

City of
SACRAMENTO

Employee Handbook

February 2015

Policy Contact

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TABLE OF CONTENTS

INTRODUCTION	1
A BRIEF HISTORY OF SACRAMENTO	2
SECTION 1– EMPLOYMENT	3
1.1 TYPES OF APPOINTMENTS	3
1.2 JOB OPPORTUNITIES	3
1.3 RESIDENCY REQUIREMENT	4
1.4 DRUG-FREE WORKPLACE POLICY	4
1.5 ZERO TOLERANCE POLICY	4
1.6 SMOKE-FREE WORKPLACE POLICY.....	5
1.7 DOMESTIC VIOLENCE	5
1.8 WORKPLACE VIOLENCE POLICY.....	6
SECTION 2 – EMPLOYEE BENEFITS.....	6
2.1 INSURANCE PLANS.....	6
2.2 457 DEFERRED COMPENSATION PLAN	7
2.3 401(a) MONEY PURCHASE PLAN.....	7
2.4 RETIREMENT PLANS.....	7
2.5 SOCIAL SECURITY AND MEDICARE	8
2.6 FLEXIBLE SPENDING ACCOUNTS	8
2.7 VACATION	9
2.8 HOLIDAYS	9
2.9 SICK LEAVE	10
2.10 KINCARE	10
2.11 LEAVE OF ABSENCE	11
2.12 TRANSPORTATION.....	12
2.13 EDUCATION ASSISTANCE PROGRAM.....	13
2.14 EMPLOYEE ASSISTANCE PROGRAM (EAP)	13
2.15 WELLNESS PROGRAM	14
SECTION 3 – CIVIL RIGHTS.....	14
3.1 DISCRIMINATION AND HARASSMENT	14
3.2 SEXUAL HARASSMENT	14
3.3 DISABILITY DISCRIMINATION.....	15
3.4 REASONABLE ACCOMMODATION	15
SECTION 4 – LABOR RELATIONS.....	16

SECTION 5 – MISCELLANEOUS	16
5.1 IDENTIFICATION BADGE	16
5.2 INFORMATION TECHNOLOGY	16
5.3 CONFLICT OF INTEREST	17
SECTION 6 – PAYROLL.....	17
6.1 GARNISHMENT POLICY	17
6.2 PAYDAYS.....	18
6.3 PAYROLL EARNINGS AND DEDUCTIONS	18
SECTION 7 – SAFETY.....	18
7.1 WORK ENVIRONMENT	19
7.2 VEHICLE COLLISION.....	19
7.3 DRIVER LICENSE.....	19
7.4 ACCIDENTS TO VISITORS ON CITY PROPERTY	20
SECTION 8 – WORKERS’ COMPENSATION	20
8.1 WORKERS’ COMPENSATION.....	20
8.2 WORKERS’ COMPENSATION FRAUD IS PROHIBITED	21
SECTION 9 – CONTACT INFORMATION.....	22
9.1 DEPARTMENT OF HUMAN RESOURCES	22
9.2 DEPARTMENT OF FINANCE	22
9.3 RECOGNIZED EMPLOYEE ORGANIZATIONS.....	23

INTRODUCTION

The purpose of this handbook is to provide a summary of the city policies, employee working conditions, and benefits. This handbook is not intended to be an employment contract, express or implied, between the city and its employees and does not create property or other rights in employment. Such rights are governed by the various labor agreements, the Rules and Regulations of the Civil Service Board and/or the city's unrepresented personnel resolution.

In this handbook, you will find answers to questions about what the city expects of you and what you may expect from the city. The city encourages you to speak with your supervisor if you have additional questions.

A BRIEF HISTORY OF SACRAMENTO

When James Marshall discovered gold in the American River in January 1848, the world rushed in, and the City of Sacramento was born. Founders established the city in 1849 and incorporated it in 1850. Prior to this nineteenth-century event, however, the Nisenan and Miwok Indians inhabited the region surrounding the Sacramento and American Rivers for thousands of years. Living peaceably and unchallenged, California's native population grew to an estimated 300,000 by the middle of the eighteenth century.

European explorers journeyed to California by the mid-sixteenth century. They claimed California for Spain, but the Spanish did not establish permanent settlements until the early eighteenth century, when they built military presidios and Catholic missions along the coastal areas. Spanish Lieutenant, Gabriel Moraga, led an expedition into the valley in 1808. Finding the inland region unsuitable for mission sites, he left, but the name with which he christened the valley remained Sacramento, for the holy sacrament. The interior valley remained the domain of the Indians, trappers, and traders for only a few more decades.

