

Volunteer Handbook – Volunteer Program

Human Resources



City of Roseville Volunteer Center
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Purpose of Volunteer Handbook

The purpose of the volunteer handbook is to provide information about volunteering with the City of Roseville. As you begin volunteering for the City, you may have many questions. The handbook is intended to help you answer those questions and to give you the information necessary to help make your time spent volunteering a positive experience.

The policies herein are applicable to volunteers, and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. Changes to or exceptions from the policies may only be granted by the Human Resource Director (or designee), and must be obtained in advance and in writing. Areas not specifically covered by the policies will be addressed by your department volunteer liaison.

Please feel free to contact the Human Resources at any time with questions and comments. Your input is valuable in revising the handbook, and in providing training to volunteers and staff. The main phone line for volunteer related issues is (916) 774-5207.

Notes About Who We Are . . .

When you join the volunteers at the City of Roseville, you join a long and honorable tradition of citizens who have chosen to make a difference. All over the country, volunteers are making an impact on their local government. In Roseville our volunteers also choose to make a difference in the community. Through outreach programs and community links, City volunteers affect many parts of community life. By taking the time to participate in our boards, commissions and programs, volunteers influence the future of Roseville. In assisting staff with both daily tasks and new programs, volunteers enhance the levels and types of quality services the City of Roseville provides.

No person was ever honored for what he received.

Honor has been the reward for what he gave.

- Calvin Coolidge

City of Roseville Mission Statement

Create and maintain a vibrant community environment and enhance the quality of life for our residents, businesses, customers and partners. We accomplish this by providing exceptional facilities, programs and services that our citizens desire in a fiscally responsible manner.

We thank you for your gift of time and skills. We welcome each volunteer as you choose to make a difference in Roseville. It is our hope that this handbook will answer many of your questions about the day-to-day aspects of volunteering for the City.

If at any point you have questions, concerns or ideas, please feel free to call the Volunteer Center at 774-5207 or your department representative.

Here is a brief overview of the City's history and organizational structure.

ROSEVILLE'S HISTORY

First Came the Indians

The first residents of the area, which later became known as Roseville, were the Maidu Indians. Their territory extended from the Sacramento River to the Sierra Nevada. Of the three principal divisions that made up the Maidu nation, the southern Maidu controlled the entire American River drainage area, the Bear and Yuba Rivers, and the area now encompassed by the City of Roseville.

Miners Turn to Farming

Around 1850, miners failing to find promised riches began turning to other pursuits, such as farming. Disgruntled miners and pioneer ranchers formed the nucleus of the first families who settled in the area before it became known as Roseville.

The Railroad Comes to Roseville

On November 29, 1863, during construction of the transcontinental railroad from Sacramento to Promontory, Utah, railroad graders reached "The Junction." The original map of the City was filed with the Placer County recorder on August 13, 1864, and titled "Plan of the Town of Roseville at the Junction of the Central Pacific and California Railroads."

Between 1870 and 1906, small frame buildings and rough-hewn board sidewalks sprang up. A school was built; churches and fraternal organizations were established. Efforts were made to stimulate industry, first by the establishment of a flourmill and later by a winery.

In April of 1908, the Southern Pacific Co. officially moved its terminal, roundhouse and shops from Rocklin to Roseville, and the business of planning a town began in earnest. Some of Rocklin's former town residents staged a funeral for the demise of the town's railroad after many of its railroaders jacked up their homes and towed them by mule to the new rail headquarters in Roseville.

After the railroad moved to Roseville, an organized and concerted movement for incorporation was spearheaded by the Chamber of Commerce. On April 2, 1909, by a vote of 241 to 90, the people voted in favor of incorporation.

The Modern City

Roseville became a Charter City on January 10, 1955. On March 26, 1964, during the City's 55th anniversary, Roseville was honored as an All American City. The City celebrated its 100th anniversary on April 2, 2009. The City of Roseville continues to grow at an astounding rate. From Indian Territory to railroad town to dynamic modern City, Roseville is definitely a City on the move!

CITY GOVERNMENT

The Mayor and the City Council

A Council-Manager form of municipal government governs the City of Roseville. City voters elect a five-member Council for four-year terms of office. Two and three council members are elected alternately at the general municipal election each odd-numbered year. The council members who receive the highest and second highest number of votes in the latest election serve as mayor and mayor pro tempore, respectively.

The Council meets the first and third Wednesdays of each month. Additional meetings are scheduled as needed. Council agenda packets are available at the Libraries, the City Clerk's office, and the internet the Monday before each meeting.

Officers Appointed by the City Council

The Council appoints the City Manager, who is chief administrative officer of the city and City Attorney, who acts as legal advisor to the Council and City Manager. Both individuals serve at the pleasure of the City Council.

