

SUPPLEMENTAL 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

ARTICLE I
APPLICABILITY

1.1 The policies outlined below, where in conflict with the City's Employee Handbook and related policies, will supersede such 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, Community Codes Liaison, 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 II
SENIORITY

2.1 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.

2.2 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.

ARTICLE III
HOURS OF WORK, PAY RATES

3.1 Shift Workers, Day Workers, and Resource Recovery Workers

(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 their 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.
- (6) 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.

(b) Day Workers.

- (1) Employees other than shift workers or Resource Recovery 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.

(c) Resource Recovery Workers.

- (1) Sections 3.1(a) and 3.1(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.
- (2) Employee weekly work shifts will be posted on the Resource Recovery Plant bulletin board on each preceding Friday afternoon.
- (3) 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.

- (4) Any Resource Recovery worker whose shift starts between 9:00 p.m. and 2:00 a.m. shall be paid a shift differential of one dollar (\$1.00) per hour.
- (5) 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.

3.2 Overtime and Meals.

- (1) 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.

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.

- (2) Compensatory time. An employee may elect to earn compensatory time off in lieu of overtime pay by notifying their 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 their supervisor. Compensatory time off shall not be granted in units of less than one-half (1/2) hour at a time.

- (3) Meals.

- (A) Regular Work Week. If an employee is required to report to duty three (3) hours prior to their normal work day or works three (3) hours after their normal work day or six (6) hours after the evening meal, the employee shall be entitled to a meal at City expense on their own time unless the meal is provided at the job site.

- (B) 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 their own time unless the meal is provided at the job site. Water Plant and Water Pollution Control Plant Operators shall be excluded when operating.
- (C) 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.

3.3 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 3.1(a)(4) or 3.1(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 3.7; 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.

3.4 Work on 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 their 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.

3.5 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.

3.6 Call-in.

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 their 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 their full regular work shift.

3.7 Holiday Pay. Employees will receive straight time cash payment for each paid holiday. If an employee is required to work on a City holiday, the employee will also receive either one and one-half (1 1/2) times their regular hourly rate or one and one-half (1 1/2) hours of comp time for each hour worked.

- (2) An employee who takes sick leave on the closest regularly scheduled workday preceding or following a holiday may be required to provide a Physician's Certificate stating the reason for the absence. Failure to provide this Physician's Certificate will result in the loss of holiday pay.

3.8 Work After Regular Quitting Time.

Any employee who is required to work continuously past their regular quitting time, will be notified one-half (1/2) hour before the regular quitting time.

3.9 Rest Time.

- (1) If a Public Works employee is required to work outside of their regular hours between midnight and 4:00 a.m. such that the employee does not have eight (8) hours between release from the call back work and the beginning of their 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.

3.10 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 their supervisor to verify purchase of tools.

ARTICLE IV
TRANSFER, PROMOTION, DEMOTION

4.1 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 the employee 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 4.5 below.

4.2 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 their 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 5.5 below.

4.3 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 4.5 below.

An employee who is reassigned within the City in the same classification is entitled to the same rate of pay and time-in-grade credit that was present prior to the reassignment.

4.4 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.

4.5 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 their 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 their 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 their 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
Maintenance Worker	Utility Maintenance Technician I
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
Utility Maintenance Technician I	Utility Maintenance Technician II
Utility Maintenance Technician I	Senior Heavy Equipment Operator
Utility Maintenance Technician II	Senior Heavy Equipment Operator

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

Outside Division

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

UNRELATED -- All other relationships

*with required operator certification, otherwise unrelated.

ARTICLE V 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 their 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.

ARTICLE VI SAFETY

6.1 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.

6.2 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.

6.3 Clothing and Equipment.

- (A) The City will provide protective clothing and equipment as required for the safety of the employee, including: 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. All articles provided for the safety of the employee will conform to OSHA standards. The City may elect to provide non-protective clothing and equipment in addition to the listed items.
- (B) 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 their 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. Replacement items will be issued by the City as needed when the original is turned in by the employee. 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.
- (C) 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 work in the service of the City. Employees may not use any clothing or equipment provided by the City for personal use.
- (D) 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.

- (E) 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.

SKILL-BASED PAY PLAN

1. PURPOSE AND APPLICABILITY

- 1.1. The purpose of the skill-based pay plan is to promote voluntary skills development among maintenance employees in the participating departments and divisions. 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. No provision of this plan shall apply to employees of any other department or division.

