

CITY OF BRENTWOOD EMPLOYEE HANDBOOK 2023



150 City Park Way
Brentwood, CA
94513

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Welcome To The Brentwood Team

Welcome to the City of Brentwood! We are delighted that you have chosen to join the team and hope you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further the City's goals. City of Brentwood staff takes pride in giving prompt, efficient, and courteous service to those with whom they interact, and have a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services/products in the area. With your active involvement, creativity, and support, the City of Brentwood will continue to achieve its goals. We sincerely hope you will take pride in being an important part of our success.

The Employee Handbook (Handbook) is designed to assist you in better understanding your City government and to aid you on the job and in your personal affairs, as they relate to your employment.

The policies explained in this Handbook are necessarily in general terms and may not apply in every case. Moreover, in the event of any conflict, official policies, laws, rules, regulations, and/or Memorandum of Understanding (MOU) will take priority over this Handbook.

Please take time to review the policies contained in this Handbook. If you have questions, feel free to ask your supervisor or contact the Human Resources (HR) Department.

Brentwood's Core Values

INTEGRITY – uncompromising adherence to moral and ethical principles

PASSION – boundless enthusiasm for what we do

ACCOUNTABILITY – answerable for our actions

RESPECT – to feel and show esteem and consideration for others

QUALITY – the highest degree of excellence

Vision and Culture

We are an organization of dedicated professionals working together to make Brentwood the very best, preserving its rich heritage, and keeping Brentwood in the heart of the people.

Mission Statement

Bringing Brentwood's Vision to Reality.

City History and Perspective

The City of Brentwood was incorporated in 1948 and is located approximately 55 miles east of San Francisco and 25 miles west of Stockton. Brentwood was once part of a Mexican Land Grant which belonged to Dr. John Marsh, the first American doctor to practice in the State of California. The Marsh House still stands on Marsh Creek, about four miles from the present City boundaries. The first Brentwood Post Office was established in 1878 when the mail lines of the Southern Pacific Railway were completed between Martinez and Tracy. The community has a long and storied history in agriculture and farming production. That tradition continues today, even with the residential growth the City has experienced over the last several years. In the late spring and

summer months, area farms are brimming with agri-tourists seeking out the latest stone fruits, corn, and cherries.

Over the years, the City has had a gradual but consistent growth. The population within the City has increased by more than fourteen times since the 1980 population of 4,434 residents and reached 66,127 in 2022. Brentwood today remains a rural agricultural-residential community, as it has for the past several generations. Due to the rapid growth in central and western Contra Costa County, however, and in all of the San Francisco Bay Area, Brentwood is experiencing continuous pressures for population and commercial expansion.

An important asset to the City of Brentwood is its location to the Delta. Less than an hour's drive from major shopping and cultural activities, Brentwood is even closer to the vast inland waterways which allows for boating, aquatic sports and fishing for a great number of fresh water varieties. In addition, Brentwood is in the heart of an agricultural empire that allows all of its residents to enjoy a variety of fruits, vegetables, berries, nuts and other farm products. For those who desire, Brentwood offers gracious country living at its best.

The future of Brentwood will depend upon the policies set by elected officials, which will guide the governmental organization of this community. Whatever may come to pass, all who participate in the decision making process will be dedicated to establishing a City which reflects a quality of life and community aesthetics that all present and future generations will enjoy.

City Government

Brentwood is a general law city, which means that its government may exercise only those powers expressly given to it by State law. In 1961, the City adopted the City Council-Administrator form of government, which was changed to the City Council-Manager form of government in 1982. The Council-Manager plan has several important advantages. Since the Mayor and Council are elected, it is easy for residents to set responsibilities at the polls. The City Manager is required to be a non-elected technically qualified person, working closely with all departments, thus promoting an efficient and competent administration.

City Council

The City Council establishes municipal policy, enacts ordinances, levies taxes, controls the raising and appropriation of funds, reviews and approves the annual budget, sets employee salaries, makes appointments to Boards and Commissions, and hires the City Manager and City Attorney. The Council consists of a directly elected Mayor and four Councilpersons elected from smaller areas of the City called "Districts"



Joel R. Bryant
Mayor
Term Expires
November 2024



Jovita Mendoza
Council Member
District 1
Term Expires
November 2024



Pa'tanisha Pierson
Council Member
District 2
Term Expires
November 2026



Susannah Meyer
Vice Mayor
District 3
Term Expires
November 2024



Tony Oerlemans
Council Member
District 4
Term Expires
November 2026

Boards and Commissions

Council-appointed Boards and Commissions work in advisory capacities to assist the Council and administration in managing the City's affairs. They also act as extensions of the Council by maintaining contact with the residents. The Boards and Commissions consist of the Arts Commission, Brentwood Neighborhood Committee, Park & Recreation Commission, Planning Commission, Triad, and the Youth Commission.

City Manager

150 City Park Way
City Hall 3rd Floor
925-516-5440
citymanager@brentwoodca.gov

City Manager
Tim Ogden



The City Manager is the Chief Administrative Officer of the City and is responsible to the Council for the management of City affairs. Operating with the department Directors, the City Manager assumes full responsibility for planning, administering, directing, overseeing, and evaluating the activities and operations of all City departments. The City Manager's Office oversees the Economic Development Division and City Clerk.

The Economic Development Division is responsible for attracting quality employers and providing good paying jobs for our residents. Brentwood's Economic Development Division promotes and pursues new investment through commercial and business development including attraction, retention and expansion within the City to create a diversified and sustainable economic base for the community.

The City Clerk's Office is responsible for preparation of agendas and minutes; ensures compliance with legal noticing requirements; serves as the Elections Official for the conduct of general municipal and special elections; responding to requests for public records; maintenance of the City's Municipal Code; and management of the citywide records management program.

