

**CITY OF SELMA
PERSONNEL POLICY SUMMARY
FOR REGULAR FULL-TIME SAFETY EMPLOYEES***

RESPONSIBILITIES: Because City employees must regard every Selma citizen as their employer, as well as their customer, they will find that their position with the City demands more energy, thought, loyalty, and responsibility than most other positions.

HOURS OF WORK: Most City employees work an eight-hour day and forty-hour week. Because of the nature of City services, some employees must work night shifts, holidays, weekends, or other unusual shifts. Emergencies arise occasionally that require overtime work which is compensated according to the applicable collective bargaining agreement.

SALARIES: City salaries are studied and compared with the salaries paid by local employers and other cities. This information is used to guide the City in continuing to set comparable salaries for its employees.

RAISES: Employees are normally hired at Step A in the salary range for their class of work. If performance is satisfactory, they may be recommended by the department head for a 5% merit increase upon completion of one year of service and on each anniversary date for three additional years, thus reaching the top of their salary range in four years.

HOLIDAYS: The City normally observes twelve (12) holidays a year and employees receive an additional floating holiday for their birthday each year.

VACATION: Basic vacation is accumulated at the rate of one day for each month worked. Beginning with the fifth year of service, additional vacation is accumulated for longevity up to a maximum of 24 days a year.

SICK LEAVE: Sick leave is accumulated at the rate of one workday a month. Sick leave should be used carefully and preserved for serious illness, emergencies or personal necessity.

FAMILY LEAVE: Family leave may be granted according to the provisions of the Family and Medical Leave Act of 1993 and the California Family Rights Act of 1995.

GROUP INSURANCE: All regular city employees may participate in group life, health, dental, vision and chiropractic insurance programs. The City pays approximately 90% of these premiums for the employee and eligible dependents for regular employees as provided by the collective bargaining agreement.

RETIREMENT: The City is a member of the California Public Employees' Retirement System and currently pays the entire "employer share" as well as the "employee's share" for the 2.0% @ 50 Retirement Plan (integrated with Social Security). Participation is mandatory.

SOCIAL SECURITY: Employees pay into the Social Security system through payroll deduction.

DEFERRED COMPENSATION PLAN: City employees may voluntarily participate in a tax-deferred retirement plan, which allows employees to defer a part of their wages and at the same time, lower their state and federal income taxes.

BILINGUAL PAY: Most safety positions are eligible for Bilingual Pay (Spanish or Punjabi). Employees must pass a verbal examination given once per year to qualify for this additional benefit.

INJURY OR DISABILITY: If an employee cannot work because of injuries received while properly performing his/her work, he is protected by Workers' Compensation Insurance. A disability insurance program is also provided. Employees also contribute to California State Disability Insurance.

DRUG-FREE WORK PLACE: The City is a drug-free workplace and has adopted a comprehensive substance abuse policy. All employees are subject to random drug testing.

IT IS THE POLICY OF THE CITY OF SELMA NOT TO DISCRIMINATE BECAUSE OF RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, AGE, NATIONAL ORIGIN, ANCESTRY, DISABILITY OR MARITAL STATUS.

Exam Accommodations: If you are qualified for the job but need reasonable accommodations to take the exam, we encourage you to request reasonable accommodations prior to the exam by calling the Personnel Department at (559) 891-2200.

*** Safety Employees are generally defined as Sworn Peace Officers and certified fire fighters.**