Twelve boards and commissions are appointed by the city council to advise the Council on special issues. These are:

- **Board of Appeals** - Hear and decide appeals of administrative citations for municipal code violations, including animal, police, building, and zoning matters. They set penalties and devise solutions for ongoing violations of the municipal code.
- **Cultural Arts Commission** – Reviews and makes recommendations upon all works of art to be acquired by the City.
- **Design Committee** - Reviews design permit applications for multiple-residential, commercial, and industrial projects. The review projects proposed site plans, architecture and landscaping for conformance with the City's general plan, specific plans, and community guidelines.

- **Library Board** – Makes recommendations on issues such as library hours and policies, priorities for capital purchases and sites for new branch libraries.
- **Parks and Recreation Commission** - Reviews and makes recommendations on park projects, department operations, recreation programs and specific controversial issues.
- **Personnel Board** – Serves as an advisory body to the City Council on personnel issues that have been referred to the Board by the Human Resources Department. The Board serves as the final decision-making body for the city regarding city disciplinary, employment and administrative appeals issues.
- **Placer Mosquito Abatement Board of Trustees** - Makes determinations on abatement needs, funding allocation, funding mechanisms, and special abatement requirements for the district which includes 53,000 parcels in south Placer County.
- **Planning Commission** – Examines and advises the Council on short term and long-range planning for city development.
- **Public Utilities Commission** – Studies and advises the council regarding matters dealing with all utilities and enterprises owned or operated by the city.
- **Roseville Grants Advisory Commission** – Reviews all proposals or grant applications for expenditures from the Hospital Proceeds Fund.
- **Senior Citizen Commission** – Studies issues and concerns and makes recommendations related to senior citizens.
- **Transportation Commission** – Studies and makes recommendations on public transit, traffic, bikeways and pedestrian needs.

CITY DEPARTMENTS

City Manager's Office

Roseville's City Manager administers city policy and supervises departmental programs and services. Other functions coordinated by the City Manager's office include:

1. **Citizens' Benefit Fund** as established by the City Council in 1993 and is administered by the City Manager's Office. A fund of \$15 million was created with 90% of the interest available each year to non-profit organizations that wish to improve the quality of life for Roseville's citizens. The funding cycle begins each January with applications due at the end of February, Grants Advisor Commission recommendations made in May, City Council approval in June and funding awarded in July of each year.

2. **Economic Development Department** assists in the economic development of the Roseville community through programs designed to retain existing employers, encourage these employers to expand and attract new employers to the community.
3. **Communications Division** provides information about city programs and services to the public and to the media, plans special events, and publishes newsletters and other print material. The Communications Division also staffs the Citizen's Assistance Program, which is responsible for assisting citizens with a wide variety of community issues. **Media** broadcasts live City Council and commission meetings, produces programming about city activities, provides emergency information via Channel 14/73, and provides training to staff and the public regarding audio-visual presentations for television **Cable TV** monitors the City's franchise agreement with Comcast and responds to consumer complaints. Cable TV staff is also liaison to the Public Utilities commission and to other public, education and government channels in the Sacramento region.

Administrative Services

Administrative Services manages the following city staff functions:

1. **Central Services** is made up of four division/sections:
 - Administration**, including the Construction Section, oversees city construction projects.
 - Building Maintenance** maintains all city buildings.
 - Vehicle Maintenance** maintains city vehicles and equipment.
 - Purchasing** purchases equipment, supplies and services for all city departments and houses the city's Central Stores.
2. **City Clerk** maintains public records and central files, prepares City Council agendas and minutes, and coordinates local elections
3. **Finance** is responsible for five major functions:
 - Budget** is responsible for budget compilation and control, and payroll.
 - Cash Management** assists in the investment of all city funds.
 - General Accounting** is responsible for financial reporting, fixed assets, processing accounts payable, and special district administration.
 - Licensing** collects business and pet licensing fees.

Utilities Billing and Services is responsible for meter reading, utility billing/collections, and service orders.

4. **Human Resources** is responsible for three major functions:

Employment Services is responsible for the city's recruitment and selection processes, labor relations, benefit administration, and employee records and files maintenance, job classification, and compensation.

Risk Management administers the city's workers' compensation, liability, insurance and self-insured employee benefit programs, safety, and employee wellness.

Organizational Development is responsible for training, workforce development, succession planning, and manages the Roseville Volunteer Center.

5. **Information Technology** plans, develops, and supports the City's computer and telecommunications services.

City Attorney's Office

The City Attorney advises the City Council and all boards and commissions on legal propriety of proposed actions; prepares and reviews all ordinances, resolutions, contracts and other documents; represents the city in civil litigation and acts as liaison to outside special counsel; prosecutes municipal code violations and acts as General Counsel to the Roseville Housing Authority and the Redevelopment Agency.

Community Development Department

The Community Development Department manages the following city staff functions:

1. **Environmental Utilities** provides services to the residents of Roseville through five divisions:

Engineering manages special projects, capital improvement projects; long range planning, mapping and inspections.

