

Policies and Procedures Update

Policy No.	Policy	Status
II-11	Telecommuting Program Exempt Employees Only	Approved by HRB. Ready to be sent to City Council.
I-3	Types of Positions, Appointments, and Status Dates in City Employment	Complete and Approved by HRB
V-15	Employee Assistance Program	Complete and Approved by HRB
V-18	Accommodations for Nursing Mothers	Complete and Approved by HRB
V-9	Health/Vision and Dental Insurance	Complete and Approved by HRB
I-7	Secondary Employment or Business Activity	Complete and Approved by HRB
III-8	Reasonable Suspicion and Post-Accident Drug and Alcohol Testing Policy	Complete and Approved by HRB
V-16	Bilingual or Sign Language Designation	Complete and Approved by HRB
IV-2	Customer Service Standards for Dress and Appearance Policy	Complete and Approved by HRB
V-8	Life Insurance	Complete and Approved by HRB
I-5	Probation and Probationary Periods	Complete and Approved by HRB
VI-03	Public Safety (Fire and Police) Industrial Disability Retirement	Complete and Approved by HRB
VI-02	Modified Duty Program for Work Related Injuries	Complete and Approved by HRB
VI-01	Industrial Injury Compensation and Return to Work	Complete and Approved by HRB
I-9	Requesting Volunteers	Complete and Approved by HRB
IV-1	Employee Performance Evaluation (Non-Sworn)	Complete and Approved by HRB
II-7	Position Control	Complete and Approved by HRB
III-5	Drug-Free Workplace	Complete and Approved by HRB
IV-3	Education Reimbursement Program	Complete and Approved by HRB
II-4	Hours of Work	Complete and Approved by HRB
II-5	Rest and Meal Breaks	Complete and Approved by HRB
III-9	Drug and Alcohol Policy for Employees (Except Fire Engineers) in Safety-Sensitive Classifications	Complete and Approved by HRB
V-2	Long-term Disability Insurance (LTD)	Currently Under Staff Review
III-4	Violence in the Workplace / Critical Incident Response	Currently under staff review
III-7	Reasonable Accommodation for Disabled Applicants and Employees	Currently under staff review
I-11	Temporary Agency Services	Currently under staff review
I-16	Equal Employment Opportunity Policy	Currently under staff review
I-10	Pre-Placement Medical Examinations	Currently under staff review
I-14	Criminal Background and Live Scan Policy	Currently under staff review

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Policy No.	Policy	Status
II-9	Travel Time Compensation Policy	Currently under staff review
III-6	Harassment Free Workplace	Currently under staff review
II-2	Reclassification	Currently under staff review
III-1	Discipline	Currently Under Staff Review
II-3	Salary Plan Administration	Pending changes to FBSP
TBD	Telecommuting Program-Non Exempt	READY TO BE SENT TO HRB 09/07/21. CT
I-4	Reinstatement (Non-Military)	READY TO BE SENT TO HRB 09/07/21. CT
I-1	Requesting and Recruiting for Personnel	READY TO BE SENT TO HRB 09/07/21. CT
I-8	Employee Separation	READY TO BE SENT TO HRB 09/07/21. CT
I-13	Employee Transfers	READY TO BE SENT TO HRB 09/07/21. CT
I-12	Reference/Background Checks	READY TO BE SENT TO HRB 09/07/21. CT
V-1	State Disability Insurance (SDI) and Paid Family Leave for General, Confidential, and Refuse Employees	READY TO BE SENT TO HRB 09/07/21. CT
II-1	Classification Plan Administration	SENT TO UNION
I-2	Testing, Certification, and Eligibility Lists	SENT TO UNION
V-3	Employee Leave Donation Plan - Update 2020	SENT TO UNION
II-10	Tardiness Policy	SENT TO UNION
I-17	Appointment and Selection of City Attorney Classifications and Salary Placement	
II-8	Miscellaneous Leave Compensation	
V-4	Family, Medical, Military Caregiver, and/or Pregnancy Disability Leave	
V-5	Leave of Absence (Military)	
V-6	Leave of Absence Without Pay (General)	
I-6	Nepotism and Employment Relationships	
V-14	Temporary/Seasonal Employee Benefits	
III-2	Personnel Records and General Personnel Files	
V-11	Section 125/Cafeteria Plan: Health Care Flexible Spending Account (FSA), and Dependent Care Spending Account (DCSA) Plans	
VI-4	Reasonable Accommodation for Employees Who Have Been Injured on the Job	
I-15	Veterans Preference Policy	
II-6	Overtime Compensation for Non-Safety Management Employees and Administrative Leave	

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Policy No.	Policy	Status
V-12	Deferred Compensation	
V-7	Furlough Policy (Voluntary/Unpaid)	
V-13	Retirement (CalPERS)	
V-17	Work Uniform for Employees (Other Than Public Safety)	
TBD	Fit for Duty	
III-3	Subpoena for Employment Records	