

**CITY OF
HOLLISTER
PERSONNEL POLICIES**

FEBRUARY 2012

Welcome to the City of Hollister

Dear Employee:

I am very happy to welcome you to the City of Hollister. Thank you for joining us! We want you to feel that your association with the City of Hollister will be a mutually beneficial and pleasant one.

You have joined a municipality that has established an outstanding reputation for quality services to its Citizens. Credit for this goes to every one of our employees. We hope you too, will find satisfaction and take pride in your work here.

This Personnel Policies Manual provides answers to most of the questions you may have about the City's benefit programs, as well as the City policies and procedures we abide by, our responsibilities to you and your responsibilities to the City. If anything is unclear, please discuss the matter with your supervisor. You are responsible for reading and understanding this Manual, and your performance evaluations will reflect your adherence to City policies. In addition to clarifying responsibilities, we hope it gives you an indication of the City of Hollister's interest in the welfare of all who work here.

From time to time, the information included in our Manual may change. Every effort will be made to keep you informed through suitable lines of communication, including postings on the city bulletin boards, the city website and/or notices sent directly to you in-house through your Supervisor.

Compensation and personal satisfaction gained from doing a job well are only some of the reasons most people work. Most likely, many other factors count among your reasons for working, pleasant relationships and working conditions, career development and promotion opportunities, and health benefits are just a few. The City of Hollister is committed to doing its part to assure you of a satisfying work experience.

I extend to you my personal best wishes for your success at the City of Hollister.

Sincerely,

Rick Ziegenfuss
City Administrator

You're Part of the Team...

As a member of Hollister's team, you will be expected to contribute your talents and energies to improve the environment and quality of the city, as well as the city's services. In return, you will be given opportunities to grow and advance in your career.

The City of Hollister is dedicated to two standards:

1. To provide our Citizens with the highest quality services at the best value possible.
2. To provide you with wages and benefits comparable to others doing similar work within municipal government and within the region.

In Hollister, we always put safety first. We believe it is our duty to provide you with as safe a workplace as we possibly can. For your protection, we have an in-house safety inspection program and we enlist the services of outside safety consulting firms contracted by our insurance carrier. We also have a substance abuse policy, because you have a right to know you can depend on your co-workers.

The only things we require for employment, compensation, advancement, and benefits are performance and a good team attitude; however, all employment at Hollister is "at will." No one will be denied opportunities or benefits on the basis of age, sex, sexual orientation, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions; nor will anyone receive special treatment for those reasons.

Your Various Benefits with the City of Hollister

You may not have thought about it, but the value of your benefits amounts to a considerable sum each year in addition to the wages or salary you earn.

These are some of the benefits Hollister provides for eligible employees each year:

- Annual Employee Meeting
- Family Leave
- Funeral (Bereavement) Leave
- Group Term Life Insurance
- Health Care/Hospitalization Insurance
- Leave of Absence
- Military Leave
- Paid Holidays
- Paid Safety Day(s)
- Paid Vacations
- Personal Leave
- Personal Holiday
- Retirement Plan
- Safety Luncheon
- Service Awards-Lapel Pins
- Sick Leave
- Social Security
- Training seminars applicable to job performance
- Unemployment Compensation Insurance
- Workers' Compensation Insurance

That's a lot to think about!

Purpose of This Personnel Policies Manual

This manual has been prepared to inform you about Hollister's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee and the conduct expected from you.

No Personnel Policies Manual can answer every question, nor would we want to restrict the normal question and answer exchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this manual will help you feel comfortable with us. We depend on you; your success is our success. Please don't hesitate to ask questions. Your Supervisor will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find the City of Hollister a good place to work.

We ask that you read this Personnel Policies Manual carefully, and refer to it whenever questions arise. We also suggest that you share it with your family so they can become familiar with our policies.

Hollister's policies, benefits and rules, as explained in this manual, may be changed from time to time as business, employment legislation, and economic conditions dictate. If and when provisions are changed, those that have become outdated will be replaced.

Notice

The policies in this Manual are to be considered as guidelines. Hollister, at its option, may change, delete, suspend or discontinue any part or parts of the policies in it at any time without prior notice. Any such action shall apply to existing as well as future employees with continued employment being the consideration between the employer and employee. Employees may not accrue eligibility for monetary benefits that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the City Administrator of the City of Hollister may alter or modify any of the policies in this Manual. No statement or promise by a Supervisor, or department head may be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this Manual be found to be unenforceable and invalid, such finding does not invalidate it, but only the subject provision.

This manual replaces (supersedes) all other previous manuals for Hollister as of the date of its adoption, FEBRUARY 2012.

This manual is not a contract guaranteeing employment for any specific duration. Either you or the City may terminate this relationship at any time. We wish you the best of luck and success in your position, and we hope your employment relationship with the City of Hollister will be a rewarding experience.

City of Hollister Personnel Policies Manual

Acknowledgement

This Personnel Policies Manual is an important document intended to help you become acquainted with the City of Hollister. This manual will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the State, Federal and local laws affecting the City of Hollister, and economic conditions are always changing, the contents of this manual may be changed at any time at the discretion of the City of Hollister. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits and responsibilities such changes will have on you as an employee and on the City of Hollister.

Please read the following statements and sign below to indicate your acknowledgement of the City of Hollister Personnel Policies Manual.

- I have read the online version of the Hollister Personnel Policies Manual at www.cityofhollister.com. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the City of Hollister at any time. I understand that this manual replaces (supersedes) all other previous manuals for Hollister as of FEBRUARY 2012.
- I further understand that my employment is terminable "at will", either by myself or the City of Hollister, regardless of the length of my employment or the granting of benefits of any kind, following specified procedures.
- I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" employment relationship.
- I am aware that during the course of my employment confidential information will be made available to me, i.e., customer lists, personnel files, and other related information. I understand that this information is critical to the success of Hollister and must not be given out or used outside of Hollister's premises or with non-Hollister City employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or City.
- I understand that, should the content be changed in any way, Hollister may require an additional signature from me to indicate that I am aware of and understand any new policies.
- I understand that my signature below indicates that I have read and understand the above statements.

ACKNOWLEDGEMENT OF POLICIES MANUAL

Employee's Printed Name

Job Description

Employee's Signature

Date

City's Signature

Date

WAGE DEDUCTION AUTHORIZATION

At the termination of my employment, I hereby authorize the City of Hollister to deduct from my final paycheck any funds that are owed to the City.

Employee's Signature

Date

City's Signature

Date

REFERENCE RELEASE WAIVER

At the termination of my employment, I hereby authorize the City of Hollister to provide the following employment related information, upon request: position held, dates of employment, salary/hourly pay rate at time of termination.

Employee's Signature

Date

City's Signature

Date

The signed original copy of this agreement is given to the City Clerk to be filed in your personnel file.