Lab/Industrial Waste conducts process control and monitoring needs of water, wastewater and industrial wastewater to ensure public and environmental safety.

Solid Waste provides residential and commercial refuse service and recycling programs.

Wastewater Operations is divided into four sections: wastewater treatment plant, wastewater collection, mechanical maintenance, and electrical maintenance.

Water Operations provides for water treatment and water distribution throughout the city.

2. **Planning and Redevelopment** provides technical assistance and professional guidance to the City Council, Planning Commission, Design Committee, Subdivision Committee and the public regarding policies and plans that guide the growth and physical development of the community. The Department is responsible for updating and maintaining the City's General Plan and Specific Plans that guide future land use, development and redevelopment. The Planning and Redevelopment Department maintains and administers the policies and standards of the Zoning Ordinance. It is also responsible for accepting and processing various zoning, subdivision, design, sign and tree permits through required City review and public hearing. Staff of the Department is available nine hours each day to answer general questions about the City regarding growth, development, and to explain permit review requirements. The Planning and Redevelopment Department creates and maintains computer generated mapping and permit tracking, and provides information and reports on development activities.

3. **Public Works** is comprised of four divisions:

Building is responsible for plan checks, inspection and code enforcement.

Engineering includes traffic engineering and signal maintenance, plan check and inspection for subdivisions, design of streets, signals, and bridge projects. Engineering also advises the Design Review and Planning Commissions.

Streets is responsible for street maintenance, traffic striping and signs, and storm drain and creek levels maintenance.

Alternative Transportation is responsible for operation of the city's transit system and compliance to city's traffic reduction ordinances through transportation systems management.

4. **Electric** designs, operates and maintains the City's electric utility; forecasts and contracts for the City's energy supply and recommends electric rates to the City Council. The Electric Department offers businesses and residents renewable energy rates, high-efficient air conditioners, lighting and sunscreen rebates, and free energy audits. The department also presents electric safety and energy conservation information to Roseville schools and community groups.

Fire Department

The Fire Department is responsible for fire suppression, first aid and rescue operations, fire prevention, inspection and in-service training programs.

Community Services Department

Community Services oversees the following three areas:

1. **Housing** provides affordable housing opportunities to Roseville's low and middle income households through rent subsidy programs, rehabilitation of existing residential units, construction of new units and providing financing designed for middle income homes.
2. **Libraries** provides informational, recreational and educational materials in a variety of formats such as books, magazines, audiocassettes and videotapes. The Library staff also helps library users find answers to their questions, and develop and present special programs for children. The Library provides public access to the Internet and to various databases.
3. **Parks and Recreation** plans and maintains the City's parks, golf courses, trees, and creeks. The division also plans, develops, schedules and supervises various recreational programs for all ages. In addition, the Adventure Club, Roseville's before and after school child care program, is a part of this division.

Police Department

The Police Department includes the following divisions:

Administration houses the Police Chief and his support staff.

Investigation includes investigations and the Street Crimes Action Team.

Neighborhood Policing Unit includes neighborhood officers, crime prevention, crime impact team, park rangers, and crime analysts.

Operations oversees patrol, traffic, parking enforcement, jail operation, records, and animal control.

Services is comprised of communications, property, and youth services.

Function of the Volunteer Center

The function of the Volunteer Center, located within the Human Resources Department, is to provide central coordination between staff and volunteers. Their combined efforts jointly enrich and expand opportunities for the delivery of quality service to the citizens

of Roseville. We also maintain relationships with other community programs using volunteers and assist in community-wide efforts to recognize and promote volunteerism.

Role of the Volunteer Center

The role of the Volunteer Center and staff is to plan effective use of volunteers, assist departments in identifying productive and creative volunteer roles, recruit suitable volunteers, and track and evaluate their contribution to the City.

Becoming a Volunteer

You may have volunteered your services to the City for many different reasons: you may want to learn new skills, meet new people, make a difference in our community, or document job skills. The most important role of the Volunteer Center staff is to assist you in finding the best place to offer your skills and time. During the departmental initial interview, your interests, talents, and the amount of time you wish to volunteer will be explored. You and the department volunteer liaison will then discuss the various volunteer opportunities that match your needs.

One of the benefits of volunteering is the opportunity to try new roles. Another benefit is flexibility. If you would like to try a different type of volunteer activity, contact the Volunteer Center at 774-5207. You can also browse the different opportunities available at the Volunteer Center's Website <http://www.myvolunteerpage.com/roseville> .

