

**CITY OF JEFFERSON**

**HANDBOOK**

**NOVEMBER 2018**

## TABLE OF CONTENTS

<b>EMPLOYMENT</b> .....	1
INTRODUCTION .....	1
DEFINITIONS OF EMPLOYEE STATUS .....	2
EQUAL EMPLOYMENT OPPORTUNITY .....	3
CODE OF ETHICS .....	3
VETERANS PREFERENCE .....	5
JOB POSTING AND FILLING VACANCIES .....	5
POST-OFFER, PRE-EMPLOYMENT PHYSICAL ASSESSMENTS/DRUG SCREENS .....	5
ACCOMMODATION POLICY .....	5
EMPLOYMENT OF RELATIVES .....	6
RE-EMPLOYMENT .....	6
PROBATION PERIOD .....	6
PERSONNEL RECORDS AND CONFIDENTIALITY .....	7
PROMOTIONAL PROCEDURES .....	8
LAYOFF AND RECALL .....	8
EMPLOYEE EVALUATION .....	8
EMPLOYMENT PHYSICALS FOR CONTINUING EMPLOYMENT .....	9
FITNESS FOR DUTY .....	9
<b>WAGE AND SALARY ADMINISTRATION</b> .....	10
SALARY DEDUCTIONS .....	10
PAYDAYS AND PAY PERIOD .....	10
REPORTING OF HOURS WORKED .....	10
SALARY AND WAGE REVIEWS .....	10
MEAL AND MILEAGE REIMBURSEMENT .....	11
LONGEVITY (UNION ONLY) .....	11
<b>HOURS OF WORK AND OVERTIME</b> .....	12
HOURS OF WORK AND OVERTIME .....	12
ATTENDANCE AND PUNCTUALITY .....	14
<b>TIME OFF BENEFITS</b> .....	15
HOLIDAYS .....	15
VACATIONS .....	16
LEAVES OF ABSENCE .....	17
SICK LEAVE .....	17
FAMILY EMERGENCY .....	18
SICK LEAVE INCENTIVE .....	19
FUNERAL LEAVE .....	19
MILITARY LEAVE .....	20
UNPAID LEAVE .....	20
CRITICAL INCIDENT LEAVE – POLICE DEPARTMENT EMPLOYEES ONLY .....	22
ON-THE-JOB INJURIES – WORKERS’ COMPENSATION .....	22
LIGHT DUTY .....	23
MODIFIED DUTY .....	24
<b>INSURANCE AND BENEFITS</b> .....	26
INSURANCE .....	26

RETIREMENT .....	26
UNIFORM ALLOWANCE.....	27
<b>STANDARDS OF CONDUCT .....</b>	<b>29</b>
HARASSMENT .....	29
WORKPLACE VIOLENCE .....	31
SMOKE FREE WORKPLACE .....	32
DRUG FREE WORKPLACE POLICY.....	32
TREATMENT OF CONFIDENTIAL INFORMATION .....	33
POLITICAL ACTIVITY .....	34
CANDIDATES FOR OFFICE .....	34
PERSONAL FINANCIAL INTEREST .....	35
ACCEPTANCE OF GIFTS .....	35
CONTACT WITH THE MEDIA AND OTHER THIRD PARTIES .....	35
PROFESSIONAL APPEARANCE AND WORK ENVIRONMENT.....	35
SOCIAL NETWORKING .....	36
USE OF CITY VEHICLES AND EQUIPMENT.....	37
SEATBELT POLICY .....	37
OUTSIDE EMPLOYMENT.....	37
INCLEMENT WEATHER.....	37
PRIVACY .....	38
ELECTRONIC MEDIA, INTERNET AND CELL PHONE USE .....	39
DISCIPLINARY PROCEDURES .....	41
WORK RULES AND DISCIPLINARY ACTION .....	42
CLASS I WORK RULES.....	43
CLASS II WORK RULES.....	44
CLASS III WORK RULES.....	45
<b>EMPLOYEE COMMUNICATION .....</b>	<b>46</b>
BULLETIN BOARDS.....	46
OPEN DOOR/OPEN COMMUNICATION .....	46
COMPLAINT PROCEDURE .....	46
<b>SAFETY AND HEALTH.....</b>	<b>47</b>
GENERAL POLICY.....	47
EMPLOYEE INJURIES OR WORK-RELATED ILLNESSES .....	47
TRAINING .....	47
SAFETY COMMITTEE .....	47
<b>SEPARATION.....</b>	<b>48</b>
REMOVAL OF APPOINTEES .....	48
EMPLOYEE RESIGNATION.....	48
TERMINATION .....	48
EXIT INTERVIEWS.....	49
FINAL PAYCHECK .....	49
RETURN OF CITY PROPERTY .....	49

## **EMPLOYMENT**

### **INTRODUCTION**

Welcome to the City of Jefferson. It is our desire that our employees enjoy working with us and do their best to serve the citizens of this City. Each employee has been hired to primarily perform the duties specified in his/her respective job description. How he or she performs this job has an important effect on the quality of service provided to the citizens of our City. Certain specific responsibilities of employees are set out in sections of this employee handbook. In addition, there are broader responsibilities of personal integrity that are expected of all employees. Every employee can expect fair treatment and consideration from the City, and, in turn, the City expects him/her to put forth his/her best efforts and to work in harmony with his/her fellow employees.

**The contents of this handbook are presented for the purpose of information only.** It is **NOT** a contract, expressed or implied. If at any time there should be conflict between a description in this handbook or any applicable state or federal statute, the terms of the statute will govern in all cases. **If an employee is covered by a union contract and there is a conflict between this handbook and the contract, the contract will govern in all cases for those employees covered.** These policies and procedures are applied at the discretion of the City, which reserves the right to add, remove, and revise statements contained in this handbook at any time without prior notice to the employee. However, employees will be notified prior to the changes taking effect. Should an employee have any questions concerning this handbook, they should be directed to his/her immediate Supervisor. The City of Jefferson is an “at will” employer. **Therefore, either the City or the employee may terminate the employment relationship at any time, for any reason, with or without cause.**

All employees of the City are covered by these policies except:

1. Elected Officials
2. Employees hired on a contractual basis where this handbook conflicts with the terms of said agreement.
3. Members of Citizens' Boards and Commissions
4. Personnel appointed to serve without compensation

## DEFINITIONS OF EMPLOYEE STATUS

### Regular Full-Time

Employees who are regularly scheduled to work forty (40) hours per week, on a continuing basis or 2,080 hours per year and have successfully completed their probationary period are considered regular full-time employees. These employees are eligible to earn the fringe benefits referred to in this handbook.

