

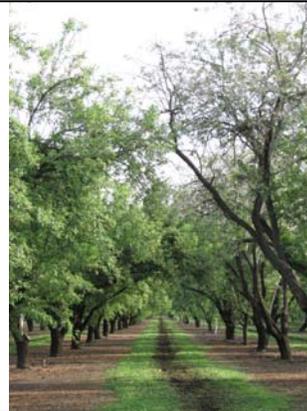


*City of Chico*

## **CITY OF CHICO**

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Updated July 2016



# **Employee Handbook**

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## Welcome from City Manager

*“The City of Chico’s mission is to protect and enhance our community’s quality of life for present and future generations”*

**C**ongratulations and welcome to the City of Chico. You are now a valuable member of a team which is committed to delivering quality service to the residents of Chico. I sincerely hope that you will find your career to be interesting, challenging and rewarding.

This handbook is provided to help you become acquainted with employee benefits and City policies and procedures. You will also find valuable information regarding the types of services the City provides to the community. I encourage all employees to become familiar with all City operations in order to serve the community with a balanced perspective and to fulfill our role as ambassadors to the community.

If you have questions on any of the topics covered in the handbook, please do not hesitate to discuss them with your immediate supervisor or with a representative of the Human Resources Office.

We are honored to have you as part of our organization. Best wishes for success in your career with the City of Chico.

Sincerely,

Mark Orme  
City Manager

## Introduction

This handbook is designed to give employees an overview of their rights and responsibilities as employees of the City of Chico. The information is general and serves as a starting point in understanding the areas covered. In all cases, the more specific information in the applicable Memorandum of Understanding (MOU), Pay and Benefits Resolution (PBR), Personnel and Employee Representation Rules (PERRs), and Administrative Procedure and Policy (AP&P) provides the basis for actions taken by the City as they relate to your employment. You will also receive copies of the PERRs and the applicable MOU or PBR for your reference, and each department has a binder available to employees with copies of all AP&Ps. A number of important AP&Ps are included in this Handbook. They are identified in *italics* when referred to in the body of the Handbook.

Please understand that this Handbook is not a contract and that changing conditions may necessitate a change in any of the policies or procedures contained herein. Management maintains the right to incorporate changes at any time at its sole discretion. If you have further questions or need more information, please contact your supervisor or the Human Resources staff.

## Getting to Know Chico

### *Chico History*

The Chico area was first settled by General John Bidwell and his wife Annie in 1843. Bidwell came to the area as an employee of John Sutter and a member of one of the first wagon trains to reach California. Between 1849 and 1851, Bidwell purchased 28,000 acres to form Rancho del Arroyo Chico. On September 18, 1853 a peace treaty was formed with the original inhabitants of the area, the Mechoopda Tribe. In 1860 Bidwell founded the City of Chico and requested the county send a surveyor to lay out the city street grid. Chico was then incorporated January 8, 1872. At the time of incorporation there were approximately 1,000 in the City's 6.6 miles. In 1887, the California legislature established the Northern Branch of the State Normal School of California in Chico. The school which would later become California State University, Chico, received its lands from Bidwell's cherry orchard. On July 10, 1905, Annie Bidwell donated 1,902.88 acres to the City of Chico to be used as a public park. During World War II the Chico Army Air Field was used to train fighter and bomber pilots and house the 555<sup>th</sup> Parachute Infantry Battalion. On July 21, 1982, the Butte County Board of Supervisors amended the 1979 Butte County Land Use Element of the Butte County General Plan establishing the "Green Line" on the west side of Chico. Today the City of Chico is approximately 30.52 miles, and has a total urban population of 103,625.

### *Places of Interest*

#### ***Bidwell Mansion***

***525 Esplanade***

Built in the 1860's, Bidwell Mansion was home to Chico's founders John and Annie Bidwell. At the time of its creation, this 26 room Victorian was built with the most modern conveniences available, including Northern California's first indoor plumbing system and gas lighting. During their lifetimes John and Annie used the Mansion extensively for entertainment of friends and visiting government officials. Notable officials to have stayed at the Bidwell Mansion include President Rutherford B. Hayes, General William T. Sherman, Susan B. Anthony, and John Muir. After the death of John and Annie, this now State historical park, was once used as student housing for California State University, Chico.



## Bidwell Park



Bidwell Park was established by Annie Bidwell in 1905. Annie donated approximately 2,500 acres to the City of Chico as a way to preserve the beautiful landscape for generations to come. Since Annie's original gift of 2,500 acres the City of Chico has expanded the park to 3,670 acres, making Bidwell Park the nation's third largest municipal park.

**Upper Bidwell Park** - Upper Bidwell Park is located in the foothills of the Sierra Nevada Mountains. This part of the park is known for its five trails; rock formations, including the Chico Formation sandstone and Lovejoy Basalt rocks; and diverse selection of flora and fauna. Upper Bidwell Park is also home to the Hooker Oak Recreation Area, Five-Mile Recreation Area, Kiwanis-Chico Community Observatory and Horseshoe Lake.



**Hooker Oak Recreation Area** - Operated by Chico Area Recreation District (CARD), Hooker Oak Recreation Area serves as the home to several local softball and baseball leagues. The recreation area is also home to two children's playgrounds.

**Five-Mile Recreation Area** - Located at the foot of Upper Bidwell Park, Five-Mile Recreation Area hosts picnic tables, barbecues, and plenty of space for gatherings.

**Kiwanis-Chico Community Observatory** - Since its opening in the fall of 2001, the Kiwanis-Chico Community Observatory has given over 50,000 a clearer view of our universe. The Observatory currently has two 14" Celestron Schmidt-Cassegrain telescopes. A solar telescope, which has been mounted to one of the 14" Celestrons, is the Observatory's newest arrival. The Observatory only operates on clear nights, and hours vary by season and day of the week.



**Horseshoe Lake** - Home to the annual "Hooked on Fishing, Not on Drugs" fishing derby for children, Horseshoe Lake has become a popular fishing spot for all angler types. The lake is fed by runoff, but still is home to a population of bass, bluegill, crappie and catfish. Horseshoe Lake can also be a good starting point for accessing one of Upper Park's many trails or for viewing Upper Park's diverse wildlife, including snakes, lizards, deer, squirrels, and a wide variety of birds.

**Lower Bidwell Park** - Lower Bidwell Park consists of a section of Bidwell Park west of Manzanita Avenue. Unlike Upper Park, Lower Park is flat with a thick canopy of trees. Lower Park is home to the One-Mile Recreation Area, Caper Acres, Cedar Grove and the Chico Creek Nature Center.



**One-Mile Recreation Area** - One-Mile Recreation Area, located off of East 4<sup>th</sup> Street, serves as the home of Sycamore Pool, large picnic areas, softball fields and horseshoe pits. Sycamore Pool was constructed in the late 1920s to give the residents of Chico a unique swimming experience in Big Chico Creek. Lifeguards are present from Memorial Day to Labor Day each year.

**Caper Acres** - Caper Acres, located in the One-Mile recreation area, was constructed in the 1950s as a fairy tale-themed location for children ages 12 and under. Much of the original play ground was destroyed by a storm in 1995, but was rebuilt by members of

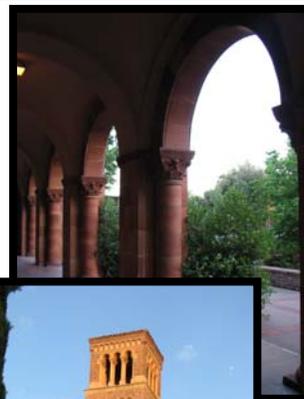
the community. On July 19, 2007 the Nico Project was officially opened for play. Caper Acres is open Tuesday through Sunday from 9:00 a.m. until sunset.

**Cedar Grove** – Cedar Grove, located off of East 8<sup>th</sup> Street, is the home to the 2<sup>nd</sup> tree experimental farm in the United States. In 1888 John Bidwell used the grove to plant trees from around the world. Today, the tree farm can be viewed by following the World of Trees Independence Trail. Cedar Grove is also home to the Shakespeare in the Park performances as well as other education and cultural events.

