

Employee Handbook

City of Ames

2020

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Welcome to the City of Ames!

We are glad you're here! This handbook provides general information on what all employees need to know about the policies, practices, responsibilities and benefits that are part of working for the City of Ames. This handbook is not the full and complete statement of the City of Ames policy. There are also more detailed policies and procedures, as well as specific departmental rules and regulations with which you will be expected to comply.

This handbook and other City of Ames employment policies do not apply to elected officials, members of citizens' boards and commissions and, anyone providing services on a contract basis.

If at any time there should be conflict between a policy in this handbook and state or federal statute, the terms of the statute will govern. Some City employees are subject to a collective bargaining agreement. Policies in a collective bargaining agreement supersede the policies in this handbook and any other City policies. However, where the collective bargaining agreement is silent, this handbook and other City policies apply.

The policies within this handbook are at the discretion of the City of Ames and may be withdrawn, applied, or amended at any time by the City Council.

Standard operating procedures may vary somewhat between departments. This is necessary because of various duties and hours required of some departments, and various state and federal regulations that must be followed. Each department head may establish separate policies for the purpose of handling matters applicable to their specific department. Those policies may not however, conflict with the policies, procedures, or directives established by the City. Any policies that apply to a department or to all employees of the City must be approved by the City Manager or designee.

This handbook is not an employment contract. Any representations made by a City official that are contrary to this handbook have no force or effect. The City of Ames is an employment-at-will employer.

Introduction to the City

Excellence Through People

The City’s organizational culture is called “Excellence Through People,” or ETP. ETP is supported by 13 workplace values, five leadership practices, and the concept of a Total City Perspective.

By keeping ETP at the forefront of our actions, City employees help achieve our two highest goals: to provide exceptional service to our citizens and customers at the best price, and to create an enjoyable and stimulating work environment where personal and professional growth can occur.

<p><u>Bring Our Values to Life</u></p> <ul style="list-style-type: none">• Continuous Improvement• Creativity and Innovation• Customer Driven• Data-Driven• Employee Involvement• Excellence• Fiscal Stewardship• Honesty and Integrity• Leadership• Positive Attitude• Respect One Another• Safety and Wellness• Teamwork• Diversity, Equity, and Inclusion	<p><u>Create the Culture</u></p> <ul style="list-style-type: none">• Model the Way• Inspire a Shared Vision• Challenge the Process• Enable Others to Act• Encourage the Heart
	<p><u>Total City Perspective</u></p> <p>We routinely use all resources throughout the organization to provide exceptional customer service</p>

Your City Government as an Organization

Because of your appointment as a city government employee, it is beneficial to understand something about the City’s organizational structure. The City of Ames is a municipality governed by a mayor and six council members, who are elected by the citizens of Ames to serve regular terms on a non-partisan basis. Elections are held every two years with Council members and the Mayor elected to hold staggered four-year terms. The City Council holds all legislative and policy-making authority. In Ames, the City Council appoints a City Manager to carry out the policies formulated by the Council and to administer the day-to-day operations of the City according to the municipal code and other regulations.

As a municipal employee, you are a representative of the City of Ames. You should uphold this obligation in a manner that will promote respect for city government. City employees are expected to represent their employer as responsible, courteous, and efficient members of public service. In addition, prompt and dependable work attendance is required. Because of the obligation to provide public service to the community, a consistent and positive commitment is necessary from each employee.

The City of Ames consists of many departments, divisions, and boards and commissions, which serve to provide a variety of municipal services. More information about department responsibilities and the City Budget is available on the City’s website at www.cityofames.org

Getting Started and Employment Practices

Employment Practices – Non-Discrimination

The City of Ames is an equal opportunity employer and is committed to fair and equal treatment of all employees without regard to race, color, age, religion, sex, sexual orientation, gender identity, ancestry, national origin, or disability that does not interfere with the performance of essential functions of the position, with or without accommodation. This commitment also extends to those participating in the recruitment and hiring process.

The City is committed to administering all personnel actions in compliance with federal and state regulations. The City will not discriminate in such matters as employment, promotion, demotion, transfer, compensation, benefits, training and education. The City's policies also prohibit sexual harassment and harassment of any kind. If any employee feels discriminated against or harassed, they should direct their concern either to their immediate supervisor or to Human Resources. See the **Complaint Procedure** for more information.

Immigration Reform and Control Act of 1986

All employees must provide original documents that establish their identity and eligibility to work in the United States. The Human Resources Department shall collect this employment information for all new employees, including temporary and seasonal employees.

Supervisors will arrange for new employees to meet with representatives of the Human Resources Department on the first day of employment to provide the required documentation. **New employees who do not provide the required documentation on the first day of employment will not be allowed to work until the documentation is provided.** Documents will be retained for three years after the individual's employment ends. Seasonal and temporary employees must complete a new INS Form I-9 upon each rehire.

Unlawful Discrimination

Title VII of the Civil Rights Act of 1964 prohibits illegal discrimination against any individual on the basis of national origin in hiring, discharge, recruitment, assignment, compensation, and other terms and conditions of employment. The Immigration Reform and Control Act of 1986 prohibits illegal discrimination. The City will not discriminate against any individual in hiring, discharging, or recruiting because of that individual's national origin or citizenship status.

Americans with Disabilities Act (ADA) Policy

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA)—as well as relevant state law—require employers to provide reasonable accommodations to allow qualified individuals with disabilities to perform the essential functions of their jobs. It is the policy of the City to comply with all Federal and state laws concerning the employment of persons with disabilities.

Medical Examinations Prior to Appointment

If you are hired into a safety-sensitive position, your offer of employment may be conditioned on a medical examination to determine whether you are able to perform the essential functions of the position, with or without accommodation. No person will be disqualified for appointment on the basis of such examination unless it is determined that no reasonable accommodation can be made in order for the applicant to perform the essential functions of that position. A list of the safety-sensitive positions can be obtained from the Human Resources Department.

Additionally, employment in certain positions is contingent upon successful completion of a pre-employment drug and alcohol screening.

Probationary Period

The first several months of employment with the City are your probationary period. For most employees, this period will be six months in length. Certain public safety positions have longer probationary periods. This is a working trial period to ensure your workplace performance is in alignment with the City's expectations. It is also a time for you to get settled into your role and the City organization. During this time, you or the City may terminate the working relationship without cause and without notice. Before the end of your probationary period, your progress will be monitored, documented, and discussed in the form of a written performance appraisal. See the **Probationary Period Policy** for further details.

Outside Employment

You may not hold outside employment unless it is approved by your department head. The intent of this rule is to ensure you give your full commitment, effort, and energy to the City; and that any outside employment not be incompatible with the City's interests.

Civil Service

Many jobs in the City of Ames are considered to be "Civil Service" positions. Civil Service is a system of laws and regulations designed to ensure that City jobs are filled based on merit. Civil Service covers many regular full-time employees. The duties and powers of the Civil Service Commission are set forth in Chapter 400 of the Iowa Code and in the **Civil Service Commission Policies and Procedures**.

Civil Service examinations are administered to determine basic qualifications of applicants for each Civil Service position, and examinations are developed in line with the knowledge, skills and abilities required for the particular position. Appointments to Civil Service position vacancies are contingent upon an applicant's successful qualification and certification by the Civil Service Commission. In addition, the Civil Service code provisions set forth the procedures for employee appeals in cases of suspension, demotion, removal, and discharge.

Certain positions within Civil Service are considered "promotional," where the Human Resources Director has determined that a logical progression from one position to a higher position exists. This progression is referred to as a "promotional track." If a vacancy meets the conditions required to be filled through a promotional recruitment, the City will first attempt to fill the vacancy with a qualified internal candidate. More information about the promotional process can be found in the **Civil Service Policies** or by contacting the Human Resources Department.