### Regular Part-Time

Employees who work by the hour and are scheduled to work less than 2,080 hours per year and have successfully completed their probationary period are considered regular part-time employees. These employees are not eligible for fringe benefits, but are still required to follow these rules and regulations. Certain part-library employees may receive pro-rata benefits as determined by the Council.

### Seasonal/Temporary

Employees who are hired to work six (6) months or less are considered seasonal or temporary employees for purposes of this handbook. These employees are not eligible for fringe benefits, but are still required to follow these rules and regulations. A temporary employee does not become a regular employee by virtue of being employed longer than the agreed-upon employment terms.

### Department Head

Employees designated by the City Council as the highest supervisor in a department of the City of Jefferson.

### Exempt Employee

An exempt employee is a salaried employee who is not covered by the overtime provisions of the Fair Labor Standards Act and is not eligible to receive overtime compensation in the form of time off (compensatory time) or cash.

### Non-exempt Employee

A non-exempt employee is one who is covered by the overtime provisions of the Fair Labor Standards Act and is eligible to receive overtime compensation.

### Probationary Employee

A person newly appointed or promoted who is required, during their specified probationary period, to demonstrate his/her skills, aptitude and adjustment to a position with the City based upon performance of the job and the duties associated with that position.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The City supports equal employment opportunity for all individuals without regard to race, color, religion, sex, sexual orientation, gender identity, genetic information, age, national origin, marital status, disability, status as a veteran and any other category protected by any applicable local, state or federal law. This policy extends to all terms, conditions and privileges of employment, as well as the use of all City facilities and participation in all City-sponsored activities as follows:

1. Recruitment, advertising and job application procedures;
2. Hiring, promotion, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
3. Rates of pay or any other form of compensation and changes in compensation;
4. Job assignments, job classifications, organizational structure, position descriptions, lines of progression, and seniority lists;
5. Leaves of absence, sick leave or any other leave;
6. Fringe benefits available by virtue of employment, whether or not administered by the City;
7. Selection and financial support for training, including apprenticeships, professional meetings, conferences and other related activities and selection for leaves of absence to pursue training;
8. Activities sponsored by a covered entity including social and recreational programs; and
9. Any other term, condition or privilege of employment.

Harassment, retaliation, coercion, interference or intimidation of any employee is strictly forbidden and any employee who experiences such behavior should report it immediately to his/her supervisor, Department Director or the City Administrator.

## **CODE OF ETHICS**

The City is committed to high standards of conduct by and among employees in the performance of their duties. Individual and collective adherence to high ethical standards is central to the maintenance of public trust and confidence in government.

While employees may agree on the need for proper conduct, they may experience personal conflict or differing view of values or loyalties. In such cases the principles contained in this Code of Ethics provide valuable guidance in reaching decisions which are governed, ultimately, by the dictates of the individual conscience of the employee and his/her commitment to the public good.

Certain of these ethical principles are best expressed as positive statements: actions which should be taken; courses which should be followed; goals which should permeate both public and private conduct. Other principles are expressed as negative statements: actions to be avoided and conduct to be condemned.

The City Code of Ethics herein applies to the day-to-day conduct of all employees of the City.

The ethical City employee **must**:

1. Promote decisions which only benefit the public interest.
2. Promote public confidence in City government.
3. Keep safe all funds and other properties of the City.
4. Perform the work of the City diligently, promptly and efficiently.
5. Maintain a positive image to pass constant public scrutiny.
6. Evaluate decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.
7. Maintain high standards of work every day in dealings with the public, employees and associates.
8. Maintain a respectful attitude toward employees, public officials, colleagues, associates and citizens.
9. Comply with all laws, policies, rules and regulations applicable to the City.

The ethical City employee **must not**:

1. Engage in outside interests that are not compatible with the impartial and objective performance of his/her duties.
2. Improperly influence or attempt to influence other employees to act in his/her own interest.
3. Accept anything of value from any source which is offered to, or could reasonably be expected to influence his/her action as a public employee.
4. Use any City resource for personal or private benefit or gain.

The ethical City employee accepts the responsibility that his/her mission is that of servant and steward to the public.

## **VETERANS PREFERENCE**

Under Iowa Code Chapter 35C, certain honorably discharged persons (as defined under Iowa Code Chapter 35.1) who are citizens and residents of Iowa and who served in specified wars and conflicts are entitled to preference in appointment, employment, and promotion over other applicants of no greater qualifications.

## **JOB POSTING AND FILLING VACANCIES**

It is the policy of the City to fill job vacancies with the most qualified employee possible. All vacancies for regular full-time and regular part-time positions will be posted on employee bulletin boards for at least ten calendar days prior to filling the position. Any current employee has the opportunity to be considered for any vacancy by indicating his/her interest in writing to the appropriate Department Head. In the selection of an applicant to fill the vacancy, the City will consider the following:

1. Qualifications, both physical and cognitive.
2. Aptitude, skill, ability, and past performance.
3. Efficiency.
4. Disciplinary record.
5. Length of service.

The City, at all times retains the right to hire from outside the organization.

## **POST-OFFER, PRE-EMPLOYMENT PHYSICAL ASSESSMENTS/DRUG SCREENS**

Some positions require a post-offer pre-employment physical assessment and/or a drug screen.

After a contingent offer of employment is extended for these positions, and before placement, each candidate may be required to undergo a physical assessment and/or a drug screen performed at City's expense by the City's designated physician.

Offers of employment, and assignment of job duties, are contingent upon satisfactory completion of the physical assessment and/or a drug screen.

## **ACCOMMODATION POLICY**

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, the City will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee.



Any applicant or employee who requires an accommodation in order to perform the essential functions of the job he or she holds or desires should contact their Supervisor or the City Administrator and request such an accommodation. The accommodation request can be written or oral and can be made by the employee or by someone else on the employee's behalf. The accommodation request should specify the accommodation the employee needs to perform the job. If the requested accommodation is reasonable and will not impose an undue hardship or a direct threat, the City will make the accommodation in accordance with applicable law. The City may propose an alternative to the requested accommodation or substitute one reasonable accommodation for another, but the City retains the ultimate discretion to choose between reasonable accommodations.

