

WATSONVILLE ADMINISTRATIVE RULES AND REGULATIONS

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City of Watsonville
Administrative Rules and Regulations
Chapter I – City Administration
Section 1 - Communications

1.1.1 Agenda Preparation		Approved by: 
Established: 12/15/78	Attachments: 1 - Agenda Notification 2 - CC Staff Report	
Revised: 8/15/79; 4/18/80; 1/13/82; 12/13/90/ 4/16/93; 6/1/98; 7/31/00; 10/01/12	Cross Reference: None	

I. STATEMENT

The City Council normally meets on the second and fourth Tuesday of each month unless changed by the City Council. The placement of items on the City Council agenda by staff is a two-phased process:

1. Submittal of an Agenda Item Notification Form to the City Clerk and City Attorney.
2. Submittal of the Staff Report with attachments to the City Manager and a copy to the City Attorney.

II. PROCEDURE

The following is an overview of how the agenda packet should be developed. The packet should be designed so that City Council Members, the press, and the average citizen can understand the topic, recommendation, background information and financial impacts associated with each agenda item. Staff members presenting information to the City Council should strive to explain the impact of staff recommendations so political leaders can make informed decisions. Written staff reports should contain graphics and charts if appropriate; and when presented should have adequate visual aids and clear explanation.

1. COUNCIL AGENDA CATEGORIES

Agenda Items Required: Any agreements, grant applications, changes in local ordinances, or significant staff activities affecting the community at large should be included in the City Council packet. The City Council and the community require an opportunity to review and comment on issues that face the City. Department Heads should make sure that major issues are presented for Council's review. The following is the criteria for Council agenda item structure:

- A. Agenda Item Description:** The staff member writing the staff report should develop the agenda recommendation statement. The statement should describe the agenda subject plus a recommendation for City Council action. City Council Members and

the general public should easily understand what is going to be discussed and what action is expected from City Council Members. The agenda recommendation should be followed by the name and title of the Department Head recommending the item.

- B. Consent:** Items which are well described in the staff report and which demand very little further description by staff during a City Council meeting. Items appropriate for consent require minimal City Council inquiry in order to make a decision. Any issue known to be controversial between Council Members should not be placed on the consent agenda. Examples of consent items are: adoption of resolutions calling for bids and final bid approvals, routine financial reports, resolutions approving construction of basic public works related projects, approval of agreements, etc.
- C. Public Hearings, Appeals, and Ordinances:** The section of the agenda for Public Hearings, Appeals and Ordinance Introductions; for example, Use Permits, General Plan Amendments, Zoning Amendments, fees, or appeals that have been formally filed in the City Clerk's Office.
- D. Unfinished Business:** Self explanatory.
- E. New Business:** Issues requiring the City Council to take an action setting future direction that is legally enforceable as a City Policy. This part of the agenda is useful for attaining the City's position on issues that may become politically active in the future.
- F. Reports and Presentations:** This portion of the agenda is to be used for agenda items that are informational. No action may be taken by City Council. The City Council may give their input on items presented in this section of the agenda.

2. STAFF REPORT STRUCTURE

- A. Title of Staff Report:** Except for the City Attorney and City Clerk, all staff reports to the City Council should be directed through the City Manager. The title portion of the staff report should include the following: Date, To, From, Subject, For (date) City Council Meeting, and signed with approval stamp by the Department Head.
- B. Recommendation:** The "Recommendation" portion of a staff report is very important. It should be clear, concise, and easily understood. The recommendation tells the City Council specifically and clearly what action staff recommends they take. The recommendation represents staff's best professional judgment on a policy matter before the City Council. When possible the recommendation should be prepared in a "motion ready" manner. This means that the recommendation can be used verbatim by a City Council member to move the staff recommendation. *Note funding source if not a budgeted item.*

- C. Background/Discussion:** This is the body of the report. The goal is to be concise but provide the City Council with enough background to understand the rationale for the recommendation. Background details should be written by the staff representative as a summary of background detail rather than a re-printing of background documents. Keep your writing style simple, concise, and easy to understand. Refer to technical documents that support your staff report in "Reference and Attachment" section.

To explain complex issues, staff should make use of tools such as boldface, italics, bullets, charts and tables.

The following are key points to remember when using charts and tables:

- Number all charts and tables;
- Title all charts and tables;
- Make all charts and tables easy to read and easy to understand;
- Always refer to and explain all charts and tables in the text of your staff report.

If you request City Council approval of a contract, your staff report should state whether the form of contract is a standard City form contract so the Council can review it quickly. If you or the contractor request a change to one of the standard form agreements, the staff report should say so and explain the proposed change and why it is appropriate. If the contract comes from a different source, you should say so and explain why.

- D. Strategic Plan:** If the proposal within the staff report addresses a specific program identified in the Strategic Plan, that specific program should be referenced by name. If it does not relate to one of the listed programs or projects in the strategic plan, the staff report should list the goal within the Strategic Plan which the staff report relates to.

Within the narrative in this section, there should be some discussion of how the strategic plan of the City is furthered by the subject matter within the staff report. Any specific contributions to the furtherance of any aspect of the strategic plan should be cited.

- E. Financial Impacts:** This section should clearly identify the fiscal impact of a proposed recommendation. This impact includes either savings or costs. The flow of the financial discussion should generally proceed as follows:

- First, identify the estimated total cost of the recommendation, including contingencies. If the cost is ongoing (such as additional staffing), explain both the annualized cost and the cost for the remainder of the current fiscal year.

- Second, identify the funding source(s). If existing funding is adequate, explain when the funds were appropriated and from what fund it will come from. If a new or higher level of appropriation is required, explain how much is needed and why (change in scope of project, unanticipated cost item, emergency, etc.) Any new budget appropriation should also be referenced in the main body of the recommendation. Grant funding should identify any future City budget support needed.

The Administrative Services Director will review the financial impact and advise the City Manager who will then "validate the impact."

- F. **Alternatives:** Options to be considered by the City Council should be offered if they exist. A brief discussion of the advantages and disadvantages of each alternative must be included. Each alternative description should include an explanation of why the alternative is not recommended. If the options are unreasonably vague or unrealistic, the memo writer may simply state "no reasonable alternatives are known at this time."
 - G. **Attachments and References:** Attachments should also be included under this section of the staff report. The attachments must be screened to avoid unnecessary or unrelated information. References to letters or Public Works plans and specifications or other documents kept on file with the City Clerk should also be indicated in this section.
 - H. **Footer:** Every page of the staff report should include a footer identifying the file path, printing date and time, author's name.
 - I. **Page Numbering:**
 - a. **Staff Reports.** Page numbers should be placed on all reports that are over one page long, starting with the first page. The numbers must be placed in the center footer.
 - b. **Attachments.** Attachments should be labeled "Attachment #" and page number as i.e. 1 of 2, in the lower right corner.
 - J. **Lengthy Staff Report Packets:** An index sheet should be included that clearly identifies the contents of the large packet.
3. **TIME LINE FOR PROCESSING:** A schedule is listed below that specifies the deadline for supplying staff reports and documents to be included in agenda packets for City Council meetings. The only variance from this schedule will be for items received late from the public that serve an important public need or upon the direction of the City Manager.

- **TWO WEEKS BEFORE CITY COUNCIL MEETING**

Tuesday at 12:00 p.m. - 14 Days before Meeting

[Agenda Item Notification](#) should be e-mailed to the “Agenda Notification” email group in order to be reviewed by the City Clerk and City Attorney.

Tuesday at 5:00 p.m. - 14 Days before City Council Meeting

Ordinances, agreements, and other items requiring more-than-routine action by the City Attorney (all contracts and agreements must be signed by the contracting party prior to presentation to City Council, and should include appropriate Certificate of Insurance).

[Staff Reports](#) shall be submitted via e-mail in a PDF format to the “Staff Report” e-mail group. All attachments should be added as part of the PDF document.

Wednesday 4:00 p.m. - 13 Days before Meeting

Sr. Staff agenda review takes place.

- **ONE WEEK BEFORE CITY COUNCIL MEETING**

Thursday 12:00 p.m. - 5 Days before Meeting

All reports, ordinances, and resolutions are loaded to City Council Member’s electronic device.

Thursday 3:00 p.m. - 5 Days before Meeting

City Council reports are complete to be picked up by City Council Members.

- **WEEK OF COUNCIL MEETING**

Meeting Date

City Council meeting is scheduled at time agreed upon by Council ([Ordinance # 1290-12](#)). [Calendar](#)

PowerPoint Presentations: should be saved on the M Drive/ City Clerk/ Presentations Council folder under the meeting date the report is being presented by 3 pm. If no access to M drive, presentation should be e-mailed to the City Clerk by no later than 3 pm. For effective PowerPoint Presentations please refer to [PowerPoint Guidelines](#).

- **LATE MATERIALS HANDED OUT DURING A COUNCIL MEETING**

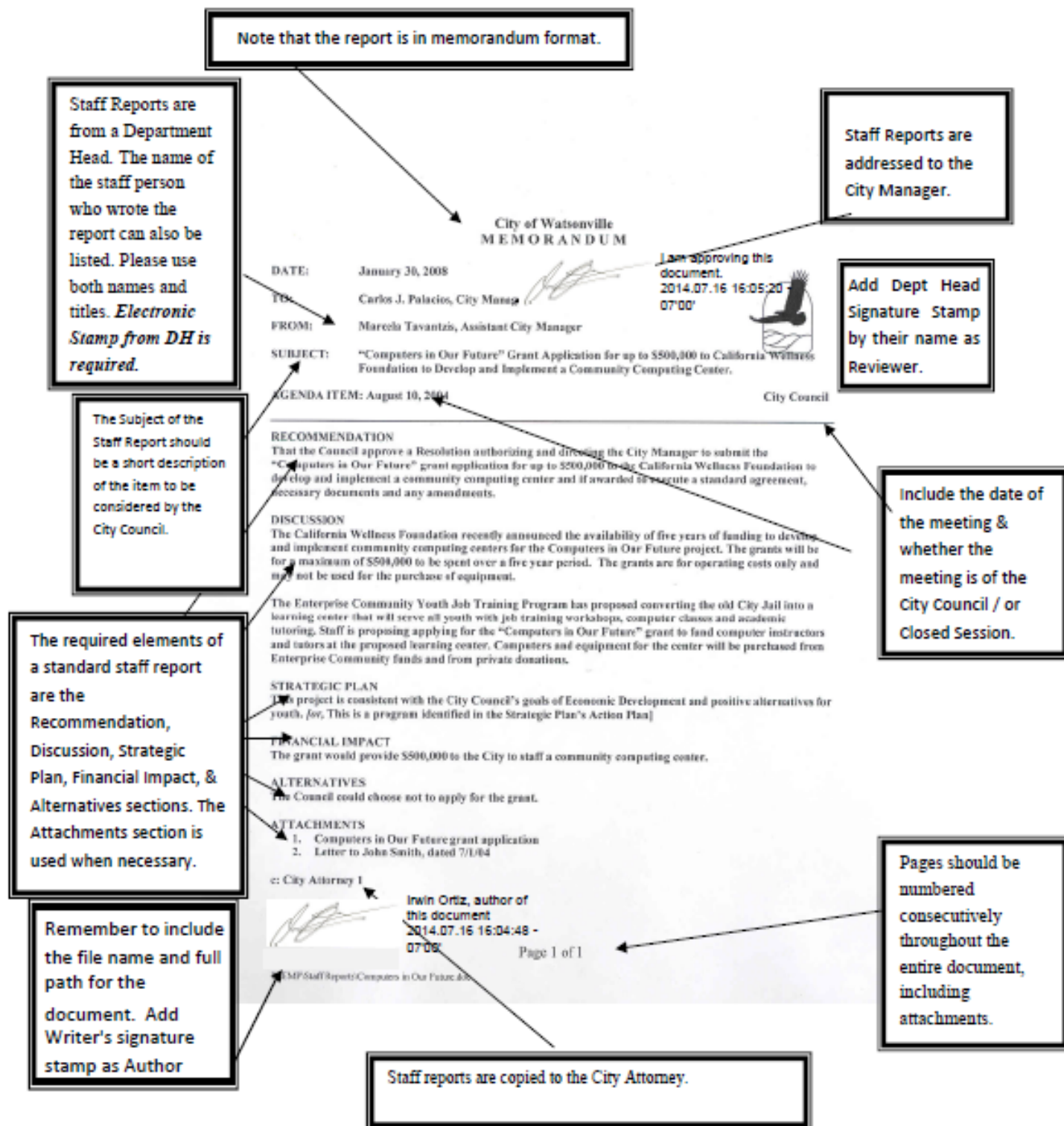
The staff member who presents the agenda item for which late materials apply will remind City Council about the late information. All materials must be checked and initialed by the City Manager prior to submitting to the City Clerk.

All staff materials must be presented to the City Attorney no later than Thursday at 5:00 PM, twelve (12) days before the Council meeting. Staff members are encouraged to complete the Agenda Item Notification forms and staff reports to avoid late materials. A late item will only be added to the agenda if the City Manager directs the item added.

4. ORAL STAFF REPORTS

Staff presentations should reflect the high points of the written report. Avoid reading staff reports word for word unless there is a specific need to record the verbal testimony on the City Council minutes. Visual display of detailed information is highly recommended. Pictures, PowerPoint Presentations and overheads provide a good opportunity to clarify the high points of staff reports. Staff members giving oral staff reports should put visual aids up (with the agenda item number written on the lower right corner) before the Council session convenes so that minimal interruption or time loss occurs during the meeting.

Structure of a Basic Staff Report



CITY OF WATSONVILLE

AGENDA ITEM NOTIFICATION



TO: CITY CLERK & CITY ATTORNEY

DATE: _____

FROM: _____

DEPARTMENT HEAD APPROVAL: _____

SUBJECT: ITEM FOR _____ AGENDA
(Date)

☐ City Council
☐ Redevelopment

AGENDA SECTION: Check as appropriate:

- | | |
|---|--|
| <input type="checkbox"/> Oral Communications & Awards | <input type="checkbox"/> Introduction of New Employees |
| <input type="checkbox"/> Consent Agenda | <input type="checkbox"/> Public Hearings & Ordinances |
| <input type="checkbox"/> Unfinished Business | <input type="checkbox"/> New Business |
| <input type="checkbox"/> Reports | <input type="checkbox"/> Presentations |
| <input type="checkbox"/> No Action Needed | <input type="checkbox"/> Closed Session |

Documents Needed: (Check as appropriate)

☐ Resolution ☐ Ordinance ☐ Contract

Contract Title:

- _____
- ☐ City Standard Form – No Employees or W/C
☐ City Standard Form – Employees or W/C
☐ City Standard Form Modified (Identify Changes):

☐ Third-Party Agreement

LANGUAGE FOR AGENDA:

Recommended by: _____

You may find an active fillable PDF of this form on the City Intranet-Forms. [Or by clicking this link.](#)

City of Watsonville
Insert Department's Name

MEMORANDUM



DATE: October 26, 2012

TO: Carlos J. Palacios, City Manager

FROM: Enter here (Department Head Name and Title, and/or Your Name and Title)

SUBJECT: Enter subject here

AGENDA ITEM: Enter meeting date here

City Council

RECOMMENDATION:

DISCUSSION:

STRATEGIC PLAN:

FINANCIAL IMPACT:


ALTERNATIVES:

ATTACHMENTS:

cc: City Attorney



City of Watsonville
Administrative Rules and Regulations
Chapter I – City Administration
Section 1 – Communications

1.1.2 Special Council Meetings		Approved by: 
Established: 5/23/79	Attachments:	
Revised: 7/06/83; 8/15/88; 7/31/00; 10/01/12	Cross Reference: 1.1.1 Agenda Preparation	

I. STATEMENT

A special City Council meeting may be called at any time by the Mayor or upon written notice of four Council Members. Notice of such meeting shall be delivered personally or by any other means by the City Clerk to each Council Member and news media who has requested notice in writing at least twenty-four hours before the time of such special meeting. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting.

II. PROCEDURE

The elected officials, local newspapers, and local radio stations shall receive a notice of any special City Council meeting. City Clerk Office staff will post special meeting notice on the City's website.

Newspapers:

- a. Register-Pajaronian
- b. Santa Cruz Sentinel

III. CITATION

Ralph M. Brown Act ([Government Code Section 54956](#)) Watsonville Municipal Code 2-1.102



City of Watsonville
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1.1.3 Response to Public Inquiry

Approved by:

Established: 2/5/79

Attachments:

Revised: 7/31/00; 10/01/12

Cross Reference:

[1.1.4- Public Records Request](#)

[1.1.5- Release of Information to the Media](#)

I. STATEMENT

The ongoing responsibility of all City employees is to answer questions posed by the public about current routine, day to day operations of City Government.

II. PROCEDURE

1. Inquiries from the public, whether by phone, in person, or in writing, shall be answered as accurately and promptly as possible. At times, it may be necessary to refer the person to another department; nevertheless, such referrals shall be handled as quickly and courteously as possible.
2. Any inquiry related to legal action involving the City of Watsonville shall be referred to the City Attorney.
3. It shall be the responsibility of each Department Head to establish internal assignments so responses to a public inquiry shall be accurate, prompt, and courteous.

III. COMMENT

A public inquiry is different than a Public Records Request. The process to respond under Public Records Request is covered under Administrative Rule 1.1.4 of this section. Public inquiry is generally related to current, routine day-to-day operations, while a Public Records Request may be related to processes, past records or legal actions.



City of Watsonville
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1.1.4 Public Records Request

Approved by:

Established: 2/5/79

Attachments:

[1- Request for Public Records Form](#)

Revised: 7/31/00; 10/01/12

Cross Reference:

[1.1.3- Response to Public Inquiry;](#)

[1.1.5- Release of Information to the Media](#)

I. STATEMENT

Most records and files of the City are considered public, and reasonable access to the information contained therein must be available to the public. Some City records are not public records. These include police records, personnel records, legal files of the City Attorney's Office pertaining to court actions, real estate negotiations, labor negotiations, financial securities, financial information filed with the City by persons for business licenses purposes, background data and computations in working files pertaining to public projects which may be subject to competitive bidding, and other records containing confidential information. Access to these records must have the prior approval of the City Manager and/or the City Attorney.

The California Public Records Act permits local agencies to adopt regulations stating the procedures to be followed when making their records available to the public. The City affirms the public's right to access City of Watsonville records and establish the procedures by which such records will be made available to the public.

II. PURPOSE

The purpose of this policy is to affirm the public's right to access records and set forth the procedures that will facilitate accessibility of information to members of the public.

III. PROCEDURE

Making a Request for Records

Public records request may be received in writing or verbally. Information requested from records and files must be adequately identified to the extent necessary to determine the applicable file containing the subject information; The City cannot conduct unauthorized research activities to develop information or to provide information in some other form than contained in files.

There is no specific form that must be used to request records, nor is there any language that must be used when making a request. Request may be made orally or in writing; either in person, through mail, via email, over the telephone or fax. To facilitate the public's request the City Clerk has developed a form that can be used by the public when making a [Request for Public Records](#) (attached). The request, however, should contain a clear enough description of desired records in order to expedite processing of the request. Charges apply for copies requested.

Forms of Records Provided

Records shall be made available in their original form or by a true and correct copy. Audio, photographs and computer data, or any other such records, shall be exact replicas unless the Department determines it is impracticable to provide exact replicas. Any reasonably segregable portion of a record shall be provided to the public after deletion of portions that are deemed exempt from disclosure.

Time for Response

Upon receipt of a written or oral request for records, the City shall make the records available to the requester. In case where the records are not readily or accessible or additional time is needed to determine whether the request in whole or in part seeks copies of disclosable records, the City will have ten (10) calendar days to provide its determination. The ten (10) calendar day time period shall be calculated from the date the request is received. If request is received after business hours, on a weekend or a holiday, the next business day is considered the date of receipt.

In unusual circumstances, the City may extend its time to respond by an additional fourteen (14) calendar days. Should this occur, the City will inform the requestor in writing of the extension within the initial ten (10) day period, setting forth the reasons for the extension, along with the estimated date of the City's further response. Unusual circumstances permitting the extension of time are limited to: (1) the need to search for and collect the requested records from facilities separate from the office processing the request; (2) the need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that have been asked for in a single request; (3) the need for consultation with another department or agency that has a substantial interest in the response to the request; and/or (4) the need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

If a request for information is denied in whole or in part, the denial shall be in writing and shall contain the explicit reasons for denial of access to the subject records, as well as the names and titles or positions of each person responsible for the denial.

Fees and Charges

In most situations, the City will not charge any fees to cover the time and cost incurred in searching for, locating or collecting records. The City, however, may charge for the actual cost of duplicating paper copies for records and postage, consistent with the amounts set forth in the City's Schedule of Fees and Charges. The City may also charge for duplications cost in another medium in accordance with the amounts set forth in the Schedule of Fees and Charges (I.E. copying video or audio files).

Requestors of electronic records shall pay for production cost, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy if the request would require the production of a record that is otherwise only produced at regularly scheduled intervals, or the request would require data compilation, extraction, or programming to produce the record. However, the City will not charge for access to data that is readily accessible without cost to the City.

It is free to view/inspect records.

City Departments Role

It shall be the responsibility of the Department Heads to safeguard and supervise the use of all records placed in their charge.

Each City Department, with the assistance of the City Clerks and City Attorney's Office, shall establish procedures to be followed when making its records available for public inspection consistent with the provisions established in this policy. If any questions exist as to whether any record, or portion of any record, is exempt from disclosure, it is the responsibility of the Department Head, or his or her designee, to contact the office of the City Attorney promptly within the time frame for responding to a public records request for advice.

Access to the original copies of official City records and documents must be provided only under the direct supervision of a City official, a bonded City employee, or a duly bonded representative of the City. It shall be the express responsibility of the official or employee supervising the inspection of the original copies to verify that no additions, deletions or alterations of any kind are made in the records so inspected, and to also protect the safety of the records against theft, mutilation, or accidental damage.

Access to stored records will be limited to the City Clerk's Office or his/her designee.

At no time shall a Department Head allow the inspection of any City records by members of the public to interfere with the orderly functions of the department or its employees. Nor shall as such inspection be allowed to create confusion, misfiling, or chaos of any kind.

Department Representative

Each department shall designate a person or persons, who will be responsible for responding to request for records and coordinating the responses with other City Departments, when appropriate.

Departments that have more than one subdivision within the Department, shall assign a person or persons who will be responsible for coordinating and responding to requests for records and information that overlap different divisions within the Department.

Department Coordination

If a request seeks information from more than one department, the request shall be forwarded to the designated representative in the City Clerk's Office and the representative of all other interested departments. The City Clerk's representative will coordinate and respond to the request with the assistance of each of the Department representatives.

If a request for records is directed to Departments that do not maintain or have custody of the records, then the representative shall promptly forward the request to the City Clerk's Office.

Coordinating with the City Attorney's Office

Requests that are related to pending or potential litigation shall be coordinated with the City Attorney's Office. Questions regarding the Public Records Act or any documents that may not be subject to disclosure shall promptly be forwarded to the City Attorney's Office for review.

Steps for Responding to Request for Records

Upon receiving a request for records, whether orally or in writing, the Department representative shall promptly respond to the request. For example, if a request is made in person at the City Clerk's Office for a copy of a City Council agenda maintained at the City Clerk's Office, the requested agenda should be made available to the requester at the time of the request.

If a particular request requires research as to the existence of the requested record and/or its location, then the Department representative shall promptly forward the request to the City Clerk's Office for processing and response according to [Records Request Act](#).

Common Exemptions

There are certain categories of documents that are generally not subject to disclosure. These include, but are not limited to: (1) preliminary drafts of certain documents that are not retained by the City in the ordinary course of business; (2) records related to pending litigation; (3) attorney-client communications; (4) personnel records, medical

information, or other similar records the disclosure of which would constitute an unwarranted invasion personal privacy;(5) corporate financial proprietary information, including trade secrets; and (6) records protected by State or Federal law.

If the Department (after consulting with the City Attorney's Office when appropriate), determines that the records sought in a written request for records are not subject to disclosure either in whole or in part, then the Departments shall advise the requestor in writing that the records will not be made available and include the reasons why access is being denied, as well as the names and titles or positions of each person responsible for the denial.

Responding for Request for Particular Documents

The following procedures shall apply when responding to request for these particular categories of documents.

Disclosure of Preliminary Drafts

Preliminary drafts of documents kept in the ordinary course of business, including drafts of agreements, which are kept and preserved after final action has been taken, shall be disclosed if requested.

Disclosure of Litigation Materials

1. When litigation in which the City is a party is finally adjudicated or otherwise settled, records of communication between the City and the adverse party in the litigation shall be subject to disclosure including text and terms of any settlement agreement between parties.
2. Such disclosure shall not apply to records that are otherwise privileged under federal or state law, such as attorney-client communications, or to records sealed by the court or where disclosure is otherwise limited by the court.

Disclosure of Information Relating to Contracts, Bids and Proposals

1. Records of contractors' bid shall be available for inspection immediately following the opening of bids.
2. Responses to Request for Proposal or Request for Qualifications/Quotations and similar submittals shall be regarded as public records and are available for inspection after City staff's recommendation has been made public, unless there are elements in the proposal which are defined by the proposer as business or trade secrets and plainly marked as "Confidential," "Top Secret," or "Proprietary," the City will provide the proposer who submitted the information with reasonable notice to allow the proposer to seek protection from disclosure by a court or government agency of competent jurisdiction.
3. When an individual, firm or organization is awarded a contract, information including financial information which was submitted to the City during the bid or

proposal process from all proposers will be subject to disclosure unless otherwise exempt.

Disclosure of Budgetary Information

Budgetary information including bill or records of a payment, which are submitted to the City Council or other body having budgetary authority, shall be subject to disclosure unless the record is confidential or privileged under State or Federal law.

Disclosure of Personal Information

Request for records and documents containing personal information such as social security numbers, home addresses, home telephones numbers, financial matters, and medical or employment history, should be reviewed on a case by case basis with the City Attorney's Office. The City may not respond to request for personal information in one or more of the following ways: 1) delete or redact those portions of the records that include personal information and make the remaining portions of the record available for inspection if the remaining portion of the record is not otherwise exempt from disclosure; 2) notify the party whose personal information is being sought and provide the party with the opportunity to initiate legal proceeding or other appropriate process to prevent the release of such information; 3) seek a judicial determination as to whether or not the requested personal information should be disclosed or; 4) disclose the information where permitted, allowed or compelled to do so.

Disclosure of Complaints and Complaint Information

Information regarding complaints shall be made available. However, specific information about complaints shall be redacted from any record furnished if necessary in order to protect the privacy rights and safety of individuals making complaints and to protect and individual's right to petition government for redress of grievances.

Disclosure of Electronic Mail

Email shall be treated the same as other written document. If the E-mail is kept in the ordinary course of business, it is a public record unless it falls within some expectation to disclosure under Public Records Act. Additional information regarding the storage and use of E-mail in the City may also be found under [Chapter 1, Section 3 Policy 1.3.6](#) of the City Administrative Policy manual entitled "Retention of Electronic Mail (e-mail)."

Records Retention

This procedure does not obligate City Departments to retain documents beyond the period of time designated for the department as outlined in the [City's Records](#)

[Retention Policy](#). In the event a request for records is received prior to its destruction under the City's record retention policy, the requested records will be provided.

ATTACHMENT 1

City Use Only:

Date Received_____

Date Due_____

Department(s) of Record_____

Date Completed_____

Amount Due_____

City Clerk's Office
275 Main Street, Suite 400, 4th Floor
Watsonville, CA 95077
Tel 831.768.3040 Fax 831.761.0736
Email cityclerk@cityofwatsonville.org

Requests for public records are subject to the California Public Records Act (GC 6270). Public records are accessible at all times during regular office hours and can be reviewed at no charge. To respond to your request in a timely manner, we ask that you provide specific and identifiable information. Copies may be provided in most instances upon request unless records are archived or not readily accessible. The City has ten (10) days to respond to the request. Requestor will be notified if an extension of time will be necessary pursuant to the Act. Fees for copies are based on the City's current fee schedule. Fees for copies of records that are sent to a copy house would be the actual cost. All fees are due and payable in full before copies are made available.

The requested information will help staff to accurately and efficiently comply with your request.

REQUEST FOR PUBLIC RECORDS

Requestor's Name _____ Today's Date _____

Requestor's Address _____

City State Zip

Daytime Phone No. (Include extension) _____

Fax No. _____ Email Address _____

Requestor's Signature _____
Optional

Please mark the appropriate box(es): ☐ View records only ☐ Copy records only ☐ Both
Specific description of public records requested. Please list each record separately.



City of Watsonville
Administrative Rules and Regulations
Chapter I – City Administration
Section 1 - Communications

1.1.5 Release of Information to the Media

Approved by:

Established: 8/7/97

Attachments:

- 1- [Media Release Sample Form](#)
- 2- [Media Notification List](#)

Revised: 7/31/00; 10/01/12

Cross Reference:

- 1.1.3- [Response to Public Inquiry;](#)
- 1.1.4- [Public Records Request;](#)
- 1.1.6- [Employee References](#)

I. PURPOSE

The purpose of this administrative rule is to assist staff in developing a successful working relationship with the media by outlining a comprehensive policy governing dissemination of official City information. City Management has the responsibility to inform citizens of the functions of City Government.

Every attempt should be made by City staff to respond promptly and accurately to all media inquiries. The City and the media have a mutual responsibility to provide accurate, timely and objective information of City affairs to the public. *This rule is not intended to cover release of factual information which is a matter of public record.*

II. DEFINITION

The media as referred to throughout the policy is defined as:

- Local, regional, national and international publications (i.e., daily/weekly newspapers, professional and commercial magazines; journals; etc.);
- Radio, television, and cable broadcast stations;
- Electronic publications, including Internet publications and news sites;
- Other outlets as determined by the City Manager.

Media releases are written communications designed to provide specific information to the media about City services, activities, policy decisions or any other information which may be of interest to the public.

III. PROCESS

A. Distribution of Releases

All media releases by the City should be on official City Media Release letterhead ([please see sample attached](#)). The release should include the date, the name of the City staff person who can serve as a news media contact for inquiries and additional information.

All media releases that are department related should be reviewed and approved at the Department Head level or representative designated by them. The staff person writing the release will be responsible for the distribution of the release to the media using City Clerk's approved media release list. The City Clerk will provide the City Council with a copy of the media release and the information will be posted to the City's website by the Department's Website administrator under the News Section of the Website.

B. Release of Information Pertaining to Significant Issues and Events

It is the responsibility of Department Heads to notify the City Manager of significant events or issues which occur, or may occur, within their departments which may be of major interest to the general public or media. Such notification should be made before any release of information to the media.

For those incidents which may attract immediate news coverage and could be considered as breaking news, the City Manager should be contacted immediately by calling (831) 768.3010.

After receiving the information, the City Manager will determine if it is necessary to contact the City Council and other Department Heads. If public release of the information is deemed appropriate, the City Manager will determine the most appropriate mechanism to notify the media.

If the City Manager is unavailable, the Department Head should contact the Acting City Manager. On those occasions, when the City Manager and Acting City Manager are unavailable, the Department Head should use his/her own judgment in releasing information to the news media on fast-breaking news.

C. Who Responds to Media Inquiries

The Department Head shall be the designated media spokesperson for their department. The Department Head may from time to time designate other staff to address an inquiry from the media. Staff who have direct knowledge of an issue or event should work with the Department Head in developing responses to media inquiries.

Department Heads shall notify the City Manager when contact with the media has been made addressing a specific issue or event within their department.

D. Responsibility and Accountability

The responsibility for accuracy lies with each staff member involved in the preparation of printed materials and documents. The Department Head is responsible for the general review of publications, establishing systems to catch and correct errors and

enforcing quality control standards. All media releases prior to being sent to the “Media Release” group created in email group must contain an electronic signature or initials of the Department Head or Acting Department Head to ensure that the document has been reviewed for grammatical errors and accuracy.

E. Legal Inquiries

Information related to legal action (actual, pending or anticipated) involving the City shall not be released to anyone without first obtaining the approval of the City Attorney. Statements regarding potential liability to the City in any matter shall be made only by the City Attorney.



MEDIA RELEASE

CITY OF WATSONVILLE

[Choose a Department from list.](#)

[Choose your dept address.](#) • Watsonville, CA 95076

www.cityofwatsonville.org

[Click here to enter a date.](#)

CONTACT: [Type in Contact Person's Name](#)

[Type in Contact Person's Title](#)

[Type in Contact Person's Phone Number](#)

(FOR IMMEDIATE RELEASE)

First Sentence: State all the important facts or information immediately (who, what, when, why and where). The reporter assigned the release will rewrite it but if information is buried in the release it may never be assigned.

Include the "quotes" you would choose to see in print. This can also spare you the time of being interviewed by a reporter.

Limit the release to 2 pages, preferably less.

###

You may find an active fillable PDF of this form on the City Intranet-Forms. [Or by clicking this link.](#)

MEDIA NOTIFICATION LIST

Attachment 2

TELEVISION				
KION/KCBA-Channel 35/46 Brooke Holmquist - 970-8156 (cell)		757-6397	422-9365	newstips@kionrightnow.com
KSBW-TV Channel 8 (Phil Gomez- (426-3888)(426-3897 Fax)		422-8206	422-0124	dmarkowitz@hearst.com
KGO TV Channel 7		(415) 954-7926	(415) 956-6402	abc7listens@kgo-tv.com
KICU TV Channel 36		(408) 953-3636	(408) 953-3610	newstips@ktvu.com
Community TV		(831) 425-8848	(831) 425-3958	
KSMS/Univision-67 Fidel M. Soto (News Director) M: 206-6981 Adriana Frederick (Reporter) M: (408) 483-3016	Spanish	(831) 642-4415 (831) 642-4416	(831) 373-6700	fsoto@entravision.com afrederick@entravision.com
KTVU Channel 2		510-874-0242		newstips@ktvu.com
RADIO				
KPIG		722-2299	722-7548	frank@kpig.com
KSCO/KLRS - Santa Cruz		475-1080	475-2967	rosie@ksco.com
KWAV - Santa Cruz		429-6012	649-3335	frontdesk@kwav.com
Wolfhouse Radio Group KRAY/KCTY -103.5 La Buena Radio Tigre Radio Lobo 106.3 La Jefa 93.9	Spanish	757-1910	757-8015	
KTOM - Salinas		755-8181	755-8193	
Shadow Broadcast Service		(415) 777-2175	(415) 536-5648	metronews_sanfran@metronetworks.com
Radio Campesina 107.9	Spanish	831 754-1469	754-1563	
La Preciosa 100.7	Spanish	755-8181	755-8193	
Univision Radio Estero Sol 99.1- Luz Maria Rodriguez Recuerdo 100.3 La Kalle 105.7	Spanish	415-733-5750	415-733-5766	luzrodriguez@univisionradio.com
Radio Tricolor 99.5 (Univision)		642-4415	373-6700	fsoto@entravision.com
NEWSPAPERS				
Santa Cruz County Sentinel		429-2410/763-4505	429-9620	Donna Jones, Reporter: djones@santacruzsentinel.com news@santacruzsentinel.com
Register-Pajaronian		761-7335	761-7338	newsroom@register-pajaronian.com Photographer: 761-7332 thanula@register-pajaronian.com
San Jose Mercury News		(408) 920-5446	(408) 288-8060	state@mercurynews.com
SF Chronicle		(415) 777-7100	(415) 896-1107	metro@sfnchronicle.com
Bay City News Service		(408) 287-3639	(408) 294-7745	bcnsj2@pacbell.net
La Ganga	Spanish	724-6564		mauriciourzua@lagangaonline.com
Post		476-9130		linda@mcpost.com
Watsonville Patch Squires (Editor)	Jennifer	332-1065		jennifer.squires@patch.com
EOC				
Santa Cruz County		458-7195*	458-7139	
Monterey County		755-5010	755-5374	
* 471-1190 (NetCom) & ask for "on call Coordinator" to be paged				

The Free Press


726-2220

(800) 967-5109

Disconnected #



City of Watsonville
Administrative Rules and Regulations
Chapter I – City Administration
Section 1 - Communications

1.1.6 Employee References		Approved by: 
Established: 8/7/97	Attachments: 1-Written Consent Form (Applicants) 2-Written Consent Form (Employees)	
Revised: 7/31/00; 10/01/12	Cross Reference: 1.1.3- Response to Public Inquiry; 1.1.4- Public Records Request; 1.1.5- Release of Information to the Media	

I. STATEMENT

Providing information about current or former employees involves significant risks, particularly in the case of involuntary departures. Certain remarks about an employee may cost that employee a new job and provide the basis for claims of defamation or violation of the Labor Code. Making only positive remarks about an employee who poses a substantial risk of harm to prospective employers and third parties opens the door for City liability for injury later caused by the employee. This Administrative Rule is intended to reduce the City's risk of liability by establishing standardized procedures for responding to employee reference inquiries.

II. PROCEDURE

- Limited Disclosure:** Disclosures about employee performance should be limited to those with a business need to know.
- Disclosures Regarding Current or Former Employees:** The appointing authority (Department Head or designee), City Manager, Deputy City Manager, and the Personnel Officer are authorized to respond to reference requests pertaining to employees or former employees by prospective employers. Responses to reference inquiries should not be made by any other individual. If an employee or former employee consents in writing to the release of information about his/her performance on the job, information contained in the personnel file and other pertinent information pertaining to the employee or former employee's ability to meet job requirements or performance standards may be provided.

If no written consent to the release of information is obtained, references should be limited to the following facts about the employee:

- a) Name
- b) Position
- c) Salary
- d) Period of Service

A written record should be maintained for each disclosure of information made to prospective employers. The record should fully and concisely summarize the information provided. The record should be filed in the employee's personnel file.

- 3. Consent Forms - Former and Current Employees:** All employees, upon separation of their employment with the City, shall be given an opportunity to sign a [written consent form](#) authorizing the City to provide prospective employers with pertinent information regarding the employee's employment with the City of Watsonville. The same written consent form must be executed by current employees before the City will release information to prospective employers. The City Attorney should be consulted whenever there are questions with regard to the propriety of disclosing information pertaining to former or current employees.
- 4. Obtaining Information Pertaining to Applicants for City Employment:** When references are checked prior to hiring of an applicant, the hiring department will ask applicants to execute a [written consent form](#) authorizing the City to obtain information pertaining to the applicant from the applicant's former employer. Copies of this disclosure form shall be provided to any such former employer who is contacted by the City. Any information requested by the City shall pertain only to the applicant's ability to meet job requirements and performance standards. All such inquiries should be conducted by the appointing authority or designee, or Human Resources Manager Officer.

CITY OF WATSONVILLE - 275 MAIN STREET, SUITE 400 - WATSONVILLE, CA 95076 - 831.768.3020

DISCLOSURE AUTHORIZATION AND RELEASE



APPLICANTS FOR EMPLOYMENT

I hereby authorize any former employer or educational institution, their employees and representatives, or any person listed as a reference to provide any and all information they deem appropriate regarding my employment and job performance to the City of Watsonville, and any of its employees, representatives, and agents. This information may be provided either verbally or in writing. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against any former employer or educational institution, their employees and representatives, or any person listed as a reference from any and all liability, claims or damages that may directly or indirectly result from the use, disclosure, or release of such information by any person or party, whether such information is favorable or unfavorable to me.

Dated: _____

Applicant/Employee Signature

Print of Type Name

~ 1 ~

CITY OF WATSONVILLE - 275 MAIN STREET, SUITE 400 - WATSONVILLE, CA 95076 - 831.768.3020

DISCLOSURE AUTHORIZATION AND REALEASE



CITY EMPLOYEES

I hereby authorize the City of Watsonville, or its employees or representatives, to provide any and all information they deem appropriate regarding my employment and job performance at the City of Watsonville. This information may be provided either verbally or in writing. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against the City of Watsonville or its employees and representatives from any and all liability, claims, or damages that may directly or indirectly results from the use, disclosure, or release of such information by any person or party, whether such information is favorable or unfavorable to me.

Dated: _____

Applicant/Employee Signature

Print or Type Name

~ 1 ~



City of Watsonville
Administrative Rules and Regulations
Chapter I – City Administration
Section 1 - Communications

1.1.7 Service of Summons and Subpoenas

Approved by:

Established: 2/5/79

Attachments: None

Revised: 7/31/00; 10/01/12

Cross Reference:
[1.3.6 - Email Retention](#)

I. STATEMENT

Municipal employees can be subject to civil suits. This rule shall serve as a guideline to appropriately respond to the service of a summons or subpoena.

II. DEFINITION

Summons - A notice telling the employee that he or she is being sued.


Subpoena - An order requiring the employee to be a witness in a case in which he or she is not being sued.

III. PROCEDURE

1. A summons or subpoena should never be accepted by the City on behalf of one of its employees. The process server must be told to personally serve the summons on the person named in the complaint or the subpoena on the person who is intended to be the witness.
2. When an employee is given a summons, he or she must immediately notify the City Attorney's Office. There are strict time limits required for response to a summons and/or subpoena, and the City Attorney will advise the employee of the proper procedure.
3. When an employee is served with a subpoena to testify in a case and/or produce records, he or she should notify the City Attorney's Office within 24 hours of service.
4. A subpoena should not be accepted without demand and receipt of witness fees and mileage. All fees received are to be deposited with the City Finance Department.
5. In responding to a subpoena, the employee or his/her department should keep track of expenses incurred which are necessary for the response. They may be recovered before the records are required to be produced.



City of Watsonville
Administrative Rules and Regulations
Chapter I – City Administration
Section 1 - Communications

1.1.8 Social Media		Approved by: 
Established: 12/01/11	Attachments: 1 – Standards for Approved Social Media Sites	
Revised: 10/01/12	Cross Reference: 1.1.3 - Response to Public Inquiry 1.3.6 - Email Retention	

I. STATEMENT

To address the fast-changing landscape of the Internet and the way residents and businesses communicate and obtain information about the City of Watsonville online, the City of Watsonville (the “City”) departments may consider using social media tools or “Web 2.0.” to reach a broader audience, increase citizen engagement and facilitate communication with the public. The City encourages the use of social media to further the goals of the City and the missions of its departments, where appropriate.

The City has an overriding interest and expectation in deciding what is “announced” or “spoken” on behalf of the City on social media sites. This policy establishes internal procedures for the use of social media or “Web 2.0”.

II. PROCESS

1. Content Guidelines:

The City wishes to ensure that communications in online communities made on behalf of the City are in the best interest of the City, consistent with the organization’s values and administrative policies.

- All content posted by department’s page administrators to City of Watsonville social media sites will be subject to approval by the Department Head or designee. Social media page administrators should have complete understanding of this policy and possesses appropriate content and technical experience.
- The content posted on the Social Media sites shall only pertain to City-sponsored or City endorsed programs, services and events.
- The City's website (www.cityofwatsonville.org) will remain the City's primary and predominant Internet presence.
- The most appropriate uses of social media tools are as informational channels to increase the City's ability to broadcast its messages to the widest possible audience.
 - Social media will not be the primary tool used for disseminating emergency information. The NIXLE system will remain the primary source of that

information. Emergency information may be released on social media sites, but not before release on NIXLE or other emergency information systems.

- Wherever possible, content posted to the City's social media sites will also be made available on the City's website.
- Wherever possible, content posted to the City's social media sites must contain hyperlinks directing users back to the City's official website for in-depth information, forms, documents or online services necessary to conduct business with the City of Watsonville.
- As is the case for the City's website, the department's designee will be responsible for the content and upkeep (including monitoring and responding) to any content posted on the City's social media site on behalf of that department.
- Users and visitors to the City's social media sites shall be notified that the intended purpose of the site is to serve as a means of communication between City departments and members of the public.

2. Records retention/Requests/Removal:

- The City's social media sites are subject to the California Public Records Act. Any content maintained in a social media format that is related to City business, including a list of subscribers and posted communication (with certain exceptions), is a public record. The City Clerk's Office is responsible for responding completely and accurately to any public records request for public records on social media; provided, however, such requests shall be handled in collaboration with the Department who posted the information being requested and the City Attorney's office. Content related to City business shall be maintained in an accessible format and so that it can be produced in response to a request ([see the City's Twitter, Facebook and Video Posting standards](#)). Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting may be or are subject to public disclosure upon request. Public shall be notified that public disclosure requests must be directed to City Clerk's Office.
- California law and relevant City records retention schedules apply to social media formats and social media content. Unless otherwise addressed in a specific social media standards document, the department posting on the City site shall preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period on a City server in a format that preserves the integrity of the original record and is easily accessible. Appropriate retention formats for specific social media tools are detailed in the City's Twitter, Facebook and Video Posting standards.
- The City reserves the right to restrict or remove any content from social media sites or the City website that it deems, in its sole discretion, to be unwarranted, offensive, abusive, obscene, defamatory, inflammatory, self-promotional, in violation of copyright and/or trademark law, or other intellectual property of any third party, in violation of this policy or any other applicable law, or poses a threat to the City technology system or its security. Unacceptable content includes: profane language or content, content

that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation; sexual content or links to sexual content; solicitations of commerce; conduct or encouragement of illegal activity; information that may compromise the safety or security of the public or public systems; content that violates a legal ownership interest of any other party. Such comments shall be removed as soon as possible.

- Users shall be informed by posting to the City's social media sites that the City disclaims any and all responsibility and liability for any materials that the City deems inappropriate for posting, which cannot be removed in an expeditious and otherwise timely manner.
- These guidelines must be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available (see the City's Twitter, Facebook and Video Posting standards), in accordance with the City's policy on the retention of such information.
- The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.

The City will approach the use of social media tools as consistently as possible, enterprise wide. All new social media tools proposed for City use will be approved by the City Manager's Office.

III. PROCEDURE

ADMINISTRATION OF THE CITY'S SOCIAL MEDIA SITES

- The City of Watsonville will maintain one general account for each approved social media tool and will designate authorized account/page administrators from each City department. Some exceptions may apply in which existing accounts established by individual departments will continue to be maintained by department staff (PCS, PAL , Grow in Watsonville and In and Out Facebook accounts). All information posted on pre-approved department accounts should also be posted on the City's general account.
- The City Manager's Office will maintain a list of the City's social media sites, including login and password information. Any changes to existing accounts or site administrators should be processed through the City Manager's Office.
- The City must be able to immediately edit or remove content from social media sites.

The following social media tools have been approved by the City and standards have been developed for their use (see attachment 1):

- ✓ Twitter - Twitter Standard
- ✓ Facebook - Facebook Standard
- ✓ Video - Video Posting Standard

The use of other sites must be approved by the City Manager or its designee.

STANDARDS FOR APPROVED SOCIAL MEDIA SITES

1. TWITTER STANDARD

Purpose

Twitter is a micro-blogging tool that allows account holders to tweet up to 140 characters of information to followers. By procuring and maintaining Twitter accounts, the City will communicate information directly to their Twitter followers, alerting them to news and directing them to the City's website for more information. These standards should be used in conjunction with the City's Social Media Use Policy, Standards and Procedures.

