



EMPLOYEE HANDBOOK

This manual is a guide to help you understand our employment provisions and expectations. These rules and regulations shall apply to all employees of the City of Riverside.

Table of Contents

WELCOME	5
INTRODUCTION	5
CITY HISTORY	6
The Beginnings	6
A Charter City	6
THE CITY GOVERNMENT	6
JOB SPECIFICS	7
Equal Employment Opportunity	7
Americans with Disabilities Act (ADA)/ Reasonable Accommodation	7
Merit System	8
Nepotism (Employment of Relatives)	8
Employee Selection	8
Employment Status	8
Probation	9
Performance Evaluation	9
Classification and Pay Plan	9
Merit Increases	9
Promotion	9
Transfer	10
Resignation/Separation from Employment	10
Personnel Records	10
Change of Name, Address or Status	10
Medical Records	10
Layoff/Recall	10
CITY SERVICE	11
Harassment/Hostile Work Environment	11
Workplace Violence	12
Smoking Policy Statement	12
Drug-Free Workplace	12
Reasonable Suspicion and Post-Accident Drug & Alcohol Testing	12
Discipline	13
Grievance Procedure	13
Conflict of Interest	13
Political Activity	13
Business Conduct	13
Business-Related Gifts	14
Professionalism	14
Personal Appearance	14
City Owned Vehicles	14

Identification Cards	14
Attendance	14
Hours of Work	15
Meal Periods and Breaks	15
Use of City Vehicles for Breaks	15
Personal Mail/On-line Shopping, Visitors, Telephone Calls, and Fax Machines	15
Technical Resources Use and Monitoring Policy	15
Safety	16

MONEY MATTERS **16**

Salary Plan	16
Pay Periods/Paydays	17
Payroll Deductions	17
Overtime	17
Call Time	17
Minimum Call Back	18
Court Time (Public Safety Employees)	18
Special Pay	18
Bilingual Designation	18
Shift Differential	18
Auto Mileage	19

BENEFITS INFORMATION **19**

Group Health/Vision and Dental Insurance	19
Basic, Additional Life Insurance and Critical Illness Plan	20
State Disability Insurance	20
Short-Term and Long-Term Disability Insurance (STD & LTD)	20
Beneficiaries	21
Workers' Compensation	21
Deferred Compensation	21
125 Flexible Spending Plan	22
California Public Employees Retirement System (CalPERS)	22

LEAVE TIME **23**

Holidays	23
Vacation	23
Sick Leave/Family Sick Leave	24
Leave Donation Plan	24
Family, Medical, and Pregnancy Disability Leave	24
Bereavement Leave	25
Military Leave	25
Leave Without Pay	25
Jury Duty	26
Witness Leave	26

RESOURCES AVAILABLE TO YOU **26**

Employee Development/Training	26
Educational Reimbursement Program	27
Employee Assistance Program	27
Wellness	27
Emergency Services	27
City Vehicles	28
Parking	28

RECOGNIZED EMPLOYEE ORGANIZATIONS **28**

Bargaining Units	28
------------------	----

EMPLOYEE RECOGNITION PROGRAMS **29**

Annual Achievement and Service Awards Program	29
---	----

CONCLUSION **29**

WELCOME

Welcome to the City of Riverside! You are an important part of a dynamic organization, where over 2,400 employees know the meaning of service and dedication. We have a long history of providing a wide range of vital services to our citizens.

Riverside is the heart of the Inland Empire with a proven history of caring. Its citizens are actively involved in the operations of the city and its government. We are proud of our employees and their continuous sense of dedication and commitment. Thank you for your service. We are glad you are part of our team.



INTRODUCTION

The Employee Handbook is intended to educate new employees and serve as a resource for current employees. It is not intended to provide in detail or be all inclusive of Administrative Policies and Procedures or Human Resources/Personnel Policies and Procedures, nor does it supersede or alter in any way the City Charter, the Riverside Municipal Code, the Employee/Employer Relations Resolution, the Memoranda of Understanding between the City and its various employee bargaining units, State or Federal laws.

While every attempt has been made to cover a variety of topics and ensure accuracy of information, this Handbook may not be entirely comprehensive or reflective of current/recent policy/process changes. The provisions stated herein are taken from existing policies and procedures. The provisions of this handbook do not constitute a contract, express or implied. The City reserves the right to delete, amend or add handbook provisions at any time, without notice. If there is a discrepancy or omission, the current official policy, regulation, or respective collective bargaining agreement governs.

If you need further information on any of the items discussed herein, refer to the appropriate Personnel Policies & Procedures Manual, ask your supervisor or contact the Human Resources Department.

CITY HISTORY

The Beginnings

The City of Riverside's rich heritage begins with the original residents of the area, the Cahuilla and Serrano Indian tribes and continues with a Spanish expedition in 1774 led by Captain Juan Bautista de Anza, who sought to chart a colonization route. Mexican and Spanish settlers poured into the area to establish ranchos, presidios and missions.

In 1844, Juan Bandini sold 6,700 acres, a considerable portion of what is today downtown Riverside, to Louis Rubidoux, a former fur trapper, who then started a cattle and grain ranch. In 1870, John W. North solicited investors to find the Southern California Colony Association and laid out a mile-square town site, originally called Jurupa. In 1871, the name was changed to Riverside.

Riverside's climate and landscape were found to be perfect for citrus crops. The success of these crops prompted a steady flow of agriculturalists and investors into the area who hoped to profit from the new citrus industry. The citrus industry also attracted numerous communities of immigrants; Chinese, Japanese and Mexican workers flooded into the area hoping to acquire their own fortunes. At the turn of the century, Riverside contained the most successful agricultural cooperative in the world, the California Fruit Growers Exchange (Sunkist), which was the home of a superior research institution, the Citrus Experimentation Station, positioning Riverside to become the world's center for citrus machinery production.

A Charter City

By the turn of the century, Riverside had become an incorporated city of 8,000. In 1907, by a vote of the people, it became a charter city instituting a Mayor-Council form of government. This charter was modified in 1929 and further amended in 1934 and 1949.

In 1950, prompted by growth in population and operating problems, a community-wide effort developed to establish a new City Charter. A City Board of Freeholders was elected in August 1951 to address the problems. A new Charter implementing the Council-Manager form of government was adopted in 1952 and ratified by the State Legislature in 1953.

In 1981, 1986, 1996 and 2007, the Charter was clarified and updated, but still maintains the 1952 governmental framework. The Mayor and 7-member elected City Council formulate City policy and the City Manager executes the policy.

THE CITY GOVERNMENT

Under Riverside's form of government, the Mayor is elected for a four (4) year term from the City at large. The City Council, made up of seven (7) members, is elected by wards for overlapping four (4) year terms. The Mayor is the presiding officer at City Council meetings with a voice in all proceedings but without a vote, except to break a tie vote. The Mayor may veto acts of the City Council and five (5) Council votes are required to overturn a veto.

The Mayor's basic responsibilities are to interpret the policies, programs and needs of the City Government for the people, to inform the people of any major change in policy or program and to advise the City Council on all matters of policy and public relations.

The City Council, as the legislative body, has the authority to adopt City ordinances, change them as necessary and determine how much will be spent by City government and for what purpose. The City Council determines what City taxes and fees shall be levied, approves contracts and agreements, and appoints citizen boards and commissions, as well as the City Manager, City Attorney and City Clerk.

The City Manager is responsible for the general conduct and administration of all City business.

