

**TEMPORARY SPECIAL EMPLOYMENT POLICIES
FOR CERTAIN CITY OF AMES
FINANCE, FIRE, FLEET SERVICES,
PARKS AND RECREATION, PUBLIC WORKS, AND
WATER & POLLUTION CONTROL DEPARTMENT EMPLOYEES**



EFFECTIVE OCTOBER 24, 2024

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ARTICLE 1
APPLICABILITY

1.1 These policies are unique to those employees formerly subject to the provisions of a collective bargaining agreement between the City of Ames and the International Union of Operating Engineers, Local No. 234. The policies outlined below, where in conflict with the City's Employee Handbook and related policies, will supersede such policies. It is the intent that the policies outlined below are being adopted on a temporary basis, in order to provide time to develop an appropriate set of permanent employment policies.

1.2 Positions Subject to These Policies. All regular employees of the Finance, Fire, Fleet Services, Parks and Recreation, Public Works, and Water & Pollution Control Departments of the City of Ames in the following positions: Meter Reader, Senior Meter Reader, Traffic Technician, Traffic Signal Technician, Traffic Signal Technician Lead Worker, Maintenance Technician I, Maintenance Technician II, Resource Recovery Maintenance Technician I, Resource Recovery Maintenance Technician II, Fleet Technician, Lead Fleet Technician, Mechanic Assistant, Plant Maintenance Specialist, Maintenance Worker, Park Maintenance Specialist, Senior Maintenance Worker, Senior Heavy Equipment Operator, Streets Maintenance Lead Worker, Building Maintenance Specialist, Water Meter Technician, Plumbing Inspector, Electrical Inspector, Building and Zoning Inspector, Housing Inspector, Water Plant Operator, Water and Water Pollution Control Laboratory Analyst, Water Pollution Control Plant Operator, Plant Maintenance Operator, Water and Pollution Control Laboratory Technician, Water Utility Locator, Resource Recovery Maintenance Operator, Resource Recovery Equipment Operator, Process Maintenance Worker, and Resource Recovery Lead Operator.

1.3 Positions Excluded from These Policies. All other City employees.

ARTICLE 2
DEFINITIONS

2.1 An employee is one described in Article I above.

2.2 A regular employee is a full-time or part-time permanent employee who has completed his/her probationary period.

A permanent employee is one whose employment is intended to be permanent and not temporary.

A full-time employee is one whose normal employment schedule is forty (40) hours or more per week.

A part-time employee is one whose normal employment schedule is for at least twenty (20) but less than forty (40) hours per week.

Excluded are employees whose normal employment schedule is less than twenty (20) hours per week.

Permanent employees hired on either a full-time or part-time basis shall be scheduled to work the number of hours for which they were hired unless modified because of unforeseen conditions or emergencies. In

such cases the affected employee will be notified of this change at least ten (10) days in advance except in the case of emergencies.

A probationary employee is one who has not completed his/her first six months of continuous service with the City as a permanent employee. During the probationary period, such employee may be terminated, suspended, otherwise disciplined, or laid off for any reason at the sole discretion of the City.

2.3 Except where the context clearly indicates otherwise, the word "employee" shall be limited to mean "regular employee".

2.4 "Days" when used in these policies except where otherwise specified shall mean calendar days.

ARTICLES 3-5 (RESERVED)

ARTICLE 6 SENIORITY

6.1 Definition. Seniority shall mean length of continuous full time, regular service in the service of the City. Permanent part-time employees are eligible for seniority on a prorated basis.

6.2 Application. Subject to the other provisions of these policies, where qualifications, performance, ability and fitness are equal between those eligible for promotions to fill vacancies, or those subject to layoff or eligible for recall, seniority shall be considered in the selection of employees for such promotion, layoff or recall, and with respect to any such other matters as are expressly set out in this policy.

ARTICLES 7-8 (RESERVED)

ARTICLE 9 FILLING VACANCIES

9.1 Types of Appointment. All vacancies in the competitive service shall be filled by transfer or demotion from a preferred list or by appointment from certified eligibles. In the absence of persons eligible for appointment in these ways, temporary appointments may be made.

9.2 Notice of Vacancy. Whenever a vacancy in the competitive service in the City is to be filled, the Human Resources Director shall cause to be posted notification of openings on the bulletin board in each department and/or functional area. The City Clerk shall advise the Human Resources Director as to the availability of persons on preferred lists or on promotion or open eligible lists. If there is no preferred list available for the class, the appointing power shall have the right to decide whether to fill the vacancy by transfer, or appointment from a promotional or open eligible list, provided that vacancies in the classes above the lowest in a promotional series of classes shall be filled by promotion when qualified candidates can be found among those persons employed in such series of classes.

9.3 Appointment. After interviews and investigations, the appointing power shall make appointments from among those certified, and shall immediately notify the Clerk of the City of the persons appointed. A person accepting appointment shall present himself/herself to his/her department head for orientation, and processing on or before the date of appointment. If the applicant indicates acceptance of the appointment and presents himself/herself for duty within such period of time as the department head shall prescribe he/she shall be deemed to be appointed; otherwise, he/she shall be deemed to have declined appointment, unless within twenty-four (24) hours he/she presents acceptable reasons for his/her actions to the department head.

9.4 Temporary Appointment. Whenever there is a need for a short term or seasonal employee, or in the absence of a preferred list or certified eligible list, or when necessary to prevent the stoppage of public business, the appointing power may make a temporary appointment of an applicant meeting the minimum qualifications for the position until the services of the short-term employees are no longer required or until a list of eligibles can be certified. A temporary appointment to a Civil Service position made in the absence of a preferred or certified eligible list shall be limited to ninety (90) days for any one person in the same vacancy, but such limitation shall not apply to any person temporarily acting in a position regularly held by another. Temporary appointments to non-Civil Service positions covered by these policies shall be limited to one hundred twenty (120) days for any one person in the same vacancy, but such limitation shall not apply to any person temporarily acting in a position regularly held by another.

9.5 Temporary Assignments.

- (a) Policy. No employee shall be required to perform duties which are not closely related both in kind of work and in level of responsibility to duties normally assigned to positions in his/her class, except on a short-term temporary or emergency basis.
- (b) Vacancy Because of Resignation, Termination, Death, Leave of Absence. In the event of a vacancy caused by resignation, termination, death, leave of absence, etc., a replacement may be temporarily assigned the duties of the position. The replacement shall receive the appropriate remuneration beginning with the first day he or she assumes the new duties.
- (c) Short-Term Absences. Employees who replace others because of a short-term absence such as normal sick leave and vacation time shall be compensated at the out-of-class rate for any time beyond two (2) normal work weeks.
- (d) Written Assignment and Acceptance. An employee may receive out-of-class pay only when the department head designates in writing that such employee is serving in the higher classification.
- (e) Under Emergency Situations or Unforeseen Conditions. As determined by the department head, and not in conflict with other sections of this article, an individual may be temporarily assigned to a position with a higher rate of pay and receive same when such position is created for a longer period of time than one (1) working day.
- (f) Employees in the Water and Pollution Control Department who voluntarily act as relief operators will receive the Operator pay scale at the appropriate level when they are operating a shift. For purposes of time-in-grade calculation to determine the appropriate pay level while acting as relief operators, the provisions of Section 12.5 (Time-In-Grade-Credit) will be applied in the same manner as in the case of promotions.

