

PERSONNEL MANUAL

City of Salinas

Human Resources Division

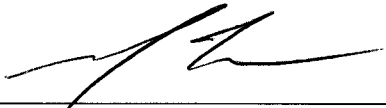
APRIL 2007



AUTHORITY STATEMENT

This revision of the City of Salinas Personnel Rules and Regulations is published in accordance with Municipal Code Section 25-49 authorizing the establishment of personnel rules and regulations for the City and Section 104 of the City of Salinas Resolution #12542 which authorizes the City Manager to establish these administrative rules and regulations clarifying said resolution and Chapter 25 of the Municipal Code.

I hereby endorse and establish this April 5, 2007 revision of the Personnel rules and Regulations of the City of Salinas. These rules exemplify the City's belief in strong labor and management cooperation to foster productive employer-employee relationships.



DAVID R. MORA
City Manager

Date: _____

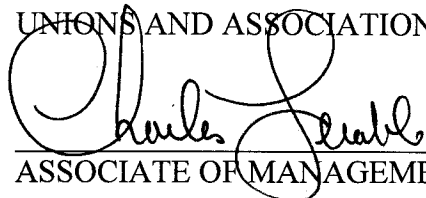
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MEET AND CONFER ACKNOWLEDGEMENT

The undersigned acknowledge they have meet and conferred from February 2003 to April 2007 on these revisions of the City of Salinas Personnel Rules and Regulations dated April 2007.

UNIONS AND ASSOCIATIONS

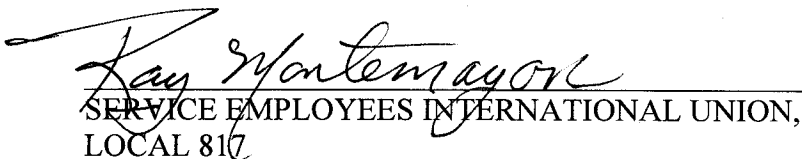
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ASSOCIATE OF MANAGEMENT PERSONNEL

4/5/07


SERVICE EMPLOYEES INTERNATIONAL UNION,
LOCAL 817, CREW SUPERVISORS

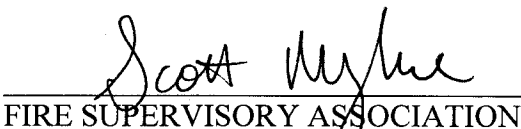
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SERVICE EMPLOYEES INTERNATIONAL UNION,
LOCAL 817

4-5-07


SALINAS MUNICIPAL EMPLOYEES ASSOCIATION

4-5-07


FIRE SUPERVISORY ASSOCIATION

4-5-07


SALINAS FIREFIGHTERS ASSOCIATION, IAFF LOCAL 1270

2 July 2007


SALINAS POLICE OFFICERS ASSOCIATION

4-5-07


SALINAS POLICE MANAGEMENT ASSOCIATION

4-5-07

CITY OF SALINAS


DAVID R. MORA

4-5-07

City bargaining unit representatives were afforded the opportunity to meet and confer. The City of Salinas is proceeding to publish this revision under authority of Government Code Section 3504.5 (MMB).

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SECTION 1: GENERAL

1.1 Purpose

It is the purpose of these rules and regulations to implement the provisions of the City of Salinas Municipal Code, Chapter 25, Article 3 and Section 1402 of the Personnel Resolution. These rules are not intended to be an employment contract between the City and its employees and do not create property or other rights of employment which are set forth in law and labor agreements. Where there may be a conflict between sections of these Rules and Regulations and specific MOU's, the MOU's shall prevail. Approved Department rules and regulations will augment the Personnel Manual.

1.2 Positions Covered

These rules and regulations shall cover all employees in the classified service. The City Manager, City Attorney, and Department Directors shall be considered as regular employees and shall be covered by all Personnel Rules, except those which are superseded by the executive pay plan or are excluded by City Code. Temporary, part-time hourly employees, emergency, CDBG funded and special program positions are excluded from the classified service and are not covered by these rules except for specific sections such as conduct and performance reviews as designated by the City.