Hours of Work, Salary, and Payroll

The City offers a competitive total compensation package and a work environment where you can feel good about your contribution to improving the community where you live.

Generally, merit pay and union pay increases occur annually on July 1. Some positions may also provide for step increases that depend on the amount of time an employee has held the position. Pay rates and salary ranges can be found in the City's Pay Plan.

Payday for all employees occurs twice a month—on the 15th and the last day of the month. If payday falls on a weekend or holiday, you will be paid on the prior business day.

In addition to deductions required by law (e.g., FICA, Social Security, etc.), automatic payroll deductions may occur for such items as health insurance, dental insurance, supplemental life insurance, and optional deferred compensation. All amounts taken from your checks through payroll deductions will be indicated on your paycheck stub.

Hours of Work and Schedule

Employees are expected to be at their work place pursuant to their approved hours of work, holidays, and leaves. All non-exempt employees must record their working time in the appropriate time keeping system. Employees may not record hours for another employee. Employees are expected to be engaged in carrying out their duties during scheduled work time and should be ready to begin work at their scheduled starting time.

Except for part-time, seasonal, or shift employees, a regular work day consists of eight hours and the work period is from Sunday to Saturday. Five days of eight hours (or forty hours) or a shift schedule corresponding to a forty-hour week constitutes a work week. Any deviation from this pattern requires approval from the department head with agreement from the City Manager or designee.

To meet the needs of the community, schedules may need to be modified on short notice. Supervisors should strive to provide notice of schedule changes at least one week in advance whenever possible.

Breaks

Employees generally may take a 15-minute rest break in the morning and in the afternoon, which shall be considered paid time. Lunch periods shall be unpaid. Lunch periods and breaks will be taken at times as the schedule allows as determined by the department head. Non-exempt employees must accurately record their lunch break times.

Regular, Part Time <20, and Temporary Positions

Regardless of employment classification, all employees are considered at-will. However, the City of Ames adheres to the principle of just cause in taking employment actions.

Regular Positions

The City Council authorizes the number of full-time equivalent (FTE) positions that exist for each department in the City. These **regular** positions include full time, ¾ time, and ½ time roles. Each of these positions has a written job description. Pay for these positions is established either 1) by a collective bargaining agreement, or 2) for merit positions, through the **Compensation Policy**. In either case, the pay rate is recorded in the City's **Pay Plan**. Employees in regular positions are eligible for paid leaves and insurance benefits as described in this handbook. Except those positions specifically excluded by law, full-time regular employees are the only employees subject to Civil Service regulations.

Part Time Less than 20 Hours (PT <20) Positions

Departments are permitted to hire employees to work **part time less than 20 hours per week** without authorization from the City Council, subject to available funding. These employees consistently work below 20 hours per week on average for the year (e.g., community safety officers), but unlike temporary employees, part time <20 employees do not have an established end date for their service. In some instances, these positions will mirror established regular positions. In those cases, pay should be commensurate with the regular position. Employees in part time <20 hours positions are not eligible for paid leaves or insurance benefits, except where required by law.

Temporary Positions

Additionally, to provide flexibility in serving the public, departments are permitted to hire employees into **temporary** roles without authorization from the City Council, subject to available funding. Temporary positions have a clear start and end date to employment established at the time of hire, not to exceed one year. Pay is established at market rates within an authorized range. Employees in temporary positions are not eligible for paid leaves or insurance benefits, except where required by law. Because the needs of the City vary, the number of employees hired for temporary roles and the choice of whether to retain them may fluctuate more than for regular positions. Temporary employment may be full- or part-time (e.g., interns, lifeguards, summer help, etc.), and is subject to varying work schedules.

Fair Labor Standards Act (FLSA) Status

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is to help employees understand eligibility for overtime pay or compensatory time:

Non-exempt—employees whose work is covered by the Fair Labor Standards Act (FLSA). They are eligible to earn overtime pay or compensatory time.

Exempt—generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of FLSA. They are not eligible to earn overtime pay or compensatory time, but may be granted administrative time off with the approval of the department head.

Overtime, Compensatory Time, and Holiday Pay

This section only applies to personnel assigned to a 40-hour per week work schedule. Departmental policies for overtime for employees working a different schedule must be approved by the City Manager.

Work periods for non-exempt employees are established by the department head and approved by the City Manager or designee. The work period is seven consecutive days.

Department heads or their designees may require employees to work outside of their regular work hours. Except for emergencies, such overtime will be scheduled in advance and approved by the supervisor. Employees will be subject to discipline for working overtime hours that are not authorized. Paid leaves such as vacation, holiday or sick leave are not considered hours worked under FLSA for the purpose of calculating overtime.

Employees will be compensated in accordance with the following:

1. Non-Exempt Employees - Accrual and Use of Compensatory Time

Where a non-exempt employee is eligible to receive overtime compensation, the employee may request to receive compensatory time in lieu of cash. The department head may grant the request for compensatory time or may choose to pay the overtime in cash. In cases of emergency with potential for state or federal reimbursement, any compensatory time accrued in addressing the needs of the emergency will be paid in cash. Management may elect at any time to pay accrued compensatory time in cash. The maximum allowable accumulation of compensatory time for full-time employees is 80 hours (this limit is prorated for part-time employees). With prior approval of the City Manager, compensatory time may be accumulated to a maximum of 240 hours.

2. Non-Exempt Employees – Overtime

Hours Over 40 in a Week

In accordance with the FLSA, for any non-exempt employee who works more than 40 hours in a one week work period, each overtime hour worked in excess of 40 will either: 1) be paid in cash at one-and-one-half times the employee's regular hourly rate, or 2) will accrue as one-and-one-half hours of compensatory time.

Hours Over 8 in a Day

If a non-exempt, regular full-time employee works more than 8 hours in a single day, but does not exceed 40 hours worked over the course of the work week, each overtime hour worked in excess of 8 for that day will either: 1) be paid in cash at one-and-one-half times the employee's regular hourly rate, or 2) will accrue as one hour of compensatory time.

Overtime compensation for hours worked in excess of 8 in a day only applies to employees who are scheduled to work five eight-hour days. In unusual circumstances, such as major events or emergencies, the City Manager may authorize employees who are not regular full-time employees to receive overtime compensation after 8 hours worked in a day.

3. Non-Exempt Employees – Unscheduled Callback Pay

If an employee is released from duty and is thereafter called back to work, the employee will be paid at the overtime rate as provided herein. A minimum of one hour at the overtime rate will be paid for such time worked.

4. Regular, Non-Exempt Employees - Work on Scheduled Days Off

If a regular, non-exempt employee is required to work on a scheduled day off, the hours worked for that day will either: 1) be paid in cash at one-and-one-half times the employee's regular hourly rate, or 2) will accrue as one-and-one-half hours of compensatory time for all time worked. However, if a supervisor anticipates the need for an employee to work on a day that would otherwise be a scheduled day off, the supervisor may modify the schedule to provide an alternative day off. Supervisors should strive to provide notice of schedule changes at least one week in advance whenever possible.

5. Regular, Non-Exempt Employees - Work on City Holidays

If a regular, non-exempt employee is required to work on an observed City holiday, the hours worked for that holiday will either: 1) be paid in cash at one-and-one-half times the employee's regular hourly rate, or 2) will accrue as one-and-one-half hours of compensatory time for all time worked. In addition, the employee will receive straight time for the paid holiday.