City Attorney

150 City Park Way
City Hall 3rd Floor
925-516-5320
cityattorney@brentwoodca.gov

City Attorney
Damien Brower



The City Attorney, is appointed by the City Council, and serves as the chief legal advisor to staff, as well as the City's elected and appointed officials. The City Attorney prepares and approves to form all proposed ordinances, resolutions, contracts, and other legal documents. The City Attorney is also counsel for the City in litigation to which it is a party, and prosecutes all persons as required by City ordinances.

Community Development

150 City Park Way
City Hall 1st Floor
925-516-5405

communitydevelopment@brentwoodca.gov

Director of Community
Development

Alexis Morris



This department is made up of the following divisions: Planning, Development Services, Neighborhood Services, and Housing.

The Planning Division is responsible for implementing City policies that direct the physical development of the City, including, but not limited to: the preparation and administration of the General Plan, Specific Plans, and the Zoning Ordinance, as well as compliance with the California Environmental Quality Act (CEQA). Moreover, the division provides professional and administrative services to the Planning Commission and technical advice to the City Council and City Manager on planning related matters.

The Development Services Division is responsible for the One Stop Permit Center. They review and process building permits and provide plan reviews while acting as a liaison for complex projects spanning multiple departments and divisions. The division issues permits to ensure that construction work is in compliance with adopted standards.

The Neighborhood Services Division is responsible for ensuring the buildings and structures within the City are constructed and maintained in compliance with the standards of the Uniform Building Code, and ensures public safety, sanitation, and environmental health. This division is also responsible for construction inspections, which ensure that work is in accordance with approved plans. Additionally, the division enforces City statutes through the Community Enrichment Program.

The Housing Division is responsible for administering all affordable housing programs and related projects for the City. The City of Brentwood's Affordable Housing Program seeks to make decent, sanitary, and safe housing available to Brentwood residents, workers, and all eligible participants that qualify under the Very Low, Low, or Moderate Income Categories.

Engineering Department

150 City Park Way
City Hall 2nd Floor
925-516-5420

engineering@brentwoodca.gov

Director of Engineering/City
Engineer

Allen Baquilar



Engineering is comprised of three divisions (Capital Improvement Program (CIP), Development, and Traffic & Transportation) and is responsible for the design, development, and construction of private and public works' infrastructure and facilities.

The CIP Division plans for and designs infrastructure, prepares plans, specifications, and bid documents; and provides inspection and technical assistance during and after construction. This division also provides technical advice and information to the City Council, City Manager and other departments regarding Capital Improvement Projects. The Construction Inspection staff provides support for all development construction activities and Capital Improvement Construction. Staff also assists other departments by providing construction expertise and technical experience involving field activities. Inspection staff assigned to work related to the National Pollutant Discharge Elimination System (NPDES) is responsible for overseeing compliance with the general permit and specific City and county compliance criteria of the State's Clean Water Act, including oversight of performance standards during field construction activities.

The Development Division ensures that private development projects comply with legal requirements and meet the City's high standards of quality, safety, and functionality. This is accomplished through the review of subdivision or parcel maps, grading, improvement, and other construction plans for conformance with the conditions of approval, Subdivision Map Act, geotechnical studies, and all applicable codes and City Standards for new development projects.

The Traffic Division is responsible for the safe, efficient, environmentally compatible movement of people and goods on the streets, highways, and transit systems in the City of Brentwood. This division performs traffic related engineering studies, data collection, design and administration of transportation projects.

Finance and Information Systems

150 City Park Way
City Hall 3rd Floor
925-516-5460

finance@brentwoodca.gov

Director of Finance and
Information Systems/City
Treasurer

Kerry Breen



The Finance and Information Systems Department oversees the financial operations of the City, including budgeting, accounting, treasury management, utility billing, as well as the information technology needs of the City. The department consists of three divisions: Business Services, Financial Services, and Information Services.

The Business Services Division is responsible for preparing the Operating and Capital Improvement Budgets, generating annual and long-term financial reports and forecasts and maintaining the City's accounting system. In addition, this division manages the external financial audit process, provides debt service and assessment district administration and manages cash and investments.

The Financial Services Division is responsible for operational financial processes, which includes utility billing and business licenses customer service at City Hall. This division is also responsible for managing the City's decentralized purchasing process to obtain the best quality, service and prices. In addition, the Financial Services Division performs the payroll, accounts payable and cash receipts functions and prepares the City's Cost Allocation Plan.

The Information Services Division is responsible for providing the reliable, secure and cost effective technology infrastructure necessary to support and facilitate the delivery of City services. The division manages telecommunication, audio-visual, WiFi, server, system security, and website technologies and provides customer service to staff.

Human Resources

150 City Park Way
City Hall 1st Floor
925-516-5191
humanresources@brentwoodca.gov

Director of Human
Resources/Risk Manager

Sukari Beshears



The Human Resources Department is an internal service department that supports the organization and its employees. Human Resources strives to create a diverse and inclusive workforce of innovative and forward-thinking employees who are customer-focused and committed to excellence. Dedicated to fostering a continuous learning environment for employees enriched with career development opportunities, Human Resources serves as a strategic business partner with City departments. The department provides citywide support in employer-employee and labor relations, recruitment and selection, classification and compensation, risk management, benefits administration, and workforce training and development.

Parks and Recreation

150 City Park Way
City Hall 2nd Floor
925-516-5444
parksandrecreation@brentwoodca.gov

Director of Parks and
Recreation

Bruce Mulder



The Parks and Recreation Department was established on July 31, 1999, as a result of a merger between the City of Brentwood and the Brentwood Recreation and Park District. The department is dedicated to the wellbeing and quality of life in Brentwood. The department provides the best in programs, parks, and services at a great value to residents. Brentwood has 243 developed acres of parkland, 95 award winning parks and facilities, approximately 19 miles of beautiful trails and 63 miles of bike lanes. There are over 150 recreational activities and events offered for people of all ages and interests. The department is comprised of three divisions including Recreation, Park Maintenance, and Administration.