Employees are expected to fully cooperate in the accommodation process. The duty to cooperate includes making every effort to provide management with current medical information. Employees who do not meaningfully cooperate in the accommodation process will waive the right to accommodation.

### **EMPLOYMENT OF RELATIVES**

The City will not hire relatives (i.e., spouse, domestic partner, children, parents, sister, brother, mother-in-law, father-in-law, grandparent, grandchild, son-in-law, or daughter-in-law) of regular full-time or part-time employees when employment would result in relatives working in the same department, or place an employee in a position supervised by a relative. Relatives may be hired if he/she would fall under the direct supervision of a non-relative in a different department. Exceptions to this policy may be granted by the City Administrator for part-time employees hired to work in the park and recreation department.

### **RE-EMPLOYMENT**

All former employees of the City are considered new hires and have no accumulated benefits from previous employment except as mandated by law. Transfer of an employee from one department to another department of the City shall not be considered re-employment and the employee shall retain all accumulated benefits.

### **PROBATION PERIOD**

All new employees shall serve a six (6) month probation period<sup>1</sup>. Upon completion of the probationary period, the employee shall be put on the length of service list and his/her length of service shall be determined from his/her most recent date of hire. An employee may be terminated during the probationary period for any reason.

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<sup>1</sup> Law enforcement employees are subject to the probationary period outlined in the union contract.

## PERSONNEL RECORDS AND CONFIDENTIALITY

### **Confidentiality of Records**

Personal information contained in personnel records is confidential pursuant to Iowa Code. Personnel records shall be maintained by the Department Head and the City Clerk. It is the policy of the City that each employee shall be free to examine his/her own personnel files subject to the following provisions:

1. The confidentiality and integrity of employee records and files are protected by an adequate security system.
2. Internal access to personnel files is strictly limited to those who have a legitimate "need to know."
3. Except otherwise provided by law (i.e., Fair Credit Reporting Act) external disclosure of employee information without his/her permission to third parties is limited and tightly controlled. Confirmation that the person is a present or former employee and last job title held will be sufficient in most cases.
4. Employees are allowed to receive copies of documents from their files, except employment references written for the employee, at the City's cost – once per year.
5. In official investigations, law enforcement officials are required to produce a valid subpoena before any personal background information is released about the employee.
6. Only with written consent is an employee permitted to designate a representative to examine his/her files.
7. An employee may write a refutation to any material that is in his/her file that he/she views as unfair or inappropriate (i.e., performance evaluations that have been prepared but not reviewed by the employee).
8. A person designated by the City is available during normal business hours, to provide the employee with access to his/her file and safeguard against potential removal or alteration of file contents. At no time can the files be removed from City Hall or the Department Head's office.
9. An employee's request to review his/her personnel files is permitted only on his/her own time.
10. The number of times an employee may examine his/her records in a given time period shall be governed by the test of "reasonableness."

### **Responsibility to Update**

To ensure that every employee's personnel file is up-to-date at all times, it is the employee's responsibility to notify the City Clerk Treasurer of any changes in an employee's name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, individuals to notify in case of emergency, and so forth.

## **PROMOTIONAL PROCEDURES**

When filling a promotional vacancy, the City may consider the employee's qualifications, ability, experience, aptitude and work record. However, when these factors are reasonably equal between two (2) or more employees, in the sole exclusive discretion of the Department Head, then seniority shall prevail. Employees will be on promotional probation for six (6) months. At all times, the City reserves the right to hire from outside to fill a vacancy.

A regular full-time employee who vacated his/her position to accept probationary appointment to a class in a higher level and who is rejected during the probationary period shall be reinstated in his/her former position and rate of pay.

## **LAYOFF AND RECALL**

In the event the work force is to be reduced, the City agrees to provide affected employees a thirty (30) days' notice. The employee with the least qualifications in the job classification affected shall be the first laid off. If the employees are relatively equal in qualifications, the least senior employee will be reduced. On recall from layoff, employees will be returned to work in the reverse order in which they were laid off, if they are qualified to perform the work available, as determined by the City. Probationary employees have no recall rights.

Employees to be recalled after being laid off shall be notified fourteen (14) days in advance by notice in writing sent by certified mail, return receipt requested, to the last address shown on the employee's record.

## **EMPLOYEE EVALUATION**

Periodically, with a minimum of at least once a year, each employee is to be evaluated by their department head or supervisor.

## **EMPLOYMENT PHYSICALS FOR CONTINUING EMPLOYMENT**

The City may, from time to time, require certain employees to undergo a medical examination to demonstrate their ability to continue employment. The expense of the physical will be borne by the City. Any employee refusing to submit to an examination when requested shall be deemed to have voluntarily resigned from City employment.

## **FITNESS FOR DUTY**

The physical requirements of all positions are outlined in the job descriptions. An employee may be required to provide medical documentation of his/her ability to perform the required work.

## **WAGE AND SALARY ADMINISTRATION**

### **SALARY DEDUCTIONS**

In addition to the required withholding from paychecks for federal and state taxes, social security (FICA), Medicare, IPERS and garnishments. Employees may authorize deductions for the following items:

1. Insurance premiums
2. child support payments
3. other approved deductions

Other legally required deductions may be made upon notice to the affected employee.

### **PAYDAYS AND PAY PERIOD**

Employees of the City will be paid semi-monthly, with the pay periods being the first through the fifteenth, and the sixteenth through the last day of each month. Checks will be issued on the 15th and 30th following each pay period. If the 15th or 30th falls on a Saturday, checks will be issued on the preceding Friday; if the 15th or 30th falls on a Sunday or a holiday, checks will be issued on the next business day. All new employees will receive their pay through direct deposit.

Employees should review their paychecks for errors. If a mistake is found, it should be reported to the employee's Supervisor immediately.

### **REPORTING OF HOURS WORKED**

All exempt and non-exempt employees must record the hours worked for each pay period on a form provided by the City. At the end of the reporting period, the employee will sign (electronically or manually) the time document, verifying its accuracy. The supervisor will sign (electronically or manually) the time document, indicating that the hours claimed were actually worked. Employees are to report all hours worked.

### **SALARY AND WAGE REVIEWS**

For non-union employees, salary and wage reviews are normally conducted between March and June, with any change effective on July 1. Compensation increases may be retroactive in the case of late reviews. The employee's last performance evaluation is one of the items that are taken into consideration for this salary and wage review.