**Chico Creek Nature Center** – *The Chico Creek Nature Center, located at 1968 East 8<sup>th</sup> Street, serves as the park’s official interpretive center. The Nature Center includes a living animal museum, wildlife display, year-round interactive exhibits, nature walks and educational program.*

### **California State University, Chico**

In June of 1887, General John Bidwell donated 8 acres of his cherry orchard, for the Northern Branch of the State Normal School of California. The first cornerstone was laid on July 4, 1888, and on September 3, 1889 school started for 90 students. The first graduation took place on June 20, 1891, with a class of just 15 students. In 1921, legislation changed the school’s name to Chico State Teacher’s College. A year later, junior college curriculum and a two year certification was added. Baccalaureate degrees were first awarded in 1924. The wildcat school mascot was chosen in 1924. In 1927, a fire destroyed the original Normal Building. In its place the new administration building began construction in 1929. Also in 1929, the student bookstore was established. Chico State Teacher’s College was renamed Chico State College in 1935. In 1939, the schools sororities held fundraisers for the \$600 needed to install chimes in the library tower. The Master of Arts degrees were first awarded in 1950. Finally in 1972 Chico State College became California State University, Chico. Today California State University, Chico is home to around 14,500 students, studying and 7 academic departments. In 2007 Chico is rated the 4<sup>th</sup> Best Public Master’s Level University in the West by Peterson’s.



## **City Plaza**



Located at 4<sup>th</sup>/5<sup>th</sup> and Main/Broadway, in the center of downtown, the original land for City Plaza was donated by John Bidwell in the 1860's. During the 1870's City Plaza's famous Elm Trees were planted. To much public outcry, the Elms were removed in 2004 due to structure and disease problems. In October 2006 a newly redesigned City Plaza was opened. The new plaza includes a stage with band shell, raised lawn areas, benches, in ground fountain, and free unlimited wireless Internet access. Also, as part of the renovated plaza, new Elms were planted as a reminder of the plaza's majestic past.

## **Hotel Diamond 220 West 4th Street**

The original Hotel Diamond was opened in 1904 as the only first-class hotel in Chico. Built by James Franklin Morehead, Hotel Diamond offered 56 rooms and dining room large enough to accommodate 200. The original Hotel Diamond was equipped with gas and electric fixtures, steam heat, and private baths. The Hotel Diamond became known as the center of Chico's fashionable social life, and indulgence. In 1911, a special Grand Jury was formed to investigate alleged immorality at the Hotel Diamond. Twelve years after opening, a 1916 fire closed the doors of Hotel Diamond. From the 1920's through the 1950's the hotel was once again opened as The Travelers Hotel. The Travelers was a low cost hotel that hosted a small restaurant and bar. From 1961 to 1966, the Hotel Diamond was used as a women's dorm for Chico State College. By 1972, the hotel was abandoned completely. In 2001, Chico Developer Wayne Cook purchased the hotel to bring it back to its historic glory. On May 12, 2005 Hotel Diamond was once again opened with 43 rooms and suites and a new restaurant.



## ***Sacramento River*** **River Road**

Just five miles outside of Chico's city limits sits the Sacramento River. The Sacramento River is ideal for those looking to fish for salmon, steelhead or shad; or those looking for a relaxing day of inner tubing, canoeing, or kayaking down the river. The Sacramento River is one of the north states best examples of the disappearing riverine habitat. The large oaks and cottonwoods provide the dense shade needed for the riparian plant and animal communities to survive. Thick under stories of wild grape, elderberry, blackberry, and numerous perennials provide shelter to the vast wildlife population. Access to the Sacramento River can be gained by using one of four California State Park sites on the River: Indian Fishery Day Use Area, Big Chico Creek Day Use Area, Pine Creek Day Use Area, and Irvine Finch River Access.



## **Chico Museum** ***141 Salem Street***

The site for the Chico Museum was originally opened in 1904 as the home to the Chico Public Library (Carnegie Library). The library was moved in 1981, and the building was put through extensive renovation. The Chico Museum was opened to the public February 22, 1986. The Chico Museum is separated into three parts: Chico: A Place in Time 1830-2000, which features permanent Chico artifacts and photographs; a re-creation of a Chinese Taoist temple altar used by Chico's Chinese residents from 1890 – 1939; and a rotating exhibit. Since its opening in 1986, the Chico Museum has hosted over 90 exhibits celebrating Chico's heritage.



## **Stansbury House** *307 West 5<sup>th</sup> Street*

In 1883, architect A.J. Bryan designed the Stansbury House for Chico physician Oscar Stansbury and his wife Libbie. After the death of Oscar and Libbie's daughter Angeline in 1974 the remaining Stansbury family decided to transfer ownership of the house to the City of Chico. The Stansbury home has long been regarded as Chico's best example of 19<sup>th</sup> century Italianate Victorian architecture and in 1975 was placed in the National Register of Historic Places.



<b>Chico Community Events</b>	
<b>January</b>	<b>July</b>
	Thursday Night Market Friday Night Concerts Slice of Chico Movies in the Park Annual 4th of July Celebration Shakespeare in the Park
<b>February</b>	<b>August</b>
North State Symphony International Guitar Festival Annual Nut Festival	Thursday Night Market Friday Night Concerts Movies in the Park National Night Out
<b>March</b>	<b>September</b>
Bidwell Classic Run Spring Jamboree Chico Kite Day North State Symphony Annual Chico Bach Festival	Thursday Night Market Friday Night Concerts Taste of Chico Movies in the Park Pastels on the Plaza Chico Airfest North State Symphony Chico World Music Festival
<b>April</b>	<b>October</b>
Thursday Night Market Celebrate Earth Day in Bidwell Park North State Symphony	Harvest Sidewalk Sale Treat Street Artober Fest National Yo-Yo Contest North State Symphony Annual Explorers Italian Dinner Alzheimer's Memory Walk
<b>May</b>	<b>November</b>
Thursday Night Market Friday Night Concerts Artisans Day Faire Silver Dollar Fair	Christmas Preview North State Symphony
<b>June</b>	<b>December</b>
Thursday Night Market Friday Night Concerts Movies in the Park Senior Follies Dance Swinging Under the Stars Community Campout Shakespeare in the Park	Community Tree Lighting Letters to Santa Breakfast with Santa
<b>Year Round</b>	
Certified Farmers Market	Art First Sunday

## **Local Sports**

Chico State (Baseball, Basketball, Soccer, Volleyball, Golf, Track and Field)  
Chico Heat Baseball

## **Chico Facts**

- In 1938 Bidwell Park played host to Sherwood Forest for original *Adventures of Robin Hood*, starting Errol Flynn
- In 1947, Chico serves as the fictional town of “Grandview” in *Magic Town*, and is dubbed the perfect American small town
- Tres Hombres (First Street and Broadway) was the home to John Bidwell’s General Store, established in 1860. It is also the oldest building in town
- The Chico State University, Chico’s *The Orion*, won their first of nine National Pacemaker Awards in 1989
- Chico was named “America’s Best Bike Town,” by Bicycle Magazine in 1997
- Chico was ranked number 1 in Forbes Magazine May 2000 “Best Places in America”
- Chico has the largest solar panel facility at a waste water treatment plant in the nation
- Chico was ranked number 13 in Money.com’s “Best Places to Live” 1999
- Chico is home to the world’s largest working yo-yo
- Chico was listed in the 2002 book *Top 100 Small Art Towns in America*, by John Villani
- Chico was number 16 in Organic Styles Magazine September/October 2003 “Healthy Cities List.”
- The City is responsible for maintaining over 260 miles of streets in Chico
- Chico was rated in the 1998 Kiplinger’s Personal Finance Magazine’s “Greatest Places to Retire”
- Ranked number 17 in Farmers Insurance 2006 “Most Secure Cities under 150,000”
- Chico owns and maintains 3,000 streetlights in Chico city limits, PG&E owns another 3,000
- Chico was awarded the Bronze for “Bike Friendly Communities,” by the League of American Bicyclist for 2004-06
- There are approximately 33,000 City owned trees in Chico
- The Sacramento Chapter of the American Public Works Association gave City Plaza project the "2007 Project of the Year Award" in the "Historical Restoration/Preservation Category"
- Besides *Adventures of Robin Hood* and *Magic Town*, Chico has played a part in 10 other movies including scenes from *Gone with the Wind*
- Most Famous Chico Law – No person shall produce, test, maintain, or store within the city a nuclear weapon, component of a nuclear weapon, nuclear weapon delivery system, or component of a nuclear weapon delivery system under penalty of Chapter 9.60.030 of the Chico Municipal Code

\* Information courtesy of the Chico Visitors Guide; Chico Creek Natures Center; Butte County’s 101 Things to Do; California State University, Chico; Hotel Diamond; Chico Museum; California State Parks; and Wikipedia.org

## Government

Chico is a charter city, which governs itself within the framework of its legal relationship with the State. The Charter of the City of Chico specifies a council-manager form of government; describes the powers and duties of the City Council; enumerates the duties of City officials, boards, and commissions; and states other basic requirements for the operation of the City. The Chico Municipal Code (CMC) establishes specific laws and regulations, which govern both the City organization and activities by all individuals within City boundaries.

