



*Where Life is Sweet*

Mayor and Members of the City Council  
**STAFF REPORT**  
For the Meeting of January 23, 2023

**Title/Subject**

Resolution 2253- Employee Handbook Adoption

**Summary and Background**

Regularly, City staff reviews the Employee Handbook to update any language that may have been affected by court cases or other legal actions. We also consult our insurance company City/County Insurance Services (CIS) for any changes they might recommend. We also sit down with a committee of staff to see what changes they feel might make the City an employer of choice.

Following is a summary of the recommended changes:

- Updated City Vision and Values statements
- Updated Non-Discrimination, No-Retaliation Policy to reflect HB 2935 that prohibits discrimination based on hairstyles associated with race
- Updated language related to the Employee Assistance Program (EAP)
- **Adjusted Residency language to match the language in the Police Collective Bargaining Agreement, which is a \$500 annual incentive to employees living within the city limits.**
- Clarified language in the definition of Part-time (less than 30 hours per week)
- Placed policy on call-backs or on-call work for water/sewer/streets/IT in employee handbook
- Clarified a level of proficiency for bilingual pay and allowed for different but equivalent proficiency exams to be used for employees that were hired with a certification from another agency.
- **Added education and premium pay along with increases in the certification pay for non-union members of the police department**
- Moved non-union members of the police department to a Paid Time Off system instead of vacation/holiday/e-day. This system matches what has been agreed on with the police union.
- Added a limited number of paid bereavement days (3) for part-time employees
- Added Juneteenth as an official city holiday
- Added the ability of part-time staff to get holiday pay for holidays they are scheduled to work

- Allow part-time employees to participate in leave donation program (300 vs. 600 total hours)
- Added public health emergency
- Added Peace Officers Research Association of California (PORAC) Legal Defense Fund Coverage for non-bargaining certified law enforcement officers
- Added requirement to be at least 18 years old to drive for city business (21 years old for CDL)
- Added minimum insurance requirements for those driving private vehicles for city business

### **Tie-In to Council Goals**

Fiscal Prudence

### **Fiscal Information**

The proposed changes with a direct financial impact are marked in red above and have the following financial impacts:

- Residency - \$19,500 additional
- Police Department Incentive Pay - \$36,000
- PORAC Legal Defense Fund - \$1,500

### **Alternatives and Recommendation**

#### **Alternatives**

1. Approve Resolution 2253 as recommended.
2. Modify Resolution 2253.
3. Reject Resolution 2253.

#### **Recommended Action/Motion**

Approve the new employee handbook with proposed changes as recommended and adopt Resolution 2253.

#### **Submitted By:**

Byron D. Smith