



EMPLOYEE HANDBOOK

September 2007

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A large portion of the information contained in this handbook is derived from other City documents, which generally contain more detailed information than presented here. For further reference, please see the Competitive and Management Employee Personnel Rules, Illness and Injury Prevention Program, Administrative Instructions Manual and City Council Policy Manual.

* * *

INTRODUCTION

Welcome to the City of Rancho Palos Verdes. As a new employee, you are now a member of our City family that provides a wide variety of services for the citizens and patrons of Rancho Palos Verdes. Your abilities and contributions as an employee will play a vital role as we move into the future and constantly strive to improve our level of service to the community. The City of Rancho Palos Verdes hopes you will find our City to be one in which you can grow personally and professionally, because our success depends on you.

This handbook is intended to acquaint you with the City and provide you with reference information about the City's history, vision, working conditions, employee benefits, and some of the policies affecting your employment. It is also designed to familiarize you with the organization and responsibilities of the various City Departments. However, no employee handbook can anticipate every circumstance or question about policy. Employees, new and old alike, are expected to use good judgment in all situations to accomplish their job for the benefit of the City and to feel free to ask questions of your immediate supervisor, your Department Director, or the Assistant City Manager/Personnel Officer.

I hope that you will enjoy your employment with the City. I want you to know that your skills and knowledge are valued, encouraged and rewarded. Best wishes for a positive and productive work experience.

Carolyn Lehr
City Manager

CORE VALUES STATEMENT

The primary purpose of City government is to provide service. As your City government, our commitment is to wisely use our resources to provide competent, responsive and reliable services in an atmosphere, which demonstrates our commitment to accessibility, customer service, honesty and integrity. In all we do and in every decision we make we will ask ourselves, "Is this best for the City of Rancho Palos Verdes?"

VISION STATEMENT

Vision: After an extensive community outreach program, the City Council hereby affirms that the City's vision for Rancho Palos Verdes is to have a community that has the following qualities:

A safe community where citizens can enjoy their property and community amenities without fear for their safety;

Both public and private property will be maintained in a manner that will be compatible with the aesthetic setting of the Peninsula;

A sound community economic base will be developed and maintained;

As part of the economic base, the City will provide an opportunity for the development of quality recreation facilities;

There will be a high "customer satisfaction" level among users of City services;

A commitment to maintaining open space and public access in a manner that will not harm critical resources.

Adopted by the City Council
September 21, 1993

HISTORY

Early History of the Palos Verdes Peninsula

The rich history of the Palos Verdes Peninsula begins with the tribes of Tongva Indians who were some of its earliest human inhabitants and first described by the Spanish explorer Juan Rodreguiz Cabrillo in 1542. Although evidence of Tongva settlements have been found all over the Peninsula, the best-known village site was at Malaga Cove in what is now Palos Verdes Estates.

The area was taken under Spanish rule by the armies of Cortez and remained under Spanish control, virtually undisturbed, until Mexico won its independence from Spain in 1822. In 1827, the Governor of Mexican California rewarded Don Dolores Sepulveda for his military service by giving him a land grant of the "Rancho de los Palos Verdes (Ranch of the Green Trees)." The Sepulveda family operated a successful cattle ranch on the land until drought and boundary litigation resulted in the great ranch being purchased by Jotham Bixby at public auction in 1879.

The Palos Verdes Project

During the early 1900's, the Peninsula enjoyed prosperity as a cattle ranch and rich farming area. During this time, 2,000 head of cattle roamed the open areas. Families of Japanese decent farmed the moist southern slopes with fields of beans, peas and tomatoes, while the manager of the cattle ranch, Harry Phillips, farmed the dryer northern slopes with barley for hay and grain.

In 1913, Frank A. Vanderlip, president of the National Bank of New York, bought the 16,000-acre Palos Verdes Peninsula sight unseen from Jotham Bixby's son, George. Even though Mr. Vanderlip had never seen the Peninsula, he recognized its strategic location and potential for development. Mr. Vanderlip had a grand vision to develop the Palos Verdes Peninsula into the "most fashionable and exclusive residential colony" in the nation. Initially, the area's remote location and lack of adequate roads thwarted his plans. It was not until 1921 that Mr. Vanderlip and E.G. Lewis, a real estate promoter, founded the "Palos Verdes Project." In 1924, the first homes were constructed in the area that is now Malaga Cove in the City of Palos Verdes Estates. Later, the Stock Market Crash, followed by the Great Depression derailed Frank Vanderlip's dream of developing the entire Peninsula as a single community.

The Turning Point

In 1953, Frank A. Vanderlip's eldest son, Frank Jr., was the president of the Palos Verdes Corporation, which controlled the family's remaining undeveloped acreage on the Peninsula. Since 1944, the Great Lakes Carbon Corporation had leased a 300-acre tract of land on the north side of the Peninsula for mining of

diatomaceous earth and had been attempting for two years to purchase this property from the Vanderlip family. Finally, Frank Vanderlip Jr. agreed to sell, provided that Great Lakes purchase all of the stock in the Palos Verdes Corporation. Upon completion of the transaction in July 1953, Great Lakes Carbon Corporation suddenly owned 7,000 acres of prime undeveloped land, with the exception of 500 acres retained by the Vanderlip family in the Portuguese Bend area. Great Lakes quickly discarded its plans for further mining operations and set about creating a master plan to develop the property.

The Fight for Incorporation

The grand plan envisioned for the Palos Verdes Peninsula by Frank A. Vanderlip Sr. was to be only partially realized by the time of his death in 1937. In the nearly 25 years since he acquired the property, Mr. Vanderlip's plan had been fragmented and diluted by a variety of external forces. In response to the changing circumstances, the other three Peninsula cities of Palos Verdes Estates, Rolling Hills and Rolling Hills Estates incorporated before the largest building boom began in the late 1950's and early 1960s. Fueled by the master plan created by the Great Lakes Carbon Corporation and the burgeoning economic growth occurring in the South Bay area, the remaining unincorporated area on the Peninsula began to develop rapidly and in ever-increasing densities.

The idea of a fourth city was first advanced in 1962 as an answer to controlling the unbridled development that was occurring in the unincorporated areas on the Peninsula, which remained under the control of Los Angeles County. However, the effort never got off the ground and in spite of protests from individually affected homeowner's groups, adjacent cities and the local school district, the Los Angeles County Board of Supervisors routinely granted zone changes throughout the 1960's.

Then, in 1969, Los Angeles County unveiled the new Master Plan for the Peninsula that provided for a population density far beyond what the local residents wanted. In response, a Peninsula-wide organization was formed that same year called Save Our Coastline (SOC), which led the fight for incorporation. The fight intensified in 1970 when a formal application was made to the Local Agency Formation Commission (LAFCO) to incorporate the fourth city. However, the application was blocked when landowners representing more than 51% of the assessed land value protested the incorporation. In response, SOC filed a lawsuit seeking to have this section of the State Code declared unconstitutional. The so-called "one man-one vote" suit contended that a vote should not be weighted by the land's assessed value, but rather by the actual number of voters in the area. Finally, in 1972, the State Supreme Court ruled that landowners could not prevent voters from determining their own form of municipal government. This decision cleared the way for completing the application with LAFCO and permitting a city-hood election to take place.

The election was finally held on August 28, 1973. An overwhelming majority of 5 to 1 voted in favor of incorporation. At the same time, the voters elected five City Council members out of a field of 24 candidates. The first City Council, consisting of Mayor Marilyn Ryan and Council members Gunther Buerk, Ken Dyda, Francis "Cisco" Ruth and Robert Ryan, all ran on similar platforms of low-density land uses, minimum taxes, and responsiveness to residents. The newly elected City Council held its first meeting on September 7, 1973 at Ridgecrest Intermediate School. The first City Hall offices were located in the former SOC offices in the Golden Cove Shopping Center at the corner of Hawthorne Boulevard and Palos Verdes Drive West. One of the first actions taken by the new City Council was to declare a building moratorium and to begin work on the preparing the City's General Plan. In 1975, City Hall was moved to its current location at the former Army Nike missile base on Hawthorne Boulevard, just above the Golden Cove Center.

Rancho Palos Verdes Today

The incorporation of the fourth city came just in the nick of time. Although some of the developments allowed by the County were at significantly higher densities than were desired by the local residents, they were relatively few in number. The City adopted its General Plan and Official Zoning Map in 1975, which included stringent downzoning of the remaining undeveloped land and protection of its sensitive resources. Adoption of the Coastal Specific Plan followed in 1978, encompassing all of the property seaward of Palos Verdes Drive West and South. In 1983, the City annexed an unincorporated area of Los Angeles County along Western Avenue known as Eastview, bringing the benefits of local control to these property owners and small businesses. In the years since incorporation, the City has carefully reviewed each new development proposal, acquired parkland and open space whenever feasible, and kept local tax rates low. The combination of these efforts has preserved the overall rural ambience and desirability of the community as an ideal place to live and raise a family.

CITY LOGO

Inspired by the Rugged Coastline

By: Tom Hollingsworth

When Rancho Palos Verdes was incorporated in 1973, it was a new city without a graphic symbol or logo. As a resident of the newly formed City as well as an active participant in the appropriately named "Fourth City Movement," I was excited to be chosen to submit a design for a suitable City logo. A professional graphic designer since 1956, I had created numerous logos for various organizations and businesses, including several for the Palos Verdes area. One logo of particular interest was created for the SOC Fourth City campaign in 1972. That logo featured a simplified coastline stylization and the colors blue and green, elements that found their way into the final Rancho Palos Verdes logo design. A City Council Logo Subcommittee of Ann Shaw and Ken Dyda provided, gratefully, a hands-off role during the creative process—a process that took several weeks and involved literally hundreds of preliminary color sketches. During that phase, I explored graphic elements that would deal with history, the unique, unspoiled rugged coastline, vast open space resources, the quiet lifestyle and the promises afforded by a newly created city carved out of neglected county land.

Living on a Ladera Linda hillside with superb views up and down the Rancho Palos Verdes southern coastline provided great inspiration for the eventual form the final logo would take. That logo is, in fact, a simplified, stylized representation of the coastline seen looking southwesterly from my back yard. I framed the blue and green stylized coastline panorama in a square format to give the logo stability and flexibility for the many future applications to City stationery, vehicles and signage. The colors I call "ocean blue" and "spring green" were chosen to give the logo a contemporary image and to symbolize the natural resources of the area. During the graphic finalization of the land/sea coastline configuration, the letter "R" evolved as a design feature representing the dramatic cliffs and the ins and outs along the ocean frontage. The "R" is a useful design and recall feature, representing to many the first letter of the City's name. Graphic experimentation was also done to look at inserting the lighthouse or the Dominguez "swinging heart" brand in the green area before finally settling on using the date of incorporation instead.

In concert with designing the logo, I searched for a commercially available typeface to use for the words "Rancho Palos Verdes" when designing City stationery. Not satisfied, a custom alphabet was created for the exclusive use of the City on stationery and other collateral materials called "Rancho Contempo."

Note: City Council adopted the City's logo in April 1978. Tom Hollingsworth was a member of the Rancho Palos Verdes City Council from 1995 to 1999 and served as Mayor in 1999. Prior to that, he served on the City's Recreation & Parks Committee.

