# New Employee Orientation- At A Glance

## Covid Policy

Use https://appdev.fresno.gov/covidcheck/ on your phone/tablet/computer prior to reporting to work to report:

- Any known close contact.
- Positive test results.
    - Stay home if you are testing positive.
    - A department representative will reach out with the next steps.

## General Information

### Work Schedule/Hours

The working hours/schedules may vary throughout the city. Consult with your supervisor to confirm your work schedule.

- Notify your supervisor immediately if you are going to call in or be late.
- Ask HOW your supervisor wants to be notified (i.e. phone call, email, text).

### Outside Employment (Moonlighting)

If you work another job while employed by the City of Fresno, you MUST get a work permit from your supervisor. The second job should not pose a conflict and you cannot exceed 16 hours per week for a standard schedule or 24 hours per week if your work schedule is 24 hours.

- The request must be reviewed and approved by your department director, City Manager, and the Risk Management Division.

**Examples of potential conflict**: Building Inspector who owns a construction company that does work in Fresno. This example could pose a conflict but would be reviewed on a case-by-case basis.

### Union (If applicable)

MOU outlines the terms and conditions of your employment. It is a negotiated contract between the City and the Bargaining Unit that represents your job classification.

- The contract outlines your pay, leave accruals, additional certification pays or benefits.

- Bilingual Pay- It is determined by the supervisor if you have a second language, and you are in a capacity where it will be used.

    - Supervisor/Manager will reach out to PSD.

    - There is a verbal test to complete. Your supervisor will be contacted regarding date/time and results.

### Salary Resolution

Salary Resolution includes salary ranges or salary steps for all jobs within the City.

- Salaries are reviewed and approved each fiscal year by the City Council and may be amended throughout the year.
    - Example: if there is an MOU negotiation or creation of a new job classification, they would not wait till the next fiscal year to implement, they would amend the current resolution.

### Career Opportunity

Job Announcements are posted online and in PeopleSoft Self-Service: Careers. If you are interested in changing your career path, you can see what qualifications are required for the job.

**Transfers: Transfer Application is on PeopleSoft Self Service (If applicable)**

- Must meet the Minimum Qualification.
- Must pass your probationary period.
- Position may not pay more than your current class salary range (top step)
- **Transfer list**
    - Name will remain on transfer list for 2 years.
    - Transfer approval does not guarantee position.
    - A transfer application may bypass the competitive process.

Job Specifications/Probation
Job Specifications are where you can go to find the minimum qualifications for a position, view the typical tasks, knowledge, skills, and abilities required for your job in the class.

## Pay Systems

City employees are paid every other Friday. Two weeks in a pay period, starting on a Monday and ending on a Sunday.

> Example: Pay period starts on Monday January 1st, will end Sunday January 14th, pay day is Friday January 19th.

- The first and second checks are manual paper checks.
    - Ask your department if they will pick up from Payroll or if you need to arrange to pick it up.
    - Check will be mailed if not picked up. It may take up to a week to arrive in the mail.
- Direct deposit starts with the third paycheck.
- No bank account? You must sign up for a Cash Card to receive your paycheck.
- Check stubs are not provided. Print your check stubs from PeopleSoft.
    - It is *your* responsibility to review all data on your check stub.

## Personal Changes and Tax Withholdings

It is your responsibility to tell Payroll, Personnel, and Retirement about changes in your personal and family situation.

- **PeopleSoft-** Most changes can be made in PeopleSoft. Access PeopleSoft from a City Network computer.
    - You cannot access PeopleSoft from your personal laptop/desktop/tablet/phone.
- **Names Changes-** Bring supporting documents to the Personnel Department.
- **Health Care Plan-** You must notify HealthComp of changes.
- **Federal taxes-** Withholdings can be updated at any time prior to December in PeopleSoft.
- **State taxes-** Withholdings must be completed on the DE 4 form, Employee's Withholding Allowance Certificate (DE 4) Rev. 52 (12-22).
    - Taxes can be updated at any time prior to December. Submit completed forms to Payroll (interoffice stop # FC029).

## Important Contacts

- For department questions, contact your department Personnel Manager or Supervisor
- Personnel Department; 559-621-6950, personnel@fresno.gov
- Training Division; training@fresno.gov
- Benefits Division; benefits@fresno.gov
- Information Services Department (ISD); 559-621-7100, service.desk@fresno.gov
- Police Department Technology; 559-621-2020, pd.helpdesk@fresno.gov
- COF Employee Retirement System (CFRS); 559-621-7080, cfrsbenefits@fresno.gov
- Fidelity Investments- Deferred Compensation; Nora Jashari, nora.jashari@fmr.com
- HealthComp; https://healthcomp.com/
- Chimienti & Associates; 559-733-1670, https://uschimienti.as.me/cityoffresno

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