



CITY OF CARSON

Employee Handbook





WELCOME!

It is a pleasure to welcome you as a new employee with the City of Carson.

I anticipate that you may have many questions about your new position. This handbook is designed to provide you with information regarding the City, your benefit program, rights, and responsibilities as an employee of the City and the procedures special to your specific department or division.

If you have any questions, I encourage you to contact your supervisor or Human Resources, extension 1736, for assistance.

Best wishes for a happy and successful career with the City. We look forward to working with you.

Sincerely,

*David C. Roberts, Jr.
City Manager*



TO:

FROM: David C. Roberts, Jr., City Manager

SUBJECT: ATTENDANCE

We are pleased you are starting your employment with the City of Carson. If you have any questions about your job responsibilities, I encourage you to ask your supervisor.

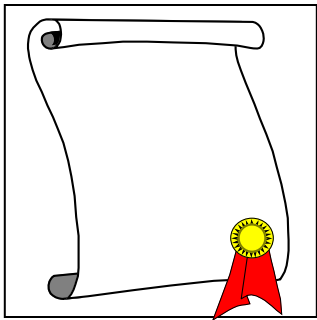
The City of Carson has a generous vacation and sick leave program. Vacation requests require a prior written approval from your supervisor. After six months employment you are eligible to use your vacation leave. After one month of employment, you are eligible to use your sick leave for illness for yourself or immediate family member. This leave is to be used only in the event of illness or doctor's appointments.

Attendance is an important aspect of your employment commitment with the City of Carson. **As a condition of employment, we expect you to be punctual and in attendance at work on a consistent basis.**

I acknowledge and agree to the above:

Signature

Date



CITY OF CARSON
EMPLOYEE ORIENTATION
EMPLOYEE STATEMENT OF RECEIPT

I, _____ have received a copy of the City of Carson Human Resources Rules, Employee Handbook, the benefits booklets, the Memorandum of Understanding (or appropriate resolution), and have attended and completed an Employee Orientation. The City's policies and procedures, including the Grievance Procedure were explained and discussed with me. The attached checklist reflects the employee orientation items that were explained and discussed with me. I was given the opportunity to ask questions.

I understand, according to the Human Resources Rules, that as a probationary employee, I may be rejected without a hearing or right of appeal in accordance with the City's administrative process. OR This is an at-will position and your performance will be reviewed and evaluated by your supervisor.

Signature of Employee _____

Date: _____

Witnessed _____
 Human Resources Representative

Date: _____

DISCLAIMER

This handbook is designed to give City of Carson employees general information about policies, procedures, and benefits of the City. This handbook does not constitute an offer of employment, nor is it a guarantee of continued employment or benefits. It does not create or define any legal rights of City employees, nor impose any legal duty upon the City. The City Council and City management reserve the right to add, amend, change or delete the practices and policies referenced to in this handbook.

NOT A CONTRACT

In the event of any inconsistency or conflict between the provisions of this handbook and any provisions of the City Charter, the Municipal Code, any Memorandum of Understanding, or any other such official document, such provisions shall supersede the information of this handbook. This handbook is not an employment contract, expressed or implied.

Chapter 1

Organization of Carson City

The City of Carson was incorporated on February 20, 1968 and later adopted the City motto of “Future Unlimited”. Carson is located in the South Bay area of Los Angeles County and covers approximately 20 square miles. The current population is about 100,000.

Carson is a general law city with a council-city manager form of government. The City Council serves as the governing and policy making body of the City. The City Council is composed of the Mayor, elected every two years and four City Councilpersons elected to four-year terms of office by elections at large. Municipal elections are held every two years with two councilpersons being elected for four-year terms. In March of each year, the City Council selects one of its members to act as Mayor Pro-Tempore. The duties of the Mayor include presiding at City Council meetings, appointing members of boards and commissions, and serving as the official head of the City. All City Councilpersons must be registered voters within the City limits of Carson.

The City Council appoints a City Manager to serve as the chief administrative officer of the City. The City Manager acts as the chief advisor to the City Council; implements City Council decisions; acts as liaison between City Council and other agencies; and directs and coordinates the City resources and departments. The City’s resources are administered by the City Manager and have been organized around four major departments: Community Development, Community Services, Public Works and Administrative Services established to deal with the following specific functions and services.

FINANCE

Administrative Services receives overall direction from the Director of Administrative Services, who leads and is responsible for finance administration, revenue collection, purchasing, budget and information technology.

Finance/Budget/Accounting

This section performs all the financial control and administrative functions of the City. All expenditures by the City must be authorized by some form of legal act and it is the Finance Officer’s responsibility to determine that all expenditures have been properly authorized. The Administrative Services Director serves as the chief financial advisor to the City Council, City Manager and City divisions. Other functions include payroll preparation, accounts payable, insurance administration and budget.

Purchasing

The Purchasing section is responsible for obtaining supplies and equipment needed by the various City divisions. Centralized purchasing procedures provide for bulk

purchasing at reduced cost, the elimination of duplication of effort and the uniformity of City-wide materials and supplies.

Business License

Responsible for the enforcement of the Carson Municipal Code provisions pertaining to taxation, regulatory permits and franchises, as well as the collection of delinquent debts owed to the City. The division strives annually to maximize revenue sources and pursues new sources wherever possible. The revenues generated by this division help pay for the services provided to the residents of the City.

COMMUNITY SERVICES

Parks and Recreation

Responsible for the provision of an extensive range of recreational programs and activities that include City-wide special events and celebrations, youth and adult sports, aquatics, kids club program, permit activities, excursions, teen clubs, and operates twelve parks staffed Monday-Saturday and the Veterans Sports Complex Monday-Sunday.

Human Services

Human Services is made up of the following:

- a. Senior Social Services provides case management, in-home supportive services, information and referral, tax services, and the Stroke Activity Center. Also provides staff support to the Senior Citizens Advisory Commission. Senior Recreation provides recreational, social and fitness programs through a variety of classes and activities. Special Needs Programs addresses the basic social, physical fitness and recreational needs of Carson's mentally and physically challenged adult population. Community Services provides early childhood day care and programs.