STATISTICS

<u>Incorporated:</u>	September 7, 1973
<u>Eastview Annexation:</u>	January 5, 1983
<u>Area:</u>	13.6 square miles
<u>Coastline:</u>	7.5 linear miles
<u>Highest Elevation:</u>	1,480 feet (San Pedro Hill)
<u>Population*:</u>	41,145
<u>Median Age*:</u>	44.7 years
<u>Median Household Income*:</u>	\$95,503
<u>Average Household Size*:</u>	2.66 persons
<u>Housing Stock*:</u>	15,669 total units
Single Family*:	12,095
Multi-Family*:	3,574
Owner-occupied*:	81.6%
<u>City Owned Property:</u>	
Active/Developed Parks	124 acres
Passive/Developed Parks	107 acres
Undeveloped Parkland:	422 acres
Landslide Property:	<u>48 acres</u>
TOTAL:	701 acres
<u>City Roadways:</u>	
Public Streets:	130 miles
Private Streets:	12 miles
<u>Primary City Revenue Sources:</u>	
Property Tax:	29%
Vehicle License Fees:	18%
Utility User Tax:	13%
Licenses and Permits:	10%
Franchise Tax:	9%
Sales Tax:	8%

* Source: 2000 U.S. Census

CITY GOVERNMENT

CITY COUNCIL

Rancho Palos Verdes is a General Law City. This means the City is under the state constitution and statutes, which prescribe the legal framework for municipal government. The City operates under the City Council-City Manager form of local government. The City Council is the community's legislative body and provides local political leadership for and on behalf of the citizens of Rancho Palos Verdes. The Council sets policy and approves the City's budget. It also hires the City Manager and City Attorney and supervises their performance. The City Council also acts as the City's Redevelopment Agency and Improvement Authority Board, which provide funding for landslide abatement activities in the Portuguese Bend area of the City.

The City Council consists of five Rancho Palos Verdes residents who are elected at large by the voters. Council elections are held in odd numbered years and are consolidated with the general elections held in November. Each Council member is elected to a four-year staggered term. Each year, usually in December, the City Council members select a Mayor and Mayor Pro Tem from among its membership. The Mayor and Mayor Pro Tem each have one vote, just as do the other Council members. However, the Mayor has the additional responsibility to preside at City Council meetings, sign official documents, represent the City at both formal and social occasions and appoint other Council members to various local and regional committees and boards. The Mayor Pro Tem presides when the Mayor is not able to do so.

The City Council meets on the first and third Tuesday of every month at 7:00 p.m. in the Council Chambers located at Fred Hesse Community Park, 29301 Hawthorne Boulevard. From time to time, the City Council may also hold adjourned meetings, special meetings and workshops. Public participation at City Council meetings is recognized as an essential part of representative government, and public input in the decision-making process is encouraged. All regular Council meetings are broadcast live on local cable television Channel 3 and simultaneously video-streamed on the City's web site.

City Council		First Elected	Term Began	Term Expires
Thomas C. Long	Mayor	11/04/03	12/02/03	11/06/07
Douglas W. Stern	Mayor Pro Tem	11/02/99	12/02/03	11/06/07
Larry Clark	Councilmember	11/06/01	12/06/05	11/03/09
Peter C. Gardiner	Councilmember	07/03/01	12/06/05	11/03/09
Stefan Wolowicz	Councilmember	11/04/03	12/02/03	11/06/07

CITY COMMISSIONS, COMMITTEES AND TASK FORCES

The City Council receives advice from seven appointed boards comprised of residents appointed by the City Council.

Planning Commission

The seven-member Planning Commission reviews land use issues and major planning applications, such as tract and parcel maps, variances, conditional use permits and environmental impact reports. Regular Planning Commission meetings are held on the 2nd and 4th Tuesday of each month in the City Council Chambers at Hesse Park. The Planning Commission meetings are taped and re-broadcast on local cable television Channel 3.

Traffic Safety Commission

The Traffic Safety Commission, also with seven members, serves as a public forum for traffic-related issues including placement of stop signs, traffic signals, road modifications, safety devices and posted speed limits. The Commission meets on the 4th Monday of each month in the Community Room at City Hall.

Finance Advisory Committee

The seven-member Finance Advisory Committee participates in the long-range analysis of the City's financial future during its annual review of the Five Year Financial Model prepared by staff. The Committee reviews other projects as assigned by the City Council that may have a financial impact on the City. The Committee meets on the 4th Wednesday of each month in the Community Room at City Hall.

Emergency Preparedness Committee

The eight-member Emergency Preparedness Committee advises and assists the City Council and staff to ensure that the City of Rancho Palos Verdes develops and maintains a high state of readiness to respond to a wide variety of emergencies and disasters. The Committee meets on the 3rd Monday of each month in the Community Room at City Hall.

Equestrian Committee

The Equestrian Committee addresses the issues associated with the keeping of large domestic animals in the City. The Committee oversees the issuance of conditional large domestic animal permits and the initiation of proceedings for abatement of public nuisances not in compliance with the City code. This Committee consists of up to nine members and meets on the 2nd Thursday of the month in the Community Room at City Hall.

CITY ORGANIZATION

The City's management team is made up of the City Manager, Deputy City Manager, five Department Heads and the City Attorney. The City Manager and City Attorney are appointed by the City Council and have employment contracts. The other members of the Management Team are appointed by the City Manager and serve as "at will" or exempt employees of the City.

CITY MANAGEMENT TEAM	
Position Title	Name
City Manager	Carolyn Lehr
Deputy City Manager	Carolynn Petru
City Attorney	Carol Lynch
City Clerk	Carla Morreale
Director of Finance/Information Technology	Dennis McLean
Director of Public Works	Jim Bell
Director of Planning, Building & Code Enforcement	Joel Rojas
Director of Recreation and Parks	Ron Rosenfeld

ADMINISTRATION

City Manager's Office

The City Manager, as the administrative head of the City, ensures that the policies of the City Council are executed effectively and efficiently. Aside from the day-to-day direction of the City's departments, the City Manager's Office is also responsible for overseeing the preparation of the City Budget, implementing the City's risk management and safety programs, community outreach, film permits, and personnel and employment benefit programs. The City Manager's Office also supervises the City's public safety, animal control and emergency preparedness programs.

City Clerk's Office

The City Clerk's Office is responsible for preparation and distribution of the City Council agenda packets, City records management, posting legal notices, recruitment for all citizen advisory boards, municipal elections, updating the Municipal Code, Conflict of Interest filings and producing the City's quarterly newsletter.

City Attorney

The City retains the firm of Richards, Watson and Gershon to serve as the City Attorney. The City Attorney provides legal advise to the City Council, City Manager and other City officials. As the legal advisor to the City Council, the City Attorney attends all regular City Council meetings and reviews City ordinances,

resolutions, contracts and opinions. In addition, the City Attorney represents the City in legal matters and court cases.

FINANCE AND INFORMATION TECHNOLOGY DEPARTMENT

The Finance division is responsible for managing all the financial affairs of the City. Typical activities include preparation of the City Budget, managing the City's cash balances and investments, employee payroll, processing payable invoices and accounts receivable, processing business licenses and solicitation permits, and fiscal reporting such as the monthly Treasurer's Report and the Comprehensive Annual Financial Report. The Finance division also provides staff support to the Finance Advisory Committee. The Information and Technology division maintains the City's website, computer data network and computer telephone/voice messaging systems at City Hall. The Department also serves as the City receptionist, switchboard operator and cashier.

PUBLIC WORKS DEPARTMENT

The Public Works Department is responsible for maintenance of all City infrastructure, including public streets, traffic signals, storm drains, sanitary sewer system, and municipal parks and buildings. The Department is also responsible for providing City engineering services, administering the City's refuse franchise and recycling activities, traffic management, public works grant administration, establishment of undergrounding districts, compliance with National Pollution Discharge Elimination System mandates, and public transit coordination. The Public Works Department manages maintenance, engineering and construction activity in the City's Redevelopment Project Area, which focuses on landslide abatement activities. The Department provides staff support to the Traffic Committee.

PLANNING, BUILDING AND CODE ENFORCEMENT DEPARTMENT

The Planning, Building and Code Enforcement Department coordinates activities and programs that ensure the orderly physical development and preservation of the community. The Department manages the following four functions of the City: planning and zoning, building and safety, code enforcement, view restoration and preservation. General activities in the Planning division include administering the City's land use regulations, processing development applications, implementing the City's long range planning documents, such as the General Plan and Coastal Specific Plan, the Natural Communities Conservation Planning (NCCP) program, and affordable housing programs. The Building and Safety division is responsible for the issuance of building permits, plan check services, building inspection services, and geology review and inspection services. The Code Enforcement division oversees enforcement of the City's Municipal and Zoning Codes, property maintenance issues and nuisance abatements. The View Restoration division implements the provisions

of the City's View Restoration and Preservation Ordinance. The Department provides staff support to the Planning Commission, Equestrian Committee and the View Restoration Mediators.

RECREATION AND PARKS DEPARTMENT

The Recreation and Parks Department is responsible for coordinating a comprehensive park system, public recreational facilities and numerous community activities. The Department manages five programs: administration, recreational facilities, special events, the Point Vicente Interpretive Center (PVIC) and the REACH program for developmentally disabled adults.

PUBLIC SAFETY

Law Enforcement

The City contracts with the Los Angeles County Sheriff's Department for general law enforcement services through a joint regional law enforcement agreement with the Cities of Rolling Hills and Rolling Hills Estates. Sheriff services include patrol services, traffic and parking enforcement, general and specialized crime investigation and various crime prevention services. The Sheriff's Station serving the City is located in the City of Lomita on Narbonne Avenue.

Fire

Fire safety and rescue services are provided through a special district by the Los Angeles County Fire Department. There are two fire stations in the City: Station #53 on Palos Verdes Drive South and Station # 83 in Miraleste Plaza, off of Palos Verdes Drive East. The main fire station for the Palos Verdes Peninsula is Station # 106 located on Indian Peak Road in the City of Rolling Hills Estates.

Animal Control

The City contracts with the Los Angeles County Department of Animal Services for animal control services, including dog licensing, sheltering lost and stray animals, road kill pickup and barking dog complaints. Once a year, the County provides a rabies and dog licensing clinic at City Hall. The County animal shelter is located at 216 West Victoria in Carson.

OTHER CONTRACT SERVICES

In addition to law enforcement and legal services, the City contracts with a wide variety of public, private and non-profit organizations to provide services to the community.

Below is a list of some of the City's larger contract service providers:

City Hall Computer Network:	Palos Verdes on the Net
Geology Permits:	Zeiser Kling & Associates
Sanitary Sewers:	Los Angeles County Sanitation District
Storm Drains:	Los Angeles County Public Works
Street Maintenance:	Hardy & Harper
Street Median Landscaping:	Bennett Landscape
Street Sweeping:	Nationwide Environmental Services
Street Trees:	West Coast Arborists
Traffic Signals:	Republic Electric
Park Maintenance:	U.S. Landscapes

ORGANIZATIONAL CHART

**CITIZENS OF
RANCHO PALOS VERDES**

MAYOR AND CITY COUNCIL

COMMISSION & COMMITTEES

Planning Commission
Traffic Committee
Emergency Preparedness Committee

COMMISSION & COMMITTEES

Finance Advisory Committee
Equestrian Committee

CITY MANAGER

Administration/Budget
Personnel/Community Outreach
Risk Management

CITY ATTORNEY

Richards, Watson & Gershon

CITY CLERK

Records Management
Public Information
Elections
Conflict of Interest Filings

PLANNING & BUILDING

Planning/Zoning
Building & Safety
Code Enforcement
View Restoration & Preservation

**FINANCE/INFORMATION
TECHNOLOGY**

Payroll & Purchasing
Financial Reporting
Accounts Payable/Receivable
Web Site/Computer Network

RECREATION & PARKS

Park Facility Use
Point Vicente Interpretive Center
Abalone Cove Shoreline Park
REACH Program

PUBLIC SAFETY

L. A. County Sheriff
L. A. County Fire
Animal Control
Emergency Preparedness

PUBLIC WORKS

Street Maintenance
Refuse/City Engineering
Park/Building Maintenance
Capital Improvement Projects

VOLUNTEER ORGANIZATIONS

The City is fortunate to have a number of volunteer organizations that provide valuable services to our community.