JOB SPECIFICS

Equal Employment Opportunity

The City of Riverside is dedicated to equal employment opportunity within its community and supports the protection available to employees and applicants under federal law. The City does not practice or condone discrimination in any form, and is committed to positive action to secure equal employment opportunity. All employees shall be treated equally with regard to race, color, religious creed, religion, sex, national origin, age, medical condition (including cancer, genetic characteristics; HIV/AIDS or related conditions), marital or domestic partner status, parental status, ancestry, disabilities (physical and mental), veteran status, pregnancy, sexual orientation, gender identity or any other basis protected by law.



All recruitments, hirings, placements, transfers, promotions, job rotations, trainings, work assignments, merit increases, overtime assignments, rewards and discipline are made solely based on merit and other non-discriminatory business needs so as not to discriminate against an individual because of their protected class.

The City prohibits retaliation against any employee for making a complaint of discrimination or harassment, for assisting another employee in doing so, or for participating in an investigation of a discrimination or harassment complaint. Refer to Policy I-16 Equal Employment Opportunity.

Americans with Disabilities Act (ADA)/ Reasonable Accommodation

It is policy of the City of Riverside that its facilities, programs and activities be readily accessible and available by individuals with disabilities. This policy also extends to any organization receiving financial assistance from the City or any service provider under contract with the City of Riverside. Every reasonable attempt will be made to enable disabled persons, access to facilities and events, including training and public meetings and to receive the same benefits, services and information as is provided to other employees, visitors and meeting participants. The City of Riverside continues to uphold its commitment on non-discrimination in its employment practices by ensuring that qualified individuals with disabilities have equal access to employment opportunities available to non-disabled qualified individuals. The law prohibits discrimination against persons with disabilities during the application process and in all phases of employment. In accordance with the ADA, the City is obligated to reasonably accommodate the known disabilities of applicants and employees to enable them to perform a position's essential functions, as required by law.

It is the duty of an individual to request an accommodation by completing the Reasonable Accommodation Request Form and submitting it to the Human Resources Department. Refer to Policy III-7, Reasonable Accommodation for Disabled Applicants and Employees.

Merit System

The City follows merit system principles which ensure equal opportunity for qualified persons who are appointed and promoted on the basis of fair and open competition. Competition may take the form of application, written examinations, oral interviews, assessment centers, performance tests and is not limited to any combination of these. Positions are filled by those most qualified, based on factors which relate only to ability, skill, knowledge and fitness for employment and in accordance with Equal Employment Opportunity and ADA guidelines. Refer to Policy I-2 Testing, Certification and Eligibility Lists.

Nepotism (Employment of Relatives)

To maintain morale and professional working relationships among employees, the City has established guidelines for employment of relatives. No employee will have direct supervision of or, control over, initiate or participate in any personnel action that may affect another City employee who is a relative. Relative is defined as any person within third degree by blood, marriage, previous marriage, or registered domestic partnership. Refer to Policy I-6 Nepotism.

Employee Selection

The Human Resources Department is responsible for the impartial administration of appropriate selection techniques such as written tests, oral interviews and performance tests consistent with State and Federal guidelines for employee selection and merit principles.

Competitive examinations are used to establish eligibility lists, from which appointments are made by the departmental hiring authority. Refer to Policy I-2 Testing, Certification, and Eligibility Lists.



Employment Status

There are three primary types of employment status in the City: Regular full-time, Regular part-time, and Temporary/part-time or full-time (without benefits).

Regular full-time (with benefits) - An employee appointed to a 40 hour per week or greater position established to provide service on a full-time, ongoing basis. Employees in this category occupy positions authorized by City Council, allocated in the budget with all applicable benefits provided.

Regular part-time (with benefits) - An employee appointed to a 20-to-39-hour position established to provide service on a part-time or less than full time basis per week. Such work may be scheduled on an irregular basis. Part-time employees are paid on an hourly basis for actual hours worked. Less than full-time applicable benefits are provided depending on hours worked.

Temporary (may be eligible for certain benefits as required by law) - A position established to provide service not to exceed 1000 hours during any fiscal year. Such positions may be filled on a full-time or part-time basis. Refer to Policy I-3 Types of Positions, Appointments and Status Dates in City Employment.

Probation

Every person appointed to a regular position must serve a probationary period excluding at-will appointments. Probationary periods shall be required for all appointments/promotions to regular positions. Probation is defined as a period of tentative appointment to a position in the City service, during which competence and fitness for that position shall be judged from actual performance on the job. Probationary periods shall be from six (6) to 18 months (13 to 39 pay periods) of continuous service depending on classification and/or employee bargaining unit. Refer to Policy I-5 Probation and Probationary Periods.

Performance Evaluation

Regular performance evaluations improve communication and employee engagement; help employees clearly define and understand their duties and responsibilities; document accomplishments during the rating period; suggest areas in which employees can improve performance; provide information for career development and training; help set goals and expectations for the next rating period; and provide a basis for awarding merit or step increases.

A Probationary Performance Review is required during the probationary period. After the initial probationary period is successfully completed, you will receive an evaluation of your performance once each year for the remainder of your employment. Evaluations are officially recorded on a city performance evaluation form. Performance evaluations are maintained in your official personnel file, which is maintained by the Human Resources Department. Please refer to Policy IV-1 Employee Performance Evaluation (Non-Sworn).

Classification and Pay Plan

The City's pay plan consists of a series of pay ranges. Each job classification within the City is assigned to one of these ranges based on job duties and responsibilities. Each position in City government is assigned to a salary range in accordance with the class specification for the position, which describes the typical and significant duties of a class as well as the minimum qualifications. The class specification for each position as well as the master salary schedule are available on the City of Riverside's website (www.riversideca.gov). Refer to Policy II-1 Classification Plan Administration and Policy II-3 Salary Plan Administration.

Merit Increases

Merit increases may be granted annually upon demonstration of a satisfactory performance until the top of the range has been reached.

Generally, part-time employees will advance within the salary range according to the number of hours worked with 2080 hours being equivalent to one (1) year of service. Exceptions to this rule are defined within specific classification specifications.

Merit increases may or may not be given to temporary employees. They are at the discretion of the Department Head and subject to available funding. Refer to Policy II-3 Salary Plan Administration.

Promotion

Promotion will be of interest to you if you are planning a career with the City. Promotions are based on the merit principle that requires you to meet the experience and education requirements for the position and successfully pass a competitive examination or other selection process. City tests and interviews may take place during work hours.

Transfer

A transfer is a move from one department or division to another within the same classification and salary range. Employees will receive the same salary step in the new position as held in the former position. Approval of a transfer is subject to availability of an opening, agreement of Department Heads involved, (if it is between departments), and approval of the Human Resources Director. Refer to Policy I-13 Employee Transfers and Voluntary Demotions.

Resignation/Separation from Employment

If you decide to resign from City employment, you should give your supervisor at least two (2) weeks' notice in writing on a City Resignation Form. You may obtain the form from your supervisor, the Human Resources Department, or the City Intranet. City identification cards and garage access cards must be returned to the Human Resources Department. Uniforms, keys, fuel card, manuals, equipment, and any other City materials must be returned to your supervisor. Refer to Policy I-8 Employee Separation.

Personnel Records

Information about you as an employee, such as salary changes promotions and transfers, are part of your personnel file.

You have the right to review your personnel file during regular working hours. If you wish to do so, secure permission from your supervisor and contact the Human Resources Department for an appointment. Refer to Policy III-2 Personnel Records and General Personnel Files.

