Mentorship Program

Part of the Workforce Development Committee

Presented By:
Lisa Achen – Human Resources
Matthew Davis – Electric
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Helen Dreyer – City Clerk
Presentation Overview

- What is the purpose of a mentorship program?
- What exactly is a mentor?
- Who can participate in the mentorship program?
- How is the program rolled out to employees?
- What are some of the considerations?
- What are some of the benefits?
- What is the program timeline?
What is the program’s purpose?

The mentorship program has been established to encourage, promote, and support employees who seek counseling and guidance to enhance their careers. It will...

Further develop high-potential employees

Provide a safe/professional environment for growth

Encourage knowledge sharing among employees
What is a mentor?

A wise and trusted counselor.

One person helping another achieve something.

An individual that serves as a teacher to another person, especially in occupational settings.
Who can participate and how?

Mentorship program availability.

Protégés choose and commit to relationship.

Complete and submit “Request to Participate” form.

Kick-off year long journey.
How is the program rolled out?

The program will run from August to August – 1 year.

Preliminary Steps:
Communications team announces enrollment opportunity to City employees.

Protégés select their mentors and fill out the form together.

Kick-off meeting provides program framework and addresses any questions.
What are some considerations?

- Management support
- Mentor selection
- Time commitment
- Voluntary basis
What are some benefits?

**For the Protégé**
- Professional relationship that fosters guidance and support.
- Provides a roll model for professional leadership.
- Demonstrates a commitment to personal performance and growth.
What are some benefits?

For the Mentor
- Demonstrates a commitment to employee growth and job development.
- Creates opportunities for employees to strengthen skill sets.
- Provides personal satisfaction by helping emerging professionals.
What are some benefits?

For the City of Roseville

- May increase employee satisfaction and job retention.
- Passes institutionalized knowledge to the next generation of leaders.
- Reflects the City’s investment in employee development.
Program timeline

- **Present to Dept. Heads & All Managers Meeting**
- **All forms Completed / Relationships Kick-Off**
- **Open Mentorship Submittal Process Again**

- **Open Mentorship Submittal Process**
- **Focus Groups / Professional Dev.**

- **July 1-31 ‘08**
- **Aug. ‘08**
- **Nov. ‘09 – June ‘09**

- **Plan & Promote**
- **Mentoring session**

City of Roseville, California
Focus Groups:
A chance to meet as a group and talk about what is going well and what could use some improvement.

Professional Development:
A chance to meet as a group and share tips and tools to help improve the mentoring relationship.
Celebration / Kick - Off

August, 2009
Conduct final mentor meetings
Thank everyone for participating
Recognition ceremony

Late August, 2009
Kick-off meeting
Welcome 2009 Participants!

Invite successful ’08 participants
to give testimonials at kick off to encourage next group
Questions / Contact Us

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Mentoring Program

City of Roseville

Purpose

The City of Roseville’s Mentoring Program has been established to encourage, promote, and support employees who seek counseling and guidance to enhance their careers. The mentoring program will: Further develop high-potential employees who strive to advance within the organization; Provide a safe environment for professional development; a one-on-one partnership that will enable professional growth to occur in a flexible, yet structured setting; Allow City staff the opportunity to meet others within the organization whose tenure, expertise, and institutional knowledge can be shared for the direct purpose of organizational consistency.

Process

The Mentoring Program will run annually.

The first step in the process requires the protégé to secure a mentor within the organization. The mentor/protégé pair will complete a “Request to Participate” form and a Development Plan and identify a schedule of meetings (minimum of one meeting per month required). Completed forms will be submitted to the Mentoring Committee, c/o Human Resources Department who will provide oversight of the Mentoring Program.

An invitation will be sent to mentors, protégés, and affected supervisors for a kick-off meeting conducted by the City Manager and the Mentoring Committee. The kick-off meeting will provide a framework of expectations and a venue for questions and answers. Those new to this type of effort will be guided by those more seasoned.

Quarterly meetings will also be held to discuss achievements and challenges the mentor and protégé have experienced. These quarterly meetings will also provide a forum to expose those participating to a variety of professional development efforts (e.g. Conflict Resolution; Business Etiquette, etc.).

The City Manager and Mentoring Committee will conduct a culmination meeting where mentoring partnerships are acknowledged and participants thanked. This meeting will serve as the final meeting.

Considerations

Management will fully support any employee interested in participating in this program.

Employees will choose a mentoring relationship with someone they would like to learn from. The criteria is simple, a protégé approaches someone they want to be mentored by and if the potential mentor has the available time (no more than one year) and is able to commit to the process, agrees to the partnership.

There isn’t a limit as to the number of partnerships a person can have over the course of their employment; however, there is a one-time limit of the mentor/protégé pairing. In other words, a protégé cannot ask the same mentor to mentor them in subsequent years.

Overtime will not be granted. If an employee must arrange to meet with their mentor after hours due to the nature of their work, it will be on a voluntary basis.
City of Roseville Mentorship Program

TO: The Mentoring Committee - c/o Human Resources
FROM: ________________________________ - Protégé
       ________________________________ - Mentor
DATE: ________________________________
DUE BY: JULY 31, 2008 by 5:00 p.m.

Growth and Development Areas
What are one to three areas that I want to work on over the next year?

1. __________________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________
Protégé Development Plan

Growth and Development Activities
What types of activities would be beneficial to assist in developing and growing these areas?
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Time Commitments
How much time do we need and agree to spend working on these areas? How often should we meet (minimum of once per month).
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Personal Commitment
I, __________________________ have selected ________________________________
to be my mentor in the Mentorship Program.

I, __________________________ have selected ________________________________
to be my Protégé in the Mentorship Program.

We agree to a mentor/protégé partnership lasting no more than one year. We agree to meet at least one time a month and have attached our completed Protege Development Plan for your consideration.

Mentor

Protégé
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Internship Guidelines

I. Introduction

The public sector workforce of tomorrow will be quite different than it is today. These differences are due to a number of factors including:

- Baby-boomer generation retirements meaning more competition for a smaller labor force
- Higher employer expectations for entry-level employees
- Traditional bias against public service and local government for a career choice
- Workers who choose where they want to live first and then find employment

The City of Roseville is determined to be an employer of choice for recent college graduates. To this end, a formal intern program has been added to the City’s recruitment strategy to attract students interested in public service and even those who may not have considered a career in local government. The City’s goal in creating this program is to provide a structure where students apply what they learn in the classroom to a real-life work environment with meaningful, challenging projects. Internships will be designed to benefit the students, the City as an employer, and the community at large. Work experience is the best way to promote an interest in local government careers for qualified students,¹ and Roseville will provide opportunities in many job classifications to demonstrate the City as an ideal place to start a career.

Note: The word intern and/or internship refer to a student currently enrolled in a college and/or university and has an established agreement with said college and/or university to attain work experience that directly correlates to the student’s major coursework of study.

II. Types of Internships

Full-time and part-time paid internships can be a positive experience for a student, as long as the goals and projects meet the needs and expectations of both the City and the student. To ensure a successful venture, the City’s Human Resources Department will be working closely with supervisors² to identify types of internships and duration. Depending on the complexity of a particular project and the specific professional background needed (e.g. engineering student, communications major, etc.), the recruiter will collaborate with the supervisor to identify colleges to target. As recruitment efforts could be several months ahead of actual working schedules, it is imperative for the department to have a clear understanding and description of expected outcomes of the project.

The “College-Level Internship Placement Request” memo should be completed and submitted to the Human Resource department Internship Coordinator. As college counselors³ begin their placement processes months in advance, department representatives are encouraged to forecast their needs as far out as possible.

¹ ICMA Internship Toolkit, p.3
² The term supervisor refers to the City of Roseville departmental representative responsible for Intern’s daily work
³ The term counselor refers to the College and/or University liaison
Anticipating needs early in the budgetary process is preferable, however, every effort will be made to assist departments in finding quality students at any time throughout the year when necessary.

III. The Application Process

A City of Roseville application, cover letter and resume, and transcripts indicating current enrollment in a college or university are required. Depending on the internship, a variety of screening criteria may apply: review and screening of applications, phone interviews, and/or supplemental questionnaires. Once the applicant pool has been reduced, the person responsible for hiring will interview the students in person and call references before a final decision is made.

IV. The Hiring Process

The hiring process for a College Intern is the same as that of a temporary and/or seasonal employee. A pre-employment drug screen and fingerprint check is mandatory. Based on the job classification, a pre-employment physical may be required.

V. Meaningful Work

Consider this an opportunity to accomplish something that no one has time to complete. Make sure the project has clear criteria and expectations outlined before the intern begins working. Because the intern may be getting course credit for his or her work, the intern, the school adviser, and the employer might want to enter into a learning contract. A contract can include the following measures to ensure a quality experience:

- Specific start and end dates
- Designated supervisor for the intern and project
- Course credit hours to be earned
- Description of duties
- Hours to be worked
- Measures for evaluation

Develop a work project before the intern is selected. Make every effort to ensure the following guidelines are met for the intern's project or position.

The supervisor should be someone who can provide guidance and mentoring, learning opportunities, and access to department management.

- The project should be doable within the time frame.
- Allow time for the intern to participate in other departmental functions.
- If the position entails working on many small tasks, they should provide tangible learning experiences and when possible, a concrete product.

The “Student’s Measurable Learning Objectives” form provides the college-intern with a format to follow as the supervisor and intern discuss outcomes. Interns should be given the opportunity to formalize their learning goals in writing. Each supervisor should sign-off on these outcomes to ensure both parties have a clear understanding of expectations.
VI. Privacy Issues

Allowing interns to have access to departmental meetings is recommended. These meetings are a vital aspect of managing local governments and important experiences for future local government leaders. Interns must, however, understand that “what you hear here stays here.” Confidentiality of departmental sessions should be stressed, as this will likely be the first time an intern is exposed to restricted or sensitive information.

VII. Evaluation and Continued Success

Evaluation should take place throughout the internship (recommended evaluation form attached). Here are suggestions for getting the most out of the evaluation process:

- Formal evaluations provide insight and feedback for the intern and can serve as an opportunity to mentor and professionally develop the student.
- Maintain a relationship with school faculty to ensure that the needs of both the City and the student’s degree requirements are being met.
- Use interns to keep the internship program running. Have them place ads and take responsibility for communicating with future applicants and collecting applications.