Mexico gained independence from Spain in 1821, and Mexican governors issued large land grants to settle California in Mexico's name. In 1839, Swiss emigrant, John Sutter, chose a site at the confluence of the American and Sacramento Rivers and established the inland valley's first permanent white settlement. Sutter and his Indian laborers developed an agricultural outpost that attracted American settlers after their long, overland journey across the continent. By 1848, approximately 2,500 pioneers settled in California. That same year, Mexico ceded California after losing a war with the United States.

The Gold Rush brought a large influx of people to Sacramento throughout the 1850s, and the city developed into a major transportation and trading hub for miners and merchants. Its establishment as the State Capitol in 1854 and as the terminus for the transcontinental railroad in 1863 ensured Sacramento's future as one of the West's most important cities.

With over 400,000 residents, the City of Sacramento continues to grow and prosper. Employment with local, state, and federal governments remain the area's biggest employers; trade, industry, financial, real estate, and other types of services flourish in the area. As in the 1800s, Sacramento attracts people from all over the world, creating a culturally diverse community.

SECTION 1– EMPLOYMENT

1.1 TYPES OF APPOINTMENTS

There are three types of appointments in the city:

a. Career Appointment:

Those employees having either probationary or permanent status as defined by the Rules and Regulations of the Civil Service Board. Most jobs in the city fall into this category. Applicants take a civil service examination and are appointed as vacancies occur. Career employees serve a probationary period, up to 24 months, after hired. If completed successfully, the employee will gain permanent status.

b. Non-Career Appointment:

Non-Career employees typically work for a limited time to cover a seasonal need or to fill in temporarily behind career employees.

c. At-Will Appointment:

At-will employees are exempt from normal civil service hiring procedures. At-will employees are appointed by the Mayor, Council, City Attorney, City Auditor, City Clerk, City Manager, and City Treasurer. These employees serve at the pleasure of the appointing authority.

1.2 JOB OPPORTUNITIES

The city accepts applications online. To apply for open, city-only, or transfer opportunities, employees must fill out an online application at www.cityofsacramento.org/hr/employment/. Employees are encouraged to check weekly for new job openings. Employees may contact the employment office for assistance with applying for jobs or for general employment related inquiries.

1.3 RESIDENCY REQUIREMENT

Employees are not required to live within the boundaries of the City of Sacramento. However, employees who work in some job classifications that provide emergency services are required to reside within 35 air miles of the "W-X, 29th-30th Streets" freeway interchange. Employees in classifications who must reside within the "35-mile residency requirement" are identified in Rule 13.3 of the Rules and Regulations of the Civil Service Board.

1.4 DRUG-FREE WORKPLACE POLICY

In accordance with the federal grant requirements established by the Drug-Free Workplace Act of 1988, the City of Sacramento has a drug-free workplace policy:

- a. Unless legally authorized to do so, employees are prohibited from manufacturing, distributing, dispensing, using, consuming, injecting, possessing, being under the influence of, selling or offering for sale any controlled substance as the latter is defined in the California Health and Safety Code.
- b. An employee shall notify his/her immediate supervisor of any criminal drug statute conviction he/she received for a violation occurring in the workplace or while on duty no later than five calendar days after such conviction.

1.5 ZERO TOLERANCE POLICY

The City has a zero tolerance policy on drugs and alcohol in the workplace. Zero tolerance means that all employees are prohibited from possessing, using, or being under the influence of prohibited drugs or alcohol while on duty, on city property, while operating or in city equipment, in the employee's vehicle used during city business, on their person, or in the work place. Employees subject to testing pursuant to the federal Department of Transportation drug testing requirements are also precluded from using alcohol within eight hours of starting their shift.

For detailed information regarding the policy, please refer to the Drugs/Alcohol in the Workplace Policy on the city's website located at <http://www.cityofsacramento.org/City-Hall/Policies-and-Procedures>; or contact the Department of Human Resources, Labor Relations Division.

1.6 SMOKE-FREE WORKPLACE POLICY

Individuals (employees, contractors, vendors, visitors or guests) are not permitted to smoke in the workplace. The workplace includes, but is not limited to city buildings, vehicles, equipment (including light and heavy duty trucks, cargo and passenger vans, buses, and any other mobile equipment with an enclosed driver/passenger compartment), or other areas where work activities are being performed. Smoking is not prohibited in designated smoking areas. Where a smoking area is not officially designated, employees who wish to smoke may do so at a minimum distance of 20 feet from the entrance or air intake of the workplace as defined above. For outside workplaces, such as construction sites, individuals (as defined above) must be 20 feet from work and/or break areas when smoking.