Change of Name, Address or Status

Your personnel file and payroll records must be kept current and correct. In the event you change your address, telephone number, name or emergency contact you must update this information via the Employee Online portal. In the event of a name change you must notify your supervisor and the Human Resources department to update department and official City records. Any changes related to family status (births, adoptions, marriage, death, divorce, etc.) must be reported to the Human Resources Department immediately to maintain accurate records. This information is kept confidential.

Medical Records

Your medical records are considered highly confidential and shall be maintained in the Human Resources Department separate from the official personnel file with limited access available only to the affected employee and the Human Resources Department.

Layoff/Recall

In the event of a reduction in force (layoff), the city will give at least 30 calendar days' notice to affected employees of an impending layoff. The city may substitute pay in lieu of notice for all or a portion of the 30 days.

The city will make every attempt to transfer employees to other departments if comparable vacancies exist and contact other employers to help employees find other jobs. Laid off employees will have reinstatement and seniority rights as outlined in the City Reinstatement Policy in the Personnel Policies & Procedures Manual, which shall include the right to consideration for reinstatement for a period of 24 months from date of layoff. Refer to Policy I-4 Reinstatement.



CITY SERVICE

Harassment/Hostile Work Environment

All City employees are to be treated with dignity and respect. Harassment for any reason, based on race, color, ancestry, age, sex, national origin, sexual orientation, religion, veteran's status, marital status, political belief, disability, medical condition, pregnancy, socioeconomic or cultural background by an employee or supervisor, will not be tolerated under any circumstances, and can subject any employee to disciplinary action up to and including termination.

Harassment may consist of offensive verbal, physical or visual conduct when such conduct is based on or related to an individual based on race, sex, color, ancestry, religious creed, disability, medical condition, age (over 40), marital status sexual orientation, gender identity or any other protected category is prohibited and unlawful. Sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature which may be considered a condition of employment constitutes sexual harassment and will not be allowed. Any form of verbal, physical or visual harassment will be considered inappropriate behavior and may lead to disciplinary action up to and including termination of employment. Any incident of harassment should be reported immediately to your supervisor and/or the Human Resources Department. Refer to Policy III-6 Harassment Free Workplace.



Workplace Violence

The city is committed to maintaining a workplace free from violence and threats of violence and will not tolerate any acts or threats of violence in the workplace. Any act or threat of violence in the workplace is strictly prohibited and should be reported immediately. Damage to City property is also prohibited. Workplace violence includes, but is not limited to, acts of violence against the physical, psychological or economic interests of an individual. It also includes threats of such violence whether implied or direct, verbal or non-verbal against individuals. Per the City's Violence in the Workplace Policy, any workplace violence should be reported immediately when it is safe. Refer to Policy III-4 Violence in the Workplace.

Smoking Policy Statement

Smoking (including e-cigarettes/vaping, and chewing) is not allowed in the workplace in all enclosed places of employment and within 20 feet of the front entrance of a city building. Smoking is also prohibited in City vehicles, heavy equipment and machinery and violators are subject to discipline for non-compliance. The smoking of tobacco products is a danger to health and material annoyance, inconvenience, discomfort, and a health hazard to those who are present in confined spaces. To preserve employee health, safety and welfare, smoking in public places is prohibited. Refer to Administrative Manual Section 01.008.00.

Drug-Free Workplace

The city and the public share an interest in a safe, healthy, and productive workforce. Many employees are responsible for the operation of expensive, heavy and/or high-speed equipment or vehicles. Other employees are responsible for public safety and security. Abuse of alcohol, drugs and use of illegal narcotics undermines that interest.

Use of substances whether on or off the job can adversely affect an employee's work performance, efficiency, safety and health and poses a significant danger to the welfare and safety of other employees and the public.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or other drugs not prescribed by a licensed physician for treatment of a current medical problem is prohibited. Counseling, rehabilitation and employee assistance for employees who have personal problems regarding the abuse of drugs or alcohol is available through the Employee Assistance Program (EAP) at 1-800--222-9691. Refer to Policy III-5 Drug-Free Workplace.



Reasonable Suspicion and Post-Accident Drug & Alcohol Testing

The City of Riverside recognizes that employees are its most important resource. The City has a "zero tolerance" approach to employee use and misuse of drugs/alcohol related to the performance of required duties. The use of illegal drugs or the excessive use or intentional misuse of lawfully obtained prescription drugs is prohibited at any time. Refer to Policy III-8 Reasonable Suspicion and Post-Accident Drug and Alcohol Testing Policy.

Discipline

All organizations have rules to operate effectively. To ensure these rules are followed, penalties for not adhering to them are established. These penalties, called disciplinary actions, may take the form of a reprimand, suspension, demotion, reduction of pay or termination. An effective reasoned system of disciplinary actions is based on the premise that the actions are to be corrective where appropriate, the actions are progressively more severe, and the actions fit the nature of the problem. This last premise recognized that the appropriate response to certain offenses need not be the disciplinary action listed as the first step in the progressive discipline process (i.e., counseling), but may be one of the more severe disciplinary actions.

An employee who is performing poorly or behaving improperly is usually counseled by the supervisor to correct performance or behavior deficiencies. If the employee fails to take the proper steps to correct the behavior, further disciplinary action can be taken, up to and including termination. Depending on the bargaining unit/group, employees may be entitled to representation in disciplinary meetings.

The type and severity of the discipline depends on the circumstances/behavior leading to the discipline and past instances of similar conduct. Some employees have the right to know the cause for disciplinary action prior to it being taken and may be subject to appeal rights via the grievance procedure or due process, depending on the bargaining group. Employees who are within their probationary period, "at-will" employees, and non-benefitted / part-time employees are not eligible for the grievance procedure. Refer to Policy III-1 Discipline and/or corresponding Memorandum of Understanding.

Grievance Procedure

Ideally, most problems can be resolved between you and your supervisor; however, the City does have a formal procedure for handling grievances. If you have a grievance, first go to your immediate supervisor and make every effort to resolve it. If you believe higher-level review is required, use the formal grievance procedure in accordance with the corresponding Memorandum of Understanding

The Human Resources Department or your bargaining unit representative can provide details regarding the procedure per bargaining group.

Conflict of Interest

You may not engage in any business transaction or have a financial or personal interest which is not compatible with the performance of your official duties or would tend to impair independence, judgment, or action necessary to pursue the City's best interests. Certain employees may be required to file financial statements with the Fair Political Practices Commission (FPPC) annually.

Political Activity

Participation in political activity is a sign of good citizenship, but certain guidelines should be observed. You should not make statements or publish materials which imply City endorsement of a political candidate. You may not engage in political activity during working hours, on City premises or while wearing a city uniform. You may not use City funds, supplies or vehicles for political activity.

Business Conduct

You shall conduct City business in compliance with the law, City policies and procedures and good judgment. Avoid speech or behavior that is likely to create an appearance of impropriety.

Business-Related Gifts

It is the policy of the City of Riverside that employees will not accept gifts, rewards, services, or gratuities of any kind by reason of their employment. If you encounter a situation which would tend to compromise this policy, courteously decline such an offer. Refer to Administrative Manual Section 01.009.00.

Professionalism

You are expected to maintain a professional, safe and productive work environment. Always treat your fellow employees professionally and with courtesy. Differences of opinion should be expressed in a constructive manner that promotes sharing of ideas and effective teamwork to resolve problems to meet the challenges of the City.