## MEAL AND MILEAGE REIMBURSEMENT

The City will reimburse an employee for meals and expenses for approved travel out of town at the rate set by policy. Mileage will be paid at the IRS published rates.

## LONGEVITY (UNION ONLY)

The City agrees to pay all regular full-time and part-time employees a longevity payment on his/her anniversary date as follows:

<u>Years of Service</u>	<u>Longevity Pay added to base.</u>
After 11 years	\$0.11 per hour
After 15 years	\$0.15 per hour
After 20 years	\$0.20 per hour
After 25 years	\$0.25 per hour

## **HOURS OF WORK AND OVERTIME**

### **HOURS OF WORK AND OVERTIME**

The purpose of this Article is intended to define the normal hours of work, and shall not be construed as a guarantee of hours of work per day or days of work per week. Determination of daily and weekly hours of work shall be made by the City.

#### **Overtime and Hours**

##### **Police Department Employees**

Overtime shall be paid for at the rate of time and one-half (1 1/2) the employee's straight time hourly rate for hours worked in excess of twelve (12) hours in a day or one hundred forty-four (144) hours in a twenty-four (24) day period. An employee who is called in to work a twelve (12) hour shift outside his/her schedule and has used sick leave and/or vacation leave within the twenty-four (24) day period, he or she will not receive time and one-half (1 1/2) for those twelve (12) hours; however, they will have an additional twelve (12) hours added to his or her vacation and/or sick leave. An employee called in to work for less than twelve (12) hours will be paid time and one-half (1 1/2) for all hours worked. An employee called who works under twelve (12) hours outside his/her normal schedule will not be required to take time off later in the pay period to avoid the payment of overtime. Overtime shall be compensated in cash or compensatory time at the discretion of the City Administrator. Overtime shall not be paid more than once for the same hours worked.

##### **All Other Employees**

**Hours:** The normal scheduled workweek shall consist of five (5) days each including eight (8) hours of work. Specific work schedules, including hours, rest periods and days shall be issued, by the City. The City shall provide fourteen (14) calendar days' notice of changes, except in emergency situations. Each employee shall be allowed an unpaid meal period of not less than thirty (30) minutes nor more than one (1) hour as scheduled by the City.

**Overtime:** In general, overtime shall be kept to a minimum consistent with the efficient provision of City services. When overtime is required each employee shall accept and work such overtime assignments. Overtime is all time properly authorized and worked in units of one-quarter (1/4) hour or more which is in excess of eight (8) hours in a day or forty (40) hours in a week. Compensated leave time such as vacation, holiday and compensatory time off shall count as time worked for the purpose of computing overtime however, sick leave shall not count for that purpose. Overtime work shall be compensated at one and one half (1 1/2) times the employee's regular rate of pay either in cash or compensatory time off at the discretion of the City. However, employees may choose to develop and maintain a bank of unpaid Compensatory Time, up to forty (40) hours. Any time an employee's bank exceeds that forty (40) hour balance the supervisor may direct the employee to schedule and use, within a reasonable amount of time, sufficient time off to reduce the balance to forty (40) hours.

Compensatory time: Request to take off earned compensatory time must be submitted to the appropriate supervisor for approval (or denial) prior to taking time off.

Call Back. An employee called back to work after completing his/her regularly scheduled shift will receive a minimum of one (1) hour of compensatory time at time and one-half (1 1/2). (This provision does not apply in the case of an employee called in to work less than two (2) hours prior to his/her shift nor does it apply if the call back is for the purpose of correcting a mistake made by the employee or to perform a duty or function which the employee failed to perform during work hours.)

#### Licenses and Certificates

All licenses and/or certificates required by the City to conduct the business of the City, other than an Iowa Driver's License, Type 1, shall be paid for by the City. In the event that the City requires an employee to possess a Commercial Driver's License, the City shall pay only the difference in cost between the Driver's, Type 1, and the Commercial Driver's License.

Court Time (Police Department Only). An employee called into court outside his/her scheduled hours shall be paid, either in cash or compensatory time, a minimum of one (1) and one-half hours (1 1/2) hours at time and one-half (1 1/2) the employee's regular straight time hourly rate for all hours worked.

Trade Time (Police Department Only). Employees may utilize a trade time agreement among themselves. Such agreement shall be voluntary and shall consist of employees agreeing to trade off working assignments in increments of twelve (12) hour blocks.

Trade time agreements shall be between employees within the same job classification, except that the City has the discretion to waive this requirement. Employees utilizing this agreement shall agree between themselves as to the payback conditions, except that the payback must be accomplished within sixty (60) days of their agreement. Such agreement shall be written on a form provided by the City, signed by the agreeing employees, witnessed, and given to the employee's supervisor. All trade time agreements must have authorization of the Chief.

If a substituting employee fails to report for duty for any reason, it shall be the responsibility of the substituting employee to attempt to find a replacement employee. Should the substituting employee fail to find a replacement employee, any time lost will be deducted from the substituting employee's appropriate leave provision, and disciplinary action may be taken by the City.



## **ATTENDANCE AND PUNCTUALITY**

Attendance and punctuality are essential functions of every job at the City of Jefferson. Excessive absences and/or tardiness (including leaving early and excessive breaks) may lead to corrective action, up to and including termination of employment

Unless the employee is on a flexible schedule, employees are expected to be at their workstations during their regularly scheduled hours. Supervisors determine and authorize starting and ending times. Arriving after an employee's scheduled start time may be considered an absence, or a no call/no show, as may leaving early. Returning late from breaks and lunches, as well as leaving early, may be considered tardy.

In the event an employee is absent or late due to illness, accident or other reasons, he/she must inform his/her Department Director as soon as possible, but no later than one-half (1/2) hour prior to his/her scheduled starting time, so that his/her department may make other arrangements while he/she is out.

Seasonal/temporary employees shall be paid at the rate of time and one-half (1 1/2) the employee's straight time hourly rate for hours worked in excess of forty (40) hours in a workweek.

## **TIME OFF BENEFITS**

### **HOLIDAYS**

Regular full-time employees shall be eligible for the following paid holidays and floating holidays. Paid holidays shall be established by the City Council. Recognized paid holidays are:

New Year's Day	Martin Luther King Birthday
President's Day	Memorial Day
Fourth of July	Labor Day
Native American Day	Veterans' Day
Thanksgiving Day	Friday after Thanksgiving Day
Christmas Eve afternoon	Christmas Day
2 Floating Holidays	

Holidays are to be paid at straight time pay for eight (8) hours except for Christmas Eve Afternoon.