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City of Hollister Organization Chart

Executive Department	Administration Department	Building Department	Police Department	Public Works Dept	WWTP Department	Parks Department
City Administrator	City Clerk	Director of Building & Planning	Police Chief	Public Works Supervisor	WWTP Supervisor	Parks Director
Asst City Administrator	Deputy City Clerk	Building & Planning Inspector	Sergeant	Public Works I	WWTP Operators	Parks Maintenance
Administrative Assistant	Utility Clerk		Investigator	Public Works II Equipment Operator		
Finance Officer	Municipal Court Clerk		Police Officer	Meter Technician		
Finance Specialist	Office Clerk		Dispatch Supervisor	Mechanic		
			Dispatcher			
			Records Specialist			

What You Can Expect From the City of Hollister

Hollister's established employee relation policy is to:

1. Operate an economically successful city government so that a consistent level of steady work is available.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, sexual orientation, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.
3. Pay all employees according to their effort and contribution to the success of our city.
4. Review wages, employee benefits and working conditions constantly with the objective of providing maximum benefits in these areas, consistent with sound business practices.
5. Provide paid vacations and holidays to all eligible employees.
6. Provide eligible employees with medical, retirement and other benefits.
7. Develop competent people who understand and meet our objectives, and who accept with open minds the ideas, suggestions and constructive criticisms of fellow employees.
8. Assure employees, after talking with their Supervisor, an opportunity to discuss any problem with the City Administrator or appropriate elected official.
9. Make prompt and fair adjustment of any complaint that may arise in the everyday conduct of our business, to the extent that is practicable.
10. Respect individual rights, and treat all employees with courtesy and consideration.
11. Maintain mutual respect in our working relationship.
12. Provide buildings and offices that are attractive, comfortable, orderly and safe.
13. Promote employees on the basis of their ability and merit.
14. Make promotions or fill vacancies from within the City work force whenever possible.
15. Keep all employees informed of the progress of Hollister, as well as the City's overall aims and objectives.
16. Do all these things in a spirit of friendliness and cooperation so that the City will continue to be known as "a great place to work!"

What the City of Hollister Expects From You

Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and maintain a good team attitude. How you interact with fellow employees and those whom Hollister serves, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire service offered by the City of Hollister. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the City overall and personal satisfaction for you.

You are encouraged to grasp opportunities for personal development that are offered to you. This manual offers insight on how you can positively perform to the best of your ability to meet and exceed the City's expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making Hollister a city where you can approach your Supervisor, or any member of management, or elected official to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of Hollister. (Please take a look at the section describing the submission of Suggestions.) We're all human, so please communicate with each other and with management.

Remember, you help create the healthful, pleasant and safe working conditions that Hollister intends for you. Your dignity and that of fellow employees, as well as that of our customers, is important.

Hollister needs your help in making each working day enjoyable and rewarding.

1.

Employment

Personnel Administration

1.010 Personnel Administration

The task of handling personnel records and related personnel administration functions at Hollister has been assigned to the City Clerk. Questions regarding insurance, wages, and interpretation of policies and ordinances may be directed to the City Clerk.

1.015 Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify your Supervisor or City Clerk as soon as possible. If the Supervisor is notified they shall give the information to the City Clerk.

1. Legal name
2. Health-Care/dependent coverage
3. Home address
4. Home telephone number
5. Person to call in case of emergency
6. Number of dependents
7. Marital status
8. Change of beneficiary
9. Driving record or status of driver's license, if you operate any City vehicles
10. Military or draft status
11. Exemptions on your W-4 tax form

Coverage or benefits that you and your family may receive under City's benefits package could be negatively affected if the information in your personnel file is incorrect.

Since the City refers to your personnel file when we need to make decisions in connection with promotions, transfers, layoffs and recalls, it's to your benefit to be sure your personnel file includes information about completion of educational or training courses, outside civic activities, and areas of interest and skills that may not be part of your current position here.

You may see information, which is kept in your own personnel file if you wish, and you may request and receive copies of all documents you have signed. Please ask your Supervisor to make arrangements for you, with the City Clerk.

Employment Classifications

1.020 Full-Time Employees

At the time you are hired, you are classified as full-time, part-time or seasonal/temporary and are also told whether you qualify for overtime pay. Unless otherwise specified, the benefits described in this manual apply only to full-time employees. All other policies described in this manual and communicated by the City apply to all employees, with the exception of certain wage, salary and time off limitations applying only to “non-exempt” (see the definition that follows) employees. If you are unsure of which job classification your position fits into, please ask your Supervisor.

An employee who has successfully completed the probationary period (see the Employment Policies section for definition) of employment and who works at least thirty-five (35) hours per week is considered a full-time employee.

Full time employees will receive various benefits afforded by the City of Hollister.

At the direction of your Supervisor, individual hours may be rescheduled in any given week to maintain appropriate workflow.

If you were a full-time employee and were laid off, you will be considered a full-time employee upon return to work, provided that you were not on layoff for longer than one (1) year.

If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

1.025 Part Time Employment

An employee hired to work 20 hours or more, but less than thirty-five (35) hours per week is considered a part-time employee. If you are a part-time employee, please understand you shall be eligible for holidays, sick leave, and vacation leave based on your pro-rata percentage of a full time work schedule. Health and dental insurance is not available.

1.030 Seasonal or Temporary Employees

From time to time, the City may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a seasonal or temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees are considered temporary employees.

If you are a temporary employee, please understand that you are not eligible for benefits described in this manual, except for unemployment insurance, worker's compensation, and social security. Those temporary employees classified as "non-exempt" (see the definition that follows) who work more than forty (40) hours during any workweek will receive overtime pay.

1.035 "Non-Exempt" and "Exempt" Employees

At the time you are hired, all employees are classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty hours (40) per work week and the Police Department is forty-three hours (43) hours per work week. These employees are referred to as "non-exempt" in this manual. This means that they are not exempt from (and therefore should receive) overtime pay.

Note: See "Wage & Salary Policies" in the "Compensation & Performance" section of this manual for a full description of overtime payment policies.

Exempt employees are Supervisors, Department Heads and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable State laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

Employment Policies

1.040 Employment Policies

Whether you are a new hire or a former employee returning to the City, you may feel a little strange in your new surroundings. This is a normal feeling and is expected. Your fellow employees, especially your Supervisor, want to help you get off to a good start. Feel free to ask them for help concerning anything you don't understand.

One of the first things you should do is carefully read this Employee Manual. It is designed to answer many of your questions about the practices and policies of the City, what you can expect from the City, and what the City expects from you.

1.045 Age

The minimum age for employment as a regular employee shall be eighteen (18) years of age, except Police personnel and the City Clerk, which must be twenty-one (21) years of age. The minimum age for seasonal or temporary employment shall be sixteen (16) years of age. Mandatory retirement is eliminated except for Law Enforcement Officers, whose maximum age for employment shall be seventy (70) years of age.

1.050 Anniversary Date

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Manual.

1.055 Aptitude & Ability Tests

If you have a disability, which will affect your ability to take such a test, it is important that you advise a City representative of this so that a reasonable accommodation can be arranged. Requested accommodations may include accessible testing sites, modified testing conditions, and accessible testing formats. The City reserves the right to require medical documentation concerning the need for the accommodation.

1.060 "At Will" Employment

All employment and compensation with the City is "at will" which means that your employment can be terminated with or without cause, and with or without notice, at any time, at the option of either the City or yourself, except as otherwise provided by law.

1.065 Bonding Requirement

Under certain circumstances, the City may require that you be bonded. It is your responsibility to assure that you are bondable. The City will pay the cost of bonding. Should you fail to maintain these qualifications, you will be subject to transfer to another position, if available, or dismissal.

1.070 Business Hours

City Hall's regular operating hours are 8:00 A.M. to 5:00 P.M. Monday through Friday.