Content

- The City shall hold and maintain one standard Twitter account for all Departments.
- Each department will have two authorized page administrators of the City's Twitter account, unless otherwise approved by the City Manager. Account information, including usernames and passwords, shall be registered with the IS Division and City Manager Office.
- A department's Twitter biography and/or background information will include a link to City's website where the following disclaimer information will be posted:

"This is an official City of Watsonville Twitter account. For more information about the City of Watsonville please visit www.cityofwatsonville.org. This site is intended to serve as a mechanism for communication between the public and the City on the listed topics and as a forum to further the mission of the City departments. Any direct tweets to this page and its list of followers may be considered a public record which is subject to disclosure pursuant to the California Public Records Act. Public information requests must be directed to the City Clerk's Office."
- Twitter account username is **Watsonville City**. This account should be used by all City departments.
- The main image shall be the City logo or an appropriate photo. If the City logo is not used as the main image it should be in the background section.
- Twitter accounts shall serve three primary purposes:
 1. Disseminate immediate interesting or important information to residents of which a news item on the City's website is not necessary or possible;
 2. Promote City-sponsored meetings, events, programs and facilities;
 3. Refer followers to a news item or content hosted at the City's website and the department's Facebook page.
- Information posted on Twitter shall conform to the existing protocols the City and the department that is posting the information. Tweets shall be relevant, timely and informative.
- Twitter content, as much as possible, shall mirror information presented on the City's website and other existing information-dissemination mechanisms. The Department Head or designee shall ensure that information is posted correctly the first time.
- Departments will use proper grammar and will avoid the use of jargon and abbreviations. Twitter is more casual than most other communication tools, but communications must still best represent the City at all times.

- The Department Head or designee shall be responsive to those constituents who communicate via Twitter's @reply or direct message functions. Communication with followers will be timely and consistent with existing protocols.

Archive

- The Department Head or designee will maintain an electronic record or printout of any information necessary to retain for the purposes of public records retention in accordance with applicable City policy regarding retention of such information that is not available from the application.

2. FACEBOOK STANDARD

Purpose

Facebook is a social networking site that continues to grow in popularity and functionality. Businesses and government agencies have joined individuals in using Facebook to promote activities, programs, projects and events. This standard is designed for City departments looking to drive traffic to department websites and to inform more people about City activities. These standards should be used in conjunction with the Social Media Use policy and video posting policy. As Facebook changes, these standards may be updated as needed.

Establishing a Page

The City will maintain one general page for all its departments. This page has been established as City of Watsonville. Whenever a department determines it has a business need for a Facebook account, it will submit a request to the City Manager or designee before establishing the page. Some exceptions may apply.

Type of “Pages”

- The City will maintain one Facebook page for all city departments. Facebook “pages” offer distinct advantages including greater visibility, customization and measurability.
- The Facebook account user name is **Watsonville City**
- Information regarding all city departments should be posted on the City’s Facebook page.
- Only Facebook pages approved by the City Manager should be created on behalf of the city. All departments are encouraged to utilize the existing city account.

Format

- For 'type' description, choose “government.”
- The main image shall be the Department logo or an appropriate photo. It may also be the City's logo and the City logo must be one of the profile pictures.
- Page must include text in the introduction box on the Wall Page indicating relevant information that describes the City and the type of information posted on the page.
- Facebook page must contain the following information:

“This is an official Facebook page of the City of Watsonville. For more information about the City of Watsonville please visit www.cityofwatsonville.org. This site is intended to serve as a mechanism for communication between the public and the City on the listed topics and as a forum to further the mission of the City departments. Any comment submitted to this page and its list of fans may be considered a public record which is subject to disclosure pursuant to the California Public Records Act. Public information requests must be directed to the City Clerk’s Office.”

- Comments should be turned on and the FB notes shall also include a Comment Policy Box with the following disclaimer:
“Comments posted to this page will be monitored and inappropriate content will be removed as soon as possible. Under the City of Watsonville Social Media Use Policy, Standards and Procedures, the City reserves the right to remove inappropriate content, including, but not limited to, those items that have obscene language or sexual content, threaten or defame any person or organization, violate the legal ownership interest of another party, promote illegal activity and promote commercial services or products. The City disclaims any and all responsibility and liability for any materials that the City deems inappropriate for posting, which cannot be removed in an expeditious and otherwise timely manner.”
- A link to www.cityofwatsonville.org should be included on the Info page.

Page Administrators

- A successful page requires consistent attention. By consolidating all Departments into one page the City will achieve a greater amount of activity in one page.
- Each Department will designate at least two staff members as page administrators who will be responsible for monitoring/posting department’s information on the City’s Facebook page. Only designated department staff members will post and respond to comments resulting from those posts.
- Page administrators will be responsible for generating department related content for the City’s page. Department Heads will ensure adherence to the Social Media Policy, including appropriate use, message and branding that is consistent with the goals and objectives of the City of Watsonville.
- The City Manager’s Office in collaboration with the IS Department will be in charge of maintaining a complete list of page administrators, access codes, e-mails and passwords related to City social media sites.

Comments

- Comments to the Wall will be allowed. It is the responsibility of page administrators to regularly monitor content and respond to public inquiries in a timely manner.
- Page administrators should always respond to comments that require clarification of facts or additional factual information is necessary.
- Page administrator may “like” comments posted on the City’s wall.
- On occasion, administrators may respond to a comment that merits interaction by posting additional information about the subject.

Photos and Video

- Page administrators may add photos and videos to the Facebook page. If there are postings of photos and/or videos of the public, staff must secure waivers by individuals depicted in the

photo and/or video. Photos and/or videos of the City's employees taken during regular office hours may be posted without obtaining waivers. Videos must follow the Video Posting Standard.

- The ability for fans to post photos, videos and links shall be turned off.

Style

- The City will have only one primary Facebook page. Other approved City pages will be based upon a template that includes consistent City branding.
- Departments will use proper grammar and standard AP style, and will avoid the use of jargon and abbreviations. Facebook is more casual than most other communication tools, but communications must still best represent the City at all times.

Applications

- There are thousands of Facebook applications. Common applications can allow users to stream video and music, post photos, and view and subscribe to RSS feeds. While some may be useful to the page's mission, they can cause clutter and security risks.
- An application must not be used unless it serves an appropriate and a valid business purpose, adds to the user experience, comes from a trusted source, and is approved by the IS Department.
- An application may be removed at any time if the City determines that it is causing a security breach or spreading viruses.

Archive

- The Department Head or page administrator will maintain an electronic record or printout of any information necessary to retain for the purposes of public records retention in accordance with applicable City policy regarding retention of such information that is not available from the application.

3. VIDEO POSTING STANDARD

Purpose

The City will enable access to online video content, as this is the way many residents communicate and obtain information online. Key objectives for video content shall meet one or more of the following goals: to further the department's mission, provide information about City services, showcase City and community events and explore City issues. The City encourages the use of video content to further the goals of the City and the missions of its departments, where appropriate. These standards should be used in conjunction with the City's Social Media Use Policy, Standards and Procedures.

Video Posting Guidelines

- The Department Head or designee will be responsible for approving the video content.
- Video quality must be comparable to DVD resolution quality.
- Low quality video will be considered as long as the audio portion is clear and the content is compelling and informative.

- All videos must be posted on the department's website and the Facebook page.
- The department must secure a disclaimer from the author or owner or the right to use all of or part of a video if the video was not produced by the department or any other City department.
- Videos streamed from other sources may not be posted to the City's website. Links to external videos are permitted, but it must only be used when content is relevant and necessary approvals are received.

Submitting Videos to Hosting Sites

- Videos may be submitted to hosting sites such as YouTube and Blip TV as well as Facebook on a case-by-case basis under the direction of the department's director or designee.
- Most of these sites limit the video to the lesser of 10 minutes in length or less than 1 GB of data storage.
- Comments posted to these sites must be monitored or the ability to post a comment shall be turned off. Comments must adhere to the guidelines stated in the Social Media Use Policy.

Archive

- Any video posted to a third party's video site must also be posted to the department's website for purposes of records retention.



City of Watsonville
Administrative Rules and Regulations
Chapter I – City Administration
Section 2- CM's Authority

1.2.1 Absence of City Manager or Department Heads

Approved by:

Established: 2/5/79

Attachments: None

Revised: 5/5/81; 8/9/96; 7/31/00; 10/01/12

Cross Reference: None

I. STATEMENT

Occasionally it becomes necessary for the City Manager and/or Department Head to be away from the City for periods of time which exceed one day. In order to carry on the business of the City in orderly fashion persons will be designated to act in their stead.

II. PROCEDURE

1. Absence of the City Manager: In the absence or disability of the City Manager the following individuals will assume his/her duties and responsibilities in the order listed, unless specified differently by the City Manager:

- Assistant City Manager
- Deputy City Manager
- Administrative Services Director
- Director of Public Works and Utilities
- Police Chief
- Community Development Director
- Fire Chief

Any problems needing immediate action should be referred to the individual serving as Acting City Manager. Matters requiring action by the City Manager should be deferred until the return of the City Manager as long as it is practical to do so.

It may become necessary to deviate from the above list on rare occasions. In the case of the City Manager's absence, a memorandum will be forwarded to the Mayor with a copy to each department. Unless otherwise specified, it is assumed that those in acting positions have the full authority, duties, and responsibilities of the position they are filling.

2. Absence of Department Heads: Each Department Head shall inform the City Manager of their plan for succession of authority during his/her scheduled absence. In the event of a unplanned absence of a Department Head the City Manager will appoint department personnel to assume the authority of the Department Head in his/her absence.



City of Watsonville
Administrative Rules and Regulations
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Section 2 – CM’s Authority

1.2.2 Approval of Contracts

Approved by:

Established: 8/1/96

Attachments: None

Revised: 7/31/00; 10/01/12

Cross Reference: None

I. STATEMENT

The City Manager is responsible to the City Council for the proper administration of all affairs of the City. [Subdivision \(f\) of Section 703 of the City of Watsonville Charter](#) specifically gives the power and responsibility for making and executing contracts to the City Manager subject to rules or regulations as may be adopted by the City Council by ordinance or resolution. The City Manager also is empowered under [Section 2-3.102 of the Municipal Code](#) to make such rules and regulations as he deems necessary, and this Rule is made pursuant to that authority.


II. PROCEDURE

1. Any and all contracts with the City, including but not limited to escrow instructions, MOU, Agreements, and Letters of Intent, must be approved by signature of the City Manager. Before approval by the City Manager, contracts must be approved as to form by the City Attorney.
2. All financial obligations of the City must be approved by the City Attorney and signed by the City Manager. It is the responsibility of the Department Head to ensure that:
 - a) the City Attorney reviews and approves in writing all contracts, notes, deeds of trust, security agreements, financing statements, and escrow instructions including those contracts not requiring City Council approval.
 - b) the City Manager must sign all contracts, including those contracts not requiring City Council approval, and all escrow instructions.
 - c) originals whenever possible, and if not possible, then true and legible copies of all contract and escrow documents must promptly be filed with the City Clerk.
3. Any and all contracts must be routed through the City Clerk’s Office. They will be logged in and forwarded to the City Attorney and City Manager for signature, copied and returned to the requesting department.

4. Contracts requiring insurance coverage shall be accompanied by the proper proof of insurance document prior to submission to the City Attorney's Office.
5. Each contract must be accompanied by a brief cover memorandum explaining the contract. If the contract contains language differing from the routine, note the change.



City of Watsonville
Administrative Rules and Regulations
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Section 2 – CM’s Authority

1.2.3 Acceptance of all Grant Deeds, Easements, Rights of Way		Approved by: 
Established: 7/31/00	Attachments: None	
Revised: 10/01/12;	Cross Reference: None	

I. STATEMENT

The City Manager is granted authority and direction to execute Certificates of Acceptance for all grant deeds, etc., by [City Council Resolution 91-84 \(CM\)](#). Execution of these Certificates of Acceptance is for the purpose of recordation of those deeds for transfer and conveyance of real property interests to the City of Watsonville, as provided in [Section 37354 of the State Government Code](#).

II. PROCEDURE

This rule shall apply to the following documents:

- a) Deeds to dedicate property and rights of way to implement an approved subdivision map, land division, or other approved development and
- b) Deeds to dedicate property and rights of way to implement approved utility extensions.



City of Watsonville
Administrative Rules and Regulations
Chapter I – City Administration
Section 3 – City Property and Equipment

1.3.1 Keys and Security Access Identification (ID) Cards

Approved by:

Established: 2/5/79

Attachments: [Security Level Modification/Security Access Identification Card Request](#)

Revised: 5/09/06; 7/31/00; 10/01/12

Cross Reference: None

I. STATEMENT

The City has established this rule to provide a safe and secure environment for all its employees. Keys, security access cards and identification (ID) cards are issued to appropriate employees to gain access to their worksites.

II. POLICY

1. **Keys:** Keys for City facilities will be issued to appropriate employees by an assigned department employee. Each department will keep a register of keys and the employee must sign the register upon receiving the key(s). When leaving City service, all keys must be returned to the department.
2. **Security Access Identification (ID) Cards:** The Information Technology Manager will issue an ID card to each eligible employee. ID cards will contain a chip which allows access to the employee's appropriate department. When leaving City service, the ID card must be returned to the Human Resources Department for destruction.
3. **Loss of Keys and ID Cards:** Loss of keys must be reported to the department as soon as possible or within 24 hours. Loss of ID cards must be reported to the Information Technology Manager immediately or within 24 hours. There will be a \$20.00 charge to employees for cards lost two or more times.

III. PROCESS

Department Head shall complete and sign the [Security ID Card Request Form](#) for an ID to be issued to a new employee or security access level be modified.

CITY OF WATSONVILLE - 275 MAIN STREET, SUITE 400 - WATSONVILLE, CA 95076 - 831.768.3010

Security Level Modification/Security Access Identification Card Request



Anyone may request a modification to his or her security access level. This form must be completed and turned in to their department head. Damaged or lost keys and/or ID cards must be reported to the department head immediately for replacement. There will be a \$20.00 charge to employees for loss of keys or cards. Note: Duplicate keys and cards will not be issued. This form must also be completed for outside agency personnel who are requesting access into City buildings and parking lots. The department head will then refer all approved requests to the City Manager who must approve the request as well.

Name **City ID #** **Date**

Division, Department, or Agency **Phone #**

Explanation: _____

Approval:

☐ Approved
☐ Denied (explanation): _____

Department Head Date:


☐ Approved
☐ Denied (explanation): _____

City Manager **Date**

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City of Watsonville
Administrative Rules and Regulations
Chapter I – City Administration
Section 3 – City Property and Equipment

1.3.2 Use of Telephones		Approved by: 
Established: 11/14/96	Attachments: None	
Revised: 7/31/00; 1/30/08; 10/01/12	Cross Reference: 1.3.3 - Voice Mail 1.3.4 - Cellular Telephone	

I. STATEMENT

The purpose of this administrative rule is to provide clear guidelines for requesting, changing, using, and maintaining City telephones, and other forms of telecommunications technology. It is the intent of this administrative rule to apply not only to existing forms of technology, but to emerging and future forms as well.

II. GUIDELINES

1. The terms telecommunications device/equipment/technology are used synonymously in this document to indicate any type of telephone (desktop/land line). Radio, used by Public Safety and Utilities, is not included in the scope of this Administrative Rule because of its limited and specialized use.
2. All City telecommunication devices, regardless of the type are provided as a tool to conduct City-related business. The City assumes that such devices will be used in a responsible manner by all City employees.
3. Departments are responsible for defining clear guidelines for the appropriate use and care of all telecommunications devices within the framework of this policy. This policy recognizes that departments will have different needs and requirements, based on their functions and responsibilities.
4. Violations of these policies and procedures may result in disciplinary action against the employee.

5. Approval for the purchase and/or installation of any telecommunications device shall lay with the City Manager or his/her designee (hereafter called the "Telecommunications Coordinator").
 6. The City recognizes that employees will, on occasion, need to make or receive personal telephone calls or communication. However, all calls on City phones result in some cost to the City. If a personal call is necessary, employees will observe the following:
 - a. the duration must be kept to a minimum (less than five minutes)
 - b. it is expected that desktop/land line phones will be used
 - c. such calls will be made only during employee breaks
 - d. the employee will repay the City for costs incurred
- Employees are expected to reimburse the City (Finance Department) promptly for the entire cost of all personal calls, including toll and long distance charges as well as applicable taxes. Use of personal calling cards for personal toll and long distance calls is strongly recommended to keep such charges to a minimum.
7. Telephone users shall make every effort to avoid using fee-based directory assistance (both local and long-distance) since such calls result in charges to the City.
 8. Calls to "user-pay" phone numbers (e.g. 900, 976) are prohibited unless absolutely necessary for purposes of contacting a vendor company "help lines". Every attempt has been made to block these numbers on the desk-top telephone system. Accessing these numbers through other means on City telecommunications equipment is prohibited and will result in disciplinary action against the employee.
 9. All telecommunications service and equipment adds, moves, changes, and repair will be coordinated as outlined below in the Procedures section.

III. PROCEDURE

1. Purchase/Installation

All requests for purchase and/or installation of new telecommunications service and/or equipment must be in writing, signed by the Department Head or his/her designee.

These requests go to the Telecommunications Coordinator whose responsibility it is to coordinate such purchase/installation. Further, the Telecommunications Coordinator will have responsibility for coordinating the establishment of agreements for telephone and long-distance service, and other forms of telecommunications services at the lowest appropriate rate (i.e.: government, corporate, etc). Individual employees and user departments will not establish service independently.

2. Repair & Maintenance

All problems with telephone service or requests for repair or maintenance of telephone equipment shall be directed to the Telecommunications Coordinator, who will coordinate an appropriate resolution to the problem.

3. Billing

Each department is responsible for review and payment of bills for its telephone and other telecommunications service and equipment. The Finance Department will make available all telephone and other telecommunications bills to requesting departments.

4. Emergency Requirements

During a declared emergency, the Emergency Operations Center Director, or his/her designee, will have the authority to reassign any and all telephone and other telecommunications equipment for emergency response purposes.


5. Guidelines for Use (Telephones)

The telephone is often the only contact we have with our customers. It is therefore important that we project a quality image when on the phone. The following are general common-sense guidelines recommended for all employees who use the phone in their daily work.

- a. All telephones should be answered by giving the caller two pieces of information:
 - (1) the department name or office
 - (2) the name of the individual answering the phone.
- b. Telephones should be answered promptly, pleasantly, and professionally.
- c. Ask questions and give answers tactfully.
- d. When transferring a call to another extension, stay on the line to ensure that the call is properly transferred and that the caller is put in touch with someone who can assist him/her. In addition, it is recommended that the caller be given the correct extension number, if appropriate.
- e. If the person being called is not able to take the call, ask the caller if they wish to be placed into the person's voice-mail. If not, take a message. Do not automatically transfer a caller into voice-mail without first asking if it is acceptable.
- f. Do not leave callers on hold for extended periods. If the caller must be placed on hold, check back periodically to let him/her know you are still working on the issue.



City of Watsonville
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Chapter I – City Administration
Section 3 – City Property and Equipment

1.3.3 Voicemail		Approved by: 
Established: 10/14/93	Attachments: 1-Suggested Voicemail Message Formats 2- Voicemail Etiquette	
Revised: 7/31/00; 10/01/12	Cross Reference: None	

I. INTRODUCTION

Voicemail is a technology that has a tremendous potential to improve internal communications within the City as well as enhance the ability to serve the public.

Along with the above goes a responsibility to understand the impact of this technology, on the way we do business, on how the public perceives us, etc. Not everyone is enamored of voicemail and we have all had experiences with poorly implemented systems that, while they may serve owners well, do little to help the calling party.

Therefore, the goal in creating this policy is to recognize that it is the public who should be primarily served by voicemail and that every decision made during the planning, implementation, and administration of the system should consider this fact.

II. STATEMENT

Voice processing will be implemented in such a way as to:

1. Support the provision of quality service, or effect improved quality of services offered to the citizens.
2. Provide increased public access to City staff.
3. Provide or improve the ability to respond to citizens' needs.
4. Provide a consistent and predictable telephone interface to the City and its various departments and services.
5. Improve effectiveness and enhance communications and involvement of citizens and City staff.
6. Provide for improved efficiency and productivity of City staff.

7. Enable the City to save money by redirecting resources away from phone-intensive activities to more productive pursuits.

III. DEFINITIONS

1. **VOICEMAIL BOX** - an electronic telephone station that can distribute information and/or store caller's messages. A direct mail box is one associated with a unique telephone extension to which callers can be routed automatically. A guest mail exists on the voice processing system but must be reached by dialing into the system separately or through a directory of mail box choices.
2. **AUTOMATED ATTENDANT** - a function of a voice processing system that allows telephone numbers to be answered automatically and callers to be directed to individual mail boxes, information directories, other departments, etc.
3. **MESSAGE NOTIFICATION** - a function of the voice processing system and Xpressions that allows for mail boxes associated with unique Xpressions extensions to notify their owners if there are unplayed messages in the mail box. This function will not work for guest mail boxes.
4. **CALL FORWARDING** - this refers to programming that must be done by Pacific Bell to each Xpressions extension so as to provide for the appropriate forwarding of phone calls when lines are unanswered, busy, redirected, etc.
5. **CALL COVERAGE:**
 - a) **Answering Point** - the telephone station identified as a primary contact in the Pacific Bell Telephone Directory (City of Watsonville listings) or any other City number with a direct Xpressions extension. The former should be staffed by employees with good knowledge of the City, department, and departmental staff.
 - b) **Coverage Point** - the telephone station where calls will be directed if the called number is busy or does not answer Coverage Points should be staffed as item "a" above.
 - c) **Backup Answering and Coverage Point** - designated telephone stations that can provide backup to the Answering Point and Coverage Point during periods where no coverage is available (lunches, breaks, absences, etc.). These should be staffed as defined in item "a" above.

- d) **Operator Points** - designated telephone stations that a caller can reach by pressing "O#" at any time. Operator Points should be staffed as defined in item "a" above.

IIV. PROCEDURE

1. Direct voicemail boxes, associated with a unique Xpressions extension, will be assigned to all Council appointees, department heads, department and division managers, and other employees as designated by the City Manager or immediate department head. New Xpressions lines may need to be added (or existing ones reassigned) for this purpose.
2. Direct voicemail boxes may also be assigned to mid-managers and supervisors as designated by their immediate department head.
3. Other mail boxes (direct and guest) will be assigned as needed; such requests should be originated from the department head.
4. Each department that deals largely with the public will have at least one number (usually that is published in the telephone book) that is always answered by a City staff member during that department's normal business hours. These numbers should not be forwarded to an automatic attendant during these hours. After hours, it is permissible to have a voicemail message handled by the automated attendant feature which would allow callers to leave messages.
5. Departments that cannot assure constant staffing of the published telephone number (due to absences, work related activities, etc.) will make arrangements with other departments to provide adequate coverage through call-forwarding in these circumstances.
6. For published numbers, each department will designate an extension that will always be answered by a person if the caller presses "O#". This should follow the same guidelines outlined in #4 and #5 above.
7. Individual staff members with private mail boxes on non-published numbers may forward their incoming calls to voicemail for certain periods during normal business hours for the purpose of reducing interruptions to increase productivity. These employees should check their mailboxes on a regular basis

and return phone calls during these times so as to minimize any perception of "hiding behind voicemail".

8. Voicemail box owners will answer messages left by callers promptly.
9. Voicemail box owners will keep their outgoing message(s) and/or announcements professional, timely and accurate. Box owners should refrain from including jokes, jargon, offensive language, music, etc., in their announcements. A list of recommended standard message formats is shown on [attachment 1](#).
10. During periods of extended absence (vacations, conferences, trips, illness, etc.) box owners should arrange to have mailbox coverage and/or an appropriate announcement directing the caller elsewhere. Examples of such announcements are shown on [attachment 1](#).
11. Employees will follow the voicemail etiquette guidelines as listed under [attachment 2](#).

Suggested Voicemail Message Formats

Standard Greeting (Non-Published Number):

“Hi, you’ve reached the voicemail box for (Your Name). Please leave a message and I will get back to you as soon as possible, or press “0#” (only if available on your phone line) to speak to a receptionist.

“Hello, you’ve reached the (Department Name). Our line is either busy or we are unable to answer your call at this time. If you would like to leave a message, please do so after the tone. Or you may press “0#” at anytime to reach a receptionist (only if available on your phone line).

When Away from Your Desk for Extended Periods (Non-Published Number):

“Hi, you’ve reached the voicemail box for (Your Name). I’ll be away from my office (i.e., today & tomorrow, this afternoon, until (return date). However, I’ll be checking my voicemail so please leave a message after the tone, or press “0#” to speak to a receptionist (only if available on your phone line).

Or:

...If you would like to leave a message, I will get it upon my return or press “0#” to speak to the receptionist (only if available on your phone line).

Or:

...If you need immediate assistance please dial (new number) or press “0#” to speak to a receptionist (only if available on your phone line).

Standard Greeting (Published Number after Hours):

“Hello, you’ve reached the (Department Name). Our regular business hours are from 7:30 a.m. to 5:30 p.m. (or your hours) Monday – Thursday (or work days). Please leave a message after the tone or press “0#” to be connected to the receptionist. If this is an emergency, please hang-up and dial 9-1-1.

Remember your message should always be professional, courteous, dignified, accurate, and timely. What you say reflects on how our City is perceived by the public. Refer a caller to the “0#” option only if this is enabled for your phone number.

Voicemail Etiquette


Voicemail, email and online have become an integral part of our daily work lives. As with other forms of communication there are some rules of etiquette that has developed to ensure that we make the best use of these tools. The following list was compiled using industry articles, feedback from recent City survey, and our own common sense, and is presented in no particular order.

Voicemail

1. Check, and respond to voicemail messages in a timely manner.
2. Be aware that voicemail messages should NOT be considered 100% private (consider how you would feel if your message was accidentally forwarded to a large number of people). If you have something of an extremely sensitive nature to discuss, it's better to do it in person. Be responsible and professional about what you say.
3. Keep personal use of voicemail to a minimum.
4. When leaving a voicemail message, always leave your name and the phone number where you can be reached so the person receiving the message won't have to look it up.
5. Include the topic of our voicemail at the beginning of your message. This is especially important if you are answering the voicemail, since the recipient may have no idea what you're talking about until the end of your message.
6. In your Greeting, include your name, your title, department, and city name so people know they've called the right place.
7. Keep messages brief and to the point. Think about what you're going to say before you leave a message.
8. When using voicemail and giving information that will need to be written down, speak slowly, so that the other person has time to write it down the first time.
9. Change your greeting when you will be away for some period. Give alternate phone numbers if appropriate. Remember to change it back when you return! (Hint: record your **alternate greeting** for normal use, but choose option 8 to change today's greeting for special messages—days off. Etc you can easily switch between the two.)
10. Don't forward your phone to voicemail unless it is necessary (and you are not there).
11. Let the recipient know at the beginning if the message is important or can be listened to later.
12. Refer to [City Administrative Rule Chapter I, Section 3-1.3.3 \(Voicemail Policy\)](#), for further information about the appropriate use of voicemail.



City of Watsonville
Administrative Rules and Regulations
Chapter I – City Administration
Section 3 – City Property and Equipment

1.3.4 Cellular Telephones, Stipend, Data Plan and Pagers		Approved by: 
Established: 2/1/08	Attachments: 1- Cellular Telephones/ Stipend 2- Personal Calls Declaration/ Reimbursement Form 3- Business Use Declaration Form 4- Data Plan Documentation	
Revised: 10/01/12	Cross Reference: None	

I. STATEMENT

The purpose of this administrative rule is to establish guidelines for the following:

Proper use of City issued cellular telephone

- Cellular Telephone Stipend Program
- Data Plan Stipend Program
- Use of City Issued Pagers

II. POLICY OBJECTIVE

It is recognized that cellular telephones can enhance the operation, effectiveness and efficiency of staff while away from the office. Cellular telephones are also valuable in times of emergency. Although the value of cellular telephones is recognized, they are costly to operate and expenditures need to be controlled. Therefore, it is the policy of the City of Watsonville that authorization of City issued cellular phones or use of personal cellular telephones to conduct official City business is limited to certain circumstances, when other means of communication are determined to be impractical or less cost effective.

Cellular telephones are not considered an entitlement or fringe benefit. Requests for City issued cellular telephones for official City business will be approved as outlined in the eligibility criteria defined in this policy.

In some instances, it may be deemed necessary or more cost effective to utilize a monthly Cellular Telephone Stipend in an amount to be determined by the City. The monthly stipend amount may be reviewed annually to ensure cost effectiveness.

For personnel whose position necessitates the ability to regularly send and receive time sensitive e-mail communication and documents remotely via a Smartphone/PDA device, a Data Plan Stipend may be authorized.

III. PROCEDURE

1. City Issued Cellular Telephone / Stipend Eligibility Criteria

Requests for the purchase of a City issued cellular telephone for official City business or approval of a monthly [Cellular Telephone Stipend](#) will be reviewed and approved at the recommendation of the employee's Department Head and in concurrence by the Administrative Services Director. Requests for the approval of an additional monthly Data Plan Stipend will be reviewed and approved at the recommendation of the Department Director and approval of the City Manager. Requests will be reviewed according to the following eligibility criteria:

- a) A cellular telephone is necessary for improving public or employee safety.
- b) City personnel whose job responsibilities clearly dictate the need for cellular communication.
- c) City personnel who must be available to receive and place time sensitive calls.
- d) A cellular telephone enhances the operational effectiveness and efficiency of City personnel.
- e) Data Plan is necessary to regularly send and receive time sensitive e-mail communication and documents remotely.

2. Personal Use of City Issued Cellular Telephones

City issued cellular telephones shall be used for official City business only.

a) **Employees Who Are Eligible to Receive a Cellular Telephone Stipend.** Employees are encouraged to choose the stipend option. If an employee is eligible for a Cellular Telephone Stipend, but decides to keep a City issued cellular telephone, personal use of the City issued cellular telephone will be prohibited. In the event of a personal emergency, if an employee makes or receives personal calls on a City issued cellular telephone, reimbursement to the City will be required. In the event of a non-emergency, if personal use of a City issued cellular telephone occurs, the employee may be subject to disciplinary action and reimbursement to the City will be required.

b) **Employees Who Are NOT Eligible to Receive a Cellular Telephone Stipend.** Due to the operational needs of certain City Departments, some employees are not eligible for the Cellular Telephone Stipend and are eligible for a City issued cellular telephone. Because the Cellular Telephone Stipend option is not available, the personal use of a City issued cellular telephone by these employees is discouraged, but not prohibited and shall be fully reimbursed to the City. The Administrative Services Director has developed a reimbursement process ([Reimbursement](#)

[for Personal Calls Form](#)). Failure to reimburse the City for the non-emergency personal use of a cellular telephone may make the employee subject to disciplinary action.

c) All Departments. For all City issued cellular telephones, additional charged services will not be permitted except for official City business, for example:

- a. Utilizing 411 Charged Services (Employees shall use free services)
- b. Sending Personal Data
- c. Downloading Personal Data
- d. Text messaging services will be authorized at the recommendation of the Department Director and approval of the Administrative Services Director.

Employees who are issued a cellular telephone are required to carry the cellular telephone while on duty or approved stand-by pay. Exempt employees who receive a monthly stipend may be required to carry the cellular telephone while on duty and after work hours as determined by the Department Director.

3. Pool Cellular Telephone

The City recognizes that it is not practical or cost-effective to issue all employees a cellular telephone. In certain departments, some City issued cellular telephones are not assigned to individual employees but are shared amongst several or more employees in a work group. Pool telephones shall be used exclusively for official City business.

4. City Issued Cellular Telephone Equipment

Employees are responsible for maintaining adequate physical protection for all equipment issued to them by the City. In the event the cellular telephone is damaged or lost, the user shall notify the Department Head immediately. If equipment is lost or stolen, it must be reported immediately to the Police Department and an incident report must be completed. Employees requesting City issued cellular telephones will be provided with basic accessories such as a belt clip, and charger, as approved by the Administrative Services Director.

5. Cellular Telephone Stipend

Once it is determined that an employee's position and/or job duties requires a cellular telephone, the employee, at the discretion of the Department Director, will have the option of receiving a City issued cellular telephone or a Cellular Telephone Stipend. Employees in some departments, because of the operational needs of the department, will not be eligible for the Cellular Telephone Stipend. In addition, some departments, because of operational needs, will allow a Cellular Telephone Stipend only for certain limited cellular telephone models and/or cellular telephone carriers as determined by the Department Director and in concurrence by the Administrative Services Director.

Employees who receive a monthly stipend are required to carry the cellular telephone while on duty or approved stand-by pay. Exempt employees who receive a monthly stipend may be required to carry the cellular telephone while on duty and after work hours as determined by the Department Director. Employees are responsible for ensuring that their cellular telephone is in working order, and for updating the Department Director within one business day if his/her cellular telephone number has changed. The cellular telephone number must have an 831 area code. The City may revoke the stipend or City issued cellular telephone at any time, upon 2 weeks advance notice to the employee. The current Cellular Telephone Stipend is \$45.00 per month. The stipend is intended to partially offset the cost of purchasing a cellular telephone, accessories and the monthly cellular telephone charges.

The City is not responsible for any cellular telephone contract and/or any financial obligation entered into by the employee. The contract is the personal responsibility of the employee.

To qualify for a Cellular Telephone Stipend, an employee must not have a City issued cellular telephone. An eligible employee must return any City issued cellular telephone prior to receiving a Cellular Telephone Stipend.

Pursuant to IRS law, the cellular telephone stipend is taxable and taxes will be withheld on the stipend amount. However, the stipend shall not be considered additional salary compensation to the employee.

Also pursuant to IRS law, the Cellular Telephone Stipend amount that is attributable to the business use of the employee's own cellular telephone may be excludable from taxable wages if the employee accounts and documents for the expense. The Administrative Services Director has developed a process for employees to document the business use of a personal cellular telephone ([Business Calls Declaration Form](#)).

6. Data Plan Stipend

Eligibility for a Data Plan Stipend is limited to Department Directors and Assistant Department Directors. The Data Plan Stipend is for personnel whose position necessitates the ability to regularly send and receive time sensitive e-mail communication and documents remotely. Limited exceptions for staff other than Department Directors and Assistant Department Directors will be approved at the recommendation of the Department Director and at the discretion of the City Manager based on the operational needs of the City. The Data Plan Stipend is in addition to the Cellular Telephone Stipend.

The purpose of the Data Plan Stipend is to allow employees to obtain a Smartphone/PDA device that provides access to City e-mail. The current Data Plan Stipend is \$45.00 per month in addition to the Cellular Telephone Stipend.

Eligibility for a Data Plan Stipend requires that the employee purchase a cellular telephone that meets the minimum technical specifications as defined by the Administrative Services Director. To qualify for a Data Plan Stipend, an employee must not have a City issued cellular telephone. An eligible employee must return any City issued cellular telephone prior to receiving a Data Plan Stipend.

7. Cellular Telephone and Data Plan Stipend Verification Process

- a) Employees shall provide documentation verifying their ownership and business use of a cellular telephone to the Department Director and Administrative Services Director to become eligible for a stipend.
- b) Employees shall provide documentation (i.e., copy of cellular telephone statement) by July 31st and December 31st annually to the Department Director and Administrative Services Director verifying continued ownership and business use of a cellular telephone in order to maintain their monthly stipend.
- c) The monthly stipend shall be paid by the City to the employee through the regular payroll process.

8. Use of City Issued Pagers

Pagers are issued on an as-needed basis with the approval of the Department Director and in concurrence with the Administrative Services Director.

Pagers will be purchased or rented in coordination with a standardized agreement established by the City.

Proper care and security of the pagers is the responsibility of each user. This includes deterring theft by properly storing the pager when it is not being used. In the event a pager is stolen or missing, the user must notify their supervisor immediately.

9. California Wireless Telephone Safety Act of 2006, SB 1613

City employees are prohibited from using a wireless telephone while operating a motor vehicle unless a driver uses a hands-free device. Effective July 1, 2008, the California Wireless Telephone Safety Act of 2006 prohibits the use of wireless telephone devices. If an employee is fined for violating this law, the employee shall be responsible for paying the appropriate fine amount.

CITY OF WATSONVILLE
CELLULAR TELEPHONE / STIPEND AUTHORIZATION FORM

Check all that apply:	<input type="checkbox"/> New Request	<input type="checkbox"/> Reauthorization	<input type="checkbox"/> Termination
<input type="checkbox"/> Pool Cellular Telephone	<input type="checkbox"/> City Issued Cellular Telephone	<input type="checkbox"/> Cellular Telephone Stipend	<input type="checkbox"/> Data Plan Stipend

INSTRUCTIONS

1. Employee must complete **Section A** (& Section B if applicable) and forward to Department Director (proposed cellular model and carrier must be disclosed at this time).
2. Department Director to complete **Section C** and forward form to Administrative Services Director.
3. For stipends, after approval is granted, employee must submit this form with a copy of cellular service contract to Payroll. The stipend will start within 30 days.

A. EMPLOYEE, EQUIPMENT & PLAN INFORMATION	
Employee Name:	Department:
Employee Identification # (5 digits):	Cellular Phone Number (if applicable):
City issued cellular telephone being requested : <input type="checkbox"/> Rugged Cellular Telephone (resistant to water, dust and shock) <input type="checkbox"/> Standard Cellular Telephone	For Stipend requests only (proposed cellular model and carrier): Carrier/Network Name: Cellular Brand & Model:
B. REPLACEMENT ORDER	
Reason for Replacement:	Date of Incident:
	Date of Police Report:
I acknowledge that I have read the City of Watsonville's Cellular Telephone Policy. I understand that the City is not responsible for any personal cellular telephone contract and/or any personal financial obligation. I agree to comply with all the requirements contained therein and understand that a breach of these terms may result in the loss of privilege or other disciplinary action.	
Employee Signature:	Date:

C. JUSTIFICATION (To be completed by Department Director) Fill in estimated usage and check all that apply:	
Estimated minutes of Business use per month:	NOTE:
Cellular Phone: Data plan:	CURRENT CELLULAR STIPEND RATE IS \$45.00/MONTH
	DATA PLAN STIPEND IS AN ADDITIONAL \$45.00/MONTH
<input type="checkbox"/> 1. Cellular telephone improves public or employee safety. <input type="checkbox"/> 2. City personnel whose job responsibilities clearly dictate the need for cellular communication. <input type="checkbox"/> 3. City personnel who must be available to receive and place time sensitive calls. <input type="checkbox"/> 4. Cellular telephone enhances the operational effectiveness and efficiency of City personnel. <input type="checkbox"/> 5. DATA PLAN is necessary to regularly send and receive time sensitive e-mail communication and documents remotely. If employee is other than a Department or Assistant Director, attach a memo with the justification for a data plan.	
Department Director Signature :	Date:

D. ACTION TAKEN (To be completed by Administrative Services Director)	
<input type="checkbox"/> 1. Cellular Telephone Stipend	<input type="checkbox"/> 5. Cellular Telephone Stipend Terminated
<input type="checkbox"/> 2. Data Plan Stipend	<input type="checkbox"/> 6. Data Plan Stipend Terminated
<input type="checkbox"/> 3. Cellular Telephone Issued to Employee	<input type="checkbox"/> 7. Cellular Telephone Returned/Disconnected
<input type="checkbox"/> 4. Pool Cellular Telephone Issued to Department	<input type="checkbox"/> 8. Pool Cellular Telephone Returned/Disconnected
Administrative Services Director Signature:	Date:
City Manager Signature (Required for Data Plan):	Date:

Cellular Telephone/ Stipend Authorization, Created 1/23/2008

CITY OF WATSONVILLE
PERSONAL CALLS DECLARATION/REIMBURSEMENT FORM- City Issued Cell Phones

INSTRUCTIONS

1. Employee must complete Section A, B and C and submit this form EVERY MONTH
2. Please return this form to Christine McGrath in the Finance Department with copy of the cell phone monthly statement attached.
3. The purpose of this form is to reimburse the City for your personal calls made during this month on your City issued cellular telephone (the current rate is \$.10/minute) or declare that there were no personal calls made during the month on the City's cell phone plan.
4. Employee is required to submit this form every month within 30 days from receiving the cellular telephone statement.

A. EMPLOYEE INFORMATION	
Employee Name:	Department:
B. PERSONAL CALLS	
<input type="checkbox"/> I have no personal calls this month. If no personal calls are made, skip to Section C.	
<input type="checkbox"/> I have marked all the personal calls made this month and submitted payment for the amount specified below.	
<input type="checkbox"/> I acknowledge that my cellular telephone records and reimbursement to the City of Watsonville are official public record and I have the option to strikethrough my personal calls and mailing address on the the copy attached.	
Total Monthly Minutes of Personal Use :	X \$0.10 = \$(amount due)
C. EMPLOYEE POLICY REVIEW	
I acknowledge that I have read the City of Watsonville's Cellular Telephone Policy and have submitted this form within 30 days from receiving the cellular telephone statement with the reimbursement or indicating that no personal calls were made during the month.	
Employee Signature:	Date:

Personal Calls Declaration Form, Created 1/23/2008

CITY OF WATSONVILLE
PERSONAL CALLS DECLARATION/REIMBURSEMENT FORM- City Issued Cell Phones

INSTRUCTIONS

1. Employee must complete Section A, B and C and submit this form EVERY MONTH
2. Please return this form to Christine McGrath in the Finance Department with copy of the cell phone monthly statement attached.
3. The purpose of this form is to reimburse the City for your personal calls made during this month on your City issued cellular telephone (the current rate is \$.10/minute) or declare that there were no personal calls made during the month on the City's cell phone plan.
4. Employee is required to submit this form every month within 30 days from receiving the cellular telephone statement.

A. EMPLOYEE INFORMATION	
Employee Name:	Department:
B. PERSONAL CALLS	
<input type="checkbox"/> I have no personal calls this month. If no personal calls are made, skip to Section C.	
<input type="checkbox"/> I have marked all the personal calls made this month and submitted payment for the amount specified below.	
<input type="checkbox"/> I acknowledge that my cellular telephone records and reimbursement to the City of Watsonville are official public record and I have the option to strikethrough my personal calls and mailing address on the the copy attached.	
Total Monthly Minutes of Personal Use :	X \$0.10 = \$(amount due)
C. EMPLOYEE POLICY REVIEW	
I acknowledge that I have read the City of Watsonville's Cellular Telephone Policy and have submitted this form within 30 days from receiving the cellular telephone statement with the reimbursement or indicating that no personal calls were made during the month.	
Employee Signature:	Date:

Personal Calls Declaration/Reimbursement Form, Created 1/23/2008

CITY OF WATSONVILLE
BUSINESS USE DECLARATION FORM (Stipends only)

INSTRUCTIONS

1. The purpose of this form is to lower the amount of taxable income from the cellular telephone stipend by reporting the amount of minutes of business calls used for each month. The current rate is \$.10/minute.
2. Employee must complete Section A, B and C.
3. Employees with the additional DATA PLAN stipend must submit the DATA PLAN Documentation form (or equivalent) to qualify for an additional reduction of taxable income and enter the total amount of minutes in Section B.2. below.
4. Please return the form(s) to the Payroll office in the Finance Department along with the itemized copy of your phone statement.

A. EMPLOYEE INFORMATION			
Employee Name:		Department:	
Employee Identification #:		Month of Statement:	
B. OFFICIAL CITY BUSINESS CALLS & USE (fill in below the amount of minutes used for official business use):			
1. Sub-total Monthly Minutes (cellular calls):		3. Total Monthly Minutes (all business):	
2. Sub-total Monthly Minutes (data plan access):		4. Line 3 total multiplied by \$0.10 =	
C. EMPLOYEE POLICY REVIEW			
<input type="checkbox"/> I have submitted a copy of my monthly cellular telephone statement along with the completed Business Use Declaration Form within 30 days from receiving the statement and have marked the calls made for official City business.			
<input type="checkbox"/> I acknowledge that my cellular telephone statement is official public record and I have the option to strikethrough my personal calls and mailing address on the copy submitted.			
Employee Signature:		Date:	

Business Use Declaration, Created 1/23/2008

CITY OF WATSONVILLE
BUSINESS USE DECLARATION FORM (Stipends only)

INSTRUCTIONS

1. The purpose of this form is to lower the amount of taxable income from the cellular telephone stipend by reporting the amount of minutes of business calls used for each month. The current rate is \$.10/minute.
2. Employee must complete Section A, B and C.
3. Employees with the additional DATA PLAN stipend must submit the DATA PLAN Documentation form (or equivalent) to qualify for an additional reduction of taxable income and enter the total amount of minutes in Section B.2. below.
4. Please return the form(s) to the Payroll office in the Finance Department along with the itemized copy of your phone statement.

A. EMPLOYEE INFORMATION			
Employee Name:		Department:	
Employee Identification #:		Month of Statement:	
B. CITY BUSINESS CALLS (fill in below the amount of minutes used for official business use):			
1. Sub-total Monthly Minutes (cellular calls):		3. Total Monthly Minutes (all business):	
2. Sub-total Monthly Minutes (data plan access):		4. Line 3 total multiplied by \$0.10 =	
C. EMPLOYEE POLICY REVIEW			
<input type="checkbox"/> I have submitted a copy of my monthly cellular telephone statement along with the completed Business Use Declaration Form within 30 days from receiving the statement and have marked the calls made for official City business.			
<input type="checkbox"/> I acknowledge that my cellular telephone statement is official public record and I have the option to strikethrough my personal calls and mailing address on the copy submitted.			
Employee Signature:		Date:	

Business Use Declaration, Created 1/23/2008

CITY OF WATSONVILLE
Business Use Declaration Form (DATA PLAN Stipend Only)
"DATA PLAN" Documentation

INSTRUCTIONS

1. The purpose of this form is to document the minutes used for business use of the data plan (accessing email, internet, etc.).
2. List below the date, approximate time of day, location, total minutes used and purpose of the data plan access used for business
3. This form is to be submitted with the "Business Use Declaration Form (Stipends only)"

A. EMPLOYEE INFORMATION	
Employee Name:	Department:
Employee Identification #:	Month of Statement:

	Date	Appx. time of day	Location used	Total Minutes	Purpose (i.e., check email, internet search)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Form-DATA_PLAN_Usage_Documentation(Data_stipend).xls, Created 1/23/2008



City of Watsonville
Administrative Rules and Regulations
Chapter I – City Administration
Section 3 – City Property and Equipment

1.3.5 Use of Computer, Networks, Electronic Communications, and other Forms of Electronic Technology

Approved by:

Established: 9/23/83

Attachments:

Revised: 10/8/97; 10/01/12

Cross Reference:
[1.1.8 Social Media](#)

I. STATEMENT

The purpose of this administrative rule is to provide clear guidelines for the appropriate use of City computers, e-mail, networking, and other forms of electronic technology in the workplace. This includes, but is not limited to requesting, purchasing, using, and maintaining City microcomputers, Internet services, and related technology.

II. GENERAL GUIDELINES

1. All City computers, electronic media, and other related technologies are provided as tools to conduct City-related business.
2. All references to *Users* in the context of this administrative rule are assumed to include employees, contractors, volunteers, and others when they are using City- provided electronic technology.
3. The Information Services Division (ISD) has primary responsibility for the installation, management, and support of all computing and network resources.
4. The Information Services Manager will report to an Information Technology Advisory Committee to discuss and make recommendations on issues relating to electronic technology use in the City.
5. Departments are responsible for defining and enforcing clear guidelines for the appropriate use of all electronic technologies within the framework of this administrative rule. This administrative rule recognizes that departments will have different needs and requirements, based on their functions and responsibilities.