When the designated holiday falls on Saturday, the preceding Friday shall be celebrated as the holiday. When a holiday falls on Sunday, the following Monday will be celebrated as the holiday. However, if Christmas Eve Day falls on a Sunday, the holiday will be celebrated on the following Tuesday.

Any eligible employee who works as required on any of the observed holidays will be paid holiday pay, in addition to one and one-half (1 1/2) times his/her regular hourly rate of pay for all hours actually worked on the holiday. The one and one-half (1 1/2) times his/her regular hourly rate of pay may be taken in cash or compensatory time at the discretion of the City. To be eligible for holiday pay, an employee must have worked the last full scheduled workday immediately before and the first full scheduled workday immediately after each holiday, unless prior approval is given for such absence.

An employee on layoff or unpaid leave of absence is not eligible for holiday pay.

#### **Police Department Employees**

All regular full-time employees, except seasonal, probationary, temporary, and part-time employees, are eligible for the following paid holidays: New Year's Day, Martin Luther King Jr. Birthday, President's Day, Memorial Day, Fourth of July, Labor Day, Native American Day, Veterans Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve afternoon, Christmas Day, and sixteen (16) hours of floating holiday time.

Any regular full-time officer working during a prescribed holiday set forth in the contract will receive their normal hourly rate for those hours worked. If this does not total twelve (12) hours worked, that office will receive the remainder time in paid leave, to total twelve (12) hours.

Any regular full-time officer scheduled off during prescribed holiday set forth in contract will receive twelve (12) hours pay for that holiday.

To be eligible for holiday pay, an employee must have worked the last full scheduled workday immediately before and the first full scheduled workday immediately after each holiday, unless prior approval is given for such absence.

An employee on layoff or unpaid leave of absence is not eligible for holiday pay.

## VACATIONS

The scheduling of vacation leave is dependent upon the judgment and discretion of the City. The City may require the rescheduling of vacation leave when, in his/her judgment, it is necessary for the efficient operation of the department. Once vacation time to be taken is approved by the City, it can only be changed by agreement with the City, or when the City determines the employee is needed.

Vacation days shall be earned, as distinguished from days allowed and taken, by the employee through months of continuous service. Vacation days shall be allowed and taken in the "vacation year" only, which means the twelve (12) month period following twelve (12) months of continuous service in which they are earned. Monthly vacation days earned and vacation days allowed to be taken are computed as follows:

### Police Employees

Years of Continuous Service	Vacation Hours earned per month	Vacation Hours allowed to be taken
In year 1	4 hours	0
In year 2	8 hours	48 hours
In year 3	8 hours	96 hours
In year 4	10 hours	96 hours
In year 5 through 9	10 hours	120 hours
In 10th year	12 hours	120 hours
In 11th year and after	12 hours	144 hours

The "vacation year" runs from employment anniversary date to the next employment anniversary date. Vacations shall be taken during the "vacation year" but an employee shall be allowed to carry over a maximum of twenty-four (24) hours of vacation from year to year.

Upon resignation from City employment, an employee will be compensated for unused vacation for the "vacation year" in addition to any vacation earned, based on months of service in the current year, up to the date of resignation.

Vacation pay will be at the employee's normal pay for the day or week for which he/she would have been regularly scheduled to work.

## All other employees

<b>Years of Continuous Service</b>	<b>Vacation Hours earned per month</b>	<b>Vacation Available for use</b>
Immediate earnings after 6 months service	.417 days	Up to 5 working days
During year two	.417 days	Up to 5 working days
During year three	.834 days	Up to 10 working days
During year four	.834 days	Up to 10 working days
During year five - nine	1.084 days	Up to 13 working days
During year ten	1.084 days	Up to 13 working days
During year eleven plus	1.250 days	Up to 15 working days

The "vacation year" runs from employment anniversary date to the next employment anniversary date. Vacations shall be taken during the "vacation year" but an employee shall be allowed to carry over a maximum of three (3) days of vacation from year to year.

Upon resignation from City employment, an employee will be compensated for unused vacation for the "vacation year" in addition to any vacation earned, based on months of service in the current year, up to the date of resignation.

Vacation pay will be at the employee's normal pay for the day or week for which he/she would have been regularly scheduled to work.

## LEAVES OF ABSENCE

Regular full-time employees shall be eligible for leaves of absence after completing their probationary period.

## SICK LEAVE

### Police Department Employees

A regular full-time employee who has completed their probationary period will earn sick leave at the rate of eight (8) hours per month, up to a maximum of nine hundred and sixty (960) hours. Starting in the tenth year of employment a regular full-time employee will earn sick leave at the rate of twelve (12) hours per month up to a maximum of nine hundred and sixty (960) hours. Sick leave shall be granted in minimum of one (1) hour increments.

Sick leave will be paid only when the employee is unable to work due to a personal illness or injury.

A medical doctor's written verification of illness or injury may be required by the City for substantiation of an illness or injury.

Sick leave will not be granted if an employee is injured while gainfully employed by a

different employer.

### **All Other Employees**

A regular full-time employee who has completed their probationary period will earn sick leave at the rate of one (1) day per month, up to a maximum of one hundred and twenty (120) days. Starting in the tenth year of employment a regular full-time employee will earn sick leave at the rate of one and one-half (1 1/2) days per month up to a maximum of one hundred and twenty (120) days. Sick leave shall be granted in minimum of one (1) hour increments.

Sick leave will be paid only when the employee is unable to work due to a personal illness or injury.

A medical doctor's written verification of illness or injury may be required by the City for substantiation of an illness or injury.

Sick leave will not be granted if an employee is injured while gainfully employed by a different employer.

## **FAMILY EMERGENCY**

### **Police Department Employees**

A Family Emergency shall be defined as a life-threatening illness, hospitalization and/or surgery of a regular full-time employees' spouse, child, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepchild, grandparents, grandchildren, son-in-law, daughter-in-law and adopted children.

Said employee may be granted up to thirty-six (36) hours leave of absence with pay for a Family Emergency. Additional time may be granted at the discretion of the Chief of Police. Family Emergency Leave time is to be deducted from and is subject to each employee's available sick leave.

The procedure of informing the department of requesting Emergency Family Leave shall follow procedure stipulated in Section 22.14 of the S.O.P.

Employees may use accrued sick leave for the employees medical, chiropractic, optical or dental appointments which cannot be scheduled at times other than during working hours.