The “Student Intern Evaluation” form provides an easy way for supervisors to keep the lines of communication open with their respective intern(s). At a minimum this document should be completed once per semester. It is recommended that the supervisor and intern utilize the form more frequently to ensure a positive experience.

The intern, at the completion of their internship, should complete the “Student Evaluation of the Internship” form. The completed form should be forwarded to the Human Resources Department Internship Coordinator to track progress and establish areas that may need enhancement.

VIII. Department Orientation

The manager or supervisor should also conduct a department orientation with the intern. This enables the participants to know and understand his or her job and what is expected of him or her by the supervisor.
Forms

College-Level Internship Placement Request
When a manager/supervisor is interested in hiring a college-intern, the department will complete a college-level internship placement request form. This will assist human resources in the internship recruitment process and provide background information on the expectations and/or special projects for which the intern will be involved.

Student’s Measurable Learning Objectives
The intern should complete the Student’s Measurable Learning Objectives form on his/her first day of employment. This will enable students to clearly describe what they intend to accomplish during the internship program. This form should also be reviewed by the supervisor (who may suggest changes or additions) during the first two weeks of the term and approved later by the student's College Counselor. At the end of the semester, the supervisor will evaluate how well the student accomplished each of the objectives by assigning a percentage figure (0-100%).

Student Intern Evaluation
The Student Intern Evaluation should be completed by the supervisor at the end of the internship program. Evaluations should be conducted by the supervisor and reviewed with the student prior to their last day of employment.

Student Evaluation of Internship Program
The Student Evaluation of Internship Program should be completed by the student at the end of the internship program. Evaluations will should be submitted to the supervisor then forwarded to Human Resources for final review.

Supervisor Orientation Check List
The Supervisor Orientation Check List should be completed during the Interns first week of employment. Please discuss each of the items with your new intern and answer any questions they may have.
INTEROFFICE MEMORANDUM

TO: HUMAN RESOURCES DEPARTMENT – INTERNSHIP COORDINATOR
FROM:
SUBJECT: COLLEGE-LEVEL INTERNSHIP PLACEMENT REQUEST
DATE:

Requesting Department: ________________________
Contact Name: ________________________________    Extension: ______________
Fall Semester: _______      Spring Semester: _______      Summer: _______

The specific information you provide will be used to actively pursue an intern with the specific
skills and abilities outlined below. Because we will be using a variety of recruitment mechanisms
(e.g. brochures, website postings, etc.), it is important that requesting departments include any
and all relevant information to ensure a successful match.

What specific projects/work assignments will be performed?

What are the outcomes you hope to have at the end of this internship?

Why is the project important to your department?

Is there a particular concentration or area of specialty that you would like the intern to possess?
(e.g. engineering, computer science, etc.) If so, why?

What can the intern expect to learn from this experience?

Who will serve as the intern’s immediate supervisor?

How long is the proposed internship?

How does this position support the department’s goals? The City’s goals?

What is the suggested hourly wage?

Is there a preferred working schedule (i.e. number of hours per week and specific days of the
week)?
Student’s Measurable Learning Objectives

The written objective should clearly describe what you intend to accomplish during your internship work term. They will be reviewed by your supervisor (who may suggest changes or additions) during the first two weeks of the term and approved later by your College Counselor.

At the end of the semester, your supervisor will evaluate how well you accomplished each of the objectives by assigning a percentage figure (0-100%) in the column provided below.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>By the end of the semester, I will accomplish the following objectives as rated by my work supervisor.</td>
<td>Supervisor’s Rating</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Intern’s Signature  Date

Supervisor’s Signature  Date

College Counselor’s Signature  Date
# Student Intern Evaluation

**Student Name:** ____________________________  **Semester:** ____________  **Year:** ______

**Department:** ____________________________

**Supervisor:** ____________________________  **Number of Credit Hours Earned:** ______

Please rate the student by placing a numeric representation from the scale below that most appropriately describes the student’s ability in each of the following statements:

<table>
<thead>
<tr>
<th>1= POOR</th>
<th>2= BELOW AVERAGE</th>
<th>3= AVERAGE</th>
<th>4= ABOVE AVERAGE</th>
<th>5= EXCELLENT</th>
<th>6= UNABLE TO OBSERVE</th>
</tr>
</thead>
</table>

1. Students desire to learn about this organization and its program.  □
2. Understands and follows policies and procedures.  □
3. Reliability (punctuality and attendance).  □
4. Presents appropriate appearance for the job.  □
5. Maturity, temperament, and disposition.  □
6. Enthusiasm, energy, and industriousness.  □
7. Student’s ability to carry out assigned responsibilities and/or follow instructions.  □
8. Creativity and imagination; innovation (looking for better ways of doing things).  □
9. Attitude toward accepting suggestions and constructive criticism.  □
10. Ability to work with people in this setting.  □
11. Cooperation and rapport with fellow staff members.  □

PLEASE PROVIDE A WRITTEN RESPONSE TO THE FOLLOWING ITEMS:

The student’s strength(s) lies in the area(s) of: ______________________________________

______________________________________

The student needs improvement in the area(s) of: ______________________________________

______________________________________
Student Evaluation of Internship

Indicate the most appropriate response to the statement

1= STRONGLY AGREE  2= AGREE  3= DISAGREE  4= STRONGLY DISAGREE  5= DOES NOT APPLY

1. My internship experience was challenging.   
2. My supervisor gave clear, explicit instructions and did so as often as needed.   
3. My supervisor had an open door policy.   
4. My training assignment was well structured.   
5. I feel I learned a great deal in my career or professional area.   
6. My academic preparation for this assignment was adequate.   
7. My internship experience increased my motivation to obtain a four-year degree.   
8. My internship experience confirmed my career plans.   
9. I am more confident of my abilities as a result of my Internship experience.   
10. I recommend the City of Roseville to prospective intern students.  

Additional comments: ________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Department where I interned: _________________________________________________________________

Intern Supervisor: ____________________________________________________________

Student Intern’s Job Title: _______________________________________________________________
CITY OF ROSEVILLE
SUPERVISOR’S ORIENTATION CHECKLIST

DIRECTIONS: Please discuss each of the following items with your new intern and answer any questions they may have. Check off each item as you discuss them. When all the topics are checked off, have the employee sign and date the form, then sign in the appropriate space and return to Human Resources. This form will be placed in the intern’s permanent file.

<table>
<thead>
<tr>
<th>EMPLOYEE’S NAME:</th>
<th>PLEASE CHECK EACH INDIVIDUAL ITEM*</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Word of Welcome</td>
</tr>
<tr>
<td>II.</td>
<td>Explain overall departmental organization and its relationship to other activities in the City.</td>
</tr>
<tr>
<td>III.</td>
<td>Explain intern’s individual contribution to the objectives of the department and the starting assignment in broad terms.</td>
</tr>
<tr>
<td>IV.</td>
<td>Discuss where the intern will be stationed.</td>
</tr>
<tr>
<td>V.</td>
<td>Discuss job content with intern.</td>
</tr>
<tr>
<td>VI.</td>
<td>Explain departmental training program(s) and Rose ‘U’ opportunities</td>
</tr>
<tr>
<td>VII.</td>
<td>Explain working conditions:</td>
</tr>
<tr>
<td></td>
<td>a. Hours of work, time sheets</td>
</tr>
<tr>
<td></td>
<td>b. Use of employee entrances</td>
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<tr>
<td></td>
<td>c. Lunch hours, breaks and rest periods</td>
</tr>
<tr>
<td></td>
<td>d. Leave policies</td>
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<tr>
<td></td>
<td>e. Personal telephone calls and mail</td>
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<tr>
<td></td>
<td>f. Overtime policy and requirements</td>
</tr>
<tr>
<td></td>
<td>g. Paydays and procedure for being paid</td>
</tr>
<tr>
<td></td>
<td>h. Lockers/parking</td>
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<tr>
<td></td>
<td>i. Discuss emergency evacuation procedures (i.e. meeting location after evacuation)</td>
</tr>
<tr>
<td></td>
<td>j. Other ___________________________</td>
</tr>
<tr>
<td>VIII.</td>
<td>Requirements for continuance of employment – explain City standards as to:</td>
</tr>
<tr>
<td></td>
<td>a. Performance</td>
</tr>
<tr>
<td></td>
<td>b. Attendance and punctuality</td>
</tr>
<tr>
<td></td>
<td>c. Handling confidential information</td>
</tr>
<tr>
<td></td>
<td>d. Behavior</td>
</tr>
<tr>
<td></td>
<td>e. General Appearance</td>
</tr>
<tr>
<td></td>
<td>f. Clothing appropriate to the job</td>
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<tr>
<td></td>
<td>g. Safety practices</td>
</tr>
<tr>
<td>IX.</td>
<td>Introduce intern to manager(s) and other supervisors.</td>
</tr>
<tr>
<td></td>
<td>Special attention should be paid to the person to whom the new employee will be assigned.</td>
</tr>
<tr>
<td>X.</td>
<td>Release intern to immediate supervisor who will:</td>
</tr>
<tr>
<td></td>
<td>a. Introduce new staff to co-workers</td>
</tr>
<tr>
<td></td>
<td>b. Familiarize the employee with the workplace</td>
</tr>
<tr>
<td></td>
<td>c. Begin on-the-job training</td>
</tr>
</tbody>
</table>

______________________________  ________________________________
Employee Signature                        Supervisor’s Signature/Department or Division

FORM EXAMINED FOR FILING _____/_____/______  ________________________________
Human Resources Dept. Representative
Supplemental Material to Assist Intern Supervisors
Top 10 Best Practices for Internship Supervisors

1. **Access.** Allow access to meetings, events, and staff. It is extremely beneficial to allow access to respective Department Heads and the City Manager if possible.

2. **Variety.** Provide various projects and participatory experiences.

3. **Flexibility.** Meet interns’ needs and interests and enable the input from various department and agencies.

4. **Education.** Educate people in the community, including college contacts, about the internship program in order to secure a steady applicant pool and to foster a relationship with student networks.