6. Exempt Employees - Administrative Time Off

Exempt employees are not eligible for overtime compensation in cash or compensatory time. However, in recognition of the fact that their duties often require more time than the normal 40-hour work week, exempt employees may be allowed to take administrative time off consistent with effective performance of their duties and with the operating requirements and responsibilities of their department. Administrative time off is not an entitlement, but may be taken with approval of the department head or designee, or of the City Manager in the case of department heads.

Serving in More than One Capacity

Simultaneous employment of an individual in more than one job classification is strongly discouraged. Any such appointments are subject to approval by the City Manager after review by the Human Resources Director. It is the responsibility of the director(s) of the employing department(s) to ensure that the requirements of the Fair Labor Standards Act and the Patient Protection and Affordable Care Act are complied with.

Working Out of Class

On rare occasions, employees may be asked to perform work duties outside their typical scope of activities, such as to fill in for an absent employee in a higher pay grade for an extended period of time. In instances where an employee is assigned to assume duties normally held by another on a temporary or emergency basis, the **Working Out of Class Policy** applies. This policy outlines the circumstances in which an employee can be assigned to a different role and the implications for the employee's compensation.

Closed or Curtailed Operations Due to Safety Hazards

In the event of severe weather conditions or other declared safety hazards that could create undue risk to be at or travel to work, employees may be excused from their scheduled shifts in one of two ways:

- The City Manager or designee may declare all or part of City operations to be closed or curtailed. If such a declaration occurs, the affected departments are responsible for informing employees of the work closings as early as possible. Employees who have not received notifications of closures are expected to check with their supervisors if they are uncertain whether to report to work.
- An employee may request an excused absence from their immediate supervisor prior to the start of the regular work day. The supervisor shall determine whether to grant the request. If the supervisor does not grant the request, the employee must report to work as scheduled.

In either instance, the employee will not be paid for hours not worked, but may elect to use accrued vacation or compensatory time.

Performance Evaluations

The goal of the performance evaluation process is to develop and maintain productivity through joint planning, coaching, counseling, providing feedback and identifying employee development needs; and for non-union employees to receive appropriate reinforcement through the merit pay program.

It is the City's goal that all regular employees will have their job performance formally evaluated at the end of their probationary period and annually thereafter, prior to the beginning of the fiscal year or as may otherwise be established by the Human Resources Director. Pay increases for merit employees are based upon job performance, although pay increases are not guaranteed. Merit increases will normally take effect on July 1 of each year pending a qualifying performance evaluation. Pay will not fall under the minimum nor exceed the maximum of the pay range for the position.

Annual performance evaluations are also conducted for non-merit employees. These evaluations do not affect pay, but will be used in making promotional and other employment decisions.

See the **Performance Evaluation and Improvement Policy** for details.

Longevity Pay

In addition to their regular compensation, non-union full-time regular employees are paid longevity pay on a yearly basis for continuous service of five years or more. Longevity payments are \$20 annually for each year worked, beginning with five years of service. Except temporary employees, part-time employees are eligible for prorated ($1/4$, $1/2$, or $3/4$) longevity benefits. An employee is entitled to a pro-rata share of the biennial longevity payment upon termination, except in instances where the employee is terminated for cause or, for voluntary separations, where the employee fails to provide a minimum of two weeks' written notice of intent to resign or retire.

Longevity payments are made twice per year. Effective beginning in 2021, employees will receive one-half ($1/2$) of their yearly longevity payment on March 31 for their years of service as of the last day of the preceding February, and will receive one-half ($1/2$) of their yearly longevity payment on September 30 for their years of service as of the last day of the preceding August.

Longevity payments for employees covered by a collective bargaining agreement are structured similarly, and can be found in the respective agreement.

Time Off/Leaves of Absence

Part-Time Leave Accruals

Accrual of holiday, vacation, sick leave, maternity/parental leave, family sick leave, and emergency leave benefits are pro-rated for regular part-time employees. Regular part-time employees working 20 hours or more, but less than 30 hours, will receive these benefits at 1/2 the rate of full-time employees. Regular part-time employees working 30 hours or more, but less than 40 hours, will earn these benefits at 3/4 of the rate of full-time employees.

Holidays

The City observes the following holidays:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- The Friday following Thanksgiving Day
- Christmas Day
- The day preceding or following the observed Christmas Holiday

When a holiday falls on a Sunday, the following Monday will be observed. When a holiday falls on a Saturday, the preceding Friday will be observed. When Christmas falls on Tuesday, Wednesday, Friday or Saturday, in addition to the holiday observance, the preceding work day will also be observed as a holiday. When Christmas falls on Sunday, Monday, or Thursday, in addition to the legal holiday, the following work day will also be observed as a holiday.

Regular, non-exempt employees are entitled to compensatory time off if a holiday occurs during regularly scheduled time off. Regular, non-exempt employees who are required to work on holidays are entitled to compensation as outlined in the Overtime, Compensatory Time, and Holiday Pay section of this handbook.

Vacation Leave

All regular full-time employees earn vacation leave at the following rates:

Years of Continuous Service	Annual Accrual	Monthly Accrual	Maximum Accrual (Days)	(Hours)
0-7 years (months 1-84)	10 days	6 hours & 40 minutes	15	120
8-14 years (months 85-168)	15 days	10 hours	23	184
15-23 years (months 169-276)	20 days	13 hours & 20 minutes	30	240
24 years or more (277+ months)	25 days	16 hours & 40 minutes	38	304

Vacation leave accrual rates and maximum accrual limits are pro-rated for regular part-time employees. Employees who start employment on or prior to the 15th of the month, or leave employment after the 15th of the month earn vacation leave for that month. With the approval of the City Manager, new employees

may use a vacation bank of up to forty hours before that vacation leave has been accrued. If granted, vacation leave accrued will first be used to compensate for this advance, after which it will then accrue under the normal accrual schedule.

Employees are normally hired with 10 days of vacation accrual per year. Upon approval of the City Manager, employees may be granted 15 days of annual vacation accrual at the time of hire if one of the following applies:

1. The employee has at least seven years of directly related outside experience, in which case the employee may receive seven years of credit towards their years of continuous service for the purpose of vacation accrual.
2. The position is determined by the City Manager to be hard to fill, in which case no credit for continuous service will be provided for the purpose of vacation accrual.

Vacation leave is granted in units of at least 15 minutes. In the event one or more observed City holidays occur during an employee's scheduled vacation, the holiday will not be charged as vacation leave. Department heads schedule vacation leaves with regard to their departments' operating requirements and responsibilities, and, insofar as possible, with the requests of employees.

In the event a long-term emergency prevents a department from granting vacation leave, the City Manager may temporarily increase the maximum vacation accrual of an employee who reaches the vacation accrual limit during the emergency and establish a timeframe in which excess vacation leave may be used. Any excess vacation leave remaining after that timeframe will be forfeited.

Any regular employee leaving the employ of the City will be compensated for vacation leave credited and unused to the date of termination. Terminal vacation will be added to the employee's final payroll check which may reflect prior days worked. Employees will not receive a cash payment in lieu of vacation except upon termination as provided above.

Sick Leave

Paid sick leave is intended to protect against loss of pay when needed for legitimate illness or injury, and is not guaranteed "time off." All regular full-time employees accrue sick leave with pay at the rate of eight hours for each calendar month of service. Employees who are on paid leave will continue to accrue sick leave during the absence. Sick leave accrual is pro-rated for regular part-time employees. Employees who begin employment with the City on or prior to the 15th of the month or leave employment after the 15th of the month earn sick leave for that month. Sick leave may be accumulated from year to year with no maximum limit. Sick leave is granted in minimum units of one-half hour.