Parks & Habitat

Los Serenos de Point Vicente is a volunteer organization that assists and supports the City's Recreation and Parks Department in the operation of the Point Vicente Interpretive Center, Abalone Cove Shoreline Park, Ladera Linda Community Center and Ocean Trails Park with regard to the natural and cultural history of the Palos Verdes Peninsula. Los Serenos (the "guardians") provides interpretive and educational services to the community by means of docent-led tours, special events, docent workshops and classes.

Palos Verdes Land Conservancy is a nonprofit organization formed in 1988 to preserve undeveloped land on the Palos Verdes Peninsula in perpetuity as open space for historical, educational, ecological, recreational, and scenic purposes. Since its creation, the Conservancy has preserved nearly 360 acres of open space on the Peninsula. Annually, the City co-sponsors a series of popular nature walks conducted by Conservancy volunteers through various open space areas in the City. In addition, the Conservancy manages the City's 140-acre Forrestal Nature Preserve, is working closely with the City to complete its Natural Communities Conservation Planning (NCCP) program, and is helping to raise enough funding to acquire the 1,000-acre Portuguese Bend Nature Preserve from private landowners.

Crime Prevention

Neighborhood Watch is a volunteer organization sponsored by the City of Rancho Palos Verdes and the Los Angeles Sheriff's Department Lomita Station. Its objective is to reduce crime by fostering community awareness and response to criminal activity through organizing neighborhoods, networking crime alerts, and providing educational and news bulletins.

Bird Dogs is a volunteer civilian surveillance and undercover operations team sponsored by the Los Angeles County Lomita Sheriff's Station. The Sheriff's Department trains team members in surveillance tactics, following suspects and driving skills. The Bird Dogs assist Station personnel in grueling stakeouts, traffic control and at a variety of community events. The team has been responsible for the capture of numerous felony suspects over the years.

Volunteers On Patrol are citizens who assist the Los Angeles County Lomita Sheriff's Station in performing non-hazardous patrol duties. The Volunteers On Patrol assume various responsibilities that have traditionally been performed by patrol deputies, thereby allowing patrol deputies more time to perform the more

hazardous duties. Examples of the volunteer's duties include searching for missing children, patrolling the community for criminal activity, conducting safety checks at schools, businesses and parks, conducting residential vacation checks, assisting disabled persons and assisting at sobriety check points.

Equestrian Posse, like Volunteers On Patrol, is made up of citizens who assist the Los Angeles County Lomita Sheriff's Station in performing non-hazardous patrol duties on horseback, rather than being in a patrol car. By using their own horses, the Equestrian Posse can go into areas on the Peninsula that are inaccessible or difficult for a regular Sheriff's deputy to patrol, such as canyons, trails, beaches and large open space areas. Examples of the Posse's duties include patrolling trails and open space areas for illegal activities and vandalism, searching for missing children or suspects, and patrolling the commercial areas during the holiday season as a crime deterrent.

Emergency Preparedness

Palos Verdes Peninsula Community Emergency Response Team or "PVP CERT" is a group of volunteer Peninsula residents trained to assist their families, neighbors and community in the event of any disaster. CERT is used to supplement the efforts of law enforcement, fire and other emergency response teams during disasters such as earthquakes, fires, severe weather and terrorist attacks. The members are trained in the areas of fire suppression, search and rescue, first aid and CPR, utility control, disaster medicine and hazardous materials. Acting as individuals first, then later as members of teams, trained CERT volunteers can fan out within their particular area, extinguishing small fires, turning off natural gas and water inlets to damaged homes, performing light search and rescue, and rendering basic first aid. Trained volunteers also offer an important potential work force to service organizations in non-hazardous functions such as shelter support, crowd control and evacuation.

Disaster Communications Service or "DCS" is a volunteer organization that uses amateur ham radio to provide backup communications in case of telephone failure to the Los Angeles County Sheriff's Department. In addition to maintaining permanent radio facilities at the Lomita Station, the DCS has a back up radio station located at Rancho Palos Verdes City Hall. The DCS members use this equipment to provide backup communications to all areas of Rancho Palos Verdes, the Lomita Sheriff's station, and the Palos Verdes Unified School District school sites.

Peninsula Volunteer Alert Network or "PVAN" is a volunteer organization similar to DCS with the exception that the program is coordinated by the City and the volunteer amateur radio operators provide emergency communication support between the City's EOC and their own neighborhoods. PVAN works with CERT, Neighborhood Watch and other volunteer groups to relay information to and from the City's EOC.

Equestrian Response Team or “ERT” is the newest volunteer emergency response team on the Palos Verdes Peninsula. This group of residents is trained to conduct emergency rescue, evacuation and sheltering for the many horses and other large domestic animals that are kept on the Peninsula. Their services are particularly critical during local emergencies such as brush fires and incidents of severe weather.

UTILITIES

Private companies provide all of the utility services in the City.

Utility Type	Company	Telephone Number
Cable Television	Cox Communications	377-1800
Electricity	Southern California Edison	(800) 655-4555
Gas	Southern California Gas Company	(800) 427-2200
Telephone	Verizon	(800) 483-1000
	SBC (small area on east side of town)	(800) 310- 2355
Trash and Recycling	Waste Management	(800) 768-1574
	Ivy Rubbish (Portuguese Bend and Abalone Cove)	530-2899
Water	California Water Service Company	377-5525

PENINSULA NEIGHBORS

In addition to the City of Rancho Palos Verdes, there are three other incorporated cities on the Palos Verdes Peninsula, as well as two neighborhoods that are part of the unincorporated area of Los Angeles County.

CITY OF PALOS VERDES ESTATES

Located on the northwestern side of the Peninsula, Palos Verdes Estates is the oldest city on the Peninsula and was founded in 1937. The entire city was laid out and developed based on early developer Frank A. Vanderlip Sr.'s "Palos Verdes Project" concept for a "most fashionable and exclusive residential colony". All of the homes were custom built and the Palos Verdes Homes Association and Art Jury interpret and enforce protective restrictions on all new buildings and remodels. Over a quarter of the City's 3,038 acres is permanently protected as parkland and maintained in its natural state to preserve the rural atmosphere of the community. Major landmarks include the Neptune Fountain in Malaga Cove Plaza, the Neighborhood Church, the Palos Verdes Athletic Club (formerly Rossler Pool), and the La Venta Inn. The five neighborhood areas in Palos Verdes Estates are Valmonte, Malaga Cove, Montemalaga, Margate and Lunada Bay. The City has two small commercial areas located in Malaga Cove and Lunada Bay. The 2000 Census reported the City's population to be 13,340.

Palos Verdes Estates City Hall
340 Palos Verdes Drive West
Palos Verdes Estates, CA 90274
378-0383 (main line)
378-7820 (fax)

CITY OF ROLLING HILLS ESTATES

The City of Rolling Hills Estates is bordered by the Cities of Torrance and Lomita to the northeast and is virtually surrounded by the City of Rancho Palos Verdes to the south and west. Incorporated in 1957, this city is largely defined by its equestrian lifestyle, which includes 25 miles of public trails, a city-operated stable and even a hitching post at City Hall. However, the Peninsula's largest group of commercial properties, know collectively as The Peninsula Center, is also located within its boundaries. Major landmarks include the George F. Canyon Nature Preserve, the Palos Verdes Reservoir and the Los Angeles County Botanical Gardens. The 2000 Census reported that the population of the City was 7,676.

Rolling Hills Estates City Hall
4045 Palos Verdes Drive North
Rolling Hills Estates, CA 90274
377-1577 (main line)
377-4468 (fax)

CITY OF ROLLING HILLS

The City of Rolling Hills is located in the center of the Peninsula and is the smallest city on the Peninsula. Rolling Hills was incorporated in 1957. All of the streets within the City are private and the three entrances into the community are protected by guarded entries. Individual lots are typically one to five acres in size and designed for an equestrian lifestyle. There is an extensive network of private equestrian trails throughout the City. Most of the homes are only one-story high and all are painted the “approved” white in keeping with the Homeowners’ Association rules. Based on the 2000 Census, there are 1,871 residents living on 1,889 acres that make up the City. There are no commercial or multi-family residential areas within the community.

City of Rolling Hills
2 Portuguese Bend Road
Rolling Hills, CA 90274
377-1521 (main line)
377-7288 (fax)

ACADEMY HILL AND WESTFIELD (UNINCORPORATE COUNTY)

Academy Hill and Westfield are both located in unincorporated County areas south of intersection of Palos Verdes Drive North and Crenshaw Boulevard. Academy Hill, located west of Crenshaw Boulevard, has been developed as a traditional suburban community of approximately 300 homes. The prestigious private school, Chadwick School, is located within the Academy Hill neighborhood. Westfield, located on the east side of Crenshaw Boulevard and consisting of approximately 200 lots, is more rustic and mirrors the equestrian lifestyle of its adjacent neighbor, Rolling Hills. The 2000 Census reported that the population of the unincorporated areas was 2,089.

County of Los Angeles
Lomita District Office
24320 Narbonne Avenue
Lomita, California 90717
534-3760 (main line)
530-5482 (fax)

CITY HALL CULTURE

WORK SCHEDULE

The work schedule used at City Hall is known as a “9/80” schedule, referring to the fact that full-time employees work a series of 9-hour days during an 80-hour pay period. Under this schedule, employees generally work a 9-hour day, 7:30 AM to 5:30 PM, Monday through Thursday. The full-time staff is divided into two teams, the “A” Team and the “B” Team, which alternate working every other Friday. During their Fridays “on,” employees work an 8-hour day, from 7:30 AM to 4:30 PM. City Hall offices remain open during the lunch period with at least one person in each department on duty to answer questions and to receive visitors. It is up to each Department Head to decide how best to divide his/her staff between the two teams, so that sufficient staff coverage is available on Fridays.

When a team’s Friday “off” falls on a City Holiday, that team takes the prior workday off instead. For example, if Christmas Eve falls on a Friday, the team that would have had that Friday off takes the Thursday off instead. At the beginning of each calendar year, the “A” and “B” Teams alternate which one takes the first Friday of the year off following the return to work from the City’s Winter Holiday Break. This is done so that one team doesn’t always receive the day off before the Thanksgiving and Winter Holiday Breaks. Employees are generally not allowed to switch Fridays, however, Department Head may grant permission to do so, if circumstances warrant and the staffing needs of the Department can still be met.

A full-time employee’s supervisor and/or Department Head shall set the hourly work schedule and workdays for that employee. Normally, in the absence of other arrangements, working hours are 7:30 AM to 5:30 PM, Monday through Thursday and 7:30 am to 4:30 pm every other Friday, with one hour for lunch. The supervisor and/or Department Head will determine a part-time employee’s work schedule depending on the hours of operation at the particular facility where they are working and the overall needs of the Department.

See Administrative Instruction Manual, Instruction No. 2-02, Office Procedure, Section II A, Office Hours.

APPROPRIATE OFFICE ATTIRE

As local government officials, our residents have high expectations for all aspects of our conduct and appearance. Therefore, an employee’s office attire should be appropriate for the position that he or she holds and the tasks that the employee is to perform. Because all our employees are mature, responsible people, the determination of "appropriate office attire" is largely left to the discretion of the employee. However, in no case are torn or dirty clothing, shorts, tank tops with

spaghetti straps and bare midribs considered to be "appropriate office attire."

Employees are expected to wear business suits, sport coats and other similar attire when they are required to attend City Council meetings, City Commission and Committee meetings and off-site meetings with representatives of other agencies.

If an employee is required to wear a City uniform, such as maintenance personnel and part-time recreation staff, it should be well maintained and worn correctly.

Fridays at City Hall are treated as "casual dress" days and office employees are allowed to wear blue jeans, polo shirts and sneakers, or similar attire, on those days. However, Friday dress still should be responsive to the employee's meeting schedule or business contacts, which are to occur on that particular Friday. If, due to the City's 9/80 work schedule, a ½ staff day falls on a day other than a Friday, such as the Wednesday before the Thanksgiving holiday, that day is not considered to be a "casual dress" day.

If an employee has a question about whether certain attire is appropriate for the office or a particular work event or occasion, the employee should consult with his or her Department Head.