5. **Front-Line Experience.** Appreciate and respect the work of service providers who exhibit good management practices. Encourage interns to take part in these valuable learning experiences.

6. **Mentoring.** Provide interns with guidance and encouragement or a person who can be a mentor. Remember, today’s interns are tomorrow’s leaders.

7. **Have supervisors supervise.** Avoid having interns report to supervisors who may lack the experience and authority to provide the intern with tools for learning.

8. **Meaningful work.** Provide a task that is important to the goals of the organization and will attract quality interns. Resume-building experiences often are more valuable to the intern.

9. **Evaluate.** Give the interns feedback throughout their tenure and have them evaluate their own experience before leaving.

10. **Assimilate.** Make the program a routine part of local government. Continue to seek out qualified candidates and to share enthusiasm for local government.
Tips for Employers of Student Interns

The internship program provides a superior educational plan for the student when administered properly. However, in order to be effective, it requires the cooperative efforts of the college, the employer and the student. The College must prepare the student academically, the employer must provide a meaningful training assignment, and the student must endeavor to learn all he/she can from the classroom as well as the work situation. When these conditions are fulfilled, an incomparable learning situation is created. These tips to the employer for providing a meaningful learning experience for students have been derived from the feedback from students during their post-assignment interviews. We hope you will share them with all the direct supervisors of future interns.

1. **Expectations** – During the orientation period, the direct supervisor should discuss specific job responsibilities with the student. It is important that the student understand from the outset what the employer expects from interns in terms of job duties and performance. In this initial conversation, the student should have the opportunity to express his/her expectations of the training assignment. A clarification of expectations by both the employer and the student should open communications between the two, setting the stage for a productive experience.

2. **Communication** – A clear channel of communication between the student and his/her direct supervisor should be established at the beginning of the training assignment. Initially interns need to have frequent contact with the supervisor because there is so much to learn in the first few weeks. Once the student is settled in, he/she needs to know that the supervisor is available to discuss any problems that may arise. The City requests at least two formal conferences between the student and supervisor to evaluate the student’s job performance. These conferences provide an opportunity for the supervisor to confer constructive criticism and advice for the student’s professional development. These sessions should be used to emphasize proper attitudes, encourage good work habits, and instill pride in performance.

3. **Keep Interns Busy** – If there is a golden rule for Internship employers, it is to keep the student busy. Nothing is quite as demoralizing to a college student as slack time with no work assignments. Even though periods do occur when the workload is low, every effort should be made to keep the student occupied. Students rarely complain of overwork, but they do complain if they are not well utilized. While “busy work” is not desirable as a steady diet, it is far better than no work.

4. **Responsibility** – Since the first few weeks are more or less an orientation period, students will be satisfied with light tasks while learning company policy and organization. During the latter part of the term and in all other subsequent work periods, the student should be given an ever-increasing amount of responsibility in work assignments. Many employers underestimate what the student can do. If the assignments do not stimulate the student by “stretching’ him/her into new situations, or new challenges, new projects, the intern may become bored and dissatisfied. An increasing amount of responsibility and challenge is necessary to give the student a meaningful work assignment.
5. **Vary the Experience** – The interns should be given sufficient time to develop proficiency in each task. However, the students should not be kept at the same task throughout the entire work term merely because he/she is capable and productive in that area. In later work terms, supervisors should provide a variety of learning experience and, if possible, some choice in tasks not yet attempted.

6. **Developing Professionalism** – Interns are impressionable and eager to learn. Employers can help students develop professionally. Particular attention should be given to help students improve human relation skills, personal appearance and the ability to make decisions. They should be encouraged to use their initiative, to be creative, to be enthusiastic and diligent, and to improve the overall quality of their work performance.

7. **College Contact** – Students should establish regular telephone contact with their College Supervisor. A suggestion might be once a week or once every two weeks. As each student returns to campus, he/she has a post assignment interview. At that time, the student discusses his/her work experience with the College Supervisor. The Supervisor uses the employer’s evaluation of the student’s work performance to counsel him/her in regard to future academic and career planning.

   It is important that the employer make contact with the College when any problem arises with the student. Career Services or the Faculty Supervisor may be able to provide counseling for the student that would resolve problematic situation. We are more than eager to help and will do everything we can to enhance the possibility of a successful experience for the student and employer.

8. **Developing Loyalty** – Students who have excellent work experiences feel good about the employer. They share their impressions with other students on campus through the student “grapevine.” This process insures the promotion of a good employer image, which will aid the college recruiter interested in graduating seniors. Providing inters a good positive experience is one of the best “PR” tools that an employer can have on a college campus.
Temporary Applicant Medical/And Or Drug Screen And Fingerprint Clearance Verification

All temporary employees must submit to medical and/or drug screen and fingerprint clearance prior to hiring with the City. Human Resources has placed an excel spreadsheet on the “G” drive to assist supervisors in checking the pre-employment medical and/or drug screen and fingerprint status of their temporary applicants.

The excel spreadsheet can be accessed by clicking on Windows Explorer. Select the G: drive and then go to the Human Resources file. Click on the Human Resources file that will then list the “preemploystatus” sub file. Click on “preemploystatus” for current medical/drug screen/fingerprint information. All temporary applicants are listed in alphabetical order. To assist supervisors, the spreadsheet also shows the last revision date for each applicant.

Human Resources will add names to the excel spreadsheet when supervisors call to set-up the medical/drug screen appointments and will keep the spreadsheet updated regularly. Supervisors can check the spreadsheet periodically to see when medical and/or drug screen and fingerprint clearances have been received by Human Resources. Both medical and/or drug screen and fingerprint clearance must be noted on the spreadsheet before the supervisor can give the applicant a start date.

The following procedure will be used for drug & alcohol screening and fingerprinting of temporary employees:

1. All new employees will have a drug screen, and a physical (if required, see 2. and 3. below) with Sutter at Work and will be fingerprinted at the Roseville Police Department.

2. Rehires with any break in service of over nine months will have a complete physical (job related), a new drug screen and a new set of fingerprints taken. Rehires with a break in service of over six months will have to have a new set of fingerprints taken.

3. Rehires with a break in service of nine months or less will be able to be rehired without a drug screen or physical in some circumstances. Please check with Human Resources about the requirements for the position you are filling.

4. The department should contact the Human Resources Department to give the name(s) of the person(s) to be screened, giving the time and dates that the candidate is available and the applicant’s social security number (for identification purposes). Staff will make every attempt to schedule blocks of time to accommodate mass hiring.

5. Personnel transactions (Attachment “A”), available on the “G” drive under forms/human resources, may be sent to Human Resources once a candidate is selected. Personnel Transactions must be fully completed and submitted three days prior to the appointment (start) date to assure timely processing by Human Resources.

6. Human Resources will contact Sutter at Work to schedule an appointment time. The hiring department will be advised of the time and may request to hold on the other line to receive the information on the scheduling.
7. The hiring department will notify the applicant of the physical and drug screen time, giving them the forms to sign and take to Sutter at Work, and advise them to take photo identification to the appointment. Applicants who are under eighteen years of age must bring a parent or a permission slip from their parent with them to the appointment. The applicant will also be given a fingerprint form by the department and be directed to the Police Department to have their fingerprints taken. The Police Department hours are Tuesday - Friday from 8:00 a.m. - 5:00 p.m. Photo identification is required for this process as well. An applicant may obtain the forms from Human Resources if that location is more convenient.

8. Sutter at Work will send the Risk Management Division the results of the physical and drug screen. Human Resources will update the pre-employment status sheet on the “G” drive (Human Resources folder) when applicant results are received. If there is a positive result, the Human Resources Director will notify the department that the candidate cannot be hired. The fingerprint clearance will also be posted on the pre-employment status sheet. The department should contact applicants to confirm their start date once they have been cleared through Human Resources.

**Rest Periods**

The City allows fifteen minutes rest time per four hours worked. However, a rest period is not authorized for employees whose total daily work time is less than three and one-half hours. A rest period shall not be granted during the first or last hour of a work period nor shall rest period time be accumulated. Except with the consent of the employee’s immediate supervisor, an employee shall not leave the building where employed. No obligation is upon the City to provide refreshments during the rest period or for the procurement thereof. No wage deduction or time off shall be made or charged for an authorized rest period, nor shall any rights accrue for overtime if the rest period is not taken.

**Meal Periods**

An employee who works a work period of more than five hours will receive a meal period of not less than thirty minutes. If six hours will complete the day’s work, the meal period may be waived by written consent of the City and the employee. Unless the employee is relieved of all duty during a meal period, the meal shall be considered an ‘on duty’ meal period and counted as time worked. An ‘on duty’ meal period shall be permitted only when the nature of the work prevents an employee from being relieved of all duties and when there is a written agreement between the City and the employee or bargaining group.

**Dress Policy Goal**

The goal of the Dress Guidelines is to help employees portray a positive and professional image to the general public by dressing in a clean and suitable manner appropriate to the City of Roseville.
Inappropriate Dress for Any Office Work Area

- Any piece of clothing (including shoes), which is torn, cut, frayed, stained, stretched or excessively worn.
- T-Shirt tank tops, halter-tops, bathing suits, or midriff revealing tops.
- Thong type sandals (a.k.a. flip flops)
- Low-cut revealing blouses or dresses.
- Sweatpants of all sorts
- Sweatshirts with hood, or front full zipper types.
- Shorts. In some classifications supervisor may authorize shorts. Shorts must be tailored walking type and length style only. Lycra bike shorts, gym shorts, or running shorts are not permitted.
- T-shirts (Monday-Thursday). T-shirts are allowed on Friday, Citywide “Casual Day”, provided they are a City logo shirt or a “designer” t-shirt in good taste.
- Tights (i.e. thin pantyhose material) worn like leggings unless covered by an appropriate length top.
- Mini-skirts, lycra stretch skirts, or any skirt that prevents normal office activities (i.e. reaching overhead, bending, etc.) from being carried out in a professional and appropriately modest way.
- Hats, caps, visors, bandanas, sweatbands.
- Any braless styles.
- Jeans: Casual “work/ranch style” Monday through Thursday, 8-5 p.m.

