




CITY OF
BURLINGAME



EMPLOYEE
Welcome Brochure



THE CITY OF BURLINGAME WELCOMES YOU!



Welcome to the City of Burlingame!

Welcome to the City of Burlingame and congratulations! Our diverse family of employees welcomes you.

You are now part of an energetic, dynamic, and proactive team of individuals who care deeply about integrity, innovation, and service to our community.

We are a small city that gets a lot done. Each member of our team is vital to our success as an organization. Each employee is a representative of our values and an ambassador of our organization in the community.

Your hiring manager and colleagues are here to help you as you adjust to your new responsibilities in the coming months. In addition, the Human Resources department will support you with an environment conducive to your professional growth at every level of your career.

We recently asked our employees what they enjoyed most about working for the City of Burlingame. Their responses fell into five general categories:

Colleagues

Community

Location

The Work

The Benefits

We hope you feel the same!

OUR VALUES

To engage in positive leadership that is nurturing and forward thinking



According to a “Relationships @ Work” study by LinkedIn, 46% of work professionals worldwide believe that work friends are important to their overall happiness. Over 50% of Burlingame employees surveyed said their colleagues are what they enjoy most about working for the City.

Throughout the year, the City’s Quality of Work Life (QWL) team organizes events to encourage cross-departmental fun and interaction. Past events have included an ice cream social, salsa competition and festival, summer BBQ,

Oktoberfest, and holiday party. Don’t be surprised if you find an It’s-It on your desk one day. They’re located right here in Burlingame!

*THE COMRADERY
FRIENDLY PEOPLE
GREAT PEERS AND STAFF
NICE COLLEAGUES*

*FAMILY ENVIRONMENT
COOPERATIVE WORKING
RELATIONSHIPS
FRIENDLY AND POSITIVE WORK
ENVIRONMENT*



OUR VALUES

To be one organization that fosters positive relationships and teamwork

Community

In Burlingame, "community" isn't a notion that lies beyond the walls of City Hall. Community in Burlingame is seamless. As an employee of the City of Burlingame, you are a necessary and integral part of the community.

It is not uncommon to see employees, Councilmembers, local business representatives, school children, and residents joining together for initiatives such as the Adopt a Drain program, street and sidewalk safety, tree planting; or attending events together such as the pet parade, the annual tree lighting ceremony, the campout in Washington park, or Ride Your Bike to Work Day.