Personal Appearance

The City of Riverside is a professional organization. All employees are expected to present a clean and professional appearance by wearing appropriate attire as dictated by work assignment in order to promote a positive image to customers, visitors, colleagues and the general public. The appropriateness of City employee's attire has a bearing on how the general public, colleagues, in other departments, customers, visitors, and other agencies view employee professionalism and the organization's reputation. Refer to Policy IV-2 Standards for Dress and Appearance.

City Owned Vehicles

You are expected to observe State motor vehicle laws. This includes observing the speed limit and wearing seat belts. Negligent use of a city vehicle may result in disciplinary action up to and including termination.

Identification Cards

You will receive an employee identification card to wear during the workday. Identification cards are issued by the Human Resources Department. Employees with City Hall parking structure access will have their identification card programmed to allow such access. A new card must be issued when there is a name change or department/division change. Lost or stolen cards must be reported immediately to the Human Resources Department and a replacement card will be issued. There is a charge for replacement cards. Cards must be returned to Human Resources at time of separation.

Attendance

Regular attendance and punctuality are necessary for the efficient operation of the city and is reflected in your performance record. Promptness in reporting to work is expected and employees are expected to report to their workstation ready to commence work at the beginning of their established start time of their daily work schedule.

An employee who anticipates being late to work shall make every effort to notify their supervisor within one (1) hour of the employee's scheduled start time, or as defined by departmental policy.

An employee who anticipates the need to leave work early will need to request for permission from their supervisor at the beginning of their scheduled start time or as soon as reasonably practicable. Refer to Policy II-10 Tardiness Policy.

Hours of Work

Working hours vary according to the staffing requirements necessary to service the citizens each department serves. Departments which provide service twenty-four (24) hours a day and/or weekends have special schedules. Your supervisor will advise you of your specific work schedule. Refer to Policy II-4 Hours of Work.

Meal Periods and Breaks

A non-compensable meal break of at least one-half hour to one hour shall be provided to employees who work more than five consecutive hours, near the middle of a work shift unless otherwise specified in a collective bargaining agreement. City employees shall be expected to use good judgement during rest and meal breaks while serving as representatives of the City of Riverside.

All City employees shall be provided with a compensable fifteen-minute rest break once during each consecutive four-hour work period. Rest breaks are not cumulative and shall not be combined with other rest or meal breaks.

Use of City Vehicles for Breaks

The use of City vehicles shall be limited to official City business and employees are prohibited from using a City vehicle to travel to business establishments to conduct personal business (e.g., bank, post office, etc.), activities (e.g., use of a private gym, etc.) or errands (e.g., shopping, dry cleaner, etc.) or to travel to a private residence during rest or meal breaks. Employees may utilize a city vehicle to patronize restaurants and food establishments while in transit or in close proximity to the work site for the purpose of purchasing food and beverages and for restroom facility use. Such use of a City vehicle shall constitute an official rest and/or meal break with travel time included. Refer to Policy II-5 Rest and Meal Breaks.

Personal Mail/On-line Shopping, Visitors, Telephone Calls, and Fax Machines

Personal mail should not be addressed to you in care of the City but should be sent to your home address. Furthermore, employees should not have personal on-line purchases deliver to a city facility or address. Personal visits by friends, relatives or others during work hours are discouraged. If such a visit is necessary and cannot be done on non-work time, you are to obtain the approval of your supervisor.

City telephones, cellular phones, e-mail, Internet and fax machines are for official City business. Use of City equipment for personal use is prohibited. If a personal call is necessary and cannot be made on non-work time, City telephones may be used with your supervisor's approval. In any case, personal long-distance calls are prohibited.

Technical Resources Use and Monitoring Policy

Technical Resources include hardware, software, services, computers, computing facilities, peripherals, network components, mobile devices, tablets, applications, databases, websites, materials, accounts, subscriptions, intranet, voicemail, digital cameras, and other technology and infrastructure provided by, paid for, or used in conjunction with the city. All electronic systems or devices are the property of the City of Riverside. Each employee is responsible for the content of all files, text, audio, information, data or images that he or she saves, transmits, creates, accesses, views or sends over Technical Resources.

You will be given a copy of the Technical Resources Use and Monitoring Policy and must sign an acknowledgment of receipt stating that you have read and understood the policy. The acknowledgment form will be filed in your personnel file in the Human Resources Department. Refer to Administrative Policy 03.002.00 Technology Use and Security Policy (TUSP).

Safety

Safety is a responsibility shared by both the city and the employee. The City's responsibility is to provide a safety program aimed at accident prevention, instruction in safe job performance, the proper care of tools, equipment and safety gear required for the job.

It is your responsibility to participate in the City Injury and Illness Prevention Program (IIPP) by:

- Working safely
- Following safe work procedures
- Using personal safety equipment provided, including seat belts
- Reporting all dangerous conditions to a supervisor
- Suggesting ways to prevent accidents and
- Attending safety meetings

Refer to Safety and Health Policy I-01 Injury and Illness Prevention Plan.

Secondary Employment or Business Activity the City requires prior approval by your Department Head, the Human Resources Director and the City Manager before you engage in any work activity in addition to your regular employment with the City, whether for a public agency, private company or self-employment. If approved, such employment must not interfere with the satisfactory performance of your duties with the City or be a conflict of interest.

Before accepting outside employment, you should discuss the matter with your supervisor. The required form to request approval, Request to Engage in Outside Employment Form, is available in your department or through the Human Resources Department. Requests must be submitted at least two (2) weeks prior to the actual start of such secondary employment or self-employment. Additional submittals of the Request to Engage in Outside Employment Form are required when/if the terms of the secondary employment change (e.g., increased hours, longer durations, etc.). Refer to Policy I-7 Secondary Employment or Business Activity.

MONEY MATTERS

Salary Plan

One of the principles of public employment is that similar jobs with similar duties and responsibilities are grouped together in what is called a class, and each of these classes has a salary range from 1 to 10 steps. Classes generally have 5-7 step salary ranges including a minimum or entry, intermediate, and a maximum rate of pay. The City's master salary schedule is available via the Human Resources website: www.riversideca.gov/human Most full-time employees start at the first step, minimum or entry rate of pay, receive the second step after one-year (26 pay periods) of employment, and the remaining steps at yearly (26 pay periods) intervals until the maximum salary rate is reached unless otherwise stated in collective bargaining agreement. Salary increases for part-time employees are based on the number of hours worked at each step (2,080 hours and 2,080 hours for all remaining steps). All of these salary increases are based on merit and a satisfactory performance rating by the employee's supervisor. They are not automatic.



All salary ranges are approved by City Council and are based on negotiations with bargaining units representing City employees, salary surveys and recommendation by the Human Resources Director in conjunction with the City Manager. Refer to Policy II-3 Salary Plan Administration.

Pay Periods/Paydays

You are paid every two (2) weeks (bi-weekly), or 26 times a year, on Friday. If a payday falls on a holiday, you will be paid on the preceding workday. The pay you receive will be for a two-week period ending on the Thursday a week before you are paid.

Direct Deposit is available to all employees. For information, contact the Finance Department (Payroll) 951-826-5838.

Payroll Deductions

There are two (2) kinds of salary deductions: mandatory (those required by law) and voluntary (those authorized by you).

Mandatory deductions include Federal and State Tax, Medicare and CalPERS retirement. Federal and State Tax Withholdings will vary according to your earnings and the number of exemptions claimed on your W-4 Form. During January of each year, you will receive a W-2 Form indicating total pay during the previous year and the taxes withheld. This form is to be used when you file Federal and State income tax returns and must be received by all employees on or before January 31.