Valid uses of sick leave include:

1. Actual personal illness, pregnancy, childbirth, or related medical conditions
2. Personal injury, either job or non-job-related. An employee receiving temporary disability payments under the workers' compensation laws may use accumulated sick leave in order to maintain a regular income
3. Examinations and consultations with physicians and other health care providers, including the **City's Employee Assistance Program**
4. Emergency Leave as provided for in this section

To be eligible for paid sick leave, employees must notify the department head or designee prior to the scheduled work time or in accordance with departmental policies. All sick leave must be approved in accordance with procedures established by the department head. Certain medical conditions may be covered by the Family and Medical Leave Act (FMLA), which provides leave rights to employees under qualifying circumstances. Refer to the City's **FMLA Policy** for information regarding these rights.

Because sick leave is conditional upon the qualifying circumstances listed above, employees may be required to present proof of eligibility in the form of a doctor's note or other documentation for absences longer than three days.

Certain patterns of sick leave use may be indicative of abuse. Such patterns include but are not limited to frequent absences of short duration, failure to maintain a sick leave accrual balance, and absences before or after a holiday or weekend. If management determines that an employee's sick leave usage fits such a pattern, the employee will be asked to explain the reasons for the absences, and may be required to present proof of eligibility in the form of a doctor's note and/or submit a written plan, including a time frame, to improve attendance. If attendance does not improve as agreed, or if the employee refuses to cooperate, discipline may be imposed.

Payment for Unused Sick Leave Upon Retirement

Employees are entitled to payment for unused sick leave in the event of regular or disability retirement provided for under one of the City's established retirement plans, provided they give at least two weeks' notice of intent to retire. In the event of the death of an employee prior to regular retirement, the employee's beneficiary is entitled to payment for unused sick leave. In either situation, sick leave payout will be calculated as follows:

Status	25% of employee's last hourly rate of pay for all hours in excess of:
Full-Time	720
¾ Time	540
½ Time	360

Employees whose status has changed during employment with the City will have sick leave hours computed on a percentage basis (e.g., 12 years of full-time employment and 8 years of half-time employment: 720 hours x 60% = 432 and 360 hours x 40% = 144, for a total of 565 hours to be deducted from the total unused sick leave before paying the balance at 25% rate).

Family Sick Leave

Regular full-time employees may use up to 40 hours of accrued sick leave per fiscal year for occasions which require the employee to care for a close family member (as that term is defined in the Glossary) who is incapacitated due to illness or injury, or who has examinations and consultations with physicians and other licensed health care providers. Family sick leave is pro-rated for regular part-time employees. Family sick leave is subject to the same eligibility qualifications, documentation, and other terms and conditions as employee sick leave.

Family and Medical Leave (FMLA)

Eligible employees may access unpaid medical and family leave of up to twelve weeks per rolling twelve-month period, pursuant to the terms and conditions of the federal law. Employees are required to use all paid leave concurrently with FMLA leave. Please consult the City's full **FMLA Policy** or contact Human Resources for further information.

Maternity/Parental Leave

Maternity and parental leave is available to qualifying employees. Please see the **Maternity/Parental Leave Policy** or contact Human Resources for details.

Medical Leave Without Pay

If available paid leave has been exhausted, an employee may be eligible for medical leave without pay. Such leave may be subject to the Family and Medical Leave Act (FMLA) for employees with a qualifying medical condition under this law.

Except as required by the FMLA, medical leave without pay is not an employee's right, but may be granted subject to the department's operational and staffing needs. Extensions of such leave will be conditioned upon periodic reports from the employee's physician. In determining whether to grant an extension of an employee's medical leave without pay, consideration will be given to the prognosis for a timely recovery to the point that the employee is able to properly perform the essential functions of the job.

Emergency Leave

Emergency leave of up to 24 hours with pay may be granted to full-time regular employees in the event of death or serious illness of a close family member or extended family member (as those terms are defined in the Glossary), or for inpatient treatment for a pregnant employee's unborn child. Sixteen hours of additional emergency leave may be granted and charged to sick leave. Emergency leave must be approved by the department head.

Emergency Leave use for the purpose of serious illness of a close family member is limited to 24 hours per employee per fiscal year and must be taken in a minimum of one work day increments. Serious illness is generally considered to be an illness, injury, impairment, or physical or mental condition that involves inpatient care (i.e. overnight stay) in a hospital, hospice, or medical care facility; or continuing treatment by a health care provider of at least three consecutive calendar days.

Emergency leave is pro-rated for regular part-time employees.

Injury Leave

Injury leave is granted to employees who are incapacitated as a result of injury or occupational disease incurred while in the actual performance of their assigned duties in accordance with Chapters 85 and 411 of the Code of Iowa and any other applicable state or federal regulations. Employees may be required to furnish a statement from a physician designated by the City certifying their disability.

During injury leave, the City will pay full base pay to the employee, either from salary funds or as workers' compensation benefits. FMLA leave will run concurrently with injury leave. Injury leave may extend for as long as six months provided the employee remains eligible under the workers' compensation statutes of Iowa Code. An employee, if still disabled beyond six months, will be entitled to leave with pay as follows:

- a. Three months with workers' compensation benefits plus two-thirds of the difference between the employee's full base pay and workers' compensation benefits.
- b. Another three months with workers' compensation benefits plus one-third the difference between the employee's full base pay and workers' compensation benefits.
- c. At the end of one year from the date of injury, the employee shall be entitled to workers' compensation benefits for the duration of the disability.
- d. The employee, if unable to return to work after one year from the date of the injury, shall be eligible to use vacation and sick leave as provided for in this Handbook.

Military Leave

Employees who are a members of the reserve force of the United States or of the State of Iowa will be granted a leave of absence when ordered to attend a training program or to perform other duties under the supervision of the United States or the State. Employees who enter into active service in the Armed Forces of the United States while employed will be granted a leave of absence for the period of military service. See the City's complete **Military Leave Policy** for important additional information.

Funerals of City Employees

Regular employees may be allowed up to four hours off with pay to attend the funeral of a City employee or a retired City employee. The need for continuing essential services and emergencies may limit the number of employees who may attend a funeral. The department head may decide on the amount of time actually required for funeral attendance and the number of employees who may attend the funeral. The department head may adjust schedules to accommodate absences due to funeral leave.

Jury and Witness Leave

Employees who are required to serve as a trial juror or as a witness for the Federal Government or a political subdivision thereof are entitled to be absent from work duties during the period of such service or while necessarily being present in court as a result of such call, and shall receive pay for such absence. Since this occurs on paid City time, employees must turn in any compensation received for such duty. This does not, however, include compensation for travel, food, or lodging. Employees may retain any compensation received from the court for days or hours when they are not scheduled to work.

If the employee is released from court obligations prior to the end of their scheduled work day, they must report back to work unless otherwise excused by their supervisor. Department heads may adjust work schedules to accommodate absences due to jury or witness leave.

Voting Leave

If an employee's work schedule is such that three consecutive non-working hours are not available during the period between the opening and closing of the polls, that employee will be given paid time off that will, together with their non-working time, provide up to three consecutive hours during the time the polls are open.

Such absences must be requested in writing to the employee's supervisor prior to the date of the election, and the supervisor will designate the period of time to be taken.

Time Off for City-Sponsored Events

From time to time, the City will sponsor certain events during working hours such as health fairs, employee retirements and recognition events, ribbon-cutting ceremonies, and Employee Care Fund and Employee Council events.