Special Situations and the Corresponding Appropriate Attire

Dressing “Down” would be appropriate on:

- Friday-City wide “Casual Day” – Inappropriate attire includes the office work area list above, however “Casual Day” does allow for t-shirts and jeans as noted above.
- An employee working out of the office and in the “field” may wear “Casual Day” attire as explained under “Casual Day” attire above.
- Any day the City Manager or City Council indicates is appropriate to wear city promoted program t-shirts (i.e., D.A.R.E. week, etc.) or other attire (crazy neck-tie day, etc.)

Completion of Internship

Once a student has completed their internship, a Termination of Services form should be sent to the Human Resources Department with the employee’s final payroll, or when the employee has returned all City property. The employee’s final paycheck will normally be available on the next regular pay date. The employee can pick up his/her final check from their department or can request to have the check mailed or direct deposited to him/her if all City property has been returned.
An Amazing City

There are very few places in this world quite like Roseville. We have the sort of lifestyle the rest of the country only dreams about. Think about working for the agency that helps make it all happen. The City of Roseville, an amazing organization. From law enforcement, electric power plant operators to customer service representatives.

To be automatically notified of each new job posting sign up for e-notify on the City’s website at www.roseville.ca.us. If you have questions regarding job opportunities with the City of Roseville, contact Human Resources at (916) 774-5475.
Building a Career

The City of Roseville Internship Program offers seasonal, college-level internship opportunities to individuals who are currently enrolled in college and working toward a degree in public administration, business, or a related field. As one of the fastest growing cities in California, Roseville’s internship program is designed to attract, develop, and retain innovative people in local government.

As an intern, you will have the opportunity to observe firsthand the efforts of local government in resolving some of its most pressing issues.

During the program, you will be exposed to important topics, improvement initiatives, and new approaches and directions. Interns are also encouraged to attend Board, Commission and City Council meetings.

Internship opportunities are available throughout the year and are listed on the City’s website. The starting rate for a College Intern ranges from $8.62 - $18.42 per hour. Starting salary is based on education and experience including current college level and course completion.

Application Process

A City of Roseville application, cover letter, resume, and college transcripts indicating current enrollment in a college or university are required. Depending on the internship, a variety of applicant screening criteria may apply, including department interviews, and/or supplemental questionnaires.

Final appointment is contingent upon passing a City paid pre-employment medical exam, drug and alcohol screening test and a fingerprint check. Applicants may apply for open internship positions at www.roseville.ca.us/jobs.

About Roseville

The City of Roseville is a Charter City that was founded in 1909. Today, the City has 15 major departments, more than 1,000 full-time employees and an operating budget of about $400 million.

Our mission is to create and maintain a vibrant community environment and enhance the quality of life for our residents, businesses, customers and partners. We accomplish this by providing exceptional facilities, programs, and services that our citizens desire in a fiscally responsible manner.

Innovation Program

The City established a formal innovation program enabling employees, who have a passion for positive change and quality service, the opportunity to share their ideas. By creating and publicizing innovative ideas, giving people recognition, and modeling the idea that bringing forth suggestions is “ok,” an environment of innovation and improvement will result. Join us and help build the Roseville of tomorrow!

“My internship has been great! I’ve met new people and gained amazing experience.”

— Noah Siriglia, Public Works Intern
Internship Program Handbook

For Interns
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Congratulations on your internship position with the City of Roseville – we’re glad you joined our team and hope your time with us is satisfying and rewarding.

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<th>Supervisor Contact:</th>
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If you have any questions regarding this internship program handbook, please contact your supervisor or Human Resources at 774-5475.

Michele Voelkert  
Human Resources  
311 Vernon Street  
Roseville, CA  95661  
(916) 774-5216  
mvoelkert@roseville.ca.us

Lisa Achen  
Human Resources  
311 Vernon Street  
Roseville, CA  95661  
(916) 774-5205  
lachen@roseville.ca.us
Welcome!

You have joined the City during a very exciting period of growth. Major corporations such as Hewlett-Packard, NEC Electronics, and Kaiser Hospital recognize the benefits of being part of the rapidly expanding Roseville community. We hope you do too!

Roseville is a dynamic modern city. Its staff of over 1000 employees is committed to providing friendly, dependable service and excellent programs for all members of our community. Our mission, vision, and values are provided below:

**Mission:**
Create and maintain a vibrant community environment and enhance the quality of life for our residents, businesses, customers and partners.

We accomplish this by providing exceptional facilities, programs and services that our citizens desire in a fiscally responsible manner.

- Recognizing Roseville residents as “special people” and giving them the small town service they have traditionally enjoyed.
- Working with community organizations to restore public use of historical facilities such as the Carnegie Library and the Pacific Fruit Express Bridge.
- Celebrating old-fashioned traditions such as the Placer county Fair, Roseville’s Community Fourth of July Celebration, and the Christmas tree lighting in Old Town.

**Vision:**
The City of Roseville is an exceptional organization committed to fostering dynamic, caring and inclusive community that is simply a great place to be!

- Fiscal Health
- A Strong Community Identity
- Outstanding Recreational Opportunities
- An Information Rich Environment
- Environmental Quality
- An Active, Informed, and Involved Citizenry
- A Well-Planned Community
- Complete and Well Managed Community Infrastructure
- A Healthy, Safe, and Secure Community
- A Learning Organization, A Learning Community
- The Highest Quality Community Services and Organizations
- Innovation & Creativity
- Responsiveness
- Fiscal Responsibility
- Human Development
- Teamwork
Roseville’s History

First Came the Indians
The first residents of the area, which later became known as Roseville, were the Maidu Indians. Their territory extended from the Sacramento River to the Sierra Nevada. Of the two principal divisions that made up the Maidu nation, the southern Maidu controlled the entire American River drainage area, the Bear and Yuba Rivers, and the area now encompassed by the City of Roseville.

Miners Turn to Farming
Around 1850, miners failing to find promised riches began turning to other pursuits, such as farming. Disgruntled miners and pioneer ranchers formed the nucleus of the first families who settled in the area before it became known as Roseville.

The Railroad Comes to Roseville
On November 29, 1863, during construction of the transcontinental railroad from Sacramento to Promontory, Utah, railroad graders reached “The Junction.” The original map of the city was filed with the Placer County recorder on August 13, 1864, titled “Plan of the Town of Roseville at the Junction of the Central Pacific and California Railroads.”

Between 1870 and 1906, small frame buildings and rough hewn board sidewalks sprang up. A school was built, churches and fraternal organizations were established; and efforts were made to stimulate industry, first by the establishment of a flour mill and later by a winery.

In April of 1908, the Southern Pacific Co. officially moved its terminal, roundhouse and shops from Rocklin to Roseville and the business of planning a town began in earnest. Rocklin’s former railroad town residents staged a funeral for the demise of the town’s railroad after many of its railroaders jacked up their homes and towed them by mule to the new rail headquarters in Roseville.

After the railroad moved to Roseville, an organized and concerted movement for incorporation was spearheaded by the Chamber of Commerce. On April 2, 1909, by a vote of 241 to 90, the people voted in favor of incorporation.

The Modern City
Roseville became a Charter City on January 10, 1955, and on March 26, 1964, during the City’s 100th anniversary, Roseville was honored as an All American City.

The City of Roseville continues to grow at an astounding rate. From Indian Territory to railroad town to dynamic modern city, Roseville is definitely a city on the move!
City Government

The Mayor and the City Council
A Council-Manager form of municipal government governs the City of Roseville. City voters elect a five-member Council for four-year terms of office. Two and three council members are elected alternately at the general municipal election each odd-numbered year. The council members who receive the highest and second highest number of votes in the latest election serve as mayor and mayor pro tempore, respectively.

The Council meets the first and third Wednesdays of each month. Additional meetings are scheduled as needed. Council agenda packets are available at the Library and the City Clerk’s office the Monday before each meeting.

Officers Appointed by the City Council
The Council appoints the City Manager, who is chief administrative officer of the city and City Attorney, who acts as legal advisor to the Council and city Manager. Both individuals serve at the pleasure of the City Council.

Eight boards and commissions that are also appointed by the city council advise the Council on special issues. These are:

- **Cultural Arts Commission** – Reviews and makes recommendations upon all works of art to be acquired by the City.
- **Library Board** – Makes recommendations on issues such as library hours and policies, priorities for capital purchases and sites for new branch libraries.
- **Personnel Board** – Serves as an advisory body to the City Council on personnel issues that have been referred to the Board by the Human Resources Department. The Board serves as the final decision-making body for the city regarding city disciplinary, employment and administrative appeals issues.
- **Planning Commission** – Examines and advises the Council on short term and long-range planning for city development.
- **Public Utilities Commission** – Studies and advises the council regarding matters dealing with all utilities and enterprises owned or operated by the city.
- **Roseville Grants Advisory Commission** – Reviews all proposals or grant applications for expenditures from the Hospital Proceeds Fund.
- **Senior Citizen Commission** – Studies issues and concerns and makes recommendations related to senior citizens.
- **Transportation Commission** – Studies and makes recommendations on public transit, traffic, bikeways and pedestrian needs.
City Departments

City Manager’s Office (x5362)
Roseville’s City Manager administers city policy and supervises departmental programs and services. Other functions coordinated by the City Manager’s office include:

1. **Cable TV** monitors the City’s franchise agreement with Comcast and responds to consumer complaints. Cable TV staff is also liaison to the Public Utilities commission and to other public, education and government channels in the Sacramento region.

2. **Citizens’ Benefit Fund** as established by the City Council in 1993 and is administered by the City Manager’s Office. A fund of $15 million was created with 90% of the interest available each year to non-profit organizations that wish to improve the quality of life for Roseville’s citizens. The funding cycle begins each January with applications due at the end of February, Grants Advisor Commission recommendations made in May, City Council approval in June and funding awarded in July of each year.

3. The **Economic Development Unit** assists in the economic development of the Roseville community through programs designed to retain existing employers, encourage these employers to expand and attract new employers to the community.

4. **Media** broadcasts live City Council and commission meetings, produces programming about city activities, provides emergency information via Channel 11, and provides training to staff and the public regarding audio-visual presentations for television.

5. **Public Information Office** (x5470), which provides information about city programs and services to the public and to the media, plans special events, and publishes newsletters and other print material. The Public Information Office also staffs the Citizen’s Assistance Program, which is responsible for assisting citizens with a wide variety of community issues.