6. Departments are responsible for providing training for City employees in the use of computing resources. ISD will work with departments to identify and coordinate resources for such training.
7. Each department will appoint a Departmental Computer Contact (DCC) who will be the first point of contact in the event of staff computing system problems or questions. This individual will meet regularly with the Information Services Staff and other DCC's to discuss issues of common interest and receive training.
8. All data, messages, and information stored on electronic media provided by the City are property of the City. The City reserves the right to access and disclose *all* such stored information for any purpose.
9. The use of City technology for personal profit or gain, or any other for-profit activity not specific to the mission or duties of the user's department and/or City is prohibited.
10. ISD will periodically issue Procedures to implement and/or revise the policies set forth in this Administrative Rule.

III. POLICY (Computers & Network)

1. All computer service, equipment, and network adds, moves, changes, and repair will be coordinated by ISD, or through a designated DCC.
2. The City reserves the right to monitor *all* traffic on the network and to modify and/or restrict access if necessary to assure that the network continues to function properly for all users.
3. Computers, networks, and related technology may not be used to annoy, harass, or offend other people.
4. No user shall maliciously access, alter, delete, damage, infect, or destroy any computer system, computer network, computer program, or data.
5. All software used by City employees must be appropriately acquired and licensed (ie: purchased), if necessary, for use by the employee and/or department. Software that has not been so acquired will be removed.

6. Users shall respect the legal protection provided to programs, documents, and data by copyrights and licenses. Users may *not* copy City-owned or licensed software or data to another computer system without the prior approval of the Information Services Manager.
7. ISD is responsible for establishing and implementing a standardized configuration of computer hardware and software for all computers. Deviations from this standard configuration will only be considered in cases of compelling need, in order for the computer system to fulfill its required tasks.
8. If *explicitly authorized* by the Department Head or his/her designee, the only games that will be allowed on City microcomputers are those that come with the standard Microsoft *Windows*® release. No games from any other source will be allowed and will be removed if found.

IV. GUIDELINES FOR USE (Computers & Networks)

1. Employees are responsible for the proper care and handling of their computer and related equipment. Problems with computer hardware and software, that are not easily remedied by the user, should be reported to the DCC at once. The DCC will determine if the problem should be reported to ISD.
2. Employees shall not reconfigure any computer without the expressed knowledge and consent of ISD, or a designated DCC.
3. Employees shall not load any software onto a City microcomputer without the expressed knowledge and consent of the Information Services Manager, or his/her designee. In most instances this activity shall be performed by ISD staff or a designated DCC. There are many reasons for this, some of which are: conflicts with other programs and/or the network, importation of viruses, infringement of copyright laws, etc.
4. Employees are responsible for understanding and exercising reasonable security precautions when using computing resources. This includes, but is not limited to: knowing, using, and preserving the secrecy of usercodes and passwords, changing passwords on a regular basis, logging off systems when finished working, etc.
5. Users shall not circumvent established procedures defining eligibility and/or authorization for access to information or computing resources. Conduct which involves misuse of computer identities includes:

- Allowing an unauthorized individual to use the identity,
 - Using another person's user code/password,
 - Misrepresenting one's identity in order to gain access to information or computing resources.
6. When computers become outdated or unusable for their current tasks, every effort will be made to find another location where they might be used. The Information Services Manager will work with the affected departments to review and make this decision.

V. POLICY (ELECTRONIC COMMUNICATIONS)

1. Approval for the establishment of e-mail, internet, and other electronic on-line services shall lay with the Department Head or his/her designee.
2. ISD has technical responsibility for setting up and managing electronic resources, including user account maintenance, telecommunications access, security, disk storage, etc.
3. ISD will establish standards for the retention and purging of all electronic communications. Such communications should not be assumed to be part of any regular system or file backup.

VI. GUIDELINES FOR USE (ELECTRONIC COMMUNICATIONS)

1. Users should check, and respond to their electronic messages on a regular basis. Delete unnecessary messages as soon as possible.
2. Messages should be easy to read and understand. Spelling and grammar should be correct. Use clear titles or descriptors.
3. The use of City messaging systems for personal communication shall be kept to a minimum.
4. Messages should be sent to smaller, rather than larger audiences where appropriate. Avoid "broadcasting" messages and large documents.
5. **Confidential Information:**
 - a. Most communications among City employees are not confidential communications. However, certain communications—police investigations,

personnel records, attorney-client communications—may be confidential or contain confidential information. Questions about whether communications are confidential, and how they are to be stored, should be discussed with the employee’s supervisor.

- b. Employees must exercise a greater degree of caution in transmitting confidential information on the e-mail system than they take with other means of communicating information (e.g. written memoranda, letters, or phone calls) because of the ease with which such information may be copied and/or retransmitted.
- c. Confidential information should never be transmitted or forwarded to individuals or entities not authorized to receive that information.

VII. POLICY (INTERNET & ON-LINE SERVICES)

The Internet is an essential tool and rapidly evolving resource. The following policies and guidelines are written in very general terms in recognition of this fact. Policy and Rules applying to general computer and e-mail use can, and should, be applied wherever applicable. In addition:

- 1. ISD has technical responsibility for setting up and managing Internet resources, including user account maintenance, telecommunications access, firewalls and security, etc.
- 2. City departments shall use the City’s website and official social media presences for all Internet postings, and shall not initiate new or separate Internet services outside of the accounts established by ISD without the consent of the City Manager or his/her designee.
- 3. The City Manager’s Office is the final arbitrator for appropriateness of materials and usage of the Internet.
- 4. Department Heads have the primary responsibility for ensuring adherence to this policy.

VIII. GUIDELINES FOR USE (Internet)

- 1. Users will exercise discretion when communicating with people outside of City government. Unfamiliar organizations and individuals should not be provided with

home phone numbers, addresses, credit card numbers, or other sensitive information over the Internet.

2. Users will not intentionally represent themselves electronically as others, either on the City network, the Internet, or other on-line services unless explicitly authorized to do so by those other users.
3. Users will not post messages to unknown discussion groups.
4. Users will not gain, or seek to gain unauthorized access to resources or entities.



City of Watsonville
Administrative Rules and Regulations
Chapter I – City Administration
Section 3 – City Property and Equipment

1.3.6 Email Retention

Approved by:

Established: 01/01/10

Attachments:

Revised: 10/01/12

Cross Reference:

[1.3.5 Use of Computer, Networks, Electronic Communications, and other Forms of Electronic Technology](#)

I. STATEMENT

All data on the City's e-mail server system, including but not limited to Electronic mail and attachments, calendar events and tasks ("e-mail") shall be managed and maintained according to this Policy.

E-mail which is a public record must be produced upon request under the Public Records Act. Even e-mail which is not a public record (for example, preliminary notes and drafts under [\(Government Code Subdivision \(a\) of Section 6254\)](#) may have to be maintained under the State or Federal law and may have to be produced in response to a subpoena, for deposition or trial.

II. RULE

1. Determine if email is required to be retained under City Records Retention Policy.

Each employee shall be generally familiar with the City of Watsonville Records Management [Guidelines and Records Retention Schedule](#)¹ ("Records Management Guidelines"). Determine if e-mail must be retained in accordance with the City's Records Management Guidelines. See the City's Records Management Guidelines for a full explanation.

2. Transfer required information from e-mail system to a records storage system. Any e-mail message, including any attachments regardless of format, that can be considered a City Record should be printed as a hard copy and filed in accordance with the City's Records Management Guidelines.

¹ The City Council has adopted Records Management Guidelines by Resolution 287-04 (CM). This Resolution and the Guidelines are available on the Intranet and from the City Clerk and a copy is an appendix to these Administrative Rules and Regulations.

3. Delete E-mail from Inbox and Sent Items Folders as required by Records Management Guidelines.

Employees shall delete e-mail not required to be kept under the City's Records Management Guidelines. City employees should review the Records Management Guidelines for particulars applicable to their job or their department. Examples of e-mail not considered a public record are:

- A.** Personal messages and announcements not related to City business;
- B.** Preliminary drafts, notes or interagency or intra-agency memoranda not retained by the City in the ordinary course of business;
- C.** Messages with attached copies or extracts of documents distributed for convenience or reference (with the original documents being preserved according to the Records Management Guidelines); and
- D.** Cover notes or distribution slips.

Your Department Head with the assistance of the City Clerk or City Attorney may assist you in determining whether a particular e-mail message or category of e-mail is required to be retained and/or is necessary or convenient to the discharge of your duties or the conduct of the City's business.

4. Potential litigation.

Notwithstanding this rule, E-mail related to a potential or existing claim or administrative claim or lawsuit involving the City or to which a City employee may be a witness shall be preserved, even if a subpoena has not been issued or received.

E-mail shall be automatically deleted. All e-mail in a user's "Inbox" or Sent Items" folders will be automatically moved to the user's "Deleted Items" folder sixty (60) days after received or sent, respectively. All email in the "Deleted Items" folder will be deleted automatically after thirty (30) days in that folder. Calendar items and tasks will be deleted 365 days after created or the task deadline, respectively.



City of Watsonville
Administrative Rules and Regulations
Chapter I – City Administration
Section 3 – City Property & Equipment

1.3.7. Use of City Vehicles

Approved by:

Established: 2/5/79

Attachments:

1- [Accident/Incident Report](#)

Revised: 3/28/05; 7/31/00; 10/01/12; 9/12/13

Cross Reference:

1.4.3 [Vehicle Accident, Property Damage, and Loss and Stolen Property Reports](#)

2.3.4 [Non Smoking Policy](#)

I. STATEMENT

The City of Watsonville provides City vehicles for official use only. Use of City vehicles for any other reason is prohibited.

All employees shall operate City vehicles with a view toward securing a maximum amount of efficient service from such City vehicles.

No City employee shall operate a City vehicle which is known or suspected of being in poor mechanical condition and/or unsafe to use.

II. DEFINITION

City vehicles as used in this rule shall be interpreted as any City equipment; City of Watsonville owned or leased vehicles.

Personal vehicles are those own by the employee, which at times could be used by the employee while conducting City business.

III. PROCESS

Employees driving City vehicles to conduct official City business shall abide by this policy. The use of vehicles, City owned and personal, safety issues, driving considerations, vehicle assignment, care and maintenance are covered here in:

1. Driver Requirements

- A. Possess a valid California driver's license.
- B. Must be at least 18 years of age and have a driving record deemed acceptable by the City's insurance carrier.
- C. Submit driver's license information by completing the authorization form ([online form](#) or paper copy).

- D. Agree to City's driving policies and vehicle maintenance guidelines stated under this policy.
- E. Complete additional mandatory license requirements if driving passenger vehicles or other specific vehicles/equipment that require DMV endorsement or a specific license.
- F. Drivers should be conscientious and courteous drivers and understand the importance of driving safely.
- G. Drivers should conduct themselves in a professional manner as representatives of the City of Watsonville and honestly report any accident or damage that may occur involving a vehicle under their care and control ([Use Accident Reporting Form](#)).
- H. Drivers will be evaluated on an ongoing basis to assure they maintain a safe driving record. Any changes to the status of the driver's license must be reported immediately through the supervisor to Human Resources Department.

2. Vehicle Insurance

The City is self-insured for most vehicle coverage and does not purchase a business automobile coverage for City vehicles. Instead, the City pays the first \$500,000 of any claim and relies on pool or excess coverage for claims above this amount.

City owned vehicles should carry an automobile insurance identification card. Each year the cards are distributed by July 1.

If the use of a rental vehicle is necessary for official City business, employees should purchase additional insurance through the rental company.

3. Use of Personal Vehicles

Personal vehicles may be used to conduct City business at the employee's option and at their own risk and must be insured by the owner. The owner's automobile liability insurance is the primary coverage, with the City's policy responding as an excess layer. For preapproved use of City personal vehicle the City will reimburse mileage in accordance with Federal IRS regulations ([see reimbursement form](#)).

4. Safety Issues

- *Alcohol and Drug Use.* No alcoholic beverages, illegal drugs, or controlled substances are to be used or consumed by the driver or any passenger at any time while operating or riding in a City owned or insured vehicle.
- *Seat Belt Use.* Use of seat belts is required for all persons occupying a vehicle. It is the driver's responsibility to ensure that all persons are properly secured before the vehicle is put in motion.

- *Cell Phone Use.* Drivers are to refrain from any use of cell phones or other personal devices when the vehicle is in motion. It is expected that drivers comply with California's Vehicle Code regarding the use of cell phones and/or personal devices.
- *Traffic Laws.* Driver must operate the vehicle in accordance with all traffic laws, ordinances and regulations. Any fines resulting from violations are the responsibility of the driver and not the City.
- *Safe Operation.* All authorized drivers are expected to operate vehicles safely and with great care. Especially when transporting passengers, the driver must make a concerted effort to provide for the safety and well-being of those aboard. Extra caution shall be taken when weather conditions and road hazards are present. If a driver is found to have committed any unsafe acts while driving, disciplinary action may be initiated. Intentional reckless or unsafe driving will not be tolerated.
- *Smoking* is not permitted in City owned, leased, or rented vehicles.

5. Driving City Vehicles

- A. Every driver of a City vehicle must have in his or her possession a valid California driver's license. The license must be appropriate for the City vehicle being operated.
- B. Seat belts are to be utilized when a City vehicle is in motion. Every employee using a City vehicle shall observe all other traffic regulations and road courtesies at all times. Fines and penalties levied for violations of traffic laws shall be paid by the driver.
- C. City vehicles shall not be parked in any area where the City of Watsonville will be subject to any adverse criticism. Employees should avoid having two or more City vehicles parked at any one restaurant or coffee shop for lunch periods or coffee breaks. This policy can be further restricted by a department where appropriate.
- D. The Department Head must grant authorization prior to use of City vehicles. City vehicles will not be taken out of the state except upon written authorization of the City Manager.
- E. If it becomes necessary to use a City vehicle during lunch periods or coffee breaks, the travel shall be kept to a minimum.
- F. Certain employees having primary responsibility or control of a City vehicle may retain such City vehicle at home upon approval of the City Manager. Approval shall be based upon type of job, such as on-call status of the individual, security, etc.

6. Permanent Assignment of City Vehicle

The City Manager will assign City vehicles based on the demonstrated need by a department in order to carry out department activities. Vehicles may be reassigned between assignees to provide for optimum utilization of the overall fleet. The Department Head will be responsible for vehicles within the department and shall ensure that all assignments to individuals are in accordance with all City codes.

Criteria:

All permanent vehicle assignments shall be governed by the following criteria:

- A.** All vehicles are assigned based on department's justification that; a) vehicles are necessary to carry out operational activities and b) no other reasonable alternative is available;
- B.** The vehicle is specially equipped to meet the work needs of the Department;
- C.** Designed to carry special equipment or heavy tools; or
- D.** Specially marked to carry out enforcement duties;
- E.** Continued assignment of vehicles will require a written request and justification to the City Manager in conjunction with the budget preparation process.

7. Overnight Vehicle Assignment

- A.** The City Manager will utilize a radius approximately 10-miles or 20 minutes from City Hall as a guideline to approve any request for overnight vehicle assignment.
- B.** All overnight vehicle assignments shall be in compliance with at least one of the criterion below:
 - a) An employee in paid on-call status that is required to respond to emergency conditions with a vehicle specially equipped to meet the work needs of the department.
 - b) An employee who reports to the field rather than his/her office headquarters at least 50% of his/her scheduled work days.
 - c) Law enforcement personnel routinely required to respond to crime scenes or to pursue investigatory leads outside of normal business hours when use of a personal vehicle would be inappropriate.
- C.** Incidental personal use of a City vehicle is allowed with Department Head approval.

The Department Head will be responsible for ensuring that any overnight vehicle assignment is in accordance with all City codes, policies, procedures or existing labor agreements.

8. Care of City Vehicles Procedures

A. When an employee discovers City vehicle defects during operation that could result in permanent damage if continued to be driven or becomes unsafe to operate, the City vehicle shall be "shut down." The employee shall not attempt to repair the malfunction or drive the defective or unsafe City vehicle to the maintenance shop for repair.

B. All employees shall report in writing all defects or unsafe conditions of City vehicles to their immediate supervisor as soon as possible, who will then report in writing all needed repairs to the Vehicle Maintenance Supervisor. The Vehicle Maintenance Supervisor shall see that every City vehicle be inspected and serviced at a designated mileage service time.

C. Each driver must go through a safety check out procedure prior to operating any City vehicle. Such safety check out procedure shall be in conformance with the established check out procedure list. Any additional checks may be prescribed by the department if deemed necessary based upon the use of the vehicle.

D. It is necessary that each driver remove from the vehicle any debris or garbage remaining in the vehicle after each use.

E. After use of each City pool vehicle, it is the responsibility of the driver to fuel the vehicle if the fuel gauge indicator is at below half tank.

F. Each department shall designate a custodian of that department's fleet of vehicles. Such custodian shall be responsible for ensuring that each vehicle be deliver to the Municipal Service Center for minimal mechanical service inspection (i.e. oil level, tire pressure, etc).

G. Employees causing vehicle damage through negligence may be responsible to pay for the repair costs.

H. No smoking allowed in City vehicles.

9. Passengers in City Vehicles

City vehicles are not intended to provide transportation except for official City purposes. Transporting of passengers other than for City business is restricted to emergency situations.


Employees assigned a 24 hour car may transport passengers on an occasional basis.

10. GPS Devices

- A. City vehicles may be equipped with a Global Positioning System (GPS).
- B. GPS devices may be monitored from time to time to determine both individual and organizational performance and efficiency.

IV. DISCIPLINE

Failure to adhere to the City Vehicle Policy may result in disciplinary action.

Type of Report: (Check all that apply) <input type="checkbox"/> Incident <input type="checkbox"/> Injury	CITY OF WATSONVILLE INCIDENT/INJURY REPORT	
EMPLOYEE INFORMATION		
Employee ID: _____ Name: _____ (Last) (First) (MI) Job Title: _____ Work Phone: _____ Date of Incident: _____ Time of Incident: _____ Time Shift Started: _____ Date Supervisor was Notified: _____		
INCIDENT REPORT		
Police Notified: <input type="checkbox"/> Yes <input type="checkbox"/> No Case Number: _____ Property: <input type="checkbox"/> Damage <input type="checkbox"/> Loss <input type="checkbox"/> Theft Department: _____ Location of Incident: _____ City Vehicle Involved: <input type="checkbox"/> Yes <input type="checkbox"/> No City Vehicle #: _____ Other Vehicle Involved: _____ Make/Model/License#: _____ Owner: _____ Insurance Co./Policy #: _____ (Last) (First) (MI) Address: _____ Other Property Damage: _____ Briefly describe damage causing event: _____		
Additional information may be added to the Incident/Injury Summary Report		
INJURY REPORT		
Date DWC 1 Provided: _____ Type of Injury: _____ First Aid Given: <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain on Separate Sheet) Physical Address where Injury occurred: _____ Describe How Injury Occurred (include task and tools used): _____ _____ Was Physician Required: <input type="checkbox"/> Yes <input type="checkbox"/> No Physician's Name: _____ Address: _____ Phone: _____ Did Injured: _____ Leave Work: <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____ Time: _____ Witness: _____ Return to Work: <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____ Time: _____ (Name) (Address) (Phone)		
CONTRIBUTING FACTORS	WHAT ACTION HAS OR WILL BE DEVELOPED TO PREVENT RECURRENCE:	
- (Explain checked boxes on separate sheet) <input type="checkbox"/> Sickness/Disability <input type="checkbox"/> PPE not Available <input type="checkbox"/> PPE not Used <input type="checkbox"/> Horseplay <input type="checkbox"/> Defective Equipment <input type="checkbox"/> Unsafe Storage <input type="checkbox"/> Failure to follow Policy/ Procedure/Guidelines	<input type="checkbox"/> Fatigue <input type="checkbox"/> Illumination <input type="checkbox"/> Lack of Adequate Training <input type="checkbox"/> Toxic/Hazardous/Substance <input type="checkbox"/> Weather Conditions <input type="checkbox"/> Lack of Policy/Procedures/Guidelines <input type="checkbox"/> Other (Explain on Separate Sheet)	
SIGNATURES		
(Digital Copies only) _____ By initialing here you acknowledge that all information contained in this report is true and accurate to the best of your knowledge.		
Employee: _____ Date: _____ Supervisor: _____ Date: _____		
DISTRIBUTION:		
Email form to riskandsafety@cityofwatsonville.org		

Incident/Injury Reporting

NOTE: The same form is to be used for both Incident and Injury reporting. Simply check the appropriate box for the type of report. Documentation of the event and distribution of the form should be completed within 24 hours of the event. If additional space is needed you may complete and attach the Incident/Injury Summary Report.

Incident is defined as an event that may have caused or resulted in injury or property damage.

Injury is defined as an event that results in personal injury.

INJURY REPORTING PROCEDURES

All on-the-job accidents involving personal injury are to be reported on the City's **Incident/Injury Report** form. It is the responsibility of the supervisor most immediately involved to fill out the **Incident/Injury Report** form and to assure its distribution.

On the Job-Employee Injury:

1. Supervisor is notified
2. Complete Incident/Injury Report Form
3. E-Mail form to riskandsafety@cityofwatsonville.org with the DWC1 Form
4. Employees seeking medical services: Complete Examination And/Or Treatment Authorization form, when possible and timely, prior to receiving medical services.

How/Where to seek Medical Services

- ✓ For non-emergency Medical Services Monday through Friday go to Mar Monte Medical Clinic
- ✓ For Medical Services after hours on Monday through Friday or over the weekend go to an available Urgent Care center or Emergency Room if necessary.
- ✓ If employee has a designated doctor on file, then employee may go to their designated physician for treatment.



City of Watsonville
Administrative Rules and Regulations
Chapter I – City Administration
Section 4 – Safety/ Risk Management

1.4.1 Inspection Policies and Procedures

Approved by:

Established: 2/1/93

Attachments:

Revised: 7/31/00; 10/01/12

Cross Reference:

I. STATEMENT

It is the policy of the City of Watsonville to permit inspections by representatives of the Occupational Safety and Health Administration ("OSHA") and other recognized inspection authorities. Such inspections shall be accomplished in accordance with the following procedures.

II. PROCEDURES

1. Upon arrival at any City workplace, an inspector shall be directed to report to the Department Head. The Department Head will contact the Risk Manager and/or the Safety Officer. The Risk Manager, the Safety Officer are the "key person(s)".

If the Risk Manager or Safety Officer will not be available within a reasonable period of time (30 minutes) the inspector is to be informed of that fact. The inspector should be told that the City does not require an inspection warrant, but that policy recommends the presence of the City representative during the inspection. It should be politely suggested that the inspection be scheduled for another day.

2. If the key person is available, it is likely that the inspector will immediately commence an opening conference.
3. During the opening conference, attempt to determine the reason for the inspection.

If the key person does learn of the basis for the inspection, try and limit the scope of the inspection to the subject matter which is the basis for the inspection. That is, if the inspector wants to inspect a given machine, try to limit the inspection to that machine.

Remember: An inspector does have the right to conduct an inspection of the entire City workplace.

4. Upon completion of the opening conference, the inspector should seek consent to begin the investigation. Pursuant to City policy, which consent to conduct the inspection will be granted.
5. The key person or assigned representative (City employee) should accompany the inspector throughout the inspection.

The only exception to this requirement is when the inspector desires to talk to City employees in private. Employees are entitled to privacy when being questioned by the inspector. This right of privacy is for the protection of the employees. If the employees have no objection to the presence of the key person during such an interview, they have effectively waived their right to confidentiality, and the key person does have a right to be present.

If the inspector objects, however, to the presence of the key person at any employee interviews even though acceptable to the employee(s), allow the interview to proceed in private.

6. Throughout the inspection, the key person should be courteous to the inspector and respond to questions. It should be remembered that the key person is usually considered to "speak for management." If so, his/her statements could be considered to be "authorized admissions" by the employer and, therefore, admissible in evidence in a later judicial proceeding.
7. Under no circumstances is the key person, or any other employee of the City, to guess or speculate when responding to questions of an inspector. If an answer is to be given, the key person or any employee should answer only what he/she knows to be the facts. If the key person or employee has no knowledge regarding the question, that should be the response.
8. Detailed explanations are not encouraged as they may tend to confuse or unduly prolong the scope of the investigation. Answer the question and only the question and then only with known facts. Do not volunteer information.
9. If the City has commenced its own investigation of an accident regarding a given operation or procedure but has not completed that investigation at the time of the inspection, answers to any questions regarding the specific accident, operation, or procedure leading to the accident should be deferred pending the completion of the City investigation.
10. An inspector is allowed to take samples and photographs during the inspection. If the inspector does perform one of these actions, the City should also take such actions. See *paragraph 15 below for inspections regarding the samples, photographs, etc.*

11. The key person should keep a record of the scope of the inspection, including the identities of employees to whom the inspector spoke, items of apparent interest to the - inspector (for example, a specific machine or machine operation), comments made by the inspector, and individual observations of the key person. *See paragraph 15 below for instructions regarding these notes, records, etc.*

12. If at any time during the consensual inspection, it is decided by the key person or other designated City representative that the inspection should be terminated, inform the inspector of the fact, and the inspector will immediately stop the inspection and depart the scene. Where possible, the Risk Manager and/or Safety Officer should be consulted prior to terminating the inspection.

Remember: An inspection, being consensual, may be terminated upon the revocation of the consent by the employer. The inspection authority may seek an inspection warrant to complete the inspection at a later time and day.

13. Upon completion of the inspection, the key person should request that the inspector hold a closing conference. It is advisable that more than one city representative attend the closing conference to ensure that the City understands the statements of the inspector.

14. During the closing conference, the inspector should be asked if any citations are to be issued as a result of the inspection. If citations are to be issued, determine what safety orders were allegedly violated. The closing conference is neither the time nor the place to argue with the inspector. Make no concessions or admissions during the closing conference.

15. Upon completion of the inspection and closing conference, the key person should prepare a report of the inspection incorporating any records, notes, samples, photographs, etc. made or taken during the inspection. This report is to be made available at the request of City legal advisors. If this report is prepared by anyone other than the Risk Manager, a copy must be sent to the Risk Manager.



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1.4.2 Safety and Hazardous Conditions – Reports and Follow – Up

Approved by:

Established: 1/7/88

Attachments:

Revised: 7/31/00; 10/01/12

Cross Reference:

I. STATEMENT

It is the intent of City Management to make sure that all City employees address safety as a priority concern. We strive to maintain a safe work environment as well as to maintain safe living conditions for people within the City of Watsonville. In order to accomplish these tasks the following system has been designed to communicate and address hazards that may exist.

II. PROCEDURE

1. The following are the general safety concerns this procedure addresses:

- A. Any dangerous and/or defective condition that a reasonable person would consider a substantial risk that could cause injury.
- B. Any City employee causing an injury to a citizen due to a negligent or wrongful act or omission is a safety concern.
- C. Dangerous activities by City employees causing them unreasonable risk that could lead to injury; not properly providing and/or wearing safety equipment.

2. Any employee who has knowledge of a hazardous condition should:

- A. Act, within the employee's realm of responsibility, as a citizen and City employee to clear the problem.
- B. Report the hazard to Customer Services or to the proper City department for follow-up action. A copy of the report will be issued to the Risk Manager or his/her designee for follow-up and filing.

3. The following is a list of the Department Heads and their areas of responsibility:

- **Public Works Director**

- i. **Sidewalks**

- (a) Grease, oil, or other substances that might cause a threat (tripping, slipping, etc.)
 - (b) Holes, cracks, debris and other tripping hazards that pose unreasonable risks.
 - (c) Changes in elevation between the curb or adjoining sidewalk panel or any lift or separation that might offer a substantial safety risk.

- ii. **Streets**

- (a) Street lights and/or road signs missing or in disrepair.
 - (b) Holes, debris, construction materials or other spilled material that might cause an accident or injury.
 - (c) Misplaced or improperly placed street barricades and warning signs.
 - (d) Street hazards and other safety concerns not guarded or properly posted (especially concerned about private contractors work).

- iii. **Public Utilities**

- (a) Water mains, sewer lines and other City-owned and/or maintained water or sewage treatment equipment posing an unsafe condition.
 - (b) Unlighted or improperly positioned street light or traffic signal.

- iv. **Municipal Service Center**

- Vehicles maintained in safe condition:

- (a) Seat belts not available and in good working condition.
 - (b) Warning lights not working.
 - (c) Tires not safe depth of tread; mirrors not in good repair.
 - (d) Windshields not broken and free from obstruction.
 - (e) Brakes or steering not in good repair - vehicles serviced routinely.

- **Community Development Department - (Community Development Director)**

- (a) Obvious structural collapse or dilapidation visible from public way.
- (b) Obvious electrical hazards.
- (c) Leaking building plumbing or signs of sanitation problem.
- (d) Overcrowded and dilapidated housing.

- **Fire Department - Fire Chief**

- (a) Any fire hazard to include structural hazard, trash, weeds and/or debris left to gather in an unsafe condition.
- (b) Improper or blocked exit ways.
- (c) Overcrowded occupancy of any institutional, commercial or industrial occupancy.
- (d) Any improper use of flammable and/or hazardous materials.
- (e) Any other condition that would substantially add to the fire threat of the community.
- (f) Threatened or existing release of hazardous materials.

- **Police Department - Police Chief**

- (a) Dangerous traffic conditions.
- (b) Abandoned vehicles.
- (c) Unsafe or improper parking.

- **Parks & Community Services - Director**

- (a) Any unsafe condition existing in a public building, park or recreational facility owned, operated, or leased by the City.

- **Risk Manager**

- (a) All other areas of safety and hazardous conditions.



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1.4.3 Vehicle Accident, Property Damage & Lost & Stolen Property Reports

Approved by:

Established: 10/17/79

Attachments:

1- [City of Watsonville Incident/ Injury Report](#)

Revised: 1/11/80; 1/7/88; 7/31/00; 10/01/12

Cross Reference:

1.3.7 [Use of City Vehicles](#)

1.4.4 [Establishing a review Committee for Vehicle Accidents and Injuries](#)

2.5.2 [Illness/Injury Report and Return to Duty Policy](#)

I. STATEMENT

The City of Watsonville owns various types of property of considerable value, i.e. buildings, stationary and movable equipment, vehicles of all types, traffic control devices, etc.

Damaged or destroyed City property must be repaired or replaced at considerable annual expense.

II. PROCEDURE

Responsibility for damage must be determined promptly in order that the City may recover cost of repair or replacement whenever possible.

1. Accidents involving a City vehicle:

A. Notify the Police Department immediately. If the accident has occurred in the unincorporated County area notify the appropriate law enforcement agency with jurisdiction over the area.

EXCEPTION: If the accident is minor and the Police Department cannot respond or has another agency respond in a reasonable period of time, notify the supervisor in charge of vehicle and fill out the accident report card provided in each vehicle.

B. If there are no bodily injuries, move the vehicle out of the roadway where necessity requires the vehicles should be moved. The appropriate law enforcement authorities will be able to recreate the scene of the accident

through available evidence. Where there are bodily injuries, the vehicle should not be moved until the law enforcement authorities arrive.

C. Do not discuss the accident, or give statements to anyone other than the Police.

D. If the citizen involved in the accident chooses to leave before Police arrive, attempt to attain their name, address and driver license number.

E. The Police Department will obtain the names of **owners and drivers involved**; license numbers of drivers; registration and other information. If another authority makes the report instead of Watsonville Police, and the injuries or damages are severe, the driver of the City vehicle should obtain the names of owners and drivers involved license numbers of drivers, registration, and other information.

F. Report the accident as soon as possible to department supervisor who will make sure the [City of Watsonville Incident Report](#) is completed.

G. Department supervisor shall forward report to the Risk Manager (CM Department) immediately. Cases in which California Highway Patrol (C.H.P.) is the investigating agency, forward a copy of the C.H.P. report receipt.

H. Stolen property must be reported to the Police Department. The supervisor shall make sure the City of Watsonville Incident Report is completed and submitted to the Risk Manager or his/her designee. Police Department shall submit a copy of the official Police report to the Risk Manager or his/her designee.

2. Lost or damaged City property other than a vehicle if damage is done by City employee:

A. Notify the Supervisor as soon as possible after the occurrence.


B. If damage is done to City property by another person, obtain names and addresses of persons responsible for damage.

C. Obtain names and addresses of all persons and witnesses.

D. Supervisor shall complete the [City of Watsonville Incident Report](#) form and submit it to the Risk Manager or his/her designee.

3. Processing:

The Risk Manager or his/her designee shall report all employee accidents involving City-owned vehicles and/or equipment to the City insurance carrier along with a copy of the Police report.

Type of Report: (Check all that apply) <input type="checkbox"/> Incident <input type="checkbox"/> Injury	<h2 style="margin: 0;">CITY OF WATSONVILLE</h2> <h3 style="margin: 0;">INCIDENT/INJURY REPORT</h3>	
EMPLOYEE INFORMATION		
Employee ID: _____ Name: _____ (Last) (First) (MI) Job Title: _____ Work Phone: _____ Date of Incident: _____ Time of Incident: _____ Time Shift Started: _____ Date Supervisor was Notified: _____		
INCIDENT REPORT		
Police Notified: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Case Number: _____ Property: <input type="checkbox"/> Damage <input type="checkbox"/> Loss <input type="checkbox"/> Theft Department: _____ Location of Incident: _____ City Vehicle Involved: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No City Vehicle #: _____ Other Vehicle Involved: _____ Make/Model/License#: _____ Owner: _____ Insurance Co./Policy #: _____ (Last) (First) (MI) Address: _____ Other Property Damage: _____ Briefly describe damage causing event: _____		
Additional information may be added to the Incident/Injury Summary Report		
INJURY REPORT		
Date DWC 1 Provided: _____ Type of Injury: _____ First Aid Given: <input type="checkbox"/> Yes <input type="checkbox"/> No (Explain on Separate Sheet) Physical Address where Injury occurred: _____ Describe How Injury Occurred (include task and tools used): _____ Was Physician Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Physician's Name: _____ Address: _____ Phone: _____ Did Injured: _____ Leave Work: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date: _____ Time: _____ Witness: _____ Return to Work: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date: _____ Time: _____ (Name) (Address) (Phone)		
CONTRIBUTING FACTORS	- (Explain checked boxes on separate sheet) <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Sickness/Disability <input type="checkbox"/> PPE not Available <input type="checkbox"/> PPE not Used <input type="checkbox"/> Horseplay <input type="checkbox"/> Defective Equipment <input type="checkbox"/> Unsafe Storage <input type="checkbox"/> Failure to follow Policy/ Procedure/Guidelines </div> <div style="width: 50%;"> <input type="checkbox"/> Fatigue <input type="checkbox"/> Illumination <input type="checkbox"/> Lack of Adequate Training <input type="checkbox"/> Toxic/Hazardous/Substance <input type="checkbox"/> Weather Conditions <input type="checkbox"/> Lack of Policy/Procedures/Guidelines <input type="checkbox"/> Other (Explain on Separate Sheet) </div> </div>	WHAT ACTION HAS OR WILL BE DEVELOPED TO PREVENT RECURRENCE: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Develop Safety Procedures/Guidelines <input type="checkbox"/> Equipment Conditions Reported <input type="checkbox"/> Employee Counseled <input type="checkbox"/> Other (Explain on Separate Sheet) </div> <div style="width: 50%;"> <input type="checkbox"/> Scheduled Safety Training <input type="checkbox"/> Warning Signs Ordered <input type="checkbox"/> Equipment Placed Out of Service </div> </div>
DISTRIBUTION:		Email form to riskandsafety@cityofwatsonville.org
SIGNATURES		(Digital Copies only) _____ By initialing here you acknowledge that all information contained in this report is true and accurate to the best of your knowledge. Employee: _____ Date: _____ Supervisor: _____ Date: _____

M:\Safety Committee\Forms\

3/5/2014



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1.4.4 Establishing Review Committee for Vehicle Accidents and Injuries

Approved by:

Established: 3/16/81

Attachments:

Revised: 1/7/88; 7/31/00; 10/01/12

Cross Reference:

[1.4.3 Vehicle Accident Reports; Property Damage Reports; Lost & Stolen Property Reports](#)
[2.5.2 Illness/Injury Report and Return to Duty Policy](#)

I. STATEMENT

To provide a method whereby City vehicle damage and employee injuries shall be investigated in an effort to establish causes of the incident, and to reduce physical damage, time loss of equipment and personnel, and minimize liability potential

It is the policy of the Safety Committee to conduct an inquiry into all events of damage involving City vehicles, regardless of whether the employee is on-duty or off-duty. The policy also requires that all employee on-duty injuries be reviewed for cause and recommendations be made to the City Manager for future preventative measures.

It is hereby established by this policy that members of the Safety Committee are additionally designated as an "Accident Review Committee." The Committee is assigned to fact-find and make appropriate recommendations to the Department Head responsible for the employee involved in the accident.

II. PROCEDURE

- 1.** Review City of Watsonville Incident Reports occurring the prior month.
- 2.** Review Traffic Collision Report (if applicable).
- 3.** View photographs, examine damages, and/or visit site of incident.
- 4.** If necessary, interview the supervisor and/or employee.

5. After a thorough investigation, the Committee will classify the incident into one of the following classes:
- A. Preventable: Any damage or injury caused by negligence or a violation of any law or **ordinance; any damage or injury caused** by the employee failing to avail himself of the "last clear chance" to avoid the incident; any damage or injury caused by the employee that is the result of an action or an inaction, on the part of the driver, that would not have occurred if the driver had been operating the vehicle in a defensive manner.
 - B. Non-Preventable: Any damage or injury caused by an employee operating a vehicle for the City of Watsonville under the following circumstances:
 - a. When properly and legally parked.
 - b. Proven mechanical failure not previously known to the driver.
 - c. Circumstances beyond the control of the driver and where his conduct did not contribute to the circumstance.
 - C. Work Damage: Any damage or injury incurred whenever an employee has used reasonable care and, but because of the nature of the work on job assignment, and usual circumstances beyond the control of the employee, materially contributed to the incident.
- NOTE: While deliberating the above-listed classes, the Accident Review Committee shall not consider the involved employee's driving history, nor shall they consider the monetary loss of the damage.
6. If warranted, recommendations on how to prevent future incidents will be forwarded to the Department Head responsible for the employee causing the accident. All decisions and recommendations shall be subject to review by the Risk Manager and City Manager whose decision shall be final.



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1.4.5 Americans with Disabilities Act – Grievance Procedure

Approved by:

Established: 12/8/93

Attachments:

1- [Americans with Disability Act Grievance Form](#)

2- [Discrimination Complaint Form](#)

Revised: 7/31/00; 10/01/12

Cross Reference:

I. STATEMENT

The City of Watsonville ("City") is committed to providing quality services and facilities to all individuals. The intent of this procedure is to provide a method of grievance settlement for those community members, City employees or any other individuals who have a problem with physical access to public facilities or programs controlled by the City.

Those who have a visual or other physical impairment that would make it difficult to complete the grievance procedure as identified below should contact the City Clerk or ADA Coordinator (Deputy City Manager) for assistance. The contact phone numbers are City Clerk, 768.3040, or Deputy City Manager, 768.3010. Those with a hearing impairment may use the City's Telecommunication Device for the Deaf (TDD) by calling 763.4075.

II. PROCEDURE

Any individual who believes that they have been subjected to unlawful discrimination and discriminated against in any program, service or facility offered by the City on the basis of a disability, as defined by ADA, may file a complaint in accordance with this grievance procedure as follows:

1. Submit all complaints regarding access or alleged discrimination in writing to the City's ADA Coordinator (Deputy City Manager) on [the form attached](#) to this procedure. These forms will be available through the City Clerk, Library, City Manager's Office, Parks and Community Services Office, Police Department, and Fire Station #1 (call 768.3010 for details). The written statement should include the complainant's name, address, and telephone number, and describe the discriminatory action in sufficient detail to inform the City of the nature, date and location of the violation. A record of the complaint and any action will be

kept on file in the office of the Coordinator. The complaint will be investigated and a written decision will be provided by the City's ADA Coordinator to the complainant within forty-five (45) calendar days after receipt of the complaint.

2. If the complaint is not resolved to the satisfaction of the complainant by the ADA Coordinator (in the ADA Coordinator's written response to the complainant) then within fifteen (15) calendar days after the date of mailing, the complainant shall notify the ADA Coordinator in writing that the decision is unsatisfactory. Upon receipt of this notice the complaint will be forwarded to the City's ADA Complaint Review Committee ("Committee"). The function of the Committee will be to hear or review complaints, requests or suggestions from disabled persons regarding access to and participation in public facilities, services, activities and functions provided by the City. The Committee shall consist of the City Manager or his/her designee (who shall chair the meeting), Building Official, Parks and Community Services Director, Librarian, a representative from and selected by the ADA Compliance Committee, and a member selected by the City Manager from among the chairpersons of the Planning Commission, Personnel Commission, or Recreation and Parks Commission, depending upon the issue involved and availability. The City Clerk will serve as Secretary to the Committee and will maintain and process the public records associated with the complaint review.
3. The Committee will hear such complaints in public within thirty (30) calendar days of receiving a complaint in an unbiased, objective manner. The Committee, in its investigation of such complaints, may seek advice and/or information from appropriate community groups or individuals representing the disabled.
4. The Committee will issue a written decision within fifteen (15) calendar days after the close of the hearing concerning the complaint. If requested in advance, all proceedings of the Committee shall be recorded, transcribed, and maintained as public record by the City Clerk.
5. If the complaint cannot be resolved to the complainant's satisfaction by the Committee, then within fifteen (15) calendar days after receipt of the decision or twenty (20) calendar days after the date of mailing, whichever is sooner, the complainant shall notify the City Clerk in writing that the decision is unsatisfactory and the complaint will be heard by the City Council. The City Clerk shall set the matter for hearing before the City Council (open for public review and comment) at a subsequent regular meeting and shall cause notice thereof to be given to the complainant by mailing such notice not less than ten (10) days prior to the hearing. A determination will be made within thirty (30) calendar days of the close of the public hearing. The decision of the City Council will be made during a regular session, open to the public. The City Council's decision is the final authority regarding the City's position on the ADA claim.

6. The City Clerk will maintain a record of Committee action taken at each level of grievance process.
7. The time frames established for complaint resolution may be extended if the City Manager and Complainant mutually agree that the time extension will benefit the process of attaining a quality final resolution to the grievance.
8. The individual's right to prompt and equitable resolution of the complaint described herein must not be impaired by the pursuit of other remedies, such as the filing of a complaint with the Department of Justice or the Equal Employment Opportunity Commission. Furthermore, this grievance procedure does not preclude, nor must it precede, the filing of a complaint with the appropriate federal agency; however, any such complaint must be filed with the appropriate federal agency within 180 days of the alleged discrimination.

CITY OF WATSONVILLE - 275 MAIN STREET, SUITE 400 - WATSONVILLE, CA 95076 - 831.768.3040

Americans with Disabilities Act Grievance Form



Intent: This form will initiate an investigation of the complaint described herein. The entire grievance procedure is available from the City Clerk's office located at 275 Main Street, Suite 400, Watsonville, CA 95076. For further information, please contact the City's ADA Coordinator (Assistant City Manager) at 831.768.3010.

Those who have a visual or other physical impairment that would make it difficult to complete the grievance procedure as identified below should contact the City Clerk at 831.768.3040 or the ADA Coordinator (Assistant City Manager) at 831.768.3010 for assistance. Those with a hearing impairment may use the City's Telecommunication Device for the Deaf (TDD) by calling 831.763.4075.

Complaint Details: In order to initiate an investigation of your complaint or concern please provide the following information:

Please return the completed form to the City Clerk's office located at 275 Main Street, Suite 400.

Name:	Address:
Telephone Number:	
Describe the discriminatory action or physical barrier that requires investigation: (include the nature, date and location of the violation; attach sheet, if necessary:	
Proposed Solution:	
Signature:	Date:
Office Use Only:	
Form Received by:	Date:
ADA Committee Review Date:	
Date that complaint response was returned to complainer by ADA coordinator:	

CITY OF WATSONVILLE - 275 MAIN STREET, SUITE 400 - WATSONVILLE, CA 95076 - 831.768.3020

City of Watsonville Discrimination and/or Harassment Complaint Form



Complete this form to complain of prohibited discrimination and/or harassment and return the form to the Human Resources Department.

PLEASE PRINT OR TYPE – ATTACH EXTRA SHEETS IF NECESSARY

1. **Name:** _____
Address: _____

Employee Number (Last 5 digits of SS#): _____
Job Title: _____ **Department:** _____
Immediate Supervisor: _____
2. **Identify the Respondent(s) you allege discriminated against you.**
Name of Respondent: _____
Department: _____
3. **Indicate the basis for the alleged prohibited discrimination and/or harassment:**

<input type="checkbox"/> Age	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Whistle Blower
<input type="checkbox"/> Race/Color	<input type="checkbox"/> FMLA	<input type="checkbox"/> Pregnancy
<input type="checkbox"/> Gender	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Disability	<input type="checkbox"/> Marital Status	<input type="checkbox"/> Ancestry
<input type="checkbox"/> Religion	<input type="checkbox"/> Sexual Orientation/Identity	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Other _____	<input type="checkbox"/> National Origin	
4. **Briefly explain the discrimination and/or harassment you believe happened:** _____

5. **a. On what date(s) did the alleged discriminatory act(s) occur:** _____
b. Explain the alleged incident: _____

c. List the name and position title of person(s) who witnessed the conduct or incident.
Name _____ **Position** _____
Name _____ **Position** _____
Name _____ **Position** _____

~ 1 ~

6. Did the person you are complaining against state a reason for the action prompting your complaint? If yes, please describe.

7. Describe why you believe the incident you described was related to your race, gender, or whatever basis you indicated above, or why you believe you were retaliated against:

8. Have you attempted to resolve your complaint? If so, with whom? What is the status of the complaint?

9. What remedy are you seeking with respect to the alleged prohibited harassment or discrimination?

10. Include any documentation that you believe is relevant to your complaint.

11. Complainant's Signature: _____ Date: _____

Received by: _____

Human Resources Department

Date

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1.4.6 Personal Belongings – Assumption of Risk

Approved by:

Established: 11/01/06

Attachments:

Revised: 10/01/12

Cross Reference:

I. STATEMENT

Absent a written agreement otherwise, the City is not responsible for damage or loss to employee's personal belongings on or related to the job.

II. RULE


Damage, breakage, or theft of such items as wallets, purses, electronic devices, cellphones, iPods, MP-3 players, tables, laptops, video cameras, boom boxes, radios, eyeglasses, personal heaters, writing instruments, flashlights, tools, knives, and similar items are the sole responsibility of the employee. The City will not be responsible for the theft, loss or damage to such items on or related to the job, whether on or off City premises.

III. COMMENTS

The risk of loss to the City of valuable personal items is too great for the City to be responsible. It is more efficient and effective for the employee to protect his or her own property. Nor can the City effectively manage the risk since it is too difficult to know which employee has which valuable personal items at which locations or which days.