The Recreation Division is responsible for a wide range of recreational, sports, and cultural arts programs; schedules use of City and School District facilities; provides for rental of City facilities; organizes special events and youth in government programs; publishes the Activities Guide twice a year; and provides support to the Brentwood Park and Recreation Commission, Brentwood Arts Commission, and Brentwood Youth Commission.

The Parks Maintenance Division is responsible for the inspection and maintenance of city parks, recreational facilities, Lighting and Landscape Districts, roadway landscape, management of City-owned trees, and open space management. The division is also responsible for the City's parks, trails, and Recreation Master Plan.

The department's Administration Division provides for the use and rental of City facilities and parks, recreation program and activity registration, and support to City Commissions. Division staff also provide information about the City and parks and recreation programs in general.

Police

9100 Brentwood Blvd.
Police Department
925-634-6911
police@brentwoodca.gov

Police Chief
Tim Herbert



Established in 1948, the Police Department is responsible for protecting the lives, property, and rights of all residents, and is consists of two divisions: Field Operations and Support Services.

The Field Operations Division is responsible for the City's front line law enforcement services, and consists of six Field teams that are responsible for calls for service, the Traffic Safety Unit, the School Resource Officers assigned to the schools, two K-9 Units, the Field Training Officer Program, Community Service Officers deployed in the field as support staff and S.W.A.T.

The Support Services Division is commanded by a Captain and has two Bureaus, Administration and Investigations, each directed by a Lieutenant. The responsibility of the Administration Bureau includes records, emergency services, recruiting and hiring, training, special projects, special event coordination, financial accounting, and crime prevention services. The Investigations Bureau includes major crimes and special operations investigation units, City planning liaison, the property unit, and the Chaplain's program.

Public Works

2201 Elkins Way
Municipal Service Center
925-516-6000
operations@brentwoodca.gov

Director of Public Works
Casey Wichert



The Public Works Department is composed of five divisions - Fleet/Facilities, Solid Waste, Streets, Water, and Wastewater. The department is responsible for the operation and maintenance of all City public works' infrastructure.

The Fleet/Facilities Division performs preventative, routine, and unscheduled maintenance on City vehicles and equipment. The division is also responsible for the inspection and maintenance

of City buildings and facilities, such as City Hall, Brentwood Police Station, Brentwood Family Aquatic Complex, and the Brentwood Senior Activity Center.

The Solid Waste Division provides residential and commercial refuse, recyclables, and yard waste collection, and also operates the solid waste transfer station in the City.

The Streets Division maintains paved streets, drainage systems, street name signs, traffic signs, and manages the weed abatement program for City owned parcels. In addition, it sweeps streets, paints traffic stripes, and cleans debris from natural drainage channels.

The Wastewater Division operates the wastewater treatment plant and collections system to maintain regulatory compliance, connects private property to City sewers, and maintains the system throughout the City.

The Water Division maintains water quality and regulatory compliance of the water distribution system, the pump stations, reservoirs, and wells in order to distribute potable water to City residents and businesses.

Employment Policies

Personnel Rules and Regulations and Council/Administrative and City Manager Administrative Policies

The Personnel Rules and Regulations and Council/Administrative and City Manager Administrative Policies may be viewed on the intranet under the Employee Information tab.

http://intra.cob.gov/information/policies_rules_and_regulations_/default.asp

The Merit System

Brentwood's personnel system is established on merit principles. These principles provide for selecting and advancing employees based on their relative ability. The system also provides equitable pay for work performed. Periodic salary surveys are done to maintain an appropriate relationship between City salaries and those paid for similar jobs by other employers. The merit principle states that employee retention should be based on satisfactory job performance. Fair treatment of applicants and employees in all aspects of personnel administration is one of the most important merit concepts.

Equal Employment Opportunity

The City of Brentwood provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

The City expressly prohibits any form of unlawful employee harassment or discrimination. There is zero tolerance for any improper interference of other employees' ability to perform their expected job duties. Employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR

Department. The City will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of the HR Department. For more information, please see [Policy 20-23 Prohibiting Unlawful Workplace Discrimination and Harassment](#).

Americans with Disabilities Act (ADA) and Reasonable Accommodation

The City of Brentwood is committed to the fair and equal employment of individuals with disabilities under the ADA. It is the City's policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the City. The City prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An applicant or employee with a disability may request an accommodation from the HR Department and should specify the accommodation needed to perform the job, and submit supporting documentation, to the extent permitted and in accordance with applicable law. The City will review and analyze the request, and engage in the Interactive Process with the employee or applicant to identify if such an accommodation can be made, and explore other possible accommodation options. If requested, the applicant or employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

Commitment to Diversity

The City of Brentwood strives to be an inclusive place that celebrates the uniqueness of all employees and the community we serve. We are committed to an inclusive culture that embraces diversity through active and positive engagement, regardless of background or experience, to ensure people feel valued. Dedicated to promoting respectful conduct and equitable service to improve health and safety in a thriving City, we will build a better Brentwood together. The City's Diversity, Equity, and Inclusion (DEI) policy embodies the commitment in the way we do business, which is an important principle of sound management.

Employees are encouraged to build relationships and reach outside of their comfort zones to connect with others and make a significant impact. Through intentional efforts to understand others, we will find ways to build bridges where there are gaps, which will move us forward together as an organization. A meaningful and systemic change in DEI is evident through our ability to lean in to the unknown and learn to be comfortable in the uncomfotableness. We can create safe spaces where everyone belongs and can flourish. Our differences are powerful. We use our differences and voices as power to bring positive energy that ignites others in an impactful way. It is imperative that we show up every day, unapologetically, to be our personal best. Always remember, no one can be you better than you.