Each volunteer must complete a few forms: an initial application and a liability waiver/photo release. We ask that you keep us informed about any changes in your address and telephone number. It is also important to let us know of any medical conditions that may affect your volunteering. Your personal information will only be seen by your department volunteer liaison and stored in Human Resources. If you are a minor, your parents must also sign these forms. *Volunteers will be able to report to an assignment only when a completed liability waiver form is signed and forwarded to the Human Resources Department.*

All volunteers go through a formal screening process and must be accepted by the City as a volunteer. The degree of screening may depend upon the type of volunteer opportunity you choose. A minimum of two references may be contacted. In some cases, fingerprinting will be requested, or a criminal background check may occur.

You can expect a general orientation and specific training by the staff member with whom you will be volunteering. We encourage you to ask questions! During this meeting you and the staff member will determine if the volunteer opportunity is a good fit for all parties involved.

Volunteer Policies

Copies of these Administrative Regulations and policies are included at the end of this handbook. You will be kept up-to-date regarding new policies as they affect you while volunteering.

The following City of Roseville employee issues and/or administrative regulations also apply to volunteers:

- **Conduct:** City volunteers are expected to adhere to the same high code of conduct as City employees and have the responsibility to conduct all business and volunteer affairs within the spirit and intent of high ethics, honesty and integrity.
- **Dress:** City volunteers are also expected to adhere to the same dress codes standards as City employees. Dress code standards differ by department and should be discussed with your department representative.
- **Human Resources:** Volunteer job descriptions must be approved by the Human Resources Director (or designee) prior to a volunteer performing work for the City. A review will be conducted to determine the risks inherent in the services to be performed by the individual volunteer, and the volunteer will then sign a "Volunteer's Release and Waiver of All Claims Including Photograph Release for Special Events."
- **Smoking:** It is the policy of the City of Roseville to provide a smoke-free environment for all its employees. Smoking is not permitted at any time within any City building (including interior open air areas).
- **Software piracy:** City computer and telecommunication resources are to be used only for City-related activities. All computer resources and data are to be considered the property of the City and cannot be used for personal/private purposes.
- **Criminal History Investigations:** The department will exercise care in the screening and placement of volunteers before placement into positions supervising vulnerable populations: minors, the elderly, and individuals with disabilities. The department will refer the volunteer to be fingerprinted if supervising vulnerable populations.
- **Harassment:** Employees and volunteers have the right to work in an environment which assures fair and courteous treatment of all staff members and the general public. The City of Roseville will not tolerate any form of unprofessional conduct which is considered harassing, threatening or demeaning.

- **Safety practices:** Volunteers are expected to follow the same safe working practices as employees. Questions concerning safety problems, unsafe conditions or safety violations should be directed immediately to the supervisor. The volunteer is responsible for knowing and following established safety policies and procedures for the volunteer assignment.
- **Violence in the Workplace:** The City of Roseville has a Zero Tolerance policy for workplace violence.
- **Driving your Personal Vehicle:** When a volunteer assignment includes driving, the volunteer must be over the age of 18, provide a 5 year DMV history, proof of automobile insurance, and a copy of a valid CA driver's license. Volunteers are also eligible for the appropriate mileage reimbursement. Reimbursement forms can be found on the intranet, under Finance, forms. Volunteers are responsible for keeping accurate records of their odometer readings throughout the course of their volunteer driving assignment and should include those records with their reimbursement form. The reimbursement request should be submitted monthly to the department volunteer liaison.

Police Department Volunteers, who are required to drive a City vehicle during the course of their volunteer assignment, must meet the above guidelines and enroll in a Defensive Driver Safety Training program for use of City vehicles. Any cost related to such program shall be paid for the by the volunteer's home department.

Are You Covered by Insurance?

As a volunteer your personal insurance, including health, automobile and liability insurance are in effect while acting within the scope and course of your assigned duties. The City provides excess insurance, which will cover expenses in excess of your personal insurance. The Human Resources Department implements the City's insurance programs and will coordinate the processing of any claims made by volunteers should a volunteer-related injury occur.

Your Time as a Volunteer

The City must keep track of the hours you volunteer. We request that you report your volunteer hours to the department volunteer liaison on a weekly or monthly basis. Check with your immediate supervisor for the best way to do this. There may be a sign-in sheet for volunteers. You may also choose to keep an individual time sheet and turn it in monthly.

The Volunteer Center utilizes an online volunteer website that allows volunteers to register, record, and track their hours. If you would like to utilize this easy to use system, please contact your department volunteer liaison or the Volunteer Center.

What are Your Duties as a Volunteer?

We know you need a clear, complete and current description of the duties and responsibilities of your volunteer assignment. A description of your assignment will be developed prior to your volunteer placement. In addition to a description of your assignment, you can expect to receive a listing of qualifications required for the assignment, a designated workspace, and a department volunteer liaison who will provide training and supervision.

You may not perform professional services for which certification is required unless you already hold the appropriate certificate or license and have received approval from the department volunteer liaison. Please leave a copy of any such certificate or license with the department volunteer liaison. This includes any special driving licenses and first aid/CPR certificates.