Optional deductions such as deferred compensation, Credit Union savings and loan accounts or optional insurances may be deducted at a full-time benefited, 3/4 benefited and 1/2 benefited employee's discretion. Non-benefited employees may voluntarily have deductions made to Credit Union savings and loan accounts.

Overtime

Occasionally, you may be asked to work overtime when the public interest requires it or because of an emergency. Generally, employees receive one and one-half (1-1/2) times their normal hourly rate or, in some cases, compensatory time instead of payment for hours worked beyond their regular working hours unless otherwise stated in collective bargaining agreement or the Fringe Benefits and Salary Plan. Temporary and part-time employees are paid at their normal hourly rate, and overtime is received only after 40 hours worked in a work week.

Employees that are exempt from the Fair Labor Standards Act (FLSA) and do not receive overtime compensation and are eligible to receive administrative leave. Other overtime provisions, by bargaining unit, are addressed in your Memorandum of Understanding (MOU). You can receive further information on these from your bargaining unit representative or the Human Resources Department. Refer to Policy II-6 Overtime Compensation for Non-Safety Management Employees and Administrative Leave.

Call Time

An employee assigned to standby duty, who is required to remain in the immediate area to respond to emergency situations arising at times other than during normal working hours, shall be compensated at the rate of one (1) hour of normal hourly pay for standby time from the end of a regularly scheduled work shift to the beginning of the next regularly scheduled work shift or four (4) hours of normal hourly pay for each continuous 24 hours on standby. Exceptions and/or limitations to this basic policy concerning standby (Call Time) pay are found in the Fringe Benefits and Salary Plan section 4. The specifics of this policy may also vary by bargaining unit and are addressed in your MOU.

Minimum Call Back

Employees on standby who are called back to respond for an emergency service, shall receive a defined, minimum number of hours compensation. The specifics of this policy vary by bargaining unit and are addressed in the Memorandum of Understanding for each bargaining unit.

Court Time (Public Safety Employees)

A Police Officer or Firefighter required to appear during off-duty hours as a witness for court matters within the scope of their employment shall receive a minimum of two (2) hours of compensation at the applicable overtime rate for Police, or four (4) hours of compensation at the applicable regular hourly rate for Fire. Refer to the Fringe Benefits and Salary Plan section 3 for further information.



Special Pay

Individual employees may, when assigned to certain designated positions, receive additional pay (either a dollar amount or percentage) above their base salaries because of special abilities, training and/or work assignments having added responsibility or hazards. Examples of these are: bilingual ability (includes sign language), Police Unit member assigned to motorcycle duty, or possession of POST Intermediate or Advance Certificates. Your supervisor will provide information (including the specific pay involved) on such special pay assignments that may affect you. The specific pay provisions vary by bargaining unit and are outlined in the Memorandum of Understanding for each bargaining unit.

Bilingual Designation

Subject to approval by the City Manager, a department head may designate certain positions as requiring the regular use of a second language, including sign language, in contact with the public.

Certification as to proficiency in a second language shall be required of all employees assigned to a position requiring these skills as so designated by the City Manager.

A special salary premium, identified in the Fringe Benefits and Salary Plan, shall be provided a certified employee occupying a position approved by the City Manager as requiring the regular use of second language skills for public contact.

In situations where positions have been designated as requiring a second language and are either filled by employees without these skills or vacant, another employee, certified as proficient, may temporarily serve as an interpreter and be eligible to receive the salary premium.

Shift Differential

Premium pay for shift work applies where a job class has employees working either swing or graveyard shifts in addition to having employees working on day shifts, or certain other designated shifts. In those departments with either 2 or 3 shift (16 or 24 hour) operations, employees working regularly scheduled swing or graveyard shifts will receive additional pay for working these shifts. If you are in a class assigned to shift work, your supervisor will inform you of the shift differential you are to receive, which varies according to your bargaining unit. For definitions of designated shifts and premiums paid, please see the City's Fringe Benefits and Salary Plan, Salary Differential Section.

Shift pay shall be payable only for hours actually worked and shall not be paid for non-work time such as holidays, vacation, sick leave and other leaves except for certain Police public safety personnel who shall receive shift premium pay in a flat amount per shift. Excluded from the shift pay provisions are Fire public safety personnel.

Auto Mileage

If required to use your personal automobile in the course of your employment with the City, you will be reimbursed for each mile actually traveled on official business in accordance with the per mile deduction rate allowed by the Internal Revenue Service in effect at the time of such travel.

BENEFITS INFORMATION

As a benefited City employee, you are entitled to a wide range of benefits. Employees hired or promoted into a full-time or part-time regular benefited position will be automatically eligible to enroll in the City's health/vision and/or dental insurance plan and other optional benefit insurance plans. Benefit options and cost are associated with your bargaining unit and benefit status (i.e., Full time, 3/4Time or 1/2 Time).

Temporary employees may be eligible to enroll in the City's health insurance plan after meeting the requirements set forth by the Patient Protection and Affordable Care Act of 2010. Eligible temporary employees will have an option to enroll in a specific health plan designated by the City. Temporary employees will be automatically enrolled in the City's mandatory deferred compensation plan in lieu of Social Security and may be eligible for paid sick leave as established by State law.

The Human Resources Department can assist you in interpreting benefit options and cost. For detailed information on benefit options and costs, please visit the Benefits page on the City's website.

Group Health/Vision and Dental Insurance

You have the option of enrolling in various group health and dental insurance plans offered by the City. If you wish to participate, you and your eligible dependents must enroll within the first 30 days of benefited employment with the City. If your hire date is the 1st, 2nd or 3rd of the month, then benefits become effective the 1st of the following month; if your hire date is the 4th through the end of the month, then benefits are effective the first of the month following 30 days of employment. All employees and dependents enrolled in a health plan will be automatically enrolled in the City's Vision plan.

If you are adding or deleting a dependent (i.e., spouse, registered domestic partner, newborn or adopted child) the addition/deletion must be made within 30 days of the qualifying event. If the 30-day deadline is missed, you must wait until open enrollment to add/delete dependent(s). Dependents may also be deleted if the dependent loses the eligibility requirements as set forth in the applicable plan document (i.e., divorce or overage dependent). It is the employee's responsibility to notify the Human Resources department immediately if the dependent is no longer eligible for coverage. Corresponding dependent documentation will be required to add/delete dependents (i.e., birth certificate, marriage certificate, divorce decree, etc.) to verify eligibility or lack of. Review the City's Health/Vision and Dental Policy for details on qualifying events.



Your biweekly benefit premiums will depend on the coverage type (Single, 2-Party or Family), plan selection and benefit status (i.e., Full time, 3/4 Time, or 1/2 Time). The City pays a major portion of the premium. There is an established open enrollment period once a year, usually in the month of November, at which time you may change plan selection if you so desire. For detailed information on benefit options and costs, please visit the Benefits page on the City's website.

Employees may also decline health/vision and/or dental insurance at the time of hire, during open enrollment or as a result of a qualifying event. Employees in certain bargaining units who waive health insurance coverage for the entire plan year and provide proof of alternate coverage may be eligible for an annual stipend payable in November; refer to the Health/Vision and Dental policy V-9 for details.