Your particular hours of work and the scheduling of your lunch period and breaks will be determined and assigned by your Supervisor. Most employees are assigned to work a forty (40) hour workweek. **You are required to take an unpaid lunch period daily; please understand that you may not "work through lunch" in order to arrive late or to leave early or to work extra time unless previously approved by your Supervisor.** You will not be allowed to work periods of time not appropriated during your hiring period without prior approval of your Supervisor.

1.075 Confidential Information

Our citizens and suppliers entrust the City with important information relating to their business. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, the City earns the respect and further trust of our citizens and suppliers.

Your employment with the City assumes an obligation to maintain confidentiality, even after you leave our employ.

Any violation of confidentiality seriously injures the City's reputation and effectiveness. Therefore, please do not discuss City, Police, or Court business with anyone who does not work for us, and never discuss business transactions with anyone who does not have a direct association with the transaction. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality. If you hear, see or become aware of anyone else breaking this trust, consider what he or she might do with information they get from you.

If you are questioned by someone outside the City or your department and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer. As politely as possible, refer the request to your Supervisor, a person more qualified to respond, or the City Administrator.

No one is permitted to remove or make copies of any City records, reports or documents without prior management approval. No exception will be tolerated.

Because of its seriousness, disclosure of confidential information could lead to dismissal.

1.080 Customer Relations

The success of the City of Hollister depends upon the quality of the relationships between the City, our employees, our customers, our suppliers and the general citizenry. Our customers' and citizens impression of the City and their interest and willingness to cooperate with us is greatly formed by the people who serve them. In a sense, regardless of your position, you are an ambassador for the City of Hollister. The more goodwill you promote, the more our citizens will respect and appreciate you, the City and the City's services.

Here are several things you can do to help give our citizens a good impression of the City:

1. Act competently and deal with customers in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on work orders and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.

These are the building blocks for you and the City's continued success. Thank you for adding your support.

1.085 Driver's License & Driving Record

- This need only apply to employees who are required to drive as part of their job or who on occasion drive a City vehicle.

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license, or valid CDL license and a driving record acceptable to our insurer. The City may check your driving record from time to time. Any changes in your driving record must be reported to the City Clerk immediately. Any adverse change of your driving record may affect your employment status resulting in disciplinary action, including possible dismissal.

Note: See "Traffic Violations" and "Use of City Vehicle" in the "Other Policies" section of this manual for further information.

1.090 Equal Employment Opportunity

Hollister has a long-standing record of nondiscrimination in employment and opportunity because of race, color, religion, creed, national origin, ancestry, disability, sex, sexual orientation, or age. The City has issued the following policy stating the City's views in this matter:

It is the policy of the City to:

- Strictly follow personnel procedures that will ensure equal opportunity for all people without regard to race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, marital status, disability, veteran or draft status.
- Comply with all the relevant and applicable provisions of the Americans with Disabilities Act ("ADA"). City will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.
- Make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.
- Achieve understanding and acceptance of City's policy on Equal Employment Opportunity by all employees and by the community.
- Thoroughly investigate instances of alleged discrimination and take corrective action if warranted.
- Be continually alert to identify and correct any practices by individuals that are at variance with the intent of the Equal Employment Opportunity Policy.

At this time, the City would like to reaffirm this policy and call upon all personnel to effectively pursue the policy as stated. Please check the employee information bulletin board for all related equal opportunity and job announcements.

Note: Throughout this Employee Manual, masculine pronouns such as he, his, or him shall be construed as gender neutral.

1.095 Fair Labor Standards Act

All records maintained by the City shall be in compliance with the Fair Labor Standards Act as amended January 16, 1987, and with all other Federal and State governing regulations concerning employees, payroll, and payroll taxes.

1.100 Former Employees

Depending on the circumstances, the City may consider a former employee for re-employment. Such applicants are subject to the City's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of

employment with the City and must have provided at least two weeks advance notice of their intention to terminate their employment with the City.

1.105 Former Employees - Reinstatement of Benefits

In the event you return to work for the City, regardless of the length of your previous employment and length of time since you terminated your employment with the City, your benefits shall accrue as if you were a new/first-time City employee.

1.110 Harassment – Including Sexual Harassment Policy

1. **Purpose.** To establish the City's position on the subject of harassment, to set forth guidelines for handling violations of the policy, and to specify the related complaint-handling procedure.

2. **Scope.** This policy applies to all employees. Furthermore, executive management will establish appropriate procedures to insure that non-employees (vendors, contractors, trades people, etc.) on our premises are also made aware of the intent of this policy.

3. **Policy.**

a. Harassment, including sexual harassment, is contrary to basic standards of conduct between individuals and is prohibited by Equal Employment Opportunity Commission and State regulations. Any employee who engages in any of the acts or behavior defined below violates City policy, and such misconduct will subject an employee to corrective action up to and including immediate discharge.

b. Employees who feel they have been discriminated against on the basis of sex, or sexually or in any other manner harassed, should immediately report such incidents, following the procedure described below, without fear of reprisal. Confidentiality will be maintained to the extent permitted by the circumstances.

4. **Definitions.** For the purposes of this Section, the following terms shall be deemed to have the meaning indicated below:

EMPLOYEE: Any employee of the City including officials, managers and supervisors.

HARASSMENT: Verbal, physical or visual conduct of a racial, ethnic or other type which, in the employee's opinion, impairs his or her ability to perform the job.

SEXUAL HARASSMENT: Sexual harassment includes unwelcome sexual advances or visual, verbal or physical conduct of a sexual nature. This definition encompasses many forms of offensive behavior, including gender-based harassment of a person of the same sex as the harasser, conduct of a sexual nature that creates an offensive, intimidating or hostile work environment; and coerced sexual conduct by a person in a position of authority in the workplace.

Examples of prohibited sexual harassment include:

- a. Unwelcome sexual flirtation or advances.
- b. Offering employment, promotions or other benefits in exchange for sexual favors.
- c. Making or threatening reprisals for refusing sexual advances.
- d. Non-Verbal conduct such as leering; making sexual gestures; displaying sexually suggestive objects or pictures; cartoons or posters; suggestive or obscene letters, notes or invitations.
- e. Verbal conduct such as derogatory comments; epithets; slurs; sexual innuendo; sexual jokes; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual.
- f. Physical conduct such as unwanted, suggestive or offensive touching; assault; impeding or blocking movement.

Sexual or other forms of harassment of an employee by any City employee, supervisor or manager will not be tolerated. Sexual harassment by a non-employee, for example, a customer, vendor or supplier, is also prohibited.

5. Procedure. Complaints of harassment of any type will be handled through the City's Personnel Policy, which provides several options by which an employee may initiate action on a job related complaint. An employee may report to their immediate Supervisor, the City Administrator, and/or any level of management the employee chooses.

1.115 Health Examinations

The City reserves the right to require an employee to participate in a health examination to determine the employee's fitness to perform his/her essential job functions. The City shall pay for all such health exams.

1.120 How You Were Selected

We carefully select our employees through written application, personal interview and reference checks. After all available information was carefully considered and evaluated; you were selected to become a member of our team.

For "senior staff" (department heads) positions, the selection process involves two (2) additional steps. The first additional step is a review of all applications received. These applications are scored and subsequently ranked according to pre-established selection criteria. The second additional step is the top four (4) applicants will be scheduled to appear before a personal

interview board. This board will consist of not less than three (3) members: the selecting supervisor, an elected official and a person who is a currently qualified expert of the career field being hired. If a selection is not made from this process, the remaining applications will be considered or the position will be reopened to additional applications.

