRODUCTION

Permanent full-time employees of the City of Taft shall be entitled to participate in the City's medical, surgical and hospitalization insurance programs in accordance with administrative procedures of the applicable group insurance provider.

Permanent part-time employees hired to work less than forty (40) hours per week but twenty (20) hours or more per week may be eligible on a pro-rata basis to participate in the City's medical, surgical and hospitalization insurance programs.

Should an employee elect to participate in a medical, surgical and hospitalization program, the City of Taft shall bear the cost of such insurance for the individual employee and eligible dependents as may be authorized in the appropriate Memoranda of Understanding.

COVERAGE

As a public agency, the City of Taft offers its employees a choice of insurance programs which are available in the Taft area.

INSURANCE ENROLLMENT

1. Employees become eligible to participate in a medical, surgical and hospitalization insurance program on the first day of the calendar month following employment. Employees have a maximum of thirty (30) calendar days in which to enroll. If an employee does not enroll within the thirty (30) day period or prior to the first day of the month following employment, he/she will be required to wait until the appropriate Open Enrollment Period.
2. Employees wishing to enroll in a medical, surgical and hospitalization insurance program shall complete the appropriate Enrollment Form provided by the Personnel Department. The signed Enrollment document shall authorize payroll deductions for any premium differential not covered by the applicable Memoranda of Understanding.
3. Employees not wishing to participate in a medical, surgical and hospitalization insurance program shall complete the appropriate waiver provided by the Personnel Department.
4. Premium differential payroll deductions shall be made in two installments each month.
5. Employees may modify their medical, surgical and hospitalization insurance programs in accordance with administrative regulations of the applicable

insurance provider (generally once per year during the Group Open-Enrollment Period).

6. Employees wishing to initiate changes in medical, surgical and hospitalization insurance coverage shall be responsible for completing new Enrollment Forms in accordance with the requirements of this policy. Such changes may include addition or deletion of a family member through marriage, birth, adoption, death, divorce, etc.
7. Employees wishing to secure a change in medical, surgical and hospitalization insurance coverage or wishing to discuss the possibility of such change may consult the Personnel Department.

POLICIES AND PROCEDURES MANUAL: PERSONNEL
Subject: PAID MILITARY LEAVE

INTRODUCTION

In compliance with the mandates of the Military and Veterans' Code, it is the policy of this department to provide payment of regular compensation to eligible employees ordered to active military duty.

Active military duty is defined as annual training, specialized training for a specific temporary period, or military service for an extended period. This also includes periods of inactive duty training (monthly drill, etc.).

Rate of payment of compensation shall be governed by existing Memorandums of Understanding or by the Salary Resolution in the absence of a Memorandum of Understanding.

For the first thirty (30) days of active military duty service, an employee with at least one (1) year of City or Military Service shall be paid their salary and accrue all benefits (Sick Leave, Vacation, Seniority) as if they were at work.

After thirty (30) days of active duty service through one-hundred eighty (180) days of active duty service The amount of compensation will be the difference between what the employee is paid by the Armed Services while on active duty and what his/her regular City compensation would be. Benefits (Sick Leave, Vacation, Seniority) will continue to accrue as if they were at work.

Sick leave or Vacation accrued while on Military Leave will be held and credited to the employee upon return to work with the City of Taft. Employees who do not return to work following Military Leave in accordance with the Military and Veterans Code will forfeit any Sick Leave or Vacation accruals.

Compensation will be based on 174 working hours during an average thirty calendar day period. As specified by the Military & Veterans' Code, military leave time off will be calculated on a fiscal year basis (July 1 through June 30) rather than the calendar year.

The City shall continue contributions to the employee's medical and vision for the duration of the paid leave. Employee contributions (if applicable) will be deducted from salary payments made to the employee during the paid leave.

PROCEDURE

- A. Any department employee anticipating a call to active military duty shall notify his/her Department Head, in writing, of anticipated dates of absence.
- B. If an employee has the opportunity to select one of several periods for active duty, the employee shall include this information in the abovementioned notification. The Department Head may then suggest the date that would be most appropriate for departmental efficiency.

- C. When an employee is actually ordered to active duty, or when the employee becomes aware that a definite date has been established for assignment to active duty, the employee shall immediately submit a leave of absence request.

Requests for leave of absence shall be submitted with a copy of the employee's military orders attached to the concerned Department Head through the appropriate chain of command.

- D. Employees returning from Active duty must return to active employment within ninety (90) days after termination of service or within one (1) year of release if hospitalization was required at the time of release for a service connected disability.

An employee returning from military leave has the right to return to the same position or to a position in the same class at the same location that he/she was in prior to such leave. If no such position exists, the employee shall be treated as if he or she had been on working with the City when his or her former position was closed or relocated.

The right to return is granted provided that the employee returns within twelve (12) months after the first date upon which active military service could have been terminated.

INTRODUCTION

The City of Taft may grant employees personal leave of absence without pay for a maximum of twelve months, upon written approval of the appropriate Department Head, Personnel Officer and the City Manager.

Personal leave of absence without pay may be granted for unforeseen personal reasons including, but not limited to, bereavement, injury or sickness in the immediate family, settlement of an estate of which the employee is executor, educational pursuit associated with an employee's present or future assignment, and similar personal reasons.

Under normal circumstance, personal leave of absence shall be granted only after an employee has exhausted all vacation entitlement.

In each case, however, personal leave of absence shall be granted at the City's discretion.

Although the City of Taft cannot guarantee that an employee returning from personal leave of absence will be assigned to an identical position on an identical shift, it shall make a reasonable attempt to do so or shall assign the employee to a position requiring similar skill or in a similar pay grade.

REQUESTING PERSONAL LEAVE OF ABSENCE

1. Employees wishing to request a personal leave of absence without pay shall notify their immediate supervisor of the reason for such request and of their anticipated date of return from leave of absence status.
2. The employee's immediate supervisor shall complete a Personnel Action Form noting "Personal Leave of Absence Without Pay", the reason for such request, and the anticipated date of return in the "Explanation of Action" area.
3. Personnel Action Forms authorizing personal leave of absence without pay in excess of ninety days shall require approval signatures of the employee's Department Head, the Personnel Officer and the City Manager before the effective date of such leave.
4. Personnel Action Forms authorizing personal leave of absence of less than ninety days without pay shall require approval of the employee's Department Head and the Personnel Officer before the effective date of such leave.
5. Department Heads may grant personal leave of absence without pay for a period less than five days. In such instance, the Department Head shall note the leave

of absence without pay on the employee's time card in lieu of submitting a Personnel Action Form.

6. Personal leave of absence for educational pursuit may be granted during the academic year. Employees placed on such leave shall be returned to active duty during the summer months.
7. Employees placed on personal leave of absence without pay shall receive payments due on the regular pay day following the effective date of such leave.

REINSTATEMENT FROM PERSONAL LEAVE OF ABSENCE

1. Upon return from personal leave of absence without pay, the Personnel Officer shall complete a Personnel Action Form noting return from personal leave of absence in the "Explanation of Action" area.
2. Employees returning from a personal leave of absence exceeding thirty consecutive working days may be required to satisfactorily complete a physical examination administered by a City retained physician.

TERMINATION FROM PERSONAL LEAVE OF ABSENCE

1. Employees who absent themselves from their regularly assigned work for three consecutive work days without notification to their supervisor at the expiration of an approved leave of absence shall be considered to have resigned by reason of abandonment.
2. Employees accepting gainful employment or entering into a personal business venture while on an approved personal leave of absence shall be considered to have resigned without notice and shall be terminated in accordance with the City's Termination policy.

INTRODUCTION

It is the policy of the City of Taft to provide each employee with reasonable rest periods and an adequate meal period during those hours in which the employee is performing duties on behalf of the City.

To reduce confusion and misunderstanding concerning employees rest periods and meal periods, the City of Taft has established regulations concerning the scheduling and use of this time.

REST PERIODS

1. Each employee shall be granted a 15 minute rest period once during each four hour work period.
2. Rest periods shall be scheduled at the discretion of the employee's immediate supervisor in accordance with departmental work load.
3. Employee rest periods shall be taken in an approved area as designated by the City Manager or a designated representative.
4. Rest periods shall begin at the time an employee stops work and shall end 15 minutes thereafter.
5. Under normal circumstances, those employees performing "field" activities shall take rest periods at the job site or, in the alternative, at the nearest "fast food" restaurant. In no instance, however, shall an employee be permitted a rest period of more than 15 minutes duration as defined above.
6. Employees declining to take a rest period scheduled by their immediate supervisor shall not be entitled to compensation for the missed rest period.

MEAL PERIODS

1. Each employee shall be entitled to a meal period of not less than 30 minutes during each eight hour work period.
2. Meal periods shall be scheduled by the employee's immediate supervisor in accordance with departmental work requirements.
3. Employee meal periods taken at an employee's work site shall be taken in an approved area as designated by the City Manager or a designated representative.

4. Meal periods shall begin at the time an employee stops work and shall end either 30 or 60 minutes thereafter, depending on the length of the "standard" meal period in the department to which the employee is assigned.
5. Meal periods may be taken at the location of the employee's choice except as otherwise provided herein or by Memorandum of Agreement between the City of Taft and the recognized representative of specific employee groups, provided that no employee shall be permitted a meal period exceeding the "standard" meal period of the department to which the employee is assigned and provided that employees using City owned vehicles during the meal period conform to provisions of the City's Municipally Owned Vehicle Use Policy.

INTRODUCTION

As a responsible employer, the City of Taft seeks to provide a measure of security to employees who have rendered faithful service to the City of Taft.

To accomplish this desire, the City of Taft, as a public agency, has contracted for certain retirement benefits offered through the Public Employees' Retirement System in accordance with provisions of the California Government Code.

The City of Taft is a member of the Federal Social Security System (FICA) and Social Security contributions are withheld from employee earnings. In addition each permanent full-time employee, as defined in the Public Employees' Retirement Law, is a member of the Public Employees' Retirement System and is required to make retirement contributions.

The current miscellaneous employee contribution rate to the Public Employees' Retirement System is seven percent (7%) of normal earnings.

The current employee contribution rate for those individuals designated as sworn safety personnel of the City of Taft (i.e. sworn peace officers and firefighters) as defined in the Public Employees' Retirement Law is nine percent (9%).

Service and disability retirement benefits are payable under the Public Employees' Retirement Law, two percent at age 60 modified formula or, in the case of sworn safety personnel, two percent at age 50 modified formula.

Provisions of the Public Employees' Retirement Law and the existing contract between the City of Taft and the Public Employees' Retirement System shall supersede any portion of this policy in conflict therewith.

RETIREMENT ENROLLMENT

1. All full-time employees, as defined in the Public Employees' Retirement Law shall complete a retirement enrollment form on the first day of active employment.
2. Enrollment in the Public Employees' Retirement System shall become effective on the first day of employment with the City of Taft.
3. Administration of the City's contract with the Public Employees' Retirement System shall be the responsibility of the Personnel Officer of the City of Taft.

RETIREMENT

1. Employees wishing to apply for either service or disability retirement in accordance with provisions of the Public Employees' Retirement Law, may do so through the Personnel Officer.
2. The personnel Officer shall provide adequate counseling and assistance to employees seeking retirement benefits in accordance with provisions of the Public Employees' Retirement Law and shall assist the employee in filing an Application for Retirement and other documentation required or requested by the Public Employees' Retirement System.

TERMINATION

1. Individuals terminating employment with the City of Taft shall complete a Report of Status or Separation (BAS-167) indicating whether they wish to withdraw retirement contributions or to take a deferred benefit, if applicable, in the Personnel Department.
2. Upon completion of the Report of Status or Separation, the Personnel Department shall forward the Report to the Public Employees' Retirement System for processing.
3. Should a terminating employee neglect to complete a Report of Status or Separation, the Personnel Department shall file such report requesting refund of retirement contributions on behalf of the employee, regardless of length of service with the City of Taft.

EMPLOYEE DEATH

Should an employee die while in active service with the City of Taft, the employees' survivors shall be entitled to benefits payable under the Public Employees' Retirement Law and in accordance with the existing contract between the City of Taft and the Public Employees' Retirement System.

The purpose of this policy is to provide general information. A copy of the contract with the Public Employees' Retirement System is available in the City Clerk's Office.

INTRODUCTION

Full-time and eligible part-time employees of the City of Taft, including employees in the probationary period, shall be entitled to sick leave with pay.

Sick leave shall not be considered a right which an employee may use at his/her discretion, but shall be allowed only in case of necessity.

Employees may use sick leave accruals for a personal illness or injury; treatment or examination by a health care provider; or to care for or attend to an immediate family member for reason of illness or injury. For purposes of this policy, immediate family is defined a spouse, parent, or dependent children unless the care is provided for under FMLA/CFRA.

Sick leave with pay shall begin accruing immediately following an individual's date of employment and may be taken at any time thereafter.

In no event, however, shall an employee be entitled to receive sick leave with pay in excess of the number of sick leave hours accrued at the time of illness. Accordingly, an employee who has exhausted sick leave accrual and who is unable to work due to illness or injury will be placed in a vacation status for the duration of the employee's accrued vacation benefit, if any.

Employees who become ill during a scheduled vacation may request to utilize sick leave for the time of injury or illness. Approval, however, may be granted by the department head only when the employee presents a doctor's certification verifying an illness or injury or for reasons of acute bereavement supported by written evidence.

The City of Taft suggests that employees use accumulated sick leave in a judicious manner so that they will be entitled to sick leave with pay in the event of major illness. Employees abusing the sick leave benefits shall be subject to disciplinary action.

SICK LEAVE ACCRUALS

1. General full-time employees assigned to a regular eight (8) hour duty shift shall accrue sick leave at the rate of 3.6923 hours per payroll period or one (1) working day for each full month of employment.
2. General employees may accumulate a maximum of 720 hours of sick leave. Police Officers and Management may accumulate a maximum of 880 hours of sick leave, and Correctional Officers may accumulate a maximum of 830 hours of sick leave.

3. Permanent part-time employees of the City of Taft hired to work less than forty (40) hours per week but twenty (20) hours or more per week shall accrue sick leave benefits on a pro-rata basis.
4. Temporary employees and employees hired to work less than twenty (20) hours per week shall not be eligible for sick leave benefits.
5. Sick leave accruals shall be credited only at the conclusion of each payroll period.