ARTICLE 10
(RESERVED)

ARTICLE 11
HOURS OF WORK, PAY RATES

11.1

(a) Shift Workers.

- (1) Employees whose jobs are such that service requirements impose the necessity for continuous or substantially continuous operation of those jobs or operation of such jobs seven (7) days a week even though not continuously, shall be designated as "shift workers."

- (2) Eight (8) consecutive hours shall constitute a regular work day for shift workers except where time excluded for meals is authorized by the City.
- (3) Five (5) regular work days shall be worked regularly within a regular work week, and all days off shall run consecutively unless otherwise authorized by the City.
- (4) Shifts and scheduled work days shall be rotated between employees concerned, to the end that each employee shall serve his/her fair share of each shift. Scheduled regular work days and regular work hours shall be posted, and any changes made shall be posted at least ten (10) days in advance except in the case of emergencies or unforeseen circumstances. The ten (10) day written notice provision may be waived in the case of special assignments upon written agreement of the involved employee(s) and supervisor(s). No employee shall be coerced to waive the notice period.
- (5) Designated holidays shall be observed as officially recognized holidays except that Christmas Day, Thanksgiving Day, Labor Day, Independence Day, and New Years Day will be recognized on the actual holiday.

(b) Day Workers.

- (1) Employees other than shift workers shall be designated "day workers".
- (2) Eight (8) consecutive hours, excluding time out for meals, shall constitute a regular work day for day workers.
- (3) Five (5) consecutive regular work days shall constitute one regular work week for day workers. Scheduled regular work days and regular work hours shall be posted and any changes made shall be posted at least ten (10) days in advance except in the case of emergencies or unforeseen circumstances. The ten (10) day written notice provision may be waived in the case of special assignments upon written agreement of the involved employee(s) and supervisor(s). No employee shall be coerced to waive the notice period.

(b-1) Sections 11.1(a) and 11.1(b) are not applicable for those persons who are employed by the Resource Recovery Division. The following procedures will govern shifts at the Resource Recovery Plant.

Employee weekly work shifts will be posted on the Resource Recovery Plant bulletin board on each preceding Friday afternoon.

Starting times for employees shall not deviate from these posted schedules except for the following reasons:

- (A) Downtime at the Electric Power Plant with any equipment affecting the ability of the plant to dispose of RDF;
- (B) Downtime at the Resource Recovery Plant with any equipment affecting the ability of the plant to process solid waste;
- (C) Mechanical problems with the solid waste equipment causing a slowdown in the processing of solid waste.

In cases where C occurs and necessitates employees reporting to work prior to the posted starting times, they shall be entitled to time and one-half pay for hours worked prior to the posted starting time.

A shift premium shall be paid to Resource Recovery workers as follows:

Any shift starting between 9:00 p.m. and 2:00 a.m. shall be paid a shift differential of one dollar (\$1.00) per hour.

The classification of Resource Recovery Lead Operator shall be considered a day worker and will function as a utility worker providing relief in cases of vacation, sick leave and other special staffing situations.

(c) Meals.

- (1) Regular Work Week. If an employee is required to report to duty three (3) hours prior to his/her normal work day or works three (3) hours after his/ her normal work day or six (6) hours after the evening meal, the employee shall be entitled to a meal at City expense on his/her own time unless the meal is provided at the job site.
- (2) Holidays and Scheduled Days Off. If an employee works four (4) hours or more of overtime and through a meal or four (4) hours or more after the evening meal, the employee shall be entitled to a meal at City expense on his/her own time unless the meal is provided at the job site. Water Plant and Water Pollution Control Plant Operators shall be excluded when operating.
- (3) Reimbursement Rate. Employees will be paid for each meal earned through regular payroll at the rate of one-third (1/3) the Federal Per Diem Rate for meals and incidentals as published annually by the Internal Revenue Service.

(d) Rates of Pay -- Regular Work Week.

- (1) Straight Time. Straight time pay shall be paid for five (5) regularly scheduled eight (8) hour days per week.
- (2) Overtime Pay. Hours worked over eight (8) hours in a twenty-four (24) hour period beginning with the employee's normally scheduled starting time shall be paid at the rate of time and one-half (1 1/2) of an employee's regular hourly rate of pay. Double time shall be paid for hours worked over sixteen (16) hours in a twenty-four (24) hour period beginning with the employee's normally scheduled starting time.

For the purpose of determining overtime eligibility under this section, compensatory time or paid leave shall count toward eight (8) hours worked in a twenty-four (24) hour period.

For the purpose of determining double time eligibility under this section, compensatory time or paid leave shall count toward sixteen (16) hours worked in a twenty-four (24) hour period.

- (3) Compensatory time. An employee may elect to earn compensatory time off in lieu of overtime pay as determined by Sections 11.1(d)(2), 11.1(e), and 11.1(f) by notifying his/her supervisor by the end of the employee's pay period. If the employee does not notify the supervisor by the end of the pay period, the time shall be earned as overtime pay. In case of emergency with potential for state or federal reimbursement (as determined by the City Manager or Assistant City Manager), the compensatory time accrued in addressing the needs of the emergency situation shall be satisfied through a cash payment.

No regular full-time employee shall be allowed to accumulate more than eighty (80) hours of compensatory time. Compensatory time shall be granted at such times as are mutually agreed upon between the involved employee and his/her supervisor. Compensatory time off shall not

be granted in units of less than one-half (1/2) hour at a time.

(4) Alternate Work Schedules.

At the sole discretion of management a shift comprising forty (40) hours per week of other than five (5) eight (8) hour days may be adopted for specific work units provided that each shift is not more than ten (10) hours per day. Overtime on a daily basis shall be paid for hours worked beyond a normally scheduled shift; e.g. for a ten (10) hour shift overtime shall begin with the eleventh (11th) hour. Should this provision be implemented, notice will be given to affected employees in accordance with Section 11.1(a)(4) or 11.1(b)(3).

For those employees on a work schedule of more than eight (8) hours per day, holiday pay of eight (8) hours shall be paid in accordance with Section 11.1(g); however, the employee may elect to use vacation or accrued compensatory time to make up the difference to equal the amount of a full day's pay.

(e) Rates of Pay-Scheduled Days Off - Saturday/Sunday.

- (1) For compensation purposes the day will start at the same time the employee is regularly scheduled to start in the work week.
- (2) The employee shall be paid at the rate of one and one-half (1 1/2) times his/her regular hourly rate for the first sixteen (16) cumulative hours worked. Thereafter, the employee shall be paid at the rate of double time for such additional hours until twenty-four (24) hours have elapsed from the normal starting time.

- (f) If an employee is released from duty and is thereafter called back to work at the overtime rate as provided therein, a minimum of two (2) hours at one and one-half (1 1/2) times his/her regular hourly rate shall be paid for such time worked.