This careful selection process helps the City to find and employ people who are concerned with their own personal success and the success of the City; people who want to do a job well and who can carry on their work with skill and ability; and people who are comfortable with the City and who can work well with our team.

1.125 Investigation Release - Disclaimer Form

All job applicants shall sign an investigation release and disclaimer form to be eligible for employment with the City of Hollister.

1.130 Job Descriptions

Every position with the City shall have a job description. The job description shall consist of job title, classification, revision date, description of duties & responsibilities, qualifications-education and/or experience, physical demand, and work environment.

Job descriptions shall be on file in the City Clerk's office and be in full force and effect as if fully set out herein.

All changes to job descriptions will be approved by the City Administrator.

When your duties and responsibilities are changed, your job description will be updated.

1.135 Job Description Classification Ranges

Non-exempt employee's job description will list a classification salary wage range.
Salary (overtime exempt) employee's do not have a classification range.

Job Title and Wage Classification Range:

Job Title	Hourly Class Range	Hourly Class Range	Salary Range	Salary Range
Executive Department				
City Administrator	N/A	- N/A	\$45,000	- \$80,000
Administrative Assistant	HS 11	- HS 16		
Finance Officer	N/A	- N/A	\$25,000	- \$45,000
Finance Specialist	HS 08	- HS 13		
Administrative Department				
City Clerk / Director of Administration	N/A	- N/A	\$30,000	- \$50,000
Deputy City Clerk	HS 11	- HS 16		
Utility Clerk	HS 08	- HS 13		
Office Clerk	HS 06	- HS 11		
Municipal Court Clerk	HS 08	- HS 13		
Building & Planning Department				
Director of Building & Planning Dept.	N/A	- N/A	\$30,000	- \$50,000
Building & Planning Inspector	HS 11	- HS 16		
Police Department				
Police Chief	N/A	- N/A	\$30,000	- \$50,000
Police Sergeant	N/A	- N/A	\$25,000	- \$45,000
Police Investigator	HS-11	- HS 16		
Police Officer	HS 11	- HS 16		
Police Dispatcher/Communications Supervisor	N/A	- N/A	\$20,000	- \$40,000
Police Dispatcher/Communications	HS 06	- HS 11		
Police Records Specialist	HS 06	- HS 11		
Public Works Department				
Public Works Supervisor	N/A	- N/A	\$30,000	- \$50,000
Meter Technician	HS 06	- HS 11		
Public Works I	HS 06	- HS 11		
Public Works II W/S Equip Operator	HS 08	- HS 13		
Wastewater Treatment Plant Department				
Wastewater Treatment Plant Supervisor	N/A	- N/A	\$25,000	- \$45,000
Wastewater Treatment Plant Operator	HS 08	- HS 13		
Park Department				
Parks Director	N/A	- N/A	\$25,000	- \$45,000
Parks Maintenance	HS 06	- HS 11		

7/25/11

1.140 Knowledge of the City of Hollister

After having learned to competently perform your own duties, your next step is to familiarize yourself with other City activities. This can prove valuable to you, our customers and the City as well. The City may provide additional “cross-training.”

Knowledge of the services of the City will help you avoid the “I don't know” syndrome. Our citizens' confidence in you increases, as you are able to answer their basic questions. However, please don't pretend you know the answer or try to guess the answer when you are uncertain. If you are unsure of the correct information, refer the inquiry to your Supervisor, or to a person more qualified to respond.

1.145 Outside Employment

If you are employed by the City in a full-time position, the City will expect that your position here is your primary employment. Any outside activity must not interfere with your ability to properly perform your job duties with the City.

If you are thinking of taking a second job, you are required to notify your Supervisor, in writing, immediately. He or she will thoroughly discuss this opportunity with you to make sure that it will not interfere with your job at the City, pose a conflict of interest, promote detrimental or unethical behavior in relation to your job classification.

Self-employment and/or part time employment will not be allowed during hours an employee is on duty with the City, nor on City property or equipment.

1.150 Probationary Period

Your first 180 days of employment at the City are considered a Probationary Period and during that period you will accrue benefits described in this Employee Manual with the exception of health benefits, (health benefits become affective 180 days from the hire date) unless otherwise required by law, and the retirement program (6 months). This Probationary Period will be a time for getting to know your fellow employees, your Supervisor and the tasks involved in your job position, as well as becoming familiar with City services. Your Supervisor will work closely with you to help you understand the needs and processes of your job.

This Probationary Period is a try-out time for both you, as an employee, and the City, as an employer. During this Probationary Period, the City will evaluate your suitability for employment, and you can evaluate the City as well. At any time during this first 180 days you may resign without any detriment to your record. If, during this period, your work habits, attitude, attendance or performance do not measure up to our standards, the City may release you. If you take **approved** time off in excess of five workdays for any reason during the Probationary Period, the Probationary Period may be extended by that length of time.

At the end of the Probationary Period, your Supervisor will discuss your job performance with you. This review will be much the same as the normal job performance review that is held for regular full-time or part-time employees on an annual basis. At this time a written appraisal will be completed. During the course of the discussion, you are encouraged to give your comments and ideas as well.

Please understand that completion of the Probationary Period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for "cause."

A former employee who has been rehired after a separation from City of more than one (1) year is considered a Probationary employee during their first 180-day period following rehire.

1.155 Proof of U.S. Citizenship and/or Right to Work

Federal regulations require that 1) before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form; and 2) all applicants who are hired need to present documents of identity and eligibility to work in the U. S.

1.160 Relatives/Nepotism

All regulations regarding nepotism are adopted as required by the State Statutes of the State of Missouri and the Attorney General.

What is nepotism?

“Bestowal of patronage by public officers in appointing others to positions by reason of blood or marital relationship to appointment authority.”

Any public officer or employee, elected or appointed, in this state who by virtue of their office or employment names or appoints to public office or employment any relative within the fourth degree of consanguinity or affinity, shall thereby, forfeit his office or employment. By law, the naming officer loses title to their public office or employment and is subject to removal. The relative is not subject to removal.

If the City employs you, members of your immediate family are not eligible for City employment. For purposes of this section, your immediate family includes your spouse, your children, your siblings, your parents, your grandparents, and your spouse's children, siblings, parents and grandparents, or any relative with reference to the fourth degree as described above.

Should two present employees decide to marry; one person will no longer remain employed by the City. The date of termination will be on or before the date of marriage.

Should two present employees that work together or supervise each other enter into a personal, non-work related relationship, one or both employees will have to be transferred.

1.165 Security Checks

The City may exercise its right to inspect all packages and parcels entering and leaving City of Hollister premises.

1.170 We Need Your Ideas

Ask any of our employees who have worked with us for a long time and they will probably tell you of the many changes and improvements that have come about in their departments since they first joined us. We believe the person doing a job is in the best position to think of ways of doing it more easily, more efficiently, and more effectively. If you think of a better way of doing your job or the job of a fellow employee, discuss it with your Supervisor, who will welcome your suggestions and ideas.

