

PERSONNEL RULES
PROPOSED/RECOMMENDED REVISIONS

Section #	Section Title	Proposed Revision
Various	Various	Added references to ACM
110	Definitions	<ul style="list-style-type: none"> - City Manager Designee - Revised to reflect current titles - Elimination Period - Revised for clarification - Paid Time Off - Added reference to Timekeeping Mgmt Policy 400 - Retirement - Added reference to "Elected Officials' Retirement Plan" and "Elected Officials' Defined Contribution Retirement Plan" - Salary Adjustment - Revised to reflect current practice - Seasonal Employee - Revised for clarification/correction - Special Leave - Revised for clarification
140	Equal Employment Policy Statement	Added sexual orientation, gender identity and expression, etc., for consistency with Management Policies 302 & 308.
210.H.	Outside Employment	Added employees must notify Department Director in writing.
250.B.	Certification, Selection, and Appointment-Notification of Candidates Appointing Authority Reinstatement	Deleted reference to candidates who fail to report to interview for consistency with current practice.
250.C.		Clarified HR Department.
250.E.		Prop 206 (The Fair Wages & Healthy Families Act) – Earned Paid Sick Time: <ul style="list-style-type: none"> - Revised reference to sick time accruals for employees rehired within nine months of separation. - Previously accrued & unused sick balance restored upon rehire. - Revised reference to vacation accrual if rehired w/in 9 months for consistency with sick time.
310.C.	Classification - Changes in Job Descriptions	Removed reference to consultation with DCM's and CM designees for consistency with current practice.
320.C.	Salary Plan-Entrance Rates	Revised to reflect additional approval required if hiring above midpoint for consistency with current practice.
320.D.	Specialty Pay Scale	Deleted reference to Council approval.
320.H.	Demotion	Added cross-reference to Section 830.
320.I.	Shift Differential	Added reference to sworn nonexempt PD ees for consistency with current practice.
330.B.	Performance Incr & Decreases - Eligibility FT & PT	Revised for clarification/correction.
350.F.	Overtime - Compensatory Time	Revised for consistency with FLSA regulations. Both supervisor and employee must reach agreement before OT is worked; time shall be used within a reasonable period without unduly disrupting operations.
410	Absence from Work	Prop 206 (The Fair Wages & Healthy Families Act) – Earned Paid Sick Time: <ul style="list-style-type: none"> - Revised to stipulate certain restrictions exist under the new Paid Sick Time law regarding usage and discipline as outlined in Section 423, specifically, - Sick <i>shall</i> be granted for reasons outlined in Section 423 - and employees cannot be disciplined for using accrued paid sick time as outlined in Section 423.
410.B.5.	Unexcused Absences	Deleted reference to specific titles for consistency with current practice.