This provision shall not apply, however, for hours worked immediately prior to an employee's normal work shift if the employee is already at the work site and is willing to begin work. In this case, the regular overtime rate shall apply for extra time worked; with the employee still being entitled to work his/her full regular work shift.

- (g) Rates of Pay - Holidays. All of the provisions of Article 11.1(d) shall govern compensation for holidays with the following addition:

- (1) Eight (8) hours straight time compensation for the holiday in addition to the above.

As provided for in Section 11.3(a), an employee who takes sick leave on the closest regularly scheduled workday preceding or following a holiday may be required by the department head or his/her designee to provide a Physician's Certificate stating the reason for the absence. Failure to provide this Physician's Certificate in accordance with Section 11.3(a) will result in the loss of holiday pay.

- (h) Method of Computing Pay Rates. The annual rate of compensation for full time employees shall be computed by multiplying the hourly rate by 2080. The monthly rate shall be computed by dividing the annual rate by twelve (12). Any necessary rounding shall be in the conventional manner.
- (i) Any employee who is required to work continuously past his/her regular quitting time, will be notified one-half (1/2) hour before the regular quitting time.

- (j) (1) Rest Time. If a Public Works employee is required to work outside of his/her regular hours between midnight and 4:00 a.m. such that he/she does not have eight (8) hours between release from the call back work and the beginning of his/her next day regular work time, the employee shall be entitled to one hour of rest time off at the straight time rate for each hour worked between midnight and 4:00 a.m. during the next day regular work time. The time off for rest may be taken at the beginning or end of the regular work schedule by mutual agreement with the employee's supervisor. If the time for taking the rest time cannot be agreed upon, the employee shall take the rest time at the beginning of the workday. This section shall not apply to:
- (a) Snow and ice crews when shifts are in effect.
 - (b) Shift workers who may split shifts covering an absence.
 - (c) When the next day is a holiday, a weekend, or the employee is scheduled for vacation.
- (2) Snow and Emergency Response Crews. An employee specifically assigned to snow and ice removal/control or other emergency response duties shall, after sixteen (16) or more continuous hours of work, be granted a rest period of at least eight (8) hours. When an employee is working under these circumstances the supervisor shall determine when the employee shall be permitted to leave work to begin the rest period. The rest period shall expire before the employee shall be instructed to report back to work. If any portion of such rest period extends into the employee's normally scheduled work period, the employee shall be paid for those hours at the straight time rate.

This section shall apply to Public Works Operations Division employees, as well as to employees from other City departments who either voluntarily or involuntarily are assigned to perform any work under the direction of the Operations Division.

11.2 Leaves

- (a) The following leaves and related topics will be administered under the Employee Handbook:
- (1) Vacation
 - (2) Holidays
 - (3) Payment for Unused Sick Leave Upon Retirement
 - (4) Family Sick Leave
 - (5) Family and Medical Leave
 - (6) Maternity/Parental Leave
 - (7) Emergency Leave
 - (8) Funeral Leave
 - (9) Injury Leave
 - (10) Military Leave
 - (11) Jury Duty Leave

11.3 Sick Leave

- (a) Policy and Procedures. All probationary and full-time permanent employees shall be entitled to sick leave with pay at the rate of one (1) working day for each calendar month of service. Sick leave shall not be considered as a right which an employee may use at his/her discretion, but shall be allowed only in the case of actual personal sickness, disability, or as utilized by Section 11.4 of this Article. Sick leave may also be used for physical examinations and consultation with physicians. Sick leave accrual rates for part-time employees are outlined in Section 23.1.

In order to receive compensation while absent on sick leave, the employee shall notify his/her immediate supervisor or the City Manager prior to the time set for beginning his/her daily duties. All

sick leave shall be approved by the department head and City Manager. The department head may waive the daily notification requirement in cases of extended sick leave. In such cases the department head may require periodic reports of the employee's medical status and prognosis.

An employee may be required to provide substantiation of sick leave use which occurs immediately preceding or following a holiday, as provided by Section 11.1(g).

If, during an absence of three (3) days or less, a department head suspects an employee is abusing sick leave, the employee may be required by his/her supervisor to provide a Physician's Certificate. The parties recognize that patterns of sick leave use may be indicative of abuse. These 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 his/her reasons for such absences. If the employee claims to suffer from a chronic or recurring illness, the department head may require the employee to submit a physician's statement attesting to the condition and its effect on the employee's ability to perform the duties of his/her position, as well as the prognosis. The employee and supervisor will agree on a plan, including a time frame, to improve attendance. The plan will be in writing. If attendance does not improve as agreed, or if the employee refuses to cooperate, discipline may be imposed.

Sick leave may be accumulated from year to year with no maximum limit and may be granted in minimum units of one-half (1/2) hour.

An employee receiving temporary disability payments under the Worker's Compensation Laws may use accumulated sick leave in order to maintain his/her regular income.

Employees who are granted a leave of absence with pay for any purpose shall continue to accrue sick leave during such absence.

An employee who enters the employ of the City before the sixteenth (16th) day of the month or who leaves the employ of the City after the fifteenth (15th) day of the month shall earn sick leave for that month.

11.4-11.6 (RESERVED)

11.7 Leave of Absence Without Pay. The City Manager may grant a permanent or probationary employee a leave of absence without pay if in his/her opinion such leave will serve the best interests of the City. No such leave shall be granted except upon written request of the employee setting forth the reason for the request. Upon expiration of a regularly approved leave or within a reasonable period of time after notice to return to duty, the employee shall be returned to the position held at the time leave was granted. Failure on the part of an employee on leave to report promptly at its expiration, or within a reasonable time after notice to return to duty, shall be cause for discharge. Leave of more than sixty (60) days, except for disability, shall result in loss of seniority right. Sick leave or vacation benefits do not accrue during a leave without pay.

Department heads may grant a permanent or probationary employee a leave of absence without pay for a period not to exceed one (1) week. Such leave shall be reported immediately to the City Manager.

11.8-11.10 (RESERVED)

11.11

- (a) Clothing and Equipment Provisions. Attached hereto is an addendum indicating clothing and equipment provided employees (safety equipment - OSHA approved).

- (b) Tool Allowance. Full-time skilled and semi-skilled mechanics in the Fleet Services shop shall receive an annual tool reimbursement in the amount of four hundred dollars (\$400). In order to receive the tool reimbursement, the mechanic must submit copies of the receipts to his/her supervisor to verify purchase of tools.

ARTICLE 12 TRANSFER, PROMOTION, DEMOTION

12.1 Promotion. A promotion is the movement of an employee other than by reclassification from one class to another class having a higher maximum rate of pay.

An employee receiving a promotion shall be entitled to receive the "A" rate of compensation in the classification to which he/she is being promoted. If the employee is currently receiving a higher rate of pay than the "A" step, such employee shall receive the rate of pay corresponding to the nearest higher step in the new classification. The placing of an employee in a new step is for compensation purposes only. Time-in-grade credit will be determined according to Section 12.5 below.

