

Fleet Management / Central Shops

General Services Agency

Departmental Policies & Procedures

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No Smoking on Work Premises

Smoking is not permitted in City offices, or within 20 feet of entrances, exits, or operable windows of public buildings.

Driver's License

If your classification requires you to maintain a valid driver's license as a condition of employment, it is your responsibility to immediately inform your supervisor or designee of any status change.

DMV Pull Notice Program

Fleet employees are enrolled in the DMV Employer Pull Notice Program.

The DMV established the Employer Pull Notice Program to provide employers and regulatory agencies with a means of promoting driver safety through the ongoing review of driver records.

Inspection of Vehicles

Employees must perform the following pre-trip visual inspection before use of City vehicles:

1. Walk around the vehicle and check for and note any damage.
2. Check condition of tires and wheels.
3. Check all safety related equipment, such as horn, lights, etc.
4. Check "next service due" sticker.
5. Keep your windshield clean.
6. Check to ensure that the vehicle has functioning seatbelts.

If an issue is discovered that may make the vehicle unsafe to drive, an employee should:

1. Notify his/her supervisor immediately.
2. Avoid operating the vehicle in an unsafe condition.

Please note that employees shall not overload vehicles.

City Vehicles/Equipment & Safety

Rules While Driving or Operating Equipment

Whenever we are in a City vehicle or operating City equipment, we are representing Fleet Management and the City on official business. We must practice safe driving, follow safety regulations, and adhere to the rules of the road. Whether we are driving a passenger car or operating a piece of equipment, we should drive responsibly.

The General Services Agency of the City and County of San Francisco adheres to a Code of Safe Practices. All employees must follow the applicable practices in carrying out their job duties and responsibilities.

Employees shall adhere to the following:

1. Must not use City vehicles/equipment for personal use.
2. Must not use the Department's parking permits or meter payment cards for personal use.
3. Must not use any cellular phones or mobile devices while operating City vehicles/equipment, except in the event of an emergency. Employees should park safely away from traffic or in designated safety zone before using any such device.
4. Must wear seat belts whenever driving or riding in City vehicles. Drivers are responsible for ensuring that all passengers are wearing their seat belts before moving the vehicles. Report missing or malfunctioning seat belts to your immediate supervisor.
5. Under no circumstance is smoking allowed in City vehicles.

Employees must follow the proper reporting procedures for incidents, accidents, and emergencies. Employees must immediately notify their supervisors in the event of an incident, accident, and/or emergency. Employees also must complete the applicable forms and submit them within a reasonable amount of time or as soon as practicable. All accidents must be documented with a police report whenever possible.

Fleet Vehicle Global Positioning System / Automated Vehicle Locator System

Given the nature of our work and City fleet responsibilities, vehicles/equipment may be equipped with Global Positioning System ("GPS") or similar automated vehicle locator software. These systems may be in use in a test or production environment at any time and Fleet employees may not deliberately disable or tamper with the function of such systems.

Office and Equipment Use

Personal use of Fleet's office and shop equipment is strictly prohibited. Any work on personal vehicles during work and non-work hours on the work premises is prohibited, regardless of whether City equipment is used, except when approved in emergency situations. This includes, but is not limited to, vehicle maintenance, vacuuming or washing personal vehicles.

Front Parking Lot

The front parking lot is only for Fleet employee or City use. Unauthorized use may include, but is not limited to, off-hour parking, performing vehicle maintenance or allowing non-Fleet employees to park in the lot during or after business hours.

Employees must prominently display a Fleet issued parking permit (rearview mirror hang tag) on his/her personal vehicles to park in the front parking lot. Personal vehicles not displaying a parking permit is considered unauthorized use.

In the event of an emergency, an employee should contact his/her supervisor.