### City Council

The City Council, which is the official governing body for the City of Chico, consists of seven members elected at large for four-year staggered terms. Every two years, following each Council election, the Council chooses one of its members to serve as Mayor. Another member is selected as Vice Mayor. The Mayor presides over all Council sessions, signs all official documents, and is recognized as the official head of the City for all public and ceremonial purposes. The Council appoints the City Manager and City Attorney and all members of the various boards and commissions. These boards and commissions are advisory to the City Council, with the Council having final authority and responsibility for establishing policy. The Council sets all City policies on behalf of the people of Chico for the efficient operation of the City.



## City Departments

<b>City Manager Office</b>				
<b>City Administration</b>	<b>Economic Development</b>	<b>Community Services</b>	<b>Airport Administration</b>	<b>Council, Committee &amp; Commission Support</b>
<ul style="list-style-type: none"> <li>• Budget Development &amp; Administration</li> <li>• Property Transactions</li> <li>• Private Activity Bond Administration</li> <li>• Franchise Management</li> <li>• Purchasing</li> <li>• Contract Administration</li> <li>• Organizational Initiatives</li> <li>• Strategic Planning</li> <li>• Interdepartmental Coordination</li> <li>• Legislative Advocacy</li> </ul>	<ul style="list-style-type: none"> <li>• Partnerships</li> <li>• Business Assistance</li> <li>• Site Selection Assistance</li> <li>• Strategy Administration &amp; Implementation</li> <li>• Tourism Services/Events</li> <li>• Grants</li> </ul>	<ul style="list-style-type: none"> <li>• Community Relations &amp; Internal Governmental Relations</li> <li>• Media Relations</li> <li>• Citizen Concerns</li> <li>• Public Information</li> <li>• City-Wide Reception</li> </ul>	<ul style="list-style-type: none"> <li>• Federal Compliance</li> <li>• Minimum Standards Rules &amp; Regulations</li> <li>• AIP Grants</li> <li>• Leases</li> <li>• Security</li> <li>• Planning</li> <li>• Air Service Development</li> </ul>	<ul style="list-style-type: none"> <li>• City Council</li> <li>• Finance Committee</li> <li>• Internal Affairs Committee</li> <li>• Successor Agency Oversight Board</li> <li>• Local Government Committee</li> <li>• Airport Commission</li> </ul>

<b>City Clerk</b>		
<b>Elections</b>	<b>Council</b>	<b>Clerk</b>
<ul style="list-style-type: none"> <li>• Elections Official</li> <li>• Nominations</li> <li>• Fair Political Practices Commission Filing Officer</li> <li>• Initiatives/Referendums/Measures</li> <li>• Campaign Disclosure Reports</li> <li>• Candidate Orientation</li> <li>• New Councilmember Orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings, Agendas &amp; Minutes</li> <li>• Ordinances, Resolutions, Minute Orders, Supplemental Appropriations</li> <li>• Tracking of Council Actions</li> <li>• Internal Affairs Committee &amp; Finance Committee</li> <li>• Proclamations, Mayor's Awards, Certifications of Appreciation</li> <li>• Compliance with Brown Act</li> <li>• Administrative Support to Council</li> <li>• State of the City</li> </ul>	<ul style="list-style-type: none"> <li>• Legislative Actions</li> <li>• Oaths of Office</li> <li>• Maintaining Legislative History</li> <li>• Boards &amp; Commissions</li> <li>• Chico Municipal Code Updates</li> <li>• Residency Certificates</li> <li>• Claims/Lawsuits</li> <li>• Public Relations &amp; Public Information Officer</li> <li>• Statement of Economic Interest Filings</li> <li>• Records Management</li> <li>• Public Noticing</li> </ul>

<b>Administrative Services</b>		
<b>Human Resources &amp; Risk Management</b>	<b>Finance</b>	<b>Information Technology</b>
<ul style="list-style-type: none"> <li>• Workers Compensation Claims</li> <li>• Recruitment/Retention</li> <li>• Benefits Administration</li> <li>• Labor Relations</li> <li>• Equal Employment Opportunity and American with Disabilities Act Compliance</li> <li>• American with Disabilities Act Compliance</li> <li>• Employee Performance Evaluation Coordination</li> <li>• Self-Insured General &amp; Automobile Liability Program</li> <li>• Contractual Risk Transfer &amp; Indemnification</li> <li>• Liability Tort Claims</li> <li>• Insurance &amp; Bond Programs</li> </ul>	<ul style="list-style-type: none"> <li>• Accounts Payable</li> <li>• Accounts Receivable</li> <li>• Payroll</li> <li>• General Accounting</li> <li>• Public Counter Services</li> <li>• Mail Services</li> <li>• Budget Development and Oversight</li> <li>• Treasury Management</li> <li>• Redevelopment Successor Agency Accounting</li> </ul>	<ul style="list-style-type: none"> <li>• Computer Equipment Installation, Updates &amp; Upgrades</li> <li>• Technical Consultation</li> <li>• Hardware/Software Maintenance</li> <li>• Emergency Command Center Support</li> <li>• Media Support</li> <li>• Website Updates</li> <li>• Database Services</li> <li>• Network/Email/Internet/Phone/Wireless Services</li> </ul>

<b>City Attorney</b>		
<b>Advocacy &amp; Dispute Resolution</b>	<b>Support Services</b>	<b>Opinions &amp; Advice</b>
<ul style="list-style-type: none"> <li>• Represent City in Litigation</li> <li>• Code Enforcement</li> <li>• Manage Outside Legal Services</li> </ul>	<ul style="list-style-type: none"> <li>• Contracts</li> <li>• Ordinances</li> <li>• Resolutions</li> </ul>	<ul style="list-style-type: none"> <li>• General Counsel</li> <li>• Formal Opinions</li> <li>• Provide Advice for City Council, Boards, Commissions and City Departments</li> </ul>

<b>Community Development</b>				
<b>Planning</b>	<b>Building</b>	<b>Housing</b>	<b>Code Enforcement</b>	<b>Geographic Information Systems</b>
<ul style="list-style-type: none"> <li>• Department Administration</li> <li>• Council, Board, Commission &amp; Committee Support</li> <li>• Current Planning</li> <li>• Long Range Planning</li> <li>• Environmental Program Management</li> <li>• Annexations</li> </ul>	<ul style="list-style-type: none"> <li>• Implement Building Codes</li> <li>• Building Permits</li> <li>• Building Inspection</li> <li>• Plan Checks</li> <li>• Property Addressing</li> </ul>	<ul style="list-style-type: none"> <li>• Affordable Housing</li> <li>• Federal Grant Management</li> <li>• Implement Housing Element</li> <li>• Manage Housing Loan Portfolio</li> </ul>	<ul style="list-style-type: none"> <li>• Code Violations</li> <li>• Abandoned Vehicle Abatement</li> <li>• Weed Abatement</li> <li>• Substandard Housing</li> </ul>	<ul style="list-style-type: none"> <li>• City-Wide Support of Geographic Information Systems</li> </ul>

<b>Fire</b>		
<b>Operations/Special Teams</b>	<b>Training/Safety</b>	<b>Administration/Prevention/ Life Safety</b>
<ul style="list-style-type: none"> <li>• Emergency Response</li> <li>• Apparatus/Equipment Management</li> <li>• Facilities Management</li> <li>• Computers/Communications/Dispatch</li> <li>• Pre-Planning</li> <li>• Equipment Inventory</li> <li>• Critical Incident Stress Management</li> <li>• Hazardous Materials Team (HazMat)</li> <li>• Rescue</li> <li>• Special Weapons &amp; Tactics (SWAT)</li> </ul>	<ul style="list-style-type: none"> <li>• Personnel Training</li> <li>• Wellness/Health &amp; Safety</li> <li>• Emergency Medical Services</li> <li>• Advanced Life Support – Paramedics</li> <li>• Aircraft Rescue Firefighting</li> <li>• Infection Control</li> <li>• Disaster Preparedness/EOC</li> <li>• Volunteer Firefighters</li> </ul>	<ul style="list-style-type: none"> <li>• Operating Procedures Policies, Standard Guidelines</li> <li>• Grant Administration</li> <li>• Alarm Suppression Systems</li> <li>• Water Supply</li> <li>• Plan Check/Development Review</li> <li>• Fire Code Enforcement</li> <li>• Fire Investigation</li> <li>• Public Education</li> <li>• Juvenile Fire Setter Program</li> <li>• CSUC Interns/Prevention Volunteers</li> </ul>