USE

1. Employees may use sick leave accruals for a personal illness or injury which incapacitates the employee for duty or when the presence of an employee at his work station would jeopardize the health of the others due to exposure to a contagious disease.
2. An employee who is personally undergoing treatment or examination from a health care provider may use sick leave accruals for required time away from work provided such treatment is not the result of an occupationally related illness or injury.
3. Employees compelled to be absent to care for or attend to an immediate family member for reason of illness or injury may use up to fifty percent (50%) of their annual sick leave accrual. (Up to 48 hours annually for full-time employees) For this purpose immediate family is defined as spouse, parent, or dependent children.

Sick leave may also be used for necessary extension of Bereavement Leave or in the case of family member not covered under the Bereavement Leave Policy. Sick leave use in these cases will be considered family sick leave.

4. The use of sick leave associated with the Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) is outlined in the FMLA/CFRA policy.
5. Employees who are under a doctor's care and are scheduled to be off work for more than three (3) days should contact Human Resources to determine eligibility for FMLA/CFRA leave. Employees off work for more than seven (7) should coordinate State Disability Insurance (SDI) with their sick time.

REQUESTING SICK LEAVE

1. Employees who are absent in accordance with the sick leave policy shall notify their immediate supervisor of such absence no later than the beginning of their regularly assigned shift. Departmental policy may be more restrictive.

2. In the event sick leave exceeds one (1) regularly scheduled work day, the employee shall advise the immediate supervisor of the anticipated date of return.
3. An employee who is on sick leave for three (3) days or more may be required to obtain a doctor's work release which shall be presented to his/her supervisor upon return to work. A copy of all work releases must be forward to Human Resource.
4. An employee's immediate supervisor may place the employee in a sick leave status if, in the opinion of the supervisor, the employee's continued presence at the work station would jeopardize the health, safety or welfare of the employee, other employees, or the City of Taft and its citizens.

RETURN FROM SICK LEAVE

1. The City of Taft may require an employee who has been on sick leave to satisfactorily complete a physical examination by a City retained physician at the City's expense. Refusal to comply shall constitute cause for waiver of sick leave, suspension, demotion, or dismissal of the employee from City service.
2. Employees who have been on sick leave may be required to satisfactorily complete a physical examination administered by a City retained physician if the employee's immediate supervisor believes the City is being exposed to a workers' compensation liability, that the health, safety and welfare of the employee or of the City and its employees are being jeopardized, or that the employee is abusing the sick leave benefit.

OCCUPATIONAL ILLNESS OR INJURY

The California Workers' Compensation law is designed to compensate employees for lost time occurring as a result of occupationally related illness or injury. In such cases, the law requires a three (3) calendar day waiting period before benefits become payable. It is the policy of the City of Taft to permit use of sick leave accruals during any period of industrial disability unless otherwise prohibited by Memorandum of Understanding.

1. An employee shall be entitled to receive proportional sick leave pay during any absence caused by an occupational illness or injury unless otherwise prohibited by Memorandum of Agreement or by provisions of this policy.
2. For purposes of this policy, proportional sick leave shall be defined as that amount of accrued sick leave necessary to provide the employee with forty (40) hours pay during a seven (7) consecutive day work period.

3. Proportional sick leave shall be computed by dividing the workers' compensation benefits to which an employee is entitled by the employee's base hourly salary to establish the number of hours for which the employee has been compensated at regular base hourly rate during the seven (7) consecutive day work period.
4. In no event, shall an employee's use of sick leave during an industrial disability exceed forty (40) hours less the number of hours of industrial disability benefits as computed above.
5. Payment of workers' compensation benefits shall be made directly to the employee.
6. Sworn officers of the Taft Police Department shall be entitled to full pay without loss of accrued sick leave for the duration of an occupationally incurred injury or illness. For purposes of this policy, duration of occupational injury or illness shall begin on the date of disability and shall cease upon the date the employee returns to work or upon disability retirement from the Taft Police Department. In no case however, shall said benefits be payable in excess of one (1) year. All benefits payable under this section shall be in accordance with Section 4850 of the California Labor Code.
7. Employees on Workers Compensation will not accrue sick leave when not in paid status. While remaining in paid status accruals will be pro-rated.

PAYMENT FOR UNUSED SICK LEAVE

1. Upon normal service retirement from the City of Taft, the retiring employee shall be paid a lump sum of money not to exceed 50% of accrued sick leave. Additionally, said payment shall not exceed payment for forty-five (45) working days. Such accruals shall be liquidated in cash in the payroll period immediately following the effective date of retirement.
2. Except where provided by Memorandum of Agreement, payment for unused sick leave shall be limited to those provisions indicated above.

INTRODUCTION

It is the policy of the City of Taft to require certain employees of the Taft Police Department and the Taft Fire Department to purchase and maintain uniforms and designated articles of clothing prescribed by the City.

To assist employees in defraying the expense of maintaining uniforms and required clothing, the City has established a uniform allowance program limited to those individuals employed by the Taft Police Department and the Taft Fire Department.

ELIGIBILITY

Employees of the City of Taft who are required to wear a uniform as a condition of employment shall be entitled to a uniform allowance as provided in the appropriate Memorandum of Understanding.

ALLOWANCE

Employees entitled to a uniform allowance shall be paid in one lump sum on or around July 1, of each year. Uniform allowance for new employees and terminated employees shall be prorated according to actual time served under effective rate. Any amount owed to the City by terminated employees shall be deducted from the final payroll check.

INTRODUCTION

Full-time and eligible part-time employees of the City of Taft shall be entitled to paid vacation based upon length of credited service with the City.

Vacation shall begin to accrue immediately following an individual's date of employment. Employees may use vacation entitlement as it is earned provided that only the amount of vacation entitlement accrued, prior to the time vacation is scheduled, is approved and granted.

Vacation schedules shall be subject to approval by the department head.

VACATION ACCRUAL

1. Permanent full-time employees shall accrue vacation benefits at the rate of 3.0769 hours per bi-weekly payroll period, or 80 hours per year during the first four (4) years of continuous service.
2. Permanent full-time employees shall accrue vacation benefits at the rate of 4.615 hours per bi-weekly payroll period, or 120 hours per year starting at the beginning of the fifth (5TH) year of service through the ninth (9TH) year of continuous service.
3. Permanent full-time employees shall accrue vacation benefits at the rate of 6.1538 hours per bi-weekly payroll period, or 160 hours per year starting at the beginning of the tenth (10TH) year of service through the nineteenth (19TH) year of continuous service.
4. Permanent full-time employees shall accrue vacation benefits at the rate of 7.69 hours per bi-weekly payroll period, or 200 hours per year starting at the beginning of the twentieth (20TH) year of continuous service.
5. Vacation accrual shall be limited to an amount equal to twice (2x) the employee's current year's accrual, for example an employee with six (6) years of services may accrue a maximum of 240 hours. Once an employee reaches the maximum vacation balance further accrual will cease until the balance is reduced.
6. The City of Taft does hereby reserve the right to pay an employee for vacation accruals in excess of the maximum accrual defined herein when, for the convenience of the City and in the determination of the City Manager the employee cannot reasonably be granted time away from the normal work assignment.
7. Employee's may, for reasons of hardship or special circumstance, request to be paid out for a portion of their vacation time, not to exceed fifty percent (50%)

of their accrued time. (Special Circumstances or hardships may include situations such as pending foreclosure or unforeseen medical expenses) A Request form can be submitted to the Human Resources Department for verification of employee's accrued time. Requests will then be forwarded to the City Manager for review and approval.

8. Employees on Workers Compensation will not accrue Vacation will in an un-paid status. While on payroll vacation accrual will be pro-rated.

VACATION SCHEDULING AND PAYMENT

1. Vacations shall be scheduled by the employee's immediate supervisor in a manner which will insure adequate departmental staffing at all times.
2. Should employee vacation requests conflict with staffing requirements, supervisors shall arrange a mutually acceptable vacation schedule based on length of employee service and the order in which employee vacation requests were submitted.
3. Vacation schedules shall be subject to approval by the department head.
4. Should a City approved Holiday fall during an employee's scheduled vacation, the vacation period should be increased proportionately. If not taken during the scheduled vacation, the proportionate increase shall be granted at a time approved by the employee's immediate supervisor.
5. Vacation pay shall be computed on an employee's base salary exclusive of premium payments.
6. Employees leaving the active payroll will be paid for unused vacation accrued during their tenure with the City of Taft.
7. Accrued vacation benefits shall be paid to the heirs or to the estate of an employee whose death occurs while actively employed by the City of Taft.

PART-TIME EMPLOYEES

1. Permanent part-time employees of the City of Taft hired to work less than forty (40) hours per week but twenty (20) hours or more per week shall accrue vacation benefits on a pro-rata basis.
2. Permanent part-time employees hired to work less than twenty (20) hours per week and/or temporary employees shall not be eligible for vacation benefits.

POLICIES AND PROCEDURES MANUAL: PERSONNEL
Subject: DEFERRED COMPENSATION PLAN

INTRODUCTION

All permanent employees of the City of Taft shall be entitled to participate in the City's Deferred Compensation Plan –a plan designed to permit employees to defer payment of a portion of their current earnings until retirement, termination of employment, disability, death, or other events as provided by law.

Information concerning participation and administration of the Plan is available from the Personnel Department.

ENROLLMENT

1. Employees shall be eligible for participation in the Plan the first day of the calendar month following appointment.
2. Employees wishing to participate in the Plan shall complete a Participation Agreement available in the Personnel Department.
3. The maximum compensation that may be deferred under the Plan is set by the IRS each year. Each year the Personnel Office will provide employees with the current year maximum contribution allowed. However, in no case shall the amount deferred be less than ten dollars (\$10) per bi-weekly pay period.
4. The Participation Agreement shall be forwarded to the Personnel Department and shall become effective on the first pay period following receipt in the Finance Department.
5. Employee's may increase or decrease payroll deductions by submitting a revised Participation Agreement before the beginning of any month. Changes shall become effective on the first pay period following receipt in the Finance Department.
6. Employees may terminate their participation in the Plan by executing a written notice of revocation at least thirty (30) days prior to the beginning of the first month that termination is to commence.
7. Upon separation of employment with the City of Taft, or within sixty (60) days thereafter, each participating employee must designate the way in which their benefits will be distributed, i.e., lump sum, monthly, quarterly, semi-annual or annual installments.
8. In the event of a financial catastrophe, a participant may file an application with the City of Taft for withdrawal of funds in the amount necessary to meet the financial catastrophe, such as flood, fire, or disabling injury. However, withdrawals for expenditures normally budgetable, such as down payments on a home, purchase of an automobile, or college expenses, will not be permitted.

INTRODUCTION

Permanent full-time employees of the City of Taft shall be entitled to participate in the City's group dental care program beginning the first day of the calendar month following appointment.

Should an employee elect to participate in the group dental care program, the employee shall bear the cost of such insurance for himself/herself and eligible dependents.

Payment of premiums shall be through payroll deduction.

ENROLLMENT

1. All new employees' shall indicate whether they wish to participate in the program on the first day of active employment.
2. Employees wishing to enroll in the program shall complete an enrollment form. The signed enrollment document shall authorize payroll deductions for premium.
3. Applicable premium payroll deductions shall be made in two installments each moth.
4. Modifications in the dental care insurance program shall be in accordance with the dental service contract between the City of Taft and the contracting dental service.
5. Employees wishing to initiate changes in their dental insurance program shall be responsible for completing a new enrollment form in accordance with the requirements of this policy. Such changes may include addition or deletion of family members through marriage, adoption, death, divorce, etc.
6. Employees with enrolled dependents shall remain enrolled in the program until the employee's coverage terminates or the dependent is no longer eligible.

POLICIES AND PROCEDURES MANUAL: PERSONNEL
Subject: FAMILY AND MEDICAL LEAVE ACT LEAVE FMLA
and CALIFORNIA FAMILY RIGHTS ACT (CFRA)

INTRODUCTION

Pursuant to the Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) employees of the City of Taft may be granted leave for a maximum of twelve (12) weeks in each 12-month period. Employees are eligible for FMLA/CFRA leave if they meet both of the following provisions:

1. Have been employed for at least twelve (12) months.
2. Have been employed for at least 1,250 hours of service during the twelve (12) month period immediately preceding the commencement of the leave.

Eligibility for leave will be based on the 12 month period measured forward from the date the employee's first FMLA/CFRA leave begins.

QUALIFYING EVENTS

Leave under the Act is permitted for the following reasons:

1. The birth of a child of an employee, and to care for a newborn. This provision expires twelve (12) months after birth.
2. The placement of a child with an employee in connection with the adoption or foster care of a child by an employee. This provision expires twelve (12) months after placement.
3. Leave to care for a child, parent, spouse or domestic partner who has a serious health condition.
4. Leave because of a serious health condition that makes the employee unable to perform the essential functions of his/her position.
5. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation
6. To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member. (In certain situations an employee may qualify for up to 26 weeks of leave)

FMLA and CFRA leaves run concurrently with the exception of Leave due to pregnancy. Pregnancy and pregnancy related disabilities are covered under the Pregnancy Disability Leave Act (PDL). For leaves due to pregnancy, FMLA will run concurrently with Pregnancy Disability Leave (PDL)

Leave to care for a domestic partner is covered by CFRA, but not FMLA.

REQUESTING FAMILY AND MEDICAL LEAVE ACT LEAVE

1. Employees wishing to request FMLA/CFRA leave shall submit a letter thirty (30) calendar days prior to the employee's need for leave.
2. If the event necessitating the leave becomes known to the employee less than thirty (30) calendar days prior to the employee's need for leave, the employee shall provide to the employer as much advance notice as possible.
3. The employee's immediate supervisor shall notify the Department Head of the request. The Department Head shall advise the Personnel Officer in writing of the estimated date of return from leave of absence status. The Personnel Officer shall complete a Personnel Action Form noting FMLA/CFRA Leave of Absence and the estimated date of return.
4. The employee shall be placed on FMLA/CFRA leave upon concurrence of the Personnel Officer that the employee is eligible and has provided appropriate qualifying documentation. While on FMLA/CFRA leave, the employee will be required to utilize all accumulated leaves (sick leave, vacation and Comp. Time/ATO) concurrently with FMLA/CFRA leave. The City encourages employees to coordinate the leave time with State Disability Insurance if applicable. Upon exhaustion of paid leave, the employee will be entitled to the balance of the twelve (12) week period on an unpaid status.