It is important to the business of the City for volunteers to perform their duties as agreed. If you have a planned absence, please inform your supervisor as far in advance as possible so that alternative arrangements may be made. If you are ill, please call your department volunteer liaison.

What Tax Deductions are Available for Volunteers?

You may be eligible for a number of **tax benefits** as a volunteer under the general charitable contribution deduction of the Internal Revenue Code. Please be sure to check with your tax advisor or the IRS for specific deductions allowed, as the City does not provide this service.

We Appreciate You!

We appreciate the many hours and vital energy you give to our community. We will recognize your valuable service in many different ways. Perhaps the largest event is the Annual Volunteer Recognition luncheon, a luncheon held each year for volunteers and staff who work with volunteers. For information on this event please contact your department volunteer liaison or the Volunteer Center.

Have you logged your volunteer hours today?

Your time is valuable, so don't let a moment slip away!

Log your volunteer hours at myvolunteerpage.com!

username

password

Logging your hours is as easy as 1-2-3!

1. Login with your username and password
2. Click the **My Hours Log** tab
3. Click the **Log New Hours** tab



my VolunteerPage.com / Roseville

Looking for a volunteer opportunity?

Six quick steps to search and register for volunteer positions by organization.

1. Go to: myvolunteerpage.com/roseville
2. Under find "volunteer activities by" click **organization name**
3. Enter the organization name and click **find activities**
4. Click on the volunteer position you are interested in
5. To register with an organization and sign up for a volunteer position, click **I would like to volunteer for this organization**
6. Follow the directions to complete your registration. Once you have established a user name and password, turn this card over and write it down for future reference.



my VolunteerPage.com / Roseville

CITY OF ROSEVILLE

ADMINISTRATIVE REGULATION

APPROVED:



RAY KERRIDGE, CITY MANAGER

Number: A.R. 2.03

Date Effective: May 15, 1987

Date Revised: July 22, 2010

SUBJECT: HARASSMENT PREVENTION POLICY

PURPOSE

All employees are guaranteed the right to a work place free of hostility and intimidation. The City will neither tolerate nor condone harassment of employees by managers, supervisors, co-workers, or non-employees with whom City employees have a business, service, or professional relationship.

POLICY

It is the policy of the City of Roseville that *harassment* on the basis of race, color, religion, ancestry, national origin, age, sexual orientation, marital status, political affiliation, family care leave status, pregnancy, physical or mental disability, medical condition, or any legally protected status (collectively "protected status") as well as *sexual harassment* based on gender or gender identity will not be condoned or tolerated. Retaliation against an employee for complaining or reporting any act of harassment in violation of this policy is prohibited. Retaliation against an employee for participating in a harassment investigation is also prohibited. The City is committed to ensuring and providing a work place free of harassment. The City will take disciplinary action, up to and including termination, against an employee who violates this policy.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment as defined by law is any unwanted sexual advances, requests for sexual favors, visual, verbal or physical conduct of a sexual nature, or written communications of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting the employee; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment because of the persistent, severe or pervasive nature of the conduct.

CONDUCT PROHIBITED BY THIS POLICY

The City will not tolerate employees engaging in any of the conduct listed below:

- Unwanted sexual advances including repeatedly asking another employee on a date after being informed that the interest is unwelcome.
- Demands to provide sexual favors or offering employment benefits in exchange for sexual favors.
- Retaliation against an employee or threatening retaliation against an employee after a negative response to a sexual advance or proposition.
- Visual conduct such as leering, making sexual gestures or making derogatory or demeaning gestures of a person's protected status.
- Visual displays, including electronic media (e.g., screen savers) or printed media material (e.g., posters, cartoons, pictures, calendars, drawings), in the workplace that are sexually explicit or derogatory or demeaning of a protected status.
- Verbal conduct such as making or using derogatory comments, epithets, slurs, jokes, or threats.
- Sexually explicit jokes or comments or derogatory or suggestive comments about a person or a person's body, dress or sexual activities.
- Written communications of a sexual nature (e.g., obscene letters, notes or invitations) distributed in hard copy, via a computer network, or in any other format or medium.
- Written communications distributed in hard copy, via a computer network, or in any other format or medium containing statements which may be offensive to individuals in a particular protected status group, such as racial or ethnic stereotypes or caricatures.
- Unwelcome or unsolicited physical conduct, including but not limited to, touching, patting, pinching, hugging, kissing, grabbing, brushing against another person's body, assaulting, or impeding or blocking movements.
- Retaliation against an employee or threatening retaliation against an employee for making harassment reports or for participating in a harassment investigation.

Sexual harassment can occur between employees of the same sex. The City's policy prohibits males from sexually harassing females or other males, and females from sexually harassing males or other females.