1.3 Authority of the City Manager

The City Manager is empowered to appoint employees as may be required to properly operate all City departments other than the City Attorney's staff, in accordance with current ordinances, resolutions and the budget, as adopted by the City Council. Further, the City Manager is empowered to publish these rules and related administrative directives so as to clarify the adopted code and resolution relating to the personnel system. The City Manager is designated by Resolution No. 6678 to serve as Employee Relations Officer. The City Manager may delegate these authorities as he deems appropriate. This includes delegation of rule making authority so Department Directors can establish and maintain appropriate departmental rules and regulations.

1.4 Administration

These rules shall be administered by the Human Resources Officer under the direction of the City Manager and in conformity with the City's Ordinance and Resolution establishing a personnel system. Subject to the approval of the City Manager, the Human Resources Officer shall:

- A. Administer the provisions of the Personnel Ordinance and Resolution, and all personnel rules not reserved to the Council or City Manager.
- B. Prepare and recommend to the City Manager:

1. Revisions and amendments to the Personnel Ordinance, Resolution and Rules.
 2. A position classification plan including class specifications and revisions of the plan.
 3. A compensation plan and revisions thereof, based on the classification plan.
- C. Administer the personnel recruitment and in-service training programs for all City personnel.

1.5 **Adoption and Amendment of Rules**

- A. The Human Resources Officer is responsible for the maintenance of the Personnel Rules and Regulations, in consultation with the Department Directors, the City Manager, and the representatives of the various City employee organizations, when appropriate.
- B. Additions or revisions to the rules shall become effective when approved by the City Manager.

1.6 **Selection Process**

- A. The City selection process shall operate under merit principles, and shall conform with Section 302 of the Personnel Resolution. Every attempt will be made to ensure the use of selection procedures that are valid. Records or other information will be maintained which will disclose the impact that tests and other selection procedures have upon employment opportunities of persons by identifiable race, sex, or ethnic group in order to determine compliance with section 302.
- B. The City may choose to utilize alternative selection processes in order to eliminate adverse impact as part of an equal employment opportunity program.
- C. All personnel employed by the City of Salinas will be chosen, retained and advanced according to the City's merit system. It is the policy of the City of Salinas that it shall not discriminate against, or grant preferential treatment to, any individual or group on the basis of race, color and religious creed, sex (including pregnancy) age, marital status, sexual orientation, national origin, disability or any other classification protected by applicable discrimination laws in the operation of public employment. A requirement may exist for U.S. citizenship in accordance with the State and Federal Law.
- D. Announcements of recruitment for position vacancies will be posted in City facilities and advertised to the public. All persons who meet the minimum qualifications for the position may apply. All applications will be impartially reviewed, and those individuals determined to be the best qualified will be invited to participate in an examination process as determined by the Human Resources Officer. An eligibility list will be prepared and certified to the City Manager

and/or the Department Director concerned. Candidates will be chosen to fill the position(s), provided that they can successfully complete the required physical examination and relevant background investigation.

- E. First consideration for promotions to non-management, non-public safety positions will be given to qualified City employees in accordance with the promotion policy outlined in Section 5.3.

1.7 **Equal Employment Opportunity**

The City of Salinas is governed by the policy of equal employment opportunity, which is found in Section 25-51 of the Municipal Code and Section 102 of Resolution 12542 (N.C.S.).

The City's Equal Employment Opportunity Plan will be followed in applying these personnel rules.

SECTION 2: DEFINITIONS

2.1 Acting Pay

A ten percent premium pay to an employee assigned to carry out the duties of a vacant position.

2.2 Equal Employment

A planned, ongoing program to accomplish the concept and goal of equal employment and opportunity.

2.3 Appeal

An application for review of an alleged grievance or disciplinary action submitted or initiated by an employee to duly constituted higher authority.

2.4 Applicant

An individual who has completed and submitted an application for employment with the City.

2.5 Appointing Authority

The City Manager or the Department Director, whose authority to appoint or to remove employees is stated in the City Code for all employees in the classified service.

2.6 Appointment

The filling of a position by the City Manager or a Department Director. Appointments include several types: regular, regular part-time, temporary, part-time hourly, emergency, special. Each of these categories is explained in Section 303 of Personnel Resolution 12542.

2.7 Candidate

An applicant for a position that is invited to participate in the examination process.

2.8 Certification

The submission of names of eligible candidates by the Human Resources Officer to a Department Director.