<b>Police</b>		
<b>Operations Division</b>	<b>Office of the Chief of Police</b>	<b>Support Division</b>
<ul style="list-style-type: none"> <li>• Patrol</li> <li>• Crime Scene Investigators</li> <li>• Canine Officers</li> <li>• Traffic</li> <li>• Crime Prevention</li> <li>• Parking</li> <li>• SWAT</li> <li>• Hostage Negotiations Team</li> <li>• Volunteers in Police Service</li> <li>• Explorers</li> <li>• Chaplains</li> <li>• Reserves</li> <li>• Jail Operations</li> </ul>	<ul style="list-style-type: none"> <li>• Police Chief’s Advisory Board</li> <li>• Professional Standards</li> <li>• Recruitment &amp; Backgrounds</li> <li>• Citizen Complaints</li> <li>• Internal Affairs</li> <li>• Maintain General Orders</li> <li>• Training, Including Mandated, Specialized, and Perishable Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Investigations</li> <li>• Gang</li> <li>• Butte Interagency Narcotics Task Force</li> <li>• Communications</li> <li>• Records</li> <li>• Property Section</li> <li>• Crime Analysis</li> <li>• Technology</li> <li>• Explosive Ordnance Disposal</li> <li>• Animal Services</li> </ul>

<b>General Services</b>				
<b>Engineering</b>	<b>Operations &amp; Maintenance</b>	<b>Park &amp; Street Trees</b>	<b>Wastewater Collection &amp; Treatment</b>	<b>Administration</b>
<ul style="list-style-type: none"> <li>• Capital Improvement Program Development</li> <li>• Civil Engineering</li> <li>• Design of Public Improvements</li> <li>• Construction Support</li> <li>• Traffic &amp; Transportation</li> <li>• Bike &amp; Pedestrian Projects</li> <li>• Development Engineering</li> <li>• Sewer/Strom Drain Engineering</li> <li>• Parking Facility Development</li> </ul>	<ul style="list-style-type: none"> <li>• Fleet Services</li> <li>• Right-of-Way</li> <li>• Sewer Collection System Maintenance</li> <li>• Street Clearing/Storm Drain Maintenance</li> <li>• Traffic Signal/Sign</li> <li>• Graffiti Abatement</li> <li>• City Facilities Maintenance &amp; Infrastructure</li> <li>• Parking Facility Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• Bidwell Park</li> <li>• Greenways/Open Spaces/Preserves</li> <li>• Rangers &amp; Lifeguards</li> <li>• City Plaza &amp; Specialty Parks</li> <li>• Natural Resources Management</li> <li>• Volunteer &amp; Donation Program</li> <li>• Urban Forest &amp; Street Trees</li> <li>• Bidwell Park &amp; Playground Commission</li> </ul>	<ul style="list-style-type: none"> <li>• Wastewater Treatment Plant</li> <li>• Industrial Waste Pretreatment Program</li> <li>• Sanitary Sewer Collection Infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>• Department Administration</li> <li>• Budgeting/Procurement</li> <li>• Solid Waste &amp; Recycling Administration</li> <li>• Public Outreach</li> <li>• Encroachment/Vend Peddle Hawk/ and Other Permits</li> <li>• Nexus</li> <li>• Airport Improvement Projections</li> <li>• CMD Promulgation &amp; Maintenance</li> </ul>

## Selection, Advancement, Promotion, & Transfer

### Merit System

The purpose of the merit system is to assure that hiring and promotion is based upon knowledge, experience, and ability. To select and promote capable employees, the City gives applicants competitive examinations designed to test job-related knowledge, training, skills, and personal qualifications. Those who pass the testing process are placed on an Employment Eligibility List. From those lists, individuals are chosen for probationary appointment to vacant positions. Current City employees may also be considered for promotion to other positions within the City for which they are qualified through career ladder advancement once they have been a City employee for one year and have completed probation in their current position.

### Appointments

Appointments to City positions are made by the City Manager after recommendations are made by the Department Head. Individuals considered for appointment may be current employees eligible for transfer or promotion, prior employees eligible for re-employment, or candidates certified on Eligibility Lists. When candidates are considered from Eligibility Lists, appointments are made from among the top twenty (20) ranked candidates.

### Probationary Period

The probationary period is the final phase in the examination process. Regular appointment is not final until an employee has demonstrated during the probationary period that his or her work meets the standards for the job by having received probationary performance ratings of "Fulfills Job Requirements" or better overall. All appointments are subject to a probationary period of twelve (12) or eighteen (18) months depending on the position. An employee can also request an extension of the probationary period, in lieu of termination, if they are not meeting the requirements of the position by the end of the probationary period.

### Performance Evaluation

Performance evaluations are completed by an employee's immediate supervisor on an annual basis for all non-management employees. These evaluations provide employees with information about their performance and progress, which can enable the employee to improve the performance of their assigned duties. For probationary employees a performance evaluation is completed every three (3) months. Prior to completion of probation, a final probationary performance evaluation will be completed. All performance evaluations will be carefully reviewed and discussed with the employee. Additional performance evaluations can be initiated by the supervisor at any time.

### Anniversary Dates

An employee's anniversary date is the date on which the non-management employee is eligible for his/her step increase and/or annual performance evaluation. When a person is employed or promoted at "A" step, the

anniversary date would occur at six months from the date he/she begins work in his/her current position and would increase the pay rate in that position to "B" step. In the instance of a promotion or employment in other than the "A" step, the anniversary date will be one (1) year after the date of employment or promotion. An anniversary date may change with a change in job classification or leave without pay.

### **Service Date**

An employee's service date is established as the first day of permanent employment with the City. Seniority and vacation accrual rates are determined by the service date, which does not change with changes in job classification. Service credit will be suspended if an employee takes an extended leave without pay.

### **Step Increases**

Progression through pay ranges in job titles by non-public safety management and Department Director employees is conditioned upon the employee achieving at least a "Fulfills Job Requirements" Summary Performance Rating on the employee's Employee Performance Report for each of the evaluation periods required to progress in the Pay Plan range. There is an established salary range composed of seven to fourteen pay steps for each non-exempt position. These pay steps are intended to be used to progressively reward employees for increasing competence on the job. Step increases are not automatic. Not all employees are eligible for steps past the seventh ("G") step. The number of steps employees are eligible to progress through is based on hire date and the employee's MOU or PBR.

Applicants are normally employed at the "A" step, which represents the minimum rate of the salary range for each class. Upon completion of six months of employment and after each subsequent twelve months, an employee is eligible, based upon performance, to be considered for a step increase to the next higher step, up to the maximum salary step for the position. If an employee is hired at higher than "A" step, they would not be eligible for a step increase until the completion of twelve months of employment.

### **Career Ladder Advancement**

The City is interested in keeping the promotional process as open as possible. A career ladder system is defined in the City's Classification Plan. Job openings announced as "promotional" or "lateral transfer" are open only to current permanent City employees.

Current MOU and PBR provisions state that those employees who are promoted to a higher job title will be assigned to a pay step within the range assigned to the new job title. The employee must receive at least a five percent (5%) pay increase.

### **Transfers**

An employee may request to be transferred from one class to a comparable class (one with an identical salary range for which the employee possesses at least the minimum qualifications) or from one department to another within the same class if there is a position open. If the transfer is from one department to another, both Department Heads must consent unless the appointing authority orders the transfer for purposes of economy or efficiency. Transfers cannot be used for promotions, advancements, reductions, or disciplinary actions.

## Employee Pay and Benefits

### Representation

The City meets and confers with representatives of employee groups (unions) who have been authorized to negotiate terms and conditions of employment for individuals who are working in specific job titles for the City. Employee groups represented by Unions or Associations have formal organizations of which you can choose to become a member. However, you are not required to be a member. If you elect to participate as a member, you can authorize the City to deduct dues from your paycheck. You are still represented by the identified employee group even if you choose not to become a member of that group. Some unions have requirements for agency shop and continued participation after you initially join.