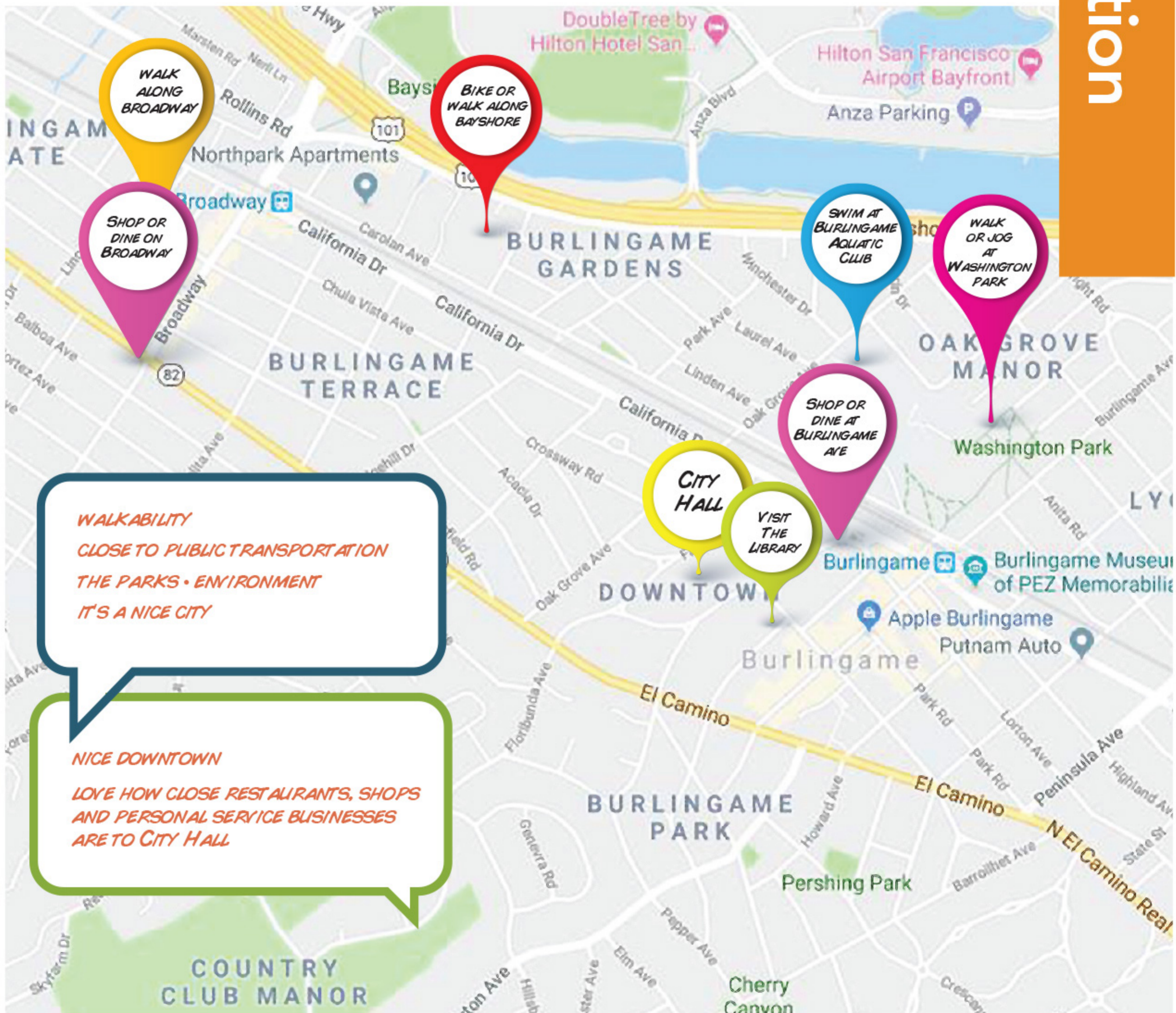
*SMALL TOWN
COMMUNITY FEEL
COMMUNITY IS ENGAGED AND
INFORMED*

*QUALITY OF LIFE
PEOPLE ARE FRIENDLY AND
HELPFUL OVERALL
CHARMING SMALL TOWN FEEL*

OUR VALUES

To be an ethical organization that interacts with the public and each other in an honest and professional manner

There is no shortage of lunch spots in Burlingame. And when it's time to take a break, over 60% of employee survey respondents said they enjoy taking a walk around town and grabbing a cup of coffee. See what else they like to do below.



The Work

The City of Burlingame benefits from the leadership of an informed, engaged and responsive City Council. Residents are encouraged to share opinions and recommendations through a variety of communication channels, and it is not uncommon for Council to respond to individuals within 24 hours.

With the City of Burlingame, employees have the opportunity to deliver positive and life changing results that improve quality of life for the thousands of people that live, work, or pass through our city on a daily basis!

As an employee, your work can have a direct impact on

traffic and pedestrian safety, or maintaining the history, beauty, and character of the city, while defining a vision for how it will grow and change. You might help incorporate sustainable policies or practices that protect our environment, or work to enhance our parks and open spaces to help promote health and well-being. Regardless of your position with the City, you are in a position to improve lives every day.