In 2021, the City of Brentwood employees formed a DEI Committee that meets regularly to collaborate, plan, and lay the road map for future efforts to expand DEI efforts.

Communication with City Council

The City Council encourages communication with City employees on City matters in the same manner as members of the public. This is to increase transparency and provide a safe place where employees can share thoughts and ideas directly with the City Council. For more information, please see [Policy 00-11 Employee Communication with City Council](#).

Harassment and Complaint Procedure

It is the City of Brentwood's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or third party based on actual or perceived race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws. Such conduct will not be tolerated by the City of Brentwood.

Furthermore, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. The City of Brentwood will take all reasonable steps necessary to prevent and eliminate unlawful harassment.

If an employee believes they have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, they are requested and encouraged to make a complaint. They may complain directly to their immediate supervisor or department manager, the HR Director, or any other member of management with whom they feel comfortable bringing such a complaint. All complaints will be investigated promptly, and confidentiality will be protected to the extent allowed by law. A timely resolution of each complaint should be reached and communicated to the parties involved.

If the investigation confirms conduct that violates this policy has occurred, the City will take immediate, appropriate, corrective action, including discipline, up to and including termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment, or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

For more information, please see [Policy 20-23 Prohibiting Unlawful Workplace Discrimination and Harassment](#).

Conflicts of Interest and Confidentiality

Conflicts of Interest

The City of Brentwood expects all employees to conduct themselves and City business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest, or an unethical practice is both a moral and a legal question. The City recognizes and respects the individual employee's right to engage in activities

outside of employment that are private in nature and do not in any way conflict with or reflect poorly on the City.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. For some examples of conflict of interests, please see [Policy 10-18 Confidential, Privileged and Protected Information](#), Policy 20-03 Gifts, [Policy 20-06 Outside Employment](#), [Policy 20-27 Nepotism and Fraternization](#), and [Policy 20-29 Code Enforcement Conflict](#). If a situation arises in which there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed.

Employment of Relatives or Individuals with Personal Relationships

Per [Policy 20-27 Nepotism and Fraternization](#), the City must ensure that employees carry out their duties with impartiality and fairness, so that confidence in the actions of our employees is maintained. It is important for all personnel of the City to recognize that the appearance of a conflict of interest can be as damaging to the reputation of the individual and the City as an actual conflict of interest.

It is important that the City remains vigilant of relationships between employees that may give rise to actual, potential, or perceived conflicts of interest between professional responsibilities and personal relationships and/or create an adverse impact on the City's supervision, productivity, safety, security, or morale. Relatives or individuals involved in a personal, financial, or business relationship with another employee may be hired by the City, if the persons (1) concerned will not work in a direct supervisory relationship, (2) would never be responsible for the safety of the other, and (3) would never be placed in a position that would compromise or have the possibility of compromising the security of any property or money entrusted to the City.

Current employees who become involved in a personal, financial, or business relationship with another employee will be permitted to continue employment with the City, provided they do not work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If an actual or perceived conflict of interest should exist, the City will attempt to reassign one of the employees to another position for which the employee is qualified, if such a position is available. If no such position is available, the City will request the voluntary resignation of one of the employees and if one of the employees does not voluntarily resign, the employee with the least years of service with the City may be discharged by the City Manager.

Confidential Information

The protection of confidential information is vital to the interests and success of the City of Brentwood. An employee who improperly uses or discloses confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if the employee does not actually benefit from the disclosed information.

All inquiries from the media must be referred to the City Manager's Office or the Police Department for police matters.

Working Conditions

Following are general statements regarding working conditions with the City of Brentwood. Please refer to the City's Adopted Personnel Rules and Regulations, Council/Administrative Policies, City Manager Policies, or any applicable Memorandum of Understanding (MOU) for more specific information regarding personnel policies and procedures.

Workweek and Hours of Work

The standard workweek for non-sworn non-exempt City employees is from 12:01 a.m. Monday through 12:00 midnight the following Sunday; the workweek for sworn non-exempt City employees is from 12:01 a.m. Sunday through 12:00 midnight the following Saturday. Non-exempt full-time employees are normally scheduled to work a total of forty (40) hours during each workweek. Not including holidays, all City offices shall be open from 8:30 a.m. to 5:00 p.m. Monday through Friday, unless otherwise established and authorized by the City Manager in writing. Individual work schedules may vary depending on the needs of each department.

The City also provides alternate work schedules, including 9/80 or 4/10, and telework options for some positions. Eligibility and requesting process can be found in the City Manager Administrative Policy #15 [Alternate Work Schedule \(AWS\) 9/80 Policy](#) and City Manager Administrative Policy #19 [Telework Policy](#).

Meal and Rest Breaks

Employees are entitled to a 30-minute to one (1) hour unpaid meal break each day. Any nonexempt employee who is required to work through a meal break will be paid for the period. Employees are also entitled to a paid 15-minute rest period for each four (4) hours worked. Breaks are generally scheduled in the middle of each four (4) hour work period. However, the supervisor or Department Director does have the authority to arrange break times which best meet the needs of the department and the City

Time Records

All nonexempt employees are required to complete accurate time sheets showing all time actually worked. These records are required by governmental regulations and are used to calculate regular and overtime pay. At the end of pay period, employees and their supervisors must sign the time sheet attesting to its correctness before forwarding it to the payroll team.

Overtime

When required due to the needs of the City, employees may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one-half their regular rate of pay for all hours over 40 actually worked in a single workweek. Paid leave, such as holiday, paid time off (PTO), bereavement time, and jury duty, does not apply toward work time. All overtime work must be approved in advance by the Department Director. Non-exempt employees may not "volunteer" work time to perform duties that fall under City classifications specifications, including but not limited to duties that they typically perform as part of their normal job.