### **All Other Employees**

A Family Emergency shall be defined as a life-threatening illness, hospitalization and/or surgery of a regular full-time employee's spouse, child, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepchild, grandparents, grandchildren, son-in-law, daughter-in-law and adopted children.

Said employee may be granted up to five (5) days leave of absence with pay for a Family Emergency. Additional days may be granted at the discretion of the City Administrator. Family Emergency Leave time is to be deducted from and is subject to each employee's available sick leave.

Employees may use accrued sick leave for personal medical, chiropractic, optical or dental appointments which cannot be scheduled at times other than during working hours.

## **SICK LEAVE INCENTIVE**

### **Police Department Employees**

Employees that have nine hundred and sixty (960) hours of sick leave remaining on December 31st of each year will receive a one hundred and twenty-five dollars (\$125.00) bonus if the employee has used twenty-four (24) hours or less of the previous year's sick leave time.

### **All Other Employees**

Employees that have one hundred and twenty (120) days of sick leave remaining on December 31st of each year will receive a one hundred and twenty-five dollars (\$125.00) bonus if the employee has used twenty-four (24) hours or less of the previous year's sick leave time.

## **FUNERAL LEAVE**

### **Police Department Employees**

In the event of death of a regular full-time employee's spouse, child, parent, brother, sister, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepchild, grandparents-in-law, grandchildren, son-in-law, daughter-in-law, and adopted children, said employee shall be granted up to twenty-four (24) hours leave of absence with pay for attendance at the funeral and other related functions.

In the event of death of a person not covered in the above paragraph, a regular full-time employee shall be granted one (1) day, per year, leave of absence with pay for attendance at the funeral and other related functions.

In the event a regular full-time employee is called upon to be a pallbearer for a funeral service that employee shall be granted twelve (12) hours of leave to perform this request.

Additional time may be granted at the discretion of the Chief of Police or City Administrator.

### **All Other Employees**

In the event of death of a regular full-time employee's spouse, child, parent, brother, sister, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepchild, grandparents-in-law, grandchildren, son-in-law, daughter-in-law, and adopted children,

said employee shall be granted up to three (3) days leave of absence with pay for attendance at the funeral and other related functions.

In the event of death of a person not covered in the above paragraph, a regular full-time employee shall be granted one (1) day, per year, leave of absence with pay for attendance at the funeral and other related functions.

In the event a regular full-time employee is called upon to be a pallbearer for a funeral service that employee shall be granted one (1) day of leave to perform this request.

Additional days may be granted at the discretion of the City Administrator.

### **MILITARY LEAVE**

A full-time employee may be granted a military leave of absence for a period up to thirty (30) days with pay as prescribed by Section 29.A28 of the Code of Iowa. The City will pay the difference between the military pay and what the employee would have received if working.

The City recognizes an employee's re-employment rights in accordance with the Universal Military Training and Service Act.

#### Jury Duty/Legal Leave

An employee required to serve as a juror shall receive his/her regular wages. In order to receive payment for such duty, the employee must submit certification of service and assign all fees to the City. When released from duty during working hours, the employee will report to work immediately.

### **UNPAID LEAVE**

The City Administrator, upon recommendation from a Department Head, may grant unpaid leave of absence to an employee for illness or other legitimate reasons as determined by the City Administrator.

During an unpaid leave, an employee:

- (a) Receives no compensation.
- (b) Does not earn vacation or sick leave.
- (c) Does not contribute to retirement programs.
- (d) Does not collect sick leave benefits.
- (e) Must reimburse the City for all coverage under Group, Hospital and Medical Insurance premiums paid while on leave if coverage is desired to be continuous.

- (f) Must reimburse the City for all coverage under the Group Life Insurance if coverage is desired to be continuous.



## **CRITICAL INCIDENT LEAVE – POLICE DEPARTMENT EMPLOYEES ONLY**

In the event that a full-time employee has been involved in a work related incident, such as a life threatening critical incident, the shooting of another person in the line of duty, being shot at in the line of duty, being shot in the line of duty, a fellow officer is shot or killed in the line of duty, or a similar life threatening situation having dealt with due to the officers official duty, the employee shall be given up to one hundred and twenty (120) hours off with pay as determined necessary by the Chief of Police. Those employees involved in a work-related critical incident may also be provided with an ILEA Critical Incident Team and/or additional treatment as is deemed necessary by the ILEA Critical Incident Team. Additional time may be allowed if recommended by the Officer's doctor or ILEA Critical Incident Team and approved by the Chief of Police, with proper verification.

There shall also be a critical incident debriefing held by a ILEA Critical Incident Team for the other employee's not directly involved in the departmental incident, at the time of the critical incident.

The City shall provide these benefits to the related employees, at the City's expense. All Critical Incident reports shall maintain confidentiality as with any employee medical records.

The employee shall also be provided at the City's expense, an attorney for any/or all legal action taken against the employee due to their involvement in a work-related critical incident occurring within the scope of their employment or duties.

## **ON-THE-JOB INJURIES – WORKERS' COMPENSATION**

The City will pay full salary to regular full-time employees who are injured on the job and who qualify for Workers' Compensation for a period not to exceed eight (8) weeks from the day of injury. Workers' Compensation checks received by the employee within the eight (8) week period must be endorsed and given to the City as a reimbursement. Following the eight (8) week period, the employee shall receive Workers' Compensation checks only, without salary compensation provided by the City.

The following provisions apply to an employee who is under the above described circumstances:

1. The City shall continue to pay its share of the Group Health Insurance premiums for the employee under the current personnel policy provisions for a period not to exceed twelve (12) months from injury, at which time the City Administrator will evaluate the situation and recommend if the City should continue paying said Health Insurance costs.
2. Vacation time shall continue to accumulate for up to twelve (12) months.

3. No additional sick leave or other leave will accumulate from the day of the injury to the day the employee returns to full-time duty with the City. There shall be no deduction of accrued sick leave days while an employee is off for Workers' Compensation. Injury and time off qualifying for Workers' Compensation is not an "illness" for sick leave purpose and no sick leave shall be paid.
4. The City shall not contribute to employee retirement programs for a period beginning eight (8) weeks after the injury and ending the day the employee returns to full-time duty.
5. Should the employee's doctor issue a statement indicating that the employee is able to return to work, the City may require the employee to test for minimum medical qualifications of the position.
6. An employee on workers' compensation, whose employment has been terminated according to Article 7(h), shall be considered for any future openings that he/she is qualified for. If the employee is rehired, his/her prior seniority may be reinstated with written agreement between the Union and the City.
7. Upon request, employees may supplement workers' compensation benefits with accrued sick leave, vacation or earned compensatory time; however, the total compensation received shall not exceed the employee's present salary.