12.2 Demotion. A demotion is the movement of an employee from one class to another class having a lower maximum rate of pay.

An employee receiving a demotion shall be entitled to receive the rate of pay corresponding to the nearest in the new classification lower than his/her present rate of pay. The placing of an employee in a new step is for compensation purposes only. Time-in-grade credit will be determined according to Section 12.5 below.

12.3 Transfer. A transfer is the movement of an employee from one position to another position in the same class or to another classification having the same pay range assignment.

If an employee receives a transfer to a classification with a "C" step identical to the "C" step in the present classification, the employee shall not be entitled to any increase in pay but shall be entitled to receive time-in-grade credit as outlined in Section 12.5 below.

If an employee is reassigned within the City in the same classification, he/she shall be entitled to the same rate of pay and time-in-grade credit that was present prior to the reassignment.

12.4 Rates of Pay/Effective Date. Any employee who receives a promotion, demotion or transfer will receive the applicable rate of pay in a step as outlined above and shall not be entitled to any rate of pay inconsistent with steps after such action.

12.5 Time-in-Grade Credit. For promotion, demotion and transfers, the following policy shall govern.

An employee who is promoted, demoted, or transferred to a new classification that is directly related to his/her present classification, as outlined below, shall be entitled to one (1) month credit for each one (1) month worked in the present classification.

An employee who is promoted, demoted, or transferred to a new classification that is related to his/her present classification, as outlined below, shall be entitled to two (2) months credit for each three (3) months worked in the present classification.

An employee who is promoted, demoted or transferred to a new classification that is unrelated to his/her present classification, as outlined below, shall be entitled to one (1) month credit for each three (3) months worked in the present classification. In no case shall an employee receive more than six (6) months credit for unrelated work.

DIRECTLY RELATED

Within Division

Building & Zoning Inspector	Plumbing Inspector
Building & Zoning Inspector	Electrical Inspector
Building & Zoning Inspector	Community Codes Liaison
Electrical Inspector	Community Codes Liaison
Fleet Technician	Lead Fleet Technician
Housing Inspector	Building & Zoning Inspector
Housing Inspector	Plumbing Inspector
Housing Inspector	Electrical Inspector
Housing Inspector	Community Codes Liaison
Maintenance Worker	Building Maintenance Specialist
Maintenance Worker	Senior Heavy Equipment Operator
Maintenance Worker	Parks Maintenance Specialist
Maintenance Worker	Senior Maintenance Worker
Maintenance Worker	Water Utility Locator
Mechanic Assistant	Fleet Technician
Meter Reader	Senior Meter Reader
Plumbing Inspector	Electrical Inspector
Plumbing Inspector	Community Codes Liaison
Process Maintenance Worker	Resource Recovery Equipment Operator
Resource Recovery Maintenance Operator	Resource Recovery Lead Operator
Resource Recovery Maintenance Tech II	Resource Recovery Lead Operator
Resource Recovery Maintenance Tech II	Resource Recovery Maintenance Operator
Traffic Signal Technician	Traffic Signal Technician Lead Worker

Outside Division

Heavy Equipment Operator	Senior Heavy Equipment Operator
Maintenance Worker	Building Maintenance Specialist
Maintenance Worker	Parks Maintenance Specialist
Maintenance Worker	Senior Maintenance Worker
Maintenance Worker	Water Utility Locator
Parks Maintenance Specialist	Building Maintenance Specialist
Resource Recovery Equipment Operator	Senior Heavy Equipment Operator
Water Meter Technician	Maintenance Worker

RELATED

Within Division

Laborer	Maintenance Worker
Maintenance Worker	Heavy Equipment Operator
Maintenance Worker	Plant Maintenance Specialist
Maintenance Worker	Senior Heavy Equipment Operator
Maintenance Worker	Traffic Signal Technician
Maintenance Worker*	Water Plant Operator
Maintenance Worker*	WPC Plant Operator
Resource Recovery Maintenance Tech I	Resource Recovery Lead Operator

Resource Recovery Maintenance Tech I
Senior Maintenance Worker
Traffic Technician
Water Plant Operator
Water/WW Laboratory Technician
WPC Plant Operator

Resource Recovery Maintenance Operator
Plant Maintenance Specialist
Traffic Signal Technician
Plant Maintenance Specialist
Water/WW Laboratory Analyst
Plant Maintenance Specialist

Outside Division

Laborer
Maintenance Technician I
Maintenance Worker
Maintenance Worker
Maintenance Worker
Maintenance Worker
Maintenance Worker
Maintenance Worker
Maintenance Worker
Maintenance Worker
Maintenance Worker*
Maintenance Worker*
Meter Reader
Parks Maintenance Specialist
Plant Maintenance Specialist
Plant Maintenance Specialist
Resource Recovery Equipment Operator
Senior Maintenance Worker
Senior Meter Reader
Water Plant Operator
Water Plant Operator
Water Plant Operator
Water Plant Operator
Water Plant Operator
Water/WW Laboratory Analyst
Water/WW Laboratory Analyst
Water/WW Laboratory Technician*
Water/WW Laboratory Technician*
WPC Plant Operator
WPC Plant Operator
WPC Plant Operator
WPC Plant Operator
WPC Plant Operator
WPC Plant Operator*

Maintenance Worker
Water Meter Technician
Heavy Equipment Operator
Plant Maintenance Specialist
Process Maintenance Worker
Resource Recovery Equipment Operator
Resource Recovery Maintenance Operator
Senior Heavy Equipment Operator
Senior Maintenance Worker
Traffic Technician
Water Meter Technician
Water Plant Operator
WPC Plant Operator
Water Meter Technician
Water Meter Technician
Resource Recovery Lead Operator
Resource Recovery Maintenance Operator
Senior Heavy Equipment Operator
Plant Maintenance Specialist
Water Meter Technician
Laboratory Analyst
Laboratory Technician
Plant Maintenance Specialist
Resource Recovery Lead Operator
Resource Recovery Maintenance Operator
Water Plant Operator
WPC Plant Operator
Water Plant Operator
WPC Plant Operator
Laboratory Analyst
Laboratory Technician
Plant Maintenance Specialist
Resource Recovery Lead Operator
Resource Recovery Maintenance Operator
Water Plant Operator

UNRELATED -- All other relationships

*with required operator certification, otherwise unrelated.

ARTICLES 13-16
(RESERVED)

ARTICLE 17
MEDICAL EXAMINATIONS FOR RESOURCE RECOVERY PERSONNEL

17.1 Due to the nature of the materials handled at the Resource Recovery Plant, all employees exposed to these materials will be provided by the City with a basic annual physical examination. A hearing test, x-rays (if required by attending physician) and tetanus shots will also be provided. Arrangements for such physicals may be made through the Public Works Director's office.