For detailed information regarding the policy, please refer to the Smoke-Free Workplace Policy on the city's website located at <http://www.cityofsacramento.org/City-Hall/Policies-and-Procedures>; or contact the Department of Human Resources, Administration Division.

1.7 DOMESTIC VIOLENCE

The City of Sacramento recognizes the destructive effects that domestic violence has on individuals and on the workplace. Domestic violence means intentionally or recklessly causing or attempting to cause bodily injury or placing any family member, domestic partner, or cohabitant in reasonable fear of receiving serious bodily injury.

The city continues its commitment to taking reasonable and prudent steps necessary to provide for a safe workplace, offer community resource agency and counseling referrals, and accommodate work schedule modifications where possible and practicable and where it is determined that such actions may assist in mitigating the effects of the actual violent or threatened activity.

City employees and their families have the right to be free of domestic violence. To that end, the City of Sacramento is committed to assisting employees and their families against domestic violence.

If you have any questions regarding Domestic Violence, please feel free to contact the Department of Human Resources, Labor Relations Division.

1.8 WORKPLACE VIOLENCE POLICY

The City of Sacramento is committed to providing a safe workplace free from violence, and threats of violence. The workplace includes any place where city business is conducted, including city buildings and property, city vehicles, private vehicles while used on city business, other assigned work locations, and off-site training.

For detailed information on the Violence in the Workplace policy, please refer to the Violence in the Workplace policy on the city's website located at <http://www.cityofsacramento.org/City-Hall/Policies-and-Procedures>; or contact the Department of Human Resources, Labor Relations Division.

SECTION 2 – EMPLOYEE BENEFITS

2.1 INSURANCE PLANS

a. Career Employees

The city provides a cafeteria benefit plan under the provisions of Internal Revenue Code Section 125 for career employees. In addition to a city-provided basic life insurance policy, career and exempt full-time and part-time employees receive a fringe benefit contribution from the city. The amount of the contribution is determined by the applicable labor agreement between the city and the recognized employee organization or the Unrepresented Personnel Resolution. Employees may select city-sponsored medical, dental, vision, supplemental life insurances, and short-term disability insurances. Premiums for these benefits are deducted from the fringe contribution, and salary if necessary, on a pre-tax basis.

b. Non-Career Employees

The city pays a monthly fringe benefit contribution for non-career employees who work 1,040 or more hours in a 12-month period. The contribution amount is determined by the labor agreement between the city and the recognized employee organization or the unrepresented personnel resolution. It may be applied only toward the premiums of city-sponsored medical and dental plans.

c. Benefit Changes

Benefit changes may be made annually during the open enrollment period. In order to make changes to current benefit selections outside of the annual open enrollment period, a "Life Event" must occur, in which case an employee has 30 days from the date of the event to contact the Department of Human Resources, Benefits and Retirement Division. "Life Events" recognized by the city include the following: marriage, birth, guardianship or adoption of a child, divorce, legal separation, court orders, judgments, decrees, approved leave of absences, eligibility changes due to employment, spousal employment status changes, over age dependents (no longer eligible), and registering or terminating of domestic partnerships.

2.2 457 DEFERRED COMPENSATION PLAN

The city offers a 457 Deferred Compensation Plan, which is a personal supplemental retirement savings program that allows you to contribute on a pre-tax basis. Federal, and in most cases, state income taxes are deferred until your assets are withdrawn, usually during retirement when you may be in a lower tax bracket.

2.3 401(a) MONEY PURCHASE PLAN

Some employees may be eligible for 401(a) Money Purchase Plan. This is a retirement savings plan that allows you to set aside money for retirement. Please see applicable labor agreement for eligibility.

2.4 RETIREMENT PLANS

The city has two retirement systems. The Sacramento City Employees' Retirement System (SCERS) has been a closed retirement plan since 1989. The City's active retirement plan is California Public Employees' Retirement System (PERS).

a. Sacramento City Employees' Retirement System (SCERS)

Miscellaneous career employees hired before January 29, 1977, or who have had city service before this date, are SCERS members. SCERS contribution rates for miscellaneous members are determined by the individual's age when entering the system. Minimum retirement qualifications and maximum benefits are specified in the plan. Certain plans are coordinated with Social Security coverage; under such plans, retirement allowances are reduced when members become eligible for Social Security benefits.

b. Public Employees' Retirement System (PERS)

Career employees, and non-career employees who qualify for PERS membership, who were hired after January 28, 1977, and who have no city service before that date, are PERS members. The city contracts with the State of California to provide this coverage. Minimum retirement qualifications and maximum benefits are specified by plan coverage. Certain PERS plans are coordinated with Social Security coverage; under such plans, the PERS formula reduces the retirement allowance. Refer to the applicable labor agreement for details on city and/or employee contributions to PERS.