City of Watsonville
Administrative Rules and Regulations
Chapter II– Human Resources
Section 1 – Labor Relations

2.1.1 Employer/Employee Relations		Approved by: 
Established: 5/23/79	Attachments: 1 – Employer Employee Relations Resolution 56-08	
Revised: 7/31/00; 10/01/12	Cross Reference:	

I. STATEMENT

The purpose of the Employer-Employee Relations Resolution is to provide an orderly procedure for the administration of employer-employee relations between the City and its employee organizations and for resolving disputes regarding wages, hours and other terms and conditions of employment.

II. PROCEDURE

[Resolution No. 56-08 \(CM\)](#) attached hereto is adopted as a part of these Rules and Regulations.

RESOLUTION NO. 56-08 (CM)
A RESOLUTION OF THE CITY OF WATSONVILLE AMENDING PROCEDURES FOR
EMPLOYER AND EMPLOYEE RELATIONS AND FOR RESOLVING DISPUTES
REGARDING WAGES, HOURS, AND CONDITIONS OF EMPLOYMENT

Rescinds Resolution No. 38-74 (CM)

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WATSONVILLE, CALIFORNIA, AS
FOLLOWS:

That the following definitions and procedures shall apply in the City of
Watsonville.

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SECTION 1. TITLE OF RESOLUTION

This resolution shall be known as the Employer-Employee Relations Resolution of the City of Watsonville.

SECTION 2. STATEMENT OF PURPOSE

The purpose of this resolution is to implement Chapter 10, Division 4, Title 1 of the Government Code of the State of California (Section 3500, et seq) captioned “Public Employee Organizations,” by providing orderly procedures for the administration of employer-employee relations between the City and its employee organizations and for resolving disputes regarding wages, hours and other terms and conditions of employment.

SECTION 3. DEFINITIONS

As used in this resolution, the following terms shall have the meanings indicated:

- (a) APPROPRIATE UNIT – means a unit established pursuant to Section 10 of this resolution.
- (b) CITY – means the City of Watsonville, a municipal corporation, and where appropriate herein, “City” refers to the City Council, the governing body of said City, or any duly authorized management employee as herein defined.
- (c) CONSULT OR CONSULTATION IN GOOD FAITH – means to communicate verbally or in writing for the purpose of presenting and obtaining views or advising of intended actions.
- (d) EMPLOYEE – means any person regularly or temporarily employed by the City except those persons elected by popular vote.
- (e) EMPLOYEE CONFIDENTIAL – means an employee who is privy to decisions of City management affecting employer-employee relations, including, but not limited to, the Secretary to the City Manager and Police Secretary.
- (f) EMPLOYEE, MANAGEMENT – means any employee having significant responsibilities for formulating and administering City policies and programs, including, but not limited to, the chief executive officer, department heads and first-line supervisors.
- (g) EMPLOYEE, PROFESSIONAL – means employees engaged in work requiring specialized knowledge and skills attained through completion of a recognized course of instruction, including, but not limited to, attorneys, engineers and various types of physical, chemical and biological scientists.

- (h) EMPLOYEE, SUPERVISORY FIRST LINE – means any employee, having authority to exercise independent judgment and responsibility to direct other employees, to recommend transfer, suspension, lay off, promotion, discharge, or discipline. These shall include, but is not limited to, Redevelopment Manager; Principal Planner; Principal Engineer, Public Works Operations Manager, Wastewater Treatment Facilities Manager, Solid Waste Division Manager, Water Operations Supervisor; Parks Services Manager and Recreation Superintendent; Deputy Police Chief and Police Lieutenant; and Battalion Fire Chief.
- (i) EMPLOYEE ORGANIZATION – means any organization which includes employees of the City and which has as one of its primary purposes representing such employees in their employment relations with the City.
- (j) EMPLOYER-EMPLOYEE RELATIONS – means the relationship between the City and its employees and their employee organization, or when used in a general sense, the relationship between City management and employees or employee organizations.
- (k) GRIEVANCE – as this term is defined in Section 19.
- (l) IMPASSE – means (1) a deadlock in the annual (or periodic) discussions between a majority representative and the City over matters concerning mandatory subjects of bargaining.
- (m) MAJORITY REPRESENTATIVE – means an employee organization, or its duly authorized representative, that has been granted formal recognition by the Municipal Employee Relations Officer as representing the majority of employees in an appropriate unit.
- (n) MEDIATION OR CONCILIATION – means the efforts of an impartial third person, or persons, functioning as intermediaries, to assist the parties in reaching a voluntary resolution to an impasse, through interpretation, suggestion, and advice. Mediation and conciliation are interchangeable terms.
- (o) MEET AND CONFER IN GOOD FAITH (sometimes referred to herein as “meet and confer” or “meeting and conferring”) – means performance by duly authorized City representatives and duly authorized representatives of their mutual obligation to meet at reasonable times and to confer in good faith regarding matters within the scope of representation including wages, hours and other terms and conditions of employment, in an effort to:
 - (1) reach an agreement on those matters within the authority of such representatives; and

- (2) reach agreement on what will be recommended to the City Council on those matters within the decision-making authority of the City Council. This does not require either party to agree to a proposal or to make a concession.
- (p) MUNICIPAL EMPLOYEE RELATIONS OFFICER – means the City’s principal representative in all matters of employer-employee relations designated pursuant to Section 17, or his duly authorized representative.
- (q) PEACE OFFICER – as this term is defined in Section 830, California Penal Code.
- (r) RECOGNIZED EMPLOYEE ORGANIZATION – means an employee organization, which has been recognized pursuant to this resolution by the Municipal Employee Relations Officer as an employee organization that represents employees of the City.
- (s) RESOLUTION – means, unless the context indicates otherwise, the Employer-Employee Relations Resolution of the City of Watsonville.
- (t) SCOPE OF REPRESENTATION – means all matters relating to employment conditions and employer-employee relations, including, but not limited to wages, hours and other terms and conditions of employment. City Rights, Section 5, are excluded from the Scope of Representation.

SECTION 4. EMPLOYEE RIGHTS

Employees of the City shall have the right to form, join and participate in the activities of employee organizations of their own choosing for the purpose of representation of all matters of employer-employee relations, including, but not limited to wages, hours and other terms and conditions of employment.

Employees of the City shall also have the right to refuse to join or participate in the activities of employee organizations and shall have the right to represent themselves individually in their employment relations with the City. No employee shall be interfered with, intimidated, restrained, coerced or discriminated against because of their exercise of these rights.

SECTION 5. CITY RIGHTS

The rights of the City include, but are not limited to, the exclusive right to determine the mission of its constituent departments, commissions and boards; set standards of service; determine the procedures and standards of selection for employment and promotion; direct its employees; take disciplinary action, relieve its employees from duty because of lack of work or for other legitimate reasons; maintain

the efficiency of governmental operations; determine the methods, means and personnel by which government operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

SECTION 6. MEET AND CONFER IN GOOD FAITH – SCOPE

- (a) The City, through its representatives, shall meet and confer in good faith with representatives of formally recognized employee organizations regarding matters within the scope of representation including wages, hours and other terms and conditions of employment within the appropriate unit.
- (b) The City shall not be required to meet and confer in good faith on any subject pre-empted by Federal or State law or by the City Charter, nor shall it be required to meet and confer in good faith on the definition of Employee or City Rights in Section 4 and 5. Proposed amendments of this resolution are excluded from the scope of meetings and conferring.

SECTION 7. CONSULTATION IN GOOD FAITH – SCOPE

All matters affecting employer-employee relations, including those that are not subject to meeting and conferring, are subject to consultation. The City, through its representatives, shall consult in good faith with representative of all recognized employee organizations on employer-employee matters, which affect them.

SECTION 8. ADVANCE NOTICE

Reasonable written notice shall be given to each recognized employee organization affected of any ordinance, rule, resolution or regulation directly relating to matters within the scope of representation proposed to be adopted by the City Council or by any board or commission of the City, and each shall be given the opportunity to meet with such body prior to adoption.

In cases of emergency when the City or any board or commission of the City determines that an ordinance, rule, resolution or regulation must be adopted immediately without prior notice or meeting with a recognized employee organization, the City or the board or commission of the City shall provide such notice and opportunity to meet at the earliest practicable time following the adoption of such ordinance, rule, resolution or regulation.

SECTION 9. PETITION FOR RECOGNITION

- (a) An employee organization that seeks formal recognition for purposes of meeting and conferring in good faith as the majority representative of employees in an appropriate unit shall file a petition with the Municipal Employee Relations Officer containing the following information and documentation:
 - (1) Name and address, telephone number and facsimile number of the employee organization.
 - (2) Names and titles of its officers.
 - (3) Names of employee organization representatives who are authorized to speak on behalf of its members, and the address and telephone number and e-mail of those representatives.
 - (4) A statement that the employee organization has, as one of its primary purposes, representing employees in their employment relations to the City.
 - (5) A statement whether the employee organization is a chapter or local of, or affiliated directly or indirectly in any manner with, a regional or state, or national or international organization, and if so, the name and address of each such regional, state or international organization.
 - (6) Copies of the employee organization's constitution and by-laws.
 - (7) A designation of those persons, not exceeding two in number, and their addresses or e-mail, to whom notice sent by regular United State mail or electronically, as designated, will be deemed sufficient notice on the employee organization for any purpose.
 - (8) A statement that the employee organization recognizes that the provisions of Section 923 of the Labor Code are not applicable to City employees.
 - (9) A statement that the employee organization has no restriction on membership based on race, color, creed, sex, sexual orientation, disability, medical condition or genetic characteristics, pregnancy, age or national origin.
 - (10) The job classifications or titles of employees in the unit claimed to be appropriate, a designation of their status as regular or temporary and the approximate number of member employees therein.
 - (11) A statement that the employee organization has in its possession written proof, dated within six months of the date upon which the petition is filed, to establish that at least thirty (30%) percent of the employees in the unit claimed to be appropriate have designated the employee organization to represent them in their

employment relations with the City. Such written proof shall be submitted for confirmation to the Municipal Employees Relations Officer or to a mutually agreed-upon, disinterested third party.

- (12) A request that the Municipal Employee Relations Officer recognize the employee organization as the majority representative of the employees in the unit claimed to be appropriate for the purpose of meeting and conferring in good faith on all matters within the scope of representation.

SECTION 10. APPROPRIATE UNIT

- (a) The Municipal Employee Relations Officer, after reviewing the petition filed by an employee organization seeking formal recognition as majority representative, shall determine whether the proposed unit is an appropriate unit. The principal criterion in making this determination is whether there is a community of interest among such employees. The following factors, among others, are to be considered in making such determination:

- (1) Which unit will assure employees the fullest freedom in the exercise of rights set forth under this resolution.
- (2) The history of employee relations: (a) in the unit; (b) among other employees of the City; and (c) in similar public employment.
- (3) Consistency with organizational patterns of the City.
- (4) The effect of the unit on the efficient operation of the City and sound employer-employee relations.
- (5) The extent to which employees have common skills, qualifications, working conditions, job duties or similar educational requirements.
- (6) The effect on the existing classification structure of dividing a single classification among two or more units.
- (7) Effect of differing legally mandated impasse resolution procedures.

Provided, however, no unit shall be established solely on the basis of the extent to which employees in the proposed unit have organized.

- (b) In the establishment of appropriate units (1) professional employees shall not be denied the right to be represented separately from non-professional employees; and (2) management, first-line supervisors, and confidential employees who are included in the same unit with non-management or non-confidential employees may not represent such employees on matters within the scope of representation.

- (c) The Municipal Employee Relations Officer shall, after notice to and consultation with affected employee organizations, allocate new classifications or positions, and retain, reallocate or delete modified classifications or positions from units in accordance with the provisions of this section.

SECTION 11. CITY RESPONSE TO RECOGNITION PETITION

Upon receipt of the Petition, the Municipal Employee Relations Officer shall determine whether:

- (a) There has been compliance with the requirements of the Recognition petition; and
- (b) The proposed representation unit is an appropriate unit.

If an affirmative determination is made by the Municipal Employee Relations Officer on the foregoing matters, he/she shall so inform the petitioning employee organization, shall give written notice of such request for recognition to employees in the unit and shall take no action on said request for thirty (30) days thereafter. If either of the foregoing matters are not affirmatively determined, the Employee Relations Officer shall offer to consult thereon with such petitioning employee organization and, if such determination thereafter remains unchanged, shall inform that organization of the reasons therefore in writing. The petitioning employee organization may grieve such determination in accordance with Section 19 of this Resolution.

SECTION 12. OPEN PERIOD FOR FILING CHALLENGING PETITION

Within thirty (30) days of the date written notice was given to affected employees that a valid petition for an appropriate unit has been filed, any other employee organization may file a competing request to be formally acknowledged as the exclusive recognized employee organization of the employees in the same or in an overlapping unit (one which corresponds with respect to some, but not all the classifications or positions set forth in the recognition petition being challenged), by filing a petition evidencing proof of employee support in the unit claimed to be appropriate of at least thirty (30) percent and otherwise in the same form and manner as set forth in Section 9. If such challenging petition seeks establishment of an overlapping unit, the Municipal Employee Relations Officer shall hold for a meeting on such overlapping petitions for the purpose of ascertaining the more appropriate unit, at which time the petitioning employee organizations shall be heard. Thereafter, the Municipal Employee Relations Officer shall determine the appropriate unit or units. The petitioning employee organizations shall have fifteen (15) days from the date notice of such unit determination is communicated to them by the Employee Relations Officer to

amend their petitions to conform to such determination or to grieve such determination pursuant to Section 18.

SECTION 13. ELECTION PROCEDURE

The Municipal Employee Relations Officer shall arrange for a secret ballot election to be conducted by a party agreed to by the Municipal Employee Relations Officer and the concerned employee organization(s), in accordance with such party's rules and the procedures subject to the provisions of this Resolution. All employee organizations which have duly submitted petitions which have been determined to be in conformance with this Resolution shall be included on the ballot. The ballot shall also reserve to employees the choice of "no organization" on the ballot. Employees entitled to vote in such election shall be those persons employed in regular permanent positions within the designated appropriate unit or temporary employees with a designated appropriate unit of temporary employees who were employed during the pay period immediately prior to the date which ended at least fifteen (15) days before the date the election commences, including those who did not work during such period because of illness, vacation or other authorized leaves of absence, and who are employed by the City in the same unit on the date of the election. An employee organization shall be formally acknowledged as the Exclusively Recognized Employee Organization for the designated appropriate unit following an election or run-off election if it received a numerical majority of all valid votes cast in the election. In an election involving three or more choices, where none of the choices receives a majority of the valid votes cast, a run-off election shall be conducted between the two choices receiving the largest number of valid votes cast; the rules governing an initial election being applicable to a run-off election.

There shall be no more than one valid election under this Resolution pursuant to any petition in a 12-month period affecting the same unit.

In the event that the parties are unable to agree on a third party to conduct an election, the election shall be conducted by the California State Mediation and Conciliation Service.

Costs of conducting elections shall be borne in equal shares by the City and by each employee organization appearing on the ballot.

SECTION 14. VOLUNTARY RECOGNITION

As an alternative to an election, an employee organization may submit a signed petition, authorization cards, or union membership cards showing that a majority of the employees, in a unit determined to be appropriate bargaining unit by the Municipal Employee Relations Officer, desire such representation, unless another labor organization has previously been lawfully recognized as Exclusively Recognized Employee Organization of all or part of the same unit. Exclusive or majority representation shall be determined by a neutral third party selected by the Municipal Employee Relations Officer and the employee organization who shall review the signed

petition, authorization cards, or union membership cards to verify the exclusive or majority status of the employee organization. In the event the public agency and the employee organization cannot agree on a neutral third party, the Division of Conciliation of the Department of Industrial Relations shall be the neutral third party and shall verify the exclusive or majority status of the employee organization. In the event that the neutral third party determines, based on a signed petition, authorization cards, or union membership cards, that a second labor organization has the support of at least 30 percent of the employees in the unit in which recognition is sought, the neutral third party shall order an election to establish which labor organization, if any, has majority status.

Voluntary recognition may not be challenged by a petition or election in any 12-month period involving the same unit.

SECTION 15. PROCEDURE FOR DECERTIFICATION OF FORMALLY RECOGNIZED EMPLOYEE ORGANIZATION

A Decertification Petition alleging that the incumbent Recognized Employee Organization no longer represents a majority of the employees in an established appropriate unit may be filed with the Municipal Employee Relations Officer only during the month of March of any year following the first full year of recognition or during the thirty (30) day period commencing one hundred twenty (120) days prior to the termination date of a Memorandum of Understanding then having been in effect less than three (3) years, whichever occurs later. A Decertification Petition may be filed by two or more employees or their representative, the Municipal Employee Relations Officer or an employee organization, and, if filed other than by the Municipal Employee Relations Officer, shall contain the following information and documentation declared by the duly authorized signatory under penalty of perjury to be true, correct and complete:

- (a) The name, address, e-mail, and telephone number of the petitioner and a designated representative authorized to receive notices or requests for further information.
- (b) The name of the established appropriate unit and of the incumbent Exclusively Recognized Employee Organization sought to be decertified as a representative of that unit.
- (c) An allegation that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in the appropriate unit, and any other relevant and material facts relating thereto.
- (d) Proof of employee support that at least thirty (30%) percent of the employees in the established appropriate unit no longer desire to be represented by the incumbent Exclusively Recognized Employee

Organization. Such proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party within the time limits specified in the first paragraph of this Section.

An employee organization may, in satisfaction of the Decertification Petition requirements hereunder, file a Petition under this Section in the form of a Recognition Petition that evidences proof of employee support of at least thirty (30%) percent, that include the allegation and information required under Section 9.

Petitions filed by the Municipal Employee Relations Officer must be supported by a statement that there are reasonable grounds for believing that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of employees. Such a petition must be supported by the evidence or objective considerations relied upon by the Municipal Employee Relations Officers for believing that the Recognized Employee Relations Officer no longer represents a majority of the employee in the unit.

The Municipal Employee Relations Officer shall initially determine whether the Petition has been filed in compliance with the applicable provisions of this Resolution. If his/her determination is in the negative, he/she shall offer to consult thereon with the representative(s) of such petitioning employees or employee organization and, if such determination thereafter remains unchanged, shall return such Petition to the employees or employee organization with a statement of the reasons therefore in writing. The petitioning employees or employee organization may grieve such determination in accordance with Section 19. If the determination of the Municipal Employee Relations Officer is in the affirmative, or if his negative determination is reversed after the grievance, he/she shall give written notice of such Decertification or Recognition Petition to the incumbent Formally Recognized Employee Organization and to unit employees.

The Municipal Employee Relations Officer shall thereupon arrange for a secret ballot election to be held on or about fifteen (15) days after such notice to determine the wishes of unit employees as to the question of decertification and, if a Recognition Petition was duly filed hereunder, the question of representation. Such election shall be conducted in conformance with Section 13.

SECTION 16. PROCEDURE FOR MODIFICATION OF ESTABLISHED APPROPRIATE UNITS

Requests by employee organizations for modifications of established appropriate units may be considered by the Municipal Employee Relations Officer only during the period specified in Section 14. Such requests shall be submitted in the form of a Recognition Petition and, in addition to the requirements set forth in Section 9, shall contain a complete statement of all relevant facts and citations in support of the proposed modified unit in terms of the policies and standards set forth hereof. The Municipal Employee Relations Officer shall process such petitions as other Recognition Petitions.

The Municipal Employee Relations Officer may by his own motion propose that an established unit be modified. The Municipal Employee Relations Officer shall give written notice of the proposed modification(s), at which time all affected employee organizations shall be heard. Thereafter, the Municipal Employee Relations Officer shall determine the composition of the appropriate unit or units in accordance with Section 10, and shall give written notice of such determination to the affected employee organizations. The Municipal Employee Relations Officer's determination may be grieved as provided in Section 19. If a unit is modified pursuant to the motion of the Municipal Employee Relations Officer hereunder, employee organizations may thereafter file Recognition Petitions seeking to become the Recognized Employee Organization for such new appropriate unit or units pursuant to Section 9.

SECTION 17. DESIGNATION OF MUNICIPAL EMPLOYEE RELATIONS OFFICER

The City Council hereby designates the City Manager as the Municipal Employee Relations Officer who shall be the City's principal representative in all matters of employer-employee relations, with authority to meet and confer in good faith on matters within the scope of representation including wages, hours and other terms and conditions of employment.

The Municipal Employee Relations Officer so designated is authorized to delegate these duties and responsibilities.

SECTION 18. RESOLUTION OF IMPASSES

Impasse procedures may be invoked only after the possibility of settlement by direct discussion has been exhausted.

The impasse procedures are as follows:

- (a) MEDIATION (OR CONCILIATION) (Defined in Section 3 (n)) – All mediation proceedings shall be private. The mediator shall make no public recommendations nor take any public position concerning the issues.
- (b) A DETERMINATION BY THE CITY COUNCIL – after a hearing on the merits of the dispute.
- (c) Any other dispute resolving procedures to which the parties mutually agree or which the City Council may order.

Any party may initiate the impasse procedure by filing with the other party (or parties) affected a written request for an impasse meeting together with a statement of its position on all disputed issues. An impasse meeting shall then be scheduled by the Municipal Employee Relations Officer forthwith after the date of filing of the written request for such meeting, with written notice to all parties affected. The purpose of such impasse meeting is twofold:

- (1) To permit a review of the position of all parties in a final effort to reach agreement on the disputed issues; and
- (2) If agreement is not concluded, to mutually select the specific impasse procedure to which the dispute shall be submitted; in the absence of agreement between the parties on this point, the matter shall be referred to the City Council.

The fees and expenses, if any, of mediators or of any other impasse procedure, shall be payable one-half by the City and one-half by the employee organization or employee organizations.

When a dispute is presented to the City Council, it could request a fact-finding report prior to making its determination. In any event, the ultimate decision on all matters requiring legislative action would be made by the City Council.

SECTION 19. GRIEVANCES

An employee organization aggrieved by an appropriate unit determination of the Municipal Employee Relations Officer; or an employee organization aggrieved by a determination of the Municipal Employee Relations Officer that a Recognition Petition, Challenging Petition, Decertification Petition, Unit Modification Petition – or employee aggrieved by a determination of the Municipal Employee Relations Officer that a Decertification Petition has not been filed in compliance with the applicable provisions of this Resolution, may, within ten (10) days of notice of the Municipal Employee Relations Officer's final decision, request to submit the matter to mediation by the State Mediation and Conciliation Service, or may, in lieu thereof or thereafter, grieve such determination to the City Council for final decision within fifteen (15) days of notice of the Municipal Employee Relations Officer's determination or the termination of mediation proceedings, whichever is later.

SECTION 20. MEMORANDUM OF UNDERSTANDING

When the meeting and conferring process is concluded between the City and a formally recognized employee organization representing a majority of the employees in an appropriate unit, all agreed-upon matters shall be incorporated in a written memorandum of understanding signed by a duly authorized City and majority representatives as set forth in Section 6.

As to those matters within the authority of the City Council, the memorandum of understanding shall be submitted to the City Council for determination.

SECTION 21. RULES AND REGULATIONS

The City Council may adopt such Rules and Regulations necessary or convenient to implement the provisions of this resolution and Chapter 10, Division 4, Title 1 of the Government Code of the State of California (Sections 3500, et seq).

SECTION 22. CONSTRUCTION

- (a) Nothing in this resolution shall be construed to deny any person or employee the rights granted by Federal and State laws and City Charter provisions.
- (b) The rights, powers and authority of the City Council in all matters, including the right to maintain any legal action, shall not be modified or restricted by this resolution.
- (c) The provisions of this resolution are not intended to conflict with the provisions of Chapter 10, Division 4, Title 1 of the Government Code of the State of California (Section 3500, et seq) as amended in 1968.

SECTION 23. SEPARABILITY

If any provision of this resolution, or the application of such provision to any person or circumstance, shall be held invalid, the remainder of this resolution, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

The foregoing resolution was introduced at a regular meeting of the Council of the City of Watsonville, held on the 8th day of April, 2008, by Member Din, who moved its adoption, which motion being duly seconded by Member Skillicorn, was upon roll call carried and the resolution adopted by the following vote:

AYES:	COUNCIL MEMBERS:	Bersamin, Caput, Din, Rios, Skillicorn, Rivas, Petersen
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NOES:	COUNCIL MEMBERS:	None
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ABSENT:	COUNCIL MEMBERS:	None
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Kimberly Petersen, Mayor

ATTEST:


City Clerk

APPROVED AS TO FORM:

City Attorney



City of Watsonville
Administrative Rules and Regulations
Chapter II – Human Resources
Section 2 – HR Administration

2.2.1 Personnel Rules		Approved by: 
Established: 5/23/79	Attachments:	
Revised: 7/31/00; 10/01/12	Cross Reference: 2009 Personnel Rules and Regulations	

I. STATEMENT

[Section 1002 of Article X of the Charter of the City of Watsonville](#) provides that "The City Council shall implement the personnel system by adopting rules and regulations governing its administration."

II. PROCEDURE

The City Council of the City of Watsonville has adopted, by resolution, the [Personnel Rules and Regulations](#). These rules, as they may be revised from time to time, are hereby adopted as part of these Rules and Regulations.



City of Watsonville
Administrative Rules and Regulations
Chapter II – Human Resources
Section 2 – HR Administration

2.2.2 Personnel Actions

Approved by:

Established: 5/23/79

Attachments:

Revised: 3/16/92; 3/18/92; 7/31/00; 10/01/12

Cross Reference:

I. STATEMENT

All Personnel Actions including employment, rehire, advance(s) in salary steps, promotion, transfer, reclassification, demotion, suspension, separation, discharge, or any other action will be approved through the City Manager's Office and recorded on Personnel Action form.

The Personnel Actions are the responsibility of the City Manager. Unless specifically indicated, this authority is not delegated to managers. While the final authority for these actions is vested in the City Manager, the City follows a practice of conferring with Department Directors and supervisors on Personnel Actions.

Personnel Action forms, including any of the above actions, must be approved and signed by the City Manager prior to appointment and placement on the payroll system.



City of Watsonville
Administrative Rules and Regulations
Chapter II – Human Resources
Section 2 – HR Administration

2.2.3 Disciplinary Action

Approved by:

Established: 12/14/77

Attachments:

Revised: 5/24/85, 7/31/00; 10/01/12

Cross Reference:

I. STATEMENT

The City generally follows a practice of utilizing progressive discipline. Prior to imposing a suspension, demotion, or termination, regular employees in the Civil Service are afforded the opportunity for due process to protect his/her property interest in maintaining continued employment. At-will, temporary, and probationary employees are not afforded the same due process rights; however, the Human Resources Department should be consulted prior to imposing any significant discipline for employees in these categories. The employee must be notified of the proposed action and the reasons for it; he/she must be given a copy of the charges and the material upon which it is based; and he/she must be given a chance to respond to the charges either orally or in writing and given the opportunity for a pre-disciplinary conference (Skelly). Only in emergencies when the public interest is threatened can these safeguards be suspended.

The purpose of this policy is to indicate the sequence of progressive disciplinary actions supervisors should normally take following inappropriate employee performance or behavior and the rights of employees to respond.

Before any employee is suspended, demoted, dismissed, or has his\her pay reduced, the Human Resources Department must be contacted. The Human Resources Department shall review all notices of suspension or dismissal.

II. PROCEDURE

1. PROGRESSIVE DISCIPLINE

While the sequence order of disciplinary action will normally follow the order listed in this procedure, whether all steps will be followed will depend on the circumstances in each particular case.

Step One – ORAL COUNSELING:

Oral Counseling in a broad sense includes any informal discussion with an employee designed to assist him/her to fully develop his/her skills and abilities. The discussion may clarify standards, evaluate the employee's strengths and weaknesses, seek information or solve problems.

Step Two - ORAL REPRIMAND:

Supervisors give oral reprimands when counseling and performance evaluations have failed to produce the desired changes or when the employee's conduct warrants a more substantial initial step. An oral reprimand is different than counseling in that it provides express notice that if the employee's performance or behavior is not improved, then further discipline will be imposed. The oral reprimand defines the areas in which improvement is required, sets up goals leading to this improvement and informs the employee that failure to improve will result in more serious disciplinary action.

The supervisor should make a note of the date, time and content of the reprimand, and write the employee a confirming memo of the reprimand. However, no record is placed in the employee's permanent personnel file unless subsequent action is necessary.

Step Three- WRITTEN REPRIMAND:

If the performance or behavior of the employee continues to be inadequate despite counseling and an oral reprimand, the supervisor should present the employee with a written reprimand. The content of a written reprimand is essentially the same as that of the oral reprimand; however, it is placed in the employee's official personnel file. The employee is advised in writing of failure to improve his/her performance. It should include:

1. What occurred, i.e. the event(s) that necessitate this action.
2. The date and time of the event which is the cause of the reprimand.
3. What rule, policy or M.O.U. provision has been broken or violated by the employee.
4. What the employee is directed to do to correct the situation.
5. Warning that failure to improve will subject the employee to further disciplinary action up to and including dismissal.
6. Certification that the employee received a copy of the written reprimand with the supervisor's signature and date.

Copies of the written reprimand are to be distributed as follows: (1) Employee, (2) Supervisor, (3) Employee's Personnel File.

The employee should be advised of his/her right to respond in writing to any facts in question.

Step Four - SIGNIFICANT DISCIPLINE: SUSPENSION, REDUCTION-IN-PAY, DEMOTION:

All of these measures are considered Significant Discipline and subject to due process rights including a Skelly meeting prior to imposition. These measures are generally used in cases involving gross misconduct or chronic behavioral problems for which there seems to be no other appropriate action. Department Heads shall not suspend, reduce the pay of, demote, or dismiss any employee until the Human Resources Department has been contacted. All notices of suspension, reduction in pay, demotions, or dismissal shall be reviewed by the Human Resources Department prior to being given to the employee.

Suspension: A suspension is a temporary removal of an employee from his/her duties, usually without pay.

Reduction-in-pay: results from placing the employee in a lower salary step within the employee's current pay range indefinitely, or for a specified period of time.

Demotion: is involuntarily moving the employee into a lower-paying classification. Failure to meet the requirements of a promotional probation is not considered a disciplinary demotion.

Step Five: DISMISSAL:

Dismissal is the permanent removal of an employee from service. This action is only taken when the City is thoroughly satisfied that the employee has been given every opportunity to meet performance or behavior standards and has clearly failed to do so. Department Heads shall not dismiss any employee until the Human Resources Department has been contacted and the formal notice of dismissal must be reviewed by the Human Resources Department.

In the sequence of disciplinary actions, dismissal shall usually be the final action. (NOTE: Dismissal of any employee may take place without the previously described sequence of warning, reprimand and suspension if the commission of serious felonies or other inappropriate and unusual employee action has or is likely to occur. In the event the actions of an employee call for the immediate removal of his/her presence on the job, the Human Resources Department shall be contacted. If approved by the Human Resources Department, the employee may be sent home by the supervisor and advised that he/she should not return to his/her duties until the matter has been reviewed by the Department Head. During this time period while the employee action is under review and prior to Step Four above, the employee shall be placed on paid administrative leave.

2. PROCEDURE FOR IMPOSING SIGNIFICANT DISCIPLINE (Suspension, Reduction in pay, Demotion, and Dismissal) including “Skelly Rights”.

A. This process shall be used prior to imposing SIGNIFICANT DISCIPLINE: WRITTEN “NOTICE OF INTENT”

- Supervisor shall prepare written documentation outlining the events which have led to the proposed disciplinary action. Documentation should include:
 - a) Previous history of oral warnings and written reprimands.
 - b) Any and all facts or evidence (such as past employee performance evaluations) leading to present recommendation for action.
 - c) Citation to the rules, regulations, collective bargaining agreement provisions and/or statutes that have been violated.
 - d) A statement of the date that the proposed action will be effective.
 - e) A statement warning the employee about future related misconduct.
 - f) A statement that employee is prohibited from retaliating against any and all potential witnesses.
 - g) Date and time for the Skelly meeting.
 - h) Attach copies of all materials that were relied upon to support the discipline.
 - i) Statement advising the employee of the right to respond in writing and/or verbally to the proposed discipline.
 - j) Statement advising the employee that he/she has the right to be represented by a representative of his/her choice.

B. Provide the Employee with a “Reasonable Time” to Respond

After providing the employee with a Notice of Intent, the employee should be given a reasonable amount of time to respond or at least five (5) working days. Reasonable extensions should be provided if the employee makes a timely request. Failure to respond within the time specified in the Notice of Intent may result in the employee’s waiver of his/her procedural rights, but circumstances surrounding the waiver must be documented.

C. *Skelly* Officer

In most cases the Department Head where this discipline has arisen shall serve as the *Skelly* Officer; however, in some cases, another Department Head or upper-level manager may serve as the Officer. It is the Skelly Officer’s role to listen to the

employee's version of events and allow them to provide additional information or any mitigating circumstances the employee believes is relevant.

D. *Skelly* Meeting/Conference

After a Notice of Intent is served and the employee exercises his/her right to respond, a “Skelly” meeting or conference will be held if the employee wishes to respond verbally. If the employee wishes to respond in writing, there is no need to hold the meeting/conference. The “Skelly” meeting is an opportunity for the employee to tell his/her side of the story and offer any mitigating factors he/she believes the decision maker should consider before finalizing discipline.

E. Final Notice of Discipline

- After the *Skelly* meeting/conference, the Skelly Officer must decide whether the proposed discipline should be sustained, modified or rejected. If the significant discipline action will be imposed, the employer must provide the employee with written notice describing the disciplinary action that will be imposed. This notice is commonly referred to as the “Final Notice of Discipline”.
- The Final Notice of Discipline shall include all information in the Notice of Intent with the addition of providing that the employee's appeal rights to the Personnel Commission and informing the employee they have 7 calendar days to request an appeal in writing. The Final Notice shall also include a certification that the employee received a copy and the date it was received. If the employee refuses to sign the certification, the manager shall certify that the notice was serviced upon the employee.

Copies of this notice of disciplinary action to be distributed to: (1) the employee, (2) supervisor, (3) employee's personnel file.

3. PERSONNEL COMMISSION APPEALS

After receiving a Final Notice of Discipline of a significant nature (suspension, reduction-in-pay, demotion, or dismissal, employee has the right to appeal the discipline decision to the Personnel Commission. Employees must submit a request in writing to the Human Resources Department within 7 calendar days of receiving the Final Notice of Discipline. The hearing will be conducted in accord with the Watsonville City Charter, Watsonville Municipal Code, Personnel Rules and Regulations, Rules of Procedure of the

Personnel Commission of the City of Watsonville, and any relevant Government Code sections.

In accordance with City Charter, the findings and recommendations of the Personnel Commission with respect to hearings shall be transmitted to the City Manager for final decision.

4. RESIGNATION

An employee may voluntarily elect to resign instead of facing disciplinary action. By doing so, the employee loses the right to appeal. No employee can be compelled to resign; resignation must be entirely voluntary. Otherwise, the employee may later claim the resignation was made under duress and constitutes a "constructive discharge."

III. COMMENT

When it becomes necessary to implement severe disciplinary action, it is assumed that the supervisor has previously taken steps to:

1. Inform the employee in a private interview of any shortcomings in performance or behavior.
2. Offer the employee guidance or instruction to help overcome any deficiencies noted.
3. Give the employee reasonable time to improve performance.
4. Substantiate with actual facts or evidence or witness those disciplinary allegations being directed towards the employee in writing.
5. Skelly rights are not afforded probationary or at-will employees. However, there are situations where limited due process rights should be afforded. Therefore, the Human Resources Department should be consulted on all matters involving significant discipline prior to its imposition.
6. Follow the Progressive Disciplinary Procedure and the procedure for imposing significant discipline including affording the employee *Skelly* rights.
7. Departments shall always consult with the Human Resources Department prior to imposing significant discipline (suspension, reduction in pay, demotion, or dismissal).



City of Watsonville
Administrative Rules and Regulations
Chapter II – Human Resources
Section 2 – HR Administration

2.2.4 Nepotism

Approved by:

Established: 5/23/79

Attachments:

Revised: 2/14/84; 9/25/84; 7/31/00; 10/01/12

Cross Reference:

I. STATEMENT

No person shall be eligible for appointment or employment either on a permanent, temporary, part-time or probationary basis, to a salaried position within any City Department or Division thereof who either:

1. Will be supervising or be supervised by a member of his/her immediate family already employed in the same department or division; or
2. Is a member of the immediate family of any employee who works in the same department or division.

The City Manager may grant exceptions to this section on a case by case basis and may impose appropriate conditions or restrictions.

II. DEFINITIONS


The term “immediate family” shall mean such person's husband, wife, parent, spouse's parents, brother, sister, child, grandparent, and grandchild; and, the brother or sister of such person's spouse.

III. CITATION

[Resolution No. 234-84 \(CM\) dated August 28, 1984.](#)



City of Watsonville
Administrative Rules and Regulations
Chapter II – Human Resources
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2.2.5 Fingerprinting		Approved by: 
Established: 5/24/85	Attachments: 1 – Employee Statement Form	
Revised: 7/31/00; 5/18/01; 10/01/12	Cross Reference:	

I. STATEMENT

The State of California, Department of Justice, Division of Criminal Justice Information Services, Applicant Agency Support Section requires that agencies receiving criminal history information have a policy in place which assures that employees accessing confidential criminal history records be fingerprinted and processed through the California Department of Justice (DOJ).

II. PROCEDURE

The responsibility for the administration of this policy rests with the Human Resources Manager or his/her designee.

- a) Record Security: Any questions regarding the release, security and privacy of Criminal Offender Record Information (CORI) are to be resolved by the Human Resources Manager or his/her designee.
- b) Record Destruction: CORI shall be destroyed after employment determination has been made [except for those fingerprints of sworn Police Department personnel where the City maintains the records for The Commission on Peace Officer Standards and Training (POST)], and copies of same will be destroyed in such a way that the employee's name can no longer be identified.
- c) Record Dissemination: CORI shall be used only for the purpose for which it was requested.
- d) Record Storage: CORI shall be securely maintained and accessible only to the Human Resources Manager or his/her designee(s) who are committed to protect CORI from unauthorized access, use, or disclosure.

- e) Record Reproduction: CORI may not be reproduced for secondary dissemination.
- f) Training: The Human Resources Manager or his/her designee(s) shall:
1. Understand and enforce this policy.
 2. Be fingerprinted and have a criminal history clearance.
 3. Have on file a signed copy of the attached [Employee Statement Form](#) (which is itself a part of this policy) which acknowledges an understanding of laws prohibiting misuse of CORI.
 4. Penalties: Misuse of CORI is a criminal offense. Misuse of CORI may result in criminal or civil prosecution and/or administrative action up to and including loss of access to information maintained by the California Department of Justice.

EMPLOYEE/VOLUNTEER STATEMENT FORM



**[In accordance with State of California, Department of Justice, Division of Criminal Justice
Information services criminal offender record information (CORI).]**

As an employee/volunteer of the City of Watsonville, you may have access to confidential criminal record information, Department of Motor Vehicle records, or other criminal justice information which is controlled by state and federal statutes. Misuse of such information may adversely affect an individual's civil rights, and violate constitutional rights of privacy.

Penal Code Section 502 prescribes the penalties relating to computer crimes. Penal Code Sections 11105 and 13300, identify who has access to criminal history information and under what circumstances it may be released. Penal Code Sections 11140-11144 and 13301-13305, prescribe penalties for misuse of criminal history information.

Government Code Section 6200, prescribes the felony penalties for misuse of public records. California Vehicle Code section 1808.45 prescribes the penalties relating to misuse of Department of Motor Vehicle record information.

Penal Code Sections 11142 and 13300 state:

"Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor."

Civil Code Section 1798.53, Invasion of Privacy, states:

"Any person who intentionally discloses information, not otherwise public, which they know or should reasonably know was obtained from personal or confidential information maintained by a state agency or from records maintained by a federal government agency, shall be subject to a civil action, for invasion of privacy, by the individual."

Civil, Criminal, and Administrative Penalties

- A. Penal Code Section 11141: DOJ furnishing to unauthorized person (misdemeanor)
- B. Penal Code Section 11142: Authorized person furnishing to other (misdemeanor)
- C. Penal Code Section 11143: Unauthorized person in possession (misdemeanor)
- D. California Constitution, Article 1, Section 1 (Right to Privacy)
- E. 1798.53 Civil Code, Invasion of Privacy
- F. Title 18, USC, Sections 641, 1030, 1951, and 1952

Any person/volunteer who is responsible for such misuse may be subject to immediate dismissal. Violations of this law may result in criminal and/or civil action.


I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING MISUSE OF CRIMINAL RECORD INFORMATION.

Signature: _____ Date: _____
Print name: _____ Title: _____

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City of Watsonville
Administrative Rules and Regulations
Chapter II – Human Resources
Section 2 – HR Administration

2.2.6 HIPAA Privacy Policy and Procedures		Approved by: 
Established: 5/18/01	Attachments: 1- HIPAA Release of Health Information	
Revised: 10/01/12	Cross Reference:	

I. STATEMENT

On August 14, 2002, the U.S. Department of Health and Human Services (HHS) published final regulations for Standards for Privacy of Individually Identifiable Health Information (the Privacy Rule). The Rule was established to provide national standards for the protection and privacy of protected health information (PHI).

The purpose of this document is the establishment of Health Insurance Portability and Accountability Act (HIPAA) Policy and Procedures for employees of the City of Watsonville. This Administrative Rule became effective April 14, 2004. This document provides a comprehensive outline of what City of Watsonville employees' responsibilities are to be in compliance with federal and state HIPAA Privacy Regulations.

II. DEFINITION

Whenever used, the following terms have the following meaning unless a different meaning is clearly required by context:

1. **Authorization:** By signature, authorizes release of Protected Health Information (PHI) to Human Resources Department staff and allows use and disclosure of PHI for purposes such as treatment, payment or health care operations by both the City of Watsonville and its Third Party Administrator (TPA).
2. **Business Associate:** A person (including a vendor or other entity) who is not an employee of covered entity and either performs or assists in a function involving the use or disclosure of Individually Identifiable Health Information (IIHI) (including certain insurance functions, such as claims processing, data analysis, utilization review and billing) or provides certain services to the covered entity (including accounting, actuarial, administrative and legal) which includes the receipt or

disclosure of IIHI. A covered entity may be a business associate of another covered entity.

3. Covered Entity: An entity subject to HIPAA Privacy Rules, which may cover more components than just health care components and must ensure it does not disclose protected health information to another component of the entity that would be prohibited from receiving information.
4. Health Care Carrier: The health care carrier is the City of Watsonville's Group Health Plan which provides or pays for the cost of medical care.
5. Individually Identifiable Health Information (IIHI): Health information that is a subset of health information, including demographic information collected from an individual, and is (1) either created or received by a health care provider, health plan, employer, or health care clearinghouse; and (2) relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual; and that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.
6. Privacy Officer: The Human Resources Manager serves as the Privacy Officer. The Privacy Officer's primary responsibilities include:
 - Development of the HIPAA Privacy Policy and Procedures;
 - Oversight of the HIPPA Privacy Policy and Procedures implementation;
 - Preparation and oversight of distribution of the HIPAA Privacy Notice;
 - Development, coordination and participation of the education and training for managers, Finance and Human Resources Department staff;
 - Development of an atmosphere to encourage associates to report possible noncompliance by the City of Watsonville, health insurance carriers and/or Third Party Administrator (TPA);
 - Acting on matters related to privacy compliance. This includes the design and coordination of internal reviews and any needed corrective action (e.g., revise policy and procedures, institute additional training);
 - Coordination with Departments for disciplinary sanctions associated with violations of the Privacy Policy and Procedures;
 - Coordination for mitigating efforts in the event of a violation of the Privacy Rules; and

- Periodic revision of the HIPPA Privacy Policy and Procedures as a result of changes at the City of Watsonville, federal or state law.
7. Protected Health Information (PHI): Is individually identifiable health information that is transmitted by electronic media, maintained in any electronic medium, or transmitted or maintained in any other form or medium. PHI exclude individually identifiable health information in education records covered by the Family Educational Right and Privacy Act, and employment records held by a cover identity in its role as employer.
 8. Third Party Administrator (TPA): An entity that may collect premiums, pay claims and/or provide administrative services to the City of Watsonville's group benefits program.

III. PROCEDURE

1. Complaint Process: the City of Watsonville is committed to complying with HIPAA Federal and State privacy laws and to correct any violations whenever they may occur in the organization. Each individual has the responsibility to report to the City of Watsonville Privacy Officer, and/or the City of Watsonville's Health Plan Broker or Third Party Administrator, any activity that violates applicable privacy laws, rules, regulations or City of Watsonville HIPPA Privacy Policy and Procedures.

The City of Watsonville's Privacy Officer and Third Party Administrator will assist individuals who have questions regarding their privacy rights or who wants to report privacy breach. Any individual may contact the City of Watsonville's Privacy Officer and/or Third Party Administrator's Privacy Officer (TPA) to file a complaint over a possible breach of privacy regulations. A log will be maintained of reported violations, the nature of any investigation and its results, including mitigation measures taken. Individuals also have the right to report violations to the Secretary of the U.S. Department of Health and Human Services.

The City of Watsonville will make every effort to maintain the confidentiality of the identity of any individual who reports possible violations, although there may be a point at which an individual's identity becomes known or must be revealed as a legal matter.

There will be **no retaliation** against an individual who reports a possible violation of: Federal or State privacy regulations, City of Watsonville HIPAA Privacy Policy and Procedures, or his or her privacy rights.

2. Mitigation Procedures: If a use or disclosure by City of Watsonville or City of Watsonville's business associate(s) would violate HIPAA Privacy Regulations, the City of Watsonville will take prompt action to mitigate any damaging effects that the disclosure could have on a participant(s). City of Watsonville employees are required to report any violation that they observe, or learn of, to City of Watsonville's Privacy Officer, so that the action to mitigate the damage, if any, can commence promptly.
3. Detect Offenses and Implement Corrective Actions: The City of Watsonville and its business associates will immediately address any possible violations of HIPAA Privacy Regulations and/or Privacy Procedures.
 - Investigation and Corrective Actions: If the City of Watsonville receives a report of noncompliance, or the Privacy Officer or a business associate of City of Watsonville discovers credible evidence of a violation, an investigation will immediately ensue. It is the City of Watsonville and its business associates' policy to institute corrective action upon identification of a violation.
 - Systematic Changes to Correct Violations: After a problem has been identified and corrected, the Privacy Officer, and if applicable, business associates of City of Watsonville will review the circumstances to determine:
 - a) Whether similar problems have been identified elsewhere;
 - b) Whether modifications to the City of Watsonville's Privacy Policy and Procedures and/or business associates' Policy and Procedures are necessary to prevent and detect other inappropriate conduct or violations of privacy rules and/or procedures.

The Privacy Officer will work with, if applicable, business associates to avoid future violations.

4. Disciplinary Sanctions: All violations of the HIPAA Privacy Policy will be subject to disciplinary action. The precise discipline will depend on the nature and severity of the violation. Any employee who fails to comply with City of Watsonville's HIPAA

Privacy Policy and Procedures will be subject to discipline as established in the City's Personnel Rules and Regulations.