Administrative Services Department (x5475)
The Administrative Services Department manages the following city staff functions:

1. The **Central Services Department** (x5286) is made up of four division/sections:
   - Administration, including the Construction Section, oversees city construction projects.
   - The Building Maintenance Division maintains all city buildings.
   - The Garage maintains city vehicles and equipment.
   - The Purchasing Division purchases equipment, supplies and services for all city departments and houses the city’s Print Shop and Central Stores.
2. The **City Clerk’s Department** (x5263) maintains public records and central files, prepares City Council agendas and minutes, and coordinates local elections.

3. The **Finance Department** is responsible for five major functions:

   - **Budget** (x5317) is responsible for budget compilation and control, and payroll.
   - **Cash Management** (x5313) assists in the investment of all city funds.
   - **General Accounting** (x5314) is responsible for financial reporting, fixed assets, processing accounts payable, and special district administration.
   - **Licensing** (x5311) collects business and pet licensing fees.
   - **Utilities Billing and Services** (x5308) is responsible for meter reading, utility billing/collections, and service orders.

4. The **Human Resources Division** is composed of two divisions:

   - The **Human Resources Division** (x5475) is responsible for the city’s recruitment and selection processes, labor relations, affirmative action, benefit administration, training, and employee records and files maintenance.
   - **Risk Management Division** (x5202) administers the city’s workers’ compensation, liability, insurance and self-insured employee benefit programs. The office is also responsible for the citywide safety program.

5. **Information Technology Division** (x5151) plans, develops, and supports the City’s computer and telecommunications services.

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**City Attorney’s Office (x5325)**

The **City Attorney** advises the City Council and all boards and commissions on legal propriety of proposed actions; prepares and reviews all ordinances, resolutions, contracts and other documents; represents the city in civil litigation and acts as liaison to outside special counsel; prosecutes municipal code violations and acts as General Counsel to the Roseville Housing Authority and the Redevelopment Agency.

**Community Development Department**

The **Community Development Department** manages the following city staff functions:

1. The **Environmental Utility Department** (x5330) provides services to the residents of Roseville through five divisions:

   - The **Engineering Division** (x5330) section manages special projects, capital improvement projects; long range planning, mapping and inspections.
The Lab/Industrial Waste Division (x5218) conducts process control and monitoring needs of water, wastewater and industrial wastewater to ensure public and environmental safety.

The Solid Waste Division (x5780) provides residential and commercial refuse service and recycling programs.

The Wastewater Operations Division (x5493) is divided into four sections: wastewater treatment plant, wastewater collection, mechanical maintenance, and electrical maintenance.

The Water Operations Division (x5750) provides for water treatment and water distribution throughout the city.

2. The Planning and Redevelopment Department (x5276) provides technical assistance and professional guidance to the City Council, Planning Commission, Design Committee, Subdivision Committee and the public regarding policies and plans that guide the growth and physical development of the community. The Department is responsible for updating and maintaining the City’s General Plan and Specific Plans that guide future land use, development and redevelopment. The Department maintains and administers the policies and standards of the Zoning Ordinance. It is also responsible for accepting and processing various zoning, subdivision, design, sign and tree permits through required City review and public hearing. Staff of the Department is available nine hours each day to answer general questions about the City regarding growth, and development and to explain permit review requirements. The Department creates and maintains computer generated mapping and permit tracking, and provides information and reports on development activities.

3. The Public Works Department (x5331) is comprised of four divisions:

The Building Division (x5332) is responsible for plan checks, inspection and code enforcement.

The Engineering Division (x5339) includes traffic engineering and signal maintenance, plan check and inspection for subdivisions, design of streets, signals, and bridge projects. Engineering also advises the Design Review and Planning Commissions.

The Streets Division (x5790) is responsible for street maintenance, traffic striping and signs, and storm drain and creek levels maintenance.

The Transportation Division (x5480) is responsible for operation of the city’s transit system and compliance to city’s traffic reduction ordinances through transportation systems management.

4. Roseville Electric (x6601 – Administrative, employee only; x6600 – Customer Service, employee only; Customers call 79-Power) designs, operates and maintains the City’s electric utility; forecasts and contracts for the City’s energy supply and
recommends electric rates to the City Council. Roseville Electric offers businesses and residents renewable energy rates, high-efficient air conditioner, lighting and sunscreen rebates and free energy audits. The department also presents electric safety and energy conservation information to Roseville schools and community groups.

**Fire Department (x5820)**
The Fire Department is responsible for fire suppression, first aide and rescue operations, fire prevention, inspection and in-service training programs.

**Community Services (x5270)**
The Housing Unit provides affordable housing opportunities to Roseville’s low and middle income households through rent subsidy programs, rehabilitation of existing residential units, construction of new units and providing financing designed for middle income homes.

The Library (x5221) provides informational, recreational and educational materials in a variety of formats such as books, magazines, audiocassettes and videotapes. The Library staff also helps library users find answers to their questions, and develop and present special programs for children. The Library provides public access to the Internet and to various databases.

The Parks and Recreation Department (x5242) plans and maintains the City’s parks, golf courses, trees, and creeks. The department also plans, develops, schedules and supervises various recreational programs for all ages.

The Adventure Club, Roseville’s before and after school child care program, is also supervised by the Parks and Recreation Department.

**Police Department (x5000)**
The Police Department includes the following divisions:

1. Administration (x5010)

2. Investigation (x5070) includes investigations and the Street Crimes Action Team.

3. Neighborhood Policing Unit (x5050) including neighborhood officers, crime prevention, crime impact team, park rangers and crime analysis.

4. Operations (x5000) including patrol, traffic, parking enforcement, jail operation (x5060), records (x5030), and animal control.

5. Services including communications (x5000), property (x5035), and youth services (x5085).
<table>
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<tr>
<th>Department</th>
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<tr>
<td>911 EMERGENCY ONLY</td>
<td>786-6444</td>
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<tr>
<td>TDD (non-emergency info)</td>
<td>774-5220</td>
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<td>Animal Control</td>
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<td>Building Information/Permits</td>
<td>774-5332</td>
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<td>Building Inspection</td>
<td>774-5333</td>
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<td>Business/Dog Licenses</td>
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<td>City Manager</td>
<td>774-5362</td>
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<td>Economic Development</td>
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<td>Fire Department (non-emergency) business</td>
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<td>Planning Redevelopment Department</td>
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<td>Police Department (non-emergency)</td>
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<td>Roseville Electric Programs</td>
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<td>Roseville Public Transit</td>
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<td>Solid Waste Disposal (refuse/recycling)</td>
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<td>Utilities (billing &amp; service changes)</td>
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<td>Volunteer Center</td>
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<tr>
<td>Water &amp; Sewer</td>
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Customer Service Excellence
City employees are committed to providing prompt, courteous, high-quality service to every Roseville resident we serve.

The City’s Customer Relations Committee receives employee suggestions for improving service, evaluates new ideas, makes recommendations for new customer service programs, and implements programs that motivate and encourage employees to excel. The Customer Relations Committee is comprised of management and staff representatives from all city departments. The Public Information Officer coordinates the committee’s activities.

Community Involvement
The City of Roseville actively supports the community it serves. As co-sponsors of various local events, city officials and staff members work with organizations such as the Chamber of Commerce, the Downtown Merchant’s Association, the Historic Old Roseville Association, and the Roseville Historical Society to support community projects that benefit city residents and businesses.

Roseville is proud of its history. Restoration of the Carnegie Library, renovation of Old Town Roseville, and dedication of the Reuben F. Nelson Footbridge demonstrate that local residents value the past that built the foundation for the city’s future.

Community spirit is often lost as cities grow and develop. By sponsoring events such as the annual Easter Egg Hunt, Community Fourth of July Celebration, Downtown Tuesday Night, Holiday Parade and lighting of the community Christmas tree, Roseville city leaders, residents and businesses work together to preserve the teamwork and sense of community that make Roseville a great place to live and work.

Working Conditions
Working conditions and standards of behavior are similar for most city employees. All employees are expected to be on time for their shifts, work efficiently, show courtesy to their co-workers and customers, and follow city regulations. However, specific schedules, procedures and regulations may vary from group to group, depending on the employment category and the demands of each job.

Whatever your employment category, ask your supervisor about working conditions and procedures for your particular classification and division.

Working Hours
Most employees work five eight-hour days, Monday through Friday, for a total of 40 hours weekly. However, hours and days of work vary, depending on the type of job, its requirements and functions. Departments such as Fire, Police, Electric, and Environmental Utilities provide services 24 hours a day, every day of the week. Some of the employees in these departments work special schedules.
**Attendance and Punctuality**
Interns are expected to report to their assigned work locations at least five minutes before the time work activities are scheduled to begin. If an employee cannot report to work on time, the employee shall notify the immediate supervisor prior to or not later than fifteen minutes after the start of the day’s/shift’s work.

**Rest/Lunch Periods**
Employees/interns are permitted one paid 15-minute rest period for each full four-hour work period. Full time employees/interns usually get a one-half hour or one hour unpaid lunch break.

**Paydays**
The city has a bi-weekly payroll that ends every other Friday. Paychecks are distributed the following Friday. There are 26 pay periods in each year. If a Friday payday falls on a holiday, paychecks are usually issued on the prior workday.

If you find an error in your paycheck you should report the error to your payroll clerk. The error will be corrected as soon as possible. A separate check will be issued to correct the error or, if you wish, the error will be adjusted on your next paycheck.

Please review your check stubs carefully to ensure that you have been paid for the hours you worked and report errors prior to receiving your next paycheck.

The city offers direct deposit of payroll checks. If you are interested in this method of payment you can pick up a form from the Human Resources Department. Note: It normally takes one payday to get the process into effect.

**Affirmative Action Policy**
Roseville city policy mandates fair and impartial relationships with its employees and applicants for employment, without regard to race, color, religion, sex, age, national origin, ancestry, disability or marital status.

The City of Roseville promotes the full realization of equal employment opportunity through a continuing Affirmative Action Program. In addition, continuing efforts are made to recruit under-represented groups and provide reasonable accommodation as necessary to aid disabled applicants in attaining employment. This plan is an integral part of every aspect of personnel policy and practice in the employment, development, advancement and treatment of all employees.