2.5 SOCIAL SECURITY AND MEDICARE

Non-safety employees are required to contribute to Social Security and Medicare. Safety employees are required to contribute to Medicare. Federal law establishes the Social Security and Medicare withholding rates. Social Security and Medicare contributions are deducted from the bi-weekly paychecks. Refer to paycheck for details.

2.6 FLEXIBLE SPENDING ACCOUNTS

The city provides flexible spending accounts which allow benefit-qualified employees to pay for certain Internal Revenue Service (IRS) approved medical and dependent care expenses with pre-tax earnings. These expenses may include "out-of-pocket" costs for medical and dental insurance co-pays, prescriptions, and other specific health care or dependent care expenses as defined by the IRS.

2.7 VACATION

Career employees, and non-career employees who work for the city for 1,040 or more hours per year, accrue paid vacation time. Part-time career and eligible non-career employees accrue vacation time on a pro-rata basis. Employees who work less than 1,040 hours per year do not accrue vacation time. The number of accrued vacation days is dependent upon length of service. The maximum vacation accrual allowed is 480 hours or 672 for Fire Suppression employees.

<u>Length of Service</u>	<u>Days/Hours Credited Per Year for Employees on a Standard Workweek</u>	<u>Days/Hours Credited Per Year for Employees on a Fire Suppression Workweek</u>
1 to 5 years	10 days/80 hours	112 hours
6 to 15 years	15 days/120 hours	168 hours
16 or more years	20 days/160 hours	224 hours

The city's payroll system will reflect the current number of vacation hours an employee has available to use. All employees have the accrued vacation available to them for use only after they have completed six months of service. Employees may check with their supervisor on how to schedule vacation time off within their department. Employees earning 20 vacation days per year have the option of selling one week of vacation back to the City every year; that is, receiving one week of vacation pay in lieu of taking the vacation time off.

2.8 HOLIDAYS

Eligible employees receive the paid holidays as listed below. Check the applicable labor agreement for eligibility and other holiday benefits.

(holidays listed next page)

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1
Martin Luther King, Jr., Day	Third Monday in January
Presidents' Day	Third Monday in February
Cesar Chavez Day	Last Monday in March
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	Friday after Thanksgiving Day
Christmas Eve (4 hours)	December 24
Christmas Day	December 25
New Year's Eve (4 hours)	December 31

2.9 SICK LEAVE

Full-time career employees accrue sick leave credit equivalent to 8 hours per month/96 hours per year. Part-time career and non-career employees earn sick leave on a pro-rata basis per the applicable labor agreement and/or California's Healthy Workplaces, Healthy Families Act of 2014. The city's payroll system will reflect how many sick leave hours an employee has earned.

2.10 KINCARE and Special Leave

Employees are allowed to utilize a portion of their available sick leave credit to care for a family member in accordance with the California Labor Code Section 233 (KinCare) and Civil Service Board Rule Appendix A (Special Leave). KinCare and Special Leave shall run concurrently. To track KinCare and Special Leave use the 'Sick Family Care' absence code on the timesheet. For more information on KinCare and Special leave, please contact the citywide Leave Administrator at the Department of Human Resources, Administration Division.

2.11 LEAVE OF ABSENCE

Occasionally, the need arises when an employee must take time off for a non-industrial illness or injury. The city's Non-Industrial Leave of Absence Program covers the following types of leave of absences:

- **Medical** – for the employee's own medical condition,
- **Family Care** – for the employee to care for a child, spouse, registered domestic partner, or parent with a medical condition,
- **Parental** - for the birth, placement or adoption of a child,
- **Pregnancy Disability** – for an employee who is disabled due pregnancy,
- **Military** –for an employee's own military service, and
- **Personal** –for any reason that does not qualify under any other type of leave

The federal Family Medical Leave Act (FMLA) and state of California Family Rights Act (CFRA) cover non-industrial leave of absences. FMLA and CFRA entitles qualified employees to take up to 12 work weeks or 480 hours of unpaid, job and benefit-protected leave in a 12-month rolling backward period. To be eligible employees must have 12-months of City Service, 1,250 feet-on-the-floor hours preceding the leave start date, and a qualifying event.