After City representatives have met and conferred with representatives of recognized and non-recognized employee organizations, a Memorandum of Understanding (MOU) or Pay and Benefit Resolution (PBR) approved by the employee organization is adopted by the City Council. The MOU or PBR describes the compensation and benefits available to employees, including a basic pay plan for each job title, health and dental insurance plans, retirement benefits, life insurance, etc.

A copy of the MOU or PBR that covers your employment is included in Section VII of this Handbook. The employee group representing your position is identified on that document.

Contact the Human Resource Office if you would like information regarding the representative of the employee group representing your position.

### Pay Day Schedule

Employees are paid biweekly on Thursdays. There are twenty-six pay periods in each year. The pay period ends at midnight Saturday and paychecks are issued on Thursday of the week after the pay period ends. Payroll deductions for regular employees are made for Federal and State income tax, FICA (Medicare only), retirement, and for the employee share of health insurance premiums. Employees may also authorize other deductions such as credit union deposits, deferred compensation plan, Long-Term Disability insurance, Supplemental Life Insurance, and employee organization dues.

### Overtime Work

It is the policy of the City of Chico that overtime work shall be avoided whenever possible. Overtime consists of those hours or fractions of hours worked by an employee in excess of his or her normally assigned work shift. Employees who are eligible for overtime will be compensated by the City at one and one-half (1½) times the employee's regular hourly rate of pay. All overtime earned by employees within a pay period will be paid at the same time as payment is made for regular pay earned in the designated pay period. Refer to your MOU or PBR for more details related to overtime pay.

**Administrative and Management Leave**

In recognition that certain Confidential, Chico Employee Association (CEA), Management, and Public Safety Management employees are exempt from overtime, Administrative or Management Leave is granted on an annual basis. CEA employees, as designated by their MOU, are granted 40 hours of Administrative Leave per calendar year. Confidential employees, as designated by their MOU, are granted 56 hours of Administrative Leave per calendar year. Management and Public Safety Management employees are granted 96 hours of Management Leave per calendar year. Under special circumstances, additional hours may be granted by City Manager approval, upon recommendation of the Department Head. Unused Administrative or Management Leave cannot be carried over into the next calendar year.

**Compensated Time Off (CTO)**

Confidential, CEA, SEIU – Trades & Crafts, Chico Police Officer Association, Chico Public Safety Association, and International Fire Fighters Association employees working overtime may accrue Compensated Time Off (CTO) in lieu of receiving an overtime payment. CTO is accrued at a rate of one and one-half (1 ½) hours for each hour of overtime worked. Confidential employees can accrue up to a maximum of 40 hours. CEA, SEIU and CPSA employees can accrue up to a maximum of 80 hours. CPOA employees can accrue up to a maximum of 160 hours. IAFF employees can accrue and utilize a maximum of 48 hours in a calendar year. Utilization of CTO is granted by the Employee’s Department Head and is paid on a straight-time basis.

Unused CTO for Confidential, CEA, SEIU, CPOA and CPSA employees may be carried over into the next calendar year or paid out in the first full pay period of the calendar year. Employees in the CPOA and CPSA bargaining units also have the option to cash out CTO in the first full pay period of the fiscal year. Employees in the IAFF bargaining unit will have any unused CTO paid out in the first full pay period of the calendar year.

**Selective Time Off (STO)**

CPOA employees assigned to the Patrol Section working overtime may accrue Selective Time Off (STO) in lieu of receiving an overtime payment or CTO. STO is accrued at a rate of two (2) hours for each hour of overtime worked, with a maximum of up to 80 hours. Utilization of STO is only granted when staffing levels on Employee’s assigned shift are at a level that the Employee’s absence will have little or no impact on other employees remaining on duty. There is no payment made for unused STO. Upon separation from City service, STO hours shall be converted to CTO.

**Out of Class Pay Policy**

To qualify for out of class pay, an employee must be assigned by his or her Department Head to perform a “substantial portion” of the duties of a higher job classification. For some employees, the assignment must be for at least four hours in one day or a total of eight hours over a 2 pay period time frame. Assigned employees will be compensated either five percent (5%) or at the pay step within the pay range of the higher paid job title which is at least five percent (5%) more than the employee's regularly assigned pay step. Out of class pay compensation may not apply to employees who volunteer to perform the duties of a higher job classification in order to obtain experience and/or training for future promotional opportunities.

**Holidays for Miscellaneous Employees**

The following days are established as holidays for permanent employees:

Holiday	Date
New Year's Day	January 1st

Martin Luther King, Jr. Day	3rd Monday in January
Presidents Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Veteran's Day	November 11th
Thanksgiving Day	4th Thursday in November
Day Following Thanksgiving	
Christmas Eve	December 24th
Christmas Day	December 25th

Holidays that fall on Saturday are observed on the preceding Friday, and holidays that fall on Sunday are observed the following Monday.

The City provides eight hours of Holiday Pay for employees, for each of the recognized employees. Confidential and Chico Employees' Association represented employees have negotiated to have Holiday Pay hours compensated based on the regular schedule.

Employees in City service prior to October 1st of each calendar year are also granted an additional eight (8) hours of Floating Holiday Pay. Unused Floating Holiday Pay cannot be carried over into the next calendar year.

**Holiday Pay for Fire Employees**

In lieu of receiving time off for the holidays observed by the City, Fire employees on a fifty-six (56) hour work week will receive a negotiated amount of 10.15 hours of holiday pay each bi-weekly pay period, or 264 hours annually. Payment is made at the employee's regular hourly rate of pay. Fire employees assigned to a forty (40) hour work week will follow the prescribed holiday policy for non-Fire employees.

**Holiday Pay for Police Employees**

Employees represented by the Chico Police Officers' Association and Chico Public Safety Association receive a block of holiday hours on January 1st and July 1st of each year. If employees are working in an administrative assignment (not scheduled on one of the shifts established to provide 24 hour per day, seven days per week coverage), they will typically be off-duty on City holidays and will use their holiday hours to cover those hours. Shift employees can schedule and use their holiday hours at a time convenient to them and the City, so that holiday coverage can be provided.

**Vacation Accrual and Utilization**

Employees who have satisfactorily served the City for six (6) months or more are entitled to an annual vacation leave with pay. The accrual rates of vacation leave are set forth in the MOU or PBR for each employee group. Once employees have completed their first six months of employment, they are credited with the equivalent of six months of vacation accrual and are then eligible to use that leave. Vacation use must be requested through and approved by the Department Head. The Department Head will approve use of vacation in accordance with the needs of the City and with regard for the wishes of the employee. Employees may continue to accrue vacation leave up to the maximum identified in their MOU or PBR. Once the employee reaches that maximum accrual, they will cease to accrue additional leave until their balance drops below the maximum. Employees will be notified as they approach the maximum accrual levels.

**Sick Leave**

Sick leave is provided for employees as a protection against the loss of wages resulting from injury or illness. Sick leave is accrued at 8 hours per month, or 12 days per year, for Confidential, Management, Public Safety Management, CEA, SEIU, CPOA, CPSA and IAFF employees who work a 40 hour week. IAFF employees on a 56-hour week accrue sick leave at 11.20 per month, or 134.4 hours per year. Unused sick leave can accumulate indefinitely. Sick leave is only to be used in the case of an actual illness or injury.

Employees may use accrued sick leave for family illness. Family members include spouse, domestic partner, children, parents, and parents-in-law. Some MOUs provide that the Human Resource & Risk Management Director can approve sick leave use for others for whom the employee is responsible for care on a case-by-case basis. If an illness or injury lasts more than five (5) work days or shifts, employees are required to submit to their supervisor a City of Chico "Physician's Letter" form by the sixth (6th) workday or shift. Doctor's notes not on a "Physician's Letter" form will not be accepted. If an employee must miss work as a result of an illness or injury that has been established as work-related, the time off will not be charged against his/her accumulated sick leave, after the claim has been accepted by the City's third party Workers Compensation Administrator.

In the event that an employee utilizes all of his or her accrued sick leave and is still unable to return to work because of illness or injury, the employee will automatically be placed on leave without pay, unless the employee: 1) requests permission from the Finance Office to charge the additional sick time against his or her vacation balance; or 2) receives additional sick leave hours through donation from other employees.

Unused sick leave at the time of retirement from the City of Chico can be used to either extend service credit (for every 8 hours of sick leave, .004/year service credit from CalPERS is received) or cashed out as defined by the employee's MOU or PBR.