Community Center

Promotes, markets, and operates the City's Community Center so that it attains its maximum potential usage. The Center promotes marketing of its operations through public relations, strategic planning, innovative sales programs, and efficient operating procedures in order to achieve optimum revenue. Its continuing goal is to provide exceptional service to all community groups and the general public.

Transportation

Provides citywide transportation programs related to improving the fixed-route public transit system, specialized elderly and disabled transit, city-sponsored excursions, transit support of city park programs, and regional air quality issues.

CITY CLERK'S OFFICE

The City Clerk, an elected official, is responsible for the operations of the City Clerk's Office, which includes the management of official records and documents such as minutes, ordinances, resolutions, contracts, bonds; oversees conduct of municipal elections, and special assignments requested by the City Council.

The City Clerk has enhanced service delivery to our citizens through electronic media such as forms online and city records, including the Carson Municipal Code, special vacancy notices, and election information. This office administers your loyalty oath.

COMMUNITY DEVELOPMENT

Housing Authority/Successor Agency

The mission of the City of Carson is to eliminate blight in targeted areas through various efforts to improve or upgrade public and private properties and to provide programs for economic development.

Housing and Neighborhood Development

Housing Development promotes the improvement of the City's housing by providing loans to property and apartment owners to make needed repairs and improvements. Staff conducts inspections and assist owners in identifying hazards and building code violations in need of rehabilitation. Staff support is provided to the Mobile home Rental Review Board. Staff also oversees the administration of the City's Mobile home Rent Control Ordinance.

Business Development

The Business Development Division is involved with business attraction, retention, and expansion. This is responsible for implementing the Economic Development Strategy approved by the City Council on April 21, 1998. Important components of the Strategy include: the business visitation program, marketing activities, the annual Business Awards Program and liaison with the Carson Chamber of Commerce.

Employment Development

The Employment Development Division is a grant/city-funded activity focused on assisting Carson residents finding employment through résumé preparation, guidance, and job placement. Employment Development Division oversees the Summer Youth Employment Program and placement of adults with the various businesses throughout Carson. The Employment Development Division is active in generating grants to assist residents in securing employment as well as exploring new programs.

Planning

Responsible for providing planning services involving current and advanced planning and zoning. Provides staff support to the Planning and Environmental Commissions and makes recommendations on additions and changes to the City's General Plan and Zoning Ordinance.

CITY MANAGER'S OFFICE

The City Manager is the chief administrative officer of the City and directs and coordinates the official services and business affairs of the City. The City Manager's office works closely with the City Council, recommending policy alternatives and assuring the proper and efficient implementation of Council-approved policies, programs, and directives.

Public Information

Oversees the dissemination of information to the public through various publications such as Carson Report and the Recreation Guide. The Public Information Office (PIO) is responsible for communicating to businesses and to the community a positive image with community and media relations, and promotional items. It is responsible for support to the City Council and to the City Workgroups and other governmental agencies. PIO also provides staff support to the Public Relations Committee and the Carson Sister Cities Association (CSCA) which is a membership-based Sister City organization.

Information Technology (IT)

Coordinates major automation planning, implementation, and support for all divisions within the City. Information Technology also maintains the computer communications infrastructure, administration of City-wide applications such as e-mail, land information, administrative and other mission critical production systems, as well as ensuring an optimum, secure, and coordinated environment for information generated during City business transactions. Finally, Information Technology manages all telephone and radio communication systems, and provides training, instruction, troubleshooting and repair assistance to users throughout the organization.

Public Safety

Responsible for all public safety throughout the City of Carson, including the administration of contract services with the Los Angeles County Sheriff's Department, code enforcement of all local laws and ordinances, animal control emergency services, pedestrian safety, and community watch crime prevention programs. The department is organized into three sections: Administration, Public Safety Services and Safety and Emergency Services.

Emergency Services

The City of Carson is committed to ensuring the most effective and efficient allocation of resources for the maximum benefit and protection of the civilian population in time of emergency. The City Council gives its full support and urges all officials, employees, and citizens, individually and collectively, to do their share in the total emergency effort of the city. It is the responsibility of individuals and families to prepare in case of emergency. Like we have seen during the coronavirus pandemic, individual actions can make a big difference in how the community fares during and after a major disaster.

HUMAN RESOURCES & RISK MANAGEMENT

Human Resources is responsible for a wide variety of human resource and employee relations services, programs, and functions, all administered through the following sections:

a. Employee Benefits

This section is responsible for the administration of benefits such as health, vision, dental, life, and long-term care insurance. This section also administers the retirement, short-term, long term, deferred compensation, and Family Medical Leave programs. The HRIS is also managed by this division.

b. Labor /Employee Relations

This section provides for the administration of the City's employee relations program, and labor negotiations; interpretation of labor contracts, policies and procedures including implementation and administration of contracts covering wages, hours, and terms of conditions of employment between the City and the recognized employee associations. Human Resources also oversees the administration of grievances, Human Resources related resolutions, administrative investigations, complaints, and other related employee issues, such as compliance with discriminatory workplace policy requirements.

c. Recruitment/Selection and Classification

Recruitment, testing, selection, promoting and classifying employees to meet organizational staffing needs.

d. Workers' Compensation/Risk Management

The City's self-insured workers' compensation program is administered by a third-party administrator. Included is the management of claims and benefits, as well as representation of the City on cases which are appealed to the Workers' Compensation Appeals Board. The City provides a full-time workers' compensation analyst to assist employees during regular working hours.

PUBLIC WORKS

Engineering

This division is responsible for providing all engineering services for public works, construction and traffic engineering including project design, construction management,

contract administration, surveying, and engineering professionals provide staff support to the Public Works Commission.

Public Works

Responsible for providing street and vehicle maintenance, transportation programs, public works construction inspection, waste management and parks construction projects; this division also provides staff support to the Public Works Commission. This division is also responsible for the provision of all grounds and building maintenance for City Hall, the Carson Community Center, Corporate Maintenance yard, Veterans Sports Complex and fourteen (14) separate City Parks.

CITY TREASURER

The City Treasurer, an elected official, is the custodian, of all City funds and maintains records of all receipts and disbursements through the City's bank accounts. An important role of the City Treasurer is directing the investment of City's funds. The Treasurer is also responsible for the management of all securities, bonds, or notes authorized by the City and for proper payment of principal and interest as they come due to the holders.