Payday

Employees are paid twice monthly, on the fifteenth and the last day of the month. If a regular payday falls on a weekend, the payday will be on the Friday preceding the fifteenth or the last day of the month. If the payday falls on a City recognized holiday, employees will be paid on the day prior to the holiday.

Payroll Deductions

Certain deductions are made from your pay before you receive your check. Federal and state income tax is withheld, the amount depending on your earnings and the number of dependents

you claim. Full-time and certain part-time employees are members of the California Public Employee's Retirement System (CalPERS) and will have automatic deductions based on the applicable CalPERS contract. You may also have voluntarily deductions for such items as Association dues (if any), benefit elections, deferred compensation, or a credit union.

Personnel Files

Employee files are maintained by the HR Department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Employees may inspect their own personnel files and may copy them, but may not remove documents from their file. Inspections by employees must be requested in writing to the HR Department and will be scheduled at a mutually convenient time and to be reviewed in the HR Department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Resignation

An employee who desires to resign in good standing will give written notice to the appointing authority at least 10 working days in advance of the last day of actual work. The 10 days must be actual working days. Holidays and PTO will not be counted toward the 10-day notice. Failure to give notice as required may be cause for denying future employment with the City. A resignation becomes final when accepted by the Department Director. Once a resignation has been accepted, it cannot be withdrawn without approval by the City Manager.

The supervisor will meet with the employee on the last day of employment to collect all City property. HR will contact the employee if they would like to conduct an exit meeting on or before the last day of employment. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Workplace Safety

Commitment to Safety

The City is vitally concerned in creating and maintaining safe working conditions for all employees. Your cooperation is needed to make safety an everyday goal. All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all. In the event you are injured on the job, immediately contact your supervisor. In the event of an emergency, notify the appropriate emergency personnel by dialing 9 for an outside line, then dialing 911 to activate the medical emergency services. If you have any safety concerns, you are encouraged to bring them to the attention of your supervisor or a member of the Safety Committee. Please refer to Section 14.5 in the Personnel Rules for additional safety information.

Drug-Free and Alcohol-Free Workplace

It is the policy of the City of Brentwood to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the City.

The unlawful use, possession, purchase, sale, or distribution of or being under the influence of any illegal drug or controlled substance (including medical marijuana) while on City or client premises, or while performing services for the City is strictly prohibited. The City of Brentwood also prohibits reporting to work or performing services under the influence of alcohol or consuming

alcohol while on duty or during work hours. In addition, the City prohibits off-premises abuse of alcohol and controlled substances (including medical marijuana), as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the City's reputation in the community.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

- Pre-employment: as required by the City for all prospective employees who receive a conditional offer of employment;
- For cause: upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or have adversely affected the employee's job performance; and
- Random: as authorized or required by federal or state law.

For more information, please see [Policy 20-26 Substance Abuse](#).

Smoke-Free Workplace

Smoking is not allowed in City buildings, City vehicles, or work areas at any time. This includes the use of cigarettes, cigars, pipes, electronic smoking devices, and e-cigarettes. Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly. For more information, please see [Policy 20-24 Smoke-Free Workplace](#).

Workplace Violence Prevention

The City of Brentwood is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, the City discourages employees from engaging in any physical confrontation with a violent or potentially violent individual, or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse; attempts to intimidate others; menacing gestures; stalking; or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at City-sponsored functions.

All City employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or HR Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the City, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination, and/or may be subject to criminal penalties.

With the parameters established by State law, the City of Brentwood prohibits the possession of weapons on its property at all times, including our parking lots, other exterior premises, in City vehicles or while engaged in business activities with or for the City in other locations. Additionally, while on duty, employees may not carry a weapon of any type, unless expressly authorized by the nature of their work. Weapons include, but are not limited to, handguns, rifles, automatic weapons, knives, martial arts paraphernalia, stun guns, tear gas, or any simulated or toy

weapons. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

For more information, please read [Policy 20-25 Workplace Violence Policy and Procedure](#).

Cell Phone Safety and Driving

Safe driving is the first priority when operating a vehicle while driving on City of Brentwood business. Employees should pay attention to their driving and should never allow a cell phone or other mobile device to distract them from concentrating on driving.

Under no circumstances should employees feel they need to place themselves or others at risk while driving to fulfill work needs. Employees should follow these procedures to avoid distracted driving:

- Follow all applicable state and local laws that address the use of cell phones and other mobile devices while driving.
- Avoid using cell phones while driving and avoid it as a hand-held device. Find a safe place to pull over to make or receive phone calls, send or receive text messages, or manipulate navigation apps.
- Program their destination into navigation apps or GPS devices before they start driving.
- Do not read or respond to text messages or e-mail or browse social media or the Internet while driving.
- Be aware of distractions from in-car “infotainment” systems. Just because they are built into the vehicle does not mean they do not create a hazardous distraction.

Employees who fail to follow safety guidelines are subject to discipline.

Workplace Guidelines

Probationary Period

All new and rehired non-sworn employees will serve a probationary period of one year. Sworn police employees will serve a probationary period of 18 months. The probationary period is an extension of the recruitment process and during this period, the City will have an opportunity to determine whether future employment is appropriate. The City will have the ability to extend the probationary period for an additional six months for non-sworn employees and one year for sworn employees, if it determines that an extension is appropriate. The employment relationship may be terminated by the City at any time during the probationary period with or without cause and with or without notice. An employee who successfully completes the probationary period will be notified that they have become a regular full-time or a regular part-time employee of the City of Brentwood.

Job Performance

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

Compensation

The salary schedule for City employees is set by the City Council. Each classified position is placed in an appropriate salary range with five steps. New appointments, other than certain cases, start at the first, or "A" step. After six months of service at "A" step, an employee becomes eligible for a merit salary increase to "B" if their performance meets standards. Subsequent merit increases (from "B" to "C", "D" and "E" steps) are granted in one-year intervals with a meets standards performance.