**Bereavement Leave**

In the event of a death of any "immediate family member" of an employee, the employee will be entitled to a period of five (5) consecutive work days of leave with pay. This leave can only be taken within seven (7) days after the death of the family member or within seven (7) days of the date of the funeral or memorial service. "Immediate family member" shall include Employee's spouse, registered domestic partner, child, parent, sibling, grandparent, grandchild, and those relationships recognized by law as in-law, half, step, adopted, and foster family members. Employees must notify their Department Head as soon as possible after the death of an immediate family member as to which dates the employee will be on Bereavement Leave.

**Maternity Leave**

If an employee is unable to work because of illness or disability arising out of pregnancy or miscarriage, leave may be chargeable to sick leave up to the accrued total for that employee, as long as the employee's physician advises her to remain off work. Additionally, an employee may request additional leave, either vacation or unpaid, under the City's policy on leave without pay.

**Military Leave**

If an employee is ordered to report for military duty, he or she must notify their supervisor as soon as possible, and provide a copy of the written orders as soon as they are received. The employee will be granted paid, temporary military leave of absence in accordance with the provisions of State law.

**Leave of Absence Without Pay**

If there is a compelling reason, the employee may request, in writing, a leave of absence without pay through their Department Head. The City Manager may approve a leave of absence without pay for up to five months. No seniority or City-paid benefits are accrued during this time. Some employees are eligible to continue receiving City contribution toward health insurance coverage for the pay period their leave begins and for the following 9 pay periods. Employees may choose to continue health insurance coverage during their unpaid leave, but would be responsible for the full cost, except as noted above. If an employee is still not available to return to work after four (4) months, he/she must request additional leave without pay and receive appropriate authorization. Upon the expiration of an approved leave of absence without pay, the employee will be reinstated in the same or similar position held at the time leave was granted. Administrative Policies and Procedures 13-24 and 13-27 establish procedures for this benefit. Failure on the part of an employee to report to work promptly upon expiration of authorized leave may be cause for discharge.

**Leave with Pay for Birth or Adoption of Child**

In the event of the birth or adoption of a child by an employee, the employee shall be entitled to leave with pay for three (3) or ten (10) consecutive work days or shifts, dependent upon MOU or PBR. Such leave shall only be taken in accordance with FMLA/CFRA (Family Medical Leave Act/California Family Rights Act) timelines. Employees shall notify their Department Head as soon as possible as to which days they will be taking absent from work, so that the required request form can be completed.

**Short-Term & Long-Term Disability**

The City of Chico provides full-time miscellaneous employees with short-term and long-term disability insurance from Lincoln Financial Group, and pays 100% of the total premium for this income protection. This insurance provides benefits in the event you are disabled for more than 14 calendar days due to a non-work related injury or illness. Your benefit will equal 66.67% of your monthly earnings, up to a maximum of \$5,000 (less any deductible benefits).

To be eligible to receive short-term disability benefits, you must be in City service at least six (6) months, disabled from performing the work required by your position, furnish proof of such disability on a continuing basis, be under medical care, and have used all of your available sick leave. If, after one year, you are found to be unable to work in any reasonable employment, your benefits will be converted to long-term disability status. If, after two years, you are found to be unable to work in any reasonable employment, benefits may continue up to age 65.

For additional information regarding Lincoln benefits contact Lincoln directly at (800) 423-2765 or visit their web site [www.lincoln4benefits.com](http://www.lincoln4benefits.com).

Safety employee STD/LTD benefits are provided through individual bargaining units. IAFF represented employees are covered through California State Firefighter's Association and CPOA represented employees are covered through PORAC. For additional information employees should contact his/her bargaining unit representative.

Permanent seasonal and permanent part-time employees are covered by State Disability Insurance. For additional information contact California State Disability Insurance at (800) 480-3287.

### **Workers' Compensation**

Under California law, the City of Chico is legally responsible for the cost of your medical treatment due to a work-related injury or illness. All City employees have protection under Workers Compensation.

For miscellaneous employees, California law provides disability payments in the amount of 66 2/3% wages lost due to a work-related injury or illness that prevents you from working. The City of Chico has improved upon this benefit for permanent miscellaneous employees represented by SEIU, Local 39, and CPSA, by providing 100% wages and benefits during periods in which they are temporarily unable to work because of a work-related injury or illness, up to a maximum of one year.

Safety employees are protected under the California Labor Code Section 4850. In the case of a work-related injury or illness, employees protected by LC 4850 receive 100% wages and benefits during the period in which they are unable to work, up to a maximum of one year.

If you have sustained a work-related injury, please contact your supervisor immediately (within 24 hours) for further instructions and to complete the required paperwork. If you lose time or seek medical attention beyond first aid, you will need to provide a City of Chico "Physician's Letter" upon your return to work. If your injury is determined not to be job-related, Workers Compensation benefits do not apply, and information and forms regarding leave of absences may be requested from the Human Resources and Risk Management Office.

### **Retirement**

Employees and the City both contribute to the California Public Employees' Retirement System (CalPERS). Depending upon your classification, the City may also pay a portion or all of your retirement contribution. To retire with CalPERS, you must meet the minimum age and service requirements (age 50 and 5 years of service credit). The benefit factors are as follows:

- Miscellaneous/General Employees - 3% at 60 for "Classic" members or 2% at 62 for "New" members  
Please note: miscellaneous/general employees may retire as early as age 50 by taking a reduction in benefit)
- Safety Employees - 3% at 50 for "Classic" members or 2.7% at 57 for "New" members

For additional information regarding CalPERS retirement benefits contact CalPERS directly at (888) 225-7377 or visit their web site [www.calpers.ca.gov](http://www.calpers.ca.gov).

### **Deferred Compensation**

The City's 457 deferred compensation plan is through ICMA-RC. ICMA-RC offers several tax-shelter investment programs, in which you may voluntarily participate. By signing a payroll deduction authorization, you can have the City withhold a certain portion of your salary (a minimum of \$10 each pay period up to a maximum established by Law). The 457 plan maximum was \$18,000 for employees under age 50, and \$36,000 for employees over age 50 in the 2015 calendar year. This money is invested in a program you choose. Your investment is payable to you when you terminate or retire, or to your beneficiary in the event of your death. The amount of your salary that has been withheld is deferred income and is not subject to taxes during your employment; however, the deferred compensation, including interest and dividends earned as a result of investment, is subject to taxes when it is actually received.

The City provides a 10% match of funds for members of the Chico Police Officers' Association and Chico Public Safety Association.

The City in no way guarantees the success of any investment program selected and is not liable for any losses that might be incurred under the Deferred Compensation program.

For additional information regarding ICMA-RC benefits contact ICMA-RC directly at (866) 749-5180 or visit their web site [www.icmarc.org](http://www.icmarc.org).

### **Health Insurance Benefits**

All permanent employees have the option to participate in the City's health insurance plan. Permanent employees are eligible for health coverage from their date of hire. Employees may elect to cover themselves, their spouse or registered domestic partner, and their dependent children up to the age of twenty six (26). Once coverage is elected, changes to the coverage may only be made during the open enrollment period of each calendar year (October, effective January 1) or within 30 days of a qualifying event (birth/adoption, marriage, divorce, death).

The City's contribution toward the monthly premium rate is provided in the employee's MOU or PBR. Under the City's plan, the employee's share of the insurance premiums is paid on a pre-tax basis. Employees are responsible for payment of any premium cost, which exceeds the City contribution.

Employees who retire may continue to participate in the City health plan at their own expense. This is a benefit allowed by the City and is not subject to time limits imposed by COBRA.

The current health insurance policies available are:

- Anthem Blue Cross PPO 90/10 – Anthem pays 90% of claim cost if covered services are performed by a Preferred Provider; 70% if performed by other than a Preferred Provider
- Anthem Blue Cross PPO 80/20 – Anthem pays 80% of claim cost if covered services are performed by a Preferred Provider; 60% if performed by other than a Preferred Provider
- Anthem Blue Cross EPO – Subscribers are required to pay a \$20.00 co-pay for office visits performed by a Preferred Provider. There is a \$250/\$500 annual deductible for services performed by a Preferred Provider. Services performed by a non-Preferred Provider are not covered.
- Anthem Blue Cross HDHP – Subscribers are required to pay the first \$3,000 per individual/\$6,000 per family for all covered services. After the deductible is met, Anthem pays 100% of claim costs if covered services are performed by a Preferred Provider and 50% if performed by other than a Preferred Provider.

Employees who have alternate medical insurance coverage and can provide verification of such coverage, can opt-out of the City's medical insurance. Opt-out payment options vary by bargaining unit and are specified in the employee's MOU or PBR.