Remember, there may be areas in the City's operation that can be improved. These could be in service, equipment maintenance, communications, safety, and ways to reduce costs, losses, and/or waste, or other improvements you may see a need for. Please give us the benefit of your unique experience and thoughts. Your contributions, as well as those of others, could improve the overall services to our citizens. Also, make sure to document your innovations and money-saving efforts and have them placed in your personnel file (include dates, detailed descriptions of your contributions, estimates from the accounting department regarding cost savings, etc.) – these may favorably affect your wage, salary or promotion reviews.

Standards of Conduct

1.175 Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. Some people have problems with “rules” and “authority figures,” and past experience may have justified these thoughts and feelings; however, at the City, we hold ourselves to a high standard of quality where the rules and authority figures simply assure that quality is maintained.

By accepting employment with us, you have a responsibility to the City and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct, then our organization will be a better place to work for everyone.

1.180 Workplace Violence

1. **Purpose.** Employer does not tolerate acts of workplace violence committed by or against employees. Employer strictly prohibits employees from making threats or engaging in violent acts. This is a zero-tolerance policy meaning that the City disciplines or terminates every employee found to have violated this policy.
2. **Prohibited Conduct.** Prohibited conduct (unless an authorized Law Enforcement Officer acting in the line of duty) includes, but is not limited to:
 - a. Injuring another person physically.
 - b. Engaging in behavior that creates a reasonable fear of injury in another person.
 - c. Engaging in behavior that subjects another individual to extreme emotional distress.
 - d. Possessing, brandishing, or using a firearm or other weapon while on employer premises or engaged in employer business.
 - e. Damaging property intentionally.
 - f. Threatening to injure an individual or damage property.
 - g. Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

3. Identifying And Responding To Risks. Employer identifies and responds to workplace violence hazards as follows:

a. Threat assessment. The City Administrator assesses employer's vulnerability to violence and determines the appropriate preventative measures. The City Administrator annually reviews the workplace to identify existing or potential violence hazards. The worksite review should include, but not be limited to, inspecting security measures, analyzing records of violent incidents and monitoring trends, and conducting screening surveys to learn about employees' security concerns. The City Administrator, with a copy to the personnel file, maintains records of all threats and incidents of violence committed against employees. Access to such records is on a need-to-know basis only.

b. Security planning for at-risk employees. Some employees are known to be at risk for violence because of the nature of their jobs. Other employees can be at risk because they are subject to violence, threats or harassment from a current or former spouse or partner or other non-employee. The City Administrator works with at-risk employees and their supervisors to develop safety plans that address the specific risks the employees face while at work.

c. Pre-hire screening. The City Administrator and/or his/her designee will review job candidates' backgrounds to determine if they have a history of committing violent acts or making threats. Pre-hire screening generally consists of reference checks with prior employers, but the screening can include rigorous background investigations for safety-sensitive positions and positions involving extensive, unsupervised contact with the public.

4. Guidelines For Handling Violent Situations. All employees shall be given a copy of this Section including guidelines and procedures for handling workplace violence and threats. The City Administrator is responsible for periodically reviewing the guidelines to ensure that they are adequate and up-to-date. If a violent incident occurs, the City Administrator must re-evaluate the guidelines and procedures and modify them accordingly.

5. Support For Victims Of Violence. Victims of violent incidents in the workplace might have to contend with a variety of medical, psychological and legal consequences. Employer accommodates victims of workplace violence by:

a. Referring victims to appropriate community resources such as medical centers, counseling services, victim advocacy groups, legal aid, and domestic violence shelters.

b. Cooperating with law enforcement personnel in the investigation of the crime and the prosecution of the offender.

c. Providing a debriefing for employees twenty-four (24) to forty-eight (48) hours after a serious violent occurrence to explain what happened and what steps are being taken by employer to support affected employees.

6. Enforcement. The City Administrator must immediately investigate any reported violence, harassment or threats committed on employer premises. All employees who commit violent acts or who otherwise violate this policy are subject to corrective action and/or discipline, up to and including termination of employment. Employer will seek the prosecution of all of those who engage in violence on its premises or against its employees while they are engaged in employer business.

7. Workplace Violence--Employee Guidelines And Procedures. While we endeavor to provide our employees with a safe and secure workplace, employer recognizes that crime and violence sometimes can spill over into the workplace. We are providing you with these guidelines so you can be better prepared to handle violent and threatening situations. This document summarizes actions you should and should not take to deal with threatening or violent situations. Taking a few moments to familiarize yourself with these guidelines is an important part of being prepared for workplace emergencies.

General Security Practices:

a. Never hesitate to call the Police if confronted with a potentially violent situation. It is better to have called the Police unnecessarily than not to have the Police available when a threatening situation turns violent.

b. Never attempt to physically restrain or physically remove a threatening or violent individual by yourself. Doing so puts you in danger and leaves you and employer vulnerable to possible lawsuits.

c. Always report violent, threatening or harassing behavior to your supervisor. Alert your supervisor to the presence of strangers in your work area or the presence of any suspicious packages.

d. In the event of armed robbery, comply with the robber's demands, including demands for employer money or property.

8. Coping With Threatening Or Violent Individuals. Effective handling of threatening or violent individuals requires you to use good judgment and common sense and rely on your own assessment of the particular situation. Nevertheless, you might be able to resolve or cope with many types of threatening or violent situations by following the guidelines below.

a. When confronted with an angry or hostile individual.

- Stay calm.
- Listen attentively.
- Maintain eye contact.

- Be courteous and patient, but try to keep the situation under control by expressing a willingness to calmly discuss the matter with the individual.
- b. When confronted with a person shouting, swearing, threatening violence, or engaging in bizarre or dangerous behavior.
- Stay calm.
 - Be courteous and patient, but maintain your distance from the individual.
 - If possible, signal a co-worker or supervisor that you need help.
 - Have the co-worker or supervisor call the Police. Dial 911.
- c. When confronted by someone with a gun, knife, or other weapon.
- Stay calm.
 - Never try to grab the weapon.
 - If possible, quietly signal a co-worker or supervisor that you need help.
 - Have the co-worker or supervisor call the Police. Dial 911.
 - Be courteous and patient. Keep talking, but follow the instructions from the person who has the weapon. Stall for time, but do not risk harm to yourself or others.
 - Watch for a safe chance to escape to a safe area. Take direction from the Police once they arrive on the scene.

1.185 Disciplinary Actions

1. Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of the City. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed, please see your Supervisor for an explanation.

Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal without warning:

- Willful violation of any City rule; any deliberate action that is extreme in nature and is obviously detrimental to City's efforts to serve its citizens.

- Willful violation of security or safety rules or failure to observe safety rules or the City safety practices; failure to wear required safety equipment; tampering with City equipment or safety equipment.
- Negligence or any careless action, which endangers the life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on City premises except medications prescribed by a physician which does not impair work performance.
- Unauthorized possession of dangerous or illegal firearms, weapons or explosives on City property or while on duty.
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on City premises or when representing the City; fighting, or horseplay or provoking a fight on City property, or negligent damage of property.
- Insubordination or refusing to obey instructions properly issued by your Supervisor pertaining to your work; refusal to help out on a special assignment.
- Threatening, intimidating or coercing fellow employees on or off the premises -- at any time, for any purpose.
- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of City property, or the property of fellow employees, customers, suppliers, citizens, or visitors in any manner.
- Theft of City property or the property of fellow employees; unauthorized possession or removal of any City property, including documents, from the premises without prior permission from management; unauthorized use of City equipment or property for personal reasons; using City equipment for profit.
- Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by City; alteration of City records or other City documents.
- Violating the non-disclosure agreement; giving confidential or proprietary City information to competitors or other organizations or to unauthorized City employees; exception secondary employment without prior approval while a City employee; breach of confidentiality of personnel information.
- Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.
- Immoral conduct or indecency on City property.
- Conducting an illegal lottery or illegally gambling on City premises.