**General Harassment/Sexual Harassment Policies**
Roseville’s city policies establish the employee’s right to work in an environment that assures fair and courteous treatment of all staff members and the general public. The City of Roseville will not tolerate any form of unprofessional conduct that is considered harassing, coercive or offensive, including sexual harassment.

Violation of these policies by any employee will result in disciplinary action, which may include dismissal.
Workers’ Compensation
Being hurt on the job is an unpleasant experience for anyone, whether the injury is slight or serious. In addition to the injury itself, you may have other concerns about medical treatment and financial loss. Contact Risk Management, extension 5202, for further information.

Safety Policy
According to city policy, every employee is entitled to work under the safest possible conditions. To ensure this, every reasonable effort is made to promote accident prevention, fire prevention, and health preservation.

We believe that accidents that cause injury to people, damage to equipment and destruction of material result in needless personal suffering, inconvenience, and expense. We believe that appropriate job training, use of proper tools and equipment, and common sense precautions, can prevent almost all accidents. To achieve this goal, the city established a safety program that defines the responsibilities of the City’s Safety Committee, management, supervisors and employees.

City Safety Committee
The City’s Safety Committee was established to coordinate and improve safety activities and distribution of safety information. The Committee membership is comprised of a representative group of city employees. Eventually, all departments have an opportunity to send a representative to serve on the Committee. The Risk Management Division is responsible for managing the safety program.

Management
The responsibility for safety in each department remains with the department head. The department head and/or his or her designated safety director will establish and/or continue a department or division safety program which includes documented tailgate safety sessions, accident investigation, establishment of safety practices and procedures, safety training and hazard identification and elimination. Management’s responsibility is to provide the incentive and support for a comprehensive safety program.

Supervisors
Under general direction of the department head, supervisors are responsible for ensuring the safety of their employees through proper training and instruction, accident investigation, site inspections and elimination of hazards. Supervisors shall conduct daily work site surveys, weekly tailgate training, and help coordinate monthly safety meetings. They are responsible for issuing employees proper protective equipment and clothing and for training employees in the performance of their job duties. Supervisors are also responsible for enforcing city and departmental safety rules, regulations and policies.

Smoking Policy
It is the policy of the City of Roseville to provide a smoke-free environment for all of its employees. Smoking is not permitted at any time within any city building (including interior open air areas) or vehicles except as specified in Administrative Regulation 2.09.
Policy and Procedures
The objective of the rules and regulations is to facilitate efficient, effective and economical service to the public. These rules set forth policies and procedures that define certain obligations, privileges, benefits, and prohibitions that are placed upon employees in the service of the City.

The City Council and citizens of the City have the right to expect that the City will employ the most qualified persons available. Employees of the City have the right to expect that they will be fully informed of their duties and responsibilities, receive adequate supervisory direction, and be evaluated on their job performance and progress.

General Information

A. Employee Standards

It will be the responsibility of each employee of the City to be thoroughly familiar with all City Personnel policies, procedures, rules, regulations, etc. Your supervisor will inform you of the most pertinent personnel policies for your job classification and will keep you informed of any changes or amendments in the rules. All employees should contact their immediate supervisor if they have any questions or comments regarding the personnel policies.

All City of Roseville employees will be expected to discharge their duties in a professional manner during the assigned hours. Employees shall be punctual in arriving to their assignment and be prepared to work past the assigned times if an unusual situation occurs or such work is deemed necessary by the supervisor. [Refer to Section III.B. – Hours of Work below.

B. Hours of Work

Temporary and seasonal employees shall receive compensation for such hours as they are assigned. Employees may be required to work weekends, evenings and holidays as needed. In addition to normal work assignments, employees are required to attend scheduled staff meetings and/or training. Employees hired on a seasonal basis must be available for continuous uninterrupted employment during the period of the program.

For Minors:
The Fair Labor Standards Act states: An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:

Ages 14-15:
- 3 hours on a school day or 18 hours in a school week;
- 8 hours on a non-school day or 40 hours in a non-school week.
Also, work may not begin before 7:00 a.m. or end after 7:00 p.m., except from June 1 through Labor Day, when evening hours are extended to 9:00 p.m.
Different rules apply in agricultural employment.

**Ages 16-17:**
- 4 hours on a school day;
- 8 hours on non-school days;
- 48 hours in a week.
Can work the hours of 5:00 a.m. – 10:00 p.m. (can work until 12:30 a.m. on days preceding a non-school day).

**EXCEPTIONS APPLICABLE TO ALL AGE GROUPS:** High school graduates or those awarded a certificate of proficiency may be employed for the same hours as adults.

**NOTE:** Fines of up to $11,000 per violation may be assessed against employers who violate the child labor provisions of the law and up to $1,100 per violation against employers who willfully or repeatedly violate the minimum wage or overtime pay provisions. The law (FLSA) also prohibits discriminating against or discharging workers who file a complaint or participate in any proceedings under the Act.

C. Personnel Actions And Discipline

1. **Discipline Policy**

   Infractions of City and/or departmental policies and procedures will be dealt with on a case-by-case basis.

2. **Causes for Discipline**

   The following may result in disciplinary action including demotion, reduction in pay, suspension, or dismissal of any employee. The causes cited below are for both specific and exemplary reasons to alert employees to the more commonplace types of disciplinary issues. However, because conditions of human conduct are unpredictable, there may arise instances of unacceptable behavior not included in the list given below, in which the City may find it necessary and appropriate to initiate disciplinary action.

   a. **Attendance**

      1. Excessive absenteeism regardless of reason;
      2. Being absent without authorized leave; repeated tardiness to assigned workstation, or leaving assigned workstation without authorization.
b. Behavior

1. Willful or negligent violation of the personnel rules and regulations, resolutions, and other related ordinances including departmental rules, regulations, and policies;
2. Insubordination (failure to carry out a direct order from a supervisor);
3. Acceptance of gifts or gratuities in connection with or relating to the employee's duties, except as provided in Section 3.15.030 of the Personnel Rules;
4. Conduct that is unbecoming a City officer or employee which tends to discredit the City or City service, including the wearing of City-identified uniforms off duty to a public or private establishment, the nature of which may adversely reflect upon the City; willful misrepresentation of the City;
5. Conviction of a crime, the nature of which reflects a possibility of serious consequences related to the continued assignment or employment of the employee;
6. Falsifying information related to employment application, payroll, or any work related record or report;
7. Soliciting outside work for personal gain during the conduct of City business; engaging in outside employment for any business under contract by the City; participating in any outside employment that adversely affects the employee's City work performance, and engaging in unauthorized outside employment;
8. Discourteous treatment of the public or City employees;
9. Conduct interfering with the reasonable management and discipline of the City or any of its departments or divisions;
10. Engaging in political activities while on duty;
11. Violation or neglect of safety rules;
12. Theft;
13. Physical altercations;
14. Any act or conduct that is discriminatory in nature towards another person's race, creed, color, national origin, sex (including sexual harassment), age, religious beliefs or political affiliations.

C. Work Performance

1. Inefficiency, incompetence, or negligence in the performance of duties, including failure to perform assigned tasks of training, or failure to discharge duties in a prompt, competent, and reasonable manner;
2. Refusal or inability to improve job performance in accordance with written or verbal direction after reasonable trial period;
3. Refusal to accept reasonable and proper assignment from an authorized supervisor;
4. Consumption of liquor or incapacity on duty due to the use of alcohol or drugs;
5. Driving under the influence of alcohol or drugs while on duty; suspension of driver’s license where job duties require driving;
6. Careless, negligent, or improper use of City property, equipment or funds, including unauthorized removal, or use for private purpose, or use involving damage or unreasonable risk of damage to property;
7. Unauthorized release of confidential information or official records;
8. Participation in a strike, work stoppage, slowdown, or other job action against the City;
9. Smoking while on duty.

D. Temporary/Casual/Seasonal Appointments

Persons appointed as temporary, casual or seasonal employees who perform duties on an as-needed basis according to the workload demands of the work unit of assignment. The work scheduled may be for a maximum of forty (40) hours per week, but may not exceed one thousand (1000) hours in any twelve (12) month period. Casual and seasonal positions are not in the classified service and do not possess or accrue any of the rights, benefits, or privileges possessed by employees in the classified service. Wages are paid on an hourly basis for work performed. Temporary, casual or seasonal employees may be dismissed from City employment at any time without cause. [Refer to Administrative Regulation 2.21 – Use of Temporary Employees.]

Compensation and Related Benefits

A. Job Classification

Each employee will be assigned one or more job classifications. The classification will reflect different job responsibilities and be compensated an appropriate hourly wage. Job classifications are established by the Human Resources Department and approved by the City Council.

B. Salary

Job classifications are assigned a pay scale which is stated in terms of hourly salary. Some classifications are stated as a certain salary per game or per event. Most of the job classifications will be assigned three or more salary "steps". An employee is eligible for a "step" increase after having been
employed for twelve (12) months or for a "step" increase when they return to work for the next season provided the employee receives an adequate performance evaluation for the previous season.

C. Time Cards And Pay Checks

Every employee must fill out a time card each day he or she works. Time cards are filled out for a two-week period. The pay period begins on Saturday and ends on Friday at 11:59 p.m. Time cards are due to your immediate supervisor. Time cards will be due according to a specific schedule given to you by your supervisor. If you turn your time card in late, you will not be paid until the next pay period.

If an employee works in more than one job classification, then the same time card may be used if each job classification is listed separately. It is very important that all employees list their Job Classification, Rate of Pay, and Employee Number on all time cards. If your time card is not filled out completely and accurately, you may not be paid the following week. Please put all entries in date order for each job classification.

Paychecks may be picked up at the department office after 8:30 a.m. on the Friday following the pay period. If you cannot pick up your paycheck, you must have the authorized signature of the individual responsible to pick up your check on file with the department. If paychecks are not picked up on Friday, they will be mailed on Monday.

**NOTE:** Employers of minors must keep for three (3) years a record showing the names, ages (dates of birth), and addresses of all minors employed as well as time and payroll records required by the applicable Industrial Welfare Commission Order. Employers must furnish this information when requested.