2. VOLUNTARY PARTICIPATION

- 2.1. The intent of the skill-based pay plan is that it be a voluntary program 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.
- 2.2. 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.
- 2.3. 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.

3. JOB CLASSIFICATIONS

- 3.1. The skill-based pay plan shall consist of a multi-step job classification system as follows:

	Resource Recovery	W&PC Department	Traffic Division	Utility Maintenance Division
Entry-Level Position	Process Maintenance Worker	Treatment Plant Maintenance Worker	Traffic Technician	Maintenance Worker
First Promotional Step	Resource Recovery Maintenance Technician I	Maintenance Technician I	Traffic Technician II	Utility Maintenance Technician I
Second Promotional Step	Resource Recovery Maintenance Technician II	Maintenance Technician II	Traffic Technician III	Utility Maintenance Technician II

- 3.2. The existing Traffic Signal Technician classification shall be phased out of the Traffic Division. Any current Traffic Signal Technician shall remain in that position, and shall continue to receive wage adjustments as may be adopted. Any current Traffic Signal Technician 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.
- 3.3. 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.

- 3.4. Openings for any of the positions listed in Section 3.1 shall be filled through an open recruitment for the respective entry-level position.
- 3.5. 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.

4. SKILL BLOCKS

- 4.1 The completion of each Skill Block is expected to result in employees gaining proficiency in the areas outlined in the respective table below. Completion of each Skill Block is quantified by both obtaining licenses and certifications and the successful completion of the courses outlined in the respective table below. Skill Block II is additive to Skill Block I, meaning that employees in Skill Block II must maintain proficiencies and licensures obtained for Skill Block I, or obtain licensures that supersede the Skill Block I licensures.

		Resource Recovery	W&PC Department	Traffic Division	Utility Maintenance Division
SKILL BLOCK I	Expected Proficiency	Receipt and sorting of household hazardous materials	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	Sign and pavement marking installation processes, MUTCD requirements, basic signal operational instruction, basic electric and electric safety, trouble-shooting techniques, signal MUTCD requirements	Basic water distribution techniques and processes, basic wastewater collection techniques and processes, basic geographical information systems (GIS) processes
	Required Licenses & Certs.	HAZWOPER certification from EHS Resource Group or other approved training entity as specified by the Metro Waste Authority's Regional Collection Center	Iowa Department of Natural Resources Grade I operator's license in: a. Water treatment (Water Plant Division) <u>or</u> b. Wastewater treatment (Water Pollution Control Division)	a. IMSA Signs & Pavement Markings Technician Level I b. IMSA Signs Technician Level II c. IMSA Pavement Markings Technician Level II d. IMSA Traffic Signal Technician e. IMSA Traffic Signal Bench or Field Technician Level II	a. Iowa Department of Natural Resources Grade I (or higher) water distribution operator's license, b. Iowa Water Environment Association (IAWEA) wastewater collection system operator's Grade I (or higher) certification c. passing ESRI GIS Fundamentals Foundation 2024 (or later) course and examination d. Class A CDL with air brake and tanker endorsement
	Req. Courses – grade “C” or better	14 credits; See Attachment A for courses	a. (1) 3-cr. basic electricity & electrical safety b. (1) 3-cr. industrial pipefitting, metering, and valves c. (1) 3-cr. mechanical power transmission systems d. 24-hr OSHA confined space certification (completion only; not graded) e. 30-hr basic water or wastewater course (completion only; not graded) f. Other courses may be approved by the Director of W&PC on a case-by-case basis.	ELT 303 – Principles of Electricity	--
	Min. Exp. Req.	Two years in a position that performs maintenance work as a regular daily job responsibility in any City department, one year of which must be as a Process Maintenance Worker in the Resource Recovery Plant	Two years' time-in-grade in a position that performs maintenance work as a regular daily job responsibility in any City department <u>and</u> At least one year as Treatment Plant Maintenance Worker in the Water and Pollution Control Department.	Two years' time-in-grade as a Traffic Technician in the Traffic Division	Two years' time-in-grade as a Maintenance Worker <u>and</u> At least one year as a Maintenance Worker in the Utility Maintenance Division.