An employee who is on FMLA/CFRA leave without pay shall not accrue benefits (vacation, sick leave, holidays, retirement, etc.) The employee will be required to pay their portion of health benefits the same as if the employee were on a paid status.

5. Employees requesting leave to care for a family member or covered service member with a serious health condition must provide written certification from the health care provider of the individual requiring care. The medical certification must indicate that the employee is needed to care for the serious health condition of a child, parent, spouse domestic partner or covered service member.
6. If the FMLA/CFRA leave is requested because of the employee's own serious health condition, the certification must include a statement the employee is unable to perform the essential functions of the employee's position.

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7. The City retains the right to designate leave that is also FMLA/CFRA qualifying (example: when a worker's compensation injury which also constitutes a serious health condition) as FMLA/CFRA leave.

REINSTATEMENT FROM FAMILY AND MEDICAL LEAVE ACT LEAVE

1. The Personnel Department shall maintain necessary follow-up to insure that employees placed on FMLA/CFRA leave are either returned to the active payroll or terminated following expiration of such leave.
2. Employees wishing to return to the active payroll after FMLA/CFRA leave for the employee's own serious health condition shall submit a certification from the health care provider that the employee is fit-for-duty and is able to perform the essential functions of his/her job position.
3. In returning FMLA/CFRA leave employees to the active payroll, the Personnel Officer shall complete a Personnel Action Form noting the effective date of return.

Although the City cannot guarantee that an employee returning from FMLA/CFRA leave will be assigned to an identical position on an identical shift, it will make reasonable effort to do so or shall assign the employee to an equivalent position with equivalent employment benefits

TERMINATION AFTER FAMILY AND MEDICAL LEAVE ACT LEAVE

1. Employees who do not return to active employment, or fail to provide medical evidence to support a continuation, prior to the expiration of an approved FMLA/CFRA leave, shall be terminated in accordance with the City's Termination Policy.
2. If an employee fails to return to work after a FMLA/CFRA leave, the City may be entitled to recover its share of health plan premiums paid during the period of unpaid FMLA leave.

INTRODUCTION

The City of Taft is dedicated to providing the finest available service for its residents and for the public at large.

To achieve this objective and assure continued operating efficiency, the City has established attendance requirements for each employee.

POLICY

1. Employees of the City of Taft shall report for duty at the assigned time on scheduled work days.
2. In the event of bona-fide illness, the employee or a member of the employee's immediate family shall notify the employee's immediate supervisor of the illness as soon as possible.
3. Absence for reasons other than sickness without prior approval of the employee's immediate supervisor shall be considered unexcused absence.
4. Unexcused absences shall result in disciplinary action including possible suspension or discharge.
5. Employee absences shall be governed by provisions of the City's vacation, sick leave and leave of absence policies.
6. Disciplinary action shall be governed by provisions of the City's employee discipline and termination policies.
7. Employees leaving their assigned station during scheduled work hours shall report their departure, destination and anticipated duration of absence to their immediate supervisor prior to leaving and shall inform their supervisor of the extension on which they may be contacted if necessary.
8. Employees shall not leave the assigned work station during scheduled work hours (excluding a designated meal period) without prior approval of their immediate supervisor.

INTRODUCTION

The City of Taft is anxious to inform its employees of federal, state and local laws affecting employment, salary and safety requirements and to advise employees of recent development in the City.

To achieve this objective, the City has placed official bulletin boards in the Corporation Yard, Wastewater Treatment Plant, Fire Department, Police Department, Community Correctional Facility and City Hall.

All bulletin boards, unless otherwise designated, are property of the City of Taft and shall display only those notices approved by the City.

POSTING

1. Employees or employee groups wishing to use City bulletin boards shall submit proposed notices to the Personnel Department for approval.
2. Approved notices shall be stamped by the Personnel Department and may be posted for 14 calendar days following the date of approval.
3. Employees or employee groups wishing to extend the 14 day approval period shall resubmit notices to the Personnel Department for a 14 calendar day approval extension.
4. Employees or employee groups receiving approval of proposed bulletin board notices shall be responsible for removing such notices upon expiration of approval.
5. Employees or employee groups shall post no unapproved notice on City bulletin boards.
6. Employees or employee groups shall display no posters, notices, memos or other written or printed material on walls, doors, windows, or furniture or on any property belonging to the City of Taft.
7. Employees or employee groups displaying unapproved material on City premises shall be subject to disciplinary action including possible suspension or discharge.
8. Disciplinary action shall be governed by provisions of the City's employee discipline and termination policies.

INTRODUCTION

The City of Taft accepts the value of having managerial and professional employees affiliated with civic, professional and trade associations, organizations, institutes and societies and will consider sponsoring such memberships on an individual basis.

The City will also consider sponsoring subscriptions to professional and trade journals or magazines upon request of individual employees.

POLICY

1. The City of Taft may pay for membership in civic, trade and professional organizations and for participation in their activities only when the prime benefit of such membership accrues to the City.
2. The City may not pay for membership in social or fraternal organizations or clubs when the prime benefit of such membership accrues to the individual employee.
3. The City may pay for subscriptions to magazines, journals and other publications only when the prime benefit of such subscription accrues to the City.
4. Individual requests for City sponsored membership or subscription, whether new or renewal shall be submitted to the City Manager or a designated representative for approval.

INTRODUCTION

The City of Taft shall initiate appropriate disciplinary action should an employee engage in any practice inconsistent with published municipal rules or with ordinary, reasonable, common sense rules of conduct conducive to welfare of the City of Taft, its citizens and its employees.

Disciplinary action may consist of an oral reprimand, written reprimand, suspension, reduction in step within a range, demotion without consent, or dismissal depending upon the offending employee's attitude and the frequency and/or seriousness of the offense.

Disciplinary action shall be applied only after full consideration of the seriousness of the offense, the intent and attitude of the offending employee and the conditions under which the offense occurred.

All disciplinary actions administered under this policy, however, shall seek to correct non-conforming behavior, be proportionate to the severity of the misbehavior, and restore conformity.

Disciplinary actions shall be accomplished in such a manner as to avoid, whenever possible, the unnecessary public embarrassment of the employee disciplined. All employees must be thoroughly appraised of the basis of disciplinary actions before, during, and after actions are taken.

These employees safeguard requirements relate to any disciplinary action regarding the reduction of work hours or pay of a permanent, non-probationary, City employee. This policy shall not apply to either verbal or written reprimands by the appointing authority unless specifically provided for herein or by law. This policy does not apply to probationary, temporary, part-time, or "At-Will" employees.

RIGHT TO APPEAL

Except where otherwise prohibited, suspension, reduction in step within a range, demotion without consent and dismissal administered under this policy shall be subject to appeal in accordance with the City of Taft grievance procedure.

ADMINISTERING EMPLOYEE DISCIPLINE

1. Should a permanent, non-probationary, employee violate municipal rules, the individual's immediate supervisor shall notify the employee of the violation and advise the employee that disciplinary action may be considered.

2. After evaluating the seriousness of the employee offense, the intent and attitude of the offending employee and the conditions under which the violation occurred, the employee's immediate supervisor shall initiate disciplinary action, if warranted.
3. If the offense is of a minor nature, the employee's immediate supervisor may elect to administer an oral reprimand to the offending employee.
4. Should the employee's immediate supervisor determine that a written reprimand is warranted, the supervisor, upon approval of the appropriate department head, shall prepare such reprimand for presentation to the employee and for inclusion in the employee's permanent personnel file.
 - a. In accordance with Section 3304(b) of the California Government Code, sworn peace officers shall be entitled to appeal written reprimands to the Police Chief.
 - b. At the time of filing a response to a reprimand, an officer may seek to appeal the reprimand by submitting a written statement signed by the officer and addressed to the Police Chief, explaining the matter being appealed, the action sought and the reason for seeking such action.
 - c. The Police Chief shall act on the officer's appeal through a review of documentation provided by the officer as well as the Taft Police Department. Such review shall be completed within thirty days following receipt of the appeal.
 - d. Following the review of the documentation, the Police Chief shall provide a written response to the appellant.
5. Should the employee's immediate supervisor determine that suspension, reduction in step within a range, demotion without consent, or dismissal is warranted, the supervisor shall submit documentation of the offense to the department head for consideration.
6. Should the department head determine that suspension, reduction in step within a range, demotion without consent, or dismissal is warranted, the department head shall notify the Personnel Officer that a violation of municipal rules has occurred and the proposed penalty for such violation.
7. Upon receiving such notification, the Personnel Officer shall assist the department head in preparing the appropriate "Notice of Intent" for presentation to said employee.

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8. Documentation to be presented to the offending employee shall include the proposed action, copies of all written materials, reports, or documents upon which the action is based, the date the intended action is to become effective, and the right to respond either orally or in writing.
9. The appointing authority intending to impose disciplinary action shall provide the appropriate "Notice of Intent" and all documentation to the offending employee at least five (5) working days in advance of the intended action during which time the employee has the right to respond to the charges.
10. After reviewing all documents relating to the proposed discipline, the offending employee shall have the opportunity to respond either orally or in writing to the appointing authority.
 - a. If the employee fails to respond to the appointing authority either orally or in writing, the proposed action shall be implemented.
11. After consideration of the offending employee's response, the appointing authority shall provide written response to the employee as to final disposition of the proposed action.
12. If the offending employee is not satisfied with the decision of the appointing authority, he/she may appeal the decision utilizing the Employee Grievance Procedure.

AUTHORITY TO DISCIPLINE

The appointing authority has the authority to take disciplinary action. The following standards of employee conduct are designed to serve as a framework within which employees are expected to conduct themselves and within which department heads and supervisors are expected to administer discipline should these standards be violated. Such standards shall include, but are not limited to:

STANDARDS OF EMPLOYEE CONDUCT

1. Employees shall perform their duties in a manner which earns and maintains the trust and respect of their supervisors, other employees and the public.

CONDUCT UNBECOMING A CITY EMPLOYEE

- a. Using official position or office for personal gain or advantage.
- b. Engaging in any employment, activity, or enterprise which constitutes a conflict of interest.

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- c. Accepting favors or gratuities for services required or performed on the job.
 - d. Disclosing confidential information.
 - e. Using City time, property or equipment without authorization.
 - f. Malicious destruction of City property or equipment.
 - g. Misconduct, on or off the job, seriously reflecting on City employees or employment.
 - h. Commission of acts, which if proved, constitute a felony, misdemeanor or other violation of law as established by proper investigation.
 - i. Conviction of a felony. A plea or verdict of guilty or a conviction following a plea of nolo contendere is deemed to be a conviction.
 - j. Unauthorized possession of City equipment or property.
 - k. Unauthorized use of City equipment or material in fabricating articles for private use.
 - l. Conduct or activities tending to interfere with personal efficiency.
 - m. Personal difficulties interfering with job performance or City business.
 - n. Willful failure to maintain proper decorum during working hours, causing discredit to the employee's department or division. Using loud, abusive or obscene language; fighting, rude, discourteous or uncivil behavior; commission of a public offense involving moral turpitude.
2. Employees shall provide high quality of service to the public and shall consistently perform their duties effectively and efficiently.

JOB PERFORMANCE BELOW STANDARD

- a. A violation of City rules.
- b. Requiring excessive supervision or instruction in performance of duties after completion of training for the position, i.e., the probationary period.
- c. Misusing, or failing to use, delegated authority in the performance of duties.

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- d. Failure to carry out assigned work or supervisory responsibilities adequately, directly, promptly or safely.
 - e. Inattention to or dereliction of duty.
 - f. Loss of required motor vehicle operator's license or other licensure or certification required to perform the duties of an employee's position.
3. Employees shall perform all duties reasonably required of them, and report for work as scheduled, unless ill, injured, or involved in an emergency.

NEGLECT OF, OR INEXCUSABLE ABSENCE FROM, DUTY

- a. Neglect of duty.
 - b. Unexcused, excessive or patterned absenteeism.
 - c. Failure to make reasonable effort to notify supervisor of inability to report to duty.
 - d. Leaving assigned work location without proper approval or appropriate reason.
 - e. Frequent and unexcused tardiness.
 - f. Sleeping on the job.
 - g. Taking too long for lunch or rest periods.
 - h. Habitual use of sick leave for trivial indispositions.
4. Employees shall cooperate and work well with other employees and the public.

IMPROPER BEHAVIOR IN RELATIONS WITH SUPERVISORS, FELLOW EMPLOYEES, OR THE PUBLIC

- a. Flagrant refusal to perform reasonable work assignments or to cooperate with supervisors or management in the performance of duties (insubordination).
- b. Failure to cooperate with fellow employees or the public.
- c. Unnecessarily disrupting the work of other employees.

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- d. Discourteous treatment of the public. Using threats or attempting to harm another employee or the public.
 - e. Making false, vicious, or malicious statements concerning any employee, or concerning City government or management.
 - f. Unauthorized use of dangerous weapons, such as firearms or knives, on City property.
 - g. Unauthorized use of dangerous weapons, such as firearms, knives or tools which could result or results in harm to another employee or the public.
 - h. Actions on the job intended to destroy or inflict bodily injury (weather or not the destruction or injury actually occurs).
 - i. Creating unsanitary conditions.
5. While at work, employees shall not do anything which would impair their ability to perform their duties, or discredit the City or its employees.

GAMBELING, DRUNKENNESS, OR USE OF LIQUOR OR NARCOTICS

- a. Gambling on the job, on City property, or using City equipment.
- b. Operating or conducting organized gambling for profit on the job, on City property, or using City equipment.
- c. Drinking alcoholic beverages on the job site or during the work period.
- d. Drinking of alcoholic beverages which result in unfitness to work with reasonable efficiency, or which may endanger the employee, or other employees, City property, or the public; or use of marijuana or any non-prescribed drug or drugs or narcotic substances which may impair employee judgment or performance capability on the job site or on City property.
- e. Reporting for duty under the influence of drugs or alcohol.
- f. Operating City vehicles or other equipment while under the influence of any alcoholic beverage, or any drug or drugs or narcotic which will impair operative capability.
- g. Illegal possession of marijuana or other controlled substances or narcotic drugs on the job site or on City property.

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6. Employees shall perform their duties in a safe manner. This standard is not restricted to operating equipment or motor vehicles.