See Administrative Instruction Manual, Instruction No. 2-02, Office Procedure, Section II O, Dress.

CLEAN UP DAY

The City Manager may designate a regular work day as a "City Hall Clean Up Day." On these days, City Hall offices are closed to the public, but staff still reports to work and uses the uninterrupted time to clean and organize department files and work areas. Clean up days are usually held on a holiday like Veterans' Day, which is a regular work day for Rancho Palos Verdes employees, but when many other government offices are closed. On these days, employees are allowed to wear casual clothes appropriate for cleaning and organizing, such as blue jeans and tee shirts.

ANNUAL CITY EVENTS

The following are City-sponsored events that are funded by the City Council through the Annual City Budget and are open to the general public:

Whale of a Day

Held on the first Saturday in March at the Point Vicente Interpretive Center to celebrate the annual migration of the Pacific Gray Whale.

Fourth of July Country Fair

Held on the 4th of July at Upper Point Vicente Park/City Hall to celebrate our nation's independence.

Beach Clean Up Days

Held twice a year in conjunction with Earth Day and the California Coastal Clean Up Day on a Saturday in April and September at Abalone Cove Shoreline Park for volunteers to remove trash and debris from the public beach.

City Anniversary

Although not celebrated annually, the City has traditionally celebrated its incorporation every five years – 20th, 25th, 30th, etc. Past celebrations have included a formal dinner/dance and an informal event, such as a wine and cheese party or a community barbecue.

COMMUNITY OUTREACH

As a local government agency, the City has an important obligation to communicate effectively with our residents about what's going on in the community, City services and important local issues that may affect them. In order to reach the broadest spectrum of residents and other stakeholders, the City uses a variety of communication techniques, which are described below:

CITY WEB SITE

The City maintains a web site at www.palosverdes.com/rpv, which is hosted by the City's computer network consultant, Palos Verdes on the Net. In addition to providing a broad range of general information about the City and its services, the web site also includes City Council meeting agendas and minutes, live video streaming of City Council meetings and an email list serve function, which allows residents and other interested parties to subscribe to and receive timely announcements from the City on a variety of topics. The public is also able to send in comments and questions to the City Council and staff using the email addresses posted on the web site.

CITY NEWSLETTER

The City publishes a quarterly newsletter, which is delivered by the U.S. Postal Service to every residential address in the City. In addition to an attractive layout and inclusion of color pictures, the City makes a concerted effort to include a variety of interesting articles in each edition. Recently, the City newsletter has featured articles on how citizens can participate more effectively in their local government, how resident's property tax dollars are allocated, the City's new neighborhood compatibility ordinance, the history of the Portuguese Bend Beach Club, how to incorporate native plants into residential gardens, and what citizens can do to prepare themselves for an emergency.

LOCAL CABLE TELEVISION ACCESS CHANNELS

As part of its franchise agreement with the City, Cox Communications provides the City with two local access channels. Government Access Channel 35 has been in existence for many years and is shared with the other cities on the Peninsula. Most of the time, Channel 35 features a scrolling "reader board" which includes the agendas for upcoming public meetings and other public service announcements. During the evening hours, this channel broadcasts either live or tape delayed recordings of local City Council, Planning Commission and other board meetings. Channel 35 is also used to broadcast specialized programming produced for the City by Cox Communications, such as local events and public service announcements. Although the second access channel, RPV Channel 33, is still under development, the programming will be controlled by the City of Rancho Palos Verdes. In order to support the new

channel and provide more programming for Channel 33, the City has recently completed a multi-media studio at City Hall.

COMMUNITY OUTREACH EVENTS

Twice a year, usually in the spring and again in the fall, the City Council sponsors a Community Leaders' Breakfast. These Saturday morning breakfasts are typically held at Hesse Park and include a presentation on a different topic of interest to the community. The guest list includes the City's local legislative representatives, elected officials from the neighboring cities and special districts, members of the City's Commissions, Committee and Task Forces, as well as representatives from the local Homeowners' Associations and other community organizations. In addition, on the first Monday in December, the City Council hosts a Holiday Reception at Hesse Park. This evening reception is held to thank the many volunteers who devote countless hours serving on the City's Commissions, Committees and Task Forces and the City staff for their service to the City.

GENERAL EMPLOYMENT INFORMATION

EQUAL OPPORTUNITY EMPLOYMENT

The City of Rancho Palos Verdes is committed to a policy of equal employment opportunity. Consistent with this commitment and California and federal law, the City does not discriminate against employees or applicants because of race, color, religion, sex, sexual orientation, pregnancy, national origin, ancestry, age (40 and over), marital status, disability, alienage, citizenship status or medical condition (cancer-related) or any other basis prohibited by applicable federal and California Law. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including hiring, training, promotion, transfer, discipline, layoff, recall, discharge and termination.

See Rule XIII, Section 1: Equal Employment Opportunity Statement of the Competitive Service Employee Personnel Rules and Rule IX, Section 1 in the Management Employee Personnel Rules.

ANTI-HARASSMENT POLICY

The City has a strict policy prohibiting harassment in the workplace on the basis of race, color, religion, sex, sexual orientation, pregnancy, national origin, ancestry, age, marital status, disability, alienage, citizenship status or medical condition (cancer-related), or any other basis prohibited by applicable federal and California law and the policy of the City of Rancho Palos Verdes. The City also has a strict policy against harassment in the workplace on the basis of sex, including gender harassment, and harassment based on pregnancy, childbirth and related medical conditions.

See Administrative Instruction Manual, Instruction No. 2-10, Policy Against Harassment in the Workplace. Also see Rule XIII, Section 2: Policy Against Harassment of the Competitive Service Employee Personnel Rules and Rule IX, Section 2 of the Management Employee Personnel Rules Manual for complete details.

AMERICANS WITH DISABILITIES ACT

The City of Rancho Palos Verdes is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the City's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the City will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the City aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the City. Employees with a disability who believe they need a reasonable accommodation to perform

the essential functions of their job should contact the City Manager or the Assistant City Manager.

See Rule XIII, Section 2, Subsection (f), # 3 of the Competitive Service Employee Personnel Rules and Rule IX, Subsection (f), #3 of the Management Employee Personnel Rules for more information.

VIOLENCE IN THE WORKPLACE

The City is committed to providing a safe workplace that is free of violence or the threat of violence. In support of this commitment, the City strictly prohibits employees and non-employees, while on City premises or engaged in City-related activities, from behaving in a violent or threatening manner. Under this policy, the City also seeks to prevent workplace violence before it begins and reserves the right to address behavior that reasonably suggests a propensity toward violence, even where actual violence has not yet occurred. Retaliation against a person making a report of workplace violence or cooperating in an investigation of possible workplace violence is also prohibited.

See Administrative Instruction Manual, Instruction No. 2-18, Policy Against Violence in the Workplace. Also see Rule XIV, Section 1: Statement of Policy in the Competitive Service Employee Personnel Rules and Rule X, Section 1 in the Management/Exempt Employee Personnel Rules for more information.

DRUG AND ALCOHOL FREE WORKPLACE

For the safety of its employees and the public, the City requires the maintenance of a drug and alcohol free workplace. Employees are responsible for remaining drug and alcohol free on the job. Failure to comply with this requirement may be cause for discipline, up to and including dismissal from employment.

See the Injury & Illness Prevention Program Handbook, Section 13 and Exhibit I, and Rule XII, Section 2: Cause for Discipline in the Competitive Service Employee Personnel Rules, for more information.

EMPLOYEE CONDUCT AND PERFORMANCE

ATTENDANCE

Regular and prompt attendance is an important aspect of your job. When compelling personal reasons necessitate your absence from work, you shall request permission from your manager/supervisor in advance. If illness or other type of emergency causes an unscheduled absence, employees must notify their supervisor and/or Department Head as soon as possible on the first day of absence and thereafter on a daily basis unless directed otherwise by their supervisor and/or Department Head.

See Administrative Instruction Manual, Instruction No. 2-05, Attendance, for more information.

LUNCH

Lunch periods for office employees should be scheduled between 11:00 AM and 2:00 PM and are generally expected to be limited to one hour, except when City business is conducted during that time period. Department Heads have the responsibility for scheduling lunch periods for their employees.

See Administrative Instruction Manual, Instruction No. 2-02, Office Procedure, Section II B, Lunch Periods.

BREAKS

The City allows every employee to take two 15-minute break periods per day. Breaks for office employees generally are not to be taken outside the Civic Center area, without the permission of the Department Head. In addition, eating food in the public areas is generally not accepted. Employees in the field may adjust the time of the work break to the situation at hand, recognizing that they are City representatives in all daily activities. Scheduling of breaks shall be at the discretion of the Department Head.

See Administrative Instruction Manual, Instruction No. 2-02, Office Procedure, Section II C, Work Breaks.

PROFESSIONAL COURTESY

Although the City work environment may be perceived to be somewhat informal, all employees are required to be conscious of their dealings with fellow employees, citizens, and other professionals, as well as the general public. Polite, professional and cooperative behavior in person or over the telephone is a role requirement of every employee's job. We often have visitors at City Hall and at our different meetings. When speaking on the phone or having a conversation with other employees, please keep in mind that others may overhear your

conversations. As such, it is important to always be professional and courteous and to keep conversations private when they need to be. This high level of professionalism is essential in order to serve our customers in a manner that demonstrates excellence. The City expects its employees to remember why they are here, what they were hired to do, and to act accordingly. The City expects all employees to maintain and pursue the highest standard of ethics in all dealings with our customers and each other.

OFFICE WORKSPACE

All offices should have a neat and orderly appearance. This is particularly important for employees having desks or work areas directly visible to the public. At the close of a business day, the desks and work areas visible to the public should be cleared to the extent possible of loose papers and similar items. Materials, except permanent displays, should be removed from counters when possible to assist the custodial staff. City Manager approval is required for the placement of any items on the windows or walls at City Hall that are visible to the public. Each Department Head shall approve the display of similar items within their own departments. Radios, television sets or recording devices may be permitted in general offices visible to the public only with the authorization of the City Manager. Generally, bulletin boards within each department are under the control of the Department Head. Items required by law will be posted in the Administration kitchen and the Planning Department copier room, and will be overseen by the Assistant City Manager/Personnel Officer. The general bulletin board in Administration kitchen will be available for postings by employees, such as thank you notes, notice of an item for sale, and the like.

See the Administrative Instruction Manual, Instruction No. 2-02, Section II, subsections D (Office Appearance), E (Desks and Equipment), F (Walls) and G (Accessories) and Instruction No. 2-14 (Bulletin Boards) for more information.

PERSONAL PROPERTY

Employees who bring their personal property (e.g. photos, plants, wall-hangings, cash, handbags, wallets, etc.) to the office/job site must understand that the City's insurance policy does not cover losses of this type of property. Money, credit cards, or other items of value should not be left in or on any desk, regardless of working locks. Personal items and valuables remain the sole responsibility of the employee. The City expressly disclaims any responsibility for personal items and valuables of employees.

USE OF CITY EQUIPMENT

Employees are expected to use proper care when using any of the City's equipment or tools. No City property shall be removed from the premises without the proper authorization of the employee's supervisor or Department Head. If

property should become lost, broken, or damaged, it should be reported to the supervisor or Department Head at once. Employees are responsible to use equipment for the purpose and in the manner for which designed. Employees may be held responsible for their negligence.

INTERNET USE AND ELECTRONIC MAIL

Employees are allowed to use City computers for legal Internet and electronic mail access. However, personal use is to be kept to a minimum. No employee is allowed to download information from an unknown source. The City of Rancho Palos Verdes reserves the right to review any and all information contained on all City computers and no personal privacy is granted or guaranteed. Any illegal use of the Internet on any City computer may result in disciplinary action, which may include termination.

See the Administrative Instruction Manual, Instruction Nos. 8-05 and 8-07, for more details.