Additionally, the state Pregnancy Disability Leave Law (PDL) allows employees to take up to four months of unpaid, job and benefit-protected leave for disability due to an employee's pregnancy, childbirth, or related medical conditions.

All employees who also serve in military service are entitled to a leave of absence. The federal Uniformed Services Employment and Reemployment Rights Act (USERRA), the California Military and Veterans Code, and the Rules and Regulations of the City Service Board provide leave rights and benefits to eligible military service members.

While on an approved leave of absence, employees can utilize available accrued leave, disability insurance, parental pay, pregnancy disability pay, or catastrophic leave pay in accordance with the applicable labor agreement or leave administration policy.

To apply for a non-industrial leave of absence the employee should contact his/her supervisor, PAR contact or the citywide Leave Administrator at the Department of Human Resources, Administration Division.

For detailed information, please refer to the applicable labor agreement, Rules and Regulations of the Civil Service Board, the Leave Administration Policy located on the City's website at <http://www.cityofsacramento.org/City-Hall/Policies-and-Procedures>; or call the Department of Human Resources, Administration Division.

2.12 TRANSPORTATION

a. General

The city provides employees with transportation to conduct official city business. Vehicles for short-term or occasional use are available from the city's vehicle pool, which is administered by the Department of General Services, Fleet Management Division. However, with approval, employees may use a privately owned vehicle to conduct city business, or, under certain circumstances, the City Manager may assign a city vehicle on a permanent basis.

b. Vehicle Allowance or Mileage Reimbursement

If an employee is pre-approved to use their own private vehicle for city business, the employee will be reimbursed for mileage. Some exempt employees who use their vehicles in the course of city business receive a monthly vehicle allowance. For further information regarding vehicle allowances or mileage reimbursements, see the applicable labor agreement or the city policy regarding mileage reimbursement.

c. Downtown Parking Subsidy

Full-time career employees working in the downtown area may be eligible to receive a monthly downtown parking subsidy. For further information, see the applicable labor agreement located on the city's website at <http://www.cityofsacramento.org/City-Hall/Policies-and-Procedures>.

d. Sacramento Regional Transit or Other Bus Transportation

Employees may purchase a monthly discounted Regional Transit (RT) Bus Pass or a Light Rail System Pass. This pass is for the employee's use only. Employees who would like to purchase a monthly RT bus or light rail pass may contact the Department of Finance, Revenue Division for further details.

e. Monthly Parking Permit

Employees may purchase a monthly parking permit. Employees who would like to secure a monthly parking permit may contact the Department of Finance, Revenue Division for further details.

2.13 EDUCATION ASSISTANCE POLICY

The Education Assistance Policy was established to encourage employees to improve their knowledge, skills, and abilities in subject areas that will enhance their work performance for the city.

Applications for education assistance may be considered from exempt employees and full-time career employees who have satisfactorily completed their probationary period, if applicable.

Employees may be reimbursed for 100% of the cost of registration, tuition, and books, up to a maximum per calendar year at the discretion of the appointing authority. Check applicable labor agreements or unrepresented personnel resolution for the maximum reimbursable amount. Employees should contact their supervisor for more information about Education Assistance Policy.

2.14 EMPLOYEE ASSISTANCE PROGRAM (EAP)

The city provides an Employee Assistance Program (EAP) for city employees and their families. EAP services include counseling for marriage, family and relationship issues, alcohol and drug abuse, emotional, personal and stress-related concerns, financial and credit problems, childcare and eldercare matters, legal problems, federal tax consultation and representation, pre-retirement planning, and organizing life's affairs. All counseling and referral services are confidential and free to employees and their immediate family members. Employees and their immediate family members are each entitled to a defined number of counseling sessions per incident. To find out more about additional services provided through EAP or to obtain more information about services provided, visit the Department of Human Resources, Benefits and Retirement Division.

2.15 WELLNESS PROGRAM

The purpose of the Wellness Program is to provide information, support, and direction to city employees to help them make positive lifestyle changes, enhance their own personal lives, and strengthen their job performance.

Participation in some Wellness activities must be on an employee's own personal time. Employees may speak with their supervisor about the Department's policy on attending Wellness classes and events.

A listing of the scheduled Wellness classes and other opportunities can be found on the Wellness website at

<http://www.cityofsacramento.org/HR/Divisions/Benefits-Retirement/Wellness-Program>.