SAFETY

- a. Operating City equipment unsafely or carelessly.
 - b. Causing or contributing to an accident by operating City equipment in an unsafe manner, as established by proper investigation.
 - c. Violating safety rules or practices which endanger the employee or others or which damages City property or equipment.
 - d. Playing tricks or jokes, or engaging in horseplay on the job which may lead to physical injury to employees or others, or damage to equipment or property.
 - e. Failure to report on-the-job injuries.
7. Employees shall be characterized by personal integrity both in securing employment and in the performance of their duties.

FRAUD, DISHONESTY, THEFT, OR FALSIFICATION OF RECORDS

- a. Soliciting, accepting, or offering a bribe.
- b. Theft of or aiding or encouraging the theft of cash, or City property or equipment, as established by proper investigation.
- c. Intentionally falsifying or destroying, without proper authorization, City records.
- d. Unauthorized possession, control and/or duplication of City records, regardless of physical form or characteristics.
- e. Intentionally falsifying an application for employment or medical information which would have otherwise caused employment disqualification.
- f. Deliberately withholding information related to work from supervisors or others requiring the information.

- g. Falsifying time reports, mileage reports, expense accounts or similar work oriented documents, falsely claiming sick or allowed pay, falsifying reasons for absence.
 - h. Failure to pay amounts due to the City.
8. The City of Taft shall follow a practice of equal employment opportunity without regard to race, creed, color, religion, sex, age, marital status, disability or national origin in recruitment, selection and placement of employees at all levels.

AFFIRMATIVE ACTION

- a. Failure to hire eligibles, or to promote, train, or apply disciplinary actions equally to employees regardless of race, national origin, sex, age, religion, marital status, or physical disability (not related to essential job function).
- b. Making derogatory racial, ethnic, or sexually related remarks in the presence of the public or other employees while on duty.

ENUMERATED GROUNDS NOT EXCLUSIVE

The above grounds for disciplinary actions are not intended to be exclusive and may be supplemented by departmental regulations or directives. Each department may establish and administer additional departmental rules and regulations which enumerate disciplinary action procedure and define grounds for disciplinary actions consistent with this policy. The degree of severity of disciplinary actions shall be in proportion to the violation involved and taking into consideration the subject employee's overall record with the City.

TYPES OF DISCIPLINARY ACTIONS

The types of disciplinary actions which may be taken, in order of severity, are: dismissal, demoting without consent, reduction in step within a range, suspension, written reprimand, oral reprimand. Any appropriate combination of preceding may be used. Disciplinary actions shall be defined as follows:

1. Dismissal: The discharge of and employee from City employment on the initiation of the appointing authority.
2. Demotion without consent: The movement of an employee from one class to another class having a lower maximum pay may be permanent or temporary.
3. Reduction in step within a range: The withdrawal of increments granted for merit, efficiency, and/or length of service may be permanent or temporary.

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4. Suspension: The temporary separation from City employment of an employee without compensation or accrual of employee benefits, for a period of time designated by the appointing authority as a disciplinary measure.
5. Written reprimand: An official notification, in writing, by the appointing authority to the employee, that there is cause for dissatisfaction with his/her services and that further disciplinary measures may be taken if the cause is not corrected.
6. Oral reprimand: An oral warning verbally notifying the employee that his/her performance or behavior must be improved.

EMERGENCY DISCIPLINARY ACTIONS

Should an employee's violation of municipal rules jeopardize the health, safety and welfare of the City of Taft, its citizens and employees; the health, safety and welfare of the offending employee or otherwise require an immediate management response, the cognizant department head or a designated representative may suspend the employee with no loss of pay or benefits until such time as a proper investigation can be conducted and a decision has been rendered in accordance with the provisions of this policy.

INTRODUCTION

The City of Taft believes that each employee should be treated with consideration and in good faith.

At the same time, however, the City realizes that individual employees may occasionally experience dissatisfaction with job conditions, requirements or relationships in the daily performance of assigned duties or with the administration of municipal policies.

To promote understanding among employees and to assure an amicable solution to employee difficulties, the City had developed a Grievance Policy to evaluate complaints, suggestions and comments concerning interpretation of City policy and municipal working conditions.

A. OBJECTIVES

To informally settle disagreements at the employee-supervisor level;

To provide, if necessary, an orderly procedure to handle the grievance through each level of Supervision;

To correct, if possible, the cause of the grievance to prevent future complaints;

To promote harmonious relations among employees and their supervisors;

To assure fair and equitable treatment of all employees;

To, resolve grievances at the departmental level before appeal to higher levels.

B. DEFINITIONS

1. Grievance: A complaint by a non-probationary employee, alleging a violation of the MOU, Rules and Regulations or policies governing personnel practices, working conditions or discipline.

2. Day: Calendar day, exclusive of Saturday, Sunday and City Holiday.

3. Employee: Any non-probationary employee of the City of Taft.

4. Immediate Supervisor: The person who assigns, reviews, or directs the work of an employee.

5. Superior: The person whom an immediate supervisor reports.

6. Representative: A person who appears on behalf of the employee.
7. Department Head/Appointing Authority: The officer or employee having charge of the administration of a department of the City of Taft.

C. TIME LIMITS

Time limits are established to settle grievances quickly. Time limits may be extended by agreement of the parties. If the grievant is not satisfied with the decision rendered, it shall be the grievant's responsibility to initiate the action which submits the grievance to the next level of review within the time limits specified. Failure of the employee to submit the grievance within the limits imposed shall terminate the grievance process, and the matter shall be considered resolved. Failure of the City to respond within the time limits specified will allow the grievant to submit the grievance to the next higher step of the grievance procedure.

D. THE PARTIES RIGHTS AND RESTRICTIONS

1. An employee may have a representative present at all steps of the grievance procedure.
2. Reasonable time in processing a grievance will be allowed during regular working hours.
3. Only a person selected by the employee from within a recognized employee organization (union steward or union representative), and made known to management prior to a scheduled grievance meeting, shall have the right to represent or advocate as an employee's representative.
4. Nothing within this grievance procedure shall be construed as limiting the right of management to manage the affairs of the City.
5. Grievances of an identical nature concerning the same subject matter, may be consolidated.

E. INFORMAL GRIEVANCE DISPOSITION

1. Within twenty (20) days from the occurrence of the issue that gave rise to the complaint, or within twenty (20) days from the employee's knowledge of the occurrence, an employee will promptly and informally meet to discuss the complaint with his immediate supervisor. In those circumstances where the nature of the complaint involves the immediate supervisor, the employee may informally discuss the complaint with the

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next higher level of supervision provided prior notification is given the immediate supervisor by the employee. Such initial discussion shall precede the use of the formal grievance procedure. If the supervisor fails to reply to the employee within five (5) days of the meeting, either verbally or in writing, or if the employee is not satisfied with the decision, the employee may utilize the formal grievance procedure.

F. FORMAL GRIEVANCE PROCEDURE

Step 1. The grievance form and any supporting documents shall be delivered to the supervisor with whom the informal meeting was held, no later than five (5) days from receipt of the supervisor's informal response or within ten (10) days from the close of the informal meeting if no decision is rendered. The formal grievance procedure shall be initiated by the employee, stating the nature of the grievance, the alleged violation by section or number, if any, and the desired solution, in writing on the grievance form, together with any supporting documents attached to the grievance form.

The supervisor shall hold a formal meeting with the employee within five (5) days of the receipt of the formal grievance to review the facts, gather all supporting documents, discuss the complaint and desired solution, and discuss the proper appeal procedure.

The supervisor will issue a written decision on the grievance within five (5) days of the close of the formal meeting.

Step 2. If the employee feels the immediate supervisor has not resolved the grievance, the employee may appeal to the next higher level of supervision. At this time, all supporting documents and evidence relative to the grievance shall be included with the appeal and made known to both parties. The person occupying the next higher level of supervision (identified by the department), together with the department head, shall hold a formal meeting with the employee and his representative, if requested, within ten (10) days from the date of the appeal receipt, and attempt to settle the grievance.

A decision shall be made in writing on the original grievance to the employee by the department head within ten (10) days from the close of the formal meeting.

Step 3. If the employee is not satisfied with the decision of the department head, he may appeal the decision to the City Manager within five (5) days from receipt of the department head's decision.

Effective Date: 10/03/1995
Resolution No. 2300-95

SECTION 400

The City Manager will review the original grievance, all supporting documents, the department head's response, and the remedy requested, and issues a written decision within fifteen (15) days of receipt of the grievance.

If the employee is not satisfied with the decision of the City Manager, the employee may submit the grievance to arbitration by written request to the City Manager within (5) days. Within five (5) days of receipt of the grievant's request, the City Manager shall set a date for a meeting to:

- 1) Attempt to settle the grievance.
- 2) Agree to any stipulation.
- 3) Agree upon the issue statement.
- 4) Select an impartial arbitrator.

G. SELECTION OF THE ARBITRATOR

If the parties fail to agree on an arbitrator, a list of five (5) neutrals will be jointly requested from either the Federal Mediation Services, the State Mediation and Conciliation Service, or the American Arbitrator's Association. The agency will be mutually selected.

The parties shall select a neutral by alternatively striking a name from the list with the remaining name being the selected neutral. Should both parties agree that the first list submitted is unsatisfactory; the parties may request a second list.

The arbitration procedure will be informal and private. The arbitration procedure shall not be bound by any of the rules of evidence governing trial procedure in State courts.

The arbitrator will now have the power to add to, subtract from, or otherwise modify the provisions of any MOU, Rules, Regulations, or Ordinances of the City of Taft.

The arbitrator will confine himself or herself to the issue submitted.

The arbitrator's decision will be advisory to the City Council and the grievant. Any costs associated with witness fees, transcriptions, or special council shall be borne by the requesting party.

Effective Date: 10/03/1995
Resolution No. 2300-95

SECTION 400

The arbitrator shall be requested to submit his or her decision within thirty (30) days from the close of the hearing.

CONCLUSION

Employees of the City of Taft electing to pursue grievances under provisions of the City's Grievance Policy shall be free of harassment by fellow employees, supervisors and the administration and shall in no way affect their present or future employment status.

INTRODUCTION

As a responsible employer, the City of Taft acknowledges the value of professional seminars, conferences, training and meetings and recognizes the need for City employees to travel outside the City to conduct City business. It is the intent of the City to provide travel and expense funds for reasonable expenses incurred in the course of such travel.

This policy addresses the guidelines and procedures for travel on City business for all City employees and officials, including authorization and reimbursement for travel and related expenses.

POLICY STATEMENT

The City shall pay for reasonable, essential travel expenses which directly and logically relate to the conduct of City business. Travel requests and reimbursement claims shall conform to the provisions of this policy and other applicable law, grants, contracts or policies. Expenses shall be documented as required and shall leave no reasonable question that such expenditures did, in fact relate to and were necessary for conducting City business.

Employees should always use the method of travel that is the most efficient, direct, and economical mode of transportation required by the occasion. City employees and officials are expected to exercise sound judgment when incurring and submitting travel expenses, in keeping with standards and proprieties of a visible and accountable public agency.

TRAVEL AUTHORIZATION

All travel outside of the City, requires advance authorization by the City Manager, or designee. Travel by City Council Members requires the advance authorization of the City Council and subject to the guidelines established by the Council.

Travel requests shall include an itinerary and itemized list of reasonable anticipated expenses. Travel requests shall include informational material on overall content of the event, the relationship between the travel and work functions and the benefit to the City.

Budgeted funds for reimbursement must be available and authorized.

Travel authorization for any person who maintains City employment/business status is required even if the City will not be funding the travel expenses.

Whenever possible travel expenses such as conference registration, lodging, air or rail transportation should be paid by City credit card (through the Finance Department) or through the established warrant procedure.

Expenses for such travel shall be reported to the Finance Department on the Travel Authorization form after approval by the appropriate department head and the City Manager.

Receipts for all conference registration; commercial air or rail transportation; lodging; automobile rental; and for other miscellaneous expenses shall be attached to the Travel Expense Report form.

For non-mandatory attendance at job-related seminars, conferences, conventions or training, travel may be authorized with reimbursement at less than the rates otherwise authorized. The person authorizing the travel and the traveler, prior to the travel authorization, shall mutually agree in writing upon the reduced reimbursement rates.

Arrangements for transportation, lodging or registration fees that have cancellation or change penalties shall be carefully monitored by the department. If cancellation/change occurs due to direction by the employees department head, or designee, or the City Manager, the City will cover the penalty cost. If the cancellation/change occurs due to a traveler's personal request or obligations, the traveler will be required to pay the penalty. Exceptions shall be made when a traveler is unable to travel because of hospitalization, serious sickness or death of self or an immediate family member or when the department head certifies that the reason for the employee's absence was legitimate and authorized.

TRAVEL TIME

When possible, employees should travel during their normal working hours to avoid overtime expense. If it is not possible to travel during normal working hours due to scheduling conflict, distance of travel or the day in which you're required to travel (i.e. traveling on a weekend when you would not be normally working), then it will be necessary for Non-exempt employees to get pre-authorization from the City Manager.

Non-exempt employees shall be paid for reasonable hours of travel outside their normal working hours, as required by Federal Standards Labor Act (FLSA), however, the time must be approved before traveling. Time allowed for travel will be calculated by using a source such as MapQuest to determine reasonable estimated driving times.

TRANSPORTATION

Employees should utilize the use of a City vehicle to travel whenever possible. Employees required to fuel a City vehicle at their own expense should claim the actual fuel costs expended by them. Receipts must accompany the claim. Vehicle license number and the odometer reading should be written on the receipts.

It is understandable that there may be times when a City vehicle is unavailable or another legitimate reason arises that an employee may need to use their personal vehicle. In this instance the following guidelines must be followed:

Pre-approval from the Department Head and/or City Manager is required **before** the date of travel.

Travel by private vehicle will be reimbursed at the IRS rate for business use of a personal vehicle in effect at the time of travel plus tolls and parking fees. The Department of Finance shall be responsible for administering and announcing the current IRS mileage rate for business-related travel.

Employee mileage to the regular or main place of work from home, and back, is considered commuting and may not be claimed. The starting and ending locations of travel are the office work place or the residence, depending on the work schedule and the work status of the traveler at the time of departure and arrival. When the use of a private automobile is authorized, the mileage included from the person's home and regularly assigned workplace shall be deducted prior to reimbursement for business-related travel.

Mileage reimbursement amount should be estimated in budgeting for travel/training.