Occurrences of any of the following activities, as well as violations of any City rules or policies, may be subject to disciplinary action, including possible immediate dismissal. This list is not all-inclusive and, notwithstanding this list, all employees remain employed "at will."

- Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your Supervisor; mistakes due to carelessness or failure to get necessary instructions.

- Any act of harassment, sexual, racial or other; telling sexist or racial-type jokes; making racial or ethnic slurs.
- Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your Supervisor; stopping work before time specified for such purposes.
- Sleeping on the job; loitering or loafing during working hours.
- Excessive use of City telephone for personal calls.
- Leaving your workstation during your work hours without the permission of your Supervisor, except to use the rest room.
- Smoking in restricted areas or at non-designated times, as specified by department rules.
- Creating or contributing to unsanitary conditions.
- Posting, removing or altering notices on any bulletin board on City property without permission of an officer of the City.
- Failure to report an absence or late arrival; excessive absence or lateness.
- Obscene or abusive language toward any Supervisor, employee or customer; indifference or rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on City premises.
- Speeding or careless driving of any City equipment or any other City vehicles.
- Failure to immediately report damage to, or an accident involving City equipment.
- Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on City premises.
- Failure to maintain a neat and clean appearance in terms of the standards established by your Supervisor; any departure from accepted conventional modes of dress or personal grooming; wearing improper or unsafe clothing.
- Failure to use your timecard; alteration of your own timecard or records or attendance documents; punching or altering another employee's timecard or records, or causing someone to alter your timecard or records.

2. **Disciplinary Actions**

Unacceptable behavior, which does not lead to immediate dismissal, may be dealt with in the following manner:

- Verbal Warning
- Written Warning
- Decision Making Suspension
- Dismissal

Written warnings will include the reasons for the Supervisor's dissatisfaction and any supporting evidence. You will have an opportunity to defend your actions and rebut the opinion of your Supervisor at the time the warning is issued. Disciplinary actions may also include suspensions or other measures deemed appropriate to the circumstances.

All pertinent facts will be carefully reviewed, and the employee will be given a full opportunity to explain his or her conduct before any decision is reached.

The Discipline Policy applies to all regular employees who have completed the Probationary period.

This policy pertains to matters of conduct as well as the employee's competence. However, an employee who does not display satisfactory performance and accomplishment on the job may be dismissed, in certain cases, without resorting to the steps set forth in this policy.

Under normal circumstances, Supervisors are expected to follow the three-step procedure outlined below. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when the City may decide to repeat a disciplinary step.

To insure that City business is conducted properly and efficiently, you must conform to certain standards of attendance, conduct, work performance and other work rules and regulations.

When a problem in these areas does arise, your Supervisor will coach and counsel you in mutually developing an effective solution. If, however, you fail to respond to coaching or counseling, or an incident occurs requiring formal discipline, the following procedures occur.

3. Step One: Verbal Reminder

Your Supervisor will meet with you to discuss the problem, making sure that you understand the nature of the violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and also reminds you that it is your responsibility to meet that expectation.

You will be informed that the Verbal Reminder is the first step of the discipline procedure. Your Supervisor will fully document the Verbal Reminder, which will remain in effect for 6 months. Documentation of the incident will remain in your permanent record.

4. Step Two: Written Reminder

If your performance does not improve, or if you are again in violation of City practices, rules or standards of conduct, your Supervisor, after reviewing the situation with the City Administrator, will discuss the problem with you, emphasizing the seriousness of the problem and the need for you to immediately remedy the problem.

Following the conversation, your Supervisor will write a memo to you summarizing the discussion. The original memo will go to you and a copy will be placed in your file.

The Written Reminder will remain in your permanent file.

5. Step Three: Decision Making Suspension

Prior to placing an employee on Decision Making Suspension, the Supervisor should consult with the City Administrator.

If your performance does not improve following a Written Reminder, or if you are again in violation of City practices, rules or standards of conduct, you may be placed on Decision Making Suspension. The Decision Making Suspension is the final step of the City's disciplinary system.

Decision Making Suspension is an unpaid, one-day disciplinary suspension. Employees on Decision Making Suspension will spend the following day away from work deciding whether to correct the immediate problem and conform to all of the City's practices, rules and standards of conduct, or to quit and terminate their employment with the City.

If your decision following the Decision Making Suspension is to return to work and abide by City practices, rules and standards of conduct, your Supervisor will write a letter to you explaining your commitment and the consequences of failing to meet this commitment. You will be required to sign the letter to acknowledge receipt. A copy of the letter will be routed to the City Clerk and the City Administrator for appropriate distribution. A copy will be placed in your personnel file.

You will be allowed to return to work with the understanding that if a positive change in behavior does not occur, or if another disciplinary problem occurs within the next 6 months, your employment will be terminated.

If you are unwilling to make such a commitment, your employment may be terminated.

6. Sequence of Steps

In most cases, if an informal coaching (i.e., non-disciplinary) discussion does not solve a problem, the Supervisor moves to the Verbal Reminder step and continues through the steps until either the problem is solved or the individual is terminated.

However, if a significant period of time has passed following a Verbal or Written Reminder, or if the employee commits an entirely unrelated offense during the active period of a Verbal or Written Reminder, it may be appropriate to give the person a second Verbal or Written Reminder rather than automatically moving to the next more serious step. The criterion is the Supervisor's judgment about what action will be most likely to bring about a permanent performance correction.

Likewise, there are times when it is appropriate to start the disciplinary procedure at the Written Reminder or the Decision Making Suspension level, without previous disciplinary action having been taken. This would be the case when an employee commits an offense, which is very serious but does not quite justify termination.

7. Crisis Suspension

Whatever the City's formal discipline policy may be, it is important for Supervisors to recognize that there is never a situation, which justifies an employee being terminated on the spot.

Whatever the offense, the appropriate action is to suspend the individual pending investigation. Once the employee is off the premises, the Supervisor and other members of management can investigate the situation calmly away from "the heat of the moment." Any time a crisis situation arises; the Supervisor should advise the individual that he is being "suspended pending investigation" and that he is to leave the City premises immediately. In cases where it appears the individual may be intoxicated or under the influence of some other drug, transportation should be provided or arranged.

If you commit any of the actions listed below, or any other action not specified but similarly serious, you will be suspended without pay pending the investigation of the situation. Following the investigation you may be terminated without any previous disciplinary action having been taken.

1. Theft
2. Falsification of City records
3. Failure to follow safety practices
4. Conflict of interest
5. Threat of, or the act of doing bodily harm
6. Willful or negligent destruction of property
7. Use and/or possession of intoxicants, drugs or narcotics
8. Neglect of duty
9. Refusal to perform assigned work or to follow a direct order
10. Harassment

8. Discipline Deactivation

If an employee changes his/her behavior following a disciplinary discussion, fully corrects a problem, and maintains that improvement for a significant period of time, the employee can have his "slate wiped clean." Most organizations provide that the more serious the disciplinary step, the longer the period of time before it becomes deactivated.