PREVENTING COMPUTER VIRUSES

It is critically important that only original, sealed diskettes be used in any of the City's computers. This will prevent the intrusion of "viruses," programs and other problem-causing agents. If you are uncertain that a diskette is an original, contact the person responsible for backup of the appropriate disk or your supervisor. No program should be brought from outside sources. No software should be loaded into the system without the prescreening for a virus and approval of the City's Information Technology Manager. Please submit any new programs to the IT Manager for loading into the system.

See the Administrative Instruction Manual, Instruction Nos. 8-05 and 8-07, for more details.

PERSONAL TELEPHONE CALLS

The use of City's telephones for personal business should be limited to cases of urgency. The length of incoming personal calls should be limited so as not to interfere with the conduct of City business. At no time should the City's telephone system be used to make long distance calls, except for City business or if an urgent situation occurs. In the event an employee must make a long distance personal call from a City telephone, the employee should record the number dialed, date and time of the call, and provide the appropriate reimbursement to the Finance Department.

See the Administrative Instruction Manual, Instruction No. 2-02, Section II (I), Personal Use of Telephones.

PETS

To ensure a healthy work environment for employees, consultants, volunteers and visitors, the keeping of pets is not permitted at City Hall.

See Administrative Instruction Manual, Instruction No. 2-13, Pets.

GIFTS

Employees should not accept personal gifts from any corporation, organization, association or individual even remotely connected or interested in City affairs at any time. The City Manager should be notified of any gift, large or small, which is given to an employee, so that he/she can determine if the gift must be returned or contributed to a legitimate charitable organization. In these situations, the employee should diplomatically inform the giver of the disposition of the gift. Departmental gifts of minimal value, such as food, candy, calendars and the like, are acceptable. This policy does not apply to gifts from other employees.

See Administrative Instruction Manual, Instruction No. 2-09, Gifts, for more information.

DRIVING RECORDS

All City employees who are required to drive a motor vehicle as part of their job duties are subject to a driving record investigation at the time of employment, with re-verification from time to time at the sole discretion of the City. The City has the right to check the driving record of anyone required to operate a vehicle on City business. The employee has an obligation to report to the City Manager's Office any changes in his/her driving status and/or licensing rights. Employees must also report to the City if their insurance carrier places them in a rated category.

CITY VEHICLES

The City maintains a small fleet of vehicles for use by employees as required to complete their job duties and conduct City business. Generally, vehicles are assigned to a particular Department to assist with scheduling their use and maintenance. In order to operate a City vehicle, employees are required to possess a valid driver's license and must obey all City and State traffic laws, including the use of a seat belt. If an employee receiving a traffic or parking citation while driving any City-owned vehicle at any time, the employee is required to immediately report the citation to their supervisor and/or Department Head. In addition, the employee will be personally responsible for any fines as a result of the violation. Each person driving a City vehicle is also responsible for completing the Driving Record log sheet that is kept in the vehicle for every trip taken.

All traffic accidents involving City vehicles inside the City limits are to be immediately reported to the Los Angeles County Sheriff's Department by the most senior staff member present. Accidents that take place outside the City must be reported to the local law enforcement agency or the California Highway Patrol, as appropriate. A copy of the traffic accident report is to be given to the City Manager and another copy given to the Department Head. In addition, the employee(s) involved in a traffic accident are required to fill out an Accident Report form kept in each vehicle and submit all required paperwork to the City Manager's Office within 24 hours of the accident.

Eating, drinking and/or smoking in a City vehicle is prohibited. Further, any employee driving or in control of a City vehicle shall not make outgoing call or answer incoming calls on a cellular telephone, regardless if it their personal telephone or the City's property, while the vehicle is in motion. However, employee may make or receive calls on a cellular telephone if the City vehicle is safely pulled over to the side of the road or is legally parked. In addition, employees may receive calls on a cellular telephone while the vehicle is in motion if they are using a hands-free device and have no passengers in the vehicle.

See Administrative Instruction Manual, Instruction No. 8-01, Use of City Vehicles and Instruction No. 7-04, Accident Reports (Vehicles), for more details. Also see the Injury and Illness Prevention Program Manual, Section 11.10, Safety Regulations: Automotive, for more information.

PRIVATE VEHICLES

Employees may use their own private vehicle for City business when a pool car is not available or when use of a City vehicle would not be desirable or practical. However, in order to use their own vehicle, employees must have current and adequate proof of automotive insurance on file with the City Manager's Office, as well as prior authorization from their Department Head. In addition, employees using their private vehicle on City business should understand that their personal insurance carrier would be the primary insurance coverage in case of an accident. Except for employees who receive a monthly car allowance, an employee who uses their private vehicle to conduct City business will be reimbursed for mileage at the current federally allowed rate. All employees using their private vehicle for City business will be reimbursed for any parking expenses.

See Administrative Instruction Manual, Instruction No. 8-02, Use of Employee Vehicles for City Business for more information. Also see Rule IX: Employee Expenses in the Competitive Employee Personnel Rules and Rule VII of

CITY MOBILE TELEPHONES

Each Department Head has the discretion to determine which of his/her employees may be assigned a City mobile telephone. In general, mobile phones can be assigned to employees whose duties require frequent mobility, but must also remain readily accessible due to the specific nature of their duties and for those who must be available for emergency responses or consultation after normal office hours. Employees with mobile phones are requested to use regular (landline) telephones first whenever possible. The use of mobile telephones for both incoming and outgoing calls must be limited only to official City business. The use of City mobile telephones for personal use is strongly discouraged and should be limited to emergency use only. Employees are required to reimburse the City for all personal calls made on a City mobile telephone.

See Administrative Instruction Manual, Instruction No. 8-08, Use of City Mobile Telephones.

CONFLICTS OF INTEREST

Employees have an obligation and responsibility to report to their Department Head or the City Manager any outside business or financial activity which is, or may be, in conflict with the interests of the City or which interferes with the duties of their job. The violation of any law relating to conflicts of interest, whether contractual or financial can be cause for dismissal from employment.

See Rule XII, Section 2(g), Cause for Discipline in the Competitive Service Employee Personnel Rules.

OUTSIDE EMPLOYMENT

Employees are allowed to engage in employment other than their job with the City with the understanding that City employment is their highest priority and any outside employment does not interfere with the employee's performance of their assigned duties with the City and does not constitute a conflict of interest. Employees must notify the City Manager in writing regarding any outside employment.

See Rule XV, Section 6: Outside Employment of the Competitive Service Employee Personal Rules and Rule XI, Section I of the Management Employee Personnel Rules. Also see Administrative Instruction Manual, Instruction No. 2-12, Outside Employment.

COMPENSATION

SALARY SYSTEM

The City uses a merit pay system to compensate its employees. Under this system, the City has established salary ranges for each job position in the City. An employee's salary can fall anywhere within the established range for their particular job position. The City Council can adjust the salary ranges from time to time based on the results of a salary survey, the change in the Consumer Price Index over the previous year or other means as it determines to be appropriate. Under the merit pay system, employees are eligible to receive compensation increases based upon their performance during the previous review period. Each fiscal year, the City Council establishes a specific amount for the "merit pool" from which the City Manager determines how the funds will be allocated among the City Departments over the next year.

See Rule V: Regular Compensation/Performance Evaluations in the Competitive Employee Personnel Rules and Rule IV of the Management Employee Personnel Rules for more information.

OVERTIME AND COMPENSATORY TIME

When necessary to perform essential work or to attend required after-hours meetings, competitive service employees may be required to work at a time other than during, or in excess of, the regular 40 hour work week. In these situations, employees will receive overtime compensation or may elect to be credited with compensatory time off in lieu of paid overtime. Employees shall be paid one and one-half times their regular hourly rate of pay or receive time off at one and one-half hours for all hours worked in excess of the regular 40-hour workweek. Employees may not accumulate compensatory time in excess of 40 hours.

See Rule VI: Overtime Compensation in the Competitive Service Employee Personnel Rules for more information.

PAY PERIODS, PAY DAYS AND TIME SHEETS

Employees are paid on a bi-weekly basis, with each of the 26 pay periods per year ending at 12:00 noon on a Friday. A schedule of payroll periods and pay dates is distributed to all employees once a year in December and additional copies are available in the Finance Department. All employees are required to complete a Payroll Timesheet before a payroll check can be issued to them. Timesheets are required to be completed by the employee, signed by their supervisor and/or Department Head and submitted to the Finance Department by 5:00 pm on the Monday following the end of each bi-weekly pay period. Paychecks are automatically deposited on the following Friday. All employees are required to enroll in a direct deposit program with their financial institution(s).

CREDIT UNION

Credit union services are provided through the F&A Credit Union. More information about the specific services offered and how to join is available from the City Manager's Office.

CASH ADVANCES AND LOANS

The City respects the right of employees to manage their own finances privately. In turn, the City cannot and will not extend to any employee cash advances or loans on future paychecks.

AUTOMOBILE EXPENSES

Except for management employees who receive a monthly car allowance, employees required to use a personal vehicle for authorized City business will be reimbursed for mileage per the automobile allowance established by the Internal Revenue Service. All employees may receive reimbursement for actual parking expenses related to City business. All automobile expense reimbursement requests must be approved by the employee's Department Head or the City Manager and submitted on an Expense Report form to the Finance Department on a monthly basis or as necessary. If an employee uses their personal vehicle on City business, they must provide a Certificate of Insurance to the Personnel Officer/Assistant City Manager indicating that the vehicle is covered by public liability and property damage insurance or not less than the amount required in the procedures established by the City Manager. No automobile allowance reimbursements will be paid until adequate proof of insurance is furnished.

See Rule IX: Employee Expenses in the Competitive Employee Personnel Rules and Rule VII of the Management Employee Personnel Rules for more information.

TRAVEL AND CONFERENCE EXPENSES

From time to time, employees may need to travel to attend meetings and conferences as part of their assigned job duties or for professional development purposes. The employee's attendance at such meetings and conference requires prior authorization from their Department Head and/or City Manager. The use of funds for City staff to travel to and attend these meetings and conferences must be budgeted by the City Council.

Hotel charges will be allowed at the regular rate for a single occupant. If the hotel imposes a fee for an additional guest in the room, the employee shall pay the difference. Employees are not eligible for reimbursement for hotel charges incurred prior to the official first day of a conference or other scheduled City business, unless it would be an inconvenience for them to arrive on the first day of a conference that begins in the morning. In these cases, the employee shall

be eligible for reimbursement for hotel charges for one night prior to the official first day of the conference.

Air transportation for travel beyond the greater Los Angeles area shall be computed on the basis of the cost of coach class air travel, using the shortest and most direct route. Air travel shall be by the lowest cost scheduled carrier that reasonably meets the schedule of the employee. If the employee wishes to travel by automobile instead of by plane outside Southern California, he or she may do so, provided they are in compliance with the City's policy on the use of private vehicles for City business. Reimbursement will be the prescribed mileage or the cost of round-trip airfare to and from the destination whichever is the lowest cost. Shuttle service to and from the airport and hotel is eligible for reimbursement. To be reimbursed for the direct costs, the employee shall submit all supportive receipts and request reimbursement using City expense report forms. Rental car expenses may be reimbursed when it can be shown that the circumstances justify the need for such transportation. When choosing to rent a car over other forms of transportation, it is expected that good judgment will be used.

Charges covering laundry, dry cleaning, room service, personal telephone calls, rental car expenses not previously discussed and personal entertainment are not eligible for reimbursement. However, a phone call to a family member at home is allowed to announce the safe arrival and departure time of the employee. Shuttle service to and from the airport and hotel is eligible for reimbursement. To be reimbursed for the direct costs, attendee shall submit all supportive receipts and request reimbursement using City expense report forms.

See City Council Policy Manual, Policy No. 16, Travel and Meetings, for more information.