The need for continuing essential services and emergencies may limit the number of employees who may attend a City-sponsored event. Employees who attend these events during their regular working hours are entitled to do so on work time, with prior approval from their immediate supervisor or the department head. Employees who choose to attend such events during their non-working hours are not entitled to compensation. Employees who are assigned or asked to work at these events are entitled to compensation.

Leave of Absence Without Pay

In the event that paid leave has been exhausted, a leave of absence without pay may be granted to a regular employee to address an extraordinary personal circumstance. Leave without pay is not a routine benefit. It is intended to be a safeguard for employees who have exhausted all other available options. To reduce the reliance on leave without pay, employees are encouraged to build and maintain adequate vacation leave balances.

A request for a leave of absence must be presented to the department head in writing, stating the duration and reason for the leave. Department heads may grant leave(s) of absence without pay not to exceed a total of two weeks per fiscal year, per employee. The City Manager may grant leaves of absence in excess of that limit based upon the recommendation of the department head. A department head may request an exception from the City Manager to authorize a leave if the employee has not exhausted all available paid leave.

Seniority status will be adjusted to reflect the period of leave in excess of 60 days, except for long term disability. Sick leave, vacation and holiday benefits do not accrue at any time during a leave without pay status. Extension of insurance coverage is available at the employee's expense for leaves of absence of two weeks or longer; however, the City will continue to pay its portion of the health insurance premium where required by the FMLA.

Upon expiration of the approved leave without pay, employees will be eligible to return to their position or to a similar position. If an employee does not return following the agreed-upon date of return, that employee will be considered to have resigned.

Unexcused Absences

Employees must communicate with their supervisor if they are unable to report to work. An employee who will be absent should provide as much notice as possible prior to the start of the work day, but no less than one hour of notice in any case. Progressive discipline may be imposed for failure to communicate an absence in advance.

Failure to report to duty or to communicate with management following an absence without leave of three consecutive working days will be considered a voluntary resignation. An employee who is absent without available leave following a notice to return to duty, who fails to report to work as directed, may be subject to discipline, up to and including termination.

Insurance and Retirement

Health Insurance

The City's health insurance programs are self-funded, meaning that member-employees, their families, and the City all have a stake in managing health care costs responsibly. Regular employees who work at least 20 hours per week are eligible for health insurance benefits. Health insurance coverage includes medical, dental, prescription drug coverage, vision, and flex spending account benefits as outlined in each designated plan booklet.

The City shares the cost of the premium for single and family coverage with full-time regular employees and pays a pro-rated portion of the premium for single and family coverage of regular half-time and three-quarter-time employees. (For further information, please see the City's Benefit Summary booklet.)

Health insurance coverage is effective on the first of the month following 30 days of employment.

Life Insurance

The City provides life insurance coverage, including accidental death and dismemberment, for all regular full and part-time employees, except as may be provided in collective bargaining agreements. The City pays the full premium. Coverage is effective on the first of the month following 30 days of employment. Coverage amounts are indicated in the table below.

Employee Status	Coverage
Full time	\$50,000
$\frac{3}{4}$ time	\$37,500
$\frac{1}{2}$ time	\$25,000

The City also offers eligible employees supplemental life insurance for themselves, spouses, and children. Supplemental life insurance is a voluntary benefit and the cost is payroll deducted for each enrolled employee and any of their dependents.

For further information, please see the City's Benefit Summary booklet and the Group Term Life Insurance Certificate.

Disability Insurance

1. Employees under the Iowa Public Employees' Retirement System (IPERS)

The City provides and pays the premium for long term disability coverage for all regular merit employees and for all full-time employees covered by a collective bargaining agreement who are in the IPERS retirement system. Coverage is effective on the first day of the month following one year of eligible employment.

2. Employees under the City's Utility Retirement System

The City provides long term disability insurance coverage for members of the Utility Retirement System. Employees participating in this system pay the full premium cost through payroll deduction. Coverage is effective on the first day of the month following one year of eligible employment.

3. Employees under the State’s Municipal Fire and Police Retirement System (MFPRSI)

The Municipal Fire and Police Retirement System provides disability benefits for its members when they become incapacitated for further performance of their duties. Coverage is effective upon membership with MFPRSI. Benefits vary according to the nature of the disability. Consult Chapter 411 of the Code of Iowa for specific details regarding eligibility and limitations.

Insurance for Part-Time <20 and Temporary Employees

Part-time less than 20 hours and temporary employees are not eligible for insurance coverage except as may otherwise be required by law. Employees who work in more than one capacity for the City may not receive a higher level of benefits (i.e., insurance, sick leave, vacation leave and the like) than that to which the employee is entitled for any one of the positions, unless state or federal law requires the extension of any such benefits.

The City designates a 12-month measurement period under the Patient Protection and Affordable Care Act (PPACA) for purposes of determining health insurance eligibility. Part-time less than 20 hours employees and temporary employees with more than 1,560 hours of service over a 12-month measurement period are considered as full-time employees under the PPACA and will become eligible for health insurance benefits during a subsequent 12-month stability period.

COBRA Health Insurance Benefits

As provided by the Consolidated Omnibus Budget Reconciliation Act of 1986, the City offers employees and covered dependents the opportunity to continue group health insurance benefits beyond the normal coverage termination dates. When an event occurs that might otherwise disqualify an employee or dependent for group health insurance coverage and health care flex spending accounts (such as separation from employment, divorce, etc.), that individual may continue the present level of benefits by contributing an amount equal to the total premium plus a 2% administrative fee. The period during which an individual may continue benefits varies depending on the reason for the loss of eligibility.

The Human Resources Department will notify employees of continuation rights at the time that an employment-related event occurs which may affect their eligibility for insurance coverage. However, employees who qualify for COBRA benefits due to divorce, legal separation, or ceasing to be a dependent child must notify the Human Resources Department. This notice should be given before the qualifying event, or as soon as possible thereafter, but no more than 30 days after the qualifying event.

For newly hired department heads, professional positions, and positions that are difficult to fill in the current employment market, the City Manager may authorize reimbursement of COBRA premium expenses for up to 90 days, when needed for the new employee to maintain continuous health insurance coverage with a previous insurer until the City health coverage takes effect. Reimbursement of COBRA premium expenses does not count towards any relocation reimbursement expenses which may be separately authorized.

Health Promotion Programs

The City provides a variety of programs, activities, and incentives to encourage leading a healthy lifestyle. Employees, their families, and the City all benefit when employees take good care of their health.

Eligibility for health promotion programs varies depending on employee status and health insurance status. Some programs are also available to dependents on City insurance. Check with the Health Promotion Coordinator in Human Resources for details regarding specific programs.

Healthy4Life

All employees covered by City health insurance are eligible for the Healthy4Life program. This program provides an annual financial reward linked to benefits upon successful completion of the program. Payment of the reward is made by the Health Promotion program and is equivalent to the 5% employee share of the health insurance premium payment for a single person on the Blue Advantage plan.

Retirement Systems

City employees are eligible for at least one of three retirement systems. Eligibility differs depending on the position held with the City. The three systems are:

1. Iowa Public Employees' Retirement System (IPERS): A defined-benefit plan administered by the state of Iowa. www.ipers.org
2. Utility Retirement System: A defined-contribution plan offered to employees whose salaries are funded at least 10% by a City utility. Contact the Finance Department for more information.
3. Municipal Fire and Police Retirement System of Iowa (MFPRSI or "411"): A defined-benefit retirement and disability plan administered by a statewide board that is offered to sworn police officers and uniformed fire personnel. See www.mfprsi.org

Changes in Beneficiaries/Dependents

Employees are required to have up-to-date records regarding their benefit plans. Any changes in beneficiaries, dependents, qualifying life events, or eligibility status must be reported within thirty days to the Human Resources Department. Contact the Human Resources Department with any questions regarding benefits changes or eligibility.