Chapter 2

Human Resources Rules

Excerpts from the Human Resources Rules, which are included in these orientation materials, establish the policies and procedures for the administration of the city's Human Resources system. Except as otherwise provided, the Human Resources rules govern the day-to-day employment relations between the city and those employees occupying positions in classifications in the classified service. Many of the employee relations matters in the Human Resources rules are subject to the meet and confer process. In some instances, provisions of the Human Resources Rules may be superseded by provisions contained in a collective bargaining agreement with a recognized employee organization.

Recruitment and Appointment

Many full-time appointments are made from an employment list established as a result of competitive examination. Examinations may consist of a written examination, panel interview, performance test, assessment center, or any combination of these as stated in the job bulletin. Through this process, the City strives to hire qualified applicants for jobs without regard to race, religion, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender, age, or any other protected category under the law.

Promotions

Promotions are made through competitive examinations so that the best qualified person may be selected. Vacant positions above the entry level may be recruited on a promotional basis first to give regular full-time city employees the opportunity to promote. The City also has a job series provision for a number of classifications that provides for promotional opportunities for City employees. If you need additional information, please inquire with Human Resources.

- a. Closed Promotional Recruitments – When a vacancy exists in the competitive service, for a position other than an entry level position, Human Resources may, with the approval of the appointing authority, post a notice of the vacancy at all city facilities and allow a reasonable time for receipt of applications from employees. A promotional employment list shall be prepared, after an examination is administered to employee applicants.

- b. Internal Recruitments – When a vacancy exists in the competitive service for an entry level position, or a closed promotional recruitment has not filled a vacancy, Human Resources may, with the approval of the appointment authority, post a notice of examination (job announcement) open to current part-time and temporary employees only (internal examination). Part-time and temporary employees must have been employed for a minimum of six (6) months by the time the recruitment announcement closes. An internal employment list shall be

prepared after an examination is administered to part-time and temporary employee applicants.

- c. Open Recruitments – Open examinations are conducted after the city has exhausted its promotional and internal recruitment options without success or when the appointing authority finds that it is in the City’s best interest to do so. City employees are encouraged to apply for open examinations as well as promotional opportunities.

Job Information

Because the City of Carson is greatly interested in enhancing your career growth and development potential, we encourage you to consider other job opportunities within the city which may appeal to you. The City of Carson offers a variety of careers in technical, professional, field services, and administrative fields. If you are interested in promotional opportunities, transfers, or information on other jobs or other divisions, contact Human Resources. Job announcements for current recruitments are posted in Human Resources and on bulletin boards throughout the City’s various worksites. Job announcements specify the title and pay range of the classification, example of duties, qualifications and application process.

Position Classification

Human Resources maintains a classification plan, under which all positions of the City are classified according to responsibilities and duties. Positions that are similar in both job duties and minimum qualifications are classified under one title. The most important function of a classification plan is to see that people performing work of similar difficulty and responsibility receive similar compensation. An effective classification plan helps to ensure that salaries are based on the complexity and responsibility of the work performed.

Human Resources periodically updates the City’s classification plan in order to keep up with the changing demands of various classifications. This consists primarily of updating each of the City’s class specifications (written job descriptions of jobs, including job duties and minimum qualifications) through a formal job analysis process. As class specifications are revised, essential job duties and minimum requirements are analyzed, then summarized on the new class specification. All new and revised class specifications are approved by the City Council by resolution.

Probationary Period

An employee appointed or promoted to a position in the classified service shall serve a probationary period of not less than six (6) months beginning on the effective date of appointment or promotion.

During the probationary period, with the approval of the appointing authority, the Director may recommend to reject a probationary employee or promotional appointee. A rejected promotional appointee shall be entitled to be informed of and to discuss the reason for the rejection with the Director prior to the effective date of the rejection.

Except as otherwise provided in this section, a promotional appointee or probationary employee may be rejected without a hearing or right to appeal within the City's administrative process.

With the approval of the appointing authority, the Director may extend the probationary period up to additional sixty (60) days. The Director shall notify the employee of the extension of the probationary period, in writing, before the expiration of the probationary period.

The probationary period serves two very important functions:

To continue the selection process – enabling your supervisor and Director to determine if you are able to perform the duties and responsibilities of the job satisfactorily. During the probationary period, your employment may be terminated if your job performance or attendance/punctuality is not satisfactory.

To give you the opportunity to learn and adapt to your job – this is the time for you to demonstrate your job performance and for you to determine if the City's working environment meets your needs and expectations.

Performance Evaluations

The supervisor shall be responsible for the evaluation of the work performance of an employee. The appointing authority or Director may use the performance evaluation report to promote or train an employee. It is not as a basis for disciplinary action but its goal is to achieve the best performance from an employee. The Director will use only job-related factors to evaluate an employee's work performance. These factors include meeting the City's standard for attendance and punctuality.

During the probationary period, the probationary employee or promotional appointee is evaluated every sixty (60) days for six (6) months. Probationary employees or promotional appointees are evaluated each twelve (12) months after satisfactorily passing probation in a classification. An employee may also be evaluated at any time at the discretion of the Director.

Disciplinary Action

The Director shall have the responsibility to institute disciplinary action, to schedule and conduct any predisciplinary conference and to recommend the imposition of disciplinary action. The Director shall not impose disciplinary action against an employee without prior approval of the City Manager.

Prior to recommending the imposition of disciplinary action, concerning reduction in pay, suspension, demotion or termination, the Director shall notify the employee in writing of the nature of the proposed disciplinary action and its proposed effective date, the reason for the proposed disciplinary action, any specific charges against the employee, and of the employee's right to receive copies of the written documents and materials upon which the proposed disciplinary action is based, and of the employee's right to

respond to the charge, either orally or in writing. Upon imposition of disciplinary action the employee shall be given notice of his/her right to appeal the action.

Appeals

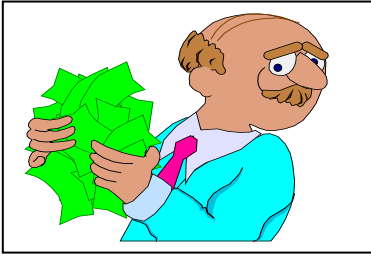
Appeal procedures are explained in the Human Resources Rules and Memoranda of Understanding which apply to all employees in the classified service.