EMPLOYEE LEAVE BENEFITS

An employee's job status and/or length of service will determine their eligibility for the City's various leave benefits. Except where noted, all full-time employees are eligible for the leave benefits described below. Part-time employees are only eligible for Family and Medical Leave and Pregnancy Disability Leave.

CITY HOLIDAYS

The following is a list of the City's designated paid holidays:

- Memorial Day (the last Monday in May)
- Independence Day (If July 4th falls upon a Saturday, the Friday before is the observed holiday, and if the date falls upon a Sunday, the Monday following is the observed holiday.)
- Labor Day (the first Monday in September)
- Thanksgiving Holiday (the fourth Thursday in November and the day after the fourth Thursday in November)
- Winter Holiday Break (the period between and including December 24 and January 1, Saturdays and Sundays or other non-work days excepted)
- Floating Holiday (one day per calendar year which is designated yearly by the City Manager)

Thanks to our City founders, many of whom worked in the local aerospace industry, Rancho Palos Verdes is one of the very few cities in California that closes City Hall for a Winter Holiday Break between Christmas Eve and New Year's Day. However, in order to balance this benefit, City Hall remains open to the public on other holidays when many government offices are closed, such as Martin Luther King Day, Presidents' Day and Veterans' Day. Employees wishing to take these days off must do so using paid leave and with their Department Head's approval.

See Rule VII, Section 10: Paid Holiday Leave in the Competitive Service Employee Personnel Rules, and Rule V, Section 10 in the Management Employee Personnel Rules for more information.

VACATION LEAVE

Employees accrue paid vacation leave in the following manner:

- Beginning the first month of employment through two years, vacation is accrued at a rate of 6.67 hours per month.

- Beginning of the third year of employment through five years, vacation is accrued at a rate of 8 hours per month.
- Beginning of the sixth year of employment through fifteen years, vacation is accrued at a rate of 10 hours per month.
- Beginning of the 16th year and more, 8 additional hours of vacation leave is added for each year of service, up to a maximum of 160 hours.

Initial-hire probationary employees may only use vacation leave accrued during their probationary period with the written approval of the City Manager.

Any unused vacation leave may be accumulated to a maximum of two year's worth of accrued vacation leave.

See Rule VII, Section 1 (Vacation Leave) of the Competitive Service Employee Personnel Rules, and Rule V, Section I of the Management Employee Personnel Rules for additional information

SICK DAYS

Employees and probationary employees earn paid sick leave at the rate of 8 hours for each full calendar month of continuous employment with the City, including time served in probationary status. Probationary employees are eligible to use paid sick leave during their probationary period. Unused sick leave may be accumulated to a maximum of seven hundred and twenty hours.

See Rule VII, Section 3 (Sick Leave) of the Competitive Service Employee Personnel Rules, and Rule V, Section 3 of the Management Employee Personnel Rules for additional information.

WELLNESS LEAVE

Employees and probationary employees are eligible to earn four and one-half (4½) hours of paid wellness leave for ten (10) consecutive weeks of perfect attendance without using any sick leave time. Unused wellness leave may be accumulated to a maximum of nine hours.

See Rule VII, Section 4 (Wellness Leave) of the Competitive Service Employee Personnel Rules and Rule V, Section 4 of the Management Employee Personnel Rules for more details.

DEATH IN THE FAMILY

Paid bereavement leave is not considered an accrued leave that an employee may use at his/her discretion. It is granted by reason of death of a member of the employee's or probationary employee's immediate family. Immediate family consists of an employee's spouse and employee's or their spouse's child, parent,

sibling, stepparent, stepchild and grandparent. The employee or probationary employee may take a maximum of three working days of bereavement leave each time a death occurs. If the employee must travel out of state in connection with the bereavement, the employee is allowed two additional working days.

See Rule VII, Section 5 (Bereavement Leave) of the Competitive Service Employee Personnel Rules, and Rule V, Section 5 of the Management Employee Personnel Rules for additional details.

JURY DUTY

Employees who are summoned to serve jury duty will give the Department Head or the City Manager reasonable advance written notice. Employees and probationary employees will be paid their regular wages less jury duty pay (other than mileage or subsistence allowances) or may elect to forfeit the jury duty warrant to the City and receive full City wages.

See Rule VII, Section 6 (Jury Duty) of the Competitive Service Employee Personnel Rules, and Rule V, Section 6 of the Management Employee Personnel Rules for further details.

MILITARY DUTY

The City shall grant military leave in accordance with applicable federal and California law.

See Rule VII, Section 9 (Military Leave) of the Competitive Service Employee Personnel Rules, and Rule V, Section 9 of the Management Employee Personnel Rules for further details.

FAMILY AND MEDICAL LEAVES OF ABSENCE

All employees or probationary employees who have worked for the City at least twelve (12) months and a minimum of 1,250 hours during the 12 months prior to a request for leave are eligible for unpaid leave of absence for the following reasons:

- The birth of a child of the employee and to care for the child.
- The placement of a child with the employee/probationary employee through adoption or foster care program.
- To care for the employee's/probationary employee's spouse, child, parent or the spouse's child or parent has a serious health condition.
- The serious health condition of the employee or probationary employee that cause the employee to be unable to perform the functions of his/her position.

A serious health condition is an illness, injury, impairment or physical and mental condition that involves either:

- Inpatient care in a hospital, hospice, or residential medical care facility; or
- Continuing treatment or continuing supervision by a health care provider.

The eligible employee can take up to twelve (12) workweeks during any rolling 12-month period. The leave can be taken in a single block or can be taken intermittently in smaller blocks or by reducing the employee's weekly or daily work schedule. Family and Medical Leave is generally unpaid. However, an employee may use any accumulated vacation leave, sick leave, compensatory time, administrative leave and wellness leave. The Department Head and the City Manager must approve any Family and Medical Leave, whether unpaid or paid. There are three forms available in the City Manager's Office that need to be filled out and filed with the Assistant City Manager/Personnel Officer prior to the employee taking such leave:

1. Family and Medical Leave Request Form
2. Absence Request Form (for each pay period that leave is taken)
3. Certification of Health Care Provider (for a serious health condition)

See Rule VII, Section 11 (Family and Medical Leave) of the Competitive Service Employee Personnel Rules, and Rule V, Section 11 of the Management Employee Personnel Rules.

PREGNANCY DISABILITY LEAVE

All employees or probationary employees who are temporarily disabled and unable to work due to pregnancy, childbirth and related medical conditions may take a leave of absence without pay for up to four (4) months. Leave taken under the Pregnancy Disability policy runs concurrently with Family and Medical Leave under federal law, but not family and medical leave under California law.

All requests for pregnancy leave need to be made in writing to the City Manager and provided at least thirty (30) days in advance of the start of the leave. In addition, employees are required to provide a certificate from their health care provider within fifteen (15) days of the leave request that the employee is disabled by pregnancy, childbirth or related medical condition. A certificate from the employee's health care provider is also required to be submitted to the City Manager prior to the employee's return to work.

See Rule VII, Section 8 (Pregnancy Disability Leave) of the Competitive Service Employee Personnel Rules, and Rule V, Section 8 of the Management Employee Personnel Rules.

RESTRICTED FRINGE BENEFITS

ELIGIBILITY

The City reserves the right to allow participation in certain restricted employee fringe benefits to specific types or groups of employees. The City reserves the right, in its sole discretion, at any time to change, modify, delete, add, or discontinue without prior notice any of the employee benefits currently being offered to its employees. Each employee must check with the City Manager's Office to determine eligibility and cost sharing for participation. The following are brief summaries of the City's insurance programs and other benefits. Employees should refer to the Summary Plan Descriptions or contact the Executive Staff Assistant/Human Resources Benefits Coordinator for more information. Should any questions arise about these benefits, the language of the full plan document and not this handbook will govern. Costs associated with these plans are subject to change at any time without notice. The City also provides insurance programs as mandated by state and federal regulations for all employees.

New full-time and job share employees will be eligible to participate in the City's medical, dental, vision, and mental health programs, life insurance and AD&D insurance on the first day of the month following the month of hire. Full-time and job share employees are eligible for long-term disability and Section 125 Flexible Medical Spending Account (FlexPro) benefits on the first of the month following six months of employment. Full-time, job share and part-time employees are eligible to participate in the City's short-term disability, retirement, deferred compensation (457 Plan) and workers' compensation programs.

HEALTH INSURANCE

On the first day of the month following the first day of employment, all employees are eligible to participate in the City's group medical, dental, vision and employee assistance program (EAP) insurance plans. The City will pay the monthly insurance premium costs for all full-time employees and 50% of the cost for any eligible dependents. For job share employees, the City will pay 50% of the job share employee's monthly premium and 25% of any dependent coverage. If they choose to receive coverage, part-time employees are responsible for payment of all insurance premiums. Specifics of the various plans are provided to each employee upon enrollment. The Executive Staff Assistant/Human Resources Benefits Coordinator will provide informational booklets, enrollment forms and the details on cost sharing offered by the City.

It is the employee's responsibility to notify the City Manager's Office within thirty (30) days of the following changes in eligibility:

- Change in marital status
- Birth of a child
- Legal adoption of a child
- Dependent status change

COBRA

The City of Rancho Palos Verdes currently falls under the mandates of the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, amended in 1988. If an employee leaves the City after enrollment, they and any covered dependents will be eligible to convert the policy and continue medical coverage on an individual basis for up to 18 months, and longer under certain circumstances, under the terms and conditions provided by the City's insurance carrier and in compliance with COBRA. Employees leaving the City will be required to elect to convert within 60 days of their termination date. To maintain this coverage, former employees will be required to reimburse the City for the costs of insurance plus an administrative fee of 2% no later than the 1st of each month preceding coverage. The Executive Staff Assistant/Human Resources Benefits Coordinator will provide an informational booklet on specific benefit information.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The City's Employee Assistance Program can refer employees to qualified professional counselors who can help the employee and their eligible family members to resolve personal problems that can affect their health, family life, abilities and desire to excel at work. Benefits include up to 3 face-to-face counseling sessions per individual per incident per benefit period. In addition, telephone counseling is available for a broad range of issues, including legal concerns, financial issues, child and elder care assistance, federal tax consultation/representation, pre-retirement planning, organizing life's affairs and personal assistance services for help with everyday errands.

SECTION 125 FLEXIBLE BENEFITS PLAN

On the first day of the month following six full months of employment, employees can elect to enroll in the City's Flexible Benefits Plan. The Section 125 Plan allows employees to withhold a portion of their paycheck on a pre-tax basis. The money is then used to pay for health expenses not covered by their respective insurance providers or for reimbursement of the employee's dependent care expenses, such as day care, throughout the year. Reimbursement of funds is also not subject to any taxes. Employees should calculate their deductions and track their expenditures carefully, as any unused portion remaining at the end of the year is forfeited. The Executive Staff Assistant/Human Resources Benefits Coordinator will provide an informational booklet on specific benefit information.

OTHER INSURANCE

Life Insurance

Employees are eligible for Life Insurance on the first of the month following their first day of employment with the City. The City pays the entire premium on a life insurance policy with a benefit of twice the employee's annual salary, up to a maximum benefit of \$200,000. Employees are responsible for signing and returning the completed enrollment form indicating beneficiary information to the Executive Staff Assistant/Human Resources Benefits Coordinator. This benefit is discussed in greater detail in the group insurance pamphlets and other information provided to employees at time of hire.

Accidental Death and Dismemberment Insurance

Employees are will be eligible for AD&D Insurance on the first of the month following their first day of employment with the City. The City pays the entire premium on an AD&D insurance policy. The benefit amount is based on the actual loss, up to a maximum benefit of \$200,000. These benefits are discussed in greater detail in the group insurance pamphlets and other information provided to employees at time of hire.

Short Term Disability Insurance

All employees are required to participate in the state's State Short Term Disability Insurance program, which provides salary benefits when an employee is disabled due to a non-work related illness or injury. The annual premium is established by the state and is determined based on an employee's gross annual salary. The maximum contribution levels are capped each year and only employees who earn more than \$46,000 per year would pay the maximum contribution level. Premiums are deducted from the employee's bi-weekly paycheck until the cap is reached, if applicable.