ARTICLE 18 MISCELLANEOUS RULES

18.1-18.5 (RESERVED)

18.6 Residence Requirement. The required residence area is the area bordered by the Boone and Story County lines on the north and south, State Highway 65 on the east; and on the west, County Road R27 north of Boone, and the Des Moines River south of Highway 30 to the Boone County line. Communities intersected by the borderlines, and Zearing, shall be considered within the area. The permitted residency area is that area inside the borderlines. The area adjacent to but outside the borderlines is not included. After completing his/her probationary period, a new employee shall, within three (3) months, reside within the residency area. The department head may allow an employee up to an additional three (3) months if the employee provides documentation of financial commitment to move within the residence area.

18.7 Unreasonable Weather. The City will not require employees covered by these policies to work out of doors during unreasonable weather conditions unless such work is necessary to protect life or property or maintain service to the public.

ARTICLES 19-22 (RESERVED)

ARTICLE 23

23.1 Part-Time Employees. Part-time employees are those employees who work 20 or more hours but less than 40 hours per week. Part-time employees for the purpose of sick leave, vacation, and holidays, are defined as:

- (a) Status 2 - part-time employees working 20 or more hours per week. Receive one-half (1/2) benefits for sick leave and vacations. In terms of holidays, half-time employees (Status 2) would receive time and one-half (1-1/2) compensation for any hours worked on a scheduled, designated holiday. Effective July 1, 2005, Status 2 employees working on a holiday will be entitled to four (4) hours straight time compensation for the holiday in addition to the above. Those Status 2 employees not working on a holiday receive four (4) hours pay.
- (b) Status 5 - part-time employees working 30 or more hours per week. Receive three-fourths (3/4) benefits for sick leave and vacations. In terms of holidays, three-fourths time employees (Status 5) receive time and one-half (1-1/2) compensation for any hours worked on a scheduled, designated holiday. Effective July 1, 2005, Status 5 employees working on a holiday will be entitled to six (6) hours straight time compensation for the holiday in addition to the above. Those Status 5 employees not working on a holiday receive six (6) hours pay.

Part-time employees shall be eligible for overtime compensation only for those hours worked in excess of forty (40) hours per week. A part-time employee required to work continuously past his/her regular quitting time will be notified one-half (1/2) hour before his/her regular quitting time, except in unforeseen circumstances.

The City shall attempt to schedule part-time hours on a regularly scheduled basis, however, the parties understand that these employees shall not be guaranteed a set schedule. Starting times, ending times,

working hours, working days, or number of days may vary, depending upon the needs of the City. The City will attempt to give as much notice as possible when changes occur. Work assignments of less than two (2) hours will be scheduled before 11:30 p.m. of the previous day.

A part-time employee called back to work after or before his/her regular shift shall receive a minimum of two (2) hours straight time. If the employee and management mutually agree, this two (2) hour minimum may be waived, if such waiver is in writing.

The provisions of Section 11.1 do not apply to part-time employees.

ARTICLE 24 (RESERVED)

ARTICLE 25

25.1 Standby. An employee is assigned to standby when the employer directs the employee, in writing, to be accessible by phone, portable radio or pager and be prepared to work. An employee who has not been assigned to standby duty shall not be penalized if unable or unwilling to work when requested to do so.

When it is required by the City for an employee to standby, it shall be for periods of one (1) day or more at the rate of 1.5 hours per day at the employee's regular hourly rate as determined by the supervisor requiring standby. When on standby, the employee must be prepared to immediately respond to any call-in with a minimal amount of delay.

ARTICLE 26 CLOTHING AND EQUIPMENT

The following articles of protective clothing and equipment will be provided by the City as required for the safety of the employee: safety shoes, prescription safety glasses or safety goggles, work gloves, hard hats, protective face shields, noise dampeners, work gloves insulated against electrical shock, and other necessary safety equipment. Where present employees are without the listed articles, those items will be provided. All articles provided for the safety of the employee will conform to O.S.H.A. standards. The City may elect to provide non-protective clothing and equipment in addition to the listed items.

Ownership of all clothing and equipment provided by the City is retained by the City, without restriction, with the exception of safety shoes and prescription safety glasses which become the property of the employee when issued. In consideration of this ownership, any employee who does not complete his or her probationary period will be required to reimburse the City for the cost of those safety shoes and prescription safety glasses which were issued upon initial employment. Items listed will be replaced as needed; items must be turned in before a replacement item will be issued. Replacement of safety glasses shall include transitional lenses or photo greys initially paid for by the employee. If an employee requires replacement lenses due to a prescription change, the City shall pay for the new lenses.

Employees are responsible: to maintain all clothing and equipment provided; to exercise care in the use of that clothing and equipment; to clean that clothing provided; to make minor repairs of that clothing (i.e., replace buttons and repair small tears); and to wear that clothing and equipment while performing his or her work in conformance with this contract. Employees may not use any clothing or equipment provided by the City for personal use.

All uniforms which are furnished to employees by the City are to be worn only when "on duty" or when traveling to or from work. Employees who are in transit to or from work may make ordinary stops in places such as grocery stores, etc., which do not reflect poorly on the image of the City. Employees shall not indulge in the use of alcoholic beverages in public places while wearing uniforms bearing City

identification.

All of the above items are to be kept at the employees' work station, except that shirts, trousers, safety shoes and glasses may be worn to and from work. In cold weather parkas may be worn to and from work. Resource Recovery Plant employees are not to remove any of the above items from the Resource Recovery Plant.

ADDENDA A-E
(RESERVED)

ADDENDUM F
SKILL-BASED PAY PLAN

1. PURPOSE

- 1.1. The purpose of the skill-based pay plan is to promote voluntary skills development among maintenance employees in the Water and Pollution Control Department and Resource Recovery Plant and among traffic technician employees in the Traffic Division. The plan provides a mechanism where employees are able to gain and utilize increased knowledge, skills, and abilities on the job to the benefit of the City, and to provide a mechanism for the City to compensate employees for the additional value they provide to the organization.

2. EXCLUSIVE TO WATER AND POLLUTION CONTROL DEPARTMENT, RESOURCE RECOVERY PLANT, AND TRAFFIC DIVISION

- 2.1. This skill-based pay plan is designed exclusively for the Water and Pollution Control Department, Resource Recovery Plant, and Traffic Division. No provision of this agreement shall apply to employees of any other department or division.

3. VOLUNTARY PARTICIPATION

- 3.1. The intent of the skill-based pay plan is that it be a voluntary program that is driven by individual employees' desire to increase their maintenance abilities and to increase their compensation. Employees may set their own pace as they work through the skill blocks, and determine how far through the skill blocks they choose to advance.
- 3.2. Nothing in this skill-based pay plan shall be construed as restricting or limiting the City from assigning various training programs or making training mandatory.
- 3.3. No employee shall be disciplined or in any other way disadvantaged due to non-participation in the skill-based pay system. Participation in the voluntary skill-based pay system may be considered along with other factors when making employment decisions such as advancements and promotions.