Grievances

A grievance may include a disagreement between an employee and his or her supervisor regarding the interpretation or application of official City procedure, Memorandum of Understanding or any rules or regulations governing employee wages, hours, terms and conditions of employment. An open discussion with your supervisor can usually clear up any questions or disagreements. If, however, you still believe you have a valid grievance, you may file a formal grievance within the time frame specified in the Memorandum of Understanding of the employee group to which you belong. The specific grievance procedures are stated there. Human Resources is available to explain the process and supply the required grievance form and another copy of the procedure upon request.

Chapter 3

Compensation



Salary Steps

Salaries for represented employees are negotiated with the employee organizations for each job classification. Each position has six salary steps within the assigned salary range with 5% between each step. An employee generally reaches his or her top salary step after four (4) years service depending on his or her on-the-job performance.

Pay Periods/Pay Days

Employees are paid on a bi-weekly schedule (26 paychecks per year). Pay days are Thursday, and generally by 9:00 a.m. paychecks are distributed to divisions. Gross bi-weekly earnings are computed by multiplying monthly salary by twelve (12) and dividing this amount by twenty-six (26). For direct deposit, employees need to complete a Direct Deposit Form, which is included in your orientation material.

Overtime

Occasionally you may be required to work overtime. Non-management employees receive one and one half (1 ½) times their normal hourly rate for hours worked beyond their normal schedule. Employees may be compensated for overtime worked either by receiving overtime pay or by accumulating compensatory time, which can be used for time off. Eligible unit members may accrue compensatory hours to the maximum of 80 hours. Exempt employees are not paid overtime.

Acting Pay

Employees who are temporarily appointed to perform the duties of a higher classification will receive acting duty pay at a rate within the pay range of the higher classification that affords at least a 10% increase. Acting assignments are made at the discretion of the Department Director.

Court Service Compensation

Employees summoned to court to perform jury service, provide testimony on behalf of the City or as directed by the City shall be paid their current pay rate. Pay for jury service is limited to ten (10) days per calendar year.

Payroll Deductions

The following are items, which may appear on your paycheck as deductions:

Mandatory

Medicare Tax
State Withholding Tax
Federal Withholding Tax
Public Employees Retirement System (PERS)

Voluntary

Employee Association or union membership fees
Superior Vision Insurance
Cigna Supplemental Life Insurance
PrePaid Legal
Computer Loan
CalPERS Long Term Care
VOYA Deferred Compensation
BASIC Flexible Benefit Plan (Section 125)
Credit Union Loan payment or savings
Health Insurance Enrollment (employee's out of pocket premium)
AFLAC and Colonial Supplemental Benefits

Chapter 4

Employee Benefits

Medical Insurance

The benefits are subject to change from time to time. Ask your Human Resources representative for any up-to-date information you may need. Medical benefits are available for employees and their eligible dependents. The City contracts under Public Employees' Retirement System (PERS) for medical insurance. There are several medical insurance plans to choose from. The City currently pays a monthly maximum of \$_____ towards your medical premium but is subject to change depending on labor negotiations.

Eligible dependents under PERS medical benefits are defined as follows:

1. Your spouse (copy of marriage certificate required). A divorced spouse is not eligible for coverage as a dependent. A spouse loses eligibility and coverage terminates on the last day of the month in which the final decree is granted.
2. Your child, adopted child, or stepchild under age 26.
3. Another person's child under the age of 26 for whom you have assumed the traditional role of the parent. The child must be living with you in a parent-child relationship in the absence of the birth parents and you must be providing the child with substantial financial support. A notarized Affidavit of Eligibility is required when you first enroll and must be updated upon request.
4. An eligible child over age 26 who is incapable of self-support because of mental or physical disability that existed prior to age 26. See PERS Health Program Handbook regarding regulations.

You have **sixty (60) days from your hire date** to complete your enrollment forms and your medical coverage will be effective the beginning of the month after your paperwork is returned to Human Resources. If you fail to complete the appropriate application form(s), within the sixty-day period, you may forfeit your eligibility for coverage or will have a 90-day waiting period after enrollment for the insurance to become effective.

Dental Insurance

Dental benefits are available for the employee and dependents. The City pays the premium required for this benefit for the employee and eligible dependents.

You have 30 days to enroll for benefits to be effective the first of the month following one month of employment. If you fail to complete the appropriate application form(s), insurance will be effective on a later date.

Eligible dependents under the dental and vision programs are defined in "Eligible Dependents" under PERS' medical benefits".

Life Insurance & Supplemental Life Insurance

Group term-life insurance benefits are provided for each represented employee. Optional group supplemental term-life insurance may be purchased by an employee. You have 30 days to enroll, and benefits will be effective the first of the month following one month of employment.

Vision Care Program

Employees may purchase optional vision care. Required premium payments are payroll deducted from an employee's wages. You have 31 days to enroll, and benefits will be effective the first of the month following one month of employment. See enclosed vision care package regarding co-pays and benefits.

Changes of Insurance

Each year, the month of September is designated as the "open enrollment period". The City presents a "Health Fair" to assist with open enrollment and only during this month, changes to insurance and/or additions of dependents may be made. Exceptions include the addition of a spouse within 30 days of marriage, or the addition of a newborn within 30 days of birth. Contact Human Resources for further information.

Retirement Benefits

Retirement benefits are available for regular full-time employees through the California Public Employees' Retirement System (CalPERS). The City contracts with CalPERS for 3% at 60 retirement formula for "Classic Members" hired before the effective date (5/6/2011) of the CalPERS contract amendment providing for a two-tiered retirement benefit.

The City contracts with CalPERS for 2% at 55 retirement formula for "Classic Members" hired on or after the effective date (5/6/2011) of the CalPERS contract amendment providing for a two-tiered retirement benefit.

In compliance with the Public Employees Pension Reform Act of 2013 (PEPRA), "New Members" hired on or after January 1, 2013, shall be included in the 2% at 62 retirement formula.

Minimum retirement age for all Classic Members is age 50. Minimum retirement age for all New Members is age 52. The minimum requirement for receiving CalPERS benefits is five years of credited service in CalPERS. The City does not deduct for Social Security.