Basic, Additional Life Insurance and Critical Illness Plan

All benefited employees are automatically enrolled in the City's Basic Life Insurance Plan. The City provides and pays the full cost of providing for term life insurance for all benefited employees. Coverage amounts may differ depending on bargaining unit or salary. The life insurance benefit provides a lump sum benefit to your beneficiaries in the event of your death. Although enrollment is automatic, Beneficiary forms should be submitted within 30 days of hire. Beneficiaries may be changed at any time. The City also offers voluntary Additional Life Insurance for employees and eligible dependents; employees are responsible for paying the full premium amount of this benefit. A voluntary employee paid Critical Illness plan is available for all benefited employees and eligible dependents. For detailed information on benefit options and costs, please visit the Benefits page on the City's website.

State Disability Insurance

All benefited City employees in the General and Refuse bargaining units are covered by State Disability Insurance (SDI) for illness or injuries that are not job related. Enrollment is automatic and mandatory for all full-time and part-time benefited employees in the General, Confidential and Refuse bargaining units. SDI and sick leave must be used in combination until sick leave is exhausted so that an employee does not receive more than 100% of salary. The city currently pays a major portion of the premium associated with this program. After the seventh day of injury or illness, the employee is eligible to receive SDI benefits. To file a claim, an SDI form may be obtained from the State Employment Development Department (EDD).

A physician must complete the doctor's certification portion and the claim must be filed with the State within 49 days of the illness or injury. SDI benefit checks must be endorsed by you and submitted to the Finance Division, Payroll Section in order to comply with the legal requirements of the program and the SDI Buy Back Program so long as you are receiving paid leave from the City. If you are not receiving paid leave from the city, you are not required to submit the SDI payments to the city. For detailed information, please visit the Benefits page on the City's website.

Short-Term and Long-Term Disability Insurance (STD & LTD)

Short-Term disability insurance is only available and automatic for all IBEW employees; refer to the IBEW Memorandum of Understanding or visit the Benefits page on the City's website for details.

Long-Term Disability coverage is provided in accordance with various Memoranda of Understanding or benefit packages by bargaining unit. Eligible employees can elect to enroll in the City's LTD program. For questions regarding the LTD program, please visit the Benefits page on the City's website. For all Police and Fire bargaining units, please contact your bargaining unit representative for more details on long-term disability plan options.

Beneficiaries

The City will pay out financial compensation to your designated beneficiaries in the event of your death. Some of the benefits that your beneficiaries may be entitled to include the following:

- Life Insurance: Value varies by bargaining unit
- Retirement: California Public Employees' Retirement System (CalPERS)
- Deferred Compensation: Value is based on account balance
- Final Compensation: Hours worked in pay period and applicable accrual payoffs

The Human Resources Department, Benefits Division recommends updating your beneficiary records when a family status change occurs (i.e., birth, divorce, marriage). Forms to update beneficiaries are available on the web or by contacting the Human Resources Department, Benefits Division. After completing the appropriate forms, return them to the Human Resources Department, Benefits Division for processing.

As a reminder, please ensure your employee association and credit union beneficiary records are kept up to date.

Workers' Compensation

California law requires that employers provide certain benefits to those who suffer a work-related injury. The City is self-insured and self-administered for Workers' Compensation Benefits. All claims are handled through the Workers Compensation office which is part of the Human Resources Department. The telephone number is (951) 826-5559.

Any on-the-job injury, no matter how minor, is to be reported to the supervisor immediately after the injury occurs. Failure to do so may result in loss of benefits. The Supervisor will provide the injured employee with the Employee's Claim form for Workers' Compensation Benefits (DWC-1) within twenty-four (24) hours of notice of injury.

For those injuries requiring medical attention during regular office hours, contact the Workers' Compensation Office between the hours of 8:00 a.m. - 5:00 p.m., Monday through Friday. During weekends, or outside regular office hours, seek treatment at the nearest hospital Emergency Room. In the event of a critical injury, call 911 (or 9911 within the city phone system) for emergency treatment.

Deferred Compensation

As a benefited City employee, you are eligible to participate in the 457 Deferred Compensation Plan. If you participate, you choose the amount you wish to invest in the plan of your choice and your contributions are deferred on a pre-tax basis. You can stop, start, increase, or decrease contribution amounts anytime throughout the year. The minimum amount that may be deferred each pay period is \$10.00. Employee contributions can be made on a pre-tax or after-tax basis for up to 24 times per calendar year. The annual maximum is subject to change, please contact the Human Resources Department for details. Depending upon the bargaining unit, a City contribution may be received by those deferring income with a minimum employee contribution (varies by bargaining unit). If contributions are made on a pre-tax basis, employees pay no federal or state taxes on these deferred salary dollars and they accumulate in the plan tax-free. You only pay taxes when you retire and/or start to withdraw your funds.



If contributions are made on an after-tax basis, taxes are deducted from the employees' paycheck and no taxes are paid upon retirement or withdrawal of funds.

Plan withdrawals or retirement income may be taken at retirement, disability, death or at termination of employment. Employees may also borrow money from their deferred compensation account after meeting the loan provision requirements. Contact the Human Resources Department, Benefits Division, or your deferred compensation representative for more details.

Temporary employees will automatically be enrolled in the City's mandatory deferred compensation plan that is set in lieu of Social Security. The City matches the required employee contribution of 3.75% for temporary employees.

125 Flexible Spending Plan

All benefited employees may participate in the Section 125 Flexible Spending Plan. The city offers a Flexible Spending Plan with two options to choose from: 1) Dependent Care Account and/or 2) Health Care Expense Account. There is a monthly fee associated with participating in either or both plans. Dependent Care Option allows employees to use monies towards eligible dependent care expenses, such as childcare or elder care costs, for children under age 13 or for dependents of any age who are physically or mentally incapable of caring for themselves.

The Health Care Expenses Account allows you to Account allows you to use it to pay for eligible medical, dental and vision expenses for yourself and your dependents not covered by other insurance plans, such as deductibles, co-pays, chiropractic, acupuncture, contact lenses, and prescribed medical supplies.

Estimate with care because the IRS has a strict "Use It or Lose It" rule that applies to the Flexible Spending Account. You should not contribute more than you expect to use for eligible expenses during the calendar year. Any money remaining in your accounts at the end of the calendar year after all claims have been filed must be forfeited.

You can enroll in the plan when you are initially hired as a benefited employee or during Open Enrollment (November). You decide how much you want to contribute to either or both accounts. You cannot change your contribution amounts during the plan year unless you have a qualifying status change (i.e., marriage, child's birth, or an adoption of a new dependent). The city also helps you stretch the value of your health care dollars by deducting your premiums for Medical/Dental on a pre-tax basis automatically at no cost (except for employees in a domestic partnership). For detailed information on benefit options and costs, please visit the Benefits page on the City's website.

California Public Employees Retirement System (CalPERS)

As a benefited City employee, you are automatically covered under the California Public Employees' Retirement System (CalPERS). Please refer to the CalPERS contracts and/or MOUs for specific information on cost-sharing provisions and employee contributions towards CalPERS established for each CalPERS tier. Temporary employees who have prior CalPERS membership will be enrolled upon hire, or if no prior membership exists, upon completion of 1000 hours worked in a fiscal year (July 1 to June 30). If enrolled, temporary employees must pay the employee portion of CalPERS, which is deducted automatically from their paycheck.

The Plan provides a defined and guaranteed monthly retirement benefit based on your highest 12 months or 36 months, depending on your membership status. Benefits are payable when you reach certain life events such as retirement or disability.