Employee must possess a valid California driver's license; certify required liability insurance limits, the vehicle is equipped with seat belts and adequate for the work to be performed. Any damage to the car, needed service, or repair occurring on the trip will be the responsibility of the employee, as these costs are included in the City's per mile cost reimbursement.

If a City employee chooses to use a private vehicle instead of an alternative mode of transportation chosen by the department head because of personal preferences or obligations, his/her mileage reimbursement shall not exceed the cost of using the alternative mode of transportation unless the department head determines that the additional reimbursement is appropriate and justified.

Due to liability concerns, non-City employees and/or non-government officials should not be transported as passengers in City vehicles without advance authorization of the City Manager or designee.

Employee travel by Air, Rail or Bus air shall be at coach accommodations on approved scheduled carriers unless only single class service is offered.

The employee shall be responsible for excess costs and additional travel expenses resulted from taking an indirect route or a delayed return trip for personal preference or convenience.

If traveling Air, Rail or Bus and the use of local transportation is needed the use of public transit or shuttle services is appropriate. Taxis are appropriate when these services are not reasonably available. Rental automobiles may be used when necessary, following the guidelines:

1. Vehicles may be rented for transportation when the employee travels to the destination via commercial common carrier and the cost of the rental will be less than the charge for shuttle or taxi service to and from the carrier termination point to the function or hotel accommodations;
2. Government rates shall be requested. Employees shall choose the least expensive size and mileage limits appropriate to the use required by the traveler(s). Rental expenses for luxury cars, motorcycles and recreational vehicles may not be claimed;
3. Rental cars shall be refueled and returned to the rental agency on-time to reduce cost to the City;
4. Vehicle insurance offered by the rental agency shall not be reimbursable. The employee shall waive additional vehicle insurance (except for additional driver coverage and coverage for drivers under 25 years of age, if such coverage is applicable), provided that the employee has his or her own vehicle insurance coverage;
5. When rental vehicles are authorized for a person conducting official City business: The IRS mileage rates will **not** be paid for rental vehicles; only receipted fuel expenses will be reimbursed;
6. If more than one City employee is traveling to the same function, only one rental vehicle may be claimed and then only if it is available for use by all of the travelers.

The following necessary transportation expenses may be claimed at actual cost (receipt required) when directly related to necessary transportation to and from the destination point:

Taxi, shuttle, or public transit fares;

Parking fees, (airport long-term parking is required for travel exceeding 24 hours);

Bridge, road or ferry tolls;

Other actual transportation expenses determined to be reasonable and necessary by the department head and the Director of Finance.

The following transportation expenses are personal and may **not** be claimed:

Traffic and parking violations;

Emergency repairs or non-emergency repairs on non-City vehicles;

Personal travel while at an out-of-city location;

Other actual transportation expenses determined to be unreasonable or unnecessary by the department head or the Director of Finance.

Employees may retain frequent flyer/hotel rewards and similar program benefits. However, participation in these programs must not influence flight/hotel/etc. selection, which would result in incremental cost to the City beyond the lowest available airfare/hotel cost unless the difference is paid by the traveler.

Free tickets or cash allowances for volunteer denied boarding compensation may be retained by the traveler but no additional cost to the City or interruption of work is allowed and any additional time required to complete the trip is to be personal time.

MEALS

Employees who are required to travel for official City business may receive reimbursement for meals.

OVERNIGHT TRAVEL:

Employees on official City business travel that requires an overnight stay away from their home are eligible to claim the following for meals:

For Overnight Travel the reimbursement is in the form of a "per diem allowance", which means the traveler is eligible to be reimbursed at the maximum rate allowed. Receipts are not required (except for Members of the City Council).

As required by California Government Code 53232.2 City Council members must provide receipts for all meals and will be reimbursed in accordance with the City Council Member Travel and Expense Policy.

The City's maximum full day meal and incidental expenses rate shall be equal to the maximum federal per diem meal and incidental expenses (M&IE) rate established and adjusted by the General Services Administration (GSA) and may be found at www.gsa.gov/mie Maximums include taxes and gratuities.

Partial days shall be reimbursed at the appropriate meal rate. For meals included in a registration fee, or other City travel expense, the per diem meal and incidental rate shall be reduced by the fixed allowance for the respective meal.

Meal expense amounts shall be calculated by the Finance Department for first and last partial days of travel based on the maximum federal per diem meal rate for the appropriate meal(s) in the area of travel.

Exceptions to Per Diem Meal Rates: Meal costs may only exceed the prescribed per diem rates if the meal is being served at a conference or workshop and the costs of the speaker, conference, and/or registration are included in the price. The agenda/brochure or other documentation describing the event and the price must accompany the claim.

City employees may not claim a per diem allowance or reimbursement for any meal, which is provided, or otherwise available to the employee by the lodging or function, whether or not there is an actual charge for the meal. For example, if lunch is provided at the function or breakfast is included in the cost of lodging, the traveler may not claim a per diem allowance or request reimbursement for eating elsewhere. For purposes of this section, continental breakfast and meals provided during airline or other commercial carrier travel do not constitute provided meals and do not need to be deducted from the per diem allowance.

DAY TRAVEL STATUS:

The following fixed meal maximum rates are applicable for all travel within Kern County that does not include an overnight stay. The maximum rate includes tax and gratuities. Receipts are required for all Day Travel Expenses. This rate will be adjusted in accordance with the rates set by the General Services Administration (GSA).

\$10 for Breakfast;

\$14 for Lunch;

\$22 for Dinner.

Employees who are required to travel outside Kern County while in Day Travel Status will be reimbursed up to the allowable amounts set by General Services Administration (GSA) for the City/County in which the meal was purchased. Reimbursement Rates may be found at www.gsa.gov/mie Receipts are required for all Day Travel meal reimbursements.

Meals may be claimed if the employee is in day travel status at the following times:

Breakfast may be claimed if employee must reasonably be away from home because of travel for City business at or before 7:00 a.m.;

Lunch may be claimed if travel must commence before 11:00 a.m. and ending after 2:00 p.m.;

Dinner may be claimed if travel must commence travel before 5:00 p.m. and ending after 7:30 p.m.

Snacks between meals and alcoholic beverage expenses may not be claimed.

Employees are not compensated for meal times while traveling.

Employees on local travel are not eligible for reimbursement of meals within the City of Taft unless provided for in other City policies.

Purchasing and/or claiming for meals for federal, state or local public officials or employees is prohibited, including any other City Employees.

Meals or other expenses may not be claimed for those persons who are not otherwise eligible to file a claim themselves for City reimbursement.

Gratuities are limited to 15% of the service costs unless billed by a provider's standard policy at a higher rate.

An employee may not be reimbursed for a meal that was paid for by someone else.

LODGING

City employees and officials required to travel overnight for City business will be reimbursed for actual lodging costs incurred.

Lodging expenses shall be claimed at either the actual cost of the lodging (limited to the single occupancy rate for a single room) up to the maximum of the federal lodging limits for the host city (Federal Per Diem Rate), whichever is less. Receipts are required. Maximum rates may be found at www.gsa.gov/portal/category/21287. Taxes are in addition to the Federal Per Diem Rate.

Lodging costs may exceed the City's maximum lodging rate only in the following instance:

A conference, meeting or convention is being sponsored by an organization of which the City, the department or employee is a member, the lodging may be claimed at the actual cost if seminars or meetings are to be held at the particular hotel and/or events are scheduled for evening hours, and the department head has given advance written authorization.

City employees are not eligible to claim for lodging for local functions unless provided for in other City policies.

Employees are eligible to claim for lodging for the evening prior to an out-of-area function if they would reasonably need to commence travel prior to 6:00 a.m. in order to arrive at the destination at the designated time. For example, if a workshop

begins at 8:00 a.m., and there will be three (3) hours of travel time from the authorized departure point, the employee would be eligible to claim for overnight lodging for the evening prior to the workshop. However, if the workshop begins at 9:00 a.m., the traveler would not be eligible.

Employees are eligible to claim for the last evening of an out-of-area function if the employee would otherwise arrive home after 9:00 p.m., if s/he left at the conclusion of the function.

Employees are not eligible to claim lodging expenses if staying overnight as a guest of friends or relatives.

Employees should inquire when making lodging arrangements whether the City is exempt from Transient Occupancy Taxes (TOT) in the locale where they are staying and should provide the necessary form to the lodging facility, if required to do so to obtain the waiver.

Except when registering for lodging at a pre-arranged group rate in conjunction with a conference or meeting, employees shall request the government rate or lowest available eligible rate when making lodging arrangements.

Employees are responsible for canceling hotel rooms before the cancellation period ends and should record the cancellation number in case of disputes. Employees will not be reimbursed for "no-show" hotel charges unless there are unavoidable reasons for not canceling the room.

OTHER TRAVEL EXPENSES/INCIDENTALS

Employees are eligible to claim a per diem incidental allowance, limited to the maximum federal per diem incidental rate for each day of travel requiring an overnight stay away from the traveler's home. These rates may be found at www.gsa.gov/mie.

Incidentals (e.g. laundry, cleaning and pressing of clothing, luggage handling services fees/tips to porters/baggage carriers etc.) are included in the Daily Per Diem Rate and do not require receipts. Advances shall not be provided.

Business meetings, dinners, luncheons and entertainment expenses shall be reimbursed only when such expense is clearly identifiable as relevant to City business.

Employees are eligible to claim the following expenses at actual cost; even if they also qualify for a per diem incidental allowance Receipts are required:

City business calls (traveler must annotate purpose of call on the bill);

Fax machine charges incurred to send or receive documents for City use
Copy machine charges incurred to copy documents for City use;

Internet access connection and/or usage fees away from home, if Internet access is necessary for City related business;

Employees are entitled to one personal telephone call daily while out of town on City business for a reasonable duration;

Other business related expenses determined to be reasonable and necessary by the department head and the Director of Finance.

NON-REIMBURSABLE EXPENSES

Miscellaneous travel expenses not directly related to conduct official City business and excessive or unnecessary expenses are not reimbursable. Certain expenses are considered personal and therefore do not qualify for advance payment or reimbursement under this policy including, but not limited to:

Excess mileage for travel made for non-business and/or personal matters;

Political or charitable contributions or events;

Purchases made while traveling that are not made on behalf of and become the property of the City;

Gratuities in excess of 15%;

Private automotive repairs, traffic citations or fines;

Personal automobile insurance, gasoline or oil changes; or insurance for rental vehicles;

Funds expended for companions and/or family members while traveling including partner's expenses when accompanying employees on agency-related business, as well as children or pet-related expenses;

In-room movies or movie theater expenses, fitness/health facilities costs, barber and/or beauty shop charges; costs for massages or other personal services;

Entertainment expenses including arts, sports, or other cultural events;

Golf green fees or other personal sporting expenditures;

Alcoholic beverages or Tobacco products;

Personal losses incurred while on City business; (Any questions should be resolved by the City Manager prior to the expense being incurred);

Laundry, except as covered by the incidental per diem rate;

Room service costs that exceed the fixed rate established for the meal;

Incurred and valet service, except when necessitated by physical limitations.

These guidelines are not intended to address every issue, exception or contingency that may arise in the course of City travel or attendance at meetings. Accordingly, the basic standard that should always prevail is to exercise good judgment in the use and stewardship of the City's resources.

POLICIES AND PROCEDURES MANUAL: PERSONNEL
Subject: EMPLOYEE TRAVEL EXPENSES

CITY OF TAFT
 TRAVEL REIMBURSEMENTS/TRAVEL ADVANCE

This form may be used for tuition and lodging. Attach supporting documentation per occasion.

Name	Department To Be Charged
------	-----------------------------

SCHEDULE A
 Record of Expense Claimed/or Per Diem

Date	Explanation (Submit receipts for all expenses)	Parking/Tips	Meals			Daily Total
			B	L	D	

Total Schedule A \$ _____

Schedule B

Record of Travel in Privately Owned Automobile Thirty-six and ½ cents (36.5) per mile				
Date	Odometer Reading		No. of Miles	Purpose
	From	To		

Total Schedule B \$ _____
 Total Schedule A + B \$ _____
 Less Advances \$ _____
Total Amount Claimed \$ _____

I certify that this claim is a true record of expenses incurred on official business of the City of Taft for the above dates.

Dated submitted _____ By _____

APPROVAL RECOMMENDED:

 Department Head

 City Manager

Effective Date: 02/05/2002
Resolution No. 2300-95; 2381-97; 2468-98; 2651-02

Introduction:

It is the policy of the City of Taft to require the highest standards of ethical conduct of the appointed officers of the City of Taft and of all municipal employees.

At the same time, it is the responsibility of the City of Taft to protect individual officers and employees from the unfavorable consequence of public statement of unfounded or malicious charges of misconduct in office.

To reconcile these responsibilities, the City of Taft has established a procedure for receiving, investigating, and disposing of all allegations of misconduct against municipal officers and employees.

RECEIVING CHARGES

1. Any individual wishing to file an allegation of misconduct in office against any officer or employee of the City of Taft other than elected officers and those appointed by the City Council, shall submit a written complaint to the City Manager, City of Taft, 209 E. Kern Street, Taft, California 93268.
2. Complaints submitted in accordance with this policy shall cite a specific act allegedly constituting misfeasance, malfeasance or nonfeasance in office by a municipal officer or employee, shall include the date such act occurred and sufficient information to permit full investigation of the allegation and shall be personally signed by complainant.
3. Complaints submitted in accordance with policy shall be accompanied by written evidence supporting the alleged misconduct, if applicable, and by the names and addresses of such witness as are known to the complainant.
4. Allegations of misconduct in office against an officer or employee of the City of Taft shall be filed no later than 90 days following the acts which the complainant alleges constitute misfeasance, malfeasance or nonfeasance in office by the accused officer or employee.
5. The City Manager shall provide written acknowledgement of all complaints of misconduct in office against any officer or employee of the City of Taft other than elected officers and those appointed by the City Council, within five working days following receipt of said complaint, provided the complaint has been filed in accordance with provisions of this policy.

INVESTIGATION CHARGES

1. Upon receipt of a complaint of misconduct in office against any officer or employee of the City of Taft other than elected officers or municipal employees appointed by the City Council, the City Manager shall initiate a complete investigation of charges provided that such complaint has been filed in accordance with provisions of this policy.
2. In conducting an investigation of misconduct in office against any officer or employee of the City of Taft, the City Manager may utilize the investigative services of the Taft Police Department. The investigative resource of other federal, state and local or private agencies may be used at the discretion of the City Manager.

