

Summary of Primary Handbook Changes

Pages 4-6

- Updates to history, addition of At-Will Employment and updated Organization Chart

Page 8 – Unusual or Undesirable Working Conditions

- Added the option of using Sick Leave

Page 11 - Classifications

- Added In-Training Classification

Pages 12-24 – Benefits & Leaves

- Added in descriptions of all benefits offered and moved leaves to this section

Page 14 – Holidays

- Added New Year's Eve as a holiday
- Added in Fire & EMS floating holiday verbiage

Page 15 - Sick Leave

- Added sick leave donation option

Pages 15-17 – Vacation

- Deleted 3 month waiting period
- Added 20 and 25 years of service benefit for both regular and Fire & EMS
- Revised end of year carryover policy to only 40+ hours needing City Manager approval

Page 17 – Lactation Accommodations

- Added

Page 18 – Employee Referral Awards

- Added

Page 18 – Organ and Bone Marrow Donor Leave

- Added

Page 20 – FMLA

- Revised Substitution of Paid Leave to may require instead of will require

Page 22 – Unpaid Leave

- Completely revised to allow for the utilization of ICI

Page 23 – Spanish Speaking Stipend

- Added

Page 23 – Volunteer Time Off

- Added

Page 24 – WAFC Discount

- Added

Page 24 – Employee Recognition Program

- Complete revision (moved to an anniversary-based recognition, options for payout, added Employee of the Year)

Page 24 – Longevity Pay

- Moved to Appendix (not a benefit currently offered to all)

Page 25 – AI Policy

- Added

Page 26 – Chain of Command

- Added

Page 27 – Drug and Alcohol Policy

- Complete revision to include DOT and Non-DOT driver information

Page 30 – Flexible Work Arrangements

- Added

Page 31 - Harassment Policy

- Revised to match CVMIC sample policy

Page 33 – Hiring Relatives/Employee Relations

- Complete revision

Page 34 – IT Policies

- Updates made to IT Policy (relatively minor)
- Policy summarized for handbook

Page 36 – Dress for your Day

- Added

Page 37 – Social Networking Policy

- Complete revision to CVMIC model policy

Page 42 – Prescription Safety Glasses

- Changed reimbursement to every year instead of every two years

Page 43 – Workplace Violence

- Summarized down from previous

Page 44 – New Employee Orientation

- Added a 3-month check-in for new employees as part of the onboarding process

Page 45 – Performance Evaluation

- Added

Page 46 – Recruitment & Selection

- Summarized