Short term disability insurance does not become effective until an eligible employee has been unable to work for more than 8 days. The maximum benefit duration is 52 weeks or until other insurance is activated. The weekly benefit amount is established each year by the State and is based on the employee's highest quarter of earnings within a specified base period, depending on when the injury occurred. This benefit is discussed in greater detail in the group insurance pamphlets and other information provided to employees at time of hire.

Long Term Disability Insurance

On the first day of the month following six full months of employment, all full-time and job share employees are covered by the City's Long Term Disability

Insurance Program, which provides salary benefits when an employee is disabled due to a non-work related illness or injury. The City pays the employee's entire premium. Long term disability insurance does not become effective until an eligible employee has been unable to work for more than 90 days. Benefits are provided at a rate of 66.6667% of an employee's monthly earnings, up to a maximum benefit of \$5,000 per month. This benefit is discussed in greater detail in the group insurance pamphlets and other information provided to employees at time of eligibility.

Workers' Compensation Insurance

The City provides Workers' Compensation Insurance to all municipal employees who sustain disabling worker injuries while on the job. Based on the state program, the law creates a liability on the part of the City to furnish benefits to industrially injured employees without regard to the fault of any person. The California plan sets up the actual administration of benefits by employers or their insurance carriers, with litigation of disputed cases before an Industrial Accident Commission. The City of Rancho Palos Verdes has assumed the position of being "legally self-insured". A third-party administrator, which is contracted on the City's behalf by Southern California Joint Powers Insurance Authority, represents the City. The Assistant to the City Manager/Risk Manager will be responsible for administration of the Workers' Compensation program, supervising claims and consulting with the City Manager and City Council on negotiated settlements.

See Administrative Instruction Manual, Instruction No. 2-03 (Workers' Compensation Claims Procedures), and Rule VIII (Workers' Compensation and Unemployment Insurance) of the Competitive Service Employee Personnel Rules and Rule VI of the Management Employee Personnel Rules for more information.

RETIREMENT PROGRAMS

California Public Employee Retirement System (CalPERS)

Except for a limited number of positions that are excluded from the City's contract with CalPERS, all regular full-time and part-time employees are automatically enrolled as members of the City's retirement system. The retirement plan is provided under contracts with the CalPERS and the City pays both employee and employer portions of the CalPERS contribution. All employees are subject to a benefit formula of 2.5% of final compensation at age 55, based on the single highest year of earnings. Details are explained in a separate booklet that is given to all new employees and is available from the City Manager's Office.

Employees should carefully review the contents of the retirement plan booklet, as there are benefits other than those involving an employee's day of retirement. For example, under present CalPERS rules, if an employee dies while employed

by the City, the employee's beneficiary receives all of the employee contributions, plus interest, and an additional amount equal to one month's salary for each year of membership service to a maximum of six years.

See Rule X, Section 3 (Retirement) of the Competitive Service Employee Personnel Rules and Rule VIII Section 3 of the Management Employee Personnel Rules for more information.

Social Security

Except for a limited number of positions that are excluded from the City's contract with Cal PERS, the City does not withhold for Social Security from employee's paychecks; however, Federal law requires a 1.45% mandatory contribution to Medicare for each new employee hired after January 1986.

Deferred Compensation

In addition to the City's CalPERS retirement program described above, the City's deferred compensation program (457 Plan) allows employees to save and invest a portion of their salary today on a tax-deferred basis, in order to supplement their future retirement benefits. All employees are eligible to participate in the program. Federal and (in most cases) state income taxes on all contributions are deferred until an employee's assets are withdrawn, usually during retirement when they are in a lower tax bracket. Participation is handled through payroll deductions. Employees can determine how much they wish to defer each year; however, contributions are subject to an annual dollar limit established by Section 457 of the Internal Revenue Code.

OTHER EMPLOYEE BENEFIT PROGRAMS

Employee Bonus Awards

The City's Employee Incentive Program allows the City Manager to award employees up to 5% of their annual salary in recognition of exemplary job performance. Both full-time and part-time employees are eligible to receive an incentive award, however, employees are limited to receiving no more than two bonus awards in a twelve-month period. Categories for exemplary performance include, but are not limited to: exceptional customer relations; cost saving innovations or ideas; completion of a difficult or complex task, assignment or report; and excellent work performance on an on-going basis. Nominations for bonus awards are generally accepted by the City Manager's Office on a quarterly basis. The total amount of funds available for employee bonuses is established each year by the City Council as part of the City's operating budget.

See Administrative Instruction Manual, Instruction No. 2-15 (Employee Incentive Program and Rule XV, Section 8 (Incentive Program) in the Competitive Service Employee Personnel Rules and Rule XI, Section 3 of the Management Employee Personnel Rules for more information.

Tuition Reimbursement

The City provides a Tuition Reimbursement program to encourage employees to pursue professional growth and development through accredited academic coursework. All regular, full-time employees who have completed probation are eligible to participate in the program. The course must be related to work within city government and class time must not interfere with the employee's normal duties unless authorized by the City Manager. A passing grade, or a certificate of completion for courses that do not bear credit, is required to receive payment. The maximum amount of reimbursement shall not exceed \$500 per employee participating in the program and is subject to final authorization by the City Manager. The total amount of funds available for the tuition reimbursement program is established each year by the City Council as part of the City's operating budget.

See Administrative Instruction Manual, Instruction No. 2-11 (Tuition Reimbursement Program) for more information.

LEAVING THE CITY

Leaving the City by voluntary resignation, layoffs and retirement as well as involuntary termination due to disciplinary action are discussed in detail in the Competitive Service Employee Personnel Rules. Please read them carefully.

RESIGNATION

In order to resign in good standing, an employee or probationary employee is required to inform the City Manager, in writing, of the effective date of the resignation at least ten (10) working days in advance. This time may be waived, in writing, by the City Manager. Failure to give notice as required by this Rule shall be cause for the City to deny future employment.

See Rule X, Section 1(a): Resignation of the Competitive Service Employee Personnel Rules and Rule VIII, Section 1(a) of the Management Employee Personnel Rules.

VOLUNTARY TERMINATION

An employee or probationary employee who is absent from work voluntarily or involuntarily for more than nine (9) hours without written authorization and who does not present a written explanation acceptable to his/her supervisor and/or Department Head as to the cause of the employee's absence, shall be considered as having voluntarily resigned from the City employment as of the last day worked.

See Rule X, Section 1(b): Resignation of the Competitive Service Employee Personnel Rules and Rule VIII, Section 1(b) of the Management Employee Personnel Rules.

FINAL PAYCHECK

At such time as employees shall no longer work for the City and all City equipment and tools have been accounted for, a final paycheck will be issued on the next regular payroll period. If an employee resigns or is terminated, any unused vacation time that has been accrued up to a maximum amount allowed by the City's Personnel Rules will be paid to the departing employee. Any employee leaving the City shall not be compensated for unused sick days or floating days.

See Rule VII, Section 1: Vacation Leave, subsection (g) of the Competitive Service Employee Personnel Rules and Rule V, Section 1(g) of the Management Employee Personnel Rules.

EXIT INTERVIEW

When a full-time employee leaves the City for any reason, an exit interview is conducted with the Deputy City Manager/Personnel Officer. When possible, exit

interviews of part-time employees may be conducted by their supervisor. The reasons for conducting such interviews are to document the reasons for each employee's departure, to determine the employee's preference regarding the City's release of performance, salary and title information, solicit the employee's feedback on working conditions, duties, interpersonal relationships, benefits, etc., and to secure the return of all City property issued to the employee.

See Administrative Instruction Manual, Instruction No. 2-08, Exit Interview Form, for more information.

REFERENCES

During the exit interview, the employee leaving the City will be asked to sign a form listing the information they desire to be released to any prospective employer conducting a reference check. Any subsequent requests from outside parties for a reference check will be required to be submitted in writing to the Deputy City Manager/Personnel Officer to verify what information the former employee authorized to be released. If no release form is currently on file, the Deputy City Manager/Personnel Officer will attempt to contact the former employee to obtain a signed release form. Under no circumstances should any employee release information or provide references pertaining to present or former employees without written authorization from the Assistant City Manager/Personnel Officer. Employees should refer all unauthorized inquiries for references to the City Manager's Office.

See Administrative Instruction Manual, Instruction No. 2-16, Employer Reference Checks, for more information.

STATUS OF BENEFITS

Employee benefits shall discontinue upon termination of employment, except where federal or state law provides for residual rights and obligations. All medical, dental, vision and mental health (employee assistance program) insurance benefits shall terminate at midnight on the last day of the month of termination. Life Insurance, AD&D Insurance and Long-Term Disability Insurance shall terminate on the effective date of the employee's termination. The provisions of the COBRA legislation shall apply to employees who were insured under the City's medical plan. All eligible employees leaving the City will be furnished with a copy of "Group Health Benefits Right of Continuation Notice Federal Law." The terminating employee will be notified during his/her exit interview in writing of his/her COBRA rights. If there is no interview, the terminated employee will then be notified in writing within fourteen days of termination what his/her options are regarding any rights of continuation of coverage.

FREQUENTLY ASKED QUESTIONS

ISSUE AREAS & THE DEPARTMENT OR OTHER AGENCY RESPONSIBLE

<u>Issue</u>	<u>Department/Agency</u>
Airplane/Helicopter Noise	FAA 310/725-3300 or 725-3505
Animal Control (domestic pets or exotic pets – giant lizards, cobras, etc.)	County Animal Control 310/523-9566 Shelter: 216 W. Victoria, Carson (M-Th, Sat)
Animal Control (farm – horses, goats, chickens etc.)	Planning, Bldg & Code Enforce
Building & Safety (general info)	Planning, Bldg & Code Enforce
Building Permits	Planning, Bldg & Code Enforce
Building Violations	Planning, Bldg & Code Enforce
Burglar Alarms (Billing Disputes)	Finance Department
Burglar Alarms (response time, other issues)	Sheriff - 310/539-1661
Business Licenses	Finance Department
City Code Violations (property maintenance, illegal signs, etc.)	Planning, Bldg & Code Enforce
City Council (general info)	City Clerk
City Facility Rentals	Recreation & Parks Department
City Meetings (info)	City Clerk
Claims against the City	City Clerk
Crossing Guards (requests for)	Public Works Department
Dog Barking Complaints	County Animal Control 310/523-9566
Dog Licensing	County Dog Licensing Dept. 562/940 –8881
Elections	City Clerk
Emergency Preparedness (general)	City Manager's Office
Film Permits	City Manager's Office
Grading (reporting illegal)	Planning, Bldg & Code Enforce

<u>Issue</u>	<u>Department/Agency</u>
Miraleste Recreation & Parks District	District Office – 310/831-8323
Neighborhood Watch Program	City Manager's Office
Parking Citations (Public Referral)	Peninsula Parking Administration 1-800-553-4112
Parking Citations (Internal Sheriff Questions)	City Manager's Office
PVP Community Emergency Response Team (PVP CERT)	Sheriff - 310/539-1661
Planning (permits, zoning info, etc.)	Planning, Bldg & Code Enforce
REACH Program (for developmentally disabled)	Recreation & Parks Department
Recreation Classes (privatized)	Recreation & Parks Department
Recycling Scavengers (reporting/response)	Sheriff – 310/539-1661
Refuse (Trash) & Recycling	Public Works Department
Refuse (Trash) Container (on street too long or unsightly)	Planning, Bldg & Code Enforce
Road/Street Projects (info, etc.)	Public Works Department
SCORCH (Remote controlled helicopters)	Recreation & Parks Department
Silent Flyers (at Del Cerro Park)	Recreation & Parks Department
Solicitation Permits (door to door sales)	Finance Department
Traffic Engineering	Public Works Department (Traffic)
Crossing Guards (requests for)	
Parking – public streets	
School Traffic Safety (also Sheriff)	
Speed Bumps	
Speed Limit	
Stop Signs	
Street Right of Way	
Street Signals	
Traffic Calming	
Traffic Enforcement	Sheriff – 310/539-1661
School Traffic Safety (also Public Works)	
Speed Board	
Speed Monitoring	