5. Physical Safeguards: The City of Watsonville has in place procedures to maintain the confidentiality of protected health information (PHI) that it receives in paper form. The City of Watsonville has trained its employees on the Policy and Procedures they are required to follow to assure that they use all reasonable measures to safeguard individuals' PHI.
6. Education and Training: All City of Watsonville employees with access to PHI have been trained prior to the effective date of HIPAA Privacy regulations, April 14, 2004, on the City of Watsonville's HIPAA Privacy Policy and Procedures. All new employees who have access to PHI will be trained on City of Watsonville's HIPAA Privacy Policy and Procedures within a reasonable period after orientation.
7. Modifications to HIPAA Policy and Procedures: Modifications will be made to the HIPAA Procedure when notification has been received that there has been a change in federal or state HIPAA laws; a flaw has been discovered in the existing Administrative Rule and Regulation; the City's TPA has made a change in its policy that will affect the City's policy.
8. New Employee Orientation: The Human Resources Department will provide newly-hired employees with the initial HIPAA Notice, the HIPAA Privacy Administrative Rule and Regulation 2.2.6 and a summary plan description that contains HIPAA language.

The initial HIPAA Notice is provided to any employee who is eligible to participate in a group health plan, regardless of whether the employee enrolls or not. This Notice must describe an employee's enrollment rights and the right to receive creditable coverage for any pre-existing condition exclusion that may exist in a group health plan.

9. Marketing Protocol for Health Care Benefits: All census data collected to market healthcare benefits must be limited to the following fields:
 - Date of birth
 - Gender
 - Coverage Type
 - Zip Code

The following identifying factors may not be provided:

- Employee's Name
- Employee's Last Name
- Social Security Number
- Employee's ID Number used by third party administrator
- Employee's full address (may use city, state and zip code)

CITY OF WATSONVILLE - 275 MAIN STREET, SUITE 400 - WATSONVILLE, CA 95076 - 831.768.3020

HIPAA Release of Health Information



(Individual authorization for use and disclosure of Protected Health Information)

I authorize the disclosure of Protected Health Information (PHI) to the City of Watsonville Personnel Department staff to assist me in resolving a benefit issue.

Patient's Name: _____

Information and purpose for health and claims disclosure:

- ☐ Unrestricted health and claim information.
- ☐ Restricted. Please specify:

Protected Health Information (PHI) to be disclosed to: the City of Watsonville.

Acknowledgements:

I understand that I may refuse to sign this authorization and that my refusal to sign will not affect my eligibility for Plan benefits or my ability to obtain treatment or payment.

I understand that I may revoke this authorization, at any time, by sending a written request to the privacy contact identified below. I am aware that a revocation will not have any effect on any use or disclosure of Protected Health Information (PHI) by the Plan before it receives the revocation. The privacy contact is:

Nathalie Manning, Human Resources Manager
 City of Watsonville
 275 Main St. Suite 400
 Watsonville, CA 95076

This authorization expires 12 months from the date signed or upon my separation from employment (or earlier if indicated here: _____.)

I understand that if Protected Health Information about me is disclosed to a person or organization that is not required to comply with federal privacy regulations, the information may be re-disclosed and is not protected by the federal privacy regulations.

SIGNATURE OF PATIENT (or parent if a minor or patient's personal representative - see NOTE)

 Signature Date

NOTE: If this authorization is signed by the Patient's personal representative, attach a statement of the representative's authority to act on behalf of the individual.

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City of Watsonville
Administrative Rules and Regulations
Chapter II – Human Resources
Section 2 – HR Administration

2.2.7 Reporting Employee Wrongdoing

Approved by:

Established: 6/5/00

Attachments:

1- [Employee Acknowledgement Form](#)

Revised: 9/28/09; 10/01/12

Cross Reference:

I. STATEMENT

The City of Watsonville does not tolerate employee wrongdoing. To correct employee wrongdoing, the City provides multiple ways for employees to report wrongdoing so corrective action can be taken. It is the responsibility of each employee to report wrongdoing to those authorized to handle such problems.

Examples of such wrongdoing may include sexual harassment, discrimination, drug and alcohol abuse, theft, violence, unsafe acts, and misrepresenting a Workers' Compensation claim.

II. PROCEDURE

1. Report wrongdoing immediately to your immediate supervisor, or report it to your Department Director.
2. If your supervisor is the source of the wrongdoing, or if you feel uncomfortable reporting to your supervisor, report to your Department Director or to the Human Resources Department.
3. If you cannot report the source of wrongdoing to any of the above parties, report wrongdoing via the anonymous Employee Protection Line (R) as follows:
By Phone:
 - a) Prepare what you want to say.
 - b) Use a touch-phone, dial **(877) 651-3924**.
 - c) Listen carefully to the message; at the tone, speak slowly and clearly.
 - d) You will be required to give your organization's name and location, but you may leave a message without giving your name or identifying yourself in any way.
 - e) You will have five minutes to speak. If you need more time, call back.
 - f) Your message will be recorded for accuracy, but the tape will remain in the custody of a third party. A written transcript of your report will be sent to a team of neutral employees in the City.

On Line:

- a) You may also report on line visiting the page:

www.employeeprotectionline.com,

- b) Enter 10080 under Agency Code.
 - c) Click **Yes** to confirm your agency.
 - d) Use the [form provided to report wrongdoing](#), click submit when done
-
- 4. After reporting, you must keep your report of wrongdoing as confidential as possible.
 - 5. After reporting, if you believe that your report has been ignored or has not been properly addressed, report this concern to the Human Resources Department or the City Manager.
 - 6. You do not have to confront the person who is the source of your report, question or complaint before notifying any of those listed above.

EMPLOYEE ACKNOWLEDGMENT FORM



As an employee, why should I report wrongdoing internally?

Workplace wrongdoing hurts everyone hurts everyone. Examples of such wrongdoing may include: sexual harassment, discrimination, drug and alcohol abuse, theft, violence, unsafe acts, and misrepresenting a Workers' Compensation claim.

The City of Watsonville prohibits and does not tolerate wrongdoing in its workplace.

Wrongdoing often is not reported. However, if wrongdoing is not reported, it cannot be corrected or resolved. When wrongdoing is not corrected or resolved, it can cause further harm to you, your co-workers, and your employer.

The City of Watsonville wants to keep wrongdoing out of the workplace. A simple means to report wrongdoing is provided below. You should report wrongdoing without fear of retaliation.

Instruction for Reporting Wrongdoing:

1. Report wrongdoing immediately to your immediate supervisor, or report to your Department Head.
2. If your supervisor is the source of the wrong doing, or if you feel uncomfortable reporting to your supervisor, report to your Department Head or to the Personnel Department.
3. If you cannot report the source of wrongdoing to any of the above parties, report wrongdoing via the Employee Protection Line (R) as follows:
 - a) Prepare what you want to say.
 - b) Use a touch-phone; dial (877) 651-3924.
 - c) Listen carefully to the message; at the tone, speak slowly and clearly.
 - d) You will be required to give your organization's name and location, but you may leave a message without giving your name or identifying yourself in any way.
 - e) You will have five minutes to speak. If you need more time, call back.
 - f) Your message will be recorded for accuracy, but the tape will remain in the custody of a third party. A written transcript of your report will be sent to a team of neutral employees in the City.
4. After reporting, you must keep your report of wrongdoing as confidential as possible.
5. After reporting, if you believe that your report has been ignored or has not been properly addressed, report this concern to the Personnel Department or the City Manager.
6. You do not have to confront the person who is the source of your report, question or complaint before notifying any of those listed above.

Employee Acknowledgement: The undersigned employee acknowledges that he/she has read (or has been read) and understands the information regarding the City of Watsonville's policy against wrongdoing and how to report wrongdoing when it occurs. The undersigned agrees to promptly report sexual, racial, and any other harassment, discrimination, or any other form of workplace wrongdoing.

Acknowledged by:

Employee's Name- Printed

Employee's Signature

Date Signed

Employee's Title

Witness: Printed Name

Witness's Signature

Date Signed

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City of Watsonville
Administrative Rules and Regulations
Chapter II – HR/Personnel
Section 2 – HR Administration

2.2.8 Employee Assistance Program

Approved by:

Established: 1/28/92

Attachments:

[1 - Supervisor Do's](#)

Revised: 7/31/00

Cross Reference:

I. INTRODUCTION

At some time, many of us experience problems that make it difficult to balance all the components of our complex lives. The City recognizes that a wide range of personal problems can have an adverse effect on an employee's job performance and attendance. We also recognize the benefits of maintaining positive family attitudes and family member health. In most cases, the individual will overcome personal problems independently. In other instances, good management techniques will serve as either guidance or motivation to resolve problems so that the employee's job performance can return to an acceptable level.

Sometimes the effort of the employee or the supervisor does not produce the desired effect, and unsatisfactory performance or attendance persists over a long period of time. The City believes that some of these personal problems can be resolved by appropriate assistance and, it is in the interest of employees and the organization to provide an Employee Assistance Program (EAP). The EAP is a means to provide employees and their family members with needed assistance to enable the employee to again perform at acceptable standards.

II. STATEMENT

1. The City recognizes that an employee's personal lifestyle is not the organization's concern. However, when personal problems begin to affect job performance or attendance, the matter becomes a justifiable concern of the City.

Many human problems can be successfully resolved provided they are identified early enough and that appropriate intervention is initiated. This applies whether the problem is one of physical illness, mental or emotional upset, financial hardships,

marital or family distress, substance abuse or addiction, legal problems or other concerns.

2. EAP counseling services are provided by an agency contracted by the City for employee assistance and health promotion.

Employees or members of their families who recognize difficulties in themselves and feel they would benefit from EAP services may enter the program by self-referral. This is the preferred method of entry into the program because an individual who is self-referred will be more motivated to accept assistance in identifying and taking steps to resolve personal problems.

Managers and supervisors may use management referral for employees whose job performance and/or attendance has declined due to personal problems. Absolute confidentiality of personal information is assured in all cases.

III. OBJECTIVES / PRINCIPLELS OF THE EAP

1. Keep valued employees on their jobs.
2. Restore employee productivity through early identification, intervention, and management of personal behavioral problems.
3. Motivate employees and their family members to seek help in solving problems without fear of exposure or embarrassment.
4. Refer employees to the appropriate independent and confidential assistance resources.
5. Educate supervisors in identifying employees having "a problem" at an early stage when successful treatment has its best chance.

IV. PROCEDURE

1. **Self-Referrals** -- Employees and family members who are experiencing stress are encouraged to voluntarily seek assistance and information on a completely confidential basis by contacting the EAP directly. A supervisor may recommend that an employee self refer him or herself to the EAP. EAP Coordinator can be reached at **476-1552 or 763-3663**.
2. **Directed Referrals** -- In a case where there is a job performance problem that is apparently related to personal difficulties, a supervisor may require the services of EAP. While self-referrals to the EAP are on the employee's own time, directed referrals may be on work time if the EAP appointment is during the employee's normal work day.

Normal disciplinary procedures apply whenever there is a job performance issue. In cases in which an employee does take advantage of the EAP, it still remains the responsibility of the employee to comply with acceptable job performance standards and employment policies.

If the employee chooses not to participate in the Employee Assistance Program as a self-referral and performance does not improve, the supervisor must follow these steps to make a Directed Referral:

- a) Call the City EAP Coordinator (Human Resources Manager 768.3020) for consultation and discussion of the process.
- b) If after the consultation between the City EAP Coordinator and the supervisor you determine that referral to the program is appropriate, the supervisor will be asked to complete the employee referral form (attached). This gives the supervisor an opportunity to re-evaluate the written documentation on performance and provides additional structure to discuss the problems and suggestions for improvement with the employee.

V. PRIOR TO REFERRAL

Prior to referring an employee to the Employee Assistance Program, it is important that the supervisor complete the following steps:

1. **Observe and Document.** Document particular instances in which the individual's job performance, behavior, or attendance fails to meet established standards, or in which individual patterns of performance or behavior seem to be deteriorating.

Documentation Checklist: Documentation should contain all the significant elements surrounding a noteworthy incident of employee behavior. When preparing your documentation, it may be helpful to review the following checklist to ensure accuracy.

- a) Did you record the documentation promptly, while your memory was still fresh?
- b) Have you indicated the date, time, and location of the incident(s) documented?
- c) Did you record the action taken or the behavior exhibited?
- d) Did you indicate the persons or work products involved?
- e) Have you listed the specific performance standards violated or exceeded?
- f) Have you indicated specific rules or regulations violated or surpassed?

- g) Did you record the consequences of the action or behavior on the employee's total work performance and/or the operation of the work unit?
 - h) Have you been objective, recording observations and not impressions?
 - i) Did you indicate your response to the action or behavior?
 - j) Did you indicate the employee's reaction to your efforts to modify his or her behavior?
2. Inform and Consult. Discuss the specific performance problems with the employee. Point out the particular instances of unsatisfactory performance or behavior. Indicate your willingness to assist work performance improvement by making corrective counseling available. Conclude the interview with clear expectations, and give a reasonable time for the employee to improve performance or attendance.

GUIDELINE FOR MAKING A DIRECTED REFERRAL Supervisor/Manager will:

- a) Describe to the employee the work performance problem(s). Be specific and use examples.
Avoid: describing vague problems, such as "attitude problems", talking about the employee's personal problems diagnosis.
- b) Specify the actual improvement required of the employee. Specify a time frame. Designate a date to review the situation.
Avoid: vague times, such as "next month" or "next week", unrealistic expectations.
- c) Explain that the purpose of the Employee Assistance Program is to help employees resolve personal problems that may affect job performance and that the City pays for the first 3 sessions.
- d) Explain that the objective of the referral is to assist the employee to improve work performance. Further action will be taken as appropriate, if there is no improvement/resolution in the specified time-frame.
Avoid: saying anything that could be construed as a threat.
- e) Inform the employee that EAP has been told about the work performance problem(s).
- f) Explain that the nature of any personal problem is completely private information between the employee and the counselor.


INTERVENTION AND REFERRAL INTERVIEW DO'S FOR THE MANAGER/SUPERVISOR

1. **DO** take the responsibility to intervene. Don't be afraid to interfere or get involved. You have an obligation, and a legitimate right, to interfere when an employee's behavior is degrading to his/her job performance. He/she will get worse if ignored or just warned occasionally.
2. **DO** be ready to cope with the employee's resistance, defensiveness, and even hostility. An effective method of overcoming their defensiveness is to talk about your own feelings first; tell him/her how this situation makes you feel.
3. **DO** make it clear that the City is concerned only with job performance. Unless job performance improves, the employee's job may be in jeopardy.
4. **DO** accurately document poor work performance and absenteeism.
5. **DO** be firm. Try to gain the employee's trust.
6. **DO** be honest. Don't hedge, speak with authority. The employee will respect you for it.
7. **DO** review the functions of the Employee Assistance Program and emphasize that help is possible and available.
8. **DO** explain that the employee must decide for himself whether or not to seek assistance.
9. **DO** emphasize that all aspects of the EAP are completely confidential; nothing will go into the employee's personnel record.
10. **DO** help your employee "save face" by reminding the employee of their value in the City and their positive efforts in the past.

Prior to forwarding one copy of the referral form to the EAP Coordinator, the supervisor should meet with the employee to discuss the necessity for referral to the EAP. Emphasize positive action rather than punishment, and again discuss specific examples of substandard performance. Point out that satisfactory work performance is an essential condition of employment. Stress to the employee the necessity for him/her to assume responsibility to gain control over personal problems which interfere with satisfactory work performance.



City of Watsonville
Administrative Rules and Regulations
Chapter II – HR/Personnel
Section 2 – HR Administration

2.2.9 Employee Training		Approved by: 
Established: 2/12/98	Attachments:	
Revised: 7/31/00; 01/10/12	Cross Reference: 3.1.2 Travel and Meal Reimbursement	

I. INTRODUCTION

All Department Heads, within the limitations of budgeted department training funds, shall promote the improvement of City service by providing department employees with the opportunity to attend training classes and programs. Training classes and programs may include lectures, demonstrations, short-term seminars or classes, webinars, assigned reading, or such other means of improving and increasing the on-the-job work performance of department employees.

The Human Resources Department, also within budget limitations, provides City employees with annual training opportunities.

II. ADMINISTRATION

It shall be the responsibility of each Department Head to develop and publicize training classes and programs which will improve the knowledge and skills of department employees. The Human Resources Manager shall assist Department Heads in carrying out this responsibility and in meeting any special training needs.

Human Resources Department will coordinate and schedule all mandatory trainings for City employees. The following classes are mandatory and must be taken within the first year of employment and then repeated with the noted frequency:

- Sexual Harassment Prevention – Must be taken every two years for supervisors, per state law and every three years for all other employees.
- Cultural Diversity – Must be taken every three years.
- Customer Service – 10 Standards of Customer Service Training should be taken during the first year of employment with the City and a general customer service class shall be taken every four years thereafter.

- **Wellness** – With the newly expanded wellness program, employees are encouraged to attend several of the shorter wellness workshops and classes that are offered throughout the year.

Class Schedule: For City sponsored trainings the Human Resources Department will develop an annual training schedule from January to December. On occasion new training opportunities may become available after the annual schedule has been established. The Human Resources Manager or designee will distribute information about training opportunities that may benefit City employees at large.

Class Registration: The Human Resources Department will be in charge of processing all registrations for City sponsored training. Registration to outside training and/or Department sponsored training will be the responsibility of the employee attending the training. If employees registers for a class and cannot attend, he/she must inform Human Resources as soon as possible.

Mandatory Attendance: The City has created a training plan that will benefit all City employees. Attendance to “mandatory” annual training is the responsibility of the employee/and their supervisor. The Human Resources Department will provide each Department with a listing of employees that are due for training. Attendance at mandatory training is required once employee is registered for training.

Training to improve the quality of work of an employee in his/her present position or occupational field shall be considered City business and may be conducted during working hours, providing satisfactory arrangements are made to perform the employee's duties and responsibilities during the absence.

Recognition of Training: Sexual Harassment Prevention, Cultural Diversity and Customer Service completed trainings will be logged in the City's Target Solution Software. Employees and supervisors may log into each employees account and view completed training certificates.

Training Expenses: When approved in advance, the City will pay for reasonable training costs including registration fees and mileage to and from the training session. (Mileage reimbursement must be requested by the employee on the City Mileage Reimbursement Form upon return from the training session.) Trainings resulting in cost to the City in excess of \$250 total should be preapproved using [the travel reimbursement form](#) in accordance with [Chapter III, Section 1, Policy 3.1.2.](#)

An employee who elects voluntarily to participate in a training class or program during their non-working hours shall not be compensated or reimbursed for such training. However, in certain instances when the benefit to the City is clearly demonstrated, an employee who voluntarily elects to participate in a training class during non-work hours may request reimbursement for registration expenses only. Prior approval of the City Manager is necessary for registration reimbursement; in no instance will mileage or overtime costs be provided.



City of Watsonville
Administrative Rules and Regulations
Chapter II – HR/Personnel
Section 2 – HR Administration

2.2.10 Level II Bilingual Translations

Approved by:

Established: 5/18/01

Attachments: 1. [Request to take Bilingual Examination](#)

Revised: 10/01/12

Cross Reference:

I. STATEMENT

The City shall establish a system for the translation of written material that is disseminated throughout the City. This system shall ensure that translations are conducted accurately. The following procedure describes how the need for higher-level translation is secured.

II. PROCEDURE

1. Each Department Head shall recommend to the City Manager a limited number of staff to serve as Level II Bilingual Translators. Such translators shall perform written translations that are viewed by a large audience of City residents (i.e. City mailers, City Council minutes, inserts in City utility bills, etc.).
2. Employee must have successfully passed Level I (Oral and Written) Exam prior to testing for Level II competency.
3. In order to evidence competency as a Level II Translator, employees must successfully pass the Level II Translator Exam administered by the City's HR Department.
4. In the event there are more employees evidencing competency as Level II Translators than there are positions available, the department head shall recommend to the City Manager a selection based on merit and qualifications for the position after discussions with each candidate.

III. COMMENT

The stipend for Level II Bilingual Translators shall be determined by labor agreements in each bargaining unit. Nothing in this rule shall prevent the department from not designating any Level II Bilingual Translators if there is insufficient need for such services. The number of Level II Bilingual Translators used shall be determined by the City Manager after a review of the volume of services provided by the department.

CITY OF WATSONVILLE
REQUEST TO TAKE BILINGUAL EXAMINATION



EMPLOYEE INFORMATION

Employee Name: _____ Date: _____

Department/Division: _____ Job Title: _____

Please describe how your bilingual skills were acquired and any relevant experience you have:

I am requesting to be tested for the following bilingual competency level:

☐ Level I Conversational ☐ Level I (Oral & Written) ☐ Level II (Translator)

Have you been tested in the past? ☐ No ☐ Yes Date of your last exam: _____

DEPARTMENT HEAD REVIEW

Please describe how you anticipate the employee will use translation skills in the employee's current position and how it will benefit your department: _____

How many employees in your department are bilingual? Conversational ____ Level I ____ Level II ____

How many employees in this job class/work location are: Conversational ____ Level I ____ Level II ____

☐ I recommend the examination ☐ I do not recommend the examination

Department Head Signature: _____ Date: _____

CITY MANAGER REVIEW

Examination Authorized

Examination Denied

Level I Conversational

☐
☐
☐
☐
☐
☐

Level I (Oral/Written)

Level II (Translator)

Comments: _____

City Manager Signature: _____ Date: _____

HUMAN RESOURCES

Date of Exam: _____ ☐ Passed ☐ Failed

Comments: _____



City of Watsonville
Administrative Rules and Regulations
Chapter II – HR/Personnel
Section 2 – HR Administration

2.2.11 Outside Employment

Approved by:

Established: 2/5/79

Attachments:

[1-Outside Employment Statement](#)

Revised: 7/31/00; 9/26/07; 1/30/08; 10/01/12

Cross Reference:

I. STATEMENT

Working in outside employment is generally discouraged due to the public's expectation of full service and attentiveness from public employees. Employees may hold outside employment if it is determined that such employment will not interfere with the satisfactory performance of City duties.

The determination if outside employment will interfere with City duties shall be made by the Department Head with the approval of the City Manager. The following is offered as a guide to Department Heads in evaluating requests for outside employment:

1. The outside work must not interfere with the employee's effectiveness in his/her City position. Prior written approval of the outside work is required. Consideration should be given to the number of hours worked outside, the location of the outside employment, and the nature of the duties involved in the outside employment as compared with the duties involved in the job with the City.
2. The nature of the outside work must not tend to leave the employee physically or mentally tired or subject to injury in his/her regular position with the City.
3. The outside employment must be such that it will not increase the potential of injury to the employee while working in the outside job or cause a conflict to arise as to municipal responsibility for an injury incurred in the outside job.
4. The appearance of conflicts of interest caused by the outside jobs should be considered, as well as potential for actual conflicts of interest.
5. The employee must not accept payment for work which he/she would normally perform as a City employee.
6. An employee may not perform work which may later be inspected, audited, or reviewed by another City employee without approval of his/her Department Head.
7. The Department Head with approval of the City Manager, may disallow outside employment at any time if it is interfering with the employee's satisfactory performance of City duties.

Employees will have three weeks to terminate outside employment if requested by the Department Head or disciplinary action may be taken.

II. PROCEDURE

To ensure that outside employment is not detrimental to the City or is not a conflict of interest, any employee holding or intending to hold outside employment shall complete an Outside Employment Statement and give it to his/her department head for signature. The signed form should then be forwarded to the Personnel Office for review. This form provides for the name and address of the business for which the employee will work the nature of the work, and the work hours and time. The Outside Employment Statement must be completed by January 31st of every year.

CITY OF WATSONVILLE - 275 MAIN STREET, SUITE 400 - WATSONVILLE, CA 95076 - 831.768.3020

CITY OF WATSONVILLE

OUTSIDE EMPLOYMENT STATEMENT

Must be completed annually by January 31st



DATE: _____

EMPLOYEE IDENTIFICATION

Name _____ Position _____

Address _____ Phone _____

Department _____ Division _____

OUTSIDE BUSINESS IDENTIFICATION

Name _____

Address _____ Phone _____

NATURE OF OUTSIDE WORK _____

OUTSIDE WORK HOURS AND TIME _____

Signature of Employee _____

Date _____

OUTSIDE WORK APPROVAL OR DISAPPROVALIt is determined that the above outside employment will ☐ will not ☐ interfere with the City duties.

Approval <input type="checkbox"/>	Date _____	Approval <input type="checkbox"/>	Date _____
Disapproval <input type="checkbox"/>		Disapproval <input type="checkbox"/>	
Signature of Department Head _____		Signature of City Manager _____	

Comments: _____

INSTRUCTIONS: This form is to be completed annually by an employee holding, or intending to hold outside employment. This form is to be forwarded to the Human Resource Office. After, approval or disapproval, copies will be given to employee, department head, and Human Resources.

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City of Watsonville
Administrative Rules and Regulations
Chapter II – HR/Personnel
Section 3 – Employee Conduct

2.3.1 Harassment, Discrimination, and Retaliation

Approved by:

Established: 6/2/81

Attachments:

1- [Discrimination/Harassment Complaint Form](#)

Revised: 5/3/83; 12/11/96; 7/31/00; 3/23/09;
10/01/12

Cross Reference:

I. STATEMENT

The City strongly disapproves of any form of harassment, discrimination, or retaliation. The City encourages all covered individuals to report – as soon as possible -- any conduct that is believed to violate this Policy.

The City has zero tolerance for any conduct that violates this Policy. Conduct need not rise to the level of a violation of law in order to violate this Policy. Instead a single act can violate this Policy and provide grounds for discipline or other appropriate sanctions.

Harassment or discrimination against an applicant or employee by a supervisor, management employee, co-worker or contractor on the basis of a protected classification per Federal and State law will not be tolerated. These classifications, from time to time updated by state and federal regulations, include the following: race, religion, sex (including gender and pregnancy), national origin, ancestry, disability, medical condition, genetic characteristics, marital status, age (40 and over), or sexual orientation (including homosexuality, bisexuality, or heterosexuality).

This Policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation, and training.

Disciplinary action or other appropriate sanction up to and including termination will be instituted for prohibited behavior as defined below.

Any retaliation against a person for filing a complaint or participating in the complaint resolution process is prohibited. Individuals found to be retaliating in violation of this Policy will be subject to appropriate sanction or disciplinary action up to and including termination.

II. DEFINITIONS

1. *Protected Classifications:* This Policy prohibits harassment or discrimination because of an individual's protected classification. "Protected Classification" includes race, religion, color, sex, gender (including gender identity), sexual orientation (including heterosexuality, homosexuality, and bisexuality), national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition, genetic characteristics, and physical or mental disability.
2. *Policy Coverage:* This Policy prohibits employer officials, officers, employees or contractors from harassing or discriminating against applicants, officers, officials, employees, or contractors because : 1) of an individual's protected classification; 2) of the perception than an individual has a protected classification; or 3) the individual associates with a person who has or is perceived to have a protected classification.
3. *Discrimination:* This policy prohibits treating individuals differently because of the individual's protected classification as defined in this policy.
4. *Harassment* may include, but is not limited to, the following types of behavior that is taken because of a person's protected classification. Note that harassment is not limited to conduct that employer's employees take. Under certain circumstances, harassment can also include conduct taken by those who are not employees, such as elected officials, appointed officials, persons providing services under contracts, or even members of the public:

Speech, such as epithets, derogatory comments or slurs, and propositioning on the basis of a protected classification. This might include inappropriate comments on appearance, including dress or physical features, or dress consistent with gender identification, or race-oriented stories and jokes.

Physical acts, such as assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement. This includes pinching, grabbing, patting, propositioning, leering, or making explicit or implied job threats or promises in return for submission to physical acts.

Visual insults, such as derogatory posters, cartoons, emails, pictures or drawings related to a protected classification.

Unwanted sexual advances, requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the

conduct is intended to or actually does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment.

5. *Retaliation*: Any adverse conduct taken because an applicant, employee, or contractor has reported harassment or discrimination, or has participated in the complaint and investigation process described herein, is prohibited. "Adverse conduct" includes but is not limited to: taking sides because an individual has reported harassment or discrimination, spreading rumors about a complaint, shunning and avoiding an individual who reports harassment or discrimination, or real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination. The following individuals are protected from retaliation: those who make good faith reports of harassment or discrimination, and those who associate with an individual who is involved in reporting harassment or discrimination or who participates in the complaint or investigation process.

III. PROCEDURES

1. Guidelines for Identifying Harassment

To help clarify what constitutes harassment in violation of this Policy, the following guidelines are provided:

- A. Harassment includes any conduct which would be "unwelcome" to an individual of the recipient's same protected classification and which is taken because of the recipient's protected classification.
- B. It is no defense that the recipient appears to have voluntarily "consented" to the conduct at issue. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized.
- C. Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Harassment can evolve over time. Small, isolated incidents might be tolerated up to a point. The fact that no one is complaining now does not preclude anyone from complaining if the conduct is repeated in the future.
- D. Even visual, verbal, and/or physical conduct between two employees who appear to welcome it can constitute harassment of a third applicant, officer, official, employee or contractor who observes the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at an individual.

Conduct can constitute harassment in violation of this Policy even if the individual engaging in the conduct has no intention to harass. Even well-intentioned conduct can violate this Policy if the conduct is directed at, or implicates a protected classification, and if an individual of the recipient's same protected classification would find it offensive (e.g., gifts, over attention, endearing nicknames).

2. Complaint Procedures

- A.** The City encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of discrimination or harassment; however, employees have up to one (1) year from the date of the incident to report harassment or discrimination. Employees should also be aware that statutes of limitations also apply for filing complaints with the EEOC or DFEH.
- B.** Employees are encouraged but not required to inform a perceived harasser that they find the behavior offensive, prior to filing a complaint, in order to give the individual the opportunity to cease his/her unwelcome behavior. However, it is not a prerequisite to filing a complaint and no employee should fail to file a complaint because of a reluctance to approach the perceived harasser. The City of Watsonville will investigate any allegations of discrimination or harassment that come to its attention.
- C.** An employee, job applicant, or contractor who believes he or she has been harassed may make a complaint verbally or in writing with any of the following persons immediately. There is no need to follow the chain of command.
 - a) Immediate supervisor
 - b) Any supervisor or manager within or outside of the department;
 - c) Department Head; or
 - d) Human Resources Manager, or designee
- D.** Any supervisor or Department Head who receives a harassment complaint should notify the Human Resources Manager, or designee, immediately.
- E.** Upon receiving notification of a verbal or written harassment complaint, the Human Resources Manager, or designee, shall:

- a) Authorize and supervise the investigation of the complaint and/or investigate the complaint. The investigation will include interviews with: a) the complainant; b) the accused harasser; and c) other persons who have relevant knowledge concerning the complaint. If determined to be appropriate, the Human Resources Manager, or designee, may hire an outside investigator to perform the investigation.
 - b) Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, discrimination or retaliation giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.
 - c) Report a summary of the determination as to whether harassment occurred to the appropriate persons, including the complainant, the alleged harasser, the supervisor, and the department head. If discipline is imposed, the level of discipline will not be communicated to the complainant.
 - d) If conduct in violation of this Policy occurred, take and/or recommend to the appointing authority prompt and effective remedial action. The action will be commensurate with the severity of the offense.
 - e) Take reasonable steps to protect the complainant from further harassment, discrimination or retaliation.
 - f) Take reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.
- F.** The City takes a proactive approach to potential Policy violations and will conduct an investigation if its officers, supervisors, or managers become aware that harassment, discrimination or retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.
- G.** Option to Report to Outside Administrative Agencies: An individual has the option to report harassment, discrimination or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). These administrative agencies offer legal remedies and a complaint process. The nearest offices are listed in the government section of the telephone book or employees can check the posters that are located on employer bulletin boards for office locations and telephone numbers.

3. Confidentiality

Every possible effort will be made to assure the confidentiality of complaints made under this Policy. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. As a result, confidentiality will be maintained to the extent possible.

An individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by a supervisor or the Human Resources Department representatives. Any individual who discusses the content of an investigatory interview will be subject to discipline or other appropriate sanction. The employer will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

4. Responsibilities

Managers and Supervisors are responsible for:

- a) Informing employees of this Policy
- b) Modeling appropriate behavior
- c) Taking all steps necessary to prevent harassment, discrimination, or retaliation from occurring.
- d) Receiving complaints in a fair and serious manner, documenting steps taken to resolve complaints.
- e) Monitoring the work environment and taking immediate appropriate actions to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language.
- f) Following up with those who have complained to ensure that the behavior has stopped and that there are no reprisals.
- g) Informing those who complain of harassment or discrimination of his or her option to contact the EEOC or DFEH regarding alleged Policy violations.
- h) Assisting, advising, or consulting with employees and the Human Resources Manager, or designee, regarding this Policy, and Complaint Procedure.
- i) Assisting in the investigation of complaints involving employee(s) in their departments and, if the complaint is substantiated, recommending appropriate corrective or disciplinary action in accordance with employer Personnel Rules, up to and including discharge.
- j) Implementing appropriate disciplinary and remedial actions.
- k) Reporting potential violations of this Policy of which he or she becomes aware, regardless of whether a complaint has been submitted, to the Human Resources Department or the Department Head.
- l) All supervisors\managers are required to participate in Sexual Harassment Prevention training every two years

Each employee or contractor is responsible for:

- a) Treating all employees and contractors with respect and consideration.
- b) Modeling appropriate behavior
- c) Participating in periodic training, as determined by the Human Resources Department or supervisor
- d) Fully cooperating with the employer's investigations by responding fully and truthfully to all questions posed during the investigation
- e) Maintaining the confidentiality of any investigation that the employer conducts by not disclosing the substance of any investigatory interview, except as directed by the Department Head or Human Resources Manager, or designee.
- f) Reporting any act he or she believes in good faith constitutes harassment, discrimination, or retaliation as defined in this Policy, to his or her immediate supervisor, or Department Head, or Human Resources Director, or designee.
- g) All employees are required to attend Sexual Harassment Prevention training every three (3) years.

5. Dissemination of Policy and Contact Information

All employees shall receive a copy of this Policy when they are hired. The Policy may be updated from time to time and redistributed or posted.

6. Outside Agency Contact Information

EEOC's National Contact Center (NCC) customer service representatives are available to assist you in more than 100 languages between 8:00 a.m. and 8:00 p.m. Eastern Time. An automated system with answers to frequently asked questions is available on a 24-hour basis. You can reach the NCC:

By mail:

U.S. Equal Employment Opportunity Commission
P.O. Box 7033
Lawrence, Kansas 66044

By phone: 1-800-669-4000

By E-mail: info@ask.eeoc.gov

DFEH CONTACT INFORMATION

Employment/Public Accommodations: 1-800-884-1684

Housing: 1-800-233-3212

Hate Violence: 1-800-884-1684

CITY OF WATSONVILLE - 275 MAIN STREET, SUITE 400 - WATSONVILLE, CA 95076 - 831.768.3020

City of Watsonville Discrimination and/or Harassment Complaint Form



Complete this form to complain of prohibited discrimination and/or harassment and return the form to the Human Resources Department.

PLEASE PRINT OR TYPE – ATTACH EXTRA SHEETS IF NECESSARY

1. **Name:** _____
Address: _____

Employee Number (Last 5 digits of SS#): _____
Job Title: _____ **Department:** _____
Immediate Supervisor: _____
2. **Identify the Respondent(s) you allege discriminated against you.**
Name of Respondent: _____
Department: _____
3. **Indicate the basis for the alleged prohibited discrimination and/or harassment:**

<input type="checkbox"/> Age	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Whistle Blower
<input type="checkbox"/> Race/Color	<input type="checkbox"/> FMLA	<input type="checkbox"/> Pregnancy
<input type="checkbox"/> Gender	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Disability	<input type="checkbox"/> Marital Status	<input type="checkbox"/> Ancestry
<input type="checkbox"/> Religion	<input type="checkbox"/> Sexual Orientation/Identity	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Other _____	<input type="checkbox"/> National Origin	
4. **Briefly explain the discrimination and/or harassment you believe happened:** _____

5. **a. On what date(s) did the alleged discriminatory act(s) occur:** _____
b. Explain the alleged incident: _____

c. List the name and position title of person(s) who witnessed the conduct or incident.
Name _____ **Position** _____
Name _____ **Position** _____
Name _____ **Position** _____

~ 1 ~


6. Did the person you are complaining against state a reason for the action prompting your complaint? If yes, please describe.
7. Describe why you believe the incident you described was related to your race, gender, or whatever basis you indicated above, or why you believe you were retaliated against:
8. Have you attempted to resolve your complaint? If so, with whom? What is the status of the complaint?
9. What remedy are you seeking with respect to the alleged prohibited harassment or discrimination?
10. Include any documentation that you believe is relevant to your complaint.
11. Complainant's Signature: _____ Date: _____

Received by: _____
Human Resources Department Date

~ 2 ~



City of Watsonville
Administrative Rules and Regulations
Chapter II – HR/Personnel
Section 3 – Employee Conduct

2.3.2 Private Gain or Advantage		Approved by: 
Established: 2/5/79	Attachments:	
Revised: 7/31/00; 10/01/12	Cross Reference:	

I. STATEMENT


An employee shall not knowingly or deliberately use the prestige or influence of a City office or employment, any City time, facilities, equipment, or supplies, any confidential information acquired by virtue of City employment, for the employee's private gain or advantage, or the private gain or advantage of another.

II. COMMENT

Public service is a trust and the public has a right to a system which guards against the unwarranted use of power.



City of Watsonville
Administrative Rules and Regulations
Chapter II – HR/Personnel
Section 3 – Employee Conduct

2.3.3 Acceptance of Money or Gifts		Approved by: 
Established: 2/5/79	Attachments: None	
Revised: 7/31/00; 10/01/12	Cross Reference:	

I. STATEMENT

An employee shall not receive or accept money or any other consideration from anyone other than the City for the performance of an act which the employee would be required or expected to render in the regular course or hours of his or her City employment or as part of his duties as a City employee.

II. RULE

1. An employee shall not receive or accept, directly or indirectly, any gift of more than nominal value including any service, gratuity, favor, hospitality, loan, or any other thing of value from anyone who is doing or is seeking to do business of any kind with the City, or whose activities are regulated or controlled in any way by the City.
2. Under no circumstances shall gifts of more than nominal value be accepted from persons or firms who are doing or are seeking to do business of any kind with the City, or whose activities are regulated or controlled in any way by the City.

III. DEFINITION

Nominal Value: of no real or substantial value, without reference to actual conditions.



City of Watsonville
Administrative Rules and Regulations
Chapter II – HR/Personnel
Section 3 – Employee Conduct

2.3.4 Non-Smoking Policy

Approved by:

Established: 11/17/88

Attachments:

Revised: 2/24/93; 7/31/00; 10/01/12

Cross Reference:

I. STATEMENT


The City of Watsonville City Council passed [Ordinance 957-94 CM](#) relating to smoking in places of employment. The emphasis of the Ordinance is to protect the non-smoker from breathing the unhealthy effects of tobacco smoke. The Ordinance also requires that all employers adopt a written smoking policy which among other things must allow for employees to have a reasonable expectation of a smoke-free atmosphere to work in. The following will serve as the non smoking policy for City owned facilities.

II. PROCEDURE

1. All new employees shall receive a written copy of this smoking procedure.
2. Smoking is prohibited inside the City Hall and all City buildings. Smoking is also prohibited in the following areas for all City buildings: all enclosed facilities within a place of employment including common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, employer vehicles, and all other enclosed facilities.
3. If necessary, designated smoking areas may be assigned in each department by the Department Head with a written policy that meets the following criteria:
 - a. Areas not specifically designated as non-smoking areas as per Section (1) of this procedure
 - b. No member of the public is present in the area.
 - c. The area has adequate separation from non-smokers (no visible particles of combustion evident in the non-smoker area).
4. An appeal process shall follow the same chain of command as the grievance procedure, starting with immediate supervisor with final authority resting with the City Manager. Under this policy, no employee shall be subject to discharge, disciplinary, or discrimination action because of an appeal for a smoke-free environment. Any dispute involving the enforcement of the smoking procedure shall be settled with the health and welfare of the non-smoker getting preference.



City of Watsonville
Administrative Rules and Regulations
Chapter II – HR/Personnel
Section 3 – Employee Conduct

2.3.5 Alcohol & Substance Abuse		Approved by: 
Established: 1/8/90	Attachments:	
Revised: 10/10/93; 7/31/00; 10/01/12	Cross Reference: 2.2.8 Employee Assistant Program	

I. STATEMENT

The City of Watsonville has established a policy of maintaining a Drug-Free Workplace. The City of Watsonville has an obligation to provide all employees with a safe working environment. We must also protect City property and ensure that we continue to produce reliable products and services for our customers/clientele. Accordingly, the City is initiating this Alcohol and Substance Abuse Policy to prevent drug and alcohol abuse in our workplace. All City employees are required to comply with this policy.

II. DEFINITION

- 1.** Alcohol: Any beverage that has an alcohol content in excess of .5% by volume.
- 2.** Drug: Any substance, other than alcohol, capable of altering the user's judgment, perception, or mood, or impairing the user's physical reactions. This term includes the controlled substances defined in schedules I through V of the Controlled Substances Act, 21 U.S.C. Section 812.
- 3.** Illegal Drug: Any drug which is not legally obtained, including prescribed and over-the-counter drugs not legally obtained or not being used for the purpose for which they were prescribed or manufactured.
- 4.** Legal Drug: Prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured.
- 5.** Reasonable Suspicion: A state of facts which would lead a reasonable person, exercising ordinary care and prudence to believe and entertain an honest and strong suspicion that an employee is under the influence of or impaired by illegal drugs or alcohol. Reasonable suspicion that an employee is under the influence of or impaired by illegal drugs or alcohol. Reasonable suspicion is to be based upon specific observations concerning such things as appearance, behavior or

speech of the employee in question. For purposes of impairment for the use of alcohol, the City shall apply the State blood alcohol standard for driving while under the influence.

6. Substance Abuse: Any and all illegal use of drug(s) or alcohol, is in violation of this procedure.
7. Under the Influence: The presence of any detectable level of drugs in the urine, or blood alcohol content over .08%.

III. PROCEDURE

This procedure prohibits use and possession of illegal drugs and unauthorized consumption of alcohol while on duty with the City. In the case of conflict with any other City policy or procedure, this document shall be followed.

1. The use or possession or unauthorized consumption of alcohol on City property, or while on duty is prohibited. Consumption of alcohol at meetings at which City business is conducted is prohibited. This policy is inclusive of professional association meetings at which business affecting the City is conducted.
2. The manufacture, distribution, dispensation, sale, purchase, transfer, possession, or use of any illegal drug on City property or while on duty is prohibited.
3. Reporting to work or working under the influence of illegal drugs or alcohol is prohibited.
4. Any employee convicted of a workplace violation of criminal drug statute must notify the City no later than five (5) calendar days of the conviction.
5. The City shall notify Federal Agency in writing within ten (10) calendar days after receiving notice under Section III subparagraph (4) from employee or otherwise receiving actual notice of such conviction.
6. The City will take one of the following actions, within thirty (30) calendar days of receiving notice under Section III subparagraph (4), with respect to any employee who is so convicted:
 - a) Appropriate personnel action against such an employee, up to and including termination; or
 - b) Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
7. In the event a supervisor believes an employee fits within the definition of an impaired person under II (5) "Reasonable Suspicion", the Human Resources

Department shall be consulted. When specific objective facts and rational inferences indicate that there is a reasonable suspicion that this policy has been violated, the City may order the employee to undergo drug testing.

IV. COMMENTS

1. Employee Assistance Program

Employees who require assistance are to be referred to the City's Alcohol and Substance Abuse Program through the Employee Assistance Program for treatment by contacting the Human Resources Department.


Employees are urged to seek assistance from the City's Employee Assistance Program before alcohol and drug abuse problems lead to disciplinary action.

2. Distribution

Each current and new employee of the City will be issued a copy of this policy.



City of Watsonville
Administrative Rules and Regulations
Chapter II – HR/Personnel
Section 3 – Employee Conduct

2.3.6 Drug and Alcohol Policy Pursuant to the Department of Transportation Regulations		Approved by: 
Established: 1/8/90	Attachments:	
Revised: 10/10/93; 7/31/00; 10/01/12	Cross Reference: 2.2.2 Personnel Rules 2.2.3 Disciplinary Action 2.2.8 Employee Assistant Program 2.3.5 Alcohol Abuse 2.5.1 Family Care and Medical Leave	

III. STATEMENT

Effective January 1, 1996, the City of Watsonville must comply with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the City must comply with the regulations of the Federal Highway Administration (FHA). Adoption of a policy is one of the City's obligations under the regulations. This policy sets forth the rights and obligations of covered employees. If you are an employee covered by these new requirements you should familiarize yourself with the provisions of this policy BECAUSE COMPLIANCE WITH THIS POLICY IS A CONDITION OF YOUR EMPLOYMENT.

If you are an employee covered by this policy you should be aware that you are still required to comply with the provisions of the City's Alcohol and Substance Abuse Policy (Administrative Rule and Regulation III-1.14, effective 10/10/93). The obligations and requirements set forth below are in addition to existing obligations and requirements set forth in the policy.

II. PROCEDURE

- A. **Employee Questions:** Employees shall refer any questions regarding his/her rights and obligations under this policy to the Deputy City Manager or Personnel Officer.
- B. **Covered Employees:** All employees, including temporary employees, in the job classifications listed in Attachment A are "covered employees" because they perform "safety sensitive functions" as described in Section C below, and thus are subject to all of the provisions of this policy.

- C. **Safety Sensitive Functions:** Covered employees may not be under the influence or in possession of controlled substances or alcohol during work hours. Further, the regulations of the FHA prohibit certain conduct (see Section D below) while performing and prior to performing safety sensitive functions. A safety sensitive function is driving one of the following vehicles:
1. A vehicle with a gross combination weight of at least 26,001 pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;
 2. A vehicle with a gross vehicle weight of at least 26,001 pounds;
 3. A vehicle designed to transport 16 or more passengers, including the driver; or
 4. A vehicle used to transport those hazardous materials found in the Hazardous Materials Transportation Act.

An employee may be given a written exemption from this Policy signed by the Personnel Director, if, although the employee's classification is listed in Attachment A, the employee does not fall within the definition of "covered employee" above.

- D. **Prohibitions:** The following conduct is prohibited and may result in discipline, up to and including termination.
1. Reporting for duty or remaining on duty requiring the performance of safety sensitive functions while having an alcohol concentration level of 0.04 or greater;
 2. Performing a safety sensitive function within four hours of using alcohol;
 3. Being on duty or operating a vehicle described above, while possessing alcohol;
 4. Using alcohol while performing a safety sensitive function;
 5. Reporting for duty or remaining on duty requiring the performance of safety sensitive functions when the employee used any controlled substances, except if the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a vehicle;
 6. Reporting for duty or remaining on duty requiring the performance of safety sensitive functions if the employee tests positive for controlled substances;
 7. Refusing to submit to any alcohol or controlled substances test required by this Policy.