## **LIGHT DUTY**

Temporary light duty assignments may be available for employees with work-related injuries or illnesses that are covered by Workers' Compensation. Eligibility for light duty is limited to employees for whom the assignment would be a progressive step in their return to work and the duties they perform are an asset to the City.

The City does not guarantee the availability of light duty work. Granting of light duty is at the discretion of the Department Head. In addition, employees on light duty are not guaranteed the rate of pay they received for the position they held at the time they sustained their work-related injury or illness. The pay rate for a light-duty assignment shall be based on the knowledge, skills, and abilities required for the job, as well as general labor market conditions. Employees who return to work in light-duty positions before they have reached maximum medical improvement may be eligible for temporary partial disability benefits under Workers' Compensation if they earn less than they earned in the position held at the time they sustained the work-related accident or illness. Employees in light-duty positions are permitted to supplement their Workers' Compensation benefits by using accrued vacation, compensatory time, or sick leave.

An employee with a job-related injury or illness who refuses a light duty assignment may forfeit Workers' Compensation weekly benefits payments.

### **Duration of Light Duty**

Assignment of light duty tasks within an employee's medical restrictions is intended to be for a temporary duration determined by the City. Light duty assignments will normally not exceed 12 weeks. An extension of an additional 12 weeks may be provided in exceptional circumstances where the employee is making progress towards recovery and medical opinion supports such an extension. Light duty assignments will be documented with a list of the functions assigned and the duration of the assignment. Temporary light duty assignments are not intended to become regular assignments.

### **Medical Certification**

Before assigning temporary light duty, the City will require medical certification from the employee's physician or a health care provider of the City's choosing that the employee is unable to perform his/her regular job duties within medical restrictions, and that the employee is able to perform the proposed light duty assignment within medical restrictions. At the conclusion of the light duty assignment, the City will require fitness-for-duty medical certification to determine whether the employee is able to return to his/her regular job duties.

### **Return to Work after Light Duty**

If, at the end of the temporary light duty assignment, the employee is able to perform his/her regular job duties without posing significant risk of harm to his/her health, or the safety or health of others, the employee may return to his/her regular position. If, at the end of the temporary light duty assignment, the employee is not able to perform his/her regular job duties, without posing significant risk of harm to his/her health or the health or safety of others, the City will review the employee's medical condition and determine whether the individual is a qualified individual with a disability and whether the employee's work restrictions can be reasonably accommodated to allow the employee to return to work. If no reasonable accommodation is available to return the employee to his/her previous position, the City will then consider transferring the employee to a vacant position for which the employee is qualified. If no such position is available, the employee may be terminated.

## **MODIFIED DUTY**

### **Eligibility**

Temporary or modified duty assignments may be available at the discretion of the Department Head for employees with non-work-related injuries. Eligibility for modified duty is limited to employees for whom the assignment would be a progressive step in their return to work and the duties they perform are an asset to the City

An employee who refuses a modified duty assignment will be placed in an unpaid leave of absence for 6 weeks.

### **Duration of Modified Duty Assignments**

Assignment of modified duty tasks within an employee's medical restrictions is intended to be for a temporary duration, determined by the Department Head. Modified duty assignments will normally not exceed 6 weeks. At the end of the 6 weeks, the employee

will be re-evaluated by the City-designated physician to determine if additional time on modified duty will continue to lead to progress in returning to his/her former duties. Modified duty assignments are intended to be used by employees where there is an expectation of improvement in the employee's condition. Modified duty assignments will be documented with a list of the functions assigned and the duration of the assignment. Temporary modified duty assignments shall not become regular assignments. Employees on modified duty are expected to comply with all restrictions, such as lifting, bending etc. placed on them by the physician.

### **Medical Certification**

Before assigning temporary modified duty, the City will require medical certification, from the employee's designated physician, that the employee is unable to perform his/her regular job duties within medical restrictions, and that the employee is able to perform the proposed modified duty assignment within medical restrictions. At the conclusion of the modified duty assignment, the City will require fitness-for-duty medical certification from the City's designated physician to determine whether the employee is able to return to his/her regular job duties.

### **Return to Work after Modified Duty**

If, at the end of the temporary modified duty assignment, the employee is able to perform his/her regular job duties without posing significant risk of harm to his/her health, or the safety or health of others, the employee may return to his/her regular position. If, at the end of the temporary modified duty assignment, the employee is not able to perform his/her regular job duties, without posing significant risk of harm to his/her health or the health or safety of others, the City will review the employee's medical condition and determine whether the individual is a qualified individual with a disability and whether the employee's work restrictions can be reasonably accommodated to allow the employee to return to work. If no reasonable accommodation is available to return the employee to his/her previous position, the City will then consider transferring the employee to a vacant position for which the employee is qualified. If no such position is available, the employee may be terminated.

## **INSURANCE AND BENEFITS**

### **INSURANCE**

The City agrees to provide health insurance that is comparable to the insurance plan benefits that was in effect on December 15, 2015. The City agrees that in the event the City is considering a change in the Insurance program, advance notice will be provided to the Union with sufficient time to allow for the Union input prior to a final decision being made by the City. The City will pay the full cost of the employee's personal premium.

If an employee desires family coverage, the City will pay eighty-five (85) percent of the difference between the family premium and the employee only premium with the employee paying fifteen (15) percent, by authorizing a payroll deduction for the added cost.

The City will pay the premium for each eligible regular full-time employee toward a \$10,000 Term Life Insurance Policy.

The insurance program referred to in this Agreement shall be subject to all terms and conditions of the contract with the insurance carrier(s) selected by the City.

An employee who is unable to work and has run out of sick leave, compensatory time and vacation, will be allowed to be continued on the City's insurance at the employee's expense as required under COBRA.

#### **Continued Coverage Provision**

In accordance with the **Consolidated Omnibus Budget Reconciliation Act (COBRA)**, the City will offer covered employees, spouses, and dependent children the opportunity to continue their group medical coverage under the City's current plan. Employees shall pay premiums monthly in advance.

