

HR Policy and Procedure Manual Revision Project 2017

Policy No.	Policy	Effective Date/ Revision Date	Year	Proposed Review Date*
II-3	Salary Plan Administration	07/06	2017	Q1-17
III-5	Drug-Free Workplace	07/06	2017	Q1-17
III-6	Harassment Free Workplace	06/13	2017	Q1-17
IV-1	Performance Evaluation	07/06	2017	Q1-17
V-3	Employee Leave Donation Plan	11/12	2017	Q1-17
I-1	Requesting and Recruiting for Personnel	11/12	2017	Q2-17
I-2	Testing, Certification , and Eligibility Lists	07/06	2017	Q2-17
I-3	Types of Positions, Appointments, and Status Dates in City Employment	12/14	2017	Q2-17
II-7	Position Control	07/06	2017	Q2-17
III-4	Violence in the Workplace	07/06	2017	Q2-17
I-15	Veterans Preference Policy	07/09	2017	Q3-17
I-16	Equal Employment Opportunity Policy	11/11	2017	Q3-17
III-2	Personnel Records and General Personnel Files	07/06	2017	Q3-17
III-3	Subpoena for Employment Records	07/06	2017	Q3-17
V-15	Employee Assistance Program	07/06	2017	Q3-17
I-9	Requesting Volunteers	07/06	2017	Q4-17
I-11	Temporary Agency Services Program	12/14	2017	Q4-17
II-8	Miscellaneous Leave Compensation	11/12	2017	Q4-17
V-4	Family, Medical, Military Caregiver, and/or Pregnancy Disability Leave	11/12	2017	Q4-17
V-5	Leave of Absence (Military)	11/11	2017	Q4-17
V-6	Leave of Absence Without Pay (General)	07/06	2017	Q4-17
I-13	Employee Transfers	11/11	2018	Q1-18
III-7	Reasonable Accommodation for Disabled Applicants and Employees	11/12	2018	Q1-18
IV-3	Education Reimbursement Program	11/12	2018	Q1-18
V-12	Deferred Compensation	07/06	2018	Q1-18
VI-4	Reasonable Accommodation for Employees Who Have Been Injured on the Job	11/12	2018	Q1-18
V-8	Life Insurance	07/06	2018	Q2-18
V-9	Health/Vision and Dental Insurance	12/14	2018	Q2-18
V-10	Dental Insurance	07/06	2018	Q2-18
V-11	Section 125/Cafeteria Plan: Health Care Flexible Spending Account (FSA), and Dependent Care Spending Account (DCSA) Plans	12/14	2018	Q2-18
I-7	Secondary Employment or Business Activity	12/14	2018	Q3-18
II-1	Classification Plan Administration	07/06	2018	Q3-18
II-2	Reclassification	12/14	2018	Q3-18
II-4	Hours of Work	11/00	2018	Q3-18
II-5	Rest and Meal Breaks	11/12	2018	Q3-18
II-6	Overtime Compensation for Non-Safety Management Employees and Administrative Leave	12/14	2018	Q3-18
I-4	Reinstatement (Non-Military)	07/06	2018	Q4-18
I-8	Employee Separation	07/06	2018	Q4-18

*Proposed review timelines are subject to change depending on a variety of factors (e.g. legislation, case law, city operations, labor negotiations, etc.).

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I-10	Pre-Placement Medical Examinations	12/14	2018	Q4-18
I-12	Reference/Background Checks	07/06	2018	Q4-18
I-14	Criminal Background and Live Scan Policy	07/06	2018	Q4-18
I-5	Probation and Probationary Periods	11/12	2019	Q1-19
I-6	Nepotism and Employment Relationships	11/12	2019	Q1-19
II-9	Travel Time Compensation Policy	07/06	2019	Q1-19
V-2	Long-term Disability Insurance (LTD)	07/06	2019	Q1-19
V-16	Bilingual or Sign Language Designation	07/06	2019	Q1-19
II-10	Tardiness Policy	12/14	2019	Q2-19
III-1	Discipline	12/14	2019	Q2-19
V-1	State Disability Insurance (SDI) and Paid Family Leave for General, Confidential, and Refuse Employees	11/11	2019	Q2-19
V-14	Temporary/Seasonal Employee Benefits	07/06	2019	Q2-19
III-8	Reasonable Suspicion and Post-Accident Drug and Alcohol Testing Policy	02/14	2019	Q3-19
III-9	Drug and Alcohol Policy for Employees (Except Fire Engineers) in Safety-Sensitive Classifications	09/15	2019	Q3-19
IV-2	Customer Service Standards for Dress and Appearance Policy	12/14	2019	Q3-19
V-7	Furlough Policy (Voluntary/Unpaid)	12/14	2019	Q3-19
V-17	Work Uniform for Employees (Other Than Public Safety)	12/14	2019	Q3-19
V-13	Retirement (CalPERS)	11/12	2019	Q4-19
VI-1	Industrial Injury Compensation and Return to Work	11/12	2019	Q4-19
VI-2	Modified Duty Program for Work Related Injuries	11/12	2019	Q4-19
VI-3	Public Safety (Fire and Police) Industrial Disability Retirement	12/14	2019	Q4-19

Timeline Legend (Total = 59)

Quarter/Year	Description	No. of Policies To Review
Q1-17	First Quarter 2017	5
Q2-17	Second Quarter 2017	5
Q3-17	Third Quarter 2017	5
Q4-17	Fourth Quarter 2017	6
Q1-18	First Quarter 2018	5
Q2-18	Second Quarter 2018	4
Q3-18	Third Quarter 2018	6
Q4-18	Fourth Quarter 2018	5
Q1-19	First Quarter 2019	5
Q2-19	Second Quarter 2019	4
Q3-19	Third Quarter 2019	5
Q4-19	Fourth Quarter 2019	4

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