DISPOSING OF CHARGES

1. Following a complete investigation of misconduct in office charges, the City Manager shall initiate appropriate disciplinary action, if warranted. Disciplinary actions shall be in accordance with provisions of the Taft Municipal Code and the Personnel Policies and Procedures of the City of Taft.
2. Following a complete investigation of misconduct in office charges and the conclusion of disciplinary proceedings, if warranted, the City Manager shall advise the complainant of action taken, if any, in response to charges filed, such notice to be mailed in writing to the complainant's address of record.

Introduction:

The City of Taft respects the right of each employee to engage in private or commercial activities outside normal working hours provided such activity in no way conflicts with or compromises the integrity of the City of Taft.

In administering this policy, the City of Taft expects each employee to avoid those outside activities which are a conflict of interest or which may potentially become a conflict of interest.

POLICY

1. The City of Taft expects those employees interested in pursuing private or commercial activities outside normal working hours to present a written explanation of such activities to the department head for approval.
2. Employees of the City of Taft shall avoid outside employment activity with individuals or companies doing business with or soliciting business from the City.
3. Employees shall not engage in outside employment activity which may unduly influence professional decisions, actions or judgments made on behalf of the City.
4. Employees shall not engage in outside employment activity which may deprive the City of their time, attention or loyalty during normal working hours.
5. Employees shall not engage in outside employment activity which may require confidential information concerning the City of Taft.
6. Employees shall avoid significant financial interest in companies doing business with or soliciting business from the City.
7. Employees shall not engage in outside employment activity requiring the use of City property, equipment or supplies.
8. Employees shall not use City stationary, forms or equipment, including telephones and postage, in any capacity not directly related to the performance of assigned duties with the City of Taft.
9. Employees conducting outside activities conflicting with, compromising or reflecting unfavorably upon City interests shall be required to terminate such activities.
10. Employees continuing to conduct outside activities conflicting with, compromising or reflecting unfavorably upon City interests after a request to terminate such activities shall be subject to disciplinary action.
11. Disciplinary action shall be governed by provisions of the City's employee discipline and termination policies.

Introduction

Employees of the City of Taft are expected to be at their assigned station during scheduled work hours.

Following completion of an assigned shift, however, employees are expected to leave their work station in timely fashion, unless assigned to work overtime hours.

POLICY

1. Employees of the City of Taft shall leave City premises within 15 minutes following the completion of assigned working hours.
2. Supervisory personnel noticing off-duty personnel loitering on City premises shall determine the reason for the individual's presence.
3. Employees loitering on City premises without valid reason shall be reported to the appropriate department head for disciplinary action.
4. Disciplinary action shall be governed by provisions of the City's employee discipline and termination policies.

POLICIES AND PROCEDURES MANUAL: PERSONNEL
Subject: REPLACEMENT OR REPAIR OF EMPLOYEE PERSONAL PROPERTY

Introduction

It is the policy of the City of Taft to reimburse employees for loss or damage to personal property, provided that such loss or damage could not have been prevented by reasonable action of the employee.

Reimbursement will be considered only for damage to personal property that is worn or carried by the employee to satisfactorily perform assigned duties. In most instances, this will include clothing, watches and personal prostheses such as eye glasses, dentures and hearing aids.

Reimbursement for damage to other personal property such as tools, cameras and briefcases will be considered only if the property was necessary to performance of the employee's specified duties and if the property was being used with the approval of the employee's department head.

Reimbursement shall not be made for damage to motor vehicles or to jewelry other than watches under this policy.

REIMBURSEMENT ELIGIBILITY

1. Reimbursement shall be considered for losses incurred as a result of equipment malfunction in which a piece of equipment, not known to be defective, malfunctions provided that such malfunction was not caused by improper operation of the equipment by the employee.
2. Reimbursement shall be considered for losses incurred during emergency operations in which an employee is working in an environment where it is not appropriate to exercise normal precaution to protect personal property. In non-emergency circumstances, employees are expected to be aware of immediate surroundings and to avoid damage to personal property.
3. Reimbursement shall be considered for losses incurred as a result of assault by another person provided that such assault occurs without wrongful provocation by the employee.
4. Reimbursement shall be considered for losses incurred as the result of an animal attack provided that the employee has exercised reasonable care and caution in performing assigned duties.

LOSS REPORTING

1. Employees shall report losses incurred in accordance with this policy to their immediate supervisors within twenty-four hours following such loss.

Effective Date: 10/18/1994
Resolution No. 2227-94

2. Upon receipt of an employee's verbal report, the employee's immediate supervisor shall verify the employee's loss and shall provide written report of such loss to the appropriate department head provided that such loss is the result of a reimbursable incident as defined herein.
3. The appropriate department head or designated representative shall review the employee's claim and, if warranted, shall recommend reimbursement of losses incurred to the Personnel Department.
4. The Personnel Department shall review the reported loss and substantiating evidence, if applicable, and shall approve reimbursement of losses in accordance with this policy.
5. The Personnel Officer or a designated representative shall forward reimbursement recommendations to the Finance Department for payment to the employee.
6. Loss or damage to personal property inconsistent with provisions of this policy shall not be considered for reimbursement by the City of Taft.

REIMBURSEMENT METHOD

1. The amount of reimbursement for loss or damage to personal property shall be the current market value of those items damaged beyond repair or the repair costs of items that are repairable less the amount of any reimbursement received from other sources.
2. In determining the current market value for clothing, original cost of such clothing shall be depreciated over a period of four years.
3. Current value for personal prostheses such as eye glasses, dentures and hearing aids or other hard goods shall be defined as the current replacement costs.
4. Cost of repairing those items not totally destroyed shall be determined by the City on an individual basis.
5. The Finance Department shall make the final determination of the amount of reimbursement authorized for replacement or repair of personal property after consultation with the Personnel Officer or a designated representative.

Introduction

The City of Taft appreciates the service rendered by individual employees and respects the skill, knowledge and judgment resulting from length of service.

To indicate its appreciation and to recognize the contribution of long time municipal employees, the City of Taft presents service awards to permanent full-time employees who have completed five years of consecutive service and on succeeding five year anniversaries thereafter.

Service awards are also presented to permanent part-time employees who have completed the equivalent of five years of consecutive service and on succeeding five-year equivalent anniversaries thereafter.

POLICY

1. Service awards shall bear the seal of the City of Taft and shall be presented to those individuals who have completed five years of consecutive service and on succeeding five year anniversaries.
2. Service awards shall consist of a lapel pin or pendant and shall indicate numerically the number of years of employee service.
3. Twenty-five year service awards shall consist of the award pin and of a \$100 United States Savings Bond.
4. Service awards shall be ordered by the Personnel Department each calendar year and shall be presented to individuals at an appropriate awards ceremony.
5. Service award presentations shall be made by the City Council of the City of Taft or by an authorized representative.



TUITION REIMBURSEMENT APPLICATION

EMPLOYEE NAME

DATE

COLLEGE NAME

DEGREE DESIRED

QUARTER/SEMESTER
(FALL, WINTER, SPRING, SUMMER)

YEAR

COURSE (NAME AND CATALOG NUMBER)

COURSE (NAME AND CATALOG NUMBER)

If not credited toward a degree program, describe the job-relatedness of the course or courses.

I hereby approve the above referenced courses.

DEPARTMENT HEAD

DATE

Itemized Reimbursement:

Tuition/Fees \$ _____

Textbooks \$ _____

Total amount requested for reimbursement:

\$ _____

I hereby approve the encumbrance of funds for tuition, fees, and textbooks related to the above course(s). This approval is verification that reimbursement is consistent with reimbursement appropriations in the current budget and wit the City's criteria for reimbursement eligibility.

PERSONNEL OFFICER

DATE

I hereby approve the reimbursement of expenses related to the above course(s).

PERSONNEL OFFICER

DATE

*ATTACH RECEIPTS AND VERIFICATION OF GRADES

Introduction

Permanent full-time employees of the City of Taft are eligible to receive financial assistance for approved instructional courses completed at an accredited educational institution provided such courses are satisfactorily completed.

Financial assistance, however, is limited to those courses of instruction, which will enable employees to perform their present duties more effectively or prepare them for future opportunities into which they may reasonably expect promotion or transfer while employed by the City of Taft.

POLICY

1. For purposes of this policy, an accredited educational institution shall be defined as any college, university, technical, vocational, business, or high school which has been accredited by a recognized governmental or professional accrediting body and approved by the City's Personnel Department.
2. For purposes of this policy, an approved course of instruction shall be defined as any formal course of study offered by an accredited educational institution which meets one or more of the following criteria:
 - a. A course of study directly related to the position duties currently assigned to an employee, the completion of which will demonstrably improve the effectiveness of employee performance.
 - b. Any course of study required in a degree program provided the degree objective is related to the type of position for which an employee might expect to develop within the City.
 - c. Any course study, the completion of which will prepare an employee for broader responsibility provided the employee has demonstrated aptitude, interest and potential necessary for promotion and that such promotion is reasonably possible.
3. Employees wishing to participate in the Tuition Reimbursement program shall submit a Tuition Reimbursement Application, and a receipt for the cost of tuition, fees and textbooks to their immediate supervisor, for approval of the desired course of instruction.
 - 3a. The employee's immediate supervisor may approve courses for tuition reimbursement in accordance with approval authorities delegated by the department head.
4. The Tuition Reimbursement Application will be forwarded to the Personnel Department.

5. The Personnel Department shall review departmentally approved reimbursement applications to assure compliance with City policy and consistency with reimbursement appropriations in the current operating budget. After approval the Personnel Department shall encumber the budget funds on behalf of the employee and return one copy of the approved application to the employee.
6. The Personnel Department shall maintain records of those employees participating in the Tuition Reimbursement Program, of the academic performance of participating employees and of total expenditures in the Tuition Reimbursement Program.
7. Employees eligible for educational assistance from sources outside the City shall be restricted to limited participation in the Tuition Reimbursement Program. Financial assistance from outside sources shall include scholarships, fellowships, educational grants and benefits payable through federal, state and local government programs.
8. Employees participating in the Tuition Reimbursement Program shall enroll only in those courses which meet outside assigned working hours.
9. Tuition reimbursement shall generally be limited to a maximum of six credits or two courses each semester.
10. Tuition reimbursement shall be contingent upon an employee's being on the active payroll at the time the course is satisfactorily completed.
11. Cost of tuition, registration fees, laboratory fees, textbooks, and incidental costs related to an approved course of instruction shall be reimbursed at the rate of 100% or that rate charged by the University of California, whichever is less.
12. Cost of registration penalties, transportation, parking privileges or interest charges on deferred registration payments shall not be considered reimbursable expenses.
13. A report shall be provided to City Council on a quarterly basis detailing current status of tuition reimbursement program, including a list of participants.

REIMBURSEMENT

1. Employees completing an approved course of instruction with a grade C or higher shall present a copy of the pre-approved Tuition Reimbursement Application accompanied by a copy of the student's grade report indicating satisfactory completion of each course to the Personnel Department.
2. The Personnel Department shall verify that all information is complete (receipts and grades), approved disbursement of the funds and forward one copy to the Accounting Department for processing.
3. The Accounting Department shall prepare a reimbursement check payable to the employee and shall return such check to the Personnel Department for distribution to the employee.

Effective Date: 07/01/97
Resolution No. 2227-94; 2391-97

SECTION 400

4. Employees eligible to receive educational assistance from sources outside City shall be reimbursed the difference between the City's allowable rate less the amount of outside reimbursement received.
5. As part of the Tuition Reimbursement Program Application, the employee shall agree that upon voluntary termination of employment within thirty-six months following receipt of tuition reimbursement, there shall be a deduction from their final check, an amount equal to the tuition reimbursement, prorated over the thirty-six month period.

Introduction

The City of Taft encourages eligible employees to register and vote in all federal, state and local elections.

Under normal circumstances, municipal employees are expected to vote prior to or following their assigned working hours.

In certain circumstances, however, the City may allow employees time off with pay to participate in federal, state or local elections.

POLICY

1. Employees having more than two consecutive non-working hours following the opening or preceding the close of polls will not normally be granted time off with pay to vote.
2. Employees having two consecutive non-working hours or less following the opening or preceding the close of polls may be granted sufficient time off with pay to vote.
3. Voting time with pay shall be taken immediately prior to the beginning or the completion of the employee's scheduled work shift.
4. In no event shall an employee receive more than two hours paid absence for the purpose of voting.
5. Paid absence for the purpose of voting shall require written request of the employee for such time and written approval of the employee's department head.
6. Written request for paid absence for the purpose of voting shall be submitted to the employee's division head a minimum of three working days prior to Election Day.
7. Paid absence for the purpose of voting shall be in accordance with Section 14400 of the California Elections Code.

Introduction

The City of Taft provides ample parking facilities for employees and visitors in the parking area to the east of City Hall between City Hall and the Civic Center Park, and in the parking lot behind City Hall. Other parking areas are located to the west of City Hall on Hellman Avenue and directly in front of City Hall on East Kern Street.

EMPLOYEE PARKING

1. Employees of the City of Taft shall be permitted to park in the four available parking spaces in the parking area east of City Hall between City Hall and Civic Center Park and in the parking lot behind City Hall.
2. Employees of the City of Taft shall not be permitted to park in the parking spaces marked "Visitor Parking" east of City Hall. These areas are designated for visitors only and no employee or City vehicle shall be allowed.
3. Employees of the City of Taft shall be permitted to park on East Kern Street adjacent to the Civic Center Park. Employees shall not be permitted to park on East Kern Street directly in front of City Hall.
4. The covered area located on the southwest corner of City Hall is reserved for City vehicles only. Additionally, the wash rack is reserved for vehicle maintenance only, no vehicles are to be parked in that area.

PUBLIC PARKING

As a convenience to those individuals conducting business with the City of Taft, the "Visitor Parking" on the east side of City Hall and the parking area behind City Hall have been reserved for public parking. Parking spaces on the streets adjacent to City Hall have also been reserved for public parking. Handicapped individuals requiring access to City Hall facilities may park in the designated space east of City Hall. The entrance to this parking area is located on East Kern Street east of City Hall between City Hall and the Civic Center Park.

Introduction

To provide a secure environment for municipal facilities, the City of Taft requires that offices, and service areas be locked after normal business hours.

The City recognizes, however, that certain personnel may require access to municipal facilities during the off hours.