Attendance

All employees are expected to arrive on time and be ready to work, every day they are scheduled to work. If you will be late or absent, notify your immediate supervisor as soon as possible. You are strongly encouraged to avoid unnecessary absences or tardiness. It is realized that on occasion unexpected events may cause employees to be late or absent. Nevertheless, excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval may also result in discipline up to and including termination. If an employee fails to report to work or call in to inform their supervisor of the absence for three consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Outside Employment

Employees may be permitted to work a second job as long as it does not interfere with their job performance or create a conflict of interest with the City of Brentwood. All employees, including part-time employees, must obtain prior approval from the City Manager before undertaking any outside employment or other work activity.

Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. In addition, employees who have accepted outside employment may not use paid sick time to work on the outside job.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

For more information, please see [Policy 20-06 Outside Employment](#).

Dress and Grooming

Because each employee is a representative of the City, each employee is required to report to work properly groomed and wearing appropriate dress that presents a professional image and in no way interferes with job performance or safety. Unless an employee is required to wear a specific uniform, employees should wear appropriate business casual attire and footwear. For Friday casual dress, employees may opt to wear jeans. Employees are expected to dress in a manner consistent with the nature of their job, good hygiene and safety. Employees should use common sense when selecting clothing to be worn in the work environment. For more information, please see [Policy 20-16 Dress Code](#)

Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing

the soliciting is on “working time.” “Working time” is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after a shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in “working areas,” which include all office areas. “Working areas” do not include break rooms, parking lots, or common areas shared by employees during nonworking time. Nonemployees may not trespass, solicit or distribute materials anywhere on City property at any time.

Nothing in this Handbook is meant to, nor should it be interpreted to in any way limit employees’ rights under any applicable federal, state, or local laws. This includes rights under the National Labor Relations Act (NLRA) to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Computers, Internet, E-Mail, and Other Resources

The City of Brentwood provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voicemail, scanner, Internet, intranet, e-mail, text messaging, portable electronic devices, or any other City-provided technology, use should be reserved for City business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of the City computer, phone, portable electronic devices, or other communication tools. All communications made using City-provided equipment or services, including e-mail and Internet activity, are subject to inspection by the City. Employees should keep in mind that even if they delete an e-mail, a voicemail, or another communication, a copy may be archived on the City’s systems.

The City encourages employees to use e-mail only to communicate with fellow employees, suppliers, customers, or potential customers regarding City business. Internal and external e-mails are considered public records and may be subject to federal and state recordkeeping requirements, as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the City.

Office telephones are for business purposes. While the City recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Abuse of these privileges is subject to corrective action up to and including termination.

Nothing in this Handbook is meant to, nor should it be interpreted to, in any way limit employees’ rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

For more information, please see [Policy 10-10 I.S. Procedures and Communications](#)

Disciplinary Procedure

The goal of all employee actions should be to develop better City services through improved employee performance. Employees should accomplish tasks efficiently, be cooperative with the public and fellow employees, and maintain appropriate standards of appearance and personal conduct. Under normal circumstances, the City endorses a policy of progressive discipline in

which it attempts to provide employees with notice of deficiencies and an opportunity to improve. Please refer to the [Personnel Rules and Regulations, Rule 11](#) for causes for disciplinary action. The Personnel Rules and Regulations are on the City's Intranet in the Employee Information tab, and on the City's website.

Time Off and Leaves of Absence

Holidays

The City observes the following holidays, and all regular and probationary employees will have the days off, with pay, except as otherwise provided in applicable memoranda of understanding, Council/Administrative Policy, or City Manager Administrative Policy:

1. Independence Day
2. Labor Day
3. Veterans Day
4. Thanksgiving Day
5. Day after Thanksgiving
6. Christmas Eve Day
7. Christmas Day
8. New Year's Eve Day
9. New Year's Day
10. Martin Luther King's Birthday
11. President's Day
12. Memorial Day
13. Juneteenth

Generally, and as determined by the City, when a holiday falls on a Saturday, it will be observed on the preceding Friday and when a holiday falls on a Sunday, it will be observed on the following Monday. If the preceding Friday or succeeding Monday is also a holiday, then the holiday is observed on the next preceding or succeeding work day as determined by the City

. Employees should speak with their supervisor for time off to observe religious practices or holidays not already scheduled by the City. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, take vacation time, or take off unpaid days. The City will seek to reasonably accommodate individuals' religious observances.

Personal Holidays

In addition to the holidays listed above, regular and probationary employees receive two personal holidays to be taken during each calendar year. Regular and probationary part-time employees receive a pro-rated number of hours/days based on their regularly scheduled hours/days of work.

Vacation

The City of Brentwood recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The City provides all regular and probationary full-time and part-time employees, as well as Unrepresented Executive and Senior Management employees with paid vacation time. These employees will accrue vacation from the date of hire, but cannot use accrued vacation until the completion of six (6) months of continuous service. For accrual rates, please see your applicable MOU, employment agreement, or the Terms, Conditions, and Understanding document for Executive and Senior Management Employees.

Unless otherwise provided in an employment agreement, the maximum vacation leave that can be accumulated at any time is equal to 18 months of your annual accrual. If you reach the maximum accrual you will not be able to accrue more vacation until you use the vacation time and bring the available amount below the cap. The City recognizes employees that make a commitment to continue their employment long-term. Forty (40) hours of vacation accrual is given to employees upon the completion of five (5) years of service and after every five (5) years of service thereafter. Upon termination of employment, any unused vacation time that has accrued will be paid out.