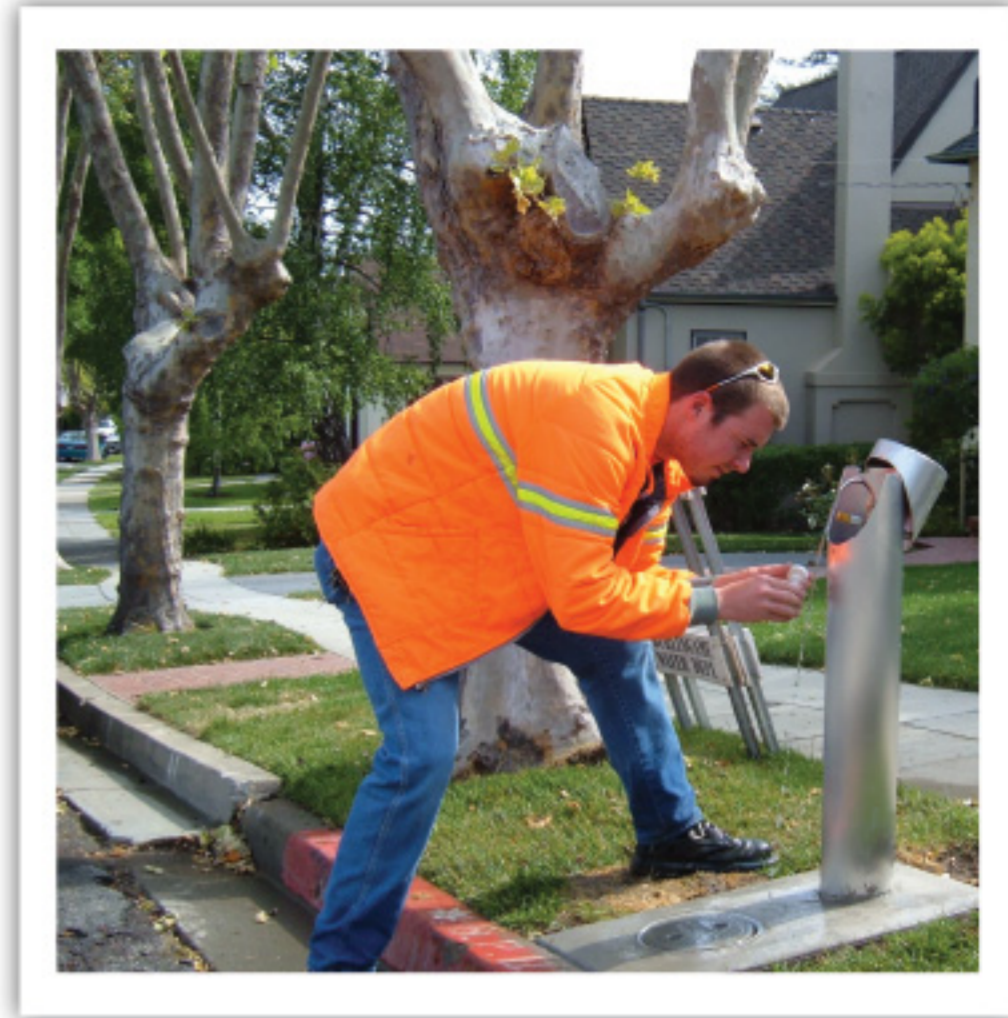
IT'S A SMALL CITY THAT GETS A LOT DONE

NEW CHALLENGES AND SITUATIONS

OPPORTUNITIES TO LEARN NEW THINGS

BROAD PUBLIC SERVICE PROVIDED

LOW KEY ATMOSPHERE



OUR VALUES

Show commitment to community service that is responsible to and meets the needs of the public

The Benefits

*SECURITY AND BENEFITS
AWESOME BENEFITS
DOESN'T FEEL RISKY*

The City of Burlingame is proud to offer employees an attractive mix of healthcare, insurance, and other benefits. In addition to offering health, dental, and vision plans at competitive rates, the City also provides Flexible Spending Account, Deferred Compensation, and Employee Assistance Programs. Benefits information is available online so that you can access it from the comfort of your home or at work.

Consistent with our sustainability initiative and values, employees are encouraged to take part in our Transportation Incentive Program. By registering for the Program and choosing to carpool, walk, or bike to work, employees are eligible for a monetary reward.





CITY OF
BURLINGAME

Human Resources Department

501 Primrose Road - First Floor
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650-558-7206

Hours:
Monday - Friday
8:00 a.m. - 5:00 p.m.