SECTION 3 – CIVIL RIGHTS

3.1 DISCRIMINATION AND HARASSMENT

It is the policy of the City of Sacramento to afford equal opportunity to all persons and to prohibit discrimination or harassment based on ancestry, age, color, disability (physical and mental, including HIV and AIDS), genetic information, gender (gender identity and gender expression), marital status, medical condition, military and veteran status, national origin (includes language use restrictions), race, religion creed, sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions) or sexual orientation. Our commitment to equal opportunity and non-discrimination extends to all job applicants and employees, and to all aspects of employment, including but not limited to recruitment, hiring, training, assignment, promotion, compensation, transfer, layoff, reinstatement, benefits, education, and termination, as well as providing reasonable accommodation to qualified persons with disabilities.

The Office of Civil Rights Manager is the City Manager's designee to direct, coordinate, and supervise activities associated with the City's Equal Employment Opportunity (EEO) Policy prohibiting discrimination, harassment, and retaliation.

For detailed information regarding the policy, please refer to the EEO Policy on the City's website located at

<http://www.cityofsacramento.org/City-Hall/Policies-and-Procedures>.

3.2 SEXUAL HARASSMENT

It is the policy of the City of Sacramento that all employees should enjoy a working environment free from all forms of discrimination, including sexual harassment. No employee, (regardless of sex or gender), should be subjected to unsolicited, unwelcomed, and unwanted sexual overtures or conduct of a sexual nature. To this end, the City will not condone any form of sexual harassment in the workplace. Such conduct by a City employee or non-employees who conduct business with the City will not be tolerated. Corrective or disciplinary action, up to and including termination, shall be taken against employees engaging in behavior or conduct prohibited by the Equal Employment Opportunity policy.

For detailed information regarding the policy, please refer to the EEO Policy on the City's website located at <http://www.cityofsacramento.org/City-Hall/Policies-and-Procedures>.

3.3 DISABILITY DISCRIMINATION

Discrimination on the basis of disability against any applicant or employee who is a qualified individual with a disability, by a management employee or coworker is not condoned and will not be tolerated. The policy applies to the job application process and all terms and conditions of employment including, but not limited to: recruitment, hiring, training, assignment, promotion, compensation, transfer, layoff, reinstatement, benefits, education, termination, and also in the provision of city programs and services.

For detailed information regarding the policy, please refer to the EEO Policy on the City's website located at <http://www.cityofsacramento.org/City-Hall/Policies-and-Procedures>.

3.4 REASONABLE ACCOMMODATION

All decisions relating to employment including, but not limited to recruitment, selection, training, assignment, promotion, reinstatement, compensation, transfer, benefits, and education, will be determined by the applicant's or employee's ability with consideration of any requested reasonable accommodation. The Reasonable Accommodation policy is applicable to all employment policies and practices.

For more detailed information about the reasonable accommodation process, please refer to the Reasonable Accommodation Policy on the

City's website located at <http://www.cityofsacramento.org/City-Hall/Policies-and-Procedures>.

SECTION 4 – LABOR RELATIONS

Rules and Standards of behavior are similar for most city employees. For example, all employees are expected to be on time for their shift, work efficiently, show courtesy to their fellow workers, customers, and members of the public, and to follow city regulations. However, specific schedules, procedures, and regulations may vary from group to group, depending on the employment classification and the demands of each job.

If an employee's classification is represented by a recognized employee organization, there is a formal labor agreement between the organization and the city, outlining specific working conditions. A listing of the Recognized Employee Organizations (also referred to as Unions or Associations) can be found in Section 9. Employees may obtain a copy of their labor agreement at: <http://www.cityofsacramento.org/HR/Divisions/Labor-Relations/Labor-Agreements>

SECTION 5 – MISCELLANEOUS

5.1 IDENTIFICATION BADGE

All City of Sacramento employees are required to have a photo identification badge which must be worn at all times while in all city buildings or on city property. Lost or stolen badges may jeopardize the security of employees or city property and must be reported immediately to the employee's supervisor.

5.2 INFORMATION TECHNOLOGY

a. Help Desk

For all information technology (IT) related assistance, including but not limited to issues with a computer, telephone or network accessibility, or to request IT related products, such as a program upgrade, please call (916) 808-7111 or email ITHelpdesk@cityofsacramento.org.

b. Intranet Access

The city's intranet is an excellent resource for city employees and may be accessed from any city most devices connected to the network. The website address is <http://citynet>.

c. Outlook Web Application

You may log onto your city email account outside of the city's network by visiting <http://owa.cityofsacramento.org>.

d. Information Technology Resource Policy

The overriding goal of the Information Technology Resource Policy is to provide clear direction for responsible, ethical, and lawful use of technology resources by employees, contractors, agents and other users. Direction for protecting the integrity of the private and confidential information, as well as public business data residing within the City of Sacramento's technology infrastructure is provided by the policy and applicable guidelines, procedures and associated forms. Please refer to the Information Technology Resource Policy for information regarding the user's responsibility, security, and acceptable use of any assigned Information Technology resource.