Many other cities, schools, counties, and state organizations are also members of CalPERS, thus allowing the transfer of contributions without losing service credits. Contact Human Resources for questions about reciprocity, redeposit, service credit purchase, retirement application or any other CalPERS related questions. If you were previously a member of CalPERS, please notify your Human Resources representative.

1959 Survivor Benefit Level 4

This 1959 survivor benefit consists of a monthly allowance that may be paid to an eligible surviving spouse and children. Covered members are required to pay at least a \$2.00 monthly fee that is deducted from their salary specifically to fund the 1959 Survivor Benefit Program.

OTHER BENEFITS

Deferred Compensation

Subject to eligibility requirements under IRC 457, employees may enroll in one of the City's Deferred Compensation Plans. Under these plans, employees agree to defer a portion of their salary (up to the maximum allowed by law per calendar year) for later use. The employee sets the amount in accordance with IRS limits. The City withholds the designated amount from the employee's paycheck for the employee's future benefit. The amount deferred is not subject to income tax until received from the City at retirement or other separation. Interest earnings on deferred compensation plans are also tax deferred until received. You may enroll in deferred compensation at any time.

These programs are administered under strict guidelines provided by the Internal Revenue Code. Therefore, emergency withdrawals are usually not approved except when they meet the IRS regulations. Please plan deferred compensation deductions from your paycheck based on your personal affordable conditions. This benefit is for future use to supplement your retirement benefits. It should not be used as a savings plan with periodic withdrawals.

Subject to eligibility requirements, the City provides a 401(a) Money Purchase Plan. The City provides this benefit through the VOYA. A Money Purchase Plan is a retirement plan that is "qualified" under Section 401(a) of the Internal Revenue Code. If you qualify as a plan participant, you are not taxed on employer contributions nor upon earnings until they are withdrawn, usually at retirement when you may be in a lower tax bracket. Eligible employees are required to make matching employee contributions on a pre-tax basis to the City's 457 Plan. Please verify if you are eligible to participate in this benefit with Human Resources.

Short Term Disability Insurance (STD)

Short Term Disability (STD) is to provide weekly benefits for periods of disability due to an accident or illness outside the course and scope of employment. The qualifying period is from 0-7 days depending on the cause of disability. The Insurance Company has sole discretionary authority to determine eligibility for participation or benefits. Enclosed is a Short-Term Disability booklet for your reference. To apply for this benefit, you may request a claim form from either the Insurance Company or Human Resources.

Long Term Disability Insurance (LTD)

The City provides Long Term Disability Insurance in the event you become disabled while in active, full-time work status with the City of Carson (For maximum coverage benefit period, reference the Long-Term Disability certificate). The plan provides disabled employees with two-thirds (2/3) of their monthly salary after a ninety-day waiting period. The Insurance Company has sole discretionary authority to determine eligibility for participation or benefits. Please refer to the LTD booklet included in your orientation packet for provisions of this policy. If you need assistance concerning LTD, please contact the Insurance Company or Human Resources.

Long Term Care

Long Term Care Insurance is available to all full-time employees through CalPERS. Premiums may be paid for by either any leftover money from the cafeteria cap allowance, or at the employee's expense through payroll deductions.

Medicare

The reconciliation bill, HR 3128, signed by President Reagan on April 7, 1986, mandated Medicare coverage for all local employees hired after 3/31/86. You will be required to contribute 1.45% of your wage base to Medicare. This deduction will be reflected on your paycheck stub.

Employee Ridesharing Program

The BREATHE Awards Program is open to full time employees of the City of Carson. Points are earned for round-trip commute travel beginning at an employee's residence and ending at the job site between the hours of 6 a.m. and 10 a.m. Points are not earned for travel commencing after arrival to work. Days off and weekends do not count as rideshare days and are not redeemable for points. Points are tallied at the conclusion of each calendar month. Incentives are guaranteed ride home, compressed work week, Carson Circuit bus fare subsidy, Target money card, preferred parking, educational excursions, promotional give-always, personalized rideshare assistance, special theme reception. Contact Transportation to register or for further information.

Parking

Employee parking is provided at all work locations at no cost to employees. At most work sites, preferred parking spaces are set-aside for employees who rideshare or who are disabled.

4/10 Work Schedules

Most city employees are on the 4/10 schedule at this time however said schedule is not guaranteed to last indefinitely and if it does change the change will be implemented in accordance with best HR practices.

Credit Unions

Southland Credit Union, Los Angeles Federal Credit Union and NuVision Credit Union provide savings and loan services to City employees. The credit unions pay interest on savings accounts, and offer a full range of consumer loans, including first and second

trust deeds on real estate. Credit Union services are also open to family members who qualify. Payroll deductions are available through the City and make savings easy and loan paying convenient.

If an employee becomes a Credit Union member and later terminates employment or retires from the City, his or her Credit Union accounts will not be affected. Once a member, always a member. Members in good standing may always use the services offered by the Credit union. Employees may become members immediately upon hire. For hours of operations or other questions, please contact the Credit Union. Enrollment in the Credit Union is voluntary.

Tuition Reimbursement

The City will partially reimburse you for any college or graduate-level university courses you take that are related to your job or will assist you in improving your performance. Prior to enrolling in the class, you must complete the Tuition Reimbursement Request form and obtain the approval of your Director. Once you have completed the class with a passing grade, you may then submit the form, any receipts, and your grade report to Human Resources for reimbursement. For further information on the Tuition Reimbursement Program, please contact Human Resources.

Employee Computer Loans

To encourage employees to become more proficient with computers, the City offers no-interest loans for the purposes of purchasing City-approved computer equipment and software. The loan may not exceed \$2000 and will only be granted to full-time employees who have successfully completed six months of their probationary period. Interested employees should contact Information Services for further information and an Employee Computer Loan Application.

Employee Assistance Program

The Employee Assistance Program, referred to as EAP, offers certain counseling and support services to all employees and their family members in need of counseling for a variety of issues such as, substance abuse, family conflicts, depression, and stress.

This program is confidential, and is available to all full time City employees, with some benefits available to family members as well.

Flexible Benefit Plan

The Flexible Benefit Plan allows you to pay for the following eligible expenses with your pretax dollars under Section 125 of the Internal Revenue Code.