Accordingly, the City of Taft will provide keys to employees on an individual basis upon receipt of a completed key request.

KEY REQUEST

1. Individuals requiring keys to City facilities shall complete a key application available from the Personnel Department.
2. The Personnel Department shall, in conjunction with the appropriate department head, consider the individual's need for requested keys and shall approve only those requests based on a valid key requirement. The Personnel Officer will keep a record of the individuals approved to have keys to municipal facilities.
3. Upon approval of a key request application, numbered keys will be assigned to the individual by the appropriate department head. The department head shall keep a list of the individuals' assigned keys along with the key number. Department heads shall be responsible for facilities as follows:

City Animal Shelter	Police Chief
City Corporation Yard	Director of Public Works
City Hall	Director of Public Works
Community Correctional Facility	Police Chief
Fire Department	Fire Chief
Police Department	Police Chief
Wastewater Treatment Plant	Director of Public Works

4. All keys must be returned to the appropriate department head upon termination of the employee's employment or upon transfer to another department.
5. Final checks will not be released until assigned keys have been relinquished.

POLICIES AND PROCEDURES MANUAL: PERSONNEL

Subject: PERSONAL AUTOMOBILE TRAVEL

INTRODUCTION

In most instances, employees of the City of Taft are not authorized to use their own personal automobile for conducting City business.

Occasionally, however, an employee may find it essential to travel by automobile in performing specified tasks related to the job assignment.

To protect both the employee and the City in this event, the City has established regulations governing an employee's use of a personal automobile for City business.

POLICY

1. Employees of the City of Taft are not permitted to use their personal automobile in conducting City business without approval of the appropriate department head.
2. Before authorizing an employee to use a personal automobile for City business, each department head shall determine the validity of the business purpose and availability of municipally-owned vehicles.
3. If municipally-owned vehicles are available and equally convenient to the performance of City business, the department head shall not authorize use of an employee's personal automobile for business purposes.
4. No employee of the City of Taft shall be permitted to use their personal automobile in conducting City business unless such employee has in effect a Public Liability and Property Damage Commercial Insurance policy providing a minimum of \$100,000/\$300,000 bodily injury coverage and \$50,000 property damage coverage and unless proof of such coverage has been filed with the City's risk management representative a minimum of five (5) days before use of an employee's personal automobile for business purpose is required.
5. Authorized travel by personal automobile shall be reimbursed at the standard IRS per mile rate in effect at the time of travel, plus tolls and parking fees, subject to provisions of the City's Employee Travel Expense Policy
6. In the event of accident, employees using a personal automobile for authorized travel in conducting City business must rely on personal assets, including insurance, for financial protection. Although City interest are protected by insurance, the City of Taft provides no insurance to protect employees against damage to employee's personal automobile or for damage to the property of others or for death or personal injury to others as a result of an employee using a personal automobile in conducting City business.

Effective Date: 10/04/2011
Resolution No. 3353-11

7. Employees suffering injury, dismemberment or death arising from an accident incurred in the performance of City business shall be covered under terms of the California Worker's Compensation Law and under provisions of the City's Workers' Compensation policy.
8. Under no circumstance shall an employee of the City of Taft be compelled to use a personal automobile for conducting City business if the employee believes it is not in their interest to do so.

INTRODUCTION

The City recognizes that employees need to make use of City owned vehicles. The purpose of this policy is to promulgate standards for Employees who operate a City-owned vehicle on City business.

POLICY

Unauthorized personal use of a City-owned vehicle is not permitted and may result in loss of vehicle privileges, or more serious discipline. Permission to operate a City-owned vehicle must be given by the City Manager or his designated representative. Employees shall operate all City-owned vehicles in a safe and economical mariner. In order to accomplish this, the following practices will be followed:

USE OF CITY VEHICLES

Employee's privilege to operate a vehicle on official business extends only as long as the driver operates the vehicle in a safe and efficient manner. Proper care in the operation of the assigned vehicle, including the use of seat belts, shall be exercised at all times

City-owned vehicles shall be driven for official use only. Personal use of City-owned vehicles is not permitted.

Vehicles will be operated only when they are in safe operating condition. Each Employee driving a vehicle on business shall visually inspect the vehicle to assure it is in sound operating condition. The driver shall be responsible for checking to ensure that the vehicle lights, turn signals, brake lights, and other safety equipment are functional on the City-owned vehicle.

City-owned vehicles shall be legally and appropriately operated and/or parked at all times.

The use of City-owned vehicles having work equipment is not permitted, unless authorized by the City Manager or his designated representative. City-owned vehicles must have safety belts for each passenger.

All drivers must have a valid California driver's license, and must show proof of insurance coverage to at least the minimum levels required by California law.

No unauthorized drivers will be allowed to operate a city vehicle. Passengers, including family members, are allowed only if they are accompanying the City Employee when the employee is required to be away on extended overnight City business. This will require advance approval of the City Manager on a case by case basis.

Effective Date: April 17, 2012
Resolution No.

POLICIES AND PROCEDURES MANUAL: PERSONNEL

Subject: City Vehicle Use Policy

Any damage to, or malfunction of the City Vehicle; Accidents and/or citations and infractions shall be reported to the City Manager or his designated representative as soon as possible but no later than within one (1) business day. In the event of a violation of State or local motor vehicle laws, the driver shall be personally liable for any criminal or civil penalty incurred. Drivers shall also provide the City Manager or his designated representative written proof that tickets received have been paid within the required time frame by law.

Financial assessments related to City-owned vehicles that are incurred as a result of the driver's poor judgment, irresponsibility or negligence, will be the responsibility of the employee. Such charges or assessments may include, but are not limited to, tow charges and tickets.

Use of City-owned vehicles while under the influence of alcohol or illegal drugs is forbidden.

Use of City-owned vehicles while under the influence of legal medication affecting the ability to drive (including but not limited to certain types of cold medicine, allergy medicine, and/or anti-depressants) is forbidden.

Employees using a City-owned vehicle are to use a City credit card for refueling and maintenance. It is the responsibility of the driver to ensure refueling and service stations accept the credit card prior to refueling or giving authorization for service.

Employees using a City-owned vehicle are to purchase fuel at self-service pumps, unless forbidden to do so by State or Federal law. All Employees using a City-owned vehicle are to purchase only "Regular" unleaded gasoline with an octane rating of 87 unless the vehicle requires an alternative fuel. Repairs of City-owned vehicles require approval of the City Manager or his designated representative.

City vehicles shall not be taken home overnight except as follows:

A. Employees may take a City-owned vehicle home for one night when attendance at an off-site meeting takes place after or prior to normal working hours subject to approval of the City Manager or designated representative. City-owned vehicle must be parked off the street at the employee's home. (i.e., driveway or garage). City-owned vehicles may not be parked overnight at bars, restaurants, nightclubs, or other recreational locations without specific authorization from the City Manager or his designated representative.

B. City-owned vehicle shall be returned at the earliest practical time the day after any overnight usage.

Effective Date: April 17, 2012

Resolution No.

SECTION 419

PROHIBITED USE OF CITY VEHICLES

Any and all unauthorized use of a City-owned vehicle is absolutely prohibited. Unauthorized use includes, but is not limited to, the following:

1. Any use for personal purposes, other than necessary or immediately incidental to official use.
2. Travel or tasks which are beyond the vehicle's rated capability or capacity.
3. Transport of families, friends, associates or other persons who are not employees of the City or serving the interest of the City.
4. Transport of cargo that has no relation to the performance of official City business.
5. Transport of acids, alcohol, explosives, weapons, ammunition or highly flammable material, except in the course of City business and in compliance with all applicable Local, State, and Federal laws.
6. Transport of any item or equipment projecting from the side, front or rear of the vehicle in a way which constitutes an obstruction to safe driving or a hazard to pedestrians or other vehicles.
7. Attending sporting events, including hunting and fishing, which are not in the service of City business.
8. Extending the length of time the vehicle is in your possession beyond that which is required to complete the official purpose of the trip.
9. Operating a City-owned vehicle while under the influence of alcohol or drugs.
10. Use of a cellular telephone or any other electronic equipment that may interfere with the operation of the vehicle is not permitted.
11. Operating a City-owned vehicle without a valid operator's license or while said license is under suspension or revocation.
12. Smoking while in a City-owned vehicle

Any unauthorized use of a City-owned vehicle may result in disciplinary action up to and including termination of employment.

Effective Date: April 17, 2012
Resolution No.

SECTION 419

Introduction

Illegal drugs in the workplace are a danger to all City employees. They impair safety and health, promote crime, lower productivity and quality, and undermine public confidence in municipal government. The City of Taft will not tolerate the illegal use of drugs in the workplace.

POLICY

Effective immediately, any location at which City business is conducted is declared to be a drug-free workplace. This means:

1. All employees are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances in the workplace. The following is a partial list of controlled substances:

- Alcohol
- Narcotics (heroin, morphine, etc.)
- Cannabis (marijuana, hashish)
- Stimulants (cocaine, diet pills, etc.)
- Depressants (tranquilizers)
- Hallucinogens (PCP, LSD, "designer drugs," etc.)

Any employee violating this policy is subject to disciplinary action including possible termination for the first offense.

2. Employees have the right to know the dangers of drug abuse in the workplace, the City's policy about them, and what help is available to combat drug problems. This document defines the City's policy. The City of Taft will institute an education program for all employees on the dangers of drug abuse in the workplace.

In addition, the City will provide supervisory training to assist in identifying and addressing illegal drug use by employees.

3. Any employee convicted of violating a criminal drug statute in this workplace must inform the Personnel Director of such conviction (including pleas of guilty and nolo contendere) within five days following conviction. Failure to so inform the City subjects the employee to disciplinary action, including possible termination for the first offense. By law, the City will notify the federal contracting officer within ten days of receiving such notice from an employee or otherwise receiving notice of such a conviction.

4. The City reserves the right to offer employees convicted of violating a criminal drug statute in the workplace participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such a program is offered, and accepted by the employee, then the employee must satisfactorily participate in the program during non-work hours and without compensation, as a condition of continued employment.

ALL EMPLOYEES ARE REQUIRED TO ACKNOWLEDGE THAT THEY HAVE READ THE ABOVE POLICY AND AGREE TO ABIDE BY IT IN ALL RESPECTS. BY LAW, THIS ACKNOWLEDGEMENT AND AGREEMENT ARE REQUIRED OF EACH EMPLOYEE AS A CONDITION OF CONTINUED EMPLOYMENT.

POLICIES AND PROCEDURES MANUAL: PERSONNEL
Subject: MODIFIED DUTY/RETURN TO WORK PROGRAM

Introduction

It is the desire of the City of Taft to contain workers' compensation costs. A modified duty/return to work program is an essential part of a cost containment effort. Modified duty/return to work assignments are temporary assignments to assist injured or ill employees to progressively escalate to full duty status.

OBJECTIVES

The City has established this modified duty/return to work program with the following objectives:

1. To return all injured employees to work as soon as possible without danger of re0injury.
2. To reduce the number of employee days lost from work and the cost of workers compensation temporary disability benefits.
3. To increase communication with injured employees and eliminate any perception of indifference on the part of the City.
4. To reduce the number and expense of litigation cases.
5. To diminish the feelings of unproductiveness and depression which often accompany an employee's injury and to reinstate self-confidence and dignity in their place.
6. To meet the City's obligations under the Labor Code and employee contracts.
7. To perform tasks for the City which can be supplemental, enhance services, or that currently go undone or which would otherwise require extra help, while at the same time providing productive work for a temporarily injured employee.

Modified duty/return to work assignments are temporary assignments designated for employees who were injured in the course of City employment and who can return to work within the physical restrictions set forth by their doctor. These assignments are established for a period not anticipated to exceed two or three months. Assignments created for modified duty/return to work participants are not permanent assignments and are not funded in the most recently approved budget. It is no way the intent of the City to make modified duty/return to work assignments permanent assignments.

It shall be the policy of the City that all supervisors implement, maintain, and adhere to the modified duty/return to work program guidelines.

PROGRAM GUIDELINES

1. Injured employees will be medically treated as deemed appropriate. The City's designated medical provider will be aware of the City's modified duty/return to work program so they can assist the City in placing the injured employee in an appropriate assignment.
 - a. Upon return from the doctor's office, the employee and supervisor will meet to discuss the work restrictions as reported by the doctor on the Medical Service Order. If the work restrictions require modification/light duty work, then such assignment will be evaluated and made available in the work unit if possible. The department shall notify the Personnel Officer concerning the status of the injured employee and the work assignment available.
 - b. If any questions should arise concerning the injured employee's ability to perform a specific modified/light duty assignment, the doctor who authorized the modified/light duty work must be contacted for clarification.
 - c. If no modified duty/return to work assignment is available within the injured employee's regular department, the supervisor will contact the Personnel Officer within one working day following the meeting with the employee. If modified/light duty work is not available within the employee's normal work area, oral notification shall be given by the Personnel Officer as to the availability and location of modified duty/return to work assignment.

If no assignment can be found, the injured employee will be placed on temporary disability until such time as appropriate work, within the work restrictions, is available, or the restrictions are lifted pursuant to direction from the doctor. The City has the duty to reasonably accommodate an injured employee within their current structure, but no duty to create a position specifically for the injured employee.

The Personnel Officer shall prepare a letter or memorandum notifying the injured employee of the modified duty/return to work assignment following the oral notification.

If the injured employee refuses the modified/light duty assignment, no temporary disability benefits will be payable.

2. If it appears that the injured employee will not return to his regular job within a reasonable period of time (two – three months), the Personnel Department will contact the workers' compensation third party administrator to request that an

Effective Date: 10/03/1995
Resolution No. 2300-95

SECTION 400

appointment be made with a specialist for consultation and/or treatment and to make a determination on the issue of returning to regular work duties.

TYPES OF MODIFIED DUTY/RETURN TO WORK ASSIGNMENTS

The following modified duty/return to work assignments may be available to injured employees (Each Department is encouraged to create their own list of assignments).