Sick Leave

Unless otherwise provided in an employment agreement, all regular, full-time employees will accrue sick leave at the rate of eight (8) hours per calendar month for each calendar month that the employee has worked regularly scheduled hours. All limited service and part-time employees will accrue sick leave at a rate of one (1) hour of sick leave for every 30 hours actually worked. There is no limit on the number of sick leave hours that can be accrued by a regular employee. Limited service and part-time employees can accrue up to 48 hours of sick leave. Once a limited service or part-time employee reaches the maximum accrual, the employee will not accrue further sick leave until the employee uses some sick leave hours.

Sick days are not intended to be used as a substitute for vacation days, but sick days may be used if an employee needs to provide care for a family member who is ill, to care for themselves, or if an employee needs time off for scheduled medical procedures. An employee may be required by their Department Director or designee to submit a statement/certificate from their doctor or medical professional stating the cause of the absence, and that the employee is or was incapacitated and unable to perform their duties during the period of the employee's absence. The City has the right to determine by reasonable means and consistent with state and/or federal law, the validity of any sick leave usage by any employee.

Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) Policies

The City will provide family care and medical leave for eligible employees as required by federal (FMLA) and state law (CFRA). These laws provide for eligible employees with the equivalent of up to 12 weeks per year for bonding with a newborn or adopted child, caring for a family member with a serious health condition, and/or, the employee's own serious health condition. Please refer to [Policy No. 20-19](#) Family and Medical Leave for more details regarding time away from work due to an FMLA/CFRA qualified event.

Military Leave

The City of Brentwood supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws, and per City [Council Resolution 2005-251](#). Any employee who needs time off for uniformed service should immediately notify the HR Department and the employee's supervisor, and will provide any required documentation regarding the leave.

Upon return from military leave, employees will retain certain rights with respect to reinstatement, seniority, layoffs, compensation, length of service promotions, and length of service pay increases, as required by applicable federal or state law. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

Bereavement Leave

In the case of death within the immediate family of an employee, the City will provide leave with pay in order to attend the funeral, memorial service, or take care of family affairs related to the death for three calendar days. Upon the death of an employee's household member, or if travel to another state is required, the City may grant five consecutive workdays. Upon the death of an employee's immediate family member that resides outside of the continental United States, an employee will be granted up to ten consecutive calendar days.

For more information, please see [Personnel Rules and Regulations Section 10.8](#).

Jury Duty/Court Appearance

The City supports employees in their civic duty to serve on a jury. Employees who are called for jury duty or subpoenaed to testify as a witness will be given leave to fulfill their civic obligations. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Employees will be provided time off for jury duty in accordance with applicable laws. If an employee is released from jury duty after four hours or less of service, the employee must report to work for the remainder of that workday.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days or vacation days will be used for this purpose.

For more information, please see [Personnel Rules and Regulations Section 10.11](#).

Time Off for Voting

The City of Brentwood recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, employees will have sufficient time outside working hours to vote. If for any reason an employee thinks this will not be the case, they may request up to two (2) hours of paid leave either at the beginning or end of scheduled working hours to enable them to vote.

Employee Benefits

The City of Brentwood recognizes the value of benefits to employees and their families. The City supports employees by offering a comprehensive and competitive benefits program. The following is general, summary information regarding benefits for City Employees. Please refer to any applicable MOU, the City's adopted Personnel Rules and Regulations, Council/Administrative Policies, City Manager Administrative Policies, your employment agreement, or contact HR for more detailed information regarding employee benefits.

Medical

Eligible employees have the option of more than one health plan. Employees may choose one of several health plans offered by California Public Employee's Retirement System (CalPERS). The City pays a maximum dollar amount specified in the MOU for each employee group.

If an employee is covered under a spouse's plan, the City will pay to the employee an amount specified in each employee group's MOU to employees upon completion of a waiver and with proof of coverage.

PERS employees who retire from the City of Brentwood may also receive medical insurance premium coverage or reimbursement. The City's contribution towards this insurance is dependent upon hire date, MOU, employment agreement, and length of service.

Dental

The City provides a dental insurance plan for all employees and their family members through Delta Dental. The details of the plan are available in the [Benefits Guide](#) on the HR webpage. The City pays all or a portion of the dental insurance premium as stipulated in the MOU for each employee group.

Vision

The City provides vision benefits through Vision Service Plan, the nation's leading provider of eye care wellness benefits. For complete details on the plan, please refer to the [Benefits Guide](#). You may also find information regarding VSP online at www.vsp.com.

Group Life and Accidental Death and Dismemberment Insurance

For all employees, City-paid term life and accidental death and dismemberment insurance is available in an amount stipulated by the MOU for each employee group. Life insurance coverage is provided by the carrier Voya, and for additional information you can refer to the [Benefits Guide](#).

Short and Long Term Disability

The City provides paid disability benefits to non-sworn career employees in the amount of two-thirds of their base salary as long as the employee is disabled due to circumstances occurring on or off the job, until age 65. The insurance benefit starts after 30 calendar days of being disabled and employees may supplement their available accrued time to reach 100% paid status.

Deferred Compensation

Employees may elect to make contributions to a deferred compensation (457b) plan where a portion of salary, through payroll deduction, is invested on behalf of the employee but is not taxed until withdrawn, usually upon retirement.

Worker's Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

The City of Brentwood pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The City abides by all applicable state workers' compensation laws and regulations. If an employee sustains a job-related injury or illness, it is important to notify the supervisor and HR immediately. Following the report to their supervisor the employee will contact Company Nurse at 1-877-854-6877 to report the injury/illness, receive advice and, if necessary referral for medical

treatment. Employees who do not report an injury promptly may have their workers' compensation benefits delayed or denied.

