

**CITY OF SELMA
PERSONNEL POLICY SUMMARY
FOR REGULAR NON-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, and vision 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. Employees hired on or prior to December 31, 2012 currently contribute 8% of the "employee's share" for the 2.7% @ 55 Retirement Plan (integrated with Social Security). Employees hired on or after January 1, 2013, who are considered a new member of CalPERS per PEPRAs regulations, will contribute 50% of the "total cost" for the 2% @ 62 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.

UNEMPLOYMENT INSURANCE: Employees of the City of Selma may apply for Unemployment Insurance Benefits at the expiration of their employment. Rules and regulations regarding eligibility are available at the State Employment Development Department.

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. 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.

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.