Sick Leave Call-In

When calling in for a sick leave request due to illness, an employee must call her or his immediate supervisor or designee on the day of absence at least fifteen (15) minutes prior to her or his regularly assigned shift begins. If the supervisor is unavailable, then the employee must contact the Operations Director or his/her designee at (415) 550-4603 to request sick leave. If the Operations Director is unavailable, then the employee must leave a message stating his/her name and telephone number. Leaving a message with a co-worker instead of your supervisor or designee is not acceptable. An employee who fails to follow this procedure shall be placed on AWOL for some or all of that time. For scheduled sick leave involving planned medical and/or dental appointments, an employee must notify her or his immediate supervisor at least one day in advance. Please note that sick leave usage or potential abuse will be dealt with on a case-by-case basis and in accordance with the Department's Sick Leave Usage Guidelines and other relevant rules and regulations.

Sick Leave Usage Guidelines

Sick leave is covered in various documents including, but not limited to, Civil Service Commission Rule 120, the City and County of San Francisco Employee Handbook, departmental policies and procedures, and labor agreements. For the actual provisions, please refer to those documents and/or call your designated Personnel Analyst.

A full-time employee earns thirteen (13) eight-hour (or 104 hours) working days per year of paid sick leave (pro-rated for part-time employees). For all foreseeable leaves, the employee must receive advance approval to use paid sick leave. In situations where obtaining advance approval is not possible, the employee must call the designated person(s) as soon as possible or at least fifteen (15) minutes prior to his/her start shift. Moreover, unless prior approval is granted, the employee must call in each day he/she is out on sick leave.

Each sick day will be individually counted, regardless of clusters of sick leave usage. In other words, if an employee was sick for three (3) consecutive days in one week and another two (2) consecutive days in the following week, the total number is five (5), not two (2), sick leave days taken. If there is a break in days, e.g. three (3) days at the beginning of one week and two (2) days at the beginning or end of the following week, the leave record will reflect three (3) days and two (2) days of sick leave.

The employee must keep his/her supervisor informed throughout his/her absence and needs to notify his/her supervisor of the expected date of return. Under certain conditions, a department head or designee may require an employee to furnish a doctor's certification for any amount of absence due to illness. This documentation may be required on an individual basis only, and shall be based upon an evaluation of the individual attendance record of an employee.

Verification of sick leave with pay for less than five (5) working days shall be based upon an evaluation of the individual attendance record of an employee, provided that the employee has been previously notified in writing that such certification will be required for absences of less than five (5) days. Sick leave may be extended or abridged by the Appointing Officer or designee. An employee who does not return to work on the approved date shall be deemed as absent without official leave (AWOL) and may be subject to discipline.

In an effort to provide a fair, consistent application of sick leave usage, this following set of guidelines will be adhered to:

- Fleet will maintain accurate records of sick leave usage by employee; and
- Sick leave usage shall be reviewed on a case-by-case basis.

If a supervisor suspects potential sick leave usage abuse, the employee in question may be counseled and, depending on the employee's sick leave record, may be placed on sick leave restriction and/or on recommended disciplinary action up to and including termination. A sick leave restriction requiring verification of the need for sick leave for a minimum of six (6) months after counseling/written warning may be imposed. If the problem persists disciplinary action may be recommended. If discipline is recommended, an employee is entitled to representation.

Appropriate recommended corrective action may include a last chance performance agreement or suspension, including and up to termination.

Where an employee is on an approved leave of absence (including but not limited to Family Medical Leave Act, California Family Rights Act, Americans with Disabilities Act, Workers' Compensation Leave, Disability Leave), sick leave time taken will not be considered in determining sick leave abuse.

This set of general guidelines is not meant to amend, modify, abrogate or alter any of the City rules and regulations or MOU language on sick leave.

Time and Attendance

Regular and prompt attendance is an essential requirement of your job. If you are unable to report to work due to illness, tardiness, or an emergency, it is your responsibility to contact your immediate supervisor or designee before your regularly assigned shift begins (see "Sick Leave Call In" for procedure).