The supervisor will complete an injury report with input from the employee and return the form to the HR Department. In cases of true medical emergencies, dial 911 or report to the nearest emergency room

Employee Assistance Program (EAP)

The EAP provides confidential assistance to employees and family members that reside in the employee's home, 24 hours a day, 7 days a week through Claremont. The phone number is (800) 834-3773. The EAP services include clinical counseling for a wide range of issues, including: marriage and relationships; family problems; stress and anxiety; depression; grief and loss; anger management; alcohol and drug dependency. Members are entitled to eight (8) clinical consultations per incident, per benefit period. Work and life services available include: child- and eldercare assistance; financial issues; federal tax assistance; pre-retirement planning; organizing life's affairs; concierge services; and legal services. Online services are also available at <https://www.claremonteap.com/>.

The City encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the city, and the city is not given any information on who chooses to use the services. For questions or additional information about this program, employees may contact the HR Department.

Training and Educational Programs

On-the-job training of employees in order to develop new skills and to absorb new improved methods of accomplishing their duties is undertaken by the employee's supervisor. The City also has the Career Passport Program to assist employees in achieving their career goals. The purpose of the Career Passport Program is to create a continuous learning environment for employees to prepare them for career enrichment or advancement by creating a plan between the employee and HR to determine your career path and ascertain how the City can provide the space and tools to assist you along the way. For more information on the program, or to sign up, please view the materials on the Intranet under [Departments – Human Resources – Career Passport](#), or contact the HR Department directly.

Off the job, employees should take advantage of programs offering advanced education and job-related training courses at colleges/universities and trade schools. Employees concerned with career advancement will realize that additional courses will facilitate preparation for promotional opportunities. Interested employees should discuss the possibility of taking courses with their supervisor or the HR Department.

To assist City employees in continuing their education in order to maintain or improve knowledge, skills, and professional growth in their current position or profession, the City has established Council/Administrative [Policy No. 20-15 Tuition Reimbursement](#). The policy sets the guidelines for qualified courses and fees that may be reimbursed. Please refer to the policy for complete details.

Uniforms

All sworn personnel and those covered by an MOU provision receive a semi-annual allowance for uniform maintenance. Maintenance personnel, inspectors, code enforcement employees, and personnel in approved field assignments may receive shirts, pants, boots, and other safety equipment. For all office employees, the City will provide one Brentwood logo shirt per year. For details regarding the Uniform Policies, please access [Policy 01 Department Uniform Standard for Non-Sworn, Non-Police Department Personnel](#).

Bargaining Units

The following Bargaining Units are recognized by the City:

- Brentwood Managers and Confidential Employees' Association
- Brentwood Professionals and Supervisors Employees' Association
- Brentwood Police Lieutenant's Association
- Brentwood Police Officers' Association
- Brentwood Employees' Association – Miscellaneous Division
- Brentwood Employees' Association – Public Works

These organizations represent employees in salary negotiations, grievances with the City, and general working conditions of employment. Membership in the Associations is left to the discretion of the employee, and the City does not advise or interfere in that choice.

Employees in the Unrepresented Executive & Senior Management group are unrepresented, and considered "at-will" employees.

Employee Credit Union

The 1st Northern California Credit Union is available to all City employees who wish to take advantage of a convenient savings program. Membership in the Credit Union is on a voluntary basis. Loan payments and savings deposits are handled primarily by payroll deduction. Further information on the benefits of membership, please call (888) 387-8632.

Flexible Benefits Plan

The Flexible Benefits Plan provides employees the opportunity to reduce their taxable income by depositing earnings into a Flex Benefits Account for payment of: 1) Dependent Care Expenses such as child or elder care, and 2) Health Care Expenses such as doctor and dental bills and prescription drugs. For complete details on the plan including contribution limits, please refer to the Benefits Guide and Plan Documents available from HR. You may view other information regarding the Flexible Benefits Plan by visiting their website at www.americanfidelity.com.

Retirement

The City participates in the California Public Employees' Retirement System (CalPERS). This program involves all regular and probationary full-time personnel and regular and probationary part-time personnel who work at least 20 hours per week. Six PERS formulas cover all City employees; three for miscellaneous and three for sworn personnel. The retirement benefit is funded through employee contributions, the City's contribution, and the earned interest from the two. The retirement benefit allowance is determined by the employee's age at retirement, the number of years' service, and the average monthly earnings of the highest paid period of

compensation. The City does not currently participate in Social Security (FICA); therefore, no money for FICA is taken out of the employee's paycheck or contributed by the City.

Should employees resign or terminate service with the City for any reason, they may withdraw their contribution and the interest earned in the PERS retirement account. If employees have contributed under this retirement system for five years or more, and then resign from City service, they may elect to leave their contributions in the retirement fund and receive retirement benefits at the earliest age benefits are payable. For more information on the CalPERS benefit visit their website at <https://www.calpers.ca.gov/>.

Conclusion

If you have read this Handbook carefully, you have learned a great deal about the organization that is the City of Brentwood. Every job has an important place in the total effort to provide quality municipal services. No organization can be sound and productive unless all employees can feel they are important and are working in harmony toward a common goal and purpose.

The Employee Handbook will assist you in identifying your role in the Brentwood government and provide information as to what is expected of you and what you may expect in return. If you have questions about any Council/Administrative Policies, City Manager Administrative Policies, the Personnel Rules & Regulation, or this Employee Handbook, please contact HR.

The City of Brentwood is sincerely interested in making your employment a career opportunity. We trust that you will do your best for yourself, your colleagues, and the residents you serve.

Note: If you have noticed any errors, omissions, or conflict with official policies or laws in this booklet, please notify the HR Department.



ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

I hereby acknowledge receipt of the Employee Handbook for the City of Brentwood (Handbook). I understand and agree that it is my responsibility to read and comply with the policies referenced in the Handbook, and failure to do so could result in discipline, up to and including termination. I understand that the Handbook and all other written and oral materials provided to me are intended for informational purposes only. The Handbook, City practices, and other communications do not create an employment contract or term. I understand that the policies and benefits, both referenced in the Handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

Employee's Signature

Date

Print Name