2.9 **Classification Series**

A number of classifications which are substantially similar as to the types of work involved, and differ only in rank as determined by the importance of the duties, degree of responsibility involved, and amount of training and experience required. Such classifications constitute a series.

2.10 **Class Specification**

The written description of a class, containing a title, statement of duties, authority and responsibilities, and the minimum qualifications for the class.

2.11 **Classify**

The act of grouping positions in classes with regard to

- A. Duties and responsibilities
- B. Requirements of education, certification, registration, knowledge, experience, and ability and the relationship to other classifications.
- C. Policies and procedures for administering the plan.

2.12 **Classification Plan**

The official or approved system of grouping positions into appropriate classes and class series consisting of:

- A. An index to the class specification.
- B. The class specifications.
- C. Rules for administering the classification plan.

2.13 **Classified Service**

All positions in the service of the City as defined in the Personnel Resolution. Excludes City Manager, City Attorney, temporary, part-time hourly, emergency, and special positions.

2.14 **Compensation Plan**

The official schedule of pay assigning one or more rates of pay to each classification. The Plan includes all forms of compensation and employee benefits. The compensation plan reflects the pay and benefits established by Memorandum of Understanding or agreements with the City Council.

2.15 **Demotion**

The movement of an employee from a position in one class to a position in another class having a lower salary range or to a lower step in the employee's current salary range. A voluntary demotion is a demotion initiated or agreed to by an employee. An involuntary demotion is a demotion initiated by an appointing authority not agreed to by an employee that may be as a result of disciplinary action.

2.16 **Discharge**

Separation from City employment; for cause in the case of a regular or regular part-time employee or without cause for a probationary regular or unclassified employee.

2.17 **Domestic Partner Benefits**

The City of Salinas will provide domestic partner benefits as provided for under State and Federal law.

2.18 **Holiday**

The period between 12 midnight at the beginning and 12 midnight at the end of the day on which a holiday falls, or the same period on the day designated to serve in lieu of the holiday, when the latter falls on a Saturday or Sunday. Specific holidays are listed in the appropriate MOU.

2.19 **Immediate Family**

Includes wife, husband, son, daughter, mother, father, brother, sister, or grandparents of employee, and relatives of the same degree through marriage.

2.20 **Layoff**

Separation from the service because of a shortage of funds or materials, reorganization, abolishment of position, or for reasons outside the employee's control.

2.21 **Leave of Absence**

Permission to be absent from duty for a specified period of time and for a specified purpose, with the right to return at the expiration of the approved period of leave.

2.22 **Overtime**

Hours worked in excess of 40 hours per seven day work week period. Fire and police safety employees work period is defined in accordance with Federal Law and City Administrative Memoranda.

2.23 **Personnel Action**

An action taken with reference to appointment, compensation, promotion, transfer, layoff, discharge, or any other action affecting status of employment.

2.24 **Personnel File or Personnel Record**

That record maintained by the Human Resources Officer relating to the employment history of an individual employee.

2.25 **Human Resources Officer**

The individual appointed by the City Manager and to whom is delegated the responsibility of administering the Personnel Ordinance, Resolutions and such related duties as may be prescribed by the City Manager or the Deputy City Manager.

2.26 **Personnel Ordinance**

The Ordinance adopted by the City Council, establishing a system of personnel administration known as Chapter 25 of the Municipal Code.

2.27 **Probationary Period**

A fixed period of time during which an employee is required to demonstrate, by actual performance of duties, his/her fitness for the position to which he/she has been appointed. During the original probationary period, the employee may be separated without cause or right of appeal. During the promotional probationary period the employee may be demoted without cause or right to appeal.

2.28 **Promotion**

The movement of an employee from a position in one class to a vacant position in another class with a higher salary range.

2.29 **Re-appointment**

The return of an employee who previously held regular status in the classified service and who resigned in good standing, was laid off, or was separated for non-disciplinary reasons per Resolution Section 305.

2.30 **Reclassification**

A change in designation of an individual position by raising it to a higher class, reducing it to a lower class, or by moving it to another class at the same salary level on the basis of significant changes in the type, degree of difficulty, or responsibility of the work performed in such position. The incumbent of such reclassified position may be reclassified without testing, based on a gradual change in the duties and responsibilities of the position.