4. JOB CLASSIFICATIONS

- 4.1. The skill-based pay plan shall consist of a two-step job classification system.
- 4.1.1. The entry-level maintenance position into the Water and Pollution Control Department has been and will continue to be the 6110 Treatment Plant Maintenance Worker classification.
- The entry-level maintenance position into the Resource Recovery Plant has been and will continue to be the 5412 Process Maintenance Worker classification.
- The entry-level traffic technician position into the Traffic Division has been and will continue to be the 1137 Traffic Technician classification.
- 4.1.2. The first promotional step in the skill-based pay plan for Water and Pollution Control shall be the 6117 Maintenance Technician I classification.
- The first promotional step in the skill-based pay plan for Resource Recovery shall be the 6119 Resource Recovery Maintenance Technician I classification.

The first promotional step in the skill-based pay plan for the Traffic Division shall be the Traffic Technician II classification.

- 4.1.3. The second promotional step in the skill-based pay plan for Water and Pollution Control shall be the 6118 Maintenance Technician II classification.

The second promotional step in the skill-based pay plan shall be the 6120 Resource Recovery Maintenance Technician II classification.

The second promotional step in the skill-based pay plan for the Traffic Division shall be the Traffic Technician III classification.

- 4.2. The existing Traffic Signal Technician classification shall be phased out of the Traffic Division. Any employee currently filling a Traffic Signal Technician position shall remain in that position, and shall continue to receive wage adjustments as may be adopted. Any employee currently filling a Traffic Signal Technician position shall be eligible to participate in the skill-based pay plan and the next step in the progression for this position shall be Traffic Technician III.

- 4.2.1. Upon vacancy of any Traffic Signal Technician position in the Traffic Division, the vacancy shall be filled by conducting an open public recruitment for a new Traffic Technician Worker who would become eligible to participate in this skill-based pay plan. The existing Traffic Signal Technician classification shall remain equal in pay to the Traffic Technician II in the City's pay plan.

- 4.3. The existing Traffic Signal Technician Lead Worker classification shall remain vacant until management determines there is a need for it to be filled. If management determines there is a need to fill the Traffic Signal Technician Lead Worker position, the vacancy shall be filled by an individual that has achieved the Traffic Technician III classification. If more than one person fills the Traffic Technician III classification, the vacancy shall be filled by conducting an internal recruitment of eligible candidates.

5. VACANCIES

- 5.1. Openings in Water and Pollution Control that result from vacancies in a Treatment Plant Maintenance Worker, W&PC Maintenance Technician I, or W&PC Maintenance Technician II shall be filled through an open public recruitment for Treatment Plant Maintenance Worker.

Openings in the Resource Recovery Plant that result from vacancies in a Process Maintenance Worker, Resource Recovery Maintenance Technician I, or Resource Recovery Maintenance Technician II shall be filled through an open public recruitment for Process Maintenance Worker.

Openings in the Traffic Division that result from vacancies in a Traffic Technician, Traffic Technician II, Traffic Technician III, or Traffic Signal Technician Lead Worker shall be filled through an open public recruitment for Traffic Technician.

- 5.2. Requests for lateral transfers or voluntary demotions from employees in other departments shall be treated in accordance with established procedures for vacancies in the entry level positions for each department. Existing City employees who wish to be considered for a lateral transfer or voluntary demotion must notify Human Resources in writing in order to

be included in the list of eligible candidates.

6. SKILL BLOCKS

6.1. Skill Block I

6.1.1. Employees who complete Skill Block I are expected to gain proficiency in the following areas:

6.1.1.1 RRP positions only: receipt and sorting of household hazardous materials

6.1.1.2 W&PC positions only: basic water or wastewater treatment processes and techniques, basic electric and electric safety; industrial piping, metering, and valves; power transmission systems; and basic metal fabrication,

6.1.1.3 Traffic Division positions only: sign and pavement marking installation processes, MUTCD requirements, basic signal operational instruction, basic electric and electric safety, trouble-shooting techniques, signal MUTCD requirements.

6.1.2. Completion of Skill Block I is quantified by obtaining the following licenses and certifications and the successful completion of the courses listed in 6.1.3.

6.1.2.1 Positions with the RRP must obtain a HAZWOPER certification from EHS Resource Group or other approved training entity as specified by the Metro Waste Authority's Regional Collection Center.

6.1.2.2 Positions with the W&PC Department must obtain an Iowa Department of Natural Resources Grade I operator's license in water treatment (Water Plant Division) or wastewater treatment (Water Pollution Control Division).

6.1.2.3 Positions with the Traffic Division must obtain the following certifications: IMSA Signs & Pavement Markings Technician Level I, IMSA Signs Technician Level II, IMSA Pavement Markings Technician Level II, IMSA Traffic Signal Technician, IMSA Traffic Signal Bench or Field Technician Level II.

6.1.3. Skill Block I shall consist of the following community college courses in addition to the HAZWOPER certification identified above for RRP employees or operator license identified above for W&PC employees:

6.1.3.1 RRP: 14 credits; See Attachment A for courses.

6.1.3.2 W&PC: (1) 3-cr. basic electricity & electrical safety; (1) 3-cr. industrial pipefitting, metering, and valves; (1) 3-cr. mechanical power transmission systems; 24-hr OSHA confined space certification; 30-hr basic water or wastewater course. Other courses may be approved by the Director of W&PC on a case-by-case basis.

6.1.3.3 Traffic: Skill Block I shall consist of the following community college course in addition to the above IMSA certifications for Traffic Division employees: ELT 303 – Principles of Electricity.

6.2. Skill Block II

- 6.2.1. Employees who complete Skill Block II are expected to gain proficiency in the following areas: basic electrical hardware, electrical schematics, and logic and control systems; pumps and seals; pneumatic and hydraulic systems; and troubleshooting and diagnostic tools and equipment.

Traffic Division only: Signal installation practices and procedures, electronics in signal controllers and coordination, network setup and functions, communication protocols, network architecture, IP addressing, router/switch configurations, - install, terminate, splice, and test and trouble-shoot fiber optic cable.

- 6.2.2. Completion of Skill Block II is quantified by obtaining the following licenses and certifications and the successful completion of the courses listed in 6.2.3.

6.2.2.1 (Reserved).

6.2.2.2 Positions with the W&PC Department must obtain an Iowa Department of Natural Resources Grade I distribution license (Water Plant Division) or an Iowa Department of Natural Resources Grade II wastewater operations license (Water Pollution Control Division).

6.2.2.3 Positions with the Traffic Division must obtain the following certifications: IMSA Signal Inspector, IMSA Traffic Signal Bench or Field Technician Level III, IMSA Fiber Optic Technician, Certified Fiber Optic Technician Course (CFOT).

- 6.2.3. Completion of Skill Block II is quantified by the successful completion of the following community college courses:

6.2.3.1 RRP: 15 credits. See Attachment A for courses. **All required courses must be completed during Skill Base Program**

6.2.3.2 W&PC:

Required: (1) 3-cr. in preventative maintenance, asset management, and troubleshooting.

Electives: Complete a total of (9) credits of coursework from the following specialties:

Power generation;
Advanced electrical (motor controls, PLC's, SCADA);
Plant process equipment (pumps, seals, hydraulics);
Structural and building repairs and modifications (metal fabrication, plumbing systems, and similar);
Chemical feed systems;
HVAC systems.