D. Overtime

Part-time employees must be authorized by their supervisor to exceed working forty (40) hours during a week. Any employee who does not receive authorization to work more than forty (40) hours in a week will not be eligible for overtime. Overtime will be compensated at the rate of one and one-half (1-1/2) times the rate of the employee’s regular salary. (Fair Labor Standards Act.)

**Minors:** Minors ages 14-15 cannot work in excess of forty (40) hours per week or eight (8) hours per day and therefore are not subject to overtime. Minors ages 16-17 must be paid overtime for any hours over a forty (40) hour week (maximum forty-eight (48) hours allowed).
E. Sick Leave

Temporary, casual or seasonal employees who do not receive benefits are not eligible for paid sick leave. If you become ill and must miss an assignment, you should contact your supervisor immediately.

F. Time Off

Temporary, casual or seasonal employees who do not receive benefits, such as vacation time, should submit a request for time off to their supervisor at least one week in advance. If the request is made early enough before the scheduled time off, there should be no problem in granting the requested time off. If you plan to make repeated requests for time off, you should contact your supervisor.

G. Deferred Compensation

The City of Roseville subscribes to ICMA Deferred Compensation for its part-time temporary/seasonal employees. The employee contributes 7.5% toward this program. After termination, the employee is entitled to withdraw this money if they are not returning to employment with the City.

H. Social Security

Employees hired after April 1986 will pay into the Medicare portion of Social Security (1.45%). Both the employee and the City of Roseville contribute to the system. In 1982, the City of Roseville withdrew from the retirement portion of Social Security.

I. Medical Coverage - Workers’ Compensation

An employee injured on the job must report the incident to their supervisor immediately, and have the supervisor fill out a Supervisor’s Report of Accident. The supervisor must also give the employee a Workers’ Compensation Employee Claim form (DWC-1) and complete an Acknowledgment form, which is signed by both the supervisor and employee. The Supervisor’s Report of Accident and Acknowledgement form are sent immediately to Risk Management. The employee has the option of filing the claim form. If medical care is needed, and the supervisor is not available, the employee should seek medical attention and report the accident to the supervisor at the earliest possible time. Employees seeking medical attention should indicate that this is a work related injury with the City of Roseville.

For routine medical treatment:
Sutter Health @ Work
Two Medical Plaza, Suite 105
Roseville, CA 95661
797-4700
Monday - Friday, 8am - 5pm
For emergency or evening/weekend medical treatments:

Urgent Care – located in the same facility as Sutter Health @ Work
Monday – Friday, 5pm – 11:00 pm
Saturday and Sunday, 9:30am – 11:00 pm

or

Sutter Roseville Medical Center
One Medical Plaza
Roseville, CA 95661
781-1000

(You may go to your doctor only if you have a Pre-Designation of Physician form on file with Risk Management for this physician.)

An employee who sustains injury or illness during the course of self-employment or off-duty employment not related to City service is not entitled to receive workers’ compensation benefits provided by the City.

Training and Safety

A. Purpose And Responsibility

It is the policy of the City to encourage and provide vocational and safety training for all employees in order to maintain efficient, effective, and safe working conditions. In order to facilitate the achievement of a viable program, the Human Resource Director is designated as the training and safety officer for the City.

Responsibility for developing training programs for employees is assigned to division supervisors and department heads. Such training programs may include lecture courses, demonstrations, assignment of reading materials, or such other devices as may be advisable for improving the effectiveness and broadening the knowledge of City employees in the performance of their respective duties.

Responsibility for vocational training and observance of safe work practices shall be shared equally by each employee. In this regard, employees shall be responsible for attending, absorbing, and applying the information provided by in-service training, and shall be responsible for self-initiation of that training outside the work environment that could reasonably lead to, or be required by, the standards for promotional employment opportunities.

B. Employee Responsibilities:

1. Notify their immediate supervisor of the need for correction of unsafe or unhealthy working conditions or practices;
2. Adhere to all rules and regulations pertaining to City and departmental safety rules and programs;
3. Apply a common-sense approach to safe working practices and conditions;
4. Report all injuries, regardless of severity, to the immediate supervisor immediately.

C. General Safety Rules

The general safety rules shall apply in all City work places. Each department or other work unit shall prepare separate safety rules applicable to the specific nature of work in their area but not in conflict with these rules:

1. No employee shall be assigned to work under unsafe conditions or with unsafe tools or equipment. In the event that such condition develops, it shall immediately be reported to the supervisor, who shall see that corrective action is taken.
2. Employees should pay strict attention to their work. Practical joking and horseplay will not be tolerated.
3. Warning signs and signals posted to point out dangerous conditions shall be obeyed by employees.
4. Employees shall not take shortcuts in or over dangerous places.
5. Extreme caution shall be exercised by employees operating power equipment such as cranes, lifts and hoists.
6. Compressed air or oxygen must never be directed at an employee or coworker.
7. Employees should not jump from truck beds, platforms, fences or other elevated places unless absolutely necessary to the performance of duty.
8. Because of the hazard inherent in running, employees should refrain from running unless absolutely necessary to the performance of duty.
9. Employees shall use safety equipment appropriate to the job, such as safety glasses, gloves, toe guards, and hard hats, if required or appropriate to the work performed.
10. Employees shall avoid wearing loose clothing and jewelry while working on or near equipment and machines.
11. All accidents, regardless of severity, personal or vehicular, shall be reported immediately to the supervisor.
12. Operators and passengers in City vehicles equipped with seat belts must wear them when the vehicle is in operation.
13. The person in charge shall see that warning signs, lights, and other safety devices are provided for any work done in streets or other exposed locations.
14. In all work situations, safeguards as required by the California Administrative code, Title 8, General Industry Orders, shall be provided.
D. General Safety Precautions

Listed below are some common accidents and their causes. Each employee, supervisor, or other involved person should survey the work area and work procedures with assistance from the safety committee to eliminate these or other unsafe conditions:

1. Falls. Slippery surfaces, uneven walkways, broken or missing railing on steps or landings;
2. Strains. Improper lifting techniques;
3. Falling or moving objects. Improper storage of equipment;
4. Striking against dangerous objects. Drawers left open, improper disposal or storage of equipment;
5. Electrical shock. Worn out equipment, plugs, or cords, ungrounded equipment;
6. Vehicles. Seat belts not used, excess speed, backing, brakes, signals, etc.;
7. Chemical Injury. Improper knowledge of safety procedures, personal protective equipment not used.

E. Work Activities Prohibited For Minors

Ages 14-17:

May not be employed or permitted to work in any occupation declared hazardous in Federal Regulation for persons under age 18: Manufacturing and storing explosives (including small arms ammunition); motor vehicle driving and outside helper; logging and sawmilling; power-driven woodworking machines; power-driven circular saws, bank saws, and guillotine shears; power-driven hoisting apparatuses (including forklifts); roofing, excavation; wrecking, demolition, and ship breaking operations; power-driven metal-forming, punching, and shearing machines; slaughtering, or meat-packing, processing ore rendering; power-driven bakery machines; power-driven paper-products machines; manufacturing brick, tile, and kindred products; coal mining; mining other than coal mining; and exposures to radioactive substances.

Solely under State law: May not be employed in gas stations, in any work using pits, racks, lifting apparatuses, or inflating any tire mounted on a rim with a removable retaining ring. In or on that portion of an establishment primarily designed for on-site consumption of alcohol. To sell alcoholic beverages for off-site consumption unless constantly supervised by a person 21 or older. To sell lottery tickets unless constantly supervised by a person 21 or older.

Ages 14-15:

In addition to the above stated prohibitions, this age group cannot be employed or permitted to work in any occupations in mining, manufacturing, or processing including any duties in related workrooms; or in occupations involving hoisting apparatuses, power-driven machinery, operation of motor vehicles or as helpers on vehicles, public messenger service; or in
any occupation, except clerical as described above, involving the transportation of persons or property by any means, warehousing and storage, communications, public utilities, construction (including demolition and repair); or in occupations in the gasoline, retail, or food service industries involving maintenance or repair of the establishment, machines, or equipment; work in or about boiler or engine rooms, operating or maintaining food slicers, grinders, choppers, or bakery mixers; outside window washing from window sills or any work on scaffolds, ladders, etc.; cooking except at lunch counters, snack bars etc.; any work in freezers or meat coolers; or loading or unloading from trucks, railcars or conveyors.

Solely under State Law: This age group may not be employed or permitted to work in door-to-door sales of newspapers or magazine subscriptions, candy, cookies, flowers or other merchandise door-to-door unless:

- Minors work in pairs as a team;
- One adult supervisor for 10 or fewer minors;
- Within sight or sound of the supervisor once every 15 minutes;
- Returned to home or rendezvous point daily;
- Work performed within 50 miles of minor’s residence;
- Employer, transporter, supervisor registered with DLSE if work over 10 miles from minors home.

Cannot work in any business, exhibition, or vocation injurious to the health or dangerous to the life or limb of the minor. [LC 1308(a)(l)]

Cannot work in any of the following:

- Construction work of any kind;
- Delivering goods, packages, papers (except newspapers) etc., from motor vehicles;
- Gas Station work;
- Machine-related duties;
- Machines-operation or assistance;
- Manufacturing of any kind;
- On any vessel or boat engaged in navigation or commerce within the State’s jurisdiction;
- In close proximity to vessels or aircraft or functioning blades or propellers;
- Any wandering, mendicant, or begging business.
Evaluations

A. Employee Performance Evaluation Policy

It is the policy of the City that regular reports are made as to the efficiency, competence, conduct, and merit of its employees. To this end, it is the responsibility of the city manager, the department heads, and their subordinate supervisors that these ratings be completed.

The preparation and use of employee performance evaluations are for the mutual benefit of the City and the effective development of the employee to achieve desired job or career goals. Therefore, such evaluation reports should be used to identify specific strengths and weaknesses in the employee's job-related performance, to acknowledge the merit of above-standard performance and to prescribe the means and methods of upgrading deficiencies to a required or desired level of performance.

B. Frequency And Distribution Of Reports

Your supervisor will inform you of the nature of the evaluation in your classification. Seasonal employees will generally receive their evaluations during the end of the program in which they are working.

