

*San Jose Police and Fire Department Retirement Plan
Federated City Employees' Retirement System*

Office of Retirement Services (“ORS”) Operations	
City Policy	Board’s Position
<p>Chapter 1.1 - Fair Employment</p> <ul style="list-style-type: none"> • 1.1.1 - Discrimination and Harassment • 1.1.2 - Transgender Policy • 1.1.3 - Nepotism Policy • 1.1.4 - Non-Retaliation Policy 	Adopt all for ORS
<p>Chapter 1.2 - Ethical Conduct</p> <ul style="list-style-type: none"> • 1.2.1 - Code of Ethics • 1.2.2 - Gift Policy • 1.2.3 - Outside Employment • 1.2.4 - Employee Values • 1.2.5 - Campaign Election/Nomination Guidelines • 1.2.6 - Policy for Accepting Gifts to the City • 1.2.7 - Ticket Administrator Policy • 1.2.8 - Whistleblower Hotline • 1.2.9 - Customer Service Guidelines • 1.2.10 - City Employees Serving on External Boards, Commissions, and/or Committees 	Adopt all for ORS
<p>Chapter 1.3 - Health & Safety</p> <ul style="list-style-type: none"> • 1.3.1 - Workplace Violence • 1.3.2 - Intentionally Blank (No Policy) • 1.3.3 - Fitness for Duty Evaluations • 1.3.4 - Disaster Service Workers • 1.3.5 - Heat Illness Prevention Policy • 1.3.6 - Lactation Policy • 1.3.7 - Accident, Injury, and Illness Investigation and Reporting Policy • 1.3.8 - Intentionally Blank (No Policy) • 1.3.9 - COVID-19 Guidance • 1.3.10 - Wildfire Smoke Safety Policy • 1.3.11 - COVID-19 Prevention Program • 1.3.12 - COVID-19 Mandatory Vaccination • 1.3.13 - Wellness Policy 	Adopt all for ORS, except for City Policy No. 1.3.11 and 1.3.12, which are to be revised to match state and federal law
<p>Chapter 1.4 - Drug Free Workplace</p> <ul style="list-style-type: none"> • 1.4.1 - Drug Free Workplace Policy • 1.4.2 - Substance Abuse Program & Policy • 1.4.3 - Federal DOT Drug and Alcohol Testing • 1.4.4 - Alcohol Use at City Facilities 	Adopt all for ORS
<p>Chapter 1.5 – None</p>	N/A

<p>Chapter 1.6 - City Equipment & Facilities</p> <ul style="list-style-type: none"> • 1.6.1 - Employee Photo ID Badge Policy • 1.6.2 - Personal Use of City Equipment • 1.6.3 - Replacement of Clothing and Equipment • 1.6.4 - City Hall Parking • 1.6.5 - Commercial Activities in City Facilities • 1.6.6 - City Hall Tower Conference Rooms 	<p>Adopt all for ORS</p>
<p>Chapter 1.7 - Technology</p> <ul style="list-style-type: none"> • 1.7.1 - Use of Email, Internet Services & Other Electronic Media • 1.7.2 - Technology Management and Deployments • 1.7.3 - Remote Access • 1.7.4 - Mobile Communications and Devices • 1.7.5 - E-Government Policy • 1.7.6 - Information and Systems Security Policy • 1.7.7 - Web-Based Communications Policy • 1.7.8 - Procurement of Laptops and Tablets • 1.7.9 - Web Governance • 1.7.10 - Open Data Implementation Policy and Procedures • 1.7.11 - Electronic Signatures 	<p>Adopt all for ORS</p>
<p>Chapter 1.8 - Transportation & Travel</p> <ul style="list-style-type: none"> • 1.8.1 - Use of City and Personal Vehicles • 1.8.2 - Employee Travel • 1.8.3 - Mileage Reimbursement • 1.8.4 - Vehicle Allowance 	<p>Adopt City Policy No. 1.8.1, 1.8.3, 1.8.4</p> <p>Modify City Policy No. 1.8.2 to be tailored to plan administration and for compatibility with Constitution, article 16, § 17</p>
<p>Chapter 2.1 - Employee/Labor Relations</p> <ul style="list-style-type: none"> • 2.1.1 - Employer-Employee Relations Resolution #39367 • 2.1.2 - Administrative Grievance Procedure • 2.1.3 - Discipline Policy • 2.1.4 - Investigation Principles 	<p>Review for compatibility with Measure G</p>
<p>Chapter 3.1 - Hiring</p> <ul style="list-style-type: none"> • 3.1.1 - Hiring Policies • 3.1.2 - Temporary Staffing - Classified • 3.1.3 - Temporary Staffing - Unclassified • 3.1.4 - Temporary Staffing Services • 3.1.5 - Reemployment of Retirees • 3.1.6 - Student Interns - Paid and Unpaid 	<p>Review for compatibility with Measure G</p>
<p>Chapter 3.2 - Employment & Classification</p> <ul style="list-style-type: none"> • 3.2.1 - Employee Placements • 3.2.2 - Flexibly Staffed Classes • 3.2.3 - Provisional Appointments • 3.2.4 - Employee Separations • 3.2.5 - Layoff & Reassignment 	<p>Review for compatibility with Measure G</p>