<u>Issue</u>	<u>Department/Agency</u>
Transit Services	PV Transit 310/791-1918
	Dial-A-Ride (disabled & seniors only) 310/533-6800

GENERAL QUESTIONS

These questions and answers presented below are also available on the City's website at: www.palosverdes.com/rpv

- Q.)** How do I obtain a Building Permit?
A.) The process of obtaining a building permit will vary depending on the nature of the proposed improvement. Many improvements require Planning Division review and approval prior to commencing the Building Division Review process. Contact the Department of Building and Safety at (310) 541-7702.
- Q.)** How much does a business license cost?
A.) The cost of a business license tax varies. There are eight different business categories. You may call the Business License Coordinator at (310) 544-5391.
- Q.)** How do I obtain a Film Permit?
A) Contact the City Manager's Office at (310) 544-5205 for a film permit application and other information necessary to obtain a film permit.
- Q.)** What do I do about my neighbor's trees that have grown and now block my view?
A.) You may go to the City's Website and read the Guidelines and Procedures for Restoration of Views. If you do not have a computer, you may come in to the Planning Department and pick up a copy of it or call (310) 544-5228.
- Q.)** What days of the week is garbage picked up in front of my home?
A.) Call your hauler for your trash and recycling days. Call Waste Management (servicing 95% of the City) at (310) 830-7100, Ivy Rubbish Disposal (servicing 5% of the City) at (310) 530-2899.
- Q.)** How do I obtain a dog license?
A.) Dog licenses are available at the County Animal Shelter/Care

Center at 216 W. Victoria Avenue in Carson or by calling (562) 940-8881. The City and County host an annual dog licensing and rabies clinic generally in the month of June at the Rancho Palos Verdes City Hall.

7. **Q.)** What can I do to prepare for an earthquake?
A.) You may view the twelve steps of preparing for an earthquake on our website or if you do not have access to a computer you may come into the City Hall and pick up a copy.
8. **Q.)** How do I contact the City Council?
A.) You may visit the City website and view our City Council Directory. If you do not have access to a computer, you may call (310) 544-5205 or 544-5207 for contact information. The home addresses and the address of any other property within the City, which is owned by an individual City Council Member, can be obtained at City Hall by submitting a written request to the City Clerk's Office, (310) 544-5208.
9. **Q.)** How do I report a pothole on a City street? A sidewalk needing repair? A drainage problem?
A.) You can use the "Non-Emergency Service Requests, Inquiries or Comments Form" which is obtained from our Public Works Department or on our website. You may also call the Public Works Department at (310) 544-5252.
10. **Q.)** What recreation classes are available through the City?
A.) Although the City does not conduct recreation classes, we do rent park facilities to instructors who offer privatized recreation classes. Information about recreation classes can be picked up at Hesse Park. Call (310) 541-8114.
11. **Q.)** How can I become a Point Vicente Interpretive Center Docent?
A.) If you are interested in joining or would like additional information concerning Los Serenos de Point Vicente, please contact the Recreation Services Manager at (310) 544-5264. Or, you can go to our website where you can print and complete the membership application form by clicking on the form icon and either fax or mail it.
12. **Q.)** Whom do I contact regarding an abandoned vehicle?
A.) Call the LA County Sheriff at (310) 539-1661 to report an abandoned vehicle.

13. **Q.)** How do I obtain copies of public documents (i.e. City Council Meeting agendas)?

A.) All public documents should be requested by contacting the City Clerk's Office at (310) 544-5208.

DEPARTMENT SPECIFIC FREQUENTLY ASKED QUESTIONS

These questions and answers presented below are also available on the City's website at: www.palosverdes.com/rpv

CITY MANAGER'S OFFICE

Emergency Preparedness

1. **Q.)** Where can I find information on Africanized Honey Bees, or so-called "Killer Bees"?

A.) Africanized honeybees arrived in the South Bay a few years ago. It is very important to be aware of their potential presence and to take the necessary steps to protect yourself, your family and your pets. You can find more information on the City's website or you can call the Los Angeles County West Vector Control District at (310) 915-7370 or visit their website at www.lawestvector.org.

FINANCE/INFORMATION TECHNOLOGY

1. **Q.)** Can I operate a business from my home?

A.) Some businesses can be operated from the home with a Home Occupation Permit. Both the permit and a business license must be obtained from the City. An application for a Business Located in the City and the Home Occupation Standards Form are available on the City's website. You can also contact the Planning Department at (310) 544-5228 or the Business License Coordinator at (310) 544-5391 for any questions you may have.

2. **Q.)** Do I need a resale permit for my business?

A.) The State Board of Equalization issues resale permits for conducting business within the State of California. Their local office is at 680 W Knox Street, Suite 200 in Torrance. Their phone number is (310) 516-4300.

3. **Q.)** Do non-profit organizations need a solicitation permit?

A.) Every solicitor, including non-profit organizations, that are selling something or asking for donations door-to-door must carry a valid Letter of Authorization to conduct solicitation in our City. This authorization may be obtained at the Reception Area at City Hall. It

must be filled out and signed by the City's Finance Director.

4. **Q.)** Can we solicit from door to door anywhere in Rancho Palos Verdes?
A.) Solicitors must not solicit any residences that prominently display a "Do Not Disturb" or "No Solicitations" sign. "No Solicitation" stickers are available free of charge at the Reception Area at City Hall or can be downloaded from the City's website.
5. **Q.)** Does literature to be distributed during a solicitation need to be provided to the City?
A.) Yes, all information that will be distributed by the solicitor must be attached to the Application for Solicitation Permit.
6. **Q.)** Whom do I talk to regarding a parking citation?
A.) You may contact Peninsula Parking Administration by phone at (800) 553-4412. You may also call the City Manager's office at (310) 544-5205.

PLANNING, BUILDING & CODE ENFORCEMENT

1. **Q.)** If I am planning on making improvements to my existing home, where do I start?
A.) Given the complexity of the City's Development Code and the unique features of each property in the City, property owners considering improvements to their homes should contact the Department of Planning, Building and Code Enforcement and speak with a planner before making any improvements to the interior or exterior of their homes. The planner will need information regarding the planned improvements as well as information regarding the specific site in order to provide accurate and complete information. The Department's phone number is (310) 544-5228.

PUBLIC WORKS

1. **Q.)** How do I get rid of my old paint? Can I throw it in with my trash?
A.) No. Paint, herbicides, pesticides and batteries are all household hazardous waste and should be disposed of properly. Take them to the nearest household hazardous waste roundup. Roundups are free and are held on Saturdays from 9 a.m. to 3 p.m. in different cities each week. Call 1-888-CLEANLA for further information.
2. **Q.)** I'm remodeling my house and I need a large dumpster. Who do I call? Do I need a permit?
A.) Yes, you need an Encroachment Permit issued from the Public

Works Department. The permit fee is \$50 and can be applied for by either the property owner or contractor. You or your contractor should also contact Public Works to obtain a list of the City's authorized commercial haulers who can provide dumpsters and roll-off boxes for your remodeling/construction work. The Public Works Department's phone number is (310) 544-5252.

3. **Q.)** How can I get rid of an old water heater?
A.) Any item that is in working condition or good shape can be picked up by charities such as Goodwill. Your trash hauler also provides up to three free bulky item (couch, TV, bed, mattress, dishwasher, etc.) pickups per year. Call your trash hauler and arrange for a free pickup. Then leave items at the curb for pickup. Waste Management's phone number is (800) 669-6580 and Ivy's phone number is (310) 379-1024.

RECREATION AND PARKS

1. **Q.)** What are the park hours?
A.) City parks are open from dawn to dusk. City personnel are on site during specific hours at Abalone Cove Shoreline Park, Fred Hesse Community Park, Ladera Linda Community Center, Point Vicente Interpretive Center and Robert E. Ryan Community Park. Call (310) 544-5260 for more information.
2. **Q.)** Are dogs allowed in the parks?
A.) Yes, except for Abalone Cove Shoreline Park. They must, however, be on a leash and owners must clean up after their pets.
3. **Q.)** How do I find out about programs for senior citizens?
A.) Please call the Peninsula Seniors at (310) 377-3003 or go to the web site for the Peninsula Seniors at www.palosverdes.com/seniors
4. **Q.)** What are the phone numbers for Ernie Howlett Park and Highridge Park. Where are they?
A.) These parks are located in the City of Rolling Hills Estates. Please call (310) 377-1577 for more information.
5. **Q.)** Does the City rent rooms for parties, meetings, etc.?
A.) Yes, rooms are currently available at Hesse Park, (310) 541-8114
Ryan Park, (310) 377-2290 and
Ladera Linda Community Center, (310) 541-7073
You can also go to the City's website for more information.

6. **Q.)** May I get married on the bluffs overlooking the ocean?
A.) In addition to the Point Vicente Interpretive Center, the following locations also provide the opportunity to conduct outdoor weddings:
Wayfarers Chapel, (310) 377-1650
The Catalina Room at Long Point, (310) 544-8884
La Venta Inn in Palos Verdes Estates, (310) 373-0123
7. **Q.)** Are guided hikes available on the Palos Verdes Peninsula?
A.) The City's volunteer docent organization, Los Serenos de Point Vicente, conducts hikes in the hills around Ladera Linda Community Center, Ocean Trails, and at Abalone Cove Beach. For information or to schedule a docent-led tour, please call (310) 544-564. Another excellent source for hikes and trail information is the Palos Verdes Peninsula Land Conservancy; call (310) 541-7613 or go to their website at www.pvplc.org
8. **Q.)** Can I reserve picnic and barbecue areas at a park?
A.) All of the City's park sites are available to the public on a first-come, first-serve basis except the Portuguese Bend Fields. They are available for rental for large company picnics or other gatherings; call 541-7073. BBQs are not permitted at some sites. Please check the City's website for more information.
9. **Q.)** May I reserve a baseball field, soccer field, etc.?
A.) Organized local youth groups may reserve the fields for scheduled use. General usage is on a first-come, first-serve basis, except the Portuguese Bend Fields, which may be reserved for a fee; call 541-7073.
10. **Q.)** I am planning a birthday party for my child. May I bring in a "moon bounce", etc.?
A.) Due to safety, liability and neighborhood noise concerns, no commercial rides, moon bounces, games, canopies, amplified music, ponies, etc. are allowed on the City park sites. Again, the Portuguese Bend Fields are available to rent, call 541-7073. All events are subject to pre-approval.
11. **Q.)** When is whale season and what is the best time of day to see a whale?
A.) The Pacific gray whale migration period is typically from December to April. Although whales do not appear on a regular schedule, it is usually easier to spot them in the morning when the water is calmer.
12. **Q.)** Where may I go to watch the whales?
A.) While the Point Vicente Interpretive Center building is closed during

construction, a portion of the park grounds is open and provides an excellent vantage point for watching whales during the migration period. The Fisherman's Access between the Point Vicente Lighthouse and Long Point (formerly Marineland) is also an ideal spot. Commercial whale watch boats offer you an up-close look at whales: Call Redondo Sports Fishing in Redondo Beach at 372-2111 or call 22nd Street Landing in San Pedro at 832-8304. Also, visit the Cabrillo Marine Aquarium in San Pedro to learn more about the whales, or call 548-7562.

13. **Q.)** How can I arrange for a tour of the lighthouse?

A.) The United States Coast Guard operates the Point Vicente Lighthouse. The Coast Guard Auxiliary conducts regularly scheduled tours on the second Saturday of each month, 10:00 a.m. – 4:00 p.m., except during the month of March. Call 541-0334 for more information.