

INTRODUCTORY STATEMENT

This manual is designed to acquaint you with the organization and provide you with the information about working conditions, employee benefits and some of the policies affecting your employment. You should read, understand, and comply with all provision of the manual. It describes many of your responsibilities as an employee and outlines the programs developed by the City to benefit employees. One of the City's objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee manual can anticipate every circumstance or question about the policy. Because of frequent changes in federal, state laws, and court decisions, the need may arise to change policies described in the manual. The City reserves the right, subject to the requirements of the Meyers-Milias-Brown Act (Govt. Code Section 3500 et. seq) to revise, supplement, or rescind any policy or portion of the manual from time to time as it deems appropriate, in its sole and absolute discretion. City employees will, of course, be notified of such changes when they are being considered, and be asked for their recommendations.

INTENT

It is the intent of this manual to recognize the following principles:

1. EMPLOYMENT STANDARDS:

- a. Attract and employ the best qualified and most competent persons available.
- b. Base appointments, promotions, and tenure of every City employee on a demonstrated need for the work performed, availability of funds, faithful and effective performance, proper personal conduct and continuing fitness for his/her position.
- c. Provide a reasonable degree of security for qualified employees.
- d. Encourage, train and develop each employee to assure optimum performance.

2. THE CITY'S RESPONSIBILITY TO YOU AS AN EMPLOYEE

- a. No full-time, regular civil service employee will be subject to suspension, demotion, or dismissal without justification.
- b. The employee will be fully informed of duties and responsibilities.
- c. The employee will be provided with adequate administrative and supervisory direction.
- d. Employee will be informed on performance of duties and level of performance.
- e. Promotions will be made on the basis of merit and ability.
- f. Progressively improved work performance over an extended period of time will be recognized and rewarded, incompetence will not be tolerated.