A covered employee who refuses to submit to a required drug/alcohol test will be treated in the same manner as an employee who tested 0.04 or greater on an alcohol test or tested positively on a controlled substances test;

A refusal to submit to an alcohol or controlled substances test required by this Policy includes, but is not limited to:

- a. A refusal to provide a urine sample for a drug test;
 - b. An inability to provide a urine sample without a valid medical explanation;
 - c. A refusal to complete and sign the breath alcohol testing form, or otherwise to cooperate with the testing process in a way that prevents the completion of the test;
 - d. An inability to provide breath or to provide an adequate amount of breath without a valid medical explanation;
 - e. Tampering with or attempting to adulterate the urine specimen or collection procedure;
 - f. Not reporting to the collection site in the time allotted by the supervisor or manager who directs the employee to be tested;
 - g. Leaving the scene of an accident without authorization from a supervisor or manager who shall make a determination whether to send the employee for a post-accident drug and/or alcohol test or without a valid reason for leaving the scene of the accident.
8. Consuming alcohol during the eight (8) hours immediately following an accident, or until the employee undergoes a post-accident alcohol test, whichever occurs first.

In addition to the above prohibitions, employees are reminded of their obligations under the Federal Drug Free Workplace Act of 1988.

E. Consequences for employees found to have alcohol concentration levels of 0.01 or greater but less than 0.04:

An employee whose alcohol test indicates an alcohol concentration level between 0.02 and 0.04 will be removed from his or her safety sensitive position for at least 24 hours.

F. **Circumstances under which drug and alcohol testing will be imposed on covered employees:**

1. **Pre-employment Testing:** All applicants for classifications which are covered by the Department of Transportation (DOT) regulations (see Attachment A) as well as all employees who transfer from classifications which are not covered to classifications which are covered will be required to submit to pre-employment/pre-duty drug testing. Applicants will not be assigned to a safety sensitive position if they do not pass the test.

2. **Post-Accident Testing:** Post-Accident drug and alcohol testing will be conducted on employees following an accident. An accident occurs when as a result of an occurrence involving the vehicle an individual dies or when a State or local law enforcement authority issues a citation to the covered employee driver for a moving violation arising from the accident.

Post-accident alcohol tests shall be administered within two (2) hours following an accident and no test may be administered after eight (8) hours. A post-accident drug test shall be conducted within 32 hours following the accident. A driver who is subject to post-accident testing must remain available, or the City may consider the driver to have refused to submit to testing.

Nothing in this policy should be construed as to require the delay of necessary medical attention for injured people following an accident, or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

3. **Random Testing:** A random alcohol test will be administered to at least 10 % of the total number of covered employees per year. A random drug test will be administered to at least 50% of the total number of covered employees per year. Some employees may be tested more than once in a year, while others are not tested at all depending on the random selection.

The percentage of random tests are subject to annual changes by directive from the FHWA.

The City will contract with a vendor to provide computerized random selection services. Under the random selection process, each covered

employee shall have an equal chance of being tested each time selections are made.

4. **Reasonable Suspicion Testing:** Covered employees are also required to submit to an alcohol or drug test when a trained supervisor has reasonable suspicion to believe the employee is under the influence of alcohol or controlled substances. The observation must be based on short-term indicators, such as blurry eyes, slurring, or alcohol on the breath. The supervisor may not rely on long-term signs, such as absenteeism or tardiness to support the need for a reasonable suspicion test.

The reasonable suspicion alcohol test will be administered within two hours of the observation. If not, the employer must provide written documentation as to why the test was not promptly conducted. No test may be administered after eight (8) hours following the observation.

To ensure that supervisors are trained to make reasonable suspicion determinations, supervisors vested with the authority to demand a reasonable suspicion drug and alcohol test will attend at least one (1) hour of training on alcohol misuse and at least one (1) hour of training on controlled substances use. The training will cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

5. **Return to Duty/Follow-up ,Testing:** A covered employee who has violated any of the prohibitions of this policy (See Section D) must submit to a return to duty test before he/she may be returned to his/her position. The test result must indicate an alcohol concentration of less than 0.02 or a verified negative result on a controlled substances test.

In addition, because studies have shown that the relapse rate is highest during the first year of recovery, the employee will be subject to follow-up testing which is separate from the random testing obligation. The employee will be subject to at least six (6) unannounced drug/alcohol tests during the first year back to the safety-sensitive position following the violation. Upon the advice of the substance abuse professional (SAP), the City may require additional follow-up testing for a period not to exceed sixty (60) months from the date of the employee's return to duty.

G. Procedures to be used for detection of drugs and alcohol:

1. **Alcohol Testing:** Alcohol testing will be conducted by using an evidential breath testing device (EBT) approved by the National Highway Traffic Safety Administration.

A screening test will be conducted first. If the result is an alcohol concentration level of less than 0.02, the test is considered a negative test. If the alcohol concentration level is 0.02 or more, a second confirmation test will be conducted.

2. **Drug Testing:** Drug testing will be conducted pursuant to the procedures set forth in Attachment B.

H. Refusal to submit to an alcohol and/or drug test: A covered employee who refuses to submit to any required drug/alcohol testing will be treated in the same manner as an employee who tested 0.04 or greater on an alcohol test or tested positively on a controlled substances test.

I. Consequences of failing an alcohol and/or drug test: A positive result from a drug or alcohol test may result in disciplinary action, up to and including termination (see Section L below).

If a covered employee is not terminated, the employee:

1. Must be removed from performing any safety-sensitive function.
2. Must submit to an examination by a substance abuse professional (SAP). Upon a determination by the substance abuse professional, the employee may be required to undergo treatment for his/her alcohol or drug abuse. The City is not required to pay for this treatment; however, as long as coverage is available, eligible employees may receive treatment through the City's Health Insurance Plan.
3. May not be returned to his/her former safety-sensitive position until the employee submits to a return-to-duty controlled substance and/or alcohol test (depending on which test the employee failed) which indicates an alcohol concentration level of less than 0.02 or a negative result on a controlled substance test;
4. Will be required to submit to unannounced follow-up testing after he/she has been returned to his/her safety sensitive position (see Section F(5) above).

- J. Information concerning the effects of alcohol and controlled substances:**
Attached to this Rule as Attachment C are fact sheets published by the Federal Transit Administration addressing the effects of alcohol and the various controlled substances which are tested for under this Rule.

K. Denial of Employment:

1. Any applicant for City employment who tampers, alters, substitutes, adulterates, destroys, attempts to falsify or falsifies any controlled substance sample, specimen, document, report or memorandum pertinent to a drug test shall be denied employment.
2. Any applicant who interferes with or attempts to interfere with procedures, equipment or personnel in the course of collecting controlled substance specimens shall be denied employment.
3. Any applicant who refuses to submit to testing shall be denied employment.

L. Discipline/Rehabilitation

1. Procedures for processing disciplinary action as a result of this policy will conform to the City Personnel Rules and Regulations, appropriate Memorandum of Understanding or other relevant rules or policies.
2. Any employee who tampers, alters, substitutes, adulterates, destroys, attempts to falsify or falsifies any alcohol or controlled substance sample or specimen, document, report or memorandum pertinent to a drug or alcohol test shall be subject to discipline up to and including termination.
3. Any employee who interferes with or attempts to interfere with the procedures, equipment or personnel in the course of collecting controlled substance specimens or alcohol testing samples shall be subject to discipline up to and including termination.
4. Any employee who refuses to submit to testing shall be subject to discipline up to and including termination.
5. When an employee undergoes alcohol or controlled substances testing and there is a verified positive result, the employee will be offered rehabilitation on a one-time basis provided all of the following conditions are met: (a) the employee agrees in writing to enter and complete the treatment program specified by a substance abuse professional (SAP). SAP means an individual approved by the City who is a licensed FHA physician (medical doctor or doctor of osteopathy), or a licensed or

certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders. The City is not required to pay for the rehabilitation program; however, if available, eligible employees may utilize the City's Health Insurance Plan; (b) the employee attains a verified return-to-work negative test for alcohol and/or controlled substances; the employee agrees in writing to be subject to unannounced frequent follow-up testing pursuant to Section F(5). The offer of rehabilitation shall not limit the City's ability to discipline the covered employee. The severity of discipline shall depend upon the extent of the violations of the City's rules, policies, and procedures.

6. An employee who fails to or refuses to complete the treatment program prescribed by the substance abuse professional shall be subject to discipline up to and including termination.
7. Any employee testing positive for alcohol or controlled substance after completion of a rehabilitation program shall be subject to discipline up to and including termination.
8. Any employee in violation of any other provisions of this policy not included in this section, shall be subject to discipline up to and including termination.

M. Resources for assistance: The City recognizes alcohol abuse/chemical dependency as an illness and a major health problem. The City also recognizes substance abuse as a potential health, safety and security problem. Employees needing help in dealing with such problems are encouraged to contact the Personnel Department for information regarding assistance.

N. Miscellaneous Provisions: Any other condition or interpretation of the policy shall be based upon the regulations established by the Department of Transportation.

COVERED EMPLOYEE CLASSIFICATIONS

Bus/Van Driver

Collection System Manager

Collection System Operator I or II

Container Repair Worker

Equipment Service Worker

Facilities and Equipment Supervisor

Field Services Supervisor

Field Services Manager

Integrated Waste Management Landfill Manager

Integrated Waste Worker

Landfill Operations Supervisor

Modified Duty Integrated Waste Worker

Park Maintenance Worker I/II

Park Services Supervisor

Park Services Manager

Recreation Coordinator

Senior Integrated Waste Worker

Senior Parks Maintenance Worker

Solid Waste Operations Supervisor

Source Control Manager

Special Projects Utility Worker

Traffic Systems Coordinator

Utilities Maintenance Supervisor

Utilities Maintenance Worker I & II

Utility Crew Leader

Utility Worker I

Utility Worker II

Utility Worker III

Wastewater Operator II

Vehicle Service Supervisor

Some positions within the above-listed job classifications do not require the incumbent to perform “safety sensitive functions” as set forth in Section C of this Administrative Rule and Regulation. The Personnel Department maintains, and will make available upon request, a list of the specific positions within the above-listed classifications that are covered under the Federal Transportation Employee Testing Act of 1991.

DRUG TESTING COLLECTION PROCEDURES

All drug testing procedures shall be in accordance with applicable Federal regulations. Specific procedures by the City-selected laboratory will be on file with the Personnel Department. Lab procedures will include the following:

1. The urine specimen will be split into two bottles labeled as “primary” and “split” specimen. Both bottles will be sent to the lab.
2. If the urinalysis of the primary specimen tests positive for the presence of illegal, controlled substances, the employee has 72 hours to request that the split specimen be analyzed by a different certified lab.
3. The urine sample will be tested for the following: marijuana, cocaine, opiates, amphetamines, and phencyclidine.
4. If the test is positive for one or more of the drugs, a confirmation test will be performed using gas chromatography/mass spectrometry analysis.
5. All drug test results will be reviewed and interpreted by a physician before they are reported to the employee and then to the City.
6. With all positive drug tests, the physician (aka Medical Review Officer (MRO)) will first contact the employee to determine if there is an alternative medical explanation for the positive test result. If documentation is provided and the MRO determines that there was a legitimate medical use for the prohibited drug, the test result is reported to the City as “negative.”

FEDERAL TRANSIT ADMINISTRATION
ALCOHOL AND SUBSTANCE ABUSE
FACT SHEETS

ALCOHOL FACT SHEET

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

SIGNS AND SYMPTOMS OF USE

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stuporous condition
- Slowed reaction rate
- Slurred speech

(Note: Except for the odor, these are general signs and symptoms of any depressant substance.)

HEALTH EFFECTS

The chronic consumption of alcohol (average of three (3) servings per day of beer (12 ounces), whiskey (1 ounce), or wine (6 ounce glass) over time, may result in the following health hazards:

- Decreased sexual functioning
- Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed “alcoholic”)
- Fatal liver diseases
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma

- Kidney disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects (up to 54 percent of all birth defects are alcohol related)

SOCIAL ISSUES

- Two-thirds of all homicides are committed by people who drink prior to the crime.
- 2% to 3% of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.
- The rate of separation and divorce in families with alcohol dependency problems is seven (7) times the average.
- Forty percent of family court cases are alcohol problem related.
- Alcoholics are fifteen (15) times more likely to commit suicide than are other segments of the population.
- More than 60% of burns, 40% of falls, 69% of boating accidents, and 76% of private aircraft accidents are alcohol related.

THE ANNUAL TOLL

- 24,000 people will die on the highway due to the legally impaired driver.
- 12,000 more will die on the highway due to the alcohol-affected driver.
- 15,800 will die in non-highway accidents.
- 30,000 will die due to alcohol-caused liver disease.
- 10,000 will die due to alcohol-induced brain disease or suicide.
- Up to another 125,000 will die due to alcohol-related conditions or accidents.

WORKPLACE ISSUES

- It takes one (1) hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
- Impairment in coordination and judgment can be objectively measured with as little as two (2) drinks in the body.
- A person who is legally intoxicated is six (6) times more likely to have an accident than a sober person.

AMPHETAMINE FACT SHEET

Amphetamines are central nervous system stimulants that speed up the mind and body. The physical sense of energy at lower doses and the mental exhilaration at higher doses are the reasons for their abuse. Although widely prescribed at one time for weight reduction and mood elevation, the legal use of amphetamines is now limited to a very narrow range of medical conditions. Most amphetamines that are abused are illegally manufactured in foreign countries and smuggled into the U.S. or clandestinely manufactured in crude laboratories.

DESCRIPTION

- Amphetamine is sold in counterfeit capsules or as white, flat, double-scored “minibennies.” It is usually taken by mouth.
- Methamphetamine is often sold as a creamy white and granular powder or in lumps and is packaged in aluminum foil wraps or sealable plastic bags. Methamphetamine may be taken orally, injected, or snorted into the nose.
- Trade/street names include Biphphetamine, Delcobese, Desotyn, Detedrine, Chetrol, Ritaline, Speed, Meth, Crank, Crystal, Monsters, Black Beauties, and Rits.

SIGNS AND SYMPTOMS OF USE

- Hyperexcitability, restlessness
- Dilated pupils
- Increased heart rate and blood pressure
- Heart palpitations and irregular beats
- Profuse sweating
- Rapid respiration
- Confusion
- Panic
- Talkativeness
- Inability to concentrate
- Heightened aggressive behavior

HEALTH EFFECTS

- Regular use produces strong psychological dependence and increasing tolerance to drug.
- High doses may cause toxic psychosis resembling schizophrenia.
- Intoxication may induce a heart attack or stroke due to spiking of blood pressure.

- Chronic use may cause heart and brain damage due to severe constriction of capillary blood vessels.
- The euphoric stimulation increases impulsive and risk-taking behaviorism including bizarre and violent acts.
- Withdrawal from the drug may result in severe physical and mental depression.

WORKPLACE ISSUES

- Since amphetamines alleviate the sensation of fatigue, they may be abused to increase alertness because of unusual overtime demands or failure to get rest.
- Low-dose amphetamine use will cause a short-term improvement in mental and physical functioning. With greater use or increasing fatigue, the effect reverses and has an impairing effect. Hangover effect is characterized by physical fatigue and depression, which may make operation of equipment or vehicles dangerous.

COCAINE FACT SHEET

Cocaine is used medically as a local anesthetic. It is abused as a powerful physical and mental stimulant. The entire central nervous system is energized. Muscles are more tense, the heart beats faster and stronger, and the body burns more energy. The brain experiences an exhilaration caused by a large release of neurohormones associated with mood elevation.

DESCRIPTIONS

- The source of cocaine is the coca bush, grown almost exclusively in the mountainous regions of northern South America.
- Cocaine Hydrochloride - “snorting coke” is a white to creamy granular or lumpy power before use. It is snorted into the nose, rubbed on the gums, or injected in veins. The effect is felt within minutes and lasts 40 to 50 minutes per “line” (about 60 to 90 milligrams). Common paraphernalia includes a single-edged razor blade and a small mirror or piece of smooth metal, a half straw or metal tube, and a small screw cap vial or folded paper packet containing the cocaine.
- Cocaine Base - a small crystalline rock about the size of a small pebble. It boils at a low temperature, is not soluble in water, and is up to 90% pure. It is heated in a glass pipe and the vapor is inhaled. The effect is felt within seven (7) seconds. Common paraphernalia includes a “crack pipe” (a small glass smoking device for vaporizing the crack crystal) and a lighter, alcohol lamp, or small butane torch for heating.
- Trade/street names include Coke, Rock, Crack, Free Base, Flake, Snow, Smoke, and Blow.

SIGNS AND SYMPTOMS OF USE

- Financial problems
- Frequent and extended absences from meetings or work assignment
- Increased physical activity and fatigue
- Isolation and withdrawal from friends and normal activities
- Secretive behaviors, frequent nonbusiness visitors, delivered packages, phone calls
- Unusual defensiveness, anxiety, agitation
- Wide mood swings
- Runny or irritated nose
- Difficulty in concentration

- Dilated pupils and visual impairment
- Restlessness
- Formication (sensation of bugs crawling on skin)
- High blood pressure, heart palpitations, and irregular rhythm
- Hallucinations
- Hyperexcitability and overreaction to stimulus
- Insomnia
- Paranoia and hallucinations
- Profuse sweating and dry mouth
- Talkativeness

HEALTH EFFECTS

- Research suggests that regular cocaine use may upset the chemical balance of the brain. As a result, it may speed up the aging process by causing irreparable damage to critical nerve cells. The onset of nervous system illnesses such as Parkinson's disease could also occur.
- Cocaine use causes the heart to beat faster and harder and rapidly increases blood pressure. In addition, cocaine causes spasms of blood vessels in the brain and heart. Both effects lead to ruptured vessels causing strokes or heart attacks.
- Strong psychological dependency can occur with one "hit" of crack. Usually, mental dependency occurs within days (crack) or within several months (snorting coke). Cocaine causes the strongest mental dependency of any known drug.
- Treatment success rates are lower than for other chemical dependencies.
- Cocaine is extremely dangerous when taken with depressant drugs. Death due to overdose is rapid. The fatal effects of an overdose are not usually reversible by medical intervention. The number of cocaine overdose deaths has tripled in the last four (4) years.
- Cocaine overdose was the second most common drug emergency in 1986 -- up from 11th place in 1980.

WORKPLACE ISSUES

- Extreme mood and energy swings create instability. Sudden noises can cause a violent reaction.

- Lapses in attention and ignoring warning signals greatly increase the potential for accidents.
- The high cost of cocaine frequently leads to workplace theft and/or dealing.
- A developing paranoia and withdrawal create unpredictable and sometimes violent behavior.
- Work performance is characterized by forgetfulness, absenteeism, tardiness, and missed assignments.

CANNABINOIDS (MARIJUANA) FACT SHEET

Marijuana is one of the most misunderstood and underestimated drugs of abuse. People use marijuana for the mildly tranquilizing and mood and perception-altering effect it produces.

DESCRIPTION

- Usually sold in plastic sandwich bags, leaf marijuana will range in color from green to light tan. The leaves are usually dry and broken into small pieces. The seeds are oval with one slightly pointed end. Less prevalent, hashish is a compressed, sometimes tarlike substance ranging in color from pale yellow to black. It is usually sold in small chunks wrapped in aluminum foil. It may also be sold in an oily liquid.
- Marijuana has a distinctly pungent aroma resembling a combination of sweet alfalfa and incense.
- Cigarette papers, roach clip holders, and small pipes made of bone, brass, or glass are commonly found. Smoking “bongs” (large bore pipes for inhaling large volumes of smoke) can easily be made from soft drink cans and toilet paper rolls.
- Trade/street names include Marinol, THC, Pot, Grass, Joint, Reefer, Acapulco Gold, Sinsemilla, Thai Sticks, Hash, and Hash Oil.

SIGNS AND SYMPTOMS OF USE

- Reddened eyes (often masked by eyedrops)
- Slowed speech
- Distinctive odor on clothing
- Lackadaisical “I don’t care” attitude
- Chronic fatigue and lack of motivation
- Irritating cough, chronic sore throat

HEALTH EFFECTS

General

- When marijuana is smoked, it is irritating to the lungs. Chronic smoking causes emphysema-like conditions.
- One joint causes the heart to race and be overworked. People with undiagnosed heart conditions are at risk.

- Marijuana is commonly contaminated with the fungus *Aspergillus*, which can cause serious respiratory tract and sinus infections.
- Marijuana smoking lowers the body's immune system response, making users more susceptible to infection. The U.S. government is actively researching a possible connection between marijuana smoking and activation of AIDS in positive human immunodeficiency virus (HIV) carriers.

Pregnancy Problems and Birth Defects

- The active chemical, tetrahydrocannabinol (THC), and 60 other related chemicals in marijuana concentrate in the ovaries and testes.
- Chronic smoking of marijuana in males causes a decrease in sex hormone, testosterone, and an increase in estrogen, the female sex hormone. The result is a decrease in sperm count, which can lead to temporary sterility. Occasionally, the onset of female sex characteristics including breast development occurs in heavy users.
- Chronic smoking of marijuana in females causes a decrease in fertility and an increase in testosterone.
- Pregnant women who are chronic marijuana smokers have a higher than normal incidence of stillborn births, early termination of pregnancy, and higher infant mortality rate during the first few days of life.
- In test animals, THC causes birth defects, including malformations of the brain, spinal cord, forelimbs, and liver and water on the brain and spine.
- Offspring of test animals who were exposed to marijuana have fewer chromosomes than normal, causing gross birth defects or death of the fetus. Pediatricians and surgeons are concluding that the use of marijuana by either or both parents, especially during pregnancy, leads to specific birth defects of the infant's feet and hands.
- One of the most common effects of prenatal cannabinoid exposure is underweight newborn babies.
- Fetal exposure may decrease visual functioning and causes other ophthalmic problems.

Mental Function

Regular use can cause the following effects:

- Delayed decision-making
- Diminished concentration

- Impaired short-term memory, interfering with learning
- Impaired signal detection (ability to detect a brief flash of light), a risk for users who are operating machinery
- Impaired tracking (the ability to follow a moving object with the eyes) and visual distance measurements
- Erratic cognitive function
- Distortions in time estimation
- Long-term negative effects on mental function known as “acute brain syndrome,” which is characterized by disorders in memory cognitive function, sleep patterns, and physical condition.

Acute Effects

- Aggressive urges
- Anxiety
- Confusion
- Fearfulness
- Hallucinations
- Heavy sedation
- Immobility
- Mental dependency
- Panic
- Paranoid reaction
- Unpleasant distortions in body image

WORKPLACE ISSUES

- The active chemical, THC, stores in body fat and slowly releases over time. Marijuana smoking has a long-term effect on performance.
- A 500% to 800% increase in THC concentration in the past several years makes smoking three (3) to five (5) joints a week today equivalent to fifteen (15) to forty (40) joints a week in 1978.
- Combining alcohol or other depressant drugs and marijuana can produce a multiplied effect, increasing the impairing effect of both the depressant and marijuana.

OPIATES (NARCOTICS) FACT SHEET

Opiates (also called narcotics) are drugs that alleviate pain, depress body functions and reactions, and, when taken in large doses, cause a strong euphoric feeling.

DESCRIPTION

- Natural and natural derivatives -- opium, morphine, codeine, and heroin
- Synthetics -- meperidine (Demerol), oxymorphone (Numorphan), and oxycodone (Percodan)
- May be taken in pill form, smoke, or injected, depending upon the type of narcotic used.
- Trade/street names include Smac, Horse, Emma, Big D, Dollies, Juice, Syrup, and Chine White

SIGNS AND SYMPTOMS OF USE

- Mood changes
- Impaired mental functioning and alertness
- Constricted pupils
- Depression and apathy
- Impaired coordination
- Physical fatigue and drowsiness
- Nausea, vomiting, and constipation
- Impaired respiration

HEALTH EFFECTS

- IV needle users have a high risk for contracting hepatitis and AIDS due to the sharing of needles.
- Narcotics increase pain tolerance. As a result, people could more severely injure themselves or fail to seek medical attention after an accident due to the lack of pain sensitivity.
- Narcotics' effects are multiplied when used in combination with other depressant drugs and alcohol, causing increased risk for an overdose.

SOCIAL ISSUES

- There are over 500,000 heroin addicts in the U.S., most of whom are IV needle users.
- An even greater number of medicinal narcotic-dependent persons obtain their narcotics through prescriptions.
- Because of tolerance, there is an ever-increasing need for more narcotic to produce the same effect.
- Strong mental and physical dependency occurs.
- The combination of tolerance and dependency creates an increasing financial burden for the user. Costs for heroin can reach hundreds of dollars a day.

WORKPLACE ISSUES

- Unwanted side effects such as nausea, vomiting, dizziness, mental clouding, and drowsiness place the legitimate user and abuser at higher risk for an accident.
- Narcotics have a legitimate medical use in alleviating pain. Workplace use may cause impairment of physical and mental functions.

PHENCYCLIDINE (PCP) FACT SHEET

Phencyclidine (PCP) was originally developed as an anesthetic, but the adverse side effects prevented its use except as a large animal tranquilizer. Phencyclidine acts as both a depressant and a hallucinogen, and sometimes as a stimulant. It is abused primarily for this variety of mood-altering effects. Low doses produce sedation and euphoric mood changes. The mood can change rapidly from sedation to excitation and agitation. Larger doses may produce a coma-like condition with muscle rigidity and a blank stare with the eyelids half closed. Sudden noises or physical shocks may cause a “freak out” in which the person has abnormal strength, extremely violent behavior, and an inability to speak or comprehend communication.

DESCRIPTION

- PCP is sold as a creamy, granular powder and is often packaged in one-inch square aluminum foil or folded paper “packets.”
- It may be mixed with marijuana or tobacco and smoked. It is sometimes combined with procaine, a local anesthetic, and sold as imitation cocaine.
- Trade/street names include Angel Dust, Dust, and Hog.

SIGNS AND SYMPTOMS OF USE

- Impaired coordination
- Severe confusion and agitation
- Extreme mood shifts
- Muscle rigidity
- Nystagmus (jerky eye movements)
- Dilated pupils
- Profuse sweating
- Rapid heartbeat
- Dizziness

HEALTH EFFECTS

- The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body.


- PCP is potentiated by other depressant drugs, including alcohol, increasing the likelihood of an overdose reaction.
- Misdiagnosing the hallucinations as LSD induced, and then treating with thorazinem can cause a fatal reaction.
- Use can cause irreversible memory loss, personality changes, and thought disorders.
- There are four phases to PCP abuse. The first phase is acute toxicity. It can last up to three (3) days and can include combativeness, catatonia, convulsions, and coma. Distortions of size, shape, and distance perception are common. The second phase, which does not always follow the first, is a toxic psychosis. Users may experience visual and auditory delusions, paranoia, and agitation. The third phase is a drug-induced schizophrenia that may last a month or longer. The fourth phase is PCP-induced depression. Suicidal tendencies and mental dysfunction can last for months.

WORKPLACE ISSUES

- PCP abuse is less common today than in recent years. It is also not generally used in a workplace setting because of the severe disorientation that occurs



City of Watsonville
Administrative Rules and Regulations
Chapter II – HR/Personnel
Section 4– Compensation/ Classification

2.4.1 Breaks and Meal Periods		Approved by: 
Established: 11/30/77	Attachments:	
Revised: 5/23/79; 7/31/00; 10/01/12	Cross Reference:	

I. STATEMENT

Employees shall be allowed a 15-minute rest period during each four hours of regular work or the allotment allowed in the appropriate memorandum of understanding, whichever is greater. Departments may make reasonable rules concerning the scheduling of same. Rest periods not taken shall be waived. Rest periods cannot be taken at the beginning or end of shift or combined with a meal period unless approved. This is not effective in periods of a bona fide emergency nature. Rest periods shall be considered paid work time.

One 30 minute, unpaid, meal period shall be allowed during a normal work day for each employee, unless otherwise negotiated. Employees working a 24-hour shift shall be entitled to appropriate meal periods as authorized by the department head and approved by the City Manager.



City of Watsonville
Administrative Rules and Regulations
Chapter II – HR/Personnel
Section 4– Compensation/ Classification

2.4.2 Work Out of Classification

Approved by:

Established: 6/16/97

Attachments:

Revised: 4/21/91; 4/15/97; 7/31/00; 10/01/12

Cross Reference:

I. STATEMENT

In every City department subordinate employees are expected to act as relief for their superiors on occasion. This provides a training opportunity to help qualify employees to successfully compete for future promotion. Acting as relief for a lengthy period, however, should be recognized by added compensation since a higher level of continuing responsibility is involved.

II. PROCEDURE

Whenever a subordinate employee acts as a relief for a superior for more than fifteen (15) cumulative working days in a fiscal year, or the number of days as specified in the applicable memorandum of understanding, whichever is less, an appropriate temporary salary adjustment shall be made pursuant to these rules. Upon returning to the responsibility of his or her normal position, salary shall be returned to the normal level. This rule shall not apply to Department Head or mid-management personnel, except as determined individually by the City Manager.


In the event a subordinate routinely fills in for his/her supervisor and is therefore compensated at the working out of classification rate as stated above, the following shall apply. After three (3) such years of routinely filling in for his/her supervisor, a subordinate shall be entitled to the appropriate salary adjustment at the beginning of the supervisor's absence rather than waiting the fifteen (15) day period as described above. This shall apply only when it is anticipated that the working out of classification period is expected to exceed an eight (8) hour day for a forty (40) hour week or a complete work shift for public safety personnel, subject to recommendation of the Department Head and approval of the City Manager. In no case shall a temporary upgrade exceed six (6) continuous months.

In the event a Department Head wishes to work an employee out of classification on a permanent basis, the Department Head must address the matter with the City Manager. If the City Manager is in concurrence with the assignment of these duties, the Department

Head will be given the authority to submit a management initiated request for reclassification.



City of Watsonville
Administrative Rules and Regulations
Chapter II – HR/Personnel
Section 4– Compensation/ Classification

2.4.3 Temporary Help		Approved by: 
Established: 9/30/77	Attachments:	
Revised: 5/23/79; 7/31/00; 10/01/12	Cross Reference:	

I. STATEMENT

This section shall be used to provide the City with competent temporary staff. In order to avoid gaps in obtaining temporary assistance in any department, the following procedure is to be observed:

II. PROCEDURE

1. Send an e-mail to the Human Resources Department requesting temporary assistance, giving days and hours help will be needed.
2. The Human Resources Department will contact and arrange for a temporary person for the requesting department. A Personnel Action may be completed and forwarded to the Payroll Office, depending on the type of appointment.
3. Upon receipt of a signed Personnel Action form, the Payroll Office will put the name of the temporary person on the payroll for the period in question.
4. Upon termination of the period for which the temporary person was hired, another Personnel Action form will be instituted to remove the person from the payroll.



City of Watsonville
Administrative Rules and Regulations
Chapter II – HR/Personnel
Section 4– Compensation/ Classification

2.4.4 Voluntary Temporary Reduced Work Week

Approved by:

Established: 7/14/98

Attachments:

Revised: 7/31/00; 10/01/12

Cross Reference:

[2.5.1 Family Care and Medical Leave Policy](#)

I. STATEMENT

The City of Watsonville recognizes that circumstances occasionally arise which may make a voluntary temporary reduction in work hours desirable. The City Manager will consider requests for a reduction of hours to a reduced work week upon receipt of an employee's written request and written recommendations from the Department Head and the Human Resources Manager. Approval for a reduced work week may be granted for a period up to six-months. Temporary reductions in work week may be extended beyond six months upon approval of the City Manager.

II. PROCEDURE

1. Requests for reduction in hours shall be in writing to the appropriate department head and shall include the following: (1) The reason for requesting a temporary reduction in hours; (2) The duration of requested time for the reduction in hours; and, (3) Recommendations/plan of action for accomplishing employee's work assignments during the duration of the reduced work hours.
2. The Department Head will analyze the employee's request for temporary reduction in hours and make a recommendation to the Human Resources Manager and City Manager for granting or denying the request. The Department Head will take into consideration and address the following issues in the recommendation: (1) The legitimacy for the requested reduction in work hours, i.e. to further education, family emergency, personal time, etc.; (2) The length of time which the employee has requested reduction in hours; and, (3) A proposed work plan for accomplishing the tasks assigned to the employee making the request.
3. The Human Resources Manager's recommendation will be based on an evaluation of the request as it relates to Personnel procedures, past practice and general effects to other departments.


4. After careful consideration, and within two weeks of the Department Head and Human Resources Manager's recommendations, the City Manager will make his decision which will be in writing directed to the Department Head. The City Manager's decision shall be final.

III. COMMENT

A voluntary temporary reduction in work hours will result in a reduction in pay and benefits proportional to the hours worked.



City of Watsonville
Administrative Rules and Regulations
Chapter II – HR/Personnel
Section 5– Leaves

2.5.1 Family Care and Medical Leave Policy		Approved by: 
Established: 10/25/94	Attachments: <ol style="list-style-type: none">1. Request for Family/Medical Leave2. Family and Medical Leave Act3. Employer Response for Family/Medical Leave4. Fitness for Duty to Return from Leave	
Revised: 7/31/00	Cross Reference: 2.5.5 Pregnancy Leave 2.5.6 Vested Time Donation	

I. STATEMENT

In accordance with the Federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), the City of Watsonville (City) will provide unpaid family and medical care leave for eligible employees for up to 12 weeks per 12-month period for the following reasons only:

- A. The birth of a child or to care for a newborn of an employee;
- B. The placement of a child with an employee in connection with the adoption or foster care of a child;
- C. Leave to care for a child, parent or spouse who has a serious health condition; or
- D. Leave because of a serious health condition that makes the employee unable to perform the functions of his/her position.

II. DEFINITION

- 1. 12-Month Period - means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.
- 2. Child - means a child under the age of 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster, or step-child.
- 3. Serious Health Condition - means an illness, injury, impairment, or physical or mental condition that involves:

- a) Any period of incapacity or treatment in connection with or is consequent to a hospital, hospice or residential medical care facility;
- b) Any period of incapacity requiring absence from work of more than three calendar days, that also involves continuing treatment by (or under the supervision of) a health care provider;
- c) Continuing treatment by a health care provider for a chronic or long term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days; or
- d) Prenatal care by a health provider.

4. Continuing Treatments - means:

- a) Two or more visits to a health care provider;
- b) Two or more treatments by a health care practitioner (e.g. physical therapist) on referral from, or under the direction of a health care provider; or
- c) A single visit to a health care provider that results in a regimen of continuing treatment under the supervision of a health care provider (e.g, medication therapy).

III. PROCEDURE

A. EMPLOYEES ELIGIBLE FOR LEAVE

An employee is eligible for leave if the employee:

- 1. Has been employed for at least 12 months; and
- 2. Has been employed for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

B. AMOUNT OF LEAVE

Eligible employees are entitled to a total of 12 workweeks (60 work days) of FMLA leave during any 12-month period (see definition on page 1).

Any employee's entitlement to leave for the birth or placement of a child for adoption or foster care expires 12 months after the birth or placement. In cases where both eligible husband and wife are employed by the City, the aggregate number of workweeks of leave to which both may be entitled will be limited to 12 workweeks during any 12-month period if leave is taken for the birth or placement for adoption or foster care of the employees' Child, or to care for a parent with a serious health condition.

This limitation does not apply to leave taken by either spouse to care for the other who is seriously ill and unable to work, to care for a child with a serious health condition, or for his or her own serious illness.

C. EMPLOYEE BENEFITS WHILE ON LEAVE

FMLA leave under this policy is unpaid, although other City-paid leave may be used simultaneously. While on FMLA leave, employees will continue to be covered by the City's group health insurance to the same extent that coverage is provided while the employee is on the job. While on unpaid FMLA leave, all benefits except group health insurance will be the responsibility of the employee. Employees may make the appropriate contributions for continued coverage under the preceding benefit plans by payroll deductions or after exhausting accrued leave, direct payments may be made to these plans. Employee contribution rates are subject to any change in rates that occurs while the employee is on leave. Vacation, sick leave, and holiday benefits will not accrue during unpaid leave. If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, the City shall have the right to recover its share of health plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence, or onset of a serious health condition which would entitle the employee to leave, or because of circumstances beyond the employee's control. The City shall have the right to recover premiums through deduction from any sums due the City (e.g. unpaid wages, vacation pay, etc.)

D. SUBSTITUTION OF PAID ACCRUED LEAVES

If an employee requests FMLA leave for any reason permitted under this policy, he/she must exhaust all accrued leaves (except sick leave) in connection with the leave. The exhaustion of accrued leave will run concurrently with the term of FMLA leave as specified under this policy.

If an employee requests FMLA leave for his/her own serious health condition, in addition to exhausting accrued leave, the employee must also exhaust accrued sick leave.

If an employee requests leave in connection with the birth, adoption or foster care of a child or to care for a child, parent or spouse with a serious health condition, the employee may elect to use their sick leave during the leave if mutually agreed upon by City and employee.

In accordance with [Government Code Section 12945\(b\)\(2\)](#), women shall be granted unpaid pregnancy disability leave (with a right of return) of up to four months, depending on her actual period of disability (see Administrative Rule and Regulation III-1.4, Pregnancy Leave.) In addition to this entitlement, either or both parents) of the child, if eligible, can take an aggregate family care leave under the CFRA of up to 12 weeks simply to care for and bond with their newborn.

E. MEDICAL CERTIFICATION

Employees who request leave for their own serious health condition or to care for a child, parent or a spouse who has a serious health condition must provide written certification from the health care provider of the individual requiring care. If the leave is requested because of the employee's own serious health condition, the certification must include a statement that the employee is unable to perform the essential duties of his/her position.

If the City has reason to doubt the validity of a certification, the City may require a medical opinion of a second health care provider chosen by the City. If the second opinion is different from the first, the City may require the opinion of a third provider jointly approved by the City and the employee. The opinion of the third provider will be binding.

If an employee requests leave intermittently (a few days or hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition the employee must provide medical certification that such leave is medically necessary. Medically necessary means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule. If an employee requests reduced or intermittent leave, the City may transfer the employee to a position with equivalent pay and benefits which better accommodates the schedule for medical treatment.

F. EMPLOYEE NOTICE OF LEAVE

Although the City recognizes that emergencies arise which may require employees to request immediate leave, employees are required to give as much

notice as possible of their need for leave. If leave is foreseeable, at least 30 days notice is required. In addition, if an employee knows that he/she will need leave in the future, but does not know the exact dates) (e.g. for the birth of a child or to take care of a newborn), the employee shall inform his/her supervisor as soon as possible that such leave will be needed. If the City determines that an employee's notice is inadequate or the employee knew about the requested leave in advance of the request, the City may delay the granting of the leave until it can adequately cover the position with a substitute (no longer than 30 days after notice).

G. REINSTATEMENT UPON RETURN FROM LEAVE

Upon expiration of leave, an employee is entitled to be restored to the position of employment held when the leave commenced, or to an equivalent position, unless the City shows (1) that the employee would not have been employed at the time of request for reinstatement, (2) that the employee was hired for a specific term or project, (3) that key employee (an employee who is among the highest paid 10 % of all employees as defined by FMLA regulations) criteria apply, or (4) that employee is not fit for duty.

As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition, which made the employee unable to perform his/her job, the employee must obtain and present a fitness-for-duty certification from the health care provider that the employee is able to resume work. Failure to provide such certification will result in denial of reinstatement.

Employee will be restored to the same status, coverage and benefits as before leave. Leave does not constitute a break in service, but does not count towards accrual of additional benefits or seniority i.e., merit step pay increase.

H. REQUIRED FORMS

Employees must complete the following applicable forms in connection with leave under this policy. Forms are available in the Personnel Office and must be returned to employee's Department Head who will then forward them to the Personnel Department.

1. Request for Family or Medical Leave form prepared by the City of Watsonville to be eligible for leave;
2. Certification of Physician Practitioner - either for the employee's own serious health condition or for the serious health condition of a child, parent or spouse;

3. Employer Response to Employee Request for Family or Medical Leave form;
4. Fitness for Duty to Return From Leave form.

MEMORANDUM

DATE: {Insert: Date}

TO: {Insert: Name of Department Head, Title}

FROM: {Insert: From}

SUBJECT: REQUEST FOR FAMILY/MEDICAL LEAVE

I request a Family/Medical Leave for the following reason (check one):

- ☐ 1. (a) ☐ The birth of my child and in order to care for such child.
 (b) ☐ The placement with me of a child for adoption or foster care.
- ☐ 2. In order to care for an immediate family member:
☐ Child
☐ Spouse
☐ Parent
 who has a serious health condition. **Must submit "Physician or Practitioner Certification" within 15 days.**
- ☐ 3. My own serious health condition that makes me unable to perform the functions of my position. **Must submit "Physician or Practitioner Certification" within 15 days.**

Method of leave requested:

- ☐ 1. Consecutive Leave
☐ 2. Intermittent or Reduced Leave Schedule (Specify Schedule Below)

Date leave is to begin: _____ Expected duration of leave: _____

If the duration of my family/medical leave (total of paid and unpaid time) does not exceed 12 weeks, I will be returned to my same or equivalent position. I understand that if my family/medical leave should exceed 12 weeks I will be returned to my same or similar position, only if available, in accordance with applicable laws. If my same or similar position is not available, I understand that I may be terminated.

Employee: _____ Date: _____

CITY OF WATSONVILLE - 275 MAIN STREET, SUITE 400 - WATSONVILLE, CA 95076 - 831.768.3040

Family & Medical Leave Act

Certification of Physician or Practioner



1. Employee's Name	2. Patient's Name (if other than employee)	
3. Healthcare provider certifies that:		
4. Date condition commenced	5. Probable duration of condition	
6. Regimen of treatment to be prescribed (indicate number of visits, general nature and duration of treatment, including referral to other provider of health services. Include schedule of visits or treatment, if it is medically necessary for the employee to be off work on an intermittent basis or to work less than the employee's normal schedule of hours per day or days per week.)		
a. By physician or Practitioner		
b. By another provider of health services, if referred by Physician or Practitioner		
<p>If this certification relates to care for the employee's seriously-ill family member, skip items 7, 8 and 9 and proceed to items 13 through 20 on reverse side. Otherwise, continue below.</p>		
Check Yes or No in the boxes below, as appropriate		
7. Is inpatient hospitalization of the employee required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Is employee able to perform work of any kind? (If "No", skip Item 9)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Is employee able to perform the functions of employee's position? (Answer after receiving statement from employer of essential functions of employee's position, or, if none provided, after discussing with employee)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Signature of Physician or Practitioner	11. Date	12. Type of Practice (Field of Specialization, if any)

~ 1 ~

For certification relating to care for the employee's seriously-ill family member, complete Items 13 thru 17 below as they apply to the family member and proceed to Item 20.

13. Is inpatient hospitalization of the family member (patient) required? ☐ Yes ☐ No
14. Does (or will) the patient require assistance for basic medical, hygiene, nutritional needs, safety or transportation?
☐ Yes ☐ No
15. After review of the employee's signed statement (See Item 17 below), is the employee's presence necessary or would it be beneficial for the care of the patient? (This may include psychological comfort.) ☐ Yes ☐ No
-
16. Estimate the period of time care is needed or the employee's presence would be beneficial.
-

Item 17 is to be completed by the employee needing family leave

17. When Family Leave is needed to care for a seriously-ill family member, the employee shall state the care he or she will provide and an estimate of the time period during which this care will be provided, including a schedule if leave is to be taken intermittently or on a reduced leave schedule.

18. Employee Signature	19. Date	
20. Signature or Physician or Practitioner	21. Date	22. Type of Practice (Field or Specialization, if any)

CITY OF WATSONVILLE - 275 MAIN STREET, SUITE 400 - WATSONVILLE, CA 95076 - 831.768.3040

Family & Medical Leave Act

Employer Response to Employee Request for Family or Medical Leave



DATE: _____

TO: _____

FROM: _____

SUBJECT: Request for Family/Medical Leave

On _____, you notified us of your need to take family/medical leave due to:

- ☐ the birth of a child, or the placement of a child for adoption or foster care; or
- ☐ serious health condition that you need care for; or
- ☐ a serious health condition affecting your ☐ spouse, ☐ child, ☐ parent, for which you are needed to provide care.

You notified us that you need this leave beginning on _____ and that you expect leave to continue until on or about _____.

Except as explained below, you have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period for the reasons listed above. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.

This is to inform you that:

1. You are ☐ eligible ☐ not eligible for leave under FMLA.
2. The requested leave ☐ will ☐ will not be counted against your annual FMLA leave entitlement.

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3. You ☐ will ☐ will not be required to furnish medical certification of a serious health condition. If required, you must furnish this certification by (must be at least 15 days after you are notified of this requirement) or we may delay the commencement of your leave until the certification is submitted.
4. We ☐ will ☐ will not require that you substitute accrued paid leave for unpaid FMLA leave. If paid leave will be used, it will run concurrent with your sick and/or vacation leave.
5. (a) If you normally pay a portion of the premiums for yourself and/or dependent health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment must be made with the Payroll Office at 728.6032. You are responsible for payments of \$ per pay period.
- (b) You have a 30-day grace period in which to make payment. If payment has not been made timely, your group health insurance may be cancelled, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.
- (c) We will continue to pay your health insurance coverage while you are on leave. We will not pay your share of the premiums for your dependent health insurance while you are on leave.
- We ☐ will ☐ will not do the same with other benefits (e.g., life insurance, disability insurance, etc.) while you are on FMLA leave. If we do, when you return from leave you will be expected to reimburse us for the payments made on your behalf.
6. You ☐ will ☐ will not be required to present a fitness-for-duty certificate prior to being restored to employment. If such certification is required but not received, your return to work may be delayed until such certification is provided.
7. (a) You ☐ are ☐ are not a “key employee” as described in §825.218 of the FMLA regulations. If you are a “key employee,” restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us.
- (b) We ☐ have ☐ have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us.
8. You ☐ will ☐ will not be required to furnish us with periodic reports of your status and intent to return to work every 30 days while on FMLA leave.
9. You ☐ will ☐ will not be required to furnish recertification every 30 days relating to a serious health condition.

~ 2 ~

FITNESS FOR DUTY TO RETURN FROM LEAVE CERTIFICATION



_____ began a period of family/medical care
leave from the CITY OF WATSONVILLE for the following healthcare:

Based on my examination of _____ on
(employee)
_____, I certify that he/she is medically/psychologically fit
(date)
to return to _____ with the following
limitations:


Date: _____

Physician's Signature: _____

Field of Specialization: _____



City of Watsonville
Administrative Rules and Regulations
Chapter II – HR/Personnel
Section 5– Leaves

2.5.2 Illness/Injury Report and Return to Duty Policy		Approved 
Established: 1/7/88	Attachments: 1- Modified Return to Work Time Sheet 2- Temporary Modified Duties 3- Examination/Treatment Authorization	
Revised: 5/15/92; 2/20/96; 7/31/00;	Cross Reference: 2.2.11 Outside Employment 2.5.4 Sick Leave 1.4.3 Vehicle Accident, Property Damage, and Lost and Stolen Property	

I. STATEMENT

The City of Watsonville strives to maintain a healthy and properly prepared work force. The following is a procedure for administering the report of a work related (on-the-job) injury and the subsequent assignment of duties to provide the worker with the opportunity to continue contributing to organizational goals during the recovery period. This procedure also addresses the employee's responsibility of following a healthy and well-directed recovery from any illness or injury requiring leave from City duty. The City Manager or designee is directly responsible for the management of the City's medical, Workers' Compensation, and Americans with Disabilities (ADA) policies. (Refer to Section III.B.4 for off-duty injuries.)