The shortest and longest time periods used by various companies for disciplinary deactivation based on acceptable performance following a specific step are provided for below:

STEP	Shortest	Longest
Verbal Reminder	3 months	12 months
Written Reminder	6 months	18 months
Decision Making Suspension	9 months	24 months

Step 1 of the procedure (Verbal Reminder) will be in effect for 6 months.

Step 2 (Written Reminder) will be in effect for 12 months.

Step 3 (Decision Making Suspension) will be in effect for 18 months.

If no further performance problems occur during the active period, the discipline procedure will be deactivated at the end of the appropriate time period. The Supervisor will initiate deactivation. Supervisors/Employees will request deactivation. Supervisor shall notify human resources to remove the discipline warning.

9. Discharge of an employee while on probation

If at any time during the probation period the supervisor determines the service of the employee to be unsatisfactory, with approval of the City Administrator, the employee may be separated from the service of the City without the right of appeal or hearing. If an employee has been promoted, they may be returned to the previous position held, or a similar position, with all rights of appeal or hearing.

1.190 Dismissal

Employment and compensation with the City is "at will" in that they can be terminated with or without cause, and with or without notice, at any time, at the option of either the City or yourself, except as otherwise provided by law.

If your performance is unsatisfactory due to lack of ability, failure to abide by the City rules or failure to fulfill the requirements of your job, you will be notified of the problem. If satisfactory change does not occur, you may be dismissed. Some incidents may result in immediate dismissal.

1. Dismissal - Voluntary Termination

- Notification

When an employee notifies their Supervisor of plans to leave city employment, a written notification, containing last date of duty, employee signature and date of notice is required. An employee's last day of employment is their last day of duty, as established by their termination notice.

- Personnel Out Processing

The employee is required to personally meet with the City Clerk to complete an employee termination checklist and to insure all final personnel processing is completed, this includes the return of all uniforms and equipment.

- Final Payroll

Any employee, voluntarily terminating their employment will receive their final payroll check on the next regularly scheduled payday. This payroll will include all hours worked, from the last payroll until termination, any reimbursement due the City, at the time of final payroll will be deducted prior to issuance of a payroll check. All accrued, unused vacation will be paid in a lump sum on a separate check, at this time. Final payroll check may be personally picked up at City Hall or may be mailed to an employee's home address.

2. Dismissal - Involuntary Termination

- Notification

When an employee is dismissed the Supervisor shall provide the City Clerk a written notification, containing last day of duty. An employee's last day of employment is their last day of duty, as established by their termination notice.

- Personnel Out Processing

The employee is required to personally meet with the City Clerk to complete an employee termination checklist and to insure all final personnel processing is completed, this includes the return of all uniforms and equipment.

- Final Payroll

Any employee, in-voluntarily terminating their employment will receive their final payroll check once all equipment has been turned in. This payroll will include all hours worked, from the last payroll until termination, any reimbursement due the city, at the time of final payroll will be deducted prior to issuance of a payroll check. All accrued, unused vacation will be paid in a lump sum on a separate check, at this time. Final payroll check may be personally picked up at City Hall or may be mailed to an employee's home address.

2.

Compensation & Performance

Wage & Salary Policies

2.010 Wage & Salary Policies

It is the City's desire to pay wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable, variable with individual and the City performance and in compliance with all applicable statutory requirements.

You are employed by the City of Hollister and will be carried directly on our payroll. No person may be paid directly out of petty cash or any other such fund for work performed. The only exception to this policy is where a contract relationship exists with a bona fide contractor.

1. Application

City applies the same principles of fairness and external comparability to all employees, regardless of organizational level, sex, religion, national origin, age or race.

2. Basis for Determining Pay

Your pay is influenced by these factors:

1. The nature and scope of the job
2. What other employers pay their employees for comparable jobs
3. Individual performance
4. Job classification
5. Salaried status

3. Job Scope

Through a process called job evaluation, the scope, responsibility, impact and required skills and abilities of each job at the City are compared. The result is a relative ranking of all jobs, from high to low. Job evaluation is independent of any employee or his performance.

4. External Comparability

Once jobs are ranked, jobs are compared with external market data. Each job is assigned a range of pay, including a minimum and a maximum. Periodically the City will examine the market conditions to ensure ongoing comparability. Changes in pay ranges will be made as needed and as the City can afford, to maintain market comparability.

5. Salary Schedule – Hourly Employees

The City has adopted a 20-year wage scale that represents years of service, starting wage and HS (Hollister Salary) columns.

Definition of columns

Vertical (down) columns = HS (Hollister Salary) columns ranging from HS1 to HS25.

Horizontal (across) columns = starting wage and years of service from 0 to 20 years.

Salary Schedules will be on file in the City Clerk’s office and be in full force and in effect as if fully set out herein.

The City Administrator will make any changes to the wage scale.

6. Salary Schedule – Salaried Exempt

There is not a wage scale for salaried (overtime exempt) employees. Salaried (overtime exempt) employees job description list a salary range available for that position.

In January of each year the City Administrator will determine if the budget will allow a salary increase for salaried (overtime exempt) employees. This wage increase shall not exceed 5% of an employee’s salary.

7. Individual Pay

An individual's pay, within the described ranges, will depend on his sustained performance over time. Each year every employee will have a performance review with his Supervisor. During that review, significant performance events that occurred throughout the year will be reviewed.

The overall performance rating will influence the wage/salary adjustment. Through individual performance and by increasing job responsibilities and moving to higher-level jobs, you can have significant impact on your pay.

8. Salary Schedule – Police Dispatcher’s Step Increases

Dispatcher’s first year wage scale is

HS 06 - 0	New dispatcher hired
HS 07- 0	6 month probation period and CTO (Communications Training Officer) completed
HS 07 - 1	Salary Range after 1 year

9. Salary Schedule – Police Officer’s Step Increases

Police Officer’s first year wage scale is

HS 11 – 0	New officer hired
HS 12 – 0	6 month probation period and FTO (Field Training Officer) completed
HS 13 – 1	Salary Range after 1 year

2.015 Call Back Pay

Occasionally, you may be asked to return to work after you have left the premises for the day. If this occurs, you will be paid for the time you actually worked (minimum 1 hour) at a rate equal to your normal rate of pay. Any hours worked in excess of the 40 hour work week will be paid at time and one half rate of pay.

2.020 Compensation

Regularly scheduled work hours: Hours that an employee is scheduled to work, on a recurring basis over the preceding 30-day period. These hours are usually reflected as the number of hours worked on a “normal work day”.

2.025 Compensation for On Call Duty Pager/Cell Phone

1. The after hours on call public works department and wastewater treatment department non-supervisory employee required to carry a pager/cell phone will be entitled to one (1) hour of straight time pay for every day they carry the pager/cell phone, while on call. You must be available to take calls and report to work as needed.
2. Pager/Cell phone time will not be paid to an employee while they are on sick leave. If an employee is scheduled to be on call on a day that they are unable to perform regular duty do to illness or other sick leave status their pager or cell phone will be reassigned to another employee that is in a full duty status.

2.030 Deductions From Paycheck (Mandatory)

The City is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. Also, the City’s retirement plan (Lagers) is mandatory. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, marital status or number of exemptions must be reported to the payroll department immediately, to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained whenever the City is ordered to make such deductions.