The City, in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), allows employees and their family members to continue group plan participation for a limited amount of time when their coverage would otherwise terminate due to job loss, reduction of hours, separation, divorce, death, and certain other "qualifying events." COBRA participants are required to pay the entire monthly premium plus a two percent (2%) administration charge.

For additional information regarding Anthem benefits contact Anthem directly at (800) 967-3015, or visit their web site [www.anthem.com/ca](http://www.anthem.com/ca).

### **Dental Insurance Benefits**

The City is insured through Delta Dental. The City's payment of the dental premium for employees and their dependents is determined by the employee MOU or PBR. Dental coverage is mandatory for employees.

Permanent employees are eligible for dental coverage from their date of hire. Delta Dental provides a benefit of up to \$1,000 per enrollee, in each calendar year. Payments for orthodontic benefits are limited to a lifetime maximum of \$2,000.

For additional information regarding Delta Dental benefits contact Delta directly at (888) 335-8227 or visit their web site [www.deltadental.com](http://www.deltadental.com).

### **Vision Insurance Benefits**

The City provides vision insurance through VSP Vision for all permanent employees. Vision insurance is non-voluntary for employees, and the City pays the entire premium cost for employee only. Employees who wish to cover dependents may do so at an additional cost.

Employees are eligible for vision insurance the first of the month following their date of hire. VSP Vision provides a benefit of an exam, lenses and contacts every 12 months, and new frames every 24 months.

For additional information regarding VSP Vision benefits contact VSP directly at (800) 877-7195 or visit their web site [www.vsp.com](http://www.vsp.com).

### **Life Insurance Benefits**

The City provides life insurance for employees through Lincoln Financial Group. The City's life insurance covers the employee to the closest \$1,000 of the employee's annual salary, in case of death, prior to retirement. The entire premium is paid for by the City.

Lincoln also provides additional voluntary life insurance for yourself, spouse, and dependent children. This plan allows you to choose the amount of coverage needed and pay for it through payroll deductions. You may enroll in this plan within 30 days of your start date, or during the October open enrollment period. Enrollment during this period requires completion and acceptance of an Evidence of Insurability Form. At the time of separation of City service, Lincoln voluntary life insurance can be converted to an individual policy at the group policy premium rates.

For additional information regarding Lincoln benefits contact Lincoln directly at (800) 423-2765 or visit their web site [www.lincoln4benefits.com](http://www.lincoln4benefits.com).

### **Section 125 Cafeteria Benefits**

All permanent employees have the option to participate in the City's Flexible Spending Account (FSA) through Custom Benefits Administrators (CBA). The FSA is a program that allows employees to save money on medical expenses not reimbursed by Anthem, Delta Dental, and VSP Vision (i.e., co-pays, prescriptions, contacts, over-the-counter medications) by paying for them with pretax dollars. You may elect to contribute up to \$3,500 per year, before taxes, into a FSA account for future reimbursement on medical expenses.

The Dependent Care Expense Plan (DCP) is a program that allows employees to save money on eligible dependent care expenses (i.e., child care, elder care) by paying for them with pretax dollars. You may elect to

contribute up to \$5,000 per year, before taxes, into a DCP account for future reimbursement of dependent care expenses.

Enrollment forms and a detailed explanation of the terms and conditions of the Section 125, FSA plans, are available in the Human Resources and Risk Management Office. Elections are made during the open enrollment period (May 15th—June 15th) for the following fiscal year. All elections must be spent during the election year, and are not eligible to be carried over to the following year.

For additional information regarding CBA benefits contact CBA directly at (800) 546-574-5448 or visit their web site [www.cbadministrators.com](http://www.cbadministrators.com).

### **Jury Duty/Subpoena as a Witness**

An employee must notify his/her supervisor at once if he/she receives a jury summons or a subpoena to appear as a witness in a matter in which he/she is not a party is received. The employee will be excused from his/her job when required to serve as a trial juror or as a subpoenaed witness in non-personal matters. Full salary will be received by the employee, but jury pay or witness fees must be paid to the City. Travel payments from the Court for such duty may be kept by the employee. See AP&P 11-1 for additional details.

### **Reimbursement and Advances for Expenses**

Employees may be required, in the course of their duties, to travel out of the Chico Urban area or incur other business expenses. Reimbursement for transportation expenses, as well as lodging and meal allowances, will be made in accordance with the provisions of the Budget Administration Policy H-10.

Employees incurring expenses while conducting City business may be given an advance for travel costs or reimbursed by the City in accordance with Administrative Procedure and Policy 15-1 and applicable Budget Administrative Policies. Requests for funds and documentation of expenses should be presented to the appropriate Department Head, who will transmit them to the Finance Director for approval and payment.

### **Employee Assistance Program**

Each employee and his or her eligible dependents may participate in the City's Employee Assistance Program (EAP) provided by Managed Health Network (MHN). The EAP program is entirely voluntary and confidential. This program provides counseling and consultation services designed to help you and your eligible family members with a wide range of personal issues. You and your dependents may have up to three (3) counseling sessions, per incident, with unlimited incidents, with the cost paid by the City. The EAP can assist you with:

- Marriage, relationship, and family problems
- Domestic violence
- Alcohol and drug dependency
- Stress and anxiety
- Depression
- Grief and loss
- Financial Services
- Childcare and elder care assistance
- Legal services
- Identity theft recovery services

For additional information regarding EAP, or to initiate benefits, contact MHN directly at (800) 227-1060 or online at [member.mhn.com](http://member.mhn.com), company code "cityofchico."

## Policies & Procedures, Employee Responsibilities

### Attendance and Punctuality

All employees of the City shall be in attendance at work in accordance with the City or department rules regarding hours of work, holidays, and leaves. All departments keep daily attendance records of employees, and the voluntary absence of an employee without approved leave may be cause for disciplinary action in accordance with the Personnel and Employee Relations Rules (PERRs).

### Lunch and Rest Periods

During each work shift, employees are entitled to take two (2) fifteen (15) minute work breaks and one (1) thirty (30) minute or one (1) hour meal break, as appropriate to the employee's job assignment, to be taken at times determined by the Department Head. In the event an emergency or other unusual circumstance occurs and causes an employee not to be able to take a work break, the employee is not entitled to accumulate and/or save the lost work break for use at another time.

### Expected Conduct

All City employees are expected to conduct themselves in a manner which will reflect favorably on the City. Those who work for the City represent City government in their contacts with the public. The citizens and taxpayers of Chico are your ultimate employers and you are working for the benefit of all City residents. In performing your work, it is expected that you will provide efficient, responsible, and courteous service to the public. What the public thinks about City government is directly affected by their perception of the City employees with whom they come in contact.

### Dress Code

As described in Administrative Procedure and Policy 13-29, employees are obliged to dress appropriately while on duty to insure proper appearance and job safety. Uniformed employees and maintenance workers abide by departmental orders for dress. Office workers are expected at minimum to wear appropriate business apparel.

### Smoking Policy

For the comfort, health, and safety of employees and the public, smoking is prohibited in City offices and facilities. Police personnel are prohibited from smoking, and the use of smokeless tobacco products while on duty, or otherwise in uniform. Administrative Procedure and Policy 11-30 describes the smoking policy in further detail.

**Drug Free Workplace**

The City of Chico offices and facilities are designated drug free workplace. This means that any drug, illegal or non-prescribed, including alcohol, may not be present in workplaces or used on duty. While the City does not intend to intrude into the private lives of employees, it recognizes that involvement with drugs can hinder job performance and compromise the safety of employees and the public. Employees using prescribed medicines which could affect their ability to perform their job should notify their supervisor, who will assess their fitness for duty. Supervisors and managers must be informed of any drug-related conviction received on or off duty so that appropriate federal agencies can be notified as required by law.

**Conflict of Interest**

Certain city employees are required to file an annual Statement of Economic Interest in accordance with Municipal Code Section 2R.04.180. These employees are notified of their filing responsibility by the City Clerk.

**Use of City Vehicles**

City vehicles are available for official purposes only. To reduce the City's liability, only City employees and those conducting business with the City may ride in the vehicles. Drivers who are assigned vehicles are responsible for traffic or parking violations and will not be reimbursed by the City. Regulations for the use and return of vehicles are found in Administrative Procedure and Policy 11-28.

**Use of City Telephone, Computer, Fax Machine, and Copier**

The City of Chico telephone system is for use in connection with official City business only. Personal telephone calls are normally not permitted on City phones or on City time. Personal calls interfere with City work and may delay official business calls which must compete for a limited number of circuits. If a personal call is necessary, employees are required to keep them of short duration.