Dependent Care Expenses – Employees may reduce their taxable income with eligible depended care expenses up to a predetermined maximum annual amount.

Employee paid portion of health (medical) insurance premium may be also be deducted from taxable income.

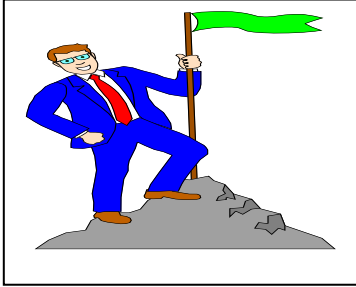
Unreimbursed Medical, Dental and Vision Expenses - Employees may also reduce their taxable income with medical, dental, and vision expenses not covered by the employee's group health plan by depositing a set annual amount into an account for reimbursement upon submission of qualified expenditure receipts.

The Flexible Benefit Plan runs on a calendar year basis. Employees may enroll once a year during a specified period, for the following calendar year. The contributions are taken in equal amounts from your regular paycheck and placed in the Flexible Benefit account. Eligible expenses are then reimbursed from this account upon submittal of evidence of payment (i.e. receipts, invoices, etc.). Any amounts in the account that are not used to reimburse dependent care or unreimbursed medical, dental, or vision expenses by the end of the calendar year will be forfeited. Although receipts may still be submitted for reimbursement for a limited time after the calendar year has ended, the receipts must be dated, and the services/items must have been received prior to the end of the applicable calendar year.

For more information on the specifics of this Plan, please contact Human Resources.

Supplemental Benefits

As an employee of the City of Carson, you have access to enroll in Supplemental Benefits through AFLAC and Colonial Life Insurance. Both companies offer benefits that will help you protect your families, finances, and future. The benefits are designed to help with expenses health insurance doesn't cover. Sometimes called supplemental insurance, voluntary benefits are designed to complement your health insurance and help provide extra financial protection. Some of the plans offered are: Accident, Cancer, Disability, Critical Illness, Dental and Life Insurance.



Chapter 5 ***Employee Recognition***

Employee recognition for job performance and service to the organization and community is a very important responsibility for the City and its supervisors. The City maintains that its employees are its most valuable resource, and therefore makes every attempt to recognize special achievement and overall outstanding employee service. Some of the recognition programs provided by the City are as follows:

Service Awards Program

In recognition of those employees who have achieved specific years of service to the City, service awards are presented to employees for every five years of employment. Service pins are presented at special employee recognition ceremonies. The service awards ceremony provides a special opportunity for the City to say “thank you” for many years of dedicated service to the City. For further information, please contact Human Resources.

Chapter 6

Leave Policies

Holiday Schedule

The 13 designated City holidays that are observed and City services are closed are as follows:

New Year's Day
Martin Luther King, Jr. Day
Fred T. Korematsu Day
President's Day
International Women's/Rosa Parks Day
Cesar Chavez Day
Memorial Day
Independence Day
Labor Day
Larry Itliong Day
Veterans' Day
Thanksgiving Day
Christmas Day

When any day designated as a holiday falls on a Friday or Saturday, the ten (10) hours of holiday leave will be converted to annual leave and added to the Unit members annual leave balance. If any day designated as a holiday falls on a Sunday, the following Monday shall be observed as the holiday. In order to be paid for a holiday or get the leave conversion, the Unit member must work the full scheduled workday immediately before and after the holiday unless the Unit member is absent from any portion or all of the scheduled workday immediately before or after a holiday on authorized paid leave. A Unit member shall not receive pay for a holiday or receive the leave conversion if any leave without pay (except furlough leave) was used by the Unit member on his or her regularly scheduled workday immediately before or after the holiday.

When a regular full-time employee is assigned to work an eight-hour shift or 9/80 work shift, employees are credited with holiday leave hours to their vacation hours accordingly. If an employee's schedule is an 8-hour day, and a holiday occurs during the payroll period, the employee will be credited 2 hours of vacation. Please consult your timekeeper regarding this record keeping procedure.

Consult Current Memorandum of Understanding or Resolution of Benefits

Please note that the information stated herein is intended to be a summary only and is subject to change. Please consult your appropriate Memorandum of Understanding for additional information about holiday leave for your particular classification.

EMPLOYEE HIRE DATE: _____

AFSCME 809/AME/CPSA

Annual Leave

Effective date of appointment.....	11.33 hours earned
Commencement of 6 th yr. of service	13.33 hours earned
Commencement of 11 th yr. of service.....	16.66 hours earned
20 years service	16.66 + 10 hours
21 years service	16.66+ 20 hours
22 years service	16.66 + 30 hours
23 years service	16.66 + 40 hours

AME/CPSA hired after 06/19/2018

Annual Leave

Effective date of appointment (0-5 years).....	10 hours earned
Commencement of 6 th yr. of service	11.33 hours earned
Commencement of 11 th yr. of service.....	13.33 hours earned

AFSCME 1017

Annual Leave

Effective date of appointment.....	13.33 hours earned
Commencement of 6 th yr. of service.....	15.33 hours earned
Commencement of 11 th yr. of service.....	18.66 hours earned
20 years service	18.66 + 10 hours
21 years service	18.66+ 20 hours
22 years service	18.66 + 30 hours
23 years service	18.66 + 40 hours

Annual leave accrues after one month of service on your service date. Annual time may not be taken until completion of six (6) months of service with the City. Unless the employee's use of annual leave interferes with departmental operations, the Director shall permit employees to use annual leave at the employee's discretion. Any annual time accrued but unused is reimbursed to the employee at the time of separation from the City in a lump sum.

Sick Leave

Employees accrue 10 hours of sick leave per month on their service date. Sick leave accrues after one month completion of service. Employees may not use sick leave hours at their discretion, but only in cases of actual personal sick or sickness in their immediate family where the employee must provide care to the immediate family member. When an employee wishes to use accrued sick leave, the employee shall notify the Director either before, or within one hour after the time set for the beginning

the work period. Refer to your current MOU or appropriate resolution for maximum accrual allowed and other regulations regarding use of sick leave.

Administrative Leave

The City shall provide exempt employees with administrative leave as time off from work. Please refer to your MOU or appropriate Resolution regarding accruals, usage and maximum administrative leave hours.