FRIENDLY INTERACTION OR SEXUAL HARASSMENT

There is a clear line in most cases between mutual attraction and a consensual exchange and unwelcome behavior or pressure for an intimate relationship. A friendly, interaction between two persons who are receptive to one another is not considered unwelcome or harassment. Employees are free to form social relationships of their own choosing. However, when one employee is pursuing or forcing a relationship upon another who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. An employee

confronted with these actions by a co-worker should inform the harasser that such behavior is offensive and tell the harasser to stop. Another person does not have to tell the harasser to stop for the conduct to be considered harassment and unwelcome. Certainly if an employee is advised by a co-worker that his or her behavior is offensive, the employee must immediately stop the behavior, regardless of whether the employee asked to stop agrees with the other person's perception of his or her intentions.

An employee engaging in conduct prohibited by this policy shall be subject to appropriate disciplinary action, up to and including termination of employment. Any employee engaging in inappropriate conduct of a harassing nature on the basis of a protected status that is prohibited under federal or state anti-discrimination statutes shall be subject to appropriate disciplinary action, up to and including termination of employment.

RESPONSIBILITIES WHEN HARASSMENT OCCURS

Employees' responsibilities when subjected to harassment

Any employee who believes he or she has been subjected to harassment prohibited by this policy should immediately tell the harasser to stop his or her unwanted behavior and immediately report that behavior to his or her supervisor or to the City's Human Resources Department. An employee is not required to complain first to his or her supervisor if that supervisor is the individual engaging in the unwanted behavior. Employees may report any incidents directly to the Human Resources Director, who is located in the Human Resources Department and can be reached at (916) 774-5475.

Employees' responsibilities with knowledge of harassment

Any employee who is aware of harassment in the workplace, whether or not the harassment is directed at them, has the responsibility of reporting the incident(s) to his or her supervisor or to the City's Human Resources Department.

Supervisors' responsibilities

Supervisors are responsible for enforcing the City's harassment prevention policy. Supervisors must ensure that all employees are aware of the City's policy through open discussion of the policy at staff meetings and by posting the policy in a conspicuous location accessible to all staff members. Supervisors should be cognizant of employees' behavior and shall not permit any employee under his or her authority to be subject to or engage in any conduct prohibited by the City's policy. Supervisors who receive complaints or who observe conduct prohibited by this policy shall inform the harassing employee to cease the conduct immediately and shall inform the Human Resources Department. The Human Resources Director is available to provide guidance, training and assistance as required. The City will take disciplinary action, up to and including termination, against any supervisor who fails in his or her responsibility to take immediate action in response to an employee's complaint of harassment or to stop harassing conduct committed in his or her presence or to stop harassing conduct about which the supervisor has knowledge.

The City does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including supervisory and management employees.

Enforcement Responsibilities

The City's harassment policy will be enforced by the City Manager, all Department Heads, and staff from the Human Resources Department. The Human Resources Director is responsible for investigating complaints. Each reported incident will be investigated promptly, impartially and in a confidential manner, accompanied by appropriate disposition of the complaint. Persons making false complaints will be subject to appropriate disciplinary actions.

OUTSIDE AGENCIES

In addition to notifying the City about harassment or retaliation complaints, affected employees may also direct their complaints to the following external agencies:

Department of Fair Employment and Housing (“DFEH”)
Sacramento District Office
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758
Phone: (800) 884-1684

Equal Employment Opportunity Commission (“EEOC”)
350 The Embarcadero
Suite 500
San Francisco, CA 94105-1260
Phone: 1-800-669-4000

There are time limits for filing complaints with the DFEH and EEOC. Employees are advised to contact the DFEH or EEOC directly to obtain information on the time limits for filing complaints with these agencies.

If you have any questions or need information regarding your protections under pertinent laws regarding harassment or your rights regarding filing a complaint with the above compliance agencies, you may contact the City's Human Resources Department for assistance at (916) 774-5475.

CONFIDENTIALITY

Investigations of alleged incidents of workplace harassment will be conducted in the most confidential manner possible. Individuals other than the immediate parties may be contacted during the fact-finding investigation process. All contacted parties are to cooperate fully and refrain from discussing the case outside the formal investigation process. Information regarding the allegations and investigation of harassment will be limited to those who have a legitimate need to know.

**CITY OF ROSEVILLE
ADMINISTRATIVE REGULATION**

APPROVED:



ALLEN E. JOHNSON, City Manager

Number:

A.R. 1.06

Date Effective:

April 29, 1996

Date Revised:

SUBJECT: VIOLENCE IN THE WORKPLACE POLICY

PURPOSE

To provide a policy to ban violence in the workplace.

POLICY

The City of Roseville is concerned about the safety and security of its employees and the citizens of the community. The City of Roseville has adopted this Zero Tolerance Policy for workplace violence because it recognizes that workplace violence is a growing problem nationally that needs to be addressed by all employers. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion which involve or affect the City of Roseville or which occur on City property will not be tolerated. Violations of this policy will lead to disciplinary action up to and including termination.