Employee Development and Support

Personal Action Plans

Since continuous improvement is one of our core values, employee development is an integral component of City work. As a part of their annual performance reviews, individual development goals and plans will be established jointly between employees and their supervisors. Those personal action plans are also considered in preparing departmental training budgets.

Continuing Education and Development

Employees are encouraged to improve their job-related knowledge, skills, and abilities throughout their careers. The City provides support for employee development in a variety of ways:

- Employee Development Center programs sponsored by Human Resources
- Department-specific training and development
- Professional development (conferences, outside training opportunities)
- Educational assistance for college coursework (either reimbursement for tuition and fees or limited time off with pay during regular working hours)

Employees interested in pursuing continuing education opportunities should consult with their supervisors and/or Human Resources to discuss eligibility and other details. Additional details may be found in the **Employee Development Policy**.

Employee Assistance Program

Regular employees and their household members are encouraged to participate in the Employee Assistance Program. This program provides confidential assessment and referral services through providers in the Ames and Des Moines area. Employees and their household members can receive assistance with problems that affect their work or family. These include such issues as substance abuse, stress, marital, or family problems, mental health concerns, legal issues, and financial difficulties. Further information can be found at www.efr.org or by calling 1-800-EAP-IOWA (327-4692).

Miscellaneous Employee Policies

Job Posting

In an effort to develop a competitive pool of potential candidates for vacant positions, the City will announce recruitments for job vacancies in a variety of ways. Employees are encouraged to review job announcements and apply for positions that interest them.

Veteran's Preference

In accordance with Iowa Code Chapters 35C and 400, honorably discharged veterans are entitled to certain preference in their selection for positions. These may include preference in appointment, employment, and promotion over other applicants of no greater qualifications.

Fitness for Duty Testing

For existing employees, when, in the judgment of the department head and Human Resources, an employee is not safely performing their job duties, the employee may be required to submit to fitness for duty testing. This testing will be conducted by a provider selected by the City and will be conducted at the City's expense. See the Workplace Accommodations and Fitness For Duty Policy for more information.

Breastfeeding/Expressing

Employees who need to express breast milk will be provided break times as needed for up to one year after the birth of a child. Departments will designate a private location within each facility where employees regularly work for this purpose. The designated location will be a private room with a locking door and a chair. Restrooms may not be used as the designated room. The employee and the employee's supervisor will agree on the times for these breaks.

Reasonable Accommodation

The City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of their job, unless doing so creates an undue hardship to the City.

Employees who have a disability and are requesting an accommodation for that disability should contact their supervisor and the Human Resources Department, and provide a description of their work restrictions from their treating physician. The Human Resources Department will evaluate the request and may engage in further conversations with the employee to discuss ways to help them accomplish the essential functions of their job.

Personnel Records

The City keeps a separate, confidential file for each employee that includes the employment application, experience records, and other pertinent information. These files are used to provide information for

payroll deductions, to determine eligibility for benefit programs and pay increases, and for other personnel related matters.

Personnel records are kept through the duration of employment. Once employment ends, the records are kept for a period of time and are then destroyed in accordance with the City's Records Retention Policy.

Only authorized personnel have access to these files. However, Iowa law may require certain basic employment information to be made available to the public upon request (such as dates of employment, salary, and any documented reasons for an employee's resignation in lieu of termination, demotion, or termination). Please consult with Human Resources if there are questions about what information may be public. If an employee has filed a grievance under a collective bargaining agreement, with their approval, the employee's file may be accessed by a representative of the union for the purpose of investigating the grievance. An employee will be notified if a union representative requests access to their personnel file.

Employees may review their personnel file by submitting a request to the Human Resources Department. The City will attempt to schedule a time to view the contents within ten (10) days of the request. Employees may not remove any item from the file, and must view all the file in the presence of the Human Resources staff in order to preserve the security of the information.

It is important to keep your records up to date. Contact Human Resources promptly if you have any change in the following:

- Name
- Address / phone number / e-mail address
- Emergency contacts

Maintenance of Credentials

Employees whose jobs require a license or certification to perform their work (e.g., a driver's license for a Transit Driver, a law license for an Attorney, a state certification, etc.) must maintain that credential. Employees who lose a required credential must notify their department head immediately, and may be subject to discipline, up to and including termination. More details can be found in the **Maintenance of Credentials Policy**.

Communications and Open Records

As a government organization, the City of Ames is subject to the Iowa Open Records law. Most City documents and records are public records that may be obtained by members of the public. Employees should be aware that phone records, videos, voicemails, written correspondence (including emails), information about expenditures of City funds, and other information may be obtained by the public upon request. Employees should take care to ensure their correspondence and use of City resources is done in a professional and responsible manner. At no time may employees transmit any communications that are derogatory, defamatory, or obscene.

Acceptable Use of Information Technology

Employees may be provided access to City computers, telephones, networks, websites, and electronic devices as needed to conduct their work. The use of these resources must be done in accordance with the “Use of City Resources” section within this Handbook. Additionally, employees should not expect that their activities using City information technology resources are private. Certain data may be monitored, recorded, and preserved to ensure compliance, create backups, and to protect City resources, in addition to the requirements of the Iowa Open Records law. Employees who use City information technology resources must review and adhere to the **Acceptable Use Policy**.

Use of City Resources

Personal use of City tools, facilities, or machinery is not permitted. Personal use of City vehicles is only permitted in very limited circumstances as stated in the **Driving Policy**. Equipment must not be abused by employees. Equipment may not be removed from its authorized City location or altered without permission of the supervisor.

Personal use of City office equipment or supplies is not permitted without the approval of the department head, except for de minimis personal use of assigned equipment during the workday for tasks that are clearly incidental to normal workday activities. However, employees are only permitted to use City resources to the same extent members of the public are able to (for example, a member of the public might be able to use a City phone to make a brief personal call, but would not be permitted to use a City computer for personal online shopping).

Communications/Media Policy

Efficient and effective communication with the public and the media is critical to the City’s ability to present information in a manner consistent with the City’s policies and philosophy of open government. Coordination, uniformity, accuracy and timeliness are cornerstones of strong and productive public relations. You must comply with the procedures and standards of the **City’s Communications Policies** as it applies to media relations, internal and external communications, and social media within the City of Ames.

Employment of Relatives / Romantic Involvement

No individual will be hired or transferred into a position in which the employee would be supervised by a close family member or extended family member (as those terms are defined in the Glossary) or in which the family member would have administrative discretion over the individual's terms and conditions of employment; or in which the individual would supervise a member of the close or immediate family or have administrative discretion over the family member's terms and conditions of employment.

Romantic relationships (including sexual, dating, engagement, or other intimate relationships) between supervisors and subordinate employees may raise issues of conflict of interest, abuse of authority, or favoritism. These relationships also have the potential to adversely impact other employees. People in romantic relationships are considered close family members for purposes of this Employment of Relatives section and are subject to the limitations described in the paragraph above.

Gifts and In-Kind Contributions

The receipt of any gift is subject to the regulations of Iowa Code §68B.22. Additionally, employees are expressly prohibited from accepting directly or indirectly from any person, company or corporation any gift, money, discount, rebate, or anything of value if:

1. The giver is seeking to be a party to a contract with the City or provides services that may be sought by the City in the future; or
2. The giver is regulated by the City; or
3. The giver will be affected financially by the performance or non-performance of the donee's official duty.