		Res. Rec.	W&PC Department	Traffic Division	Utility Maintenance Division
SKILL BLOCK II	Expected Proficiency	Basic electrical hardware, electrical schematics, and logic and control systems; pumps and seals; pneumatic and hydraulic systems; and troubleshooting and diagnostic tools and equipment.		Signal installation practices/procedures, signal controller electronics & coord., network setup/functions, comm. protocols, network architecture, IP addressing, router/switch config., - install, terminate, splice, test & troubleshoot fiberoptic cable	Advanced water distribution techniques and processes, advanced wastewater collection techniques and processes, geographical information system database management in ArcGIS Pro.
	Required Licenses & Certs.	--	Iowa Department of Natural Resources Grade I distribution license (Water Plant Division) or Iowa Department of Natural Resources Grade II wastewater operations license (Water Pollution Control Division)	a. IMSA Signal Inspector b. IMSA Traffic Signal Bench or Field Technician Level III c. IMSA Fiber Optic Technician d. Certified Fiber Optic Technician Course (CFOT)	a. Iowa DNR Grade II (or higher) water dist. operator's license b. IAWEA wastewater collection system operator's Grade II (or higher) certification <u>and one of the following:</u> a. Completion of Sacramento State Water Distribution System Operations and Maintenance Program b. Completion & cert. from National Association of Sewer Service Companies Pipeline Assessment Certification Program c. Passing ESRI ArcGIS Pro Foundation 2101 course and exam
	Req. Courses – grade “C” or better	15 credits. See Attachment A for courses. <u>All required courses must be completed during Skill Base Program</u>	<u>Required:</u> 3 cr. in prev. maint., asset mgmt., & troubleshooting. <u>Electives:</u> A total of 9 credits from the following specialties: a. Power generation b. Advanced electrical (motor controls, PLCs, SCADA) c. Plant process equipment (pumps, seals, hydraulics) d. Structural/building repairs and modifications (metal fabrication, plumbing systems, and similar) e. Chemical feed systems f. HVAC systems	NET 147 – Networking Technologies NET 213 – Cisco Networking	--
	Min. Exp. Req.	Two years' time-in-grade as a Resource Recovery Maintenance Technician I	Two years' time-in-grade as a W&PC Maintenance Technician I in the Water and Pollution Control Department	Two years' time-in-grade as a Traffic Technician II in the Traffic Division	Four years' time-in-grade as a Maintenance Worker including two years in the Utility Maintenance Division <u>or</u> two years' time-in-grade as a Utility Maintenance Technician I

- 4.2. 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.
- 4.3. Once obtained for their respective skill block, employees must maintain the required licenses and certifications.

5. RESPONSIBILITY FOR TRAINING

- 5.1. Responsibility for selecting, registering, and making up-front payments for courses is solely that of the employee.
- 5.2. The City provides two options for training support under this plan:
 - 5.2.1. An employee may elect to attend classes during non-working hours and receive full reimbursement for tuition.
 - 5.2.2. 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.
- 5.3. 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)
 - 5.3.1. Employee PAPs shall be considered in preparing departmental training budgets.
- 5.4. 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.
 - 5.4.1. 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.
 - 5.4.2. The basis for approval or denial shall be made on a 'first-requested' basis.
- 5.5. 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.

6. ADDITIONAL TRAINING

- 6.1. 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.
- 6.2. 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.

- 6.3. If, in the opinion of the direct supervisor, an employee in a Skill Block I or Skill Block II 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.

7. PLAN REVIEW

- 7.1. Staff shall periodically review and recommend changes to the Skill Blocks on an as-needed basis. The review team for each skill progression shall consist of two-to-three management staff selected by the appropriate department head and three non-management employees in the workgroup selected by the employees.
 - 7.1.1. The teams 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 4.2. Changes to the courses required by the plan shall adhere to the following guidelines:
 - 7.1.1. Recommended courses shall be from accredited colleges or universities or (for RRP positions) other Metro Waste Authority-approved HAZWOPER trainers.
 - 7.1.2. Recommended courses must provide at least the same number of credit hours as the courses included in Section 6.1.
 - 7.1.3. Recommended courses must be offered on a letter-grade basis; pass-fail courses are not acceptable.
 - 7.1.4. Recommended courses must be in-class courses. Internet-based, correspondence-based, or other distance courses are not acceptable.
 - 7.1.5. Recommended courses must satisfy the same basic skill block descriptions as described above.
 - 7.1.6. 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.

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	Principles 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 B
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 3.1(a)(6), 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.