No personal telephone toll charges (long distance or other calls outside the Chico service area) of any kind or amount may be made. Employees who violate this policy will be required to reimburse the City for the cost of any personal phone call and are subject to disciplinary action.

The City computers, copy machines and fax machines are also to be used only for City business, and under no circumstance will copies be made for personal use of employees. Computers are available only for the purpose of conducting City business. Employees may not use them for personal use or to access the Internet for personal purposes. Employees may request special permission to use City computers during non-work hours for Educational Reimbursement program purposes.

**Political Activities**

City employees must observe certain restraints regarding their personal political activities. Employees are permitted to participate in political activities except for the following:

1. No on-duty financial soliciting is allowed.
2. No use of one's official authority to influence nominations or elections is allowed.

City employees may serve in elected non-partisan offices, serve as officers of a political party, organize political groups, and participate in campaigns. However, all must be done only on their own time. City employees may not use their official job title or position while engaging in such activities and should take extra steps to separate their "work-life" from their private, "political" life

## **Safety**

The City is concerned about safety for all of its employees and in all City work environments and is committed to eliminating safety hazards whenever possible. Safety committees have been established in each department to conduct periodic safety inspections and to provide communications between employees and management regarding job safety. A City-wide Safety Committee also meets quarterly to oversee general safety concerns. Ultimately, however, safety is the responsibility of every City employee. In order to prevent accidents and injuries, it is important that all employees keep the following applicable safety rules in mind:

- a. Read or ask your Department Head about any specific safety rules for your unit.
- b. Report to your supervisor any hazardous conditions or practices before they cause personal injury or property damage.
- c. Use any and all necessary personal protective equipment (such as hard hats, safety-toe shoes, eye and hearing protectors, and special breathing equipment), which is made available to you.
- d. Lock up equipment and replace safety shields when you finish doing repair work.
- e. Keep your work place clean, clearing aisles and stairways of clutter, wiping up spills (even if you did not cause them), etc.
- f. Volunteer to help fellow employees lift and carry heavy materials, and ask or help if you are in the same situation.

The City has established a Safety Incentive Program to encourage employees to work safely as individuals and within their work group. The program measures injury rates on an annual basis, and provides monetary awards to employees for safe work. Your supervisor will tell you about the program as part of your safety orientation.

## **Equal Employment Opportunity Policy**

It is the City's policy to employ persons regardless of race, religion, creed, color, national origin ancestry, disability, age, or sex. The City seeks employees who are competent and able to perform their tasks efficiently, as well as to work harmoniously with others. The overall equal employment opportunity goal for the City of Chico is to attain parity between the percentages of protected group members in the City work force and the percentages of protected group members in the Butte County labor force.

## **Employee Organizations**

City employees have the right to form, join, and participate in the activities of employee organizations of their choice. They also have the right not to join such organizations if they so choose. Employee organizations exist for the purpose of employee representation and have authority to negotiate all terms and conditions of employment within the PERRs definition of the scope of representation.

## **Management Employees**

Management employees are "at will" employees who serve at the pleasure of the City Manager. They may be terminated at any time, with or without cause, and with no right to appeal. Because Management employees are not eligible to receive overtime pay, Management Leave is provided pursuant to the Management Pay and Benefit Resolution. All Management employees establish goals and objectives, in coordination with their supervisor, at the beginning of each fiscal year. Performance is then evaluated by their supervisor who, based on the attainment of these goals and objectives, may recommend salary increases up to 5% as described by the Pay and Benefit Resolution.

### **Personnel Records**

The Human Resources Office maintains a personnel file for each City employee showing name, title of position held, department to which assigned, salary, changes in employment status, and any other pertinent information. The file also includes performance evaluations, educational records, and letters of recommendation and discipline. The contents of your personnel file are available in the Human Resources Office for your review once every six (6) months. Your request to review your employee file must be made to the Director of Human Resources & Risk Management 24 hours prior to the actual file review. You may request one copy of any document in your file at no cost. Subsequent copies can be obtained at the copy fee established in the City Fee Schedule.

### **Disclosure of Employment Information**

No information about City employees is released by the Human Resources Office except job title, work location and work phone number, and pay rate, which are public information. If you wish to have other information regarding your work history released to prospective employers, creditors, or others, you must file an authorization form with the Human Resources Office. This procedure is described in Administrative Procedure and Policy 13-7.

### **Outside Employment**

City employment is considered an employee's primary employment. No employee of the City may engage in any employment, activity, or enterprise for compensation of any kind, which is inconsistent, incompatible, or in conflict with his or her duties as an employee of the City. Employees who wish to engage in additional employment outside the official hours of duty are required to obtain the approval of their Department Head and the Director of Human Resources & Risk Management. A form is available for use in such situations and is available at the Human Resources Office or from your Department.

### **Sexual Harassment Policy**

The City of Chico will not condone or allow any form of harassment at the work place. Sexual harassment is defined as unsolicited or unwelcome sexual overtures, interferences, innuendos, jokes, etc., be they written, verbal, physical, or visual, that have an effect on an employee's work status (i.e. promotional opportunities or performance evaluations) or that create a hostile, offensive, or intimidating environment. Sexual flirtation, off-color jokes, etc. are not appropriate in the workplace, and employees are expected not to engage in such activity. Harassment on the basis of sex is a violation of Federal Civil Rights law.

All employees should be aware of the general definitions of sexual harassment and of the procedures involved in reporting specific complaints. Employees who believe they have been victims of sexual harassment should immediately report it to their supervisor, the Department Head, or the Personnel Director. After confidential investigation of reported incidents, offenders may be subject to disciplinary action up to and including termination. See Administrative Procedure Policy 13-39. Employees also have the right to file complaints with the State Fair Employment and Housing Department and the Federal Equal Employment Opportunity Commission.

### **Formal Disciplinary Action**

The following disciplinary actions may be taken against an employee for one or more of the causes for discipline specified in the PERRs, or for any other just cause:

- a. Discharge
- b. Demotion
- c. Written reprimand, or

- d. Suspension without pay, which may not exceed more than thirty (30) working days in any fiscal year.

An employee against whom disciplinary action is pending is entitled to reasonable advance written notice stating any and all reasons for the proposed action and may be represented by a person of their choosing. During the notice period, the employee against whom disciplinary action is proposed is entitled to be retained in an active status, except in cases when the retention of the employee in an active status could adversely affect the City.

Any non-management employee subject to disciplinary action has the right to appeal the notice of decision if the disciplinary action results in discharge, demotion, or suspension. The procedure for this appeal process is contained in the PERRs. In such cases when disciplinary action is taken with a written reprimand, the employee may provide a written response to the reprimand, and that will be placed in the employee's personnel file.

### **Grievance Procedure**

The grievance procedure which is defined in the PERRs is designed to encourage informal settlement of grievances as near as possible to their point of origin. A grievance may concern the interpretation or application of any ordinance, rule, or regulation governing personnel practices or working conditions within the scope of representation that is not precluded from such action in the applicable MOU. The procedure requires that documented attempts to resolve the grievance be made first at the level of the immediate supervisor, then the second-level supervisor, and finally with the Department Head, all within time lines established in the Grievance Procedure.

If the employee remains dissatisfied, he or she may request a hearing before an impartial officer, or third-party binding arbitration when permitted by the applicable MOU. During the hearing process, an employee may be represented by any person they designate. At the hearing, both the employee's and the City's representative may present testimony and documentary evidence in support of their respective positions. After the close of the hearing, the hearing officer shall prepare findings, conclusions, and recommendations regarding the propriety of the Department Head's decision and then forward them to the City Manager. The City Manager will then review the determination of the Hearing Officer and make a final decision.

Some employees may request third-party binding arbitration for grievances arising out of an interpretation of the MOUs. The cost of engaging the service of the arbitrator is paid for jointly by the bargaining unit and the City.

### **Termination of Employment**

To terminate in good standing, City employees must provide notice in writing to their Supervisor at least two (2) weeks prior to their termination date. Participation in an exit interview with the Director of Human Resources & Risk Management or other Human Resources Office staff member, usually during the last day of employment, is mandatory. All keys, gas cards, and other City property must be turned in before ending employment. Employees who are terminated from City service for cause will have their final paycheck available within 24 hours of their termination. Employees who terminate their employment themselves will receive their final paycheck on the regular payroll schedule.