Excluded are:

1. Informational materials pertaining to official functions
2. Things received from relatives
3. An inheritance
4. Things distributed to the general public, including special discounts or offers available to the general public unrelated to City employment.
5. Travel and accommodations for participating as a speaker or panelist at a meeting
6. Items of negligible resale value given as recognition for public service

Exception is also made in the case of a non-monetary gift or series of non-monetary gifts if the employee who receives it turns over the gift to the City or to a bona fide educational or charitable organization within thirty days of receipt.

Residence Requirement

City employees whose positions are designated as critical in nature must reside within a reasonable distance of their work place with the City, such distance to be determined by the department head. Department heads who report to the City Manager are required to live within the city limits of Ames. Collective bargaining agreements also contain residency provisions.

Mileage Reimbursement

The City rate for reimbursement to employees who use their personal auto for City business is the currently published IRS mileage rate. Employees in a professional or managerial capacity with the City do not receive mileage reimbursement for use of their personal auto for City business within the City limits. Contact the Finance Department to learn the current mileage reimbursement rate.

City Vehicles

Employees may be authorized by their supervisor to drive a City vehicle to perform their job duties. Any employee who operates a City vehicle or a vehicle leased for City business must comply with the City's **Driving Policy**.

Cell Phone Policy

Respectful and responsible use of cell phones at work is permitted so long as employees give their full attention to their work. If use of a personal cell phone disrupts work or causes a loss in productivity, it may result in disciplinary action. The City may issue cell phones to employees whose jobs require them to make calls while away from work or require them to be accessible for work-related matters.

Employee Conduct, Health, & Safety

Employee Conduct

Our reputation as a City is based on employees' ability to conduct themselves professionally, responsibly, and ethically. As a representative of the City, you must act in a manner that preserves and enhances public trust.

At all times you must uphold the City's Excellence Through People values: Continuous Improvement, Creativity and Innovation, Customer Driven, Data-Driven, Employee Involvement, Excellence, Fiscal Stewardship, Honesty and Integrity, Leadership, Positive Attitude, Respect One Another, Safety and Wellness, Teamwork and Diversity, Equity, and Inclusion.

Where there is a question about the proper approach to take in a situation, consult your supervisor about the proper action. You should also consider the "Front Page Test": How would you feel and how would the City look if your actions appeared on the front page of the paper or on social media?

Workplace Harassment

The City is committed to providing all employees with a workplace free from harassment. The City maintains a strict policy prohibiting sexual harassment and harassment on the basis of sexual orientation, gender identity, race, color, national origin, religion, sex, physical or mental disability, age, marital status, veteran status or any other characteristic protected by law. This prohibition applies to all employees, volunteers, vendors, residents, or citizens of the City. No employee of the City is expected to tolerate any conduct prohibited by this policy from anyone while at work or engaged in City business.

The City does not consider conduct that violates this policy to be within the proper course and scope of employment and does not sanction such conduct on the part of any employee, including management employees. Employees violating this policy are subject to discipline up to and including termination.

If you believe you have been subjected to harassment prohibited by this policy, or are aware of harassing conduct involving another employee, you should immediately report that behavior to your supervisor, department head, or to Human Resources. Any employee utilizing this complaint procedure will be treated courteously and as privately as feasible. Any employee who files a good-faith complaint or who testifies, assists, or participates in any investigation will not be subject to retaliation. See the **Complaint Procedure** for more information.

See the complete **Harassment Policy** for further details.

Hostile Work Environment

Positive working relationships are essential to the teamwork necessary to ensure effective delivery of City services and the well-being of all employees. Employees are expected to conduct themselves in a professional, civil, and courteous manner whether interacting with the public or with fellow employees. Behaviors which tend to create a hostile work environment are prohibited. These include but are not limited to: malicious gossip, false allegations or providing false information about an employee, bullying, refusal to communicate (including deliberate failure to share necessary job-related information, avoidance or "shunning"), and any overtly hostile actions, such as yelling, threatening, or physical violence.

The primary focus of this policy is on patterns of behavior. Isolated or occasional incidents of conflict between employees will not ordinarily be subject to sanction unless the violation is considered severe. This policy will not be used to undermine supervisory authority. Good-faith exercise of supervisory authority, including directives, evaluation, counseling, or imposition of discipline, is expressly excluded from this policy.

If you believe you have been subjected to a hostile work environment, you should immediately report that behavior to your supervisor, to your department head or to Human Resources. More information can be found in the **Complaint Procedure**. Violation of this policy, including refusal to cooperate in corrective efforts by management such as investigation, mediation or counseling, may result in disciplinary action.

Workplace Violence

Violence in any form, or threat of violence, will not be tolerated! The prevention of violence, and the reporting and management of critical incidents are shared obligations of all employees and managers. In accordance with this goal, violence, or the threat of violence, by or against any employee of the City or any other person is strictly prohibited and will subject the perpetrator to serious disciplinary action up to and including termination of employment, as well as possible criminal prosecution.

For the purpose of this policy, violence is defined as:

- The use of physical force with the intent to cause harm.
- Acts or threats in any form or manner which are intended to intimidate or cause fear of harm, or which could be construed by a reasonable person as doing so.
- Sabotage, which is the intentional damage of City-owned or personal property, or acts intended to cause such property to fail to operate, or to operate improperly; or, the movement or concealment of such property with the intent of interfering with the ability of the owner or authorized user to locate it.

Legitimate use of force by authorized personnel in the performance of their duties (e.g., police officers) is excluded from this policy.

Weapons Prohibited

Possession, use, or threat of use of dangerous weapons, including firearms, by any person, is not permitted at City work sites, including in a City vehicle, or in parking areas designated for employee parking. Exception is made when the possession or use of a weapon is a necessary and approved requirement of the employee's City job.

Dangerous weapons are defined in Iowa Code Section 702.7. They include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, stun gun, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length.

Employee Safety

Employees are expected to comply with all safety and health requirements, whether established by management or by federal, state, or local law. As a condition of employment, employees are required to exercise due care in the course of their work to prevent injuries to themselves, to their fellow workers and

to the public. Employees have a responsibility to report any unsafe working conditions or practices to a supervisor or to the City's Risk Manager in Human Resources.

Violations of recognized safety rules, procedures, or standards, or acting in such a manner as to endanger one's own or another's personal safety, may result in discipline, up to and including termination.

Accident/Injury Reports

When an employee suffers an injury in the line of duty, the first priority should be to obtain emergency medical care, if such care is required. The employee must immediately report injuries to the Risk Manager and to the employee's supervisor. The report must include the nature and circumstances pertaining to the injury, specifics such as the date, time, and location the injury occurred, and contact information regarding any witnesses involved.

Drug and Alcohol-Free Workplace

The use of, and/or being under the influence of controlled substances on the job is inconsistent with the behavior expected of City employees, subjects all employees and the public to unacceptable safety risks, and undermines the City's ability to operate effectively and efficiently. Therefore, it is the policy of the City to maintain a drug-free workplace, where alcohol or controlled substances are not allowed. An exception exists for Police Department employees whose duties require possession of drugs and/or possession or consumption of alcohol in the course and scope of job duties (i.e., undercover assignments). Alcohol may only be consumed in the course and scope of a Police Department employee's job duties with prior specific approval by the Chief of Police or designee.

Controlled substances are drugs in any unauthorized form as defined in Sections I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 81 and as further defined in regulation 21 C.F.R. 1308.11-1308.15), as well as any applicable Iowa statutes regulating alcohol and controlled substances. The unlawful manufacture, distribution, dispensing, possession, sale, or use of a controlled substance in the workplace, or any premise where City business is carried out, is strictly prohibited.