“Threats or acts of violence” include conduct against persons or property that is sufficiently severe, offensive, or intimidating to alter the employment conditions at the City of Roseville, or to create a hostile, abusive, or intimidating work environment for one or more City employees.

General examples of prohibited workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on City property, regardless of the relationship between the City and the parties involved in the incident.
2. All threats or acts of violence not occurring on City property but involving someone who is acting in the capacity of a representative of the City.
3. All threats or acts of violence not occurring on City property involving and employee of the City if the threats or acts of violence affect the legitimate interests of the City.
4. Any threats or acts resulting in the conviction of an employee or agent of the City, or of an individual performing services on the City’s behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests and goals of the City.

Specific examples of conduct that may be considered “threats or acts of violence” prohibited under this policy include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Threatening to harm an individual or his/her family, friends, associates, or their property.
3. The intentional destruction or threat of destruction of property owned, operated, or controlled by the City.
4. Making harassing or threatening telephone calls, letters or other forms of written or electronic communications.
5. Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the City.
6. Harassing surveillance, also known as “stalking”, the willful, malicious and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his or her safety.
7. Making a suggestion or otherwise intimating that an act to injure persons or property is “appropriate”, without regard to the location where such suggestion or intimation occurs.
8. Carrying weapons in a personal or city vehicle or on their person while in a duty status or on City property (on or off duty). Weapons are defined as all firearms and weapons which are illegal under California Penal Code, Section 12020, including but not limited to guns, nun chucks, brass knuckles, Billy clubs, and switchblade knives.

While Public Safety employees of the City may be required as a condition of their work assignment to possess firearms, weapons or other dangerous devices, or permitted to carry them as authorized by law, it is the City’s policy that such employees are to use them only in accordance with departmental operating procedures and all applicable State and Federal laws.

The City of Roseville’s prohibition against threats and acts of violence applies to all persons involved in the City’s operation, including but not limited to City personnel, contract and temporary workers, and consultants. Violations of this policy by any covered individual will be followed by disciplinary action up to and including termination.

EMPLOYEE OBLIGATIONS

Each employee of the City and every person on City property are encouraged to report incidents of threats or acts of physical violence of which he/she is aware. Even without an actual threat, personnel should also report any behavior is job related or might be carried out on a City controlled site, or is connected to City employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who was/were threatened or the focus of the threatening behavior.

In cases where the reporting individual is not a City employee, the report should be made to the City of Roseville Police Department.

In cases where the reporting individual is a City employee, the report should be made to the reporting individual’s immediate supervisor, or to a management level supervisory

employee if the immediate supervisor is not available. The supervisor or management employee will immediately report the incident to the Risk Manger, who will interview the reporting employee and complete a Threat Incident Report with copies to the Administrative Services Director and the Roseville Police Department for any further necessary action.

CITY OF ROSEVILLE, CALIFORNIA

ADMINISTRATIVE REGULATION

APPROVED:



RAY KERRIDGE, CITY MANAGER

Number: A.R. 1.04

Date Effective: October 1, 1991

Date Revised: October 19, 2010

SUBJECT: USAGE OF CITY COMPUTER & TELECOMMUNICATIONS RESOURCES

PURPOSE

It is the purpose of this Administrative Regulation to govern the usage of City computer and telecommunication resources which include but are not limited to personal computers, computer servers, personal digital assistants, software, networking resources, telecommunication (including voice mail) and any and all data.

POLICY

City computer and telecommunication resources are to be used by City employees only for City-related activities. City computer and telecommunication resources are not to be used for personal or other non-City related business activities. Incidental use of computer and telecommunication resources is allowed with Department Head approval. All computer based data is to be considered the property of the City and cannot be used for personal/private purposes. Electronic and telephone voice mail distributed via City computer and telecommunication resources are also considered as City property and cannot be considered the private property of the sender or recipient. Electronic mail and instant messaging should be utilized in a similar manner as the City telephone.

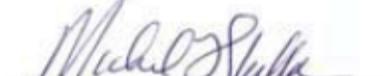
The City is entitled to a copy of any data/information maintained on its computer systems. The City maintains the right to control and monitor all use of its telecommunication and computer resources.

Proprietary software and its associated documentation are subject to copyright laws and licensing agreements and are not to be reproduced unless authorized under a licensing agreement. Appropriate documentation to substantiate the legitimacy of the software is necessary. Employees will not use unauthorized or personal software on City computer resources.

CITY OF ROSEVILLE, CALIFORNIA

ADMINISTRATIVE REGULATION

APPROVED:



Michael T. Shellito, City Manager

Number: A.R. 2.09

Date Effective: March 22, 1991

Date Revised: June 8, 2010

SUBJECT: NO SMOKING POLICY

PURPOSE

It is the policy of the City of Roseville to provide a smoke-free environment for all its employees. Smoking is not permitted at any time within any City building (including interior open air areas) or vehicle except as specified below.