6.2.3.3 Traffic: Skill Block II shall consist of the following community college course in addition to the above IMSA certifications for Traffic Division employees: NET 147 – Networking Technologies, NET 213 – Cisco Networking.

- 6.3. Use of substitute classes must be approved on a case-by-case basis by the employee's immediate supervisor and by either the superintendent or department head.

7. PROGRESSION THROUGH SKILL BLOCKS

- 7.1. Skill Block I Requirements – W&PC Maintenance Technician I
 - 7.1.1. Employee must have a minimum of two years' time-in-grade in a position that performs maintenance work as a regular daily job responsibility in any City department.
 - 7.1.2. Employee must have at least one year as Treatment Plant Maintenance Worker in the Water and Pollution Control Department.
 - 7.1.3. Employee must have completed all required courses with a grade of "C" or better. OSHA certification and the basic water/wastewater course are not graded, and obtaining a certificate of completion shall be satisfactory for these courses.
 - 7.1.4. Employee must have and maintain a current Iowa DNR Grade I operator treatment license for their respective division (water or wastewater).
- 7.2. Skill Block II Requirements –W&PC Maintenance Technician II
 - 7.2.1. Employee must have at least two years' time-in-grade as a W&PC Maintenance Technician I in the Water and Pollution Control Department.
 - 7.2.2. Employee must have completed the required number of credit hours in the list of courses with a grade of "C" or better.
 - 7.2.3. Employee must have and maintain a current Iowa DNR Grade I operator treatment license for their respective division (water or wastewater), and a current DNR Grade I distribution license (Water) or an Iowa Department of Natural Resources Grade II wastewater operations license (Water Pollution Control Division).
- 7.3. Skill Block I Requirements – Resource Recovery Maintenance Technician I
 - 7.3.1. Employee must have at least one year as a Process Maintenance Worker in the Resource Recovery Plant and another year as a Process Maintenance Worker in the Resource Recovery Plant or another year in a position that performs maintenance work as a regular daily job responsibility in any City department.
 - 7.3.2. Employee must have completed all required courses with a grade of "C" or better and completed the required credit hours for Maintenance Technician I.
 - 7.3.3. Employee must have and maintain a current HAZWOPER training certification.
- 7.4. Skill Block II Requirements – Resource Recovery Maintenance Technician II
 - 7.4.1. Employee must have at least two years' time-in-grade as a Resource Recovery Maintenance Technician I.
 - 7.4.2. Employee must have completed all required courses with a grade of "C" or better and completed the required credit hours for Maintenance Technician II.
 - 7.4.3. Employee must have and maintain a current HAZWOPER training certification.
- 7.5. Skill Block I Requirements – Traffic Division Traffic Technician II

- 7.5.1. Employee must have at least two years' time-in-grade as a Traffic Technician in the Traffic Division.
- 7.5.2. Employee must have completed all required courses with a grade of "C" or better.
- 7.5.3. Employee must have and maintain IMSA Level II certifications for Traffic Signals (Bench or Field), Traffic Signs, and Highway pavement markings.
- 7.6. Skill Block II Requirements – Traffic Division Traffic Technician III
 - 7.6.1. Employee must have at least two years' time-in-grade as a Traffic Technician II in the Traffic Division.
 - 7.6.2. Employee must have completed all required courses with a grade of "C" or better.
 - 7.6.3. Employee must have and maintain all certifications required for a Traffic Technician II as well as have and maintain IMSA certifications for Traffic Signal Inspector, Traffic Signal Senior Bench or Field Technician Level III, and Fiber Optic Technician.

8. RESPONSIBILITY FOR TRAINING

- 8.1. Responsibility for selecting, registering, and making up-front payments for courses is solely that of the employee.
- 8.2. The City agrees to provide two options for training support under this plan:
 - 8.2.1. An employee may elect to attend classes during non-working hours and receive full reimbursement for tuition.
 - 8.2.2. An employee may elect to attend classes during regular working hours and may receive time off with pay to attend class. The cost of all tuition and fees are the responsibility of the employee. In no case shall time off exceed six hours during one week.
- 8.3. The employee is responsible for preparing a training plan for review with their immediate supervisor. The plan should outline the pace at which the employee desires to progress through the skill blocks, and which form of training support is desired. The supervisor will then incorporate the training plan in the individual employees' Personal Action Plan (PAP)
 - 8.3.1. Employee PAPs shall be considered in preparing departmental training budgets.
- 8.4. The City reserves the right to limit requests for time off during working hours if in the opinion of the supervisor the immediate needs of the workgroup cannot be met.
 - 8.4.1. In the event that multiple employees request time off during working hours during the same weeks, the supervisor may approve some requests and deny others.
 - 8.4.2. The basis for approval or denial shall be made on a 'first-requested' basis.
- 8.5. It is understood that the training plans are tentative, and unforeseen factors may result in an employee requesting changes to their training plan. Supervisors will work with employees on necessary changes, but it is understood that changes within a fiscal year may be limited by budgeted funds.

9. ADDITIONAL TRAINING

- 9.1. The overall purpose of this plan is to encourage the development and maintenance of new skills by employees, and to establish a mechanism for employees to be compensated for the additional skills they acquire and use for the benefit of the City. As such, it is a basic expectation that employees are able to use the skills for which they are being compensated.
- 9.2. The City may require additional periodic training beyond the minimum requirements of the skill blocks for the purpose of keeping skills current. Such training will be treated as mandatory training, for which the City will cover all costs, including tuition, fees, and the appropriate rate of pay for all hours in attendance.
- 9.3. If, in the opinion of the direct supervisor an employee in a W&PC Maintenance Technician I, W&PC Maintenance Technician II Resource Recovery Maintenance Technician I Resource Recovery Maintenance Technician II, Traffic Technician II or Traffic Technician III position cannot perform the skills assigned to their position, the supervisor may require the employee to repeat the courses applicable to that particular skill. The additional training shall be considered as mandatory training, and the City will cover all costs.

10. PLAN REVIEW

- 10.1. The Resource Recovery Plant staff shall periodically review and recommend changes to this plan.
 - 10.1.1. “Staff” shall consist of three management staff selected by the Director of Public Works, and three contract-covered department employees selected by the employees.
 - 10.1.2. The team shall review the program and make recommendations on an as-needed basis.
- 10.2. The Water and Pollution Control Department shall convene a six-member “Skill-based Pay Team” as needed to periodically review and recommend changes to this plan.
 - 10.2.1. The team shall consist of three management staff selected by the Director of Water and Pollution Control, and three contract-covered department employees selected by the employees.
 - 10.2.2. The team shall review the program and make recommendations on an as-needed basis.
- 10.3. The Traffic Division shall maintain a five-member “Skill-based Pay Team” to periodically review and recommend changes to this plan.
 - 10.3.1. The team shall consist of two management staff selected by the Director of Public Works, and three contract-covered department employees selected by the employees.
 - 10.3.2. Initially, the team shall meet approximately one year after implementation of the plan to review the effectiveness of the plan and to recommend plan improvements for adoption by the City. Thereafter, the team shall review the program and make recommendations on an as-needed basis.