5.3 CONFLICT OF INTEREST

City employees are generally prohibited from entering into contracts in which they have a financial interest if the city is a party. In addition, some designated city employees must annually report on their investments, business positions, real property, and/or sources of income, which may be related to decision-making authority in their job responsibilities. If an employee has a question on the conflict of interest rules, contact the department's Conflict of Interest Filing Official or the City Clerk's Office.

SECTION 6 – PAYROLL

6.1 GARNISHMENT POLICY

Employees who have their wages garnished for more than one indebtedness, except for earnings assignment orders under Family Code Sections 5200 et seq., may be subject to discipline, up to and including

termination. Employees experiencing ongoing problems paying debts are encouraged to seek assistance from the Employee Assistance Program (EAP) or other sources before employment is affected.

6.2 PAYDAYS

The city pays employees every other Tuesday. There are 26 pay periods in the year. If a Tuesday payday falls on a holiday, employees are paid on the preceding Monday.

6.3 PAYROLL EARNINGS AND DEDUCTIONS

Bi-weekly payroll earnings and deduction statements may be viewed in the city's payroll self-service module. The following information is available on the statement:

- a. General Information – name, address, job title, pay rate, pay period begin date and pay period end date;
- b. Tax Data and Withholding – federal and state tax withholdings and allowances;
- c. Hours and Earnings – description of earnings, rate of pay, hours and earnings, both current and year-to-date;
- d. Deductions – current and year-to-date before-and-after-tax deductions paid by the employee for items such as the employee's share of health insurance premiums and union dues;
- e. Employer Paid Benefits – current and year-to-date employer-paid benefits such as health insurance and retirement contributions;
- f. Net Pay/Direct Deposit Distribution – the account number(s) and amounts where employee funds are being distributed.

SECTION 7 – SAFETY

One of the most important safety practices is to report every injury, accident, or exposure to a hazardous substance to the supervisor immediately.

7.1 WORK ENVIRONMENT

The City of Sacramento strives to maintain a work environment that protects employee health and prevents accidental injury to employees. The Illness and Injury Prevention Program (IIPP) integrates all of the policies and procedures intended to identify and control occupational hazards.

For detailed information regarding the IIPP policy, please contact the Department of Human Resources, Risk Management Division, Loss Prevention Office or the policy on the city's website located at <http://www.cityofsacramento.org/City-Hall/Policies-and-Procedures>

7.2 VEHICLE COLLISION

Employees in a collision while operating a city vehicle or piece of equipment, or who are driving their own vehicle as required for city business, must immediately notify the Sacramento Police Department. If outside of city limits, the California Highway Patrol or the local law enforcement agency that has jurisdiction should be called. The accident needs to be investigated at the time and place that it occurred. An investigation is required regardless of how minor the accident is. If the accident happens outside of the city limits, make sure to ask that a report be taken. Please first discuss the accident only with official representatives of the City of Sacramento and the law enforcement officials who are investigating the case.

For further instructions, refer to Vehicle Collision policy on the city's website located at <http://www.cityofsacramento.org/City-Hall/Policies-and-Procedures>; or contact the Department of Human Resources, Risk Management Division, Administrative Office.

7.3 DRIVER'S LICENSE

To drive a vehicle in the course of city business, employees are required to have a current and valid California driver license in the appropriate driving classification. Accommodations for employees with disabilities may be arranged. If an employee's driver license is expired, suspended, revoked, restricted, or there is a change in status, the employee must report it to their supervisor immediately. In such a case, city policy provides that some employees may be given a period of time to correct the deficiency.

For detailed information regarding the policy, please refer to the Driver's License Policy on the city's website located at

<http://www.cityofsacramento.org/City-Hall/Policies-and-Procedures>; or contact the Department of Human Resources, Risk Management Division, Loss Prevention Office.

7.4 ACCIDENTS TO VISITORS ON CITY PROPERTY

If an employee sees an accident or injury to a member of the public who is visiting a city facility or is on city property, give him or her any assistance necessary. Please first discuss the accident only with official representatives of the City of Sacramento and the law enforcement officials who are investigating the case. Non-employee injuries must be reported. For further instructions, please contact the Department of Human Resources, Risk Management Division.