You may start to receive your monthly retirement benefits at your normal retirement age, provided you have met the minimum requirements established by CalPERS based on your membership category. In addition to normal retirement benefits, the plan also provides death benefits, survivor benefits, disability retirement, Industrial disability retirement, early retirement and deferred retirement.

Benefits and retirement formulas vary among City employee groups, so be sure to check your benefit insert or your CalPERS benefit booklet for specific retirement plan details. The city does not participate in the Social Security System but does participate in Medicare.

As you begin thinking about starting your retirement processing, we encourage you to contact the HR Department, Benefits Division, or the local CalPERS office in San Bernardino at (888) 225-7377 for further information. It is recommended that employees contemplating retirement schedule an appointment with CalPERS at least 90 days prior to the anticipated retirement date. This is to ensure that all of the necessary paperwork is completed in a timely manner. CalPERS generally takes 60-90 days to process retirement applications.

LEAVE TIME

Holidays

The City of Riverside observes the following holidays:

Holiday	Day Observed
New Year's Day	January 1
Martin Luther King Day	3rd Monday in January
President's Day	3rd Monday in February
Cesar Chavez	4 th Monday in March
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	November 11
Thanksgiving Day	4 th Thursday in November
Day After Thanksgiving	4 th Friday in November
Christmas Day	December 25

Additionally, some units receive Lincoln's Birthday, February 12.

Whenever a holiday falls on Saturday, the preceding Friday will be the holiday. If a holiday falls on Sunday, the following Monday will be the holiday unless specifically described differently in the MOU.

Additionally, some units receive Lincoln's Birthday February 12th and/or Christmas Eve, December 24th.

Departments/divisions which require 24-hour operations or special hours of operation may have special holiday arrangements. Check with your supervisor to find out your actual holiday schedule.

Vacation

As a regular City employee, you earn vacation time for each month of service. The amount earned varies by bargaining unit and employee work schedule. Earned vacation for full time employees varies from 80 hours to a maximum of 306 hours annually, depending upon years of service, class of work and bargaining unit. Regular part-time employees accrue vacation on a pro-rated basis. Vacation leave shall be scheduled and approved by the Department Head or designee, with consideration of the

employees' desires and needs of the department. Vacation credit may be accumulated but may not exceed that which is allowed for two (2) years accrual as of January 1st.

Sick Leave/Family Sick Leave

Regular full-time employees earn paid sick leave credit at the rate of eight (8) hours for each calendar month of paid employment, or 96 hours per year. General Unit employees accrue sick leave at the rate of four (4) hours for each calendar month of employment, or 48 hours per year for the first two (2) years of employment. Regular part-time employees working 20-29 hours per week earn paid sick leave credit at one-half the regular rate. Employees working 30-39 hours per week earn at three-fourths the regular rate.

Regular part-time employees working 20-29 hours per week earn paid sick leave credit at one-half the regular rate. Employees working 30-39 hours per week earn at three-fourths the regular rate. You are able to use sick leave upon accrual.

Temporary employees may be eligible to earn paid sick leave credit per the Healthy Workplaces, Healthy Families Act of 2014; refer to the City's Fringe Benefit and Salary Plan for details.

Sick leave is available for use in case of illness or injury off the job and for medical and dental appointments. Employees may also use sick leave to care for a spouse/registered domestic partner, child/stepchild parent/stepparent, grandchild, grandparent or sibling. If unable to report to work due to illness, employees must notify their supervisors before the normal starting time, or use the procedure specified by their supervisors.

Abuse of sick leave and excessive leave may constitute grounds for disciplinary action.

Leave Donation Plan

This plan allows you as a city employee to donate your accrued vacation leave to another employee who has exhausted all of their paid leave as a result of a catastrophic illness or injury to themselves or a member of their immediate family. Sick leave, compensatory time, holiday accruals or any other form of compensation cannot be donated through this plan.

Family, Medical, and Pregnancy Disability Leave

Under the City's Family, Medical, and Pregnancy Disability Leave policy, if you have more than one year of service with the City and have worked at least 1,250 hours during the preceding 12-month period, you may request up to 12 weeks of job-protected leave for certain qualifying family and medical reasons.

Reasons for a leave may include a) the birth of the employee's child and in order to care for the child, b) the placement of a child with the employee for adoption or foster care, c) to care for a spouse, child or parent who has a serious health condition or d) a serious health condition that renders the employee incapable of performing the functions of his or her job. Medical certification from the health care provider shall be submitted by the employee in conjunction with the leave request.

Foster care must be by a formal agreement between the foster parent and the State, County or licensed foster care placement agency. If both parents are employed by the City, the combined leave for both employees for the birth, adoption or foster care placement of their child may not exceed twelve (12) weeks. However, any unused portion of either employees' 12-week entitlement would still be available for other authorized purposes.

All female employees, regardless of service time, are eligible to take an unpaid leave on account of a disability caused or contributed to by pregnancy, childbirth or recovery therefrom, for a reasonable period of time not to exceed four (4) months/sixteen (16) weeks. Pregnancy Disability Leave is separate from family and medical leave. For example, a female employee may qualify for up to four months of pregnancy disability leave and still be eligible for up to 12 weeks of family and medical leave to care for the newborn child or for any other valid use of family and medical leave. Refer to Policy V-4, Family, Medical, Military Caregiver, and/or Pregnancy Disability Leave.

Bereavement Leave

Up to one (1) work week (40 hours) may be granted to a full-time regular employee who experiences a death of any relative of the first degree by blood or marriage or any relative with whom they reside within the same household. Up to one workday of family bereavement leave may be granted to a full-time employee who experiences a death of a family member of the second degree not living under the same roof.

Employees employed between 20 to 29 hours per week may be granted one-half of the applicable leave and employees employed between 30 to 39 hours per week may be granted three-fourths of the applicable leave. Please refer to Fringe Benefit and Salary Plan (FBSP).

Military Leave

Regular employees with at least one year of City service and/or military service are entitled to receive their regular salary and compensation as City employees for the first thirty (30) calendar days of such leave in any fiscal year (this time limit shall include any time under temporary leave in that same fiscal year) if, as members of a National Guard or Reserve Unit, they are called to active duty or for regular training. Employees presenting orders cut to exclude weekends or regular days off from a period of temporary military duty may, at the discretion of the department head, be given the option of either being scheduled for work on those regularly scheduled days off or, if they are not available to report for work, of having those days credited as military leave.

These employees will also receive the same vacation, sick leave and holiday privileges and privileges to promotion they would have enjoyed had they not been absent. They will have probationary periods extended the equivalent time of such leave, if applicable.

Employees returning from an approved temporary military duty leave of absence shall have the right to be reinstated to their former positions and status held immediately prior to taking such leave if still qualified to perform all of the duties of their positions. Refer to Policy V-5, Leave of Absence (Military)

Leave Without Pay

You may, depending on the reasons, be granted a leave of absence without pay for up to 30 days with Department Head approval, and up to 90 days with the Department Head and Human Resources Director's approval. Any leave longer than 120 days up to a maximum of one (1) year must have approval of the City Manager. Leave of absence beyond a one (1) year period must be approved by the City Council. For members of the Refuse, Public Utilities Field and Supervisory Units, a leave of absence beyond a ninety (90) calendar-day period must be approved by the City Council.

Except as may be required by state or federal law, non-benefits accrue during the unpaid leave. Consideration of future merit increases is extended by the length of leave that exceeds 20 days and the employee has to assume payment of all normally City paid benefits. Refer to Policy V-6, Leave of Absence Without Pay (General).