- 10.4. The skill-based pay team shall periodically review and recommend additions and deletions from the list of courses required for completion of each skill block. Such reviews may be prompted by the team, or at the request of an employee. Substitutions for individual classes shall be addressed in accordance with Section 6.3. Changes to the courses required by the plan shall adhere to the following guidelines:
- 10.4.1. Recommended courses shall be from accredited colleges or universities or (for RRP positions) other Metro Waste Authority-approved HAZWOPER trainers.
 - 10.4.2. Recommended courses must provide at least the same number of credit hours as the courses included in Sections 6.1.3 and 6.2.2.
 - 10.4.3. Recommended courses must be offered on a letter-grade basis; pass-fail courses are not acceptable.
 - 10.4.4. Recommended courses must be in-class courses. Internet-based, correspondence-based, or other distance courses are not acceptable.
 - 10.4.5. Recommended courses must satisfy the same basic skill block descriptions as described above.
 - 10.4.6. Approval of a course requires a majority concurrence from the team; a majority of the team members must agree that the proposed substitute course is comparable to the course being replaced, and that it will provide a comparable level of expertise.

11. WAGES

The rationale for RRP and W&PC position wages was removed during the 2019 revisions to the Skill-Based Pay Plan. Sections 11.1 through 11.2 below document the initial rationale for how wages were established for Traffic positions.

- 11.1. The promotional wage increase for Traffic Technician II is initially to be \$.86 per hour above the 1137 Traffic Technician classification, based on a 3% promotional increase to the 1137 Traffic Technician Step G FY 19/20 hourly rates.
- 11.2. The promotional wage increase for Traffic Technician III is initially to be \$1.59 per hour above the 1139 Traffic Technician II classification, based on a 5% promotional increase to the 1139 Traffic Technician II Step G FY 19/20 hourly rates.

Attachment A

RRP Skill Based Pay Approved Courses

Course Classification	Course #	Course Name	Credits	Required
Required Block 1	HHW	Hazwoper Certification Required for----- Skill Block I----- -----		*
Required	ELT 303	Principals of Electricity	3	*
Required	MFG 172	Related Welding Industrial Maintenance or WEL 150 and 181	3	*
Required	ELT 134	Motor Controls -----NEW # ELT 131	3	*
Required	ELT 791	Hydraulics and Pneumatics	3	*
Required	ELT 792	Hydraulics and Pneumatics LABS	2	*
Alternate	IND 146	Mechanical Power Transmission 1	3	
Alternate	IND 147	Mechanical Power Transmission 2	4	
Alternate	IND 144	Pump Overhaul and Repair	4	
Alternate	MFG 524	Preventative Maintenance and Diagnosing Mechanical and Electrical	3	
Alternate	ELT 141	Advanced Motor Controls -----NEW # ELT 217	3	
Alternate	ELT 123	Programmable Controllers	3	
Alternate	ELT 125	Advanced PLC	3	
Alternate	ELT 172	NEC Commercial/Industrial	3	
Alternate	ELT 173	NEC Commercial/Industrial LABS	4	
Alternate	ELT 793	Advanced Fluid Power	3	
Alternate	WEL 150	ARC Welding 1	2	
Alternate	WEL 181	Gas Metal ARC Welding	2	
Alternate	BMA 177	Industrial Plumbing and Pipe Fitting	3	

ADDENDUM G
(RESERVED)

ADDENDUM H
OPERATIONS TRAINING FOR MAINTENANCE PERSONNEL

1. Background
 - 1.1. A number of promotional opportunities within the Water & Pollution Control Department require an operator license issued by the Iowa Department of Natural Resources (IDNR).
 - 1.2. To be eligible to take an exam for licensure, an individual must document to the IDNR a certain number of hours of operations experience. The number of hours required varies by license grade.
 - 1.3. The IDNR currently allows full time credit for part time operating experience. This means that as long as an individual is regularly working as an operator, they do not need to operate continuously to get credit. For example, someone who regularly serves as an operator but does not operate for a full 2080 hours per year can still receive a full year's credit of experience towards their eligibility to take an operator's examination.
2. Applicability
 - 2.1. This policy is applicable to full-time maintenance positions in the Water & Pollution Control Department.
 - 2.2. Participation by an employee is voluntary.
3. Intent
 - 3.1. The intent of this policy is to establish a mechanism whereby maintenance personnel at the Water Treatment Plant (WTP) and Water Pollution Control Facility (WPCF) can gain experience operating the facilities.
 - 3.2. Participation provides the employee a greatly increased opportunity to earn experience credit towards eligibility to take an operator's license exam. Since licensure is a requirement to promote into operator or supervisory positions within the plant, gaining this experience will increase the ability of internal candidates to compete for open positions.
 - 3.3. Having an increased number of employees licensed will also provide greater staffing flexibility during prolonged operator absences such as FMLA leave, jury duty, military duty, and others.
4. Policy
 - 4.1. At the Water Pollution Control Facility, operators currently work a 12 week rotating schedule. During these 12 weeks each operator works two weeks on each of the following shifts:
 - evenings,
 - nights,
 - weekend nights/maintenance,
 - weekend days/ maintenance,
 - day maintenance, and
 - day operations
 - 4.2. Schedule Under This Policy

- 4.2.1. Under this policy, should an employee in a maintenance position desire to gain operations experience, each operator would work three weeks of maintenance and one week of day operations. Each operator would still have four weeks of M-F day shifts.
- 4.2.2. Every other week there would be a week of day operations that maintenance personnel could operate the plant in order to accumulate the experience necessary to sit for the certification exams. Under the current guidance from the IDNR, as few as four work days per month would count as a full month of operation experience.
- 4.2.3. Some schedule tweaking would be necessary to take into account holidays so that the full-time operators would not lose this extra overtime.
- 4.3. A specific shift schedule has not yet been developed for the Water Plant, but the intent would be to offer a similar schedule arrangement to allow maintenance staff at that facility to voluntarily gain operations experience.

5. Pay Rates While Working As An Operator

- 5.1. Under Article 9.5(f), employees in the Water and Pollution Control Department who voluntarily act as relief operators receive the Operator pay scale at the appropriate level when they are operating a shift. For the purpose of time-in-grade calculations, the relationships are as shown in the Personnel Policies.

ADDENDUM I
(RESERVED)

ADDENDUM J

It is the intent of Section 11.1(d) that the provision that overtime be earned at time and one-half whether in cash or compensatory time, and that the employee may elect to earn overtime either in cash or compensatory time, shall apply to Section 11.1(g) Rates of Pay - Holidays only for overtime actually worked on a holiday, and shall not change the established practice of cash payment for the base holiday pay provided in Section 11.1(g)(1). Specifically, Holiday Pay for shift operations at the Water Plant and Water Pollution Control Plant shall continue to be paid in cash in accordance with the established practice and may not be earned as, or converted to, compensatory time.

The provisions for daily overtime compensation at the time and one-half or double time rate shall not apply in cases where employees work beyond normally scheduled daily hours as part of a flex time or time trading arrangement as mutually agreed by the employee(s) and management.