Unless a mutually agreed upon start time is established or circumstances warrant otherwise, all shop employees are expected to be at their assigned work stations with their protective overalls and/or gear on within a reasonable time from the beginning of their regularly assigned shifts.

Time Off Request Policy

The Department will attempt to accommodate all time off requests, taking into account the staffing needs of the Department and continuity of work in progress. All requests shall be submitted in writing to the supervisor, and must be approved by the supervisor in writing, before the employee takes the time off.

As a general rule, vacation (or compensatory time off) and floating holidays should be requested in advance in increments of at least eight (8) hours, unless otherwise approved by the employee's supervisor.

On an exception basis, requests for use of vacation (or compensatory time off) of less than eight (8) hours may be approved by the employee's supervisor; however, in cases where an excessive pattern of such requests by an employee occurs, the eight-hour increment rule may be enforced.

Requests for vacations of longer than two (2) days should be submitted well in advance of the requested date. In general, the earlier that requests are submitted, the more likely that they will be approved. Failure to make requests in advance may result in disapproval of the requests.

All requests for vacation or floating holidays of two days (2) or less should be submitted to the employee's supervisor at least five (5) working days in advance, to the extent possible.

Seniority shall normally prevail in the choice of dates; however, vacation requests that have been approved substantially in advance will take precedence over seniority.

For all buying staff, vacations during the months of May and June will not be approved except under extenuating circumstances.

Buying staff assigned to satellite units also must coordinate their vacation requests with the user department.

Per City policy, no employee shall be allowed vacation prior to the expiration of one (1) year from the employee's beginning date with the City. In addition, newly hired full time regular employees must finish six (6) months of continuous service before becoming eligible for floating holidays.

Facility Use & Access

1. Use

Shop facilities are to be used for Fleet Management or City business only. All of us are responsible for maintaining a clean, safe, and professional work environment. The Department promotes a clean and safe work environment. Given the type of heavy-duty equipment and tools used throughout the facility, the Department encourages employees to keep their respective work areas clean and clear of debris so as to ensure their own personal safety as well as the safety of other employees. Employees must immediately report any health/safety issues or any unusual activity to your immediate supervisor or designee. Any requests for non-Fleet or non-City related business, including but not limited to use of conference room, should be made and approved in writing at least 72 hours in advance of said use.

2. Access

Off-duty employees and visitors are permitted on the premises only for employment and/or business-related reasons. These include, but are not limited to, picking up paychecks, dropping off leave or other forms, or responding to an emergency. Once the purpose of the visit is completed, it is expected that they immediately vacate shop facilities. Moreover, they are not allowed access to secure areas or the use of any City equipment except as it relates to the specific reason for their visit.

At the 1800 Jerrold Avenue location:

- Visitors, guests of employees, and off-duty employees must immediately report to the front desk of the Administration Building upon arrival to sign-in.
- Persons making delivery of parts must immediately report to the Main Storeroom or respective Shop Offices (ie: Auto, Truck, Fire, Machine, etc).
- Visitors must wear their temporary identification badges and off-duty employees must wear their City-issued identifications while on premises.

At the satellite shops (e.g., Golden Gate Park, Hall of Justice, Port and DPW Shops):

- Visitors, guests of employees, persons making deliveries, and off-duty employees must immediately report to the Shop Office.

City drivers/Fleet customers shall report to the respective Shop Offices.

For personal safety, no one shall be allowed access to the shop floor/work area except when accompanied by a Shop Supervisor or designee.

Progressive Discipline

The parties strive to resolve workplace concerns at the lowest level whenever possible. The Department adheres to progressive discipline.

Performance Standard

The City and County of San Francisco relies upon our skill and productivity in delivering quality service. Providing services in a reasonably timely manner is an essential component in a service-oriented department. In situations where there is an issue with providing the services in a reasonably timely manner, the employee should consult with his/her supervisor in an attempt to resolve any issues that hinder the process.