SECTION 8 – WORKERS’ COMPENSATION

8.1 WORKERS’ COMPENSATION

Workers’ compensation covers any injury or illness caused by an employee’s job, ranging from simple first aid to major injury or death. Workers’ Compensation provides medical treatment and salary replacement benefits for City employees and volunteers who are injured on the job.

If employees are injured or become physically or mentally ill because of their job, including injuries resulting from a workplace crime, they may be entitled to workers’ compensation benefits. Employees should immediately notify their supervisor of any injury or illness. The supervisor will notify the Worker’s Compensation Unit. Employees will receive a Division of Workers’ Compensation Claim Form for them to complete, sign and return to the Workers’ Compensation Unit.

The City of Sacramento has a modified/alternative duty program. The purpose of this program is to allow injured workers to return to work while continuing to recover from the on-the-job injury or illness. This program may allow injured workers to continue to earn their full salary and leave benefits, and to maintain leave balances and personal and/or family health benefits. A temporary assignment may be within the employee’s own department or another department.

The city administers workers’ compensation benefits in accordance with the California Labor Code. Employees can obtain free information from a State of California Division of Workers’ Compensation Information and

Assistance Officer by calling (916) 263-2741, or they can hear recorded information and a list of local offices by calling (800) 736-7401.

Employees may access the State of California, Division of Workers' Compensation web site at <http://www.dwc.ca.gov> or see the City's intranet site at <http://citynet/home/view/HumanResources/RiskManagement/WorkersCompensation.cfm>.

8.2 WORKERS' COMPENSATION FRAUD IS PROHIBITED

Workers' compensation fraud may be punished by imprisonment and/or a fine not exceeding \$150,000 or double the amount of the fraud, whichever is greater.

Employees who would like to obtain more information about the issue of workers' compensation fraud, or would like to report an occurrence of suspected workers' compensation fraud, should call the city's workers' compensation Fraud Line.

You may also contact the Department of Insurance Fraud Division's hotline number: (800) 927-4357 or access the Fraud Division's website at: <http://www.insurance.ca.gov/0300-fraud/0100-fraud-division-overview/>

SECTION 9 – CONTACT INFORMATION

9.1 DEPARTMENT OF HUMAN RESOURCES

Administration:	(916) 808-5731
Benefits and Retirement:	(916) 808-5665
Employment and Classification:	(916) 808-5726
Labor Relations:	(916) 808-5424
Office of Civil Rights:	(916) 808-5825
Risk Management:	
Risk Administration:	
Insurance:	(916) 808-5556
Liability Claims:	(916) 808-5502
Loss Prevention:	(916) 808-5278
Workers' Compensation:	(916) 808-5741
Fraud Line:	(916) 808-8895

9.2 DEPARTMENT OF FINANCE

Main Line:	(916) 808-5845
Payroll:	(916) 808-5495
Revenue Division:	(916) 808-8500

9.3 RECOGNIZED EMPLOYEE ORGANIZATIONS

The City recognizes the following organizations as exclusive agents of their respective bargaining units:

Recognized Employee Organization	Bargaining Unit
Stationary Engineers-Local 39 1620 North Market Boulevard Sacramento, CA 95834 (916) 928-0399	Operations and Maintenance, Office and Technical, Professional Unit; General Supervisory and Plant Operator Units
Sacramento Police Officers Association 550 Bercut Drive Sacramento, CA 95811 (916) 446-7661	Police Department Unit
Sacramento Area Fire Fighters-Local 522 3720 Folsom Boulevard Sacramento, CA 95816 (916) 739-8522	Fire Department Unit
International Association of Machinists and Aerospace Workers 967 Venture Court Sacramento, CA 95825 (916) 929-1040	Automotive/Equipment Mechanics Unit
Auto, Marine and Specialty Painters Local 1176 8400 Enterprise Way, Room 124 Oakland, CA 94621 (510) 632-7456	Traffic Engineering Unit
Sacramento-Sierra's Building and Construction Trades Council 967 Venture Court Sacramento, CA 95825 (916) 929-1040	Building Trades and Craft Unit

Recognized Employee Organization

Bargaining Unit

Plumbers and Pipefitters-Local 447
5841 Newman Court
Sacramento, CA 95819
(916) 457-6595

Water and Sewer Unit

Western Council of Engineers
700 College Avenue
Santa Rosa, CA 95404
(707) 575-6000

Engineering Unit

Sacramento City Exempt Employees
Association
PO BOX 340940
Sacramento, CA 95834
(916) 996-8060

Exempt Management, Exempt
Management Support, and
Confidential/Administrative Units