

CITY OF VALLEJO  
ADMINISTRATIVE RULES  
INDEX

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<b>GENERAL ADMINISTRATION</b>		
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<u>1.02 Timely Action on City Agreements</u>	<u>12/04/58</u>	<u>03/01/81</u>
<u>1.03 Real Estate Asset Management Procedures to Pay for Brokerage Fees</u>	<u>11/22/60</u>	<u>12/14/98</u>
<u>1.04 Correspondence — Standard Form</u>	<u>06/24/65</u>	<u>01/02/95</u>
<u>1.05 Use of City Telephone for Personal Calls</u>	<u>11/15/57</u>	<u>11/01/93</u>
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<u>1.08 Staff Reports - Standard Form</u>	<u>09/20/61</u>	<u>03/01/81</u>
<u>1.09 City Council Agenda Item Scheduling Procedures</u>	<u>10/30/85</u>	<u>N/A</u>
<u>1.10 Monitoring of Contracts</u>	<u>10/01/87</u>	<u>N/A</u>
<u>1.11 Records Management Program</u>	<u>04/11/90</u>	<u>N/A</u>
<u>1.12 Information Systems Management Committee</u>	<u>02/01/91</u>	<u>02/18/97</u>
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<u>2.04 Record of Employee Commendations or Reprimands</u>	<u>09/03/63</u>	<u>03/01/81</u>
<u>2.05 Employee Appointment and Induction Procedure</u>	<u>09/03/63</u>	<u>03/01/81</u>
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2.09	Reimbursement for Damaged Uniforms and Equipment for Sworn Members of Police and Fire Departments - <b>Rescinded to Contract</b>	03/01/70	03/01/81
2.10	Vacation Selection Procedures for Vallejo Fire Fighters - <b>Rescinded to Contract</b>	12/11/72	03/01/81
2.11	Acting Pay for Miscellaneous Employees	<b>MISSING</b>	
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<a href="#">2.13</a>	<a href="#">Performance Evaluation</a>	03/20/74	03/01/81
<a href="#">2.14</a>	<a href="#">Procedures for Resolution of Disputes Regarding Disability Retirement Matters for City of Vallejo Sworn Safety Officers and Pertaining to Reinstatement of Previously Retired Sworn Safety Members</a>	06/01/74	10/10/02
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<a href="#">2.16</a>	<a href="#">Use of City Vehicles and Privately-Owned Vehicles on City Business</a>	11/15/57	04/08/04
2.17	Pool Cars	<b>MISSING</b>	
<a href="#">2.18</a>	<a href="#">Municipal Marina Work Schedule</a>	01/12/76	03/01/81
<a href="#">2.19</a>	<a href="#">Release of Information - Response to Outside Employer Reference Checks</a>	10/17/79	03/01/81
<a href="#">2.20</a>	<a href="#">Maternity Leave</a>	07/01/82	N/A
<a href="#">2.21</a>	<a href="#">Policy Prohibiting Discrimination Resulting from Harassment</a>	02/20/85	N/A
<a href="#">2.22</a>	<a href="#">Fair Labor Standards Act Amendments of 1985</a>	04/15/86	N/A
<a href="#">2.23</a>	<a href="#">Injury and Illness Prevention Program (IIPP)</a>	12/01/86	07/09/03
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<a href="#">2.26</a>	<a href="#">Sexual Harassment Policy &amp; Complaint Procedure</a>	03/08/93	N/A
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<a href="#">2.31 Leave Without Pay Operational Procedures</a>	12/04/95	10/01/04
<a href="#">2.32 Personnel Requisition Policy/Procedure</a>	12/04/95	N/A
<a href="#">2.33 E-mail, Voice Mail and Internet Use</a>	03/18/97	08/01/02
<a href="#">2.34 Mentoring Policy</a>	06/01/99	N/A
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<a href="#">2.39 Respiratory Protection Program (RPP)</a>	01/12/02	07/09/03
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<a href="#">3.03 Petty Cash Funds</a>	08/01/97	N/A
<a href="#">3.04 Purchasing Procedure - Total Value Less Than \$150</a>	01/11/78	03/01/81
<a href="#">3.05 Travel and Business Expense</a>	09/30/75	01/01/99
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<a href="#">3.06 Returned/Dishonored Checks</a>	07/01/85	N/A
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<a href="#">3.07 City Capital Improvement Program</a>	07/27/87	N/A
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<u><a href="#">5.07 Public Improvement Agreement Procedures</a></u>	<u><a href="#">08/12/85</a></u>	<u><a href="#">N/A</a></u>
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<u><b>Rescinded 02/25/99</b></u>		
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