Unclassified

Vacation Leave

Effective date of appointment.....	10 hours earned
Commencement of 11 th yr. of service.....	13.33 hours earned
20 years service	13.33 + 10 hours
21 years service	13.33+ 20 hours
22 years service	13.33 + 30 hours
23 years service	13.33 + 40 hours

Vacation leave accrues after one month of service on your service date. Vacation leave may not be taken until completion of six (6) months of service with the City. Unless the employee's use of vacation leave interferes with departmental operations, the Director/City Manager shall permit employees to use vacation leave at the employee's discretion. Any annual time accrued but unused is reimbursed to the employee at the time of separation from the City in a lump sum.

Sick Leave

Sick leave accrues after one month of service on your service date. Employees accrue 10 hours of sick leave per month on their service date. Employees may not use sick leave hours at their discretion, but only in cases of actual personal sickness. When an employee wishes to use accrued sick leave, the employee shall notify the Director either before, or within one hour after the time set for the beginning the work period. Refer to your current MOU or appropriate resolution for maximum accrual allowed and other regulations regarding use of sick leave.

Floating Holidays

The City provides Unclassified employees with three floating holidays per fiscal year. Employees hired after July 1 shall be credited with floating holiday leave upon appointment on a pro rata basis. Please refer to appropriate Resolution of Benefits regarding accruals and usage.

Administrative Leave

The City provides Unclassified employees with administrative leave as time off from work, instead of pay or compensatory leave credit for overtime work. Please refer to MOU or appropriate Resolution regarding accruals, usage, and maximum administrative leave hours.

Release Time Leave

The city provides union or association employees with release time leave. Please see your appropriate MOU or Resolution of Benefits concerning use of this leave time.

Workers Compensation Leave

The city provides employees with work-related disability leave subject to the following conditions:

Except as otherwise provided, employees substantially disabled by bodily injury or sickness in the course and scope of employment shall be paid their regular pay rate (see appropriate MOU or Resolution of Benefits concerning this matter) from the date of disability, or until the city's workers compensation insurance carrier terminates temporary disability either by means of a lump sum settlement or a retirement with pension, whichever event occurs first.

Military Leave and CalPERS Military Service Credit

The city shall grant military leave to employees as provided in the California Military and Veterans Code Sections 389 through 395.4.

Under CalPERS, the Government Code (G.C.) sections 201997, Military Service-Employer Contribution, provides for a member to receive service credit for his/her military leave of absence at no member cost, under specific conditions. G.C. section 21024, Public Service-Military Service-Local Member, provide for a member to purchase service credit for past active-duty military service, served prior to establishing CalPERS membership.

Leave of Absence Without Pay

The appointing authority has the exclusive authority to approve an employee's request for leave of absence from work, without pay. Such leave of absence shall not be approved unless the employee provides the appointing authority with a written reason for the request. If the appointing authority approves such leave of absence for a period of ten (10) working days or less, the employee shall not lose any seniority for such leave of absence. After the expiration of an approved leave of absence without pay, employees shall be reassigned to their former classification. Employees on extended medical leave will be required to furnish the city with periodic reports as required of their status and intent to return to work. You may be required to present a fitness for duty certificate prior to being reinstated to active employment.

Time Off for Voting

The city shall provide employees with time off for voting subject to the following conditions:

When an employee claims not to have sufficient time outside of working hours to vote at a statewide election, the employee may, without loss of pay, with the approval of the Director, take off enough working hours which when added to the voting hours available outside of working hours will enable the employee to vote. The Director may not authorize an employee to take off more than two (2) hours from work for voting with pay. The time off authorized for voting shall be only at the beginning or end of a work period, whichever allows the employee the most time for voting and the least time off from work. If the employee knows or has reason to believe that time off for voting will be necessary on election day, the employee shall notify the Director of that fact at least two (2) work periods in advance.

Chapter 7

Employee Responsibilities

CITY PROPERTY

Use of City Tools, Equipment and Supplies

The City provides equipment and supplies necessary for the proper performance of your work. Misuse of this equipment or waste of supplies results in higher cost to the government.

The life of most equipment can be greatly extended through proper use and preventive maintenance. A good rule is to treat every piece of equipment as it were your own and as if you are to personally replace it when it wears out. Disciplinary action may be taken against any employee who misuses or loses City property.

Telephone Usage

Telephones are tools, and as such should not be used excessively for personal reasons or misused. The City recognizes that some personal calls are necessary, but they should be kept to a minimum. Unlike most private phones, the City pays for every individual call made on one of its telephones. For local calls the City pays for every five-minute period, so all calls should be kept as brief as possible. If you use a personal cellphone, its use must be restricted to breaks or your lunch time.

Use of City Communication Systems

The City's communications systems and equipment include mail, electronic mail ("e-mail"), courier services, facsimiles, telephone systems, personal computers, computer networks, on-line services, Internet connections, Intranets, computer files, video equipment and tapes, tape recorders and recordings, cellphone, voice mail, and bulletin boards. All City communications and equipment, including the messages transmitted or stored by them, are the sole property of the City. Accordingly, the City may access and monitor employee communications and files as it deems appropriate. Only employees specifically authorized by the City may access on-line services and the Internet. Authorized employees must disclose all passwords to the City and their supervisors but should not share the passwords with other employees. Employees' on-line use should be limited to work-related activities. In addition, employees should not duplicate or download from the Internet or from an e-mail any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without express permission from the owner of the material. When permissible Internet material or email files are downloaded, they should be scanned using the City's antivirus software. All outgoing messages, whether by mail, facsimile, email, Internet transmission, or any other means, should be accurate, appropriate, and work-related. Employees may not use the City's address for receiving personal mail or use City stationery or postage for personal letters. Improper use of the City's communications systems and equipment will result in discipline, up to and including termination. Improper use includes any misuse as described in this policy, any misuse that would

result in violations of other City policies, as well as any harassing, offensive, demeaning, insulting, defaming, intimidating or sexual suggestive written, recorded, or electronically retrieved or transmitted communications.

Use of City Vehicles

If your job requires it, you may be assigned to drive a City vehicle. It is your responsibility to maintain a valid and appropriate driver's license. Failure to do so may result in disciplinary action, including termination. City vehicles should only be used for official business. Guidelines are provided in the City of Carson's Standard Management Procedure number 2.34.