Jury Duty

Jury duty is a civic responsibility that employees are encouraged to accept.

All regular full-time employees and regular part-time employees (twenty hours or more) summoned to serve on jury duty will continue to receive their regular salary while on jury duty regardless of length of service or length of jury duty. Employees must relinquish the daily fee for serving as a juror to the Payroll Division, but are permitted to keep the court-provided mileage reimbursement.



Upon receipt of a jury summons, you shall notify your supervisor within a reasonable amount of time and provide a copy of the notice. If instructed to call in rather than report to a court, you must report to your regular work assignment at your regularly scheduled start time. If and when you are required to appear in person, you must so advise your supervisor and submit a completed leave request form. Changes to your original leave request must be made in writing to your supervisor as soon as possible.

If you are released from jury duty prior to the end of your regular work shift, you must return to work unless you would arrive at the work site with less than one (1) hour remaining on your regular shift or adjusted work schedule.

Upon completion of your jury duty service, you must obtain documentary proof of the time served and submit the same to your supervisor. If you complete time sheets, absence for jury duty must be recorded on your time sheet without exception.

Witness Leave

If you are subpoenaed to appear in a court of law as a witness, you will receive your regular pay for any regularly scheduled work time spent answering the subpoena. This rule does not apply if you are a party in a civil action, an expert witness, a defendant in a criminal matter or in any action brought about as a result of your own misconduct. To receive your regular pay while on Witness Leave, give your supervisor a copy of the subpoena and proof of the time spent as a witness. You must also deposit all fees received for such service, exclusive of mileage unless the employee is regularly assigned a city vehicle or receives a car allowance, with the Finance Department.

For members of the Refuse Unit, if appearing in court as a witness in a legal action not in connection with work, the employee will not be paid for such hours spent away from work but will be able to deduct the time from accumulated vacation or overtime, if available.

RESOURCES AVAILABLE TO YOU

Employee Development/Training

The city offers a variety of City-wide training programs. Departments may also have department/job specific programs set up for their needs. These programs will change as the needs of the workforce develop.

Educational Reimbursement Program

The City of Riverside encourages employees to take education and training courses to enhance their skills. All regular full-time employees are eligible to apply for educational reimbursement.

Reimbursement is for courses which are job related and/or lead toward possible advancement in the city. Approval is limited to courses offered by accredited colleges, universities, community colleges, adult education, or vocational programs. Accredited courses offered on-line through distance learning are included. Correspondence courses shall not be approved for reimbursement.

Requests for education reimbursement will be reviewed and approved on an ongoing basis. Employees interested in applying for education reimbursement should contact the Human Resources Department, Training Division.

Employee Assistance Program

The Employee Assistance Program provides confidential, professional consultation and referral services to employees and their immediate families. It is available to assist in coping with life problems, such as alcohol or drug abuse, financial difficulties, legal, family or marital discord work related problems or other issues which adversely affect one's life and job performance.

The program offers consultations and sessions at no cost to the employee and/or their family members which include the initial problem assessment and focused counseling. If additional professional counseling and therapy are needed, the employee's regular health insurance and/or other benefits will be considered. If services that are not covered by insurance are necessary, the EAP works with the employee to try to minimize out-of-pocket costs. These costs will be the employee's responsibility but are usually available on a sliding scale based on the individual's ability to pay.

The program is contracted with a private local firm. Information discussed with the EAP is held in strictest confidence. For information, refer to your new employee packet, or contact The Counseling Team International at 1-800-222-9691

Wellness

The goal of the City-wide Life-in-Balance Wellness program is to encourage employees to live healthier lives. This program does not just focus on one element of health but rather takes a comprehensive approach to wellbeing. This program offers a variety of tools, resources and incentives to encourage employees to improve their overall physical, financial, emotional and professional wellbeing. The program features educational workshops on a monthly basis, physical challenges that promote physical activity and healthy nutrition, free flu shots for all City employees and an annual Health and Wellness Fair where employees can receive various free health-related screenings, as well as other Wellness resources. Additional information is available on the City's Intranet site, under Human Resources.

Emergency Services

The Emergency Operations Plan for the City of Riverside is coordinated by the Fire Department. The Emergency Services Coordinator is located in the Emergency Operations Center located at 3085 St. Lawrence St. During an emergency, all operations will be coordinated from this location.

The City Manager, designated Department Heads and pre-selected employees will be responsible for conducting City-wide operations. City employees are designated as civil defense workers by law to assist as required.

City Vehicles

Employees requiring transportation for their assigned duties will be provided a City vehicle as required by the nature of their work, or will receive mileage reimbursement for the use of their own private vehicles. City vehicles are to be used only for authorized City business. All accidents in City vehicles must be reported to the police and require the completion of a City accident report.

Parking

The city has limited parking facilities in downtown Riverside. Parking assignments in our City Hall structure and other facilities are available to employees based on seniority and are also available for carpoolers for a specific period of time and for a particular parking structure. For information, contact the Human Resources Department at 826-5808.

Parking citations received in municipal downtown visitor zones or illegal parking on the streets or areas other than where assigned will be the responsibility of the employee. Employees shall not park in visitor spaces or timed zones on the street. Failure to comply may subject an employee to disciplinary action.

RECOGNIZED EMPLOYEE ORGANIZATIONS

Bargaining Units

The following organizations have been recognized by the City as exclusive agents of their respective bargaining units:

<u>Employee Organization</u>	<u>Bargaining Unit</u>
Service Employee International Union (SEIU) 6177 River Crest Dr. Suite B Riverside, CA 92507 (951) 248-4620	General & Refuse Employees
Riverside Police Administrator's Association (RPAA)	Police Administrators
Riverside Police Officers' Association (RPOA) (Supervisory Unit) 1965 Chicago Ave. Suite B Riverside, CA 92507	Police Supervisory Sergeants
Riverside Police Officers' Association (RPOA) 1965 Chicago Ave. Suite B Riverside, CA 92507	Police Unit
Riverside City Firefighters' Association (RCFA) PO Box 7817 Riverside, CA 92513	Fire Unit
International Brotherhood of Electrical Workers (IBEW) IBEW Local 47 600 N. Diamond Bar, Diamond Bar, CA 91765 (909) 860-2136	Utilities Field Unit / Supervisory Unit

Please refer to the Salary Schedule for information on each position's bargaining group.

Please note, employees in the following units are unrepresented: Executive, Sr. Management, Management, Professional, Para-Professional, Supervisory, and Confidential.



EMPLOYEE RECOGNITION PROGRAMS

Annual Achievement and Service Awards Program

The *Annual Achievement and Service Awards Program* is the way in which we celebrate the hard work and dedication of our employees. This program recognizes employees who have reached a milestone year with the City of Riverside and employees that have made notable contributions to the organization.

Service awards are presented to employees after the fifth year of cumulative service and every fifth year thereafter.

Annual Achievement or Employee of the Year Awards are presented to employees who have made a significant contribution to the work environment in their department. It is an award of distinction an honor presented at the departmental level.

CONCLUSION

The purpose of this Handbook is to provide you with an overview of employment with the City of Riverside. Obviously, it can provide only a summary of each topic. If you desire additional information, the Human Resources Department, your supervisor, or your employee association representative can assist you. More detail can be found in City ordinances, resolutions, and administrative memoranda, which are available on the City's website — [RiversideCA.gov](https://www.RiversideCA.gov).