II. DEFINITION

1. **Injury or Illness:** Unless otherwise indicated, refers to a job-related injury or illness in this rule.
2. **Modified Duty:** Modified work assignments are temporary assignments to assist an injured or ill employee to progressively recover to full duty status. Modified work is offered to support an employee's job status without endangering his/her safety or work injury recovery. The City will attempt to keep the employee productive while treating for a work-related injury. In some cases the work performed is not essential to the long-term benefit of the City. The offer of modified work is in no way an offer of permanent status employment in the

modified position. This type of duty is a "transitional" process, which enables the employee to gradually resume his/her full-time duties. The City reserves the right to determine when the employee is no longer qualified to perform modified work. The criteria used to evaluate future availability of modified work includes any one or a combination of factors listed below:

- Treating doctor's recommendation for injury recovery or physical limitations.
- City-assigned doctor's recommendation for injury recovery or physical limitations.
- Limited work available to keep the employee productive.
- Threat of further injury; employee's physical limitations cause concern for his/her safety in the work environment.

Modified work will not exceed the permanent and stationary date as determined by the attending physician or Qualified Medical Examiner (QME).

There are three areas of placement for modified duty:

1. Within the same department/division, same job, with restrictions.
2. Within the same department/division, different job.
3. In a different department/division, different job.

Modified duty will be initially offered for no longer than eight (8) weeks duration. If at the end of eight (8) weeks the worker is not able to return to his/her regular position, the situation will be evaluated by the City Manager (or the City Manager's designee). A determination will be made regarding the duration of time that modified work will be offered. In most cases modified duty will not exceed six (6) months. The employee's potential for recovery and return to full duty will be examined as a condition for extending modified duty. An extension beyond eight (8) weeks will require a treating doctor's report that supports the idea that the employee will recover to full-time status.

III. PROCEDURE

A. Reporting of the initial injury or illness:

The following is the Workers' Compensation policy applicable for **job-related** illnesses or injury:

1. An employee sustaining a job-related injury or illness shall report the incident/injury to his/her Supervisor in a timely fashion as required by law.
2. The Supervisor must complete the [City of Watsonville Incident Report](#) and initiate an [Examination and/or Treatment Authorization](#) form.
3. If medical treatment is necessary the employee must submit the [Examination and/or Treatment Authorization](#) form to the City physician for completion. Each return visit requires that the form be completed.
4. The Personnel Department will provide to each Department/Division a list of authorized medical providers who shall be used for all minor or non-emergency related injuries, unless the employee has designated (and filed with the Personnel Department in writing) his/her personal physician prior to an accident.
5. Life threatening or serious injuries shall be treated by the most appropriate emergency medical facility without delay. Call 911 (9-911 for City phones) for fire and ambulance response. As soon as practical, the Supervisor will make sure the proper forms are completed as described above.
6. The physician will determine if the employee is:
 - a. Able to return to full duty.
 - b. Able to return to modified duty.
 - c. Unable to return to regular or modified work and a possible date of return.
 - d. The employee must return the Examination form (identified in Section A.2 above) to his/her Supervisor. If the employee is disabled, the Supervisor will obtain the treatment form and personally notify the Department Head and the Personnel Department of the employee's status as soon as possible after examination by the physician.
 - e. If the physician has released the employee to modified duty, the Supervisor or Personnel Department will require the employee to read and sign the [Temporary Modified Duty Understanding of Terms and Conditions](#) form describing modified duty, job placement, time frame of modified work, conditions of injury recovery, etc., before assuming modified duty status.
 - f. The Supervisor will be responsible for maintaining close attention to the employee's injury status and ability to return to work. The

Supervisor shall notify the Personnel Department weekly regarding the modified duty status of the Department's/Division's employees. Communication among the Department Head, Supervisor, Personnel Office, and the Assistant City Manager will serve to insure the employee's best treatment to maximize an effective and efficient treatment plan. The Supervisor must complete a weekly [Modified Return to Work Time Sheet](#) for each modified duty employee and forward it to the Personnel Department for tracking.

B. Assignment to modified duty:

1. The assigned work will emphasize duties that allow for quick and effective recuperation, prevent deterioration of work skills, and result in productive and necessary tasks being performed, with the least amount of time lost to industrial accidents. The assignment shall not create a new job but may incorporate or modify a present position on a temporary basis. If not, there are usually numerous tasks that can be performed such as: photocopying, filing, inventory activities, minor maintenance projects, mailings, sorting, collating and stuffing envelopes, alphabetizing, answering telephones, light typing/computer input, light machinery maintenance, etc.

Employees refusing to accept modified duty which meets the physical limits established by the treating doctor will be ineligible for Workers' Compensation benefits and subject to disciplinary action and/or dismissal.

2. If the Department Head cannot find an appropriate modified duty work plan within the department/division that meets the objectives identified above, the Personnel Office will be contacted. The Department Head and Personnel Office will coordinate modified duty assignments that other departments may have, which may not necessarily be job related, but will meet the above objectives.
3. If appropriate modified duty work is not available, the employee will be placed on temporary disability.
4. **Off duty injuries:** If the employee is injured off duty and wants to return to modified duty, the Department Head will determine if appropriate work is available. All other aspects of this procedure (i.e. doctor release) will be applicable when handling a non-work related injury.

5. **Return to work on modified duty:** The employee must have the physician sign the [Examination and/or Treatment Authorization](#) form indicating that employee is capable of returning to work on modified duty status. The employee must also sign the City of Watsonville [Temporary Modified Duty Understanding of Terms and Conditions](#) form which will be provided by the Personnel Department and approved by the Supervisor and Department Head.
6. **Employee status during recovery from a workplace injury:**
 - A. An employee shall comply with the request of his/her treating doctor regarding recovery and rehabilitation from an injury or illness. An employee will be subject to disciplinary action if he/she misses scheduled doctor's appointment(s) or fails to follow doctor's orders regarding rehabilitation and physical limitation during recovery:
 - B. During recovery from an injury, illness, or stress-related incident, a City employee must request employer approval for any outside employment or any payment for services. This is accomplished by completing and submitting an [Outside Employment Statement](#) form (Administrative Rules and Regulations 2.2.11). The outside employment will be denied if the effects of the job in any way become a threat to the injury or illness recovery. An employee found to violate this policy, or in any way carelessly performs sports activities or any other act that prolongs or may prolong rehabilitation from an injury or illness will be subject to appropriate disciplinary action.
7. **Return to regular work:** The employee who has been injured on or off duty and has been accommodated with modified duty must furnish the Supervisor with a release form from the attending physician stating that the employee can return to regular work duty. The Supervisor must submit copies to Personnel. The "injury status report" portion of the [Examination and/or Treatment Authorization](#) form will suffice as a release form when properly completed by the attending physician.
8. To the extent applicable, the City will comply with the Americans with Disabilities Act (ADA).

MODIFIED WORK HOURS: _____

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Temporary Modified Duty Understanding of Terms & Conditions



EMPLOYEE: _____ DATE: _____

Because of your injury or illness, your physician has released you to Modified Duty. Modified work assignments are temporary assignments to assist you in progressively recovering to full duty status. Modified work is offered to support your job status without endangering your safety or work injury recovery. The offer of modified work is in no way an offer of permanent status employment in the modified position. This type of duty is a "transitional" process which will enable you to resume your full-time regular duties. The assigned work will emphasize duties that allow for quick and effective recuperation, prevent deterioration of work skills, and result in productive and necessary tasks being performed, with the least amount of time lost.

Your Modified Duty placement is:

- ☐ Your job, within your department/division, with restrictions.
- ☐ A different job within your department/division.
- ☐ A different job within a different department/division.

If at any time appropriate modified work is not available, you will be placed on temporary disability.

Modified duty will be initially offered for no longer than eight (8) weeks duration. If at the end of eight (8) weeks you are not able to return to your regular position the situation will be evaluated by the Assistant City Manager (or City Manager's designee). A determination will be made regarding the duration of time that modified work will be offered. In most cases modified duty will not exceed six (6) months. Your potential for recovery and return to full duty will be examined as a condition for extending modified duty. An extension beyond eight (8) weeks will require a treating doctor's report that supports the idea that you will recover to full-time status. Modified work will not exceed the permanent and stationary date as determined by the attending physician or Qualified Medical Examiner (QME).

Each time you return to your physician or physical therapist, it is your responsibility to have the treater complete and sign the City of Watsonville's Examination and/or Treatment Authorization form. It is also your responsibility to attend your scheduled appointments for proper treatment.

By refusing to accept modified duty which meets the physician's requirements, you will be ineligible for Workers' Compensation benefits and subject to disciplinary action and/or dismissal.

During recovery from an injury, illness, or stress-related incident, you must request employer approval for any outside employment or any payment for services. This is accomplished by completing and submitting an Outside Employment Statement form (Administrative Rules and Regulations II-2.4). The outside employment will be denied if the effects of the job in any way become a threat to your injury or illness recovery. If you are found to violate this policy, or in any way carelessly perform sports activities, volunteer activities, or any other act that prolongs or may prolong rehabilitation from an injury or illness, you will be subject to appropriate disciplinary action.

Modified Duty Start Date: _____ End Date: _____

APPROVED: _____
Department Head Supervisor

I have read, understand, and agree to the terms and conditions listed above.

Employee: _____ Date: _____

CITY OF WATSONVILLE - 275 MAIN STREET, SUITE 400 - WATSONVILLE, CA 95076 - 831.768.3020

EXAMINATION AND/OR TREATMENT AUTHORIZATION



PART I. TO BE COMPLETED BY SUPERVISOR. This form must accompany employee when he/she seeks medical treatment. After being signed by the Attending Physician, the form must immediately be forwarded to Human Resources.

MEDICAL TREATMENT AUTHORIZATION

Employee: (Last) (First) (MI) Job Classification

Department/Division Date Injured Supervisors Name

Supervisor's Signature: _____

PART II. TO BE COMPLETED BY ATTENDING PHYSICIAN. The City of Watsonville provides short-term (8-weeks) modified work for all employees who are temporarily disabled by occupational injuries. Our purposes are to facilitate recovery, prevent deterioration of work skills, demonstrate concern, minimize loss of human resources, and reduce costs. Because of the City's varied work activities, some type of work can usually be found to meet the injured employee's capabilities.

- State laws and the courts fully support modified work programs in lieu of time off.
- Please consider the availability of modified work before making a decision on our employee's estimated period of disability.
- IF THE EMPLOYEE IS NOT RELEASED FOR FULL OR MODIFIED DUTY FOLLOWING YOUR EXAM, WHILE THE PATIENT IS STILL IN YOUR OFFICE, PLEASE CALL HUMAN RESOURCES, TELEPHONE 768-3020
- Please complete the items on the form below and return with employee.

INJURY STATUS REPORT

TREATMENT ADMINISTERED:

- ☐ Office Visit Injury Treatment
- ☐ Redress
- ☐ Medication
- ☐ Physical Therapy
- ☐ Exam

PHYSICIAN'S OPINION:

- ☐ Industrial
- ☐ Non-industrial

WORK STATUS:

- ☐ Return to regular duty - Date: _____
- ☐ Return to modified duty as indicated below: - Date: _____
 - ☐ (1) No Prolonged standing or walking
 - ☐ (2) No climbing, bending or stooping
 - ☐ (3) Limited use of right/left hand
 - ☐ (4) Right/Left handed work only
 - ☐ (5) No work near moving machinery for duration of modified duty
 - ☐ (6) No twisting motion
 - ☐ (7) Weight lifting restrictions: ☐ 0-15 lbs. ☐ 15-35 lbs. ☐ 35-50 lbs.
 - ☐ Re-evaluation of comments. Next appointment: _____
- ☐ Unable to return to work for duration of disability: __ days (Please call 768-3020 immediately.)
- ☐ Physical restrictions are noted above. Next appointment: _____

PHYSICIAN'S COMMENTS (Specifically why employee cannot return to work):

PHYSICIAN'S NAME: _____
ADDRESS: _____


PHYSICIAN'S SIGNATURE: _____
DATE: _____

DISTRIBUTION: 1.) Email to: riskandsafety@cityofwatsonville.org

2.) Department Head



City of Watsonville
Administrative Rules and Regulations
Chapter II – HR/Personnel
Section 5– Leaves

2.5.3 Leave of Absence for Public Safety Employees Regarding Job Related Injury		Approved by: 
Established: 9/28/81	Attachments:	
Revised: 7/31/00	Cross Reference:	

I. STATEMENT


California Labor Code Section 4850 provides that Public Safety employees are entitled to a leave of absence with no loss of salary while permanently or temporarily disabled due to a job related injury. This leave of absence may last for up to one year. A "leave of absence", however, does not mean complete work inactivity if the affected employee is capable, by medical opinion, to perform some other function for the City.

II. PROCEDURE

1. When an employee is identified as eligible for a leave of absence under Labor Code Section 4850, the City shall cause a medical evaluation of that employee to be performed.
2. The medical evaluation will be used to determine the extent of the disability and the possibility of alternate work assignment(s) during the disability period.
3. The City will evaluate the need for alternate work to be performed and assign the disabled individual to an alternate work program as is deemed appropriate.
4. Alternate work assignments shall be made by the department head with the approval of the Human Resources Manager or City Manager.
5. Alternate work assignments shall be made with due regard for the skills, abilities, and level of employment of the involved individual.



City of Watsonville
Administrative Rules and Regulations
Chapter II – HR/Personnel
Section 5– Leaves

2.5.4 Sick Leave		Approved by: 
Established: 1/19/82	Attachments:	
Revised: 7/31/00;	Cross Reference:	

I. STATEMENT

Sick leave is a privilege to be allowed only in case of sickness, disability, or quarantine. Paid sick leave shall not be given for any injury or illness arising out of or incurred in connection with outside employment. Sick leave may not be used to provide time off from the job for any reason not specified herein unless approved by the City Manager.

II. DEFINITION

In addition to sickness, disability, and quarantine, the following are recognized as allowed uses of sick leave:

1. Doctor and Dental Appointments

Accrued sick leave may be used for occasional doctor and dentist appointments for the employee only. Such leave must be approved by the Department Head in advance.

2. Bereavement Leave

In case of death in the immediate family an employee may be granted accrued sick leave not to exceed three (3) days. Additional time off for this purpose must be vacation, C.T.O., or unpaid leave. Bereavement leave must be approved by the Department Head.

3. Illness of Immediate Family Member

Employee sick leave of up to one-half of the annual sick leave allotment may be utilized for the care of immediate family members in the event of injury or illness.

4. Immediate Family

For the purposes of administering this policy, the immediate family shall include parents, brothers, sisters, spouses, and children. Where unusually close family ties exist, the department head may determine other relationships to be included in this definition on a case-by-case basis.

III. PROCEDURE


1. Sick leave may be used as it is accrued from the first day of employment.
2. An employee must notify his supervisor or department head no later than four (4) hours after the start of the work day to receive paid sick leave.
3. When absent more than three consecutive work days, the employee shall file a physician's certificate with the Personnel Director, stating the cause of the absence. The employee may be required to file such certificate in cases of less than three work days absence.
4. Illness While on Vacation Leave. When an employee becomes ill while on vacation or other authorized leave (except leave without pay) or otherwise becomes eligible for sick leave benefits, his absence from the job for the period during which he is thus eligible for sick leave may be so charged. In such event, the employee must notify his department head or supervisor not later than four hours after the start of the week day and shall submit upon his return a physician's certificate.
5. Leave for disability covered by worker's compensation (job-related injury or illness) shall be charged against the employee's accrued sick leave. The employee will receive an amount of paid sick leave equal to the difference between Worker's Compensation benefits and regular full salary. Accrued sick leave shall be deducted at a rate proportional to the amount required to provide full salary. This provision shall be modified for Public Safety personnel to the extent necessary to conform to Section 4850 of the State Labor Code.
6. Use of sick leave for doctor and dental appointments shall be planned and approved in advance.
7. Former employees re-employed by the City shall receive no credit for prior service in determination of sick leave benefits, except as allowed in the City Personnel Rules.
8. Employees terminating their City employment or being terminated by the City shall forfeit all unused sick leave.
9. For accounting purposes, sick leave accrual, usage and compensation, shall be recorded in hours. Eight (8) hours shall be the equivalent of one (1) work day for all employees except Fire Department personnel who are assigned to twenty-four (24) hour duty.

IV. COMMENT

Sick leave is a privilege which is extended to employees to provide a degree of financial security during times of illness or disability. It should be used and authorized only as described in this procedure. Abuse of sick leave is a serious offense and will be subject to disciplinary action.



City of Watsonville
Administrative Rules and Regulations
Chapter II – HR/Personnel
Section 5– Leaves

2.5.5 Pregnancy Leave		Approved by: 
Established: 1/30/87	Attachments:	
Revised: 10/17/94; 7/31/00	Cross Reference:	

I. STATEMENT

A pregnancy disability amendment was added to Title VI of the Civil Rights Act of 1964. Under this amendment, pregnancy has been determined to be a temporary disability. Under this interpretation, the following rules shall apply:

II. PROCEDURE


1. Pregnant employees will be allowed to take a disability leave due to pregnancy for a reasonable period of time; provided, such period shall not exceed four (4) months. In addition to four (4) months pregnancy leave, the employee is entitled to 12 weeks California Family Rights Act (CFRA)/FMLA leave (see [Administrative Rule and Regulation 2.5.1](#)).
2. A reasonable period of time means that period during which the female employee is disabled due to pregnancy, childbirth or related medical conditions.
3. If it is medically advisable and the City can reasonably accommodate the employee, the employee will be transferred to another position. The alternate position shall be in a classification that has relevant job skills in comparison to the employee's regular position.
4. The period of disability shall be medically determined and certified; and upon such date of medical release, the female employee shall return to work. The employee shall provide the City with a letter signed by the employee and the employee's physician which shall certify the length, including the beginning and ending dates of temporary disability.
5. If the female employee on disability leave for pregnancy does not have sufficient sick leave to cover the period of disability, accrued vacation and CTO time may be used.

If the amount of accrued sick leave, vacation, and CTO time does not cover the duration of the disability, the female employee will be placed on leave without pay.

6. The City requires that the pregnant employee give the City thirty (30) days notice prior to the anticipated date of delivery as to the commencement date and duration of the leave.



City of Watsonville
Administrative Rules and Regulations
Chapter II – HR/Personnel
Section 5– Leaves

2.5.6 Vested Time Donation		Approved by: 
Established: 6/4/93	Attachments:	
Revised: 7/31/00	Cross Reference:	

I. STATEMENT

Realizing the value of permanent City employees and the need to retain their services, the City, under the following guidelines, will allow transfer of vested time from one employee to another.

When an employee faces a catastrophic illness or injury that causes the employee to use all of their sick leave, vacation, and compensatory time off, this procedure may be used. A City employee may transfer vested time to the injured employee. The donation is offered on a voluntary basis.

II. DEFINITION

1. Definition of Eligible Employee

Only employees in budgeted (benefited) positions are eligible to participate in the voluntary time sharing program.

2. Definition of Catastrophic Illness

Catastrophic illness or injury is an illness or injury which is expected to incapacitate the employee for an extended period of time and create a financial hardship because the employee has exhausted all of his/her accumulated leave.

3. Definition of Accumulated Leave

Accumulated leave is that time available to an employee that the employee has vested rights to. That leave is identified as compensatory time off, administrative leave, and vacation leave.

4. Definition of Vested Time

For the purpose of this policy, vested time shall mean that time in which an employee has monetary interest, specifically, vacation leave, compensatory time off, and/or administrative leave.

5. Applicable Taxes

The recipient will pay state and federal taxes on the donated time. Finance will withhold taxes at the rate normally withheld for the recipient employee. There are no clear guidelines identifying the tax consequences of time sharing. Therefore, in the event that the state and or federal governments rule that a tax liability is due other than as taxed, the recipient accepts that liability.

III. PROCEDURE

1. Procedures for Establishing Time Sharing

- A. The Department head, with approval from the injured employee, may request that the Human Resources Manager establish a Time Share program for an employee who has exhausted all accumulated leave due to a catastrophic illness or injury.
- B. The Human Resources Manager will determine if an employee would benefit from a Time Share program and will contact the employee to see if the employee desires to participate.
- C. When authorized by the employee in writing, the Human Resources Manager will establish, on behalf of the individual employee, a Time Share Program. The Department Head representing the individual employee will notify City employees of the time share needs (notice is based on an agreement with the employee receiving the time share support).
- D. The recipient employee will authorize the Human Resources Manager to make public only the information that employee is comfortable with having made public. Further, the employee can restrict the request of time sharing to any or all departments.
- E. The City reserves the right to modify or terminate an established Time Share Program as it deems necessary. In no case will an individual exceed six months of program participation.

2. Conditions Under Which Leave Credits May Be Donated

- A. Any employee may donate vacation, administrative leave, compensatory time off, and excess sick leave at compensated value.
- B. Donated time must be in blocks of four hours.

- C. Donated time will be converted to cash value at the donor's base pay rate and credited to the recipient in equivalent hours at the recipient's base pay rate as vacation.
- D. The donor of donated time will be treated as if the donor had never had a right to such time. The recipient shall be treated as if he/she originally had right to such time.
 - 1) Hence, the recipient employee will be taxed accordingly for all donated time.
 - 2) Time donated is not retrievable. In the event time credit remains at the termination of the program, the excess time will be handled per current rules and regulations.

3. The Human Resources Manager Will:


- A. Control the Time Share program.
- B. Receive written approval from the employee to announce the need for a Time Share program, and a signed agreement allowing publication of the employee's need.
- C. The employee benefiting from the Time Share program and the Human Resources Manager will agree on the content of the publicity.
- D. Publicize the establishment of the Time Share program.

The program will be:

- 1. Strictly a voluntary program.
- 2. All donations are confidential; except that blocks of donated time 40 hours and over will be acknowledged to the recipient with approval from the donor.
- 3. Require that employee donations be made directly to the Human Resources Manager.
- 4. All donations are final. Unused donated time remains a credit to the recipient.
- 5. The program can be terminated or modified at any time.
- 6. Investigate any allegations of pressure or coercion in the solicitation of donations



City of Watsonville
Administrative Rules and Regulations
Chapter III – Finance
Section 1 – Reimbursements

3.1.1 Tuition Reimbursement		Approved by: 
Established: 5/23/79	Attachments: 1 - Tuition Reimbursement Form	
Revised: 2/20/85; 9/25/95; 7/31/00; 10/01/12	Cross Reference:	

I. STATEMENT

To assist eligible employees attending accredited college courses or City approved education which directly relate to their current duties and increase their value to the City by reimbursing them for all or part of incurred costs of tuition, fees, required texts, and certain course supplies.

II. PROCEDURE

1. An employee eligible for tuition reimbursement is a full-time employee who is on permanent status.
2. 100 % reimbursement claims, not to exceed \$1,000.00 per fiscal year, may be paid for employees who successfully complete accredited college courses which directly relate to their job class series with at least a grade of "C" or better.
3. Required texts are those specifically required for the course and do not include supplemental or recommended books. Required supplies are those specific items required for course work.
4. Employees are eligible for reimbursement only upon the condition that they are not receiving payment from any other governmental jurisdiction, including Veterans' Education Assistance and Law Enforcement Assistance Acts. If an employee terminates before reimbursement is made by the City, the City shall not complete action and pay the claim.
5. To implement tuition reimbursement, the following procedure is to be followed:

A. PRIOR TO ENROLLMENT:

- **EMPLOYEE:**
 - a) Obtains Tuition Reimbursement form, which is available from the Human Resources Department.
 - b) Completes Section 1 of the form.
 - c) Submits form to Department Head for approval **PRIOR** to enrollment.

- **DEPARTMENT HEAD:**
 - a) Reviews Section 1 of the Tuition Reimbursement form for completeness.
 - b) Approves or disapproves employee's request for reimbursement (if disapproved, returns form to employee with explanation).
 - c) Completes Section 2 of the form.
 - d) Forwards the Tuition Reimbursement Form (with Sections 1 and 2 completed) to Human Resources Office.
- **HUMAN RESOURCES:**
 - a) Reviews completed Sections 1 and 2 to ensure completeness and consistency with City policy.
 - b) Approves or denies request and returns form to department (if request is denied or altered, an explanation is required).

B. UPON CLASS COMPLETION

- **EMPLOYEE:**
 - a) Presents Department Head with transcript of official record of completion of course work with all receipts for expenditures.
- **DEPARTMENT HEAD:**
 - a) Completes Section 4, verifying grades and expenditures.
 - b) Forwards Tuition Reimbursement form to Finance Department for payment.
- **FINANCE DEPARTMENT:**
 - a) Reviews form.
 - b) Prepares reimbursement check and charges training account.
 - c) Distributes copies of reimbursement form to Human Resources Department, employee, employee's department, and the Finance Department file.
- **CITY MANAGER:**
 - a) Reviews all appeals of denial for full reimbursement.

TUITION REIMBURSEMENT FORM



Note: This request must be completed and approved by your Department Head and Human Resources prior to enrollment. Your total claim(s) shall not exceed \$1,000.00 per year.

SECTION 1 – EMPLOYEE

Name: _____ Job Title: _____ Date: _____

I request authorization for reimbursement for the following training. I have not and will not receive any further financial assistance for this training as prescribed in Administrative Rule III-3.1.1

Course Title: _____ School: _____ Location: _____

Brief description of job-related course:

Tuition: _____
 Texts: _____
 Supplies: _____
 Total Claim: \$0.00

Employee: _____ Date: _____

SECTION 2 - DEPARTMENT

Funds are available in the departmental budget and I recommend that:

- ☐ 100% reimbursement (up to \$1000 per year) for successful completion of the above course(s) which I certify are related to the employee's present duties.
- ☐ Reimbursement not be granted (explanation attached).

Acct # _____ Department Head: _____ Date: _____

SECTION 3 – HUMAN RESOURCE DEPARTMENT

Funds are available in the departmental budget and I recommend that:

- ☐ Request for reimbursement is consistent with City's Tuition Reimbursement Policy and is approved.
- ☐ Request for reimbursement denied for reasons stated below.

Human Resource Department: _____ Date: _____

SECTION 4 – DEPARTMENT HEAD

COURSE COMPLETION VERIFICATION

- ☐ I have verified course completion on _____
- ☐ I have verified grade for above course.
- ☐ I have attached receipts for reimbursement and request that employee be reimbursed


Department Head: _____ Date: _____

Distribution: Human Resource / Finance / Department / Employee

~ 1 ~



City of Watsonville
Administrative Rules and Regulations
Chapter III – Finance
Section 1 – Reimbursements

3.1.2 Travel and Meal Reimbursement		Approved by: 
Established: 6/9/81	Attachments: 1- Travel and Meal Reimbursement Form	
Revised: 7/10/81; 2/7/85; 3/16/88; 10/27/93; 5/1/96; 2/3/98; 7/31/00; 4/1/02; 10/01/12	Cross Reference:	

I. STATEMENT

The City supports attendance of seminars and conferences in order to enhance employees' education and job performance. It is the policy of the City to provide a reasonable travel and meal reimbursement policy which is neither inconvenient for employees nor excessive in cost to the City. The travel and tuition expenses associated with training sessions and conferences must be managed in a responsible fashion.

In all cases, travel time, cost of salaries, expense of trip by vehicle versus air, and lodging will be considered before approving expense reimbursement. The purpose of this procedure is to identify the methods for obtaining approval for training and conferences. The intent of this procedure is to build adequate pre-approval requirements, yet not overly burden the training experience with too much paperwork or supervision. This procedure also sets forth the guidelines for reimbursement of meals, lodging, and travel allowance.

II. PROCEDURE

1. **Pre-approval:** There are several required levels of pre-approval for training sessions and conference events. The following are the minimum requirements associated with attaining pre-approval. The [Training and Conference and Expense Claim Form](#) will be completed for all events that have any reimbursement of expenses. All pre-approval forms will be processed as follows (forms should be submitted at least 15 to 30 days before the event to allow time for approval):
 - A. Department Head approval: The Department Head will review and determine if training or conference attendance is approved. Events with a total expected cost of \$250 or less and will require no overnight lodging will be allowed to occur without further pre-approval.
 - B. City Manager (or designee) approval: The City Manager pre-approval is required for all training and conference events that require reimbursement of expenses that

have a total expected tuition and travel expense of more than \$250 per event (total cost includes multiple employees' attendance cost).

- C. Budgetary approval: Training or conference events that have specific approval as a line item in the annual budget will be given a high priority for approval.
- D. Final filing of all expenses and pre-approved forms will occur with the Finance Department after the training or conference event is completed and expenses are totaled.

2. General Training Guidelines: There are a number of guidelines regarding training and conference attendance that require classification as follows:

- A. Out of state events: The City generally does not reimburse travel expenses for out of state events. The City Manager and Department Head must approve attendance to an out of state event.
- B. Multiple employee attendance: Multiple employee attendance to training and conference events can become costly. In order to conserve training and conference funds, Department Heads and the City Manager must evaluate the need for multiple attendees to a single event. Examples that support multiple attendance are:
 - a. Conferences with different break-out sessions requiring multiple employee attendance for subject coverage; and/or
 - b. Specialty training that is difficult to repeat as a departmental training event; and/or
 - c. Certification training.

3. Meal cost: The City will reimburse meal costs in the following circumstances with pre-approval of the Department Head. The City does not reimburse for the cost of alcoholic beverages.

- A. An unusual work condition which requires extended work hours beyond a reasonable overtime period.
- B. Employees being required to work under unusual conditions which would not allow leaving the work site.
- C. Proclamation of the Director of Emergency Services of the City of Watsonville of existence of a local emergency.

- D. Employees on official business outside of the City - such business of the kind that precludes normal workday meal availability.
- E. Attending as official representative at a luncheon or dinner meeting with prior approval of the Department Head.
- F. Conducting City business at a private lunch meeting, even if in the City limits. Such meal reimbursement must receive advance approval by the City Manager.
- G. Meal cost for official guests, witnesses, oral board panels, and the like, with prior approval of the Department Head.
- H. Cost reimbursement of meals shall be reasonable for the area where the employee attends training and/or conferences.

Reimbursement of approved meals can be done in accordance with two methods:

- 1. Direct Reimbursement Method** - This method must be used when travel and training time is less than 12 hours. This method may be used for travel and training in-lieu of the per diem method.

The employee must submit expense receipts with the claim form (attached). The maximum recommended requested reimbursement should not exceed the following: Breakfast - \$10, Lunch - 12.50, and Dinner - \$20. Meal costs that are higher than the recommended maximum should be explained on the reimbursement claim filled out by the employee and may be approved by the City Manager.

Non-detailed receipts will be paid based upon a dividing of the number of meal guests. Meals included in the cost of conference registration will not be reimbursed. Meals will be paid only if it is necessary for the employee to leave the City limits two hours prior to the employee's normal start time and/or arrive back to the City limits two hours after the employee's normal work time (within a normal eight hour day or work shift, whichever is greater).

The City does not reimburse spouse expenses unless specifically related to City requested services and Department Head or City Manager approval is attained.

Departmental functions that proceed through meal periods may require food to be brought into the meetings. This expense will be reimbursed with Department Head approval. A copy of the meeting agenda or meeting minutes must be submitted with the expense claims. Department Heads shall approve food expenses for meetings.

- 2. Per Diem Reimbursement Method:** To provide for an administratively efficient system of reimbursing expenses for meals, employees may receive a per diem rate for meals while on travel out of the city for official business purposes. This per diem system may be used when travel time exceeds 12 hours in lieu of the direct reimbursement system and eliminates the necessity of submitting receipts.
- a. **For travel time from 12 hours to less than 24 hours** - the employee will receive three-fourths of the applicable Meals and Incidental Expense (M&IE) rate (lower of the City's \$42.50 rate or the Federal M&IE rate) as the appropriate per diem allowance payment. Travel time ends at midnight or when employee returns home or to his/her place of work.
 - b. **Full calendar day** - the employee will receive the full per diem rate as listed using the M&IE rate. (lower of the City's \$42.50 rate or the Federal M&IE rate)
 - c. **Per Diem Reimbursement Details:** This method provides a flat rate of reimbursement on a per day basis for meals and incidental expenses (M&IE) only, calculated by using the lower of the City's daily rate of \$42.50 or the location rate as allowed by the IRS.

The M&IE rate includes the cost of all meals, cleaning and laundry, tips for waiters, hotel maids, and baggage handlers while away from home. It also includes transportation between places where meals are taken, if suitable meals can be obtained at the lodging site.

The federal allowance rate is updated annually by the Federal Government. There are four M&IE (\$34, \$38, \$42, & \$46) rates within the continental United States. Check with Finance Department for current Per Diem Rates.

To substantiate M&IE costs, the employee needs to state the time, place, and business purpose of the expenses. Actual costs for meals and incidental expenses incurred are not considered using this method.

The M&IE amount must be reduced for meals provided by the Government, such as meals included in conference registration. The per diem rate would be reduced by the following :

- a) **Full Day Rate - \$10.00 for breakfast, \$12.50 for lunch and \$20.00 for dinner when provided by the City.**
- b) **3/4 Day Rate - \$7.50 for breakfast, \$9.35 for lunch and \$15.00 for dinner when provided by the City.**

The City reimburses the employee or prepays actual lodging expenses. The actual travel cost for mileage or air flight is reimbursed by the City using the federal mileage rate or actual cost method in addition to M&IE costs.

- i. **Lodging:** The following guidelines shall be used to determine reimbursement for lodging costs:
 - 1. One-day conferences which require travel time of:
 - a. Three (3) hours (total travel time one way) or less -- the City will not provide lodging (unless the meeting starts very early or lasts beyond safe evening travel).
 - b. More than three (3) hours -- the City will provide lodging for one night which shall either be used the night before or the night of the conference.
 - 2. Multi-day conferences which require travel time of:
 - a. More than one and a half (1-1/2) hours -- the City will provide lodging except for the night before and the night of the last day of the conference.
 - b. More than three (3) hours -- the City will **provide lodging which may include the night before and the night of the last day of the conference.** The beginning and ending times of the conference will be considered before lodging for the night before and last day of the conference will be provided.
- ii. **Travel allowance:** Personal automobile travel expenses shall be paid as established by resolution of the City Council or the employee-employer M.O.U.

Prior approval of the Department Head is to be obtained before use of a personal automobile.

- 1. Employees who have access to a departmental vehicle or City pool car shall first attempt to use that vehicle before utilizing a personal vehicle for City business.
- 2. The employee and/or Department Head shall evaluate all forms of travel and determine the most efficient and effective mode of travel. The following criteria should be considered:
 - a. Air travel - City rate is sometimes less than other modes of travel. Check with the Finance Department for air travel prices.

- b. Automobile and van rental for transportation of multiple employees to the same event or location.
 - c. Mass transit, i.e., BART from Fremont, Caltrain from Gilroy to San Jose.
 - d. Hotel van shuttle to and from event.
 - e. Because the City is self-insured, employees who rent vehicles should obtain the listed liability and vehicle damage insurance.
- 3. Employees having Department Head approval to use their personal vehicles to travel to a training or conference event shall receive mileage reimbursement from portal-to-portal, i.e., from their residence to training or conference site or the mileage from City Hall to the site, whichever is less.
- iii. **Automobile allowance:** Employees who receive a monthly automobile allowance for use of their personal automobile shall apply such allowance for all travel within a forty (40) mile radius of the City. Travel allowance for the use of their personal automobile outside of the forty (40) mile radius, even though originating within the radius, shall be paid from the place of origin to the destination and return at the mileage rate as established by Resolution of the City Council.
- iv. **Training and Conference Form:** All requests for travel, training and conference attendance in which pre-approval is required as specified in this procedure must be submitted by completing the Attendance Authorization Section of the Training and Conference form. *Note that Section II.1 of this procedure requires pre-approval for all training and conferences that involve any reimbursement of expenses.* The Expense Claim Section of the Training and Conference form should be completed and submitted for expense reimbursement.



CITY OF WATSONVILLE TRAVEL EXPENSE FORM


☒ APPROVAL - ADVANCE

☐ FINAL REPORT

Use this form to request advances OR request reimbursements of City related travel costs incurred by an employee, elected official or appointed official.

INSTRUCTIONS: (1) All pre-approval forms must be submitted electronically to the "Travel and Conference Expense" group in Outlook and will require an electronic signature from the department head approving such expenses. (2) All agendas and travel expense shall be scanned and submitted as an attachment to the email. (3) Upon approval the City Manager's office will return the approved Travel and Conference Expense Form electronically to the employee. (4) Employee will send approved hardcopy with backup to Accounts Payable (ext. 3402). See Administrative Rules and Regulations VI-3.2.

FORM: Check the appropriate top box if this is for first approval or if this is the final report. Complete all the appropriate shaded fields (use your mouse or [Tab] key to move to each entry field). The BLUE shaded fields have a drop down option to select the appropriate entry. A HELP window will appear at each field. For advances, change the Blue advance fields to YES and enter date requested by.

NAME (Last, First)		Division	Employee ID	
Conference/ Session Name		CITY (Location)	STATE	CA
CALIFORNIA				
START DATE	TRAVEL DAY DURATION	END DATE	RETURN DAY DURATION	
11/03/10	less than 12 hrs	11/03/10	Same day return	

MILEAGE: For advances, select which website was used to calculate your advance. If using actual mileage, click "Actual" below.				Mileage	rate	Advance?	MILEAGE
<input checked="" type="radio"/> Actual <input type="radio"/> MAPQUEST. <input type="radio"/> Google maps <input type="radio"/> YAHOO! LOCAL				0	\$ 0.500	NO	\$ -
PER DIEM (Meal & Incidentals): To be reimbursed for meals you paid for: (1) Enter the # of meals paid in "Meals to remove" (2) Enter below the actual meal cost				Eligible Meals	Meals to remove	Meals Allowed	Advance?
Breakfast \$12 Lunch \$14 Dinner \$20				0	0	0	NO
							PER DIEM
							\$ -
Enter the TOTAL estimated and actual costs for each category							
Type	Estimated Costs	Advance?	Notes	Select Account	ACTUALS		
Registration	\$ -	NO		7232 Travel & Fd	\$ -		
Hotel	\$ -	NO		7359 Training	\$ -		
Plane	\$ -	NO		7232 Travel & Fd	\$ -		
Taxi/Parking	\$ -	NO		7350 Training	\$ -		
Meal (not per diem)	\$ -	not eligible		7350 Training	\$ -		
Other	\$ -	NO		7232 Travel & Fd	\$ -		
Sub-total	\$ -			Sub-total	\$ -		
Mileage	-			Advance Information Date Requested by: 11/10/10 Advance/Pre-payments: \$ - FINAL TOTAL \$ -			
Per Diem	-						
Estimated Total	\$ -		Amount Requested: \$ -				

I declare that these funds will be or were for official City business and are in accordance with the City's Ordinance and Policies. Furthermore, I agree that if I receive an advance for mileage and/or per diem, I can not request additional reimbursements for mileage and/or per diem.

Pre-approval and Advance

Final Reporting

Employee _____ Date _____

Department Head or Authorized Person _____ Date _____

CITY MANAGER Approval (if over \$250) _____ Date _____

Finance Department Payment Approval for ADVANCE _____ Date _____

Employee _____ Date _____

Department Head or Authorized Person _____ Date _____

CITY MANAGER Approval (if over \$250) _____ Date _____


Finance Department Payment Approval _____ Date _____

C:\Documents and Settings\mike\Local Settings\Temporary Internet Files\Content.IE5\Y0G4W7BQ\Employee Travel Booking Form.doc (11/04/10)

print date 11/16/2010



City of Watsonville
Administrative Rules and Regulations
Chapter III – Finance
Section 1 – Reimbursements

3.1.3 Petty Cash Procedures		Approved by: 
Established: 2/27/79	Attachments: 1- Employee Reimbursement of Business Expense. 2- Petty Cash Reimbursement (under \$15)	
Revised: 12/2/88; 1/31/94; 7/31/00; 10/01/12	Cross Reference: 3.1.2 Travel and Meal Reimbursement	

I. STATEMENT

This procedure sets forth the guidelines for the handling of petty cash transactions throughout the City.

II. PROCEDURES

1. All claims submitted for reimbursement must be supported by receipts whenever possible.
2. Any claim under \$15.00 must be submitted on a Petty Cash Reimbursement of Business Expense.
3. Any claim over \$15.00 and all meal reimbursements must be submitted on a Employee Reimbursement of Business Expense.
4. Any claim over \$100.00 will be processed through the warrant register system (paid by check).
5. All conference expense to be submitted on appropriate expense sheet provided by Finance.
6. All expense claims in excess of \$250 are to be approved by the City Manager.

Employee Reimbursement of Business Expense

- > Petty cash is limited to \$100 and must be picked up in person (it will NOT be mailed or sent interoffice).
- > Boot reimbursements are only eligible for Check Reimbursements (not Petty cash)
- > If over \$250, route to the City Manager before sending to Finance for payment.
- > If this is a travel or conference expense, use the TRAVEL EXPENSE FORM

☐ Check (select delivery option: ☐ Pickup in AP ☐ Interoffice ☐ Postal mail)

[illegible]

I declare that these funds will be or were for official City business and are in accordance with the City's Ordinance and Policies.

Date _____

ATTACHMENT 2


CITY OF WATSONVILLE: PETTY CASH REIMBURSEMENT																													
EMPLOYEE (print) _____	DATE _____																												
Charge Account Number _____	\$ _____																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">DATE</th> <th style="width: 60%;">ITEM DESCRIPTIONS (\$15 OR LESS)</th> <th style="width: 10%;">AMOUNT</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="2" style="text-align: right;">TOTAL</td> <td style="text-align: center;">\$</td> <td> </td> </tr> </tbody> </table>		DATE	ITEM DESCRIPTIONS (\$15 OR LESS)	AMOUNT																						TOTAL		\$	
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EMPLOYEE SIGNATURE																													
NOTE- Backup documentation (invoice, receipts, etc.) must be attached for reimbursement																													

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City of Watsonville
Administrative Rules and Regulations
Chapter III – Finance
Section 2 – Purchasing

3.2.1 Purchasing		Approved by: 
Established: 7/31/00	Attachments: 1- Check or Purchase Requisition 2- Change Order Request	
Revised: 7/10/12; 01/01/2013	Cross Reference: City Charter Section 1117 & 1120 Municipal Code Section 3-5 Ordinance 1288-12 Resolution 119-92 (CM)	

I. STATEMENT

The following processes establish efficient procedures for the purchase of supplies, services, and equipment. In addition, they ensure that City supplies, services, and equipment are obtained at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function and to assure the quality of the purchases.

Departments and agencies within the City shall make purchases of supplies, services and equipment using standard [Check/Purchase Requisition Forms](#) and in accordance with competitive bidding as required under this policy. In instances when it is more cost effective or the vendor requires it, purchases can be made using the City's credit card; all the same competitive bidding requirements apply to credit card purchases. In this decentralized purchasing system, departments will control the number of individuals authorized to make purchases on the open Purchase Orders and those authorized to sign on Purchase Requisitions by sending a [list of authorized purchasers within the Department](#) to Purchasing on an annual basis.

II. POLICY

1. Competitive Bidding Requirements

Competitive bidding limits and requirements for **supplies, equipment and non-personal** contractual services are established by the Municipal Code and can be modified by the City Council by ordinance or resolution; accordingly, competitive bidding limits may change from time to time.

Non-personal contractual services for the purposes of this policy are defined as the furnishing of labor, time, or effort by a contractor not involving delivery of a specific end product other than intangible products or reports which are merely incidental to the required performance. Examples of these services include travel agents, janitorial services, and window washers. Services provided by a consultant will not fall in this category as those are considered professional services.

A. Supplies, Equipment, and Non-Contractual Services Bidding Limits (excludes PW Projects)[\(Resolution 256-06\)](#)

- Orders \$0.01 to \$15,000
 - Bidding is Dispensed: 3 verbal quotations are recommended, or justification on back of check or purchase requisition
- Orders \$15,001 to \$49,999
 - Informal Bidding is Required (Quick Bid): 3 written quotations should be requested
- Orders \$50,000 and over
 - Formal Bidding is Required: Requires Council Approval

B. Public Works Projects competitive bidding requirements are also established by the municipal code. These requirements have been modified by the City Council allowing the City to follow bidding limits established by the State of California [Public Contract Code Section 22032](#). These limits may also change from time to time as the State Code changes.

- Orders \$0.01 to \$45,000
 - Bidding is Dispensed: 3 verbal quotations are recommended, or justification on back of check or purchase requisition
- Orders \$45,001 to \$175,000
 - Informal Bidding is required (Quick Bid): Staff shall request bids from a minimum of 3 contractors.
- Orders \$175,001 and over
 - Formal Bidding is Required: Requires Council Approval

C. Professional Services Contracts

All professional services require a contract. Professional Service Contracts up to \$100,000 can be approved by the City Manager but informal request for proposal or request for qualifications procedures must be followed for contracts between \$50,000 and \$100,000. Any professional services contract above \$100,000 needs to follow a formal request for proposal or request for qualifications process which shall be approved by the City Council. Sole Source procurement for professional services is

allowed under the terms of this policy. Professional services are to be judged on quality, not solely price, as the price is negotiated for many professional services contracts.

2. Selection of Design Professionals

The provisions of the Public Contract Code promoting competitive bidding do not apply to contracts for architectural, engineering or project management services. Instead, these types of services will use a qualifications-based selection process under [Government Code §§ 4525-4529.5](#). The selection of design will be made on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. It is not allowed to engage receive rebates, and/or kickbacks. Any individual or committee selecting these firms must be free of conflict of interest. The process will be same as the one described under formal and informal competitive bidding but selection will be made based on provision under this section.

3. Purchasing Exceptions

City Council has approved the City Manager to participate in the purchasing authority of other California Public Agencies using a competitive bid process similar to that of the City. Accordingly, City employees making purchases under this section need to obtain written approval by the City Manager prior to the use of this exception. The purchase must clearly document the contract number being used for making these types of purchases.

- a. **Emergencies** - Emergencies which do not follow City procedures should be documented by a memo, explaining the cause of the emergency and the need to waive the process.
- b. **Standardization** - If a department has developed a program which uses a specific product, that process should be discussed and documented with Purchasing. The original process, however, should have followed applicable procedures.
- c. **Professional Services** - Professional services are to be judged on quality, not solely price, as the price is negotiated for many professional services contracts.

4. Sole Source

If there is only one vendor available to perform the service or if only one vendor responds to a request for quote, the purchase may be made from this vendor but the purchase must be documented in writing to include the following:

- a. Quote was issued and only one vendor responded:
 - The name of the vendors who received the request for quotation
 - The date the quotation was issued

- b. Reason for selecting this vendor:
 - expertise
 - special qualifications of the vendor
- c. For service contracts, the City Attorney should review and approve the contract.
- d. All sole source contracts should be approved by the City Manager and Purchasing Officer (regardless of amount).

5. Local Vendor Preference

If a purchase involved items for which sales tax applies, a one percent (1%) preference may be given to a vendor reporting sales tax within the City of Watsonville. Vendor must have written evidence that it has reported sales tax within the City of Watsonville as the point sale prior to bid opening.