The Drug-Free Workplace Act of 1988 requires employees to report any conviction under a criminal drug statute for violations occurring on the Employer's premises, or off the Employer's premises while conducting official City business. Employees must report a conviction to their department head within five (5) work days after conviction. Failure to do so may result in discipline, up to and including termination.

Drug and Alcohol Testing Policy

The City's Drug and Alcohol Testing Policy was adopted in accordance with the Omnibus Transportation Employee Testing Act of 1991 and the regulations issued by the U.S. Department of Transportation, which requires drug and alcohol testing of employees who are required to perform safety-sensitive functions in connection with the operation of a commercial vehicle and who must possess a Commercial Driver's License in order to do so.

In addition, the City may test non-CDL employees in the event of reasonable suspicion or post-accident in accordance with the **Drug and Alcohol Testing Policy for non-CDL Employees and Volunteers**.

Incompatible Activities

Employees may not engage in any activity or enterprise which is incompatible with their job duties and responsibilities; with the responsibilities, functions and mission of their department; or with other interests of the City. Any employment, activity, or enterprise will be considered incompatible with City employment if it:

1. Involves the personal use, whether for financial gain or not, of the City's time, facilities, equipment, or supplies, or the badge, uniform, prestige, or influence of a City office or employment; or
2. Involves the receipt or acceptance by the employee of any money or other consideration from anyone other than the City for performance of an act which the employee would be required or expected to render in the regular course of City employment or as part of the duties as a City employee; or
3. Involves the performance of a non-work-related act by a City employee which may later be subject, directly or indirectly, to control, inspection, review, audit, or enforcement by such employee or the employing agency. If an employee has responsibility for inspection, enforcement, or other official City actions, and the employee has close or extended family members whose personal or business activities are subject to inspection, enforcement, or action by that employee, the employee must: 1) disclose such relationship to their supervisor, and 2) recuse themselves from participating in inspections, enforcement, or other actions related to that close or extended family member.

No Smoking, Smokeless Tobacco, or e-Cigarettes

The use of smoking and smokeless tobacco and electronic cigarettes is prohibited in all buildings, facilities, vehicles, and equipment owned or operated by the City, as well as on all public grounds and parking lots. City employees who visit private property to conduct their work activities may not smoke or use smokeless tobacco or electronic cigarettes while working.

Smoking and the use of smokeless tobacco or electronic cigarettes may only take place while the employee is on a break and in areas where such use is permitted. Violations of smoking, smokeless tobacco, and e-cigarette regulations may result in discipline, up to and including termination.

Discipline and Grievances

Disciplinary Action

Discipline will be administered for infractions of City policies, regulations, management goals, and other guidelines as set forth by the City. Disciplinary action may be in the form of a verbal warning, written reprimand, demotion, suspension, or discharge.

Discipline is generally administered in a progressive manner and is cumulative in nature. The basic purpose of progressive discipline is to provide an employee the opportunity to modify behavior to conform to the City's standards of performance or conduct. However, the City is not required to follow all the steps of progressively serious discipline in every case. The seriousness of the offense and the record of the employee will be judged on their own merits, and discipline applied accordingly.

Disciplinary action, up to and including termination, may result from factual information gathered from either an internal investigation or a criminal investigation and conviction. In addition, employees may be dismissed for unsatisfactory work performance whenever work habits, attitude, production, or ability to handle the duties of the position fall below the desired standards for continued employment. See the complete **Discipline Policy** for further details.

Grievance Procedure Overview

The purpose of grievance procedures is to fairly and efficiently resolve disputes regarding the interpretation or application of employee policies. Matters covered by a collective bargaining agreement are subject to the grievance procedures contained in that agreement. Employees are assured freedom from retaliation for using the grievance procedure.

Grievances may be initiated only by the affected employee. However, the employee may request the assistance of another person to prepare and/or present the employee's case. There are important time limits for pursuing a grievance throughout the process.

If you have a problem or complaint, first try to settle it through discussion with your immediate supervisor as soon as possible. If you do not believe the problem has been satisfactorily resolved after this discussion, you may discuss it with your supervisor's immediate supervisor or department head.

If you are not satisfied with the result of the departmental discussion, you may proceed with a written grievance, which has four potential steps:

- Step 1 Review by your immediate supervisor
- Step 2 Review by your supervisor's supervisor
- Step 3 Review by the department head
- Step 4 Review and final decision by the City Manager or designee.

Written grievances can be submitted by using the **Employee Complaint Procedure and Form**.

Separation

Voluntary Separation

For any voluntary separation, employees are expected to give as much notice as possible. A two-week written notice is the minimum, but employees in certain critical roles are asked to give at least one month notice.

Retiring employees may apply for retirement benefits through the appropriate retirement system. Employees retiring under the IPERS or MFPRSI systems must meet the retirement criteria through their respective system. An employee covered by the utility retirement plan must be at least 55 years of age and have 8 years of service with the City to be eligible to receive a retirement sick leave payout and continue under the City's health insurance plan as a retiree.

Exit Questionnaire. Employees leaving the City will have the opportunity to complete a voluntary exit questionnaire and/or meet with a representative of the Human Resources Department prior to separation. Information provided will help the City in creating an enjoyable and stimulating work environment and ensuring the City's competitiveness in the job market.

Involuntary Separation

Discharge during the employee's probationary period is without right to appeal as provided in the **Grievance Policy** and, in the case of Civil Service employees, as provided by Iowa Code Chapter 400. Disciplinary discharges shall be in accordance with the **Discipline Policy**. When employment separation is due to appropriate disciplinary action, no advanced notice is required. Temporary employees, including seasonal, may be discharged for any lawful reason without right to appeal. In instances where a reduction in force occurs, the **Reduction in Force Policy** applies.

Glossary

The following terms are defined as follows for purposes of this Handbook as well as any separate City policies, except where a policy includes a different definition:

Applicant—a person who has completed an application and/or other processes required to be considered for employment.

At-Will Employment—a legal term meaning that either the employee or the employer may terminate the employment relationship at any time for any reason or for no reason.

Callback—when an employee is called back to work after having been released from the regular day's work, or called in for unscheduled work before their regular starting time of any day.

Civil Service—all regular full-time positions of employment in the service of the City except those exempted by Section 400.6 of the Code of Iowa.

Class—all positions sufficiently similar in duties, authority and responsibility to permit grouping under a common title and application of common standards of selection, transfer, promotion, and salary.

Close Family Member—a member of the employee's household, current or former dependents, or an individual who had a close role in raising the employee as a child. An employee who claims that an individual is a close family member for the purposes of accessing leave benefits may be required to support their claim with evidence.

Compensation—total salary, wages and benefits earned by or paid to any employee by reason of City employment.

Compensatory Time-Off—time off from work in lieu of monetary payment for overtime worked.

Employee—a person who is employed by the City and is compensated by salary or hourly wages. Not included are elected officials, appointed members of boards and commissions, volunteers, contractors, and employees of contractors.

Extended Family Member—a relative of an employee, whether by blood, marriage, or adoption, who is not considered a close family member.

Leave—an approved absence from work as provided for by this Handbook.

Overtime—authorized time worked by an employee in excess of regular work schedule as provided for in the Fair Labor Standards Act, in a collective bargaining agreement, or elsewhere in these Policies and Procedures.

Reduction in Force—the involuntary, non-disciplinary separation of an employee from a position because of a reduction in the number of positions. Layoff.

Regular Employee—an employee whose position has been authorized by the City Council, and whose normal work schedule is at least 20 hours per week. Regular employees are entitled to benefits such as leaves and insurance.