Drivers of City vehicles play an important role in promoting good public relations for the City. When you are assigned to drive a City vehicle, always remember that the official City seal identifies you as a representative of the City. Therefore, it is important that you always maintain safe and courteous driving habits and exhibit a professional manner while conducting City business. All City employees who drive during work are enrolled in the DMV Driver Pull Program. This program verifies valid driver's license and provides periodic updates concerning an employee's driver's license.

Hopefully, you will never be involved in an accident, but if you are, you should contact your supervisor immediately. If serious damage occurs, Human Resources should be notified as soon as possible. If you are injured in the accident, you must seek medical attention immediately and notify your supervisor. You should also notify the workers' compensation representative in Human Resources and follow the appropriate procedures for reporting an industrial injury. More information concerning accident procedure is available from your supervisor.

If you notice a mechanical problem with the vehicle you are driving, promptly report the problem to the appropriate maintenance staff. Proper maintenance saves everyone time and trouble and prevents accidents.

Uniforms

Some City employees are required to wear uniforms while working. Uniforms are to be worn only when on duty. The City provides uniforms and maintenance of those uniforms. Uniforms are expected to be kept neat and clean. Please consult your supervisor as to your division's specific policies on uniforms.

Appearance

As representatives of the City, all employees are expected to be well groomed, properly and appropriately dressed and equipped for their assigned duties.

GENERAL RESPONSIBILITIES

Change of Personal Data

Any change of your personal data (address, name, phone number, and/or emergency contacts) should be reported to your supervisor and in writing to Human Resources as

soon as possible. The changes will then be made on your Human Resources records. Failure to report this information may result in a loss of important benefit information.

Rest Period/Lunch

Employees are provided one fifteen (15) minute rest period in the morning and afternoon which cannot be used to compensate for late arrival or early departure or combined with a lunch period. An uninterrupted lunch period of thirty (30) minutes or one (1) hour is afforded to employees according to their assigned work schedule.

Smoking Policy

In seeking to provide a safe and healthy work environment for all employees, the City prohibits smoking in all City facilities. Smoking is permitted in all outdoor areas. The effectiveness of the City's Smoking Policy depends on the thoughtfulness, consideration, and cooperation of smokers and non-smokers alike. Any conflicts or violations of the policy should be brought to the attention of appropriate supervisory or management authority.

Dealing with the Public

As a City employee, your job is to serve the people of Carson in a courteous and efficient manner. Friendly and efficient service to the public earns respect for you and the organization you proudly represent. Your personal contact with the customer may be his or her only contact with the City. Therefore, a good impression must be made at the outset, and maintained in your day-to-day customer contact.

Very often you will meet a citizen or customer with a complaint. No matter how angry or upset this person may get, please try to remain calm and be sympathetic to their problem. If you need the assistance of your supervisor or a co-worker, by all means try and get it. Always accentuate the positive by explaining what the City can or will do to help resolve the problem. Your courteousness is very important.

The main goal in dealing with the public is to always keep the customer satisfied. A satisfied public is always easier to work with and is generally more understanding of your responsibilities.

Chapter 8

Safety and Workers' Compensation

EMPLOYEE SAFETY

Work Safety Policy

In order to maintain a safe environment for our employees and guests, we ask that you always think safety first. Teamwork is the answer to a successful accident prevention program to safeguard the well being of our employees and visitors. You can prevent injury to yourself and others by following the general rules of:

1. Eliminating a hazard, which may cause an accident.
2. Reporting unsafe conditions or lack of safety equipment.
3. Keeping alert and careful.
4. Wearing required safety gear and/or equipment.

Please direct any suggestions to a member of the Safety Committee or your Supervisor.

On the Job Injury

Any on-the-job injury should be reported immediately to your supervisor. Human Resources should be contacted as soon as possible when any injury occurs that requires treatment and/or lost work time. In the event of a serious injury, you should be taken to the nearest emergency facility. The City's Safety Administrator must investigate all injuries, and therefore should be contacted as soon as possible.

The City of Carson provides Workers' Compensation benefits to all employees for any type of job-related injury or illness. This protection is paid by the City and covers medical and hospital expenses you may incur because of a work-related injury. When an employee sustains a work-related injury or illness, he or she must notify his or her supervisor or department head immediately and the workers' compensation analyst within 24 hours. The City is not liable for payment of Workers' Compensation benefits for any injury that arises out of an employee's voluntary participation in an off-duty recreational, social, or athletic activity that is not part of the employee's work-related assigned duties.

Chapter 9

Employee Associations

Recognized Employee Organizations

The City of Carson officially recognizes these employee organizations unions, associations or employee units in collective bargaining, negotiations, and employee relations matters. They are as follows:

Employee Group	Employee Unit
American Federation of State, County, and Municipal Employees, (AFSCME) Local 809 Council 36	Full-time, non-management, general employees and classified part-time employees. This is an agency shop union and requires, dues through payroll deductions, which are mandatory and defined in AFSCME’s MOU.
The Carson Professionals and Supervisors Association and The Association of Management Employees (CPSA and AME)	<p>Professional employees as defined in the appropriate MOU.</p> <p>Supervisor employees as defined in the appropriate MOU.</p> <p>Division managers as defined in the appropriate CPSA and AME MOU.</p> <p>This is an agency shop and requires dues through payroll deductions, which are mandatory and defined in the CPSA and AME MOU.</p>
American Federation of State, County, and Municipal Employees, (AFSCME) Local 1017 (Confidential Employees)	Employees who in the course of performing their duties, have access to information relating to the City’s administration of employer-employee relations. Confidential employees are part of the classified service and are subject to the City’s Human Resources Rules.
Unclassified Employees	Employees who are generally executive management and are “at-will” employees who serve at the pleasure of the appointing authority. Unclassified employees are not part of the classified service and are subject to termination without cause or right of appeal. Benefits are stated in a City Council approved Resolution.

Employee Representation

These organizations represent their respective employees in resolving employee relations' matters and working with City Management in formulating the Memorandum of Understanding. The Memorandum of Understanding (MOU) is the contract, which determines employee wages, hours, terms and working conditions. Copies can be obtained from your respective employee association. Union membership is voluntary. Employees may join their Union Association upon hire or thereafter.

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