- Inventory city fillies
- Prepare a City-wide inventory of property
- Catalog films and books
- Assemble employee packets
- Assemble Council/Planning Commission agenda packets
- Filing
- Photocopying
- Typing
- Computer data entry
- Furniture repair
- Police/Fire Dispatching (Police Department only)
- Control booth operator (CCF only)
- Legal research
- Paperwork/reports
- Light cleaning (windows, bathrooms, railings, dusting)
- Stamping or stuffing envelopes
- Read safety or policy manuals for updates to the data
- Review safety films for viewing by other city employees
- Paint (railings, support poles, fire hydrants, etc.)
- Graffiti cleaning
- Check fire extinguishers
- Engrave property for identification in case of misplacement or theft
- Flag Operator for road work
- Messenger
- Inspect buildings for conformance to Fire Code (Fire Department Only)
- Receptionist/take telephone messages/public contact
- Proofreading documents
- Survey city for weed abatement
- Code enforcement
- Street sign inventory
- Street marking inventory
- Street condition survey
- Sidewalk condition survey
- City tree watering
- Other special assignments

Effective Date: 10/03/1995
Resolution No. 2300-95

SECTION 400

Any modified duty/return to work assignment, in addition to those listed above, may be made as long as it conforms to the following:

1. The assignment is not designed to be demeaning or punitive in any manner whatsoever.
2. The assignment should benefit the employee by giving him an opportunity to return to work and benefit the City by providing supplemental tasks, enhancing services, or having tasks accomplished which may not have otherwise been completed without additional cost.

Supervisors are encouraged to work with employees to determine which duties he/she is capable of performing.

This policy was established to benefit employees and the employer and it is consistent with California State Law, Federal Law, and the Americans with Disabilities Act.

INTRODUCTION

As a responsible employer, the City of Taft recognizes that the City Manager, Department Heads, and employees may have a need for City-owned cellular phones.

The acquisition of technological advances can significantly enhanced local service delivery. The cellular phone is a practical and economical way to facilitate safety and emergency communication.

POLICY

Issuance

1. Department Heads may be issued cellular phones if authorized by the City Manager.
2. Employees may be issued cellular phones only if authorized by the appropriate Department Head. Cellular phones will only be distributed to employees with a demonstrated need. Department Heads have the authority to distribute cellular phones based on sufficient departmentally budgeted funds. The Department Head shall annually review the list of users to ensure that designated employees continue to demonstrate a need for the cellular phone.
3. Any equipment purchased by the City is owned by the City and shall be returned to the City when the necessity for such equipment no longer exists.

Use

1. Cellular phones should be used for official City business only. Every effort should be made to avoid using City cellular phones for personal calls.
2. Monthly cellular phone bills are received by the Finance Department.
3. In the case of the City Manager, bills will be distributed to the individual for review. If calls exceed the allotted minutes, personal calls shall be noted on the bill and reimbursement for all personal calls made immediately to the Finance Department. All bills to be returned to the Finance Department signed by the individual indicating completion of review.
4. In the case of Department Heads and employees, the bill will be distributed to the appropriate Department Head for review. If calls exceed the allotted minutes, personal calls shall be noted on the bill and reimbursement for all personal calls made immediately to the Finance Department (department policy)

may be more restrictive). Department Heads shall be responsible for the cellular phone use within their departments.

5. Use of a City cellular phone for personal reasons shall be kept to a minimum. Disciplinary action may be imposed on the employee responsible if abuse, improper use or neglect of the cellular phone is determined as well as failure to follow any portion of this policy.
6. Cellular transmissions may not be secure; therefore, employees should use discretion in relaying confidential information.
7. Reasonable precautions should be made to prevent equipment theft and vandalism.
8. Because cellular phone accounts are billed on a time-used basis, City owned cellular phones and services should not be used when a less costly alternative method of communication is convenient and readily available.

INTRODUCTION

Under the Federal Transit Administration (FTA), the City of Taft is required to maintain a current policy for Drug and Alcohol testing.

POLICY

See Attachment

POLICIES AND PROCEDURES MANUAL: PERSONNEL
Subject: EMPLOYEE DRESS AND PERSONAL APPEARANCE POLICY

INTRODUCTION

It is the policy of the City of Taft that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

Employees are expected at all times to present a professional, businesslike image to our community and the public. Acceptable personal appearance is an ongoing requirement of employment with the City of Taft. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

PERSONAL APPEARANCE STANDARDS

Office workers and any employees who have regular contact with the public must comply with the following personal appearance standards:

Employees not required to wear uniforms are expected to be neatly dressed in appropriate attire for their position. Managerial and clerical staff should dress appropriately to meet the public in a casual business environment. Items such as Jeans, shorts, haltertops, tank tops, T-shirts, flip-flop sandals, suggestive attire, athletic clothing, novelty buttons, baseball hats, and similar items of casual attire do not present a businesslike appearance and should not be worn in the office.

Clothing that is torn, dirty, or frayed or clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate.

Extremes with respect to hairstyles and grooming may also project an unprofessional image. Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.

Jewelry: Rings, necklaces, bracelets, and earrings are permitted, but must not be worn while performing work where they might present a hazard to the employee.

Tattoos and body piercings (other than earrings) should not be visible.

Any clothing, jewelry, or tattoo that conveys a negative statement toward a race, gender, sexual orientation, age, religion, disability, or is otherwise considered harassing or offensive is forbidden.

Employees who do not regularly meet the public should follow basic requirements of safety and comfort, but should still be as neat and businesslike as working conditions permit.

Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms, depending on the nature of their job.

Effective Date: 10/04/2011
Resolution No. 3353-11

SECTION 427

Casual Business Attire

At its discretion, the City of Taft may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are **not** permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.

On Casual Friday, employees may wear clothing that is comfortable and practical for work, but not distracting or offensive to others. Jeans in good condition may be worn on Casual Friday. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the Taft City logo is encouraged.

Makeup, Perfume, and Cologne

Some employees are allergic to the chemicals in perfumes and makeup, so wear these substances with restraint.

Any employee who does not meet the standards of this policy will be required to take Corrective action, which may include leaving the premises. Employees will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy may also result in disciplinary action.

Effective Date
Resolution No.

SECTION 427

INTRODUCTION

The City of Taft strictly prohibits unlawful harassment. This includes harassment on the basis of gender, race, color, ancestry, religious creed, handicap or disability, medical or mental condition, age, marital status, sexual orientation, gender identity, genetic information (GI) or any other protected classification under applicable law.

APPLICATION

This policy applies to all phases of the employment relationship, including recruitment, testing, hiring, upgrading, promotion/demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training.

This policy applies to all officers and employees of the City, including but not limited to full-time and part-time employees, per diem employees, temporary employees and persons working under contract for the City.

PROTECTED CLASSIFICATIONS

The City strictly prohibits unlawful harassment. This includes harassment on the basis of gender, race, color, ancestry, religion creed, handicap or disability, medical or mental condition, age, marital status, sexual orientation, gender identity, genetic information (GI) or any other protected classification under applicable law.

HARASSMENT DEFINED

Harassment may consist of offensive verbal, physical, or visual conduct when such conduct is based on or related to an individual's sex and/or membership in one of the above described protected classifications, and:

- a. Submission to the offensive conduct is an explicit or implicit term or condition of employment;
- b. Submission to or rejection of the offensive conduct forms the basis for an employment decision affecting the employee; or
- c. The offensive conduct had the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment. A manager, supervisor, co-worker, or even a non-employee such as a vendor, customer or third party can create a hostile environment.

Examples of what may constitute prohibited harassment include, but are not limited to the following:

- a. Kidding or joking about sex or membership in one of the protected classifications;
- b. Unwanted and/or unwelcome hugs, pats, and similar physical contact;
- c. Assault, impeding or blocking movement, or any physical interference with normal work or movement;
- d. Cartoons, posters, and other materials referring to sex or membership in one of the protected classifications;
- e. Threats intended to induce sexual favors;
- f. Continued suggestions or invitations to social events outside the workplace after being told such suggestions are unwelcome;
- g. Degrading works or offensive terms of a sexual nature or based on the individual's membership in one of the protected classifications;
- h. Prolonged staring or leering at a person.

Similar conduct directed at an individual on the basis of gender race color, ancestry, religious creed, handicap or disability, medical or mental condition, age, marital status, sexual orientation, gender identity, genetic information (GI) or any other protected classification under applicable law.

PROCEDURE

INTERNAL REPORTING PROCEDURE

Any employee who believes that he or she has been the victim of sexual or other prohibited harassment or hostile work environment by co-workers, supervisors, visitors, vendors, or others should immediately notify any supervisor or, in the alternative, the City Manager, depending on which individual the employee feels most comfortable in contacting.

Additionally, supervisors who observe or otherwise become aware of harassment or hostile work environment that violates this policy have a duty to take steps to investigate and remedy such harassment and prevent its recurrence.

EXTERNAL REPORTING PROCEDURE

Any employee who believes that he or she has been the victim of sexual or other prohibited harassment by co-workers, supervisors, visitors, vendors, or others may file a complaint with the California Department of Fair Employment and Housing (DFEH) and/or the U.S. Equal Employment Opportunity Commission (EEOC):

DFEH: 1001 Tower Way, Suite 250
Bakersfield, CA 93307
www.dfeh.ca.gov
1-800-884-1684

EEOC: 2300 Tulare Street, Suite 215
Fresno, CA 93821
www.eeoc.gov
1-800-669-6820

INVESTIGATION

Upon filing of a complaint with the City, the complainant will be provided with a copy of this policy. The City Manager is designated by the City to investigate complaints of harassment. The City Manager may, however, delegate the investigation at his or her discretion. In the event the harassment complaint is against the City Manager, an investigator shall be appointed by the Mayor of the City of Taft, or his or her designee.

Charges filed with DFEH or EEOC are investigated by the respective agency.

INTERNAL DOCUMENTATION PROCEDURE

When an allegation of harassment is made by an employee, the person to whom the complaint is made shall immediately prepare a report of the complaint according to the preceding section and submit it to the City Manager.

The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator by the person complaining of harassment, witnesses interviewed during the investigation, the person against whom the complaint of harassment was made, and any other person contacted by the investigator in connection with the investigation. Upon completion of the investigation, the results shall be given to the complainant, the alleged harasser, and the City Manager.

Based on the report and any other relevant information, the City Manager shall, within a reasonable period of time, determine whether the conduct of the person against whom a complaint has been made constitutes harassment. In making that determination, the City Manager shall look at the record as a whole and at the totality of circumstances, including the nature of the conduct in question; the context in which the conduct, if any, occurred; and the conduct of the person complaining of harassment. The determination of whether harassment occurred will be made on a case by case basis by the City Manager.

CONFIDENTIALITY

All records and information relating to the investigation of any alleged harassment and resulting disciplinary action shall be confidential, except to the extent disclosure is required by law, as part of the investigatory or disciplinary process, or as otherwise reasonably necessary.

REMEDIES

DISCIPLINARY ACTION

- a. If the City Manger determines that the complaint of harassment is founded, the City Manager shall take immediate and appropriate disciplinary action consistent with the requirements of law and any personnel rules or regulations pertaining to employee discipline. Other steps may be taken to the extent reasonably necessary to prevent recurrence of the harassment and to remedy the complainant's loss, if any.
- b. Disciplinary action shall be consistent with the nature and severity of the offense, the rank of the harasser, and any other factors relating to the fair and efficient administration of the City's operation.

In the event a complaint is filed with DFEH, and/or EEOC and the agency finds that the complaint has merit, the agency will attempt to negotiate a settlement between the parties. If not settled, the agency may issue a determination on the merits of the case.

Where a case is not settled and the agency finds a violation to exist, it can prosecute the charging party's case. Legal remedies available through the DFEH and/or EEOC for a successful claim by an applicant, employee, or former employee include possible reinstatement to a former job; award of a job applied for; back pay; front pay; attorney's fees; and under appropriate circumstances, actual damages and/or administrative fines.

In the alternative, the DFEH or EEOC may grant the employee permission to withdraw the case and pursue a private lawsuit seeking similar remedies.

RETALIATION

Retaliation against anyone for opposing conduct prohibited by this policy or for filing a good faith complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by the City, DFEH, EEOC or any other appropriate agency strictly prohibited and may subject the offending person to, among other things, disciplinary action, up to and including termination of employment.

EMPLOYEE OBLIGATION

Employees are not only encouraged to report instances of harassment they are obligated to report instances of harassment.

Employees are obligated to cooperate in every investigation of harassment including, but not necessarily limited to:

- a. Coming forward with evidence, both favorable and unfavorable to a person accused of harassment; and
- b. Fully and truthfully making a written report or verbally answering questions when required to do so during the course of the City's investigation of alleged harassment.

Knowingly, falsely accusing someone of harassment or otherwise knowingly giving false information in an investigation of harassment shall be ground for disciplinary action, up to and including termination of employment.

ACKNOWLEDGMENT OF RECEIPT

I hereby acknowledge receipt of the City of Taft Employee Harassment Policy. I understand that compliance with this policy is a condition of employment and that violation of this policy may result in disciplinary action up to and including termination.

Employee Signature

Date

Employee

POLICIES AND PROCEDURES MANUAL: PERSONNEL
Subject: HAZARDOUS MATERIAL INCIDENT NOTIFICATION – CONTACT LIST

DEPARTMENT	CONTACT	WORK/AFTER HOURS CONTACT NUMBER AREA CODE 661
Administration	City Manager	763-1222 ext. 11 – Craig Jones Cell – 577-7401
Police Department	Police Chief	763-3101 – Ed Whiting Cell – 912-2881
Fire Department	Kern County Fire Department 303 N. 10 th Street Taft, CA 93268	765-2155 Emergency 911
Public Works Department	Public Works Director	763-3144 ext. 23 – Craig Jones Cell – 577-7401
Public Works Department Backup	Public Works Foreman	763-1270 – Bob Rios Cell 577-6951
Wastewater Treatment Plant ECO Resources, Inc.	Wastewater Treatment Plant Superintendent	765-2716 – James Hampton Cell 201-4212
Wastewater Treatment Plant Backup ECO Resources, INC.	On-Duty ECO Personnel	Page On-Duty ECO Personnel through Police Dept. 763-3101
Building Department/Code Enforcement	Building Official/ Code Enforcement Officer	765-4136 ext. 11 – Steve Patterson Cell – 619-6590
Building Department/Code Enforcement	Code Enforcement Officer	765-4136 ext. 12 – Jill Gipson Cell – 900-0056
Building Department/Code Enforcement	Maintenance Leadperson	765-1270 – Donald Patterson Cell – 577- 6952
Building Department/Code Enforcement	Safety Officer	765-4136 ext. 19 – Danny Subriar Cell – 829-9009

Effective Date: 03/10/2008
Resolution No. City Council Motion 02-02-94; Administrative Update