APPLICATION

This policy applies to all City employees, visitors and all other persons occupying City buildings and vehicles. Smoking is permitted in vehicles exclusively assigned to one employee only (i.e. non-shared vehicles), and only when that employee is alone in the vehicle. Employees who wish to smoke during work hours may do so only on their regularly scheduled rest and lunch breaks. Smoking is not allowed within 20 feet of all exits, entrances and operable windows of all City buildings. Employees who work outside may smoke so long as such activity does not interfere with work activities, job safety, or cause an inconvenience to other employees.

To adequately advise the public of this policy, all job announcements will inform job applicants that the City of Roseville promotes a "no smoking" atmosphere. Likewise, all City facilities and vehicles will be posted that smoking is not permitted.

ACCOUNTABILITY

Employees disregarding this policy will be subject to discipline in accordance with the City of Roseville Personnel Rules and Regulations.

Reports of violations of this policy should be forwarded through usual supervisory chain of command, or to the Risk Management Division.

CITY OF ROSEVILLE, CALIFORNIA

ADMINISTRATIVE REGULATION

APPROVED:



W. Craig Robinson, City Manager

Number:

A.R. 2.12

Date Effective:

April 7, 1999

Date Revised:

October 4, 2007

SUBJECT: VOLUNTEERS/NON-CITY PERSONNEL

PURPOSE

To establish a Citywide policy for utilizing volunteers.

POLICY

When City of Roseville staff utilizes volunteers to perform activities the following procedure will be followed.

PROCEDURE

1. When a new assignment or event that will utilize volunteers is being planned, a “Volunteer Job Description” (attachment A) will be completed and submitted to the Human Resources Department for approval prior to the start of the assignment. Each request will be evaluated on an individual basis. Volunteer assignments that present work with a high level of risk exposure will not be approved.
2. A “Volunteer Application” (attachment B) will be completed by all potential volunteers. The document is available in either paper format or online via the City’s volunteer management system. If the paper copy is completed, the department liaison will enter the completed application information into the online volunteer system.
3. Volunteers who have supervisory or disciplinary responsibility over “vulnerable populations” (children, the elderly, individuals that are mentally or physically challenged) will be fingerprinted and cleared before the volunteer assignment begins.
4. Volunteers will sign a “Volunteer Release and Waiver of all Claims” (attachment C) before the volunteer assignment begins. Along with the approved Volunteer Job description, the signed waiver will be forwarded to the Human Resources Department. The original signed copy of the Volunteer

Release and Waiver of all Claims will be maintained by the Human Resources Department. The departmental volunteer coordinator overseeing the volunteer assignment is responsible for keeping a copy of the waiver.

5. Volunteers will not begin their assignment until the above steps have been completed and results are entered into the volunteer management system.
6. A brief orientation will be conducted by the department to include:
 - a. Review of the approved Volunteer Job Description
 - b. Information about the City, the assigned department, and the specific volunteer activity
 - c. Safety information and training for the assignment
 - d. Notification of the next new employee orientation/bus tour (attendance is optional)

RETURNING ASSIGNMENT

A volunteer can return to an assignment after a period of inactivity, as long as: all required paperwork is on file, the assignment has not changed in scope, and the period of inactivity has not exceeded six months.

If an assignment has changed or the volunteer has been inactive for a period of six months, steps 1, 3, and 4 under the Procedures section must be completed. The volunteer's information on the Volunteer Application (paper or on-line version) will need to be up dated and verified.

It is the department's responsibility to ensure all paperwork is complete and on file in the Human Resources Department when utilizing volunteers.

UNSOLICITED APPLICATIONS

Unsolicited volunteer applications received in the Human Resources Department will be sent to department liaisons that match the interests of the volunteer. Department liaisons may contact the potential volunteer directly.

Departments in need of volunteers may also search the online volunteer management system for potential volunteers at anytime.

Receipt for Volunteer Handbook

Acknowledgment

I have received a copy of the volunteer handbook that outlines the policies and procedures of the City of Roseville in effect at the date of publication. I have read and understand the information in it and agree to abide by the policies during my volunteering. *This handbook does not constitute a contractual arrangement or agreement of any kind between the City of Roseville and its volunteers, including, but not limited to, the terms and conditions of volunteering.*

I understand that I may request information from my department volunteer liaison or the Volunteer Manager if I have any questions or concerns about any of the information outlined in this handbook.

I understand that these policies and procedures are continually evaluated and may be amended, modified, or terminated at any time and at the sole option of the City with or without notice.

Signature of Volunteer

Date

Roseville Volunteer Center
City of Roseville
311 Vernon Street
Roseville, CA 95678
916.774.5209