420	Paid Time Off	Added reference to Management Policy 400 for a complete list of all paid time off categories.
421.F. 421.G.	Holidays - During unpaid time off Starting employment	Added employees on disciplinary dock on a holiday will not be paid for the holiday. Revised to stipulate if a holiday falls on the first scheduled work day, an employee who starts the day after the holiday will not get paid for the holiday.
422.B.5.	Vacation Time - Accrual	Revised reference to vacation accruals for rehires for consistency with sick time accruals, and clarified for consistency with practice.
423	Sick Time	<p>Prop 206 (The Fair Wages & Healthy Families Act) – Earned Paid Sick Time:</p> <ul style="list-style-type: none"> - Broader definition re what qualifies as sick for ee and/or when caring for family member (mental or physical illness/injury/health condition; medical diagnosis, care or treatment; preventive medical care; closure of worksite or child's school or place of care due to public health emergency; and absences due to domestic violence; sexual violence; abuse; stalking) - Expanded definition of family member (biological, adopted or foster child, stepchild or legal ward, a child of a committed partner, a child to whom the employee stands in loco parentis; biological, foster, stepparent or adoptive parent or legal guardian of an employee or employee's spouse or committed partner or a person who stood in loco parentis when the individual was a minor; a person to whom the employee is legally married under the laws of any state or committed partner of an employee under the laws of any state; a grandparent, grandchild or sibling (biological, foster, adoptive or step) of employee or spouse or domestic partner; any other individual related by blood or affinity whose close association with the employee is the equivalent of a family member). - Paid sick time accruals now include NOB and seasonal employees; 1 hour of sick for every 30 hours worked; revised FT and PT accruals based on # of hours worked (1:20; 1.4:24; 1:20) vs. accruing hrs. per pay period; no change to total hrs accrued per calendar yr for FT/Ben PT/Fire ees. - NOB hired on or before 7/1/17 begin accruing on 7/1/17 and can use time upon accrual; NOB hired after 7/1/17 will begin accruing on date of hire but must wait 90 days before using. These ees can accrue and use max of 40 hours per calendar year. - All sick time must carry over from year to year, however, we will provide FT and Benefited PT the option to convert excess sick to vacation (no take-away for FT & Benefited PT ees) however, no longer an automatic conversion, now a voluntary option to convert to vacation: 1040 hrs. FT; 520 hrs. PT benefited; 1456 hrs. Fire. PT NOB no option to convert. - FT & Benefited PT will still be eligible for payout (1/2 of above amounts) at retirement or death. - When the use sick is foreseeable ee must make good faith effort to provide advance notice and make a reasonable effort to schedule without unduly disrupting operations. - When the use of sick is not foreseeable ee must notify supervisor w/in ½ hour before shift (same as existing Rule) unless emergency.

		<p>- Use of sick under the parameters listed above cannot count as an absence that may lead to discipline or other adverse employment action.</p> <p>- If out sick 3 or more consecutive days, documentation signed by a health care professional indicating the time is necessary is considered reasonable.</p> <p>- In cases of domestic violence, sexual violence, abuse or stalking, the law is very specific about what type of documentation , selected by the ee, is considered reasonable.</p> <p>- Cannot require any documentation explain the nature of the illness, or the details of the domestic violence, etc.</p>
424.B.	Bereavement - Definition	Added committed partner and definition for purposes of this section.
424.C.	Amount of Time	Added employees allowed time to grieve.
425.A.	Industrial Injury - General	Deleted reference to minimum number of hours worked; no longer applies for sick accruals.
430.A.	Unpaid Time Off - Paid Time Off	Deleted reference to sick accruals regarding minimum number of hours worked; no longer applies.
430.D.	Accrual Unpaid Time Off- Insurance Participation	Revised to stipulate employees' responsibility for employee portion (not City's portion) of insurance premiums when on dock and pay check cannot cover; employee will be invoiced; consequences if not paid timely.
440.A. 440.E.	Special Leaves - Insurance Participation	Clarified time off must be authorized. Revised to stipulate employees' responsibility for employee portion (not City's portion) of insurance premiums if on dock and pay check cannot cover; employee will be invoiced; consequences if not paid timely.
470.A. 470.D.	Short-Term Disability - General Insurance Participation	Revised for clarification. Revised to stipulate employees' responsibility for employee portion (not City's portion) of insurance premiums when on dock and pay check cannot cover; employee will be invoiced; consequences if not paid timely.
470.E.	FMLA	Moved to 470.A.
480	Insurance Programs	Added Health & Welfare to Section title; deleted reference to "core and non-core" insurance programs.
510.B.13.	Standards of Conduct- Causes for Discipline or Dismissal	Added sexual orientation, gender identity and expression, etc., for consistency with Management Policies 302 & 308.
810.B.2.	Types of Disciplinary Actions	Added cross-reference to Section 540.D.
810.B.5.	-Disciplinary Prob Dismissal	Added cross-reference to Section 930.
830 830.E. 830.F.	Demotion Grievance Position Availability	Added cross-reference to Section 320.H. Replaced Section 830. with Subsection. Revised to stipulate if a position is not available for demotion, an employee may be terminated for violations of Standards of Conduct (510), unless another form of discipline is imposed. For all other violations listed in this Section, if a position is not available for demotion, ee shall be terminated.
830.H.	Probation	Added reference to Section 540.D.