6. Purchase Orders

Purchase orders should be used for the following:

- a. Open purchase orders. These are appropriate for small, repetitive purchases negotiated with a vendor. These purchase orders are prepared on a calendar year basis and are typically utilized by *multiple departments* within the City. The total annual purchase amount for these types of purchases should not exceed \$50,000 per year.
- b. When a vendor requires a purchase order prior to providing the service/and or item.
- c. When several items are purchased from the same vendor at various times throughout the year and a price agreement has been made for the total purchase in advance. This is not an open purchase order and should be advertised for competitive bidding at least every three years. Examples of this type of PO includes:
 - Purchase orders used only by one department
 - Janitorial services
 - Electrical services
 - Purchases of small equipment
- d. When Council has approved a contract and/or agreement and various payments will be made to the vendor.

Purchase order requests should be completely filled out and approved by the Department Head and submitted to the Finance Department with all supporting documentation such as approved council resolution, a copy of the signed contract, business license, and insurance, if required.

7. Change Orders (all types of purchases)

- A. Change Orders that are within fifteen percent (15%) of the original quote or contract may be approved by the Department Heads; provided the revised total contract amount after the change order does not exceed the informal bidding limits (*currently \$50,000 for non- public works projects and \$175,000 for public works projects*). If the revised amount exceeds these limits, the change orders must be approved by the City Council ([Resolution CM 91-96](#)).
- B. Change orders in excess of fifteen percent (15%) but not exceeding twenty five percent (25%) of the original quote or contract may be approved by the Department Head after written approval by the City Manager and Administrative Services Director; provided the revised total contract amount after the change order does not exceed the informal bidding requirements (*currently \$50,000 for non-public works projects and \$175,000 for public works projects*). If the revised amount exceeds these limits, the change orders must be approved by the City Council.
- C. Change orders in excess of 25% and resulting in a total revised amount greater than \$50,000 or \$175,000, for non-public works projects and public works projects respectively, must be approved by the City Council. All change orders must be requested using the change order request form ([attachment 2](#)). For public works projects, PW staff can use their own change order form in addition to the form provided in this policy.

8. Other Requirements

A. Living Wage Requirement

Effective for private sector services greater than \$10,000 per fiscal year as listed below:

- 1. Automotive repair and maintenance
- 2. Equipment Maintenance Service
- 3. Facility and building maintenance
- 4. Furniture moving and installation/ maintenance
- 5. Janitorial and custodial
- 6. Landscaping
- 7. Laundry
- 8. Office and clerical services
- 9. Pest control
- 10. Recreation
- 11. Recycling
- 12. Security
- 13. Transportation and shuttle
- 14. Towing
- 15. Tree trimming and removal
- 16. Any other service determined by the City as meeting the intent of this chapter

Exceptions to the Living wage requirement can be made if:

- The employer has less than 5 employees, or
- The prevailing wage applies and it is greater than the living wages, or
- Collective bargaining agreements exist with a Union, or
- The work is being performed by students below the age of 18 or are in a training program, or
- The work is being performed by non-profit organizations

III. PROCEDURE

1. INFORMAL BID (Quick Bid)

Applicable Amounts:

- Non-personal contractual service, materials and equipment: \$15,001 to \$49,999
- Public Works Projects: \$45,001 to \$175,000
- Professional Service Contracts: \$50,000 to \$100,000

Following are the guidelines for the quick bid process. *All of the following steps should be performed by the department and person requesting the bid unless otherwise noted.*

- A. Invitations to bid are to be sent to all qualified vendors on file with the City (10 days before date of bid). The Purchasing Officer has access to this file and can send you the information upon request.
- B. Set up quick bid package:
 - a) General conditions
 - b) Special conditions
 - This should include all conditions that describe what the contract is for or what the asset is (in detail)
 - c) Bid opening date
 - d) Keep an open document file in Purchasing.
- C. Send out invitations to bid. (Finance Department / Purchasing Division.)
- D. Conduct bid opening (Finance Department / Purchasing Division.)
- E. Evaluate bids
 - Review cost
 - Review qualifications.
- F. Prepare memo with bid recommendation.
- G. All contracts require approval by the City Manager.

Send Purchasing a Purchase Requisition, Contract, W-9, insurance certificates and business license verification; so a purchase order (if required by the vendor) or check can be prepared.

2. FORMAL BID

Applicable Amounts:

- Non Personal Contractual Services, materials and equipment: \$50,000 and greater
- Public Works Projects: \$175,001 and greater
- Professional Services greater than \$100,000

Following are guidelines for the formal bid process. *All of the following steps should be performed by the department and person requesting the bid unless otherwise noted.*

- A. Determine item to be purchased or project to be completed.
- B. Develop written specifications of project or item:
 - a. This should include all conditions that describe what the contract is for or what the asset is (in detail).
 - b. Local Hiring Requirements for Public Work Contracts (effective April 9, 1998) Local hiring requirements apply to projects using only local funding; projects with state or federal funding cannot be included. Requires contractors to make good-faith efforts to meet the following requirements:
 - Hire qualified Tri-County Residents in sufficient numbers so that no less than:
 - i. 15% of the contractor's construction force, including and subcontractor work force, measured in labor work hours is comprised of Pajaro Valley Water Management Area (PVWMA) boundary residents and
 - ii. 50% is comprised of qualified individuals who are Tri-County residents. (Santa Cruz, Monterey and San Benito Counties).Develop source of potential vendors. Should use contractor or vendor listing on M drive/Finance/ purchasing (vendors).
 - *Construction projects are required to be posted electronically. The information is posted on the Public Works website.*
- D. Set up formal bid package:
 - a) General conditions
 - b) Completed specifications
 - c) Keep an open document file in purchasing.

- E. Prepare staff report for Council calling for bid.
- F. Schedule bid opening with Purchasing in Old City Hall Chambers. Check for room availability.
- G. Send out requests for bid (15 days prior to bid opening date) (Purchasing Division).
- H. After Council approval, Purchasing Division will publish public notice 10 days prior to bid opening or as required by project/funding source. May be 30 days for federally funded projects.
- I. Conduct bid opening at CCC (Purchasing Division).
- J. Evaluate bids:
 - a. Review cost.
 - b. Review qualifications.
 - c. Vendor complies with insurance and other bid requirements.
 - d. Prepare staff report with recommendation for Council.
 - e. Council awards bid.

Send purchase requisition and supporting documentation to the Finance Department – Purchasing Division. Purchasing sends vendor Purchase Order, if required.

3. Procedure for design professionals

Request for Proposals/Qualifications

- A. Staff develops a public announcement of opportunity for design services. Announcement includes:
 - a. Description of project scope and estimated construction contract award range, as appropriate.
 - b. Information regarding project schedule and date/time limit for receiving proposals/qualifications
 - c. Categories of evaluation criteria and weight factors
 - d. Any additional requirements for submitting supplemental information
- B. Evaluation of proposals
- C. Development of short list
- D. Interviews and/or ranking of most qualified firms
- E. Negotiation with top ranked firm
- F. Approval of Consultant Agreement by City Manager (if under \$75,000*) or by City Council (If above \$75,000*)

CITY OF WATSONVILLE - Change Order Request



Change Order limits:

Change Orders up to 15% can be approved by Department Head, up to combined total of \$50,000 (non PW project) or \$175,000 (PW projects)

Change Orders > 15% up to >25% must be approved by City Manager & Admin Services Director (up to \$50k for non PW or \$175 PW projects)

Change Orders > 25% , AND total revised amount > \$50k non PW projects, or >\$175k PW projects: MUST be approved by the City Council

Department:									
PO Number:						Change Order No.			
Vendor Name						City Project No:			


Description of Work: (change order)	Fund	Dept	Object	Project	Amount

The Contract Sum will be increased by this change Order(s) in the Amount of					\$0.00
Original Contract Amount					\$0.00
The New Contract Sum Including this Change Order will be					\$0.00
Approved Budget Amount					\$0.00

Requested:	City Staff	Date	Approved:	Department Director	Date
Approved:	Director of Administrative Services	Date	Approved:	City Manager	Date



City of Watsonville
Administrative Rules and Regulations
Chapter III – Finance
Section 2 – Purchasing

3.2.2 Signature Lists		Approved by: 
Established: 7/31/00	Attachments: 1- Signature Authorization Form	
Revised: 10/01/12	Cross Reference:	

I. STATEMENT

The signature lists are to be used by departments to control the number of individuals authorized to make purchases on the open Purchase Orders and those authorized to sign on Purchase Requisitions.

II. PROCEDURE

1. The City requires each department to turn in a list of approved signers on an annual basis.
2. This list is used by the Purchasing Department to verify all payment requests have been properly approved.

CITY OF WATSONVILLE

FINANCE DEPARTMENT

INTER-OFFICE MEMO

TO: Department Heads and Divisions

FROM: Leticia Galvan – Senior Accounting Assistant, Finance Department

DATE: 2013 CALENDAR YEAR

SUBJECT: Authorized Signatures for Purchase Requisitions and Purchase Orders

The following individuals are authorized to sign on **Purchase Requisitions and/or Open Blanket Purchase Orders**: **Yes** or **No** under columns below.


Open Purchase Name (Please Print)	Blanket Signature	Initial	Requisitions	P.O.'s
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Department Head Signature

Please return to Leticia in Accounts Payable when signed and completed



City of Watsonville
Administrative Rules and Regulations
Chapter III – Finance
Section 2 – Purchasing

3.2.3 Vehicle and Rolling Stock Purchase Review Committee		Approved by: 
Established: 6/15/09	Attachments:	
Revised: 10/01/12	Cross Reference:	

I. STATEMENT

To provide a method whereby all city vehicles and other rolling stock purchases will be planned, coordinated and approved.

It is hereby established by this policy that the Administrative Services Director will oversee the development of a coordinated city-wide Rolling Stock Purchasing Plan and shall be responsible for all final purchasing decisions on vehicles and other rolling stock.

II. DEFINITION

Rolling Stock as used in this rule shall be interpreted as including any cranes, tractors, trailers, vans, trucks, vehicles, etc.

III. PROCEDURE

The following are guidelines for the purchase of city vehicles and other rolling stock.

- The Department Head or other requesting staff member shall prepare a capital improvement program form with the appropriate information and submit the request to the Administrative Services Director in accordance with the city's capital improvement program budget submittal schedule.
- The Administrative Services Director will then form a Rolling Stock Purchase Review Committee to review all rolling stock capital improvement form submittals and to develop a draft Rolling Stock Purchasing Plan. The Administrative Services Director shall review the draft Rolling Stock Purchasing Plan, make Plan modifications as he/she determines to be appropriate, and incorporate the Plan into the capital improvement program portion of the city's draft budget and shall be presented for City Council review and approval.

- The Administrative Services Director will designate a city staff member to evaluate and make recommendations regarding the selection of specific rolling stock makes and models in accordance with the approved Rolling Stock Purchasing Plan and the schedule and process to be utilized to procure the individual rolling stock units. Following approval by the Administrative Services Director, the designated staff member shall carry out the approved procurement process up to, but not including, the finalization of the purchase transaction. The Administrative Services Director shall make the final decision and shall provide written approval of all rolling stock purchase transactions. In making his/her final decision, the Administrative Services Director shall consider budget authority and funding in the Capital Improvement program, vehicle safety, efficiency (such as miles per gallon), capability of the specific rolling stock unit to meet the city's needs, projected unit reliability and useful life, and price.
- All attempts will be made to purchase vehicles manufactured in the United States.
- Any vehicle not manufactured in the United States, will require approval by the City Manager.
- All attempts will be made to solicit the participation of local dealers located within the city limits in the purchase city vehicles and other rolling stock when the approved make and model of the rolling stock unit being procured can be provided by local dealers located within city limits.
- Dealers within city limits will receive a 1.5% credit toward the bid price because of the local sales tax benefit to the City from purchases made within the City limits.



City of Watsonville
Administrative Rules and Regulations
Chapter III– Finance
Section 2 – Purchasing

3.2.4 Credit Card Utilization Policy

Approved by:

Established: 05/01/2013

Attachments:

Revised:

Cross Reference: [3.1.2 City Travel Policy](#)
[Purchasing Policies and Procedures](#)

PURPOSE

The purpose of this policy is to strengthen existing and add new internal controls by establishing uniform credit card utilization policies, rules and reconciliation procedures for persons authorized to use a City credit card for City business.

POLICY:

I. Scope

The City credit card policy applies to all City employees, elected officials, and members of legislative bodies established by the Council (salaried or not) as authorized by the Council.

II. Definitions

Unless the context otherwise requires, the definitions contained in this part govern the construction of this policy. They do not necessarily apply in other City contexts.

- A. **"City"** means the City of Watsonville.
- B. **"City business"** means the activity directly related to the necessary and required business functions of the City
- C. **"City employee"** means any City officer or employee, whether elected or appointed, filling a budgeted position approved by the City Council. Independent contractors and their employees are not City employees.
- D. **"Cardholder"** means any City officer or employee, whether elected or appointed, who has received authorization from the City Manager to hold a credit card to conduct City business.
- E. **"Card User"** means any City employee authorized to use the City credit card for City business purposes.
- F. **"Transportation expenses"** means direct costs related to movement of the City traveler from authorized point of departure to destination of travel and back to the authorized point of return.

All transportation expenses incurred shall be based upon the most efficient, direct, and economical mode of transportation required by the occasion.

III. Authorized Uses

The City credit card shall only be used for City business. A City credit card is just a method of payment and does not exempt the purchase from any and all applicable purchasing policies and procedures. All purchases shall be under \$5,000 unless otherwise authorized by the Contracts/Purchasing Officer. In all instances, receipts must be turned in for every purchase made using a City credit card. In extenuating rare circumstances, if receipts are lost a written memo to the Purchasing Officer explaining the reason for the lost receipts will be accepted in lieu of receipts. Examples of authorized purchases are listed below:

Authorized Purpose	Process
Transportation Expenses, as defined by this policy; examples include a. Airline tickets b. Rental car	Obtain travel approval in accordance with travel policy before using City credit card to pay for these costs
Registration Fees	Obtain travel approval in accordance with travel policy before using City credit card to pay for these costs
Taxi, shuttle, or public transit fares	Obtain travel approval in accordance with travel policy before using City credit card to pay for these costs
Parking Fees, airport long term parking	Obtain travel approval in accordance with travel policy before using City credit card to pay for these costs
Bridge, road, ferry tolls	Obtain travel approval in accordance with travel policy before using City credit card to pay for these costs
Meal Expenses	No per diem meals should be paid using the City's credit card but Direct meal costs while conducting City business with copy of agenda (if available) and list of all parties participating in the meal meeting The City maximum meal expenses rate shall be reasonable and shall not exceed the maximum federal per diem meal and incidental expenses (M&IE) rate established by the GSA. Said maximums include taxes and gratuities. For more details on meals costs, refer to the City Travel Policy.
Lodging Expenses	Obtain travel approval in accordance with travel policy before using City credit card to pay for these costs
Emergency Repair of City Vehicles	Allowable with notification to immediate supervisor and provision of cost estimate

- This list is not intended to be all inclusive but to serve as a guide to most common purchases. When in doubt, consult with the Purchasing Officer before making the purchase.

IV. Restricted Commodities

Purchases shall exclude all items in section IV of this policy. THE City Credit CARD MAY NOT BE USED FOR ANY PERSONAL CHARGES.

Restricted Commodity	Approved Process
Airline Club Memberships	These items are not approved for purchase by the City
Building renovations/alterations, Facility and architectural and Engineering Services	These items must be purchased using an approved contract/lease document followed by a purchase order
Capital Equipment	Equipment costs over \$5,000 must be handled through the City requisition process
Personal Vehicle Gasoline	Mileage reimbursement shall be requested in conjunction with approved City business and as defined in the City's travel policy
Traffic Parking Violations	Not paid by City
Emergency Repairs or non-emergency repairs on non-City vehicles	Not Paid by City
Alcoholic beverages, tobacco, gift cards of any kind, room service, movies	Not Paid by City
Firearms or ammunitions	A City purchase order is required to make these types of purchases
Personal expenses of any kind	Not paid by City
Professional Services	An appropriate contract and purchase order must be used for this purpose

V. Cardholder and Card User Responsibility

Cardholders and Card Users are responsible for the physical security of their card and for the accuracy and appropriateness of all charges appearing on their monthly statement. The card must only be used for appropriate purchases in accordance with this policy. Cardholder must not give the credit card number to others or give the card to others such as their supervisor or coworkers.

Cardholders and Card Users are responsible for maintaining the appropriate documents/receipts to substantiate all travel, per diem, and other expenses associated with the use of the City credit card. Failure to provide the required documents at the designated time could result in the suspension or cancellation of credit card privileges or the requirement to pay for expenses incurred. Cardholders are subject to, and must adhere to, all City travel policies and procedures. The City's credit card is to be used for official City use only. Intentional use of the credit card for anything other than official City business may be considered as an attempt to commit fraud against the City. Proof of such fraud would result in immediate cancellation of credit card privileges, and the City may initiate other disciplinary actions. THE City Credit Card MAY NOT BE USED FOR ANY PERSONAL CHARGES.

VI. Required Documentation

Credit Card users must provide the date of the purchase, the business purpose of the purchase, a description of items purchased, the fund, department, object, and project; and purchase amount **along with receipts** and any other supporting documentation related to the use of City credit cards to the Finance Department immediately after the purchase has been made but no later than 24 hours after the purchase. For food purchases, an agenda (if available), the business purpose of the meeting and list of persons participating is also required. If receipts are lost due to extenuating circumstances, a Certification of Lost Receipts form indicating the circumstances must be provided to the Purchasing Officer (Exhibit D) within 24 hours after the purchase. Failure to meet any of the requirements of any of the credit card rules these rules may result in revocation of credit card privileges for the entire department.

PROCEDURE:

Monthly Reconciliation

Credit Card Holder

1. Verify all the charges in the statement were incurred by matching against receipts
2. If a discrepancy is found, credit card holder shall contact the credit card customer service number and report the discrepancy and shall document this dispute by sending a letter to the credit card company or by obtaining a confirmation number of the issue reported
3. Provide a copy of the disputed charge report along with the statement and credit card purchase log, original receipts, and list of names (for lunch meetings, use Exhibit C) not later than two weeks after the end of the month.
4. Provide a request for payment with coded expenditures to the accounts payable staff for valid charges.
5. Communicate with Department Head if any credit card used is not in compliance with this policy.

Exhibit A**Credit Card User Agreement**

I have read and agree to the credit card policy and procedures as outlined above. I understand that violation of the policy or procedures may result in suspension or cancellation of my credit card privileges. I further acknowledge that I must submit all supporting document for charges made on the City's Credit Card account within 24 business hours.

Employee Signature

Department

Date

City of Watsonville

Meal Meeting Event Log

Business Purpose of Meeting _____

[illegible]

Exhibit D

City of Watsonville Credit Card Policy

Certification of Lost Receipts

From:

To: Purchasing Officer

Date:

I certify under penalty of perjury that

- a) The transaction below was incurred for City business purposes.
- b) receipts for the transaction are not available due to extenuating circumstances explained below

Date of transaction: _____ Amount: _____

Item Purchased: _____ Business Purpose: _____

Explanation:

Employee Signature

Date



City of Watsonville
Administrative Rules and Regulations
Chapter III – Finance
Section 3 – Internal Controls

3.3.1 Annual Adjustment of Fees

Approved by:

Established: 2/12/91

Attachments:

Revised: 7/31/00

Cross Reference:

I. STATEMENT

State law and the City Charter require the City of Watsonville to prepare an annual operating and capital improvements budget. The City receives revenue from a variety of sources for both its capital and operating needs. A substantial portion of the City's revenue base is obtained from fees for services. The City's cost of providing services tends to change with inflation. As a result, there is a need to prepare the budget and take into account changes in inflation as it relates to fees for services charged by the City.

II. PROCEDURE


1. During the preparation of the budget, the staff will assume changes in fees which are commensurate with changes in the Consumer Price Index for the previous 12-months from April to April.
2. The City Manager is directed to deviate from this procedure in those instances where 1) fees need to be adjusted more because costs for a particular service are increasing at a rate higher than inflation and 2) in those cases where a particular project is targeted toward lower income households and the City has established a different fee structure based on specific Council policy or practice.

III. CITATION

The City Council [resolution No. 61-91\(CM\)](#) passed at the February 12, 1991 meeting.



City of Watsonville
Administrative Rules and Regulations
Chapter III – Finance
Section 3 – Internal Controls

3.3.2 Cash Handling		Approved by: 
Established: 8/1/12	Attachments: 1- Cash Policy Acknowledgement 2- Cash Policy Acknowledgement Log 3- Cash Log Receipt	
Revised: 10/01/12	Cross Reference:	

I. PURPOSE

To establish a consistent and documented approach to cash handling practices and prevent loss of cash.

II. DEFINITIONS

Cash is defined as coin, paper currency, and all forms of negotiable instruments. Examples of negotiable instruments are personal checks, cashier's checks, bank drafts, traveler's checks, money orders, and credit card charge slips.

Cash Collection Point is a location authorized to collect cash in accordance with this policy.

III. PROCEDURE

1. Primary Responsibilities

It is the responsibility of each Department Head to ensure:

- A. Departmental Policies and Procedures to implement this policy are established
- B. Records of cash transactions are timely, accurate, and complete,
- C. Cash in the possession of their department is safeguarded
- D. Staff is trained in accordance with this policy.

This policy specifies the minimum controls to be followed by all departments. Unavoidable deviations from these controls must be carefully scrutinized by the department and compensating alternate checks and balances established to ensure the continuous integrity of the department's cash operations.

Each cash fund will have one (1) custodian and one (1) alternate. Each custodian responsible for handling cash shall sign an acknowledgement form ([Attachment 1](#)) indicating the receipt of the cash handling policy and their understanding of all contents in the policy. These forms shall be sent to the Finance Department to be kept in the

Finance Cash Policy file. As a crosschecking measure, the Finance Department will keep a log of all the employees who have received the policy ([Attachment 2](#)).

2. Changes in Personnel

A physical count of cash is required whenever there is a change in the custodian of a cash fund.

3. Unannounced cash reviews

The Finance Department will make periodic cash review on an unannounced basis.

4. Internal Controls

- A. No employee is permitted to co-mingle their own or any other person's private moneys with City funds. The City funds cannot be used to cash payroll checks or other personal checks of City employees or any other party. Furthermore, employee personal funds must not be used to reimburse shortages in cash funds. Employees shall not borrow money or issue personal IOUs in exchange for city funds of any kind.
- B. All collections must be deposited timely and intact, in general **no later than 24 hours or the next business day**; preferably in real time. Large amounts of cash shall not be allowed to accumulate. Depositing intact means that the deposit to the Treasurer or bank account must consist of the same checks, money orders, currency and coins as indicated in the receipts which the deposit covers. No disbursement shall be made from collections prior to deposit.
- C. During working hours, the cash custodian must protect cash by placing in the cash register and at night by placing it in the locking safe.
- D. The safe combination shall be restricted to as few employees as possible. The combinations to the safe shall be changed periodically and whenever and employee who has knowledge of the combination terminates City employment, is transferred to another department, or is removed from cash handling functions.
- E. The safe should be kept in limited access areas, out of sight of the public.
- F. All individuals responsible for cash shall have an assigned supervisor who will review cash transaction and balancing activities on a periodic basis with the employee.
- G. Cash handling such as counting and preparing deposits should be done out of sight of unauthorized individuals.

- H. The cashier should count and document cash on hand before beginning of the new shift. An individual independent of the cash receipting function must reconcile receipts daily to verify that all collections are properly accounted for and deposited. Any adjustments to cash receipt records must be approved in writing by an appropriate supervisor.
- I. Payments in the form of foreign checks are not permitted.
- J. When making change, cashier should count the cash twice before paying out; once when removing it from the cash drawer and again as it is given to the customer. Cash should not be counted directly into the cash drawer. It should be placed on the counter, away from the customer's reach. Once counting is complete, cash can be placed in cash drawer.
- K. Receipts must be prepared immediately whenever cash is collected by employees in connection with their City duties. The receipt should be for the exact amount received.
- L. All payments received by the City via mail should be addressed to the Finance Department.

5. Payments received through the mail (Departments other than Finance)

- A. A person other than the cashier or bookkeeper must receive, open, and distribute mail.
- B. Payments received by mail should be routed to Finance no later than 24 hours after receipt.
- C. The employee who opens the mail should perform the following procedures with payments:
 - a) Prepare a listing of the receipts;
 - b) Cross reference supporting documents and checks;
 - c) Restrictively endorse checks;
 - d) Listing of mail receipts, checks, and any supporting documents should be reconciled to ensure that all receipts are accounted for.
- D. The cash, supporting documents, and the listing of mail receipts should then be forwarded to the cashier for recording and should verify checks against the list or tape and sign acknowledging receipt ([Attachment 3](#)).

6. Deposits

- A. Deposits should be prepared by a person other than the cashier, when staffing structure permits, and placed in the safe for deposit the next business day.

- B. Deposits will be verified by Financial Analyst during the bank reconciliation process and indicated in the Bank Reconciliation Administrative Procedure.

7. Change and Petty Cash Funds

- A. A change fund will be established to make change in carrying out official City duties. These funds may not be expended or taken for personal use under any circumstances and must be used only for the purpose for which they were established.
- B. A petty cash fund will be established to be used for small obligations not exceeding \$100 for which the issuance of a normal purchase order or warrant would be too expensive and time consuming.

8. Cash overages and shortages

- A. All overages and shortages must be accounted for and reported separately. Overages and shortages must not be offset against each other. These discrepancies must be reported on a daily basis.
- B. **Cash shortages** and **overages** must be reported by the employee and investigated by the supervisor immediately. The review must include a recounting of cash, reviewing all transactions for the period, and checking the amount of all checks and money orders to ensure that the receipts were written for the correct amounts. In the case of suspected fraud or negligence, immediate notification to the Assistant Finance officer is required.
- C. **Cash overages** or **shortages** of \$15 or more must be reported to the Assistant Finance Officer. The report should describe the facts and circumstances related to the overage and should be forwarded to the Assistant Finance Officer no later than close of business the day after the overage was discovered.
- D. All cash overages, regardless of amount, should be deposited timely and intact, together with all other cash receipts collected.

City of Watsonville

Cash Policy Acknowledgement

I, _____ (employee name), have received a copy of the cash handling policy.

By signing below I acknowledge my responsibilities under this policy.

Signature_____ Date_____

CITY OF WATSONVILLE

CASH HANDLING POLICY ACKNOWLEDGEMENT LOG

[illegible]

City of Watsonville

Mail Receipts for _____
(date)

[illegible]

Cashier Signature _____ Date _____

Mail Handler _____ Date _____



City of Watsonville
Administrative Rules and Regulations
Chapter III – Finance
Section 3 – Internal Controls

3.3.3 Department Review of Financial Reports

Approved by:

Established: 10/16/2012

Attachments:

[1 - List of Department Codes and Responsibilities](#)

[2 - List of Funds and Description](#)

[3 - Report Format](#)

[4 - Monthly Closing Schedule](#)

Revised:

Cross Reference:

I. PURPOSE

To establish a consistent and documented approach for ongoing review, monitoring, and correction of financial activity at the Department level.

II. POLICY

Department Heads are responsible for monitoring budgets for the departments and funds under their management; as part of this monitoring the Department Head shall write and submit a bi-monthly report to the Administrative Services Director (see attachment 3) or type explanations to the right of the report prepared by Finance in the network drive.

If Year to Date (YTD) total expenditures or total revenues varies 5% or greater (+/-) from the approved budget; the report will require an explanation to be added indicating the reason for the variance and how the variance will be addressed. If the same variance persists for more than one period, the department director will need to meet with the City Manager and Administrative Services Director to explain the reason for the variance and how this is to be corrected.

Reports will be available in the M Drive the 25th of each month for the preceding month for departments to review and prepare their analysis of expenditures in their department. Department Heads will have to prepare this report by the 1st of each month following the availability of reports.

III. PROCEDURE

Generating Reports

1. The finance department will extract the reports from GEMS by the 25th of each month for the preceding month and place the reports in the following path: M:\Finance\Monthly Expense Reports
2. The reports will be organized by month within each fiscal year.
3. The final report for a fiscal year will not be available immediately but a preliminary report will be available by August 25th of each year. The final report will only be available after all the audit adjusting entries are performed.

Report Writing

4. The top of the report will show you the percent available as the image below shows,

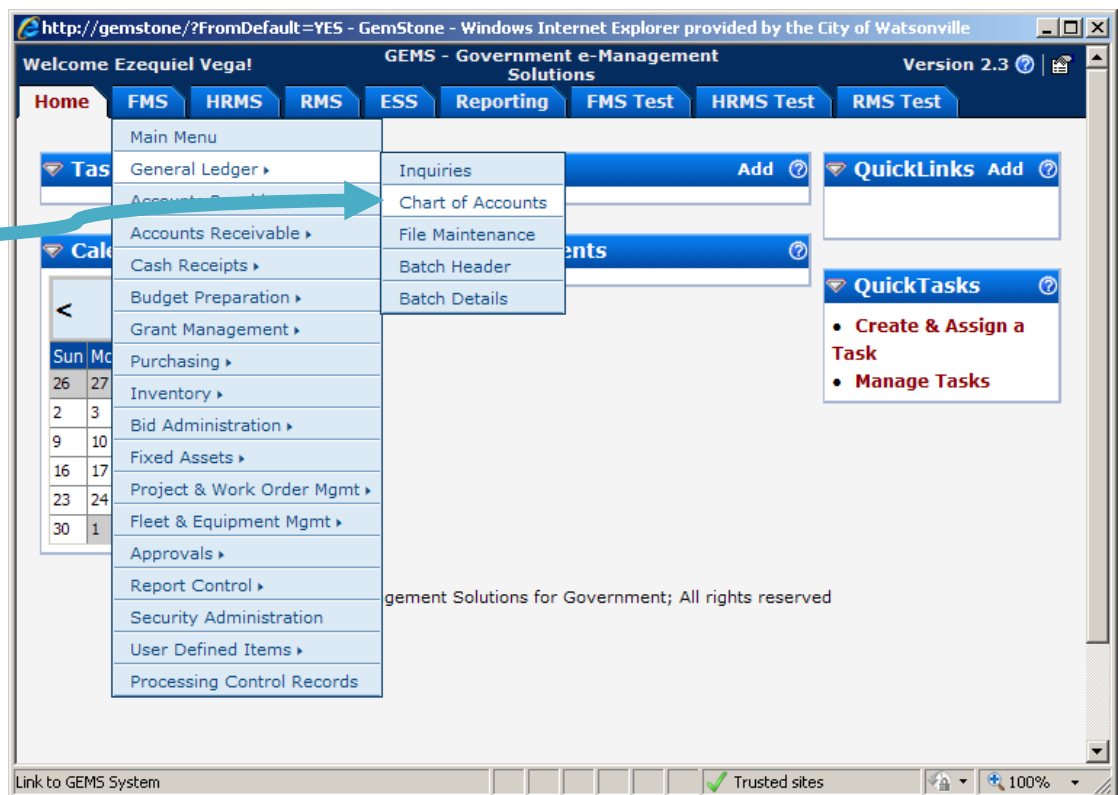
City of Watsonville										
Finance										
Revenue and Expenditure Report										
JUNE 30, 2012 THROUGH JULY 31, 2012										
					Revised	Expended	Expended		Available	Percent
Account No.				Description	Budget	YTD	PTD	Encumbered	Balance	Available
				7TH, 8TH & 9TH STREETS ASSESSMENT TOTAL:	0.00	0.00	0.00	0.00	0.00	0
150	230	5288	00000	LEASE MANAGMENT FEE	(105,000.00)	0.00	0.00	0.00	(105,000.00)	100
150	230	5311	00000	COST ALLOCATION REIMBURSEMENT	(578,860.00)	(48,238.45)	(48,238.45)	0.00	(530,621.55)	91.67
150	230	5419	00000	LOAN FEES REVENUE	(172,000.00)	0.00	0.00	0.00	(172,000.00)	100
150	230	5895	00000	OTHER REVENUE	(90,000.00)	0.00	0.00	0.00	(90,000.00)	100
FINANCE REVENUE TOTAL:					(945,860.00)	(48,238.45)	(48,238.45)	0.00	(897,621.55)	94.9
150	230	7011	00000	REGULAR SALARIES & WAGES	491,053.00	53,475.16	53,475.16	0.00	437,577.84	89.11
150	230	7013	00000	SICK PAY	0.00	44.48	44.48	0.00	(44.48)	0
150	230	7021	00000	TEMPORARY & CASUAL WAGES	28,251.00	0.00	0.00	0.00	28,251.00	100

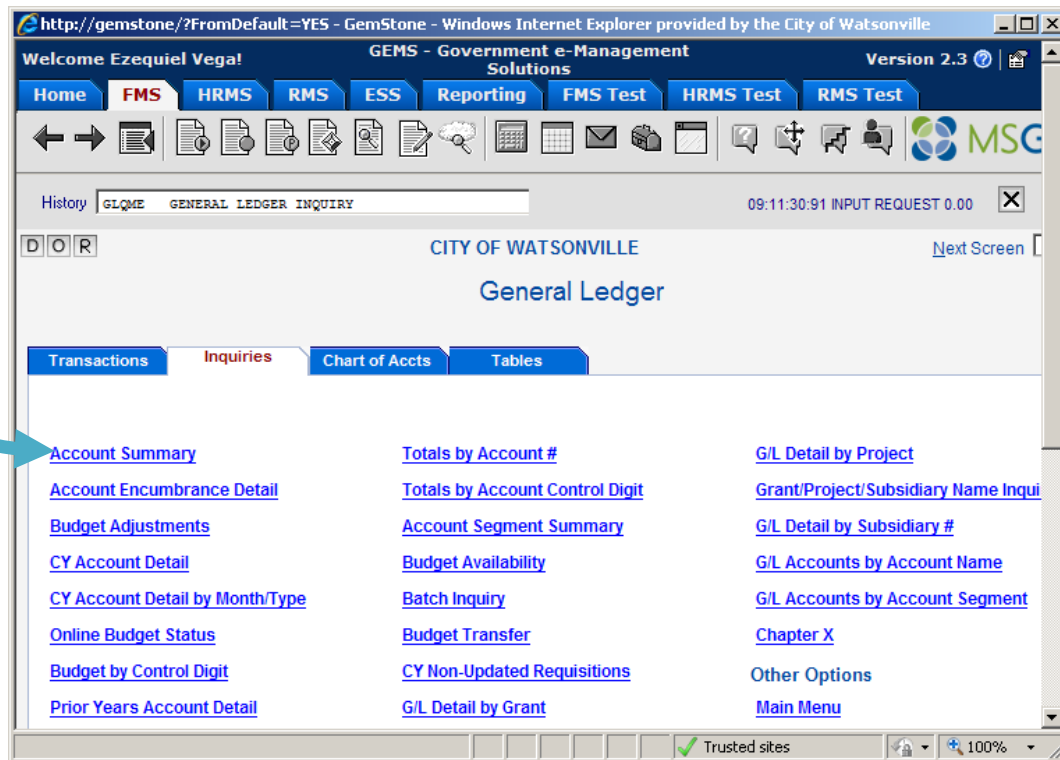
5. Enter data from the report printed into the format described in Attachment C and submit to the Administrative Services Director by scheduled date as defined in Attachment D.
Alternatively, you can enter an explanation to the right of the report shown in item 4 above and present this printout to the Administrative Services Director. If the total available percentage to date varies by 5% or more from the target for the period; an explanation how the variance will be reduced is also required in this report.
6. If this variance persists for two periods in a row, a meeting with the City Manager and Administrative Services Director would be required in addition to the report.

Research Account Activity

7. To analyze if the information in the financial report is accurate for a particular line, one can use GEMS General ledger drill down.
 - a) Open the GEMS system
 - b) Click the FMS tab, general ledger, inquiries

- c) Click on the account summary link
- d) Enter the account number, for example the Finance Department could enter 2307011 if it wanted to check the regular wages object for variances.
- e) Hit enter and click on the “Current Year Dtl” tab.
- f) Enter “070112” in the Hit enter one more time.
- g) The details about the salaries will show on the screen.
- h) Click on the “select field”. This will take you to the original transaction where you can review its details.





8. If a specific transaction should not have been charged to this account, report that on the report to the Administrative Services Director.
9. The Administrative Services Director will ensure an entry is done to code the cost to the correct department and/or fund.

List of Department Codes and Responsibilities

Manager Responsible	Director	Department	Function	Fund-Dept
Airport Manager	PW Director	Public Works	Airport	730-ALL
CM Analyst	City Manager	General Government	City Council	150-110
CM Analyst	City Manager	General Government	City Manager	150-120
CM Analyst	City Manager	General Government	City Attorney	150-130
City Clerk	City Clerk	General Government	City Clerk	150-160,162, & 163
HR Manager	City Manager	General Government	Personnel	150-210
Deputy City Manager	City Manager	General Government	PEG	150-393
CDD Director	CDD Director	Community Development	TRO	150-315
PW Director	PW Director	Public Works	Central Office	150-220
PW Director	PW Director	Public Works	Civic Plaza	150-221
PW Director	PW Director	Public Works	Streets	150-510
PW Director	PW Director	Public Works	MSC	150-523
PW Director	PW Director	Public Works	Wastewater	710-ALL
PW Director	PW Director	Public Works	Solid Waste	740 & 741 -ALL
PW Director	PW Director	Public Works	Water	720-ALL
PW Director	PW Director	Public Works	Gas Tax	305-ALL
PW Director	PW Director	Public Works	CIP Impact Fee Funds	340 & 342 & 344
Admin Services Director	Admin Services Director	Finance	Finance	150-230, 231, 235, 240
IT Manager	Admin Services Director	Finance	Information Technology	150-250 & 251
Admin Services Director	Admin Services Director	Finance		150-275 & 280, 281 & 282, 290-293
Admin Services Director	Admin Services Director	Finance	Insurance	780-971
Fire Chief	Fire Chief	Fire	Fire Protection	150-450
Fire Chief	Fire Chief	Fire	Fire Impact Fees	348-948

Admin Analyst (L)	RHA Director	RHA	Cal home	210-610
Project Manager (K)	RHA Director	RHA	Business Development	225-340
Eliminated	RHA Director	RHA	Business Boosters Program	227-345
Admin Analyst (L)	RHA Director	RHA	Affordable Housing	221-347
Admin Analyst (J)	RHA Director	RHA	CDBG Administration	205-380
Admin Analyst (J)	RHA Director	RHA	CDBG Housing Rehab	205-383
Admin Analyst (J)	RHA Director	RHA	CDBG Economic Development	205-385
Fabian	RHA Director	RHA	CDBG Public Facilities	205-386
Admin Analyst (L)	RHA Director	RHA	Rental Rehabilitation	207-387
Ted (PW)	PW Director	RHA	Civic Center Parking Garage	309-525
Ted (PW)	PW Director	RHA	Parking Garage	309-521
Admin Analyst (L)	RHA Director	RHA	Home Program Income	209-370
Ted (PW)	RHA Director	RHA	CIP Parking Garage	309-969
Admin Analyst (J)	RHA Director	RHA	Home Admin	209-376
RHA Director	RHA Director	RHA	RDA Oblig Ret Fund	202-361
RHA Director	RHA Director	RHA	RDA Housing	204-368
Project Manager (K)	RHA Director	RHA	EZ Vouchers	206-364
Project Manager (K)	RHA Director	RHA	Enterprise Zone	206-364
Project Manager (K)	RHA Director	RHA	Civic Ctr Lease Mgmt	150-280
Library Director	Library Director	Library	Watsonville Library GF	150-620
Library Director	Library Director	Library	Watsonville Library SF	250-621
Senior Librarian (Heather Geddes)	Library Director	Library	Freedom Library GF	150-622
Library Director	Library Director	Library	Freedom Library SF	250-623
Literacy	Library Director	Library	Literacy Center	150-626

Coordinator (Toni Notar)				
Library Director	Library Director	Library	CIP Library	250-935
PCS Director	PCS Director	Parks & Rec	Parks Operations	150-680
PCS Director	PCS Director	Parks & Rec	Special Events	150-685
PCS Director	PCS Director	Parks & Rec	Recreation- NS	150-688
PCS Director	PCS Director	Parks & Rec	Recreation Admin	150-690
PCS Assistant Director	PCS Director	Parks & Rec	Recreation Centers	150-691
PCS Assistant Director	PCS Director	Parks & Rec	Recreation Sports Pr	150-692
PCS Assistant Director	PCS Director	Parks & Rec	LLMAD Bay Breeze	354-958
PCS Assistant Director	PCS Director	Parks & Rec	LLMAD Vista Special	354-959
Police Chief	Police Chief	Police	Police Support	150-409
Police Chief	Police Chief	Police	Police – General	150-410
Police Chief	Police Chief	Police	Police Investigations	150-411
Police Chief	Police Chief	Police	Police Activities Leagu	150-417
Police Chief	Police Chief	Police	Research & Program D	150-419
Police Chief	Police Chief	Police	Abandoned Vehicle	245-423
Police Chief	Police Chief	Police	Animal Services	150-430
Police Chief	Police Chief	Police	Police Special Grants	260-336

List of Funds and Description

			\\fs1\UserProfiles\$ejezequi\vega\My Documents\chart of accounts\Chart of Accounts 2012.xlsx\FUND
110	Revoloving		140 PAYROLL
120	Trust		170 INVESTMENT
130	EMPLOYEE CASH DEDUCTIONS FUND	275	GASB 34 JE's
GOVERNMENTAL TYPE FUNDS			
150	GENERAL FUND		
SPECIAL REVENUE FUNDS			
160	RETIREMENT	305	GAS TAX
202	RDA- OBLIGATION RETIREMENT FUN	307	TRANSPORTATION TAX - ARTICLE 8
204	RDA-OBLGTN RETIREMENT HOUSING	309	Parking Garage
205	CDBG (Community Dev Block Grant)	338	Impact fee: GREEN VALLEY/FREEDOM
206	ENTERPRIZE ZONE VOUCHERS	339	Impact fee: AIRPORT INDUSTRIAL PARK
207	Other HUD grants- RENTAL REHAB	340	Impact fee: CITY-WIDE TRAFFIC IMPACT
209	H.O.M.E. Grants	341	Impact fee: PENNSYLVANIA DR. AREA
210	CAL HOME GRANT FUNDS	342	Impact fee: CRESTVIEW AREA
211	U.S.D.A.	343	Impact fee: GREEN VALLEY CORRIDOR
212	HOME Program Income	344	Impact fee: EAST HIGHWAY 1 AREA
213	LEASEHOLD IMP RELENDING	345	Impact fee: STRUVE SLOUGH BRIDGE AREA
215	RELOCATION REVOLVING	346	Impact fee: WATSONVILLE SLOUGH AREA
221	AFFORDABLE HOUSING	347	Impact fee: ERRINGTON/CLIFFORD AREA
225	BUSINESS DEVELOPMENT	348	Impact fee: FIRE CAPITAL IMPROVEMENT
227	BUSINESS BOOSTERS LN PROG	349	Impact fee: PUBLIC FACILITIES IMPACT FEES
228	POLICE - GANG PREVENTION GRANT	350	Impact fee: STORM DRAIN IMPROVEMENT FUND
245	AVA (Abandoned Vehicle Authority)	351	Impact fee: ZONE 7 - STORM DRAINS
250	LIBRARY	352	Impact fee: ERRINGTON SOUTH BENEFIT AREA
260	SPECIAL GRANTS	353	Impact fee: IMPERVIOUS AREA IMPACT FEE FUN
265	PEG (Public Education Fee) - Cable TV	354	LLMAD (Special Districts Fund)
270	911 REVENUE FUND	355	WESTSIDE INSUTRIAL AREA
281	PARKS DEVELOPMENT	356	AREA OUTSIDE WESTSIDE INDUSTRI
283	LLMAD - CITY PARKS	357	UNDERGROUND UTILITY
285	LLMAD	825	NARCOTICS FORFEITURE AWARD
303	FEDERAL REVENUE SHARING		
510	DEBT SERVICE FUND (CITY)	516	DEBT SERVICE FUND (RDA)
626	CAPITAL PROJECTS FUNDS		
PROPRIETARY TYPE FUNDS			
ENTERPRISE FUNDS			
710	WASTE WATER	730	AIRPORT
720	WATER	740	SOLID WASTE
		741	LANDFILL CLOSURE
INTERNAL SERVICE FUNDS			
765	COMPUTER	785	HEALTH INSURANCE
780	WORKERS COMP/LIABILITY		

Report Format

Monthly Review/ Variance Report

As of:

Month, Year

Department

Police

Fund	DEPT	OBJ / REV	Description	Actual \$	Budget \$	% ACTUAL YTD	% of Year Completed	Variance (over)/under	Reason for Variance (if Variance)	Corrective Action (if > than 5% + or -)
100	5210	9802	Police Vehicle Impound / Release Fees	\$ 5,241	\$ 8,000	65.51%	50.00%	15.51%	Officers have increased enforcement on unlicensed drivers and those driving on a suspended license.	None at this time
100	5210	9804	Police Livescan Processing Fees	\$ 6,368	\$ 7,300	87.23%	50.00%	37.23%	Neighboring jurisdictions have not been providing the Livescan services so many people have been coming to Watsonville to complete it.	None at this time
100	5210	9806	Police Services	\$ 1,346	\$ 6,000	22.43%	50.00%	-27.57%	Office hours have decreased due to minimum staffing and less people are requesting reports and applying for permits.	None at this time
100	5210	9807	Police POST Reimbursement Training	\$ 1,802	\$ 6,000	30.04%	50.00%	-19.96%	Officers have not been attending POST training due to low staffing levels and the cost of backfilling with overtime.	None at this time
100	5210	9808	Police Abandoned Vehicle Authority	\$ 246	\$ 8,500	2.89%	50.00%	-47.11%	Quarterly report submitted, but no revenue expected due to decrease in staffing levels	At recent staff meeting, officers were directed to increase the identification, tagging and towing of abandoned vehicles.
100	5210	9810	Police School Resource Officer	\$0.00	\$83,089.00	0.00%	50.00%	-50.00%	Two Quarterly SOAR invoices (1. Sent 10-28-11 covering the period of 5/16/11-8/15/11 for \$15,000 and 2. Sent 11-16-11 covering the period 8/16/11-11/15/11 for \$15,000) have been sent to the P.V. School District, but reimbursements have not been received.	for SRO hours worked for both of the listed time periods. CalGRIP Invoice covering October - December will be sent out January 31st in the amount of \$5,525 (for CalGRIP 3). At the end of March 31st, we will invoice for SRO's time for both CalGRIP 3 and CalGRIP 4.
100	5210	9814	Police Court Fines	\$ 9,534	\$ 60,000	15.89%	50.00%	-34.11%	County has only partially distributed revenue from fines	None at this time

Monthly Closing Schedule

Month	Closing Date	Report Due Date
July	August 25th	September 1 st
August	September 25 th	October 1 st
September	October 25 th	November 1 st
October	November 25th	December 3 rd
November	December 20th	January 7 th
December	January 25th	February 1 st
January	February 25th	March 4 th
February	March 25th	April 1 st
March	April 25th	May 1 st
April	May 25th	June 3 rd
May	June 25th	July 1 st
June	August 25 th	September 1 st