Note: See "Wage Assignments (Garnishments)" later on in this section for further information.

2.035 Deductions (Other)

It may be possible for you to authorize the City to make additional deductions from your paycheck. Contact City Clerk for details and the necessary authorization forms.

2.040 Error In Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your Supervisor immediately. They will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly by the next pay period.

2.045 Overtime Pay

From time to time, it may be necessary for you to perform overtime work in order to complete a job on time. Your Supervisor must approve all overtime in advance. When it is necessary to work overtime, you are expected to cooperate as a condition of your employment. There are two types of overtime work:

1. **Scheduled Overtime:** Scheduled overtime work is announced in advance and generally will involve an entire department or operation. This type of overtime becomes part of the required workweek of the people who are members of the department or operation. If you need to be excused from performing scheduled overtime, please speak with your Supervisor. They will consider your situation and the requirements of the department or operation in deciding whether you may be excused from performing the scheduled overtime.
2. **Incidental Overtime:** Incidental overtime is not scheduled; it becomes necessary in response to extenuating circumstances. It is extra time needed to complete work normally completed during regular hours. Incidental overtime may become necessary when an illness or emergency keeps co-workers from being at work as anticipated. It may require you to return to the workplace for emergency work. The opportunity to perform incidental overtime will be given first to the employee who normally performs the task. If that employee cannot perform the overtime, the Supervisor will offer the overtime to a suitably qualified person who is available to perform the overtime work.

All non-exempt employees shall be entitled to overtime pay for hours worked over forty (40) hours per week. All non-exempt police officers shall be entitled to overtime pay for hours worked over forty-three (43) hours per week (FLSA 29 CFR 553.230). A "workweek" is defined as a seven (7) day period beginning on Sunday and ending on Saturday. "Work" shall be defined as in the service of the City. All employees must have worked as defined in a seven (7) day

period before they will be paid overtime. Overtime rate shall be one and one-half (1½) times their normal hourly rate.

Employees exempt from overtime compensation by FLSA exempting an executive, administrative or professional employee are employees that are designated by the City Administrator.

2.050 Pay Period & Hours

Our payroll workweek begins on Sunday at 12:01 a.m. and ends on Saturday at 12:00 midnight.

2.055 Pay Cycle

The City shall have a pay period of bi-weekly, with payroll distributed on the Friday following the end of the pay period. All hourly employees shall punch a time clock. Employees exempt from overtime shall submit a report of hours absent and the reason from work to the City Administrator. Upon ceasing employment with the City, the last payroll check for hours worked, any vacation leave earned and not taken shall be paid to the employee within a reasonable length of time, or on the normal pay period that would have occurred next. At the time of employment and during the time of employment, an equipment check out list shall be maintained in the employee's personal file. It shall be the responsibility of the Supervisor to furnish this information for the employee files (see example form on file at the City Clerk's office). Final checks will not be released until all property has been returned to the City.

2.060 Paycheck Distribution & Cashing Procedures

Paychecks are:

- direct deposited into your checking/savings account (except for final check)
- deposit notices are distributed by your Supervisor

- Paychecks may:
- not be cashed at the City
- not be picked up by anyone other than the employee or a designee

2.065 Reporting Time Pay -- Inclement Weather & "Acts of God"

In the event you report for work without being notified in advance that we are temporarily closed due to special circumstances, you will receive a minimum of one (1) hour of straight time pay. Special circumstances include inclement weather, fire, flood or some other "Act of God", power/utility failure, an inoperable computer system, or lack of work. You may be asked to perform other available work for the one (1) hour period. If you refuse, you will forfeit your claim to reporting pay. This policy applies to our "non-exempt" employees only.

Please tune to your radio station KRZK (106.3) for updates on current conditions and contact your Supervisor.

Unfortunately, you will not be paid when work is not available due to circumstances not within the City's control; the following are examples of such circumstances.

- Operations cannot commence or continue due to threats to employees or property or when recommended by civil authorities.
- Public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities, or sewer system.
- The interruption of work is caused by an "Act of God" (inclement weather, fire, flood, earthquake, avalanche, etc.) or some other cause not within the City's control.

2.070 Termination & Severance Pay

- Accrued vacation will be paid to employees being terminated.
- Accrued sick leave will not be paid.
- The City of Hollister does not pay severance pay.

Any accrued but unused vacation time will be paid at the time of employment termination, as specified under "Vacations" in the "Benefits" section of this Employee Manual.

When you leave the City, you will be paid for actual time worked, plus any accrued but unused vacation time, as specified under "Vacations" in the "Benefits" section of this Manual.

2.075 Time Cards/Records

Rules prohibit employees from recording another's time, causing another employee to record time for him or her, or failing to record his or her time. Rules forbid signing in too soon or out too late without authorization. "Falsifying" time cards is considered theft of time and could be considered cause for dismissal.

You must keep some sort of record of hours worked by "non-exempt" employees. Early sign-ins or late sign-outs will make you liable for overtime pay in case of a conflict or dispute.

By law, we are obligated to keep accurate records of the time worked by "non-exempt" employees, time clock cards do this.

Your time card is the only way the payroll department knows how many hours you worked and how much to pay you. Your time card indicates when you arrived and when you departed. You are to punch in and out for lunch and for brief absences like a doctor or dentist's appointment. All employees are required to keep your Supervisor advised of their departures from and returns to the premises during the workday.

You are responsible for your time card. Remember to record your time. If you forget to punch in or make an error on your card, your Supervisor must make the correction and you and your Supervisor must initial the correction. You are not permitted to punch in more than five (5) minutes before your scheduled starting time nor more than five (5) minutes after your scheduled quitting time without your Supervisor's approval.

No one may record hours worked on another's card. Tampering with another's time card is cause for disciplinary action, including possible dismissal, of both employees. Do not alter another person's record, or influence anyone else to alter your record for you. In the event of an error in recording your time, please report the matter to your Supervisor immediately.

Time cards must be turned in to your supervisor along with any appropriate Absence Report and Leave Request form in order to receive payment of wages. Time cards and Absence Report and Leave Request forms not received by the payroll department will result in either a shortage of pay, or no pay. Employees must wait until the next pay period to be compensated.

2.080 Time Clock Use

All hourly employees are required to use a time clock. Employees shall clock in and out for their shift and during lunch hours (if they are by the time clock). The time clock is set up on continental time.

1. Time Clock - Difference between clock records and actual hours worked

Employees, who voluntarily come in before their regular starting time or remain after their closing time, will not be paid for such periods, provided that they do not engage in any work. Their early or late clock punching may be disregarded. Minor difference between the clock records and actual hours worked cannot ordinarily be avoided, but major discrepancies shall be discouraged since they raise a doubt as to the accuracy of the records of the hours actually worked.

2. Time Clock - "Rounding" practices

Every time an employee clocks in and out, in a series, the total end time for each series shall be rounded (up or down) to the nearest quarter hour (15 minutes or .25 continental time).

This arrangement of rounded time (up & down) averages out so that employees are fully compensated for all the time they actually work.

3. Time Clock - Example rounding down

DATE	07:90 clock in	Shift series (meeting same day)
	13:14 clock out for lunch	18:75
	14:12 clock in from lunch	<u>20:26</u>
	<u>17:00</u> clock out	1.51 (time is rounded down to 1.5 hours)
Total time	8.12 (time is rounded down to 8 hours)	