An evaluation report may be prepared at other times by the reasonable request of the employee or at the discretion of the employee's supervisor, when it is deemed to be necessary and appropriate. Reports are prepared with a copy to the employee and the department's file.

C. Review With Employee

Each performance evaluation shall be thoroughly discussed with the employee to point out areas of successful performance and areas that need improvement or are unacceptable. Employees shall also be encouraged to comment about their work performance, either in a written statement attached to the report or verbally. The employee shall sign the performance report to acknowledge awareness of its contents and discussion of the report with the evaluator. The employee's signature does not necessarily mean that the employee fully agrees with the contents of the report and may so state on the report before signing.

D. Effects Of Below Standard Ratings

The receipt of one or more "Below Standard" rating may result in the withholding of any step increases for which the employee may be eligible, depending on, but not limited to, such considerations as the weight or significance of the evaluation category compared to the importance of other aspects of the job performance, and the length of time pertinent job factors have been observed by the evaluator.
In cases where an employee's performance does not adequately improve from a "Below Standard" rating within a specified reevaluation period, they will be removed from City service.

Employee Activities

A. Political Activity

The following are prohibited activities of City employees in the classified and unclassified service:

1. Employees of the City shall not use their position to influence any vote or other political activity within the City, except as an inherent part of the employee's official duties or in connection with such prescribed duties. An employee of the City shall not knowingly solicit political contributions from other City employees of the City. No City employee shall participate in political activities of any kind while in uniform.

2. No City employee shall engage in political activities of any type during working hours. Political activities are prohibited on all City premises except in circumstances when a City facility has been rented for such purpose and at times when the facility would not otherwise operate or function for normal City business.

3. No City employee shall represent or refer to representation of the City in connection with the endorsement of any political candidate, nor shall employees use their affiliation to endorse commercial products.

4. An employee, upon election to a position on the City Council of the City or upon Council appointment to any of the City's boards, commissions, or committees, shall be automatically terminated (except when serving as a City staff representative).

B. Gifts And Gratuities

No employee shall accept or receive any benefit from any gift, gratuity, present, property, or service of any kind or nature regardless of value, which may be directly or indirectly offered as a result, or in anticipation, of an employee's position or performance of duties with the City. Exceptions include:

1. Unsolicited advertising or promotional materials of nominal intrinsic value such as pens and calendars;
2. Awards for meritorious public service contributions; and
3. Unsolicited consumable items that are donated to an entire department during holidays, and are consumed on the premises.
C. General Employee Conduct

All employees will be expected to conduct themselves at all times during the course of work in the following general manner:

1. An obligation rests upon every employee of the City to render honest and efficient service in their performance of duties. All employees shall be responsible for adhering to all prescribed operations of the City and provisions of these rules and regulations, or any other City regulations relating to operational activities.

2. All employees have a duty to report, verbally or in writing, promptly and confidentially, any evidence of any improper practice of which they are aware. As used here, the term "improper practice" shall mean any illegal, fraudulent, dishonest, negligent, or otherwise unethical action arising in connection with City operations or activities.

3. Reports of improper practice shall be submitted through the line of administrative supervision except when the alleged impropriety appears to involve supervisory officials. In such cases, reports shall be submitted directly to the Human Resource Director.

D. Unauthorized Visitors

No friends, relatives or other unauthorized persons known to employees shall be permitted to visit an employee during working hours at City work locations, without the express permission of the department or division head.

Accident Procedures

A. General Procedures

If a patron or program participant injures themselves on the facility, the employee should take the following steps in dealing with the situation:

1. Minor Accidents:
   a. Administer first aid if trained and certified in first aid.
   b. Fill out the Accident Report form completely.

2. Major Accidents:
   a. Administer first aid if trained and certified in first aid and/or call the Fire Department at 911.
   b. Contact the parent if the injured party is a minor. It may be necessary to make arrangements to have the individual taken home.
3. Life Threatening Emergencies:
   a. Administer first aid if trained and certified in first aid.
   b. Contact the Fire Department (911) with information regarding the nature and location of the injury. In adult programs, try to receive approval from injured party. In youth programs, you must contact the Fire Department to insure a higher level of medical care.
   c. Contact the parent if the injured party is a minor. Give them information regarding the accident and the disposition of the injured party.
   d. Fill out the Accident Report form completely.
   e. Notify your department head. Contact your supervisor after hours, if needed.

B. First Aid Requirements

Some job classifications will require that the employee have current certification in Standard First Aid and/or CPR. If your job classification requires that you work with a number of participants, it is strongly advised that you receive instruction in Standard First Aid and CPR. Check with your supervisor for specific requirements in your job classification and the dates/locations of upcoming First Aid and CPR classes. First aid and/or CPR should not be administered by anyone not trained and certified in these applications.

C. Accident Reports

It is extremely important that the employee fill out the appropriate Accident Report form(s) completely for all accidents that occur at City facilities or with department programs. Make sure you obtain witnesses. Record witness statements at the time of the accident and call police and/or fire departments if appropriate.

If possible, have the injured party describe the accident in his or her own words and initial the completed form. Fill in all required information. Turn the report(s) into your supervisor no later than twenty-four (24) hours after accident.

D. Release Of Information On Accidents

City personnel are cautioned to make no oral or written statements about an accident, which will potentially give rise to a claim against the City other than to City personnel who are responsible for making investigations and reports on behalf of the City. If involved in an accident, an employee should only give his/her name, address, and license number to other than City personnel.
E. Conduct On City Facilities

The City does not permit smoking, improper conduct, or use of improper language on City facilities. Allow no rough usage of any property in your charge and try to teach the children to take personal pride in the care of the apparatus and playground in general.

Equipment and Facility Use

A. Safety Check

All facilities and work sites are to be checked daily for safety. If a form is provided for safety inspections, complete the form as per department procedure. If no form is provided, notify your supervisor in writing as soon as possible of any safety hazard. Whenever possible try to eliminate or modify the safety hazard.

B. Vehicle Use - City Vehicles

Employees may operate City vehicles if approval of their immediate supervisor is granted. Employees are required to have proper license(s) and follow established sign out and safety inspection procedures when using City vehicles. [Refer to Administrative Regulation 1.05.1 – City Vehicle Usage – Pool and Regularly Assigned Vehicles for Work Assignments.]

Minors: Minors under the age of 18 may not be employed for the purpose of driving a motor vehicle on the highways or streets. [LC 1294.1(b); VC 12515] Persons under age 21 may not be hired to transport hazardous materials. [VC 12515]

Exception: 17 year old minors are permitted to drive automobiles and trucks on public roadways only if such driving meets all of the following conditions:

- Such driving is restricted to daylight hours;
- The minor holds a State license valid for the type of driving involved in the job performed and has no records of any moving violation at the time of hire;
- The minor has successfully completed a State approved driver education course;
- The automobile or truck is equipped with a seat belt for the driver and any passengers and the employer has instructed the minor that the seat belts must be used when driving the automobile or truck;
- The automobile or truck does not exceed 6,000 pounds of gross vehicle weight;
- Such driving cannot include:
  - The towing of vehicles;
  - Route deliveries or route sales;
o The transportation for hire of property, goods, or passengers;
o Urgent, time-sensitive deliveries;
o More than two trips away from the primary place of employment in any single day for the purpose of delivering goods of the minor’s employer or to a customer (other than urgent, time-sensitive deliveries);
o More than two trips away from the primary place of employment in any single day for the purpose of transporting passengers (other than employees of the employer);
o Driving beyond a 30 mile radius from the minor’s place of employment, and
• Such driving is only occasional and incidental to the minor’s employment. “Occasional and incidental” means no more than one-third of a minor’s work time in any workday and no more than 20% of a minor’s work time in any workweek.

C. Vehicle Use - Personal Automobiles

Temporary, casual or seasonal employees may be required to use their own personal vehicle in conducting City business. Employees using their own vehicles may be compensated in the established mileage allowance provided they have insurance limits as outlined in Administrative Regulation 2.13 – Use of Privately Owned Vehicles on City Business. Employees must have written approval of their supervisor in order to use their personal vehicle on the job and an Authorization to Use Privately Owned Vehicle on City Business form must be on file with Risk Management. Employees are not allowed to transport participants in their private vehicles.

Minors: The same rules apply here as are stated above in Section IX. B.

D. Personal Vehicle Accident Policy

The following conditions exist in regard to all City employees who may be involved in an accident with their own vehicle on authorized City business. [Refer to Administrative Regulation 2.07 – Employee Vehicle and Equipment accident/Abuse Procedure.]

1. The employee must have requested use of a City vehicle and have been denied use due to unavailability of a vehicle.

2. The employee’s supervisor must have authorized the employees to use their own vehicle.

3. The incident must be an "accident"; parking lot scrapes, broken windows, vandalism, mechanical breakdowns and/or towing charges, etc., are not the responsibility of the City.

4. Should an accident occur, the employee must complete a Vehicle/Equipment Accident Report form and submit to Risk Management.
Management as well as reporting the accident to the Police and having a report filed.

5. The employee's own insurance is primary (first coverage).

6. The City does not claim any responsibility for an employee's vehicle while traveling to and from work for their regular work shift or for callbacks to work.

E. Use Of Department Property

No employee is to use City property for his or her own use. Department property shall not be removed from the City facilities without express permission of supervisor.

F. Damaged Or Destroyed Equipment

When any piece of department equipment becomes damaged or broken to the point where it cannot be used, the employee shall turn in the equipment and/or notify their supervisor immediately.

G. Lost Or Stolen Equipment

Whenever a piece of equipment is lost or stolen, the employee shall notify their supervisor in writing immediately. Additionally, should the equipment have been stolen as a result of a facility break in or observed theft, the employee shall contact the Police Department.

H. Keys

Employees assigned keys to department operated facilities shall keep those keys on their person or in a secured place at all times. Under no circumstances, should an employee allow another person to use the keys assigned to him/her without their supervisor's approval. Should department assigned keys be lost or stolen, the employee shall notify their supervisor immediately. The employee shall take whatever steps necessary to secure or lock a facility or facilities prior to leaving. All keys must be returned to the supervisor before an employee will be given their final paycheck.