<p>Chapter 3.3 - Performance Assessment</p> <ul style="list-style-type: none"> • 3.3.1 - Probationary Periods • 3.3.2 - Management Performance Program • 3.3.3 - Non-Management Performance Program • 3.3.4 - Employee Personnel Files 	<p>Review for compatibility with Measure G</p>
<p>Chapter 4.1 - Compensation</p> <ul style="list-style-type: none"> • 4.1.1 - Retroactive Pay Changes • 4.1.2 - Working in a Higher Class • 4.1.3 - Bilingual Pay • 4.1.4 - Employee Appreciation and Recognition • 4.1.5 - Employee Suggestion Program 	<p>Adopt all for ORS</p>
<p>Chapter 4.2 - Attendance and Leave</p> <ul style="list-style-type: none"> • 4.2.1 - Leaves of Absence • 4.2.2 - Military Leave • 4.2.3 - Administrative Leave • 4.2.4 - Executive Leave and Absence • 4.2.5 - Bereavement Leave • 4.2.6 - Sick Leave • 4.2.7 - Intentionally Left Blank (No Current Policy) • 4.2.8 - Intentionally Left Blank (No Current Policy) • 4.2.9 - Extended Absence Prior to Retirement or Voluntary Separation • 4.2.10 - Time Donation Programs • 4.2.11 - Alternative Work Schedules • 4.2.12 - Temporary Reduced Workweek Schedules • 4.2.13 - Cancer Screening Release Time Program • 4.2.14 - Flexible Workplace Program 	<p>Adopt all for ORS</p>
<p>Chapter 4.3 - Training & Development</p> <ul style="list-style-type: none"> • 4.3.1 - Education Reimbursement • 4.3.2 - Professional Development Program 	<p>Review for compatibility with Constitution, article 16, § 17</p>
<p>Chapter 5.1- Purchasing: Procurement</p> <ul style="list-style-type: none"> • 5.1.1 - Procurement and Contract Process Integrity and Conflict of Interest - Administrative Procedures • 5.1.2 - City Procurement Cards • 5.1.3 - Source Selection Plan • 5.1.4 - Brand Name and Sole Source Procurements • 5.1.5 - Food and Beverage Expenditure • 5.1.6 - Procurements with Grant Funds • 5.1.7 - Procurement of Supplies, Materials, and Equipment • 5.1.8 - Procurement of Non-Professional Services • 5.1.9 - Procurement of Information Technology • 5.1.10 - Green Fleet Policy • 5.1.11 - Bottled Water Purchase Policy • 5.1.12 - Encumbrance Policy • 5.1.13 - Prohibition of City Funding for Purchase of Expanded Polystyrene Food Service Ware • 5.1.14 - Protective Footwear • 5.1.15 - Marketing Expenditures 	<p>Adopt City Policy No. 5.1.15, 5.1.11, 5.1.13, 5.1.14</p> <p>Develop Board’s own policies on procurement rules consistent with Constitution, article 16, § 17</p>

<p>5.2.1 - Transfer of Surplus Property</p>	<p>Review for compatibility with Constitution, article 16, § 17</p>
<p>Chapter 5.3 - Loans</p> <ul style="list-style-type: none"> • 5.3.1 - Interfund Loans • 5.3.2 - Check Processing • 5.3.3 - Collection and Safeguarding of Revenue • 5.3.4 - Revenue Recording • 5.3.5 - Cash Overages and Shortages • 5.3.6 - General Guidelines for Accounts Receivable Revenue Collection • 5.3.7 - General Guidelines for Cash Handling Procedures 	<p>Review for compatibility with Constitution, article 16, § 17</p>
<p>Chapter 6.1 - General Procedures</p> <ul style="list-style-type: none"> • 6.1.1 - Public Records Policy and Protocol • 6.1.2 - Audit Review and Follow-Up Procedures • 6.1.3 - Media Policy • 6.1.4 - Intentionally Left Blank (No Current Policy) • 6.1.5 - Records Retention and Disposition • 6.1.6 - Indemnification and Donated Services • 6.1.7 - CIP Projects with Annual O&M Costs to the General Fund • 6.1.8 - Green Building Policy Implementation Guidelines for Municipal Projects • 6.1.9 - Energy Fund Transfers and Deposits • 6.1.10 - Language Equity Policy and Guidelines • 6.1.11 - City Sponsorships • 6.1.12 - Volunteer Management 	<p>Adopt all for ORS, except for City Policy No. 6.1.9, which shall be reviewed for compatibility with Constitution, article 16, § 17</p>
<p>SECTION 7 - Disclosure Policies and Procedures</p>	<p>Adopt all for ORS</p>