Employees who wish to retire before attaining sixty-five (65) years of age shall be allowed to continue participation in the City's health/medical plan under the group contract at the employee's own expense until the employee attains age sixty-five (65). An employee who wishes continuation of such coverage must request it in writing within thirty (30) days of the date the group insurance would otherwise terminate. Employees shall pay premiums monthly in advance. Continuation shall terminate when the employee becomes eligible for Medicare.

### **RETIREMENT**

The City pays into the Iowa Public Employee Retirement System (IPERS) and Social Security for each eligible employee of the City.

### **Iowa Public Employees Retirement System (IPERS)**

The Iowa Public Retirement System is a mandated retirement program for state, county and local public employees.

If for any reason an employee is terminated from public employment, he/she is entitled to a full refund plus interest and dividends of all he/she has contributed to the system. The employee simply requests a refund form from the IPERS. Acceptance of the refund automatically terminates the employee's IPERS membership. Members who are vested have the option of leaving their money in IPERS where it will continue to earn interest.

### **Social Security**

Social Security (or FICA) is a Federal fund which provides a number of benefits including retirement, disability, and certain health and medical benefits. All employees are required to participate.

## **UNIFORM ALLOWANCE**

### **Police Department Employees**

The City will allow up to five hundred fifty dollars (\$550) per year towards a uniform allowance. This will increase to Six hundred dollars (\$600) for the 2017-18 contract year; to Six hundred fifty (\$650) dollars for the 2018-19 contract year; to seven hundred dollars (\$700) for the 2019-20 contract year; to seven hundred fifty dollars (\$750) for the 2020-21 contract year.

**All Employees in the Sanitation, Street, Water, Wastewater, Parks and Cemetery Departments.** This provision specifically excludes employees at the Recreation Center and City Hall.

Beginning January 2017 each employee shall receive a credit, with the City of Jefferson, of \$380 to be reimbursed for the purchase of approved clothing/safety shoes or boots. This credit will increase to: \$385 in January of 2018, \$390 in January of 2019, \$395 in January of 2020 and \$405 in January of 2021. The payment shall be prorated based upon the number of months worked during the previous year. All items purchased should be purchased locally if possible.

### **Damage to Personal Items**

In the event of the destruction or damage to a regular employee's personal property, such as eyeglasses, watch or watchband, in the performance of required duties, through no fault of the employee, the employee may be reimbursed for approved claims in an amount determined by the City, not to exceed two hundred (200.00) dollars for eyeglasses and twenty-five (25.00) dollars for a watch or watchband, upon presentation to the Immediate Supervisor of satisfactory evidence as to the destruction or damage and a receipt evidencing repair or replacement. In order to be eligible for such reimbursement, prompt reporting of the destruction or damage to the Immediate Supervisor or his/her designee

is required, but in no event shall such be made later than the end of the workday, unless extenuating circumstances exist, during which the destruction or damage occurred.

## **STANDARDS OF CONDUCT**

### **HARASSMENT**

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

#### **Sexual Harassment Defined**

Sexual harassment prohibited by this policy includes any unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

Submission to such conduct is made a term or condition of employment; or submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

The following is a partial list of conduct that would be considered sexual harassment:

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening retaliation after a negative response to sexual advances;
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars, or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, sexual banter or innuendoes, or comments about an employee's body or manner of dress;
6. Written communications of a sexual nature distributed in hard copy or via a computer network;
7. Verbal sexual advances or propositions;
8. Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive, or obscene letters, notes or invitations;



9. Physical conduct such as touching, assault, impeding or blocking movements;
10. Retaliation for making harassment reports, threatening to report harassment or participating in a harassment investigation.

Sexual harassment can occur between employees of the opposite sex or of the same sex. It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment can occur between supervisors and subordinates, employees and non-employees and between co-workers.

### **Other Types of Harassment**

The City also prohibits other forms of harassment on the basis of race, color, national origin, religion, gender, sexual orientation, gender identity, physical or mental disability, age, marital status, veteran status or any other characteristic protected by applicable laws. Such prohibited harassment includes, but is not limited to, the following:

1. Verbal conduct such as threats, epithets, derogatory comments or slurs;
2. Visual conduct such as derogatory posters, photographs, cartoons, drawings or gestures.
3. Written communications containing statements that may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or caricatures.
4. Physical conduct such as assault, unwanted touching or blocking normal movement.
5. Retaliation for making harassment reports, threatening to report harassment or participating in a harassment investigation.

### **Harassment Complaint Procedure**

Any employee who believes he or she has been subjected to harassment prohibited by this policy should immediately report that behavior to his/her supervisor, department head or the City Administrator.

If an employee becomes aware of harassing conduct engaged in or suffered by a City employee, regardless of whether such harassment directly affects that employee, the employee should immediately report that information, to his/her supervisor, department head or the City Administrator.

Whenever the City is made aware of a situation that may violate this policy, the City will conduct an immediate, thorough and objective investigation of any harassment claims. If the City determines that prohibited harassment has occurred, it will take appropriate action against any person found to have engaged in prohibited harassment. A determination regarding the alleged harassment will be made and communicated to the person claiming harassment as soon as practical. The type of discipline administered will be dependent upon the severity of the conduct, as well as any other factors presented in the particular circumstances. Employees violating this policy are subject to discipline up to and including termination.

The City strictly prohibits retaliation against any person by another employee or by the City for using this complaint procedure, reporting harassment, or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the City or a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

The City does not consider conduct in violation of this policy to be within the proper course and scope of employment and does not sanction such conduct on the part of any employee, including management employees.

## **WORKPLACE VIOLENCE**

The City has adopted a Zero Tolerance Policy for workplace violence because it recognizes that workplace violence is a growing nationwide problem that needs to be addressed by all employers. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion which involve or affect the City or which occur on City property will not be tolerated.

Acts or threats of violence include conduct that is sufficiently severe, offensive, or intimidating to alter the employment conditions at the City or to create a hostile, abusive, or intimidating work environment for one or several City employees. Examples of workplace violence include, but are not limited to:

1. All threats or acts of violence occurring on City premises, regardless of the relationship between the City and the parties involved in the incident.
2. All threats or acts of violence occurring off the City premises involving someone who is acting in the capacity of a representative of the City.
3. All threats or acts of violence occurring off the City premises involving an employee of the City if the threats or acts affect the legitimate interest of the City.
4. Any acts or threats resulting in the conviction of an employee or agent of the City, or of an individual performing services for the City on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence that adversely affect the legitimate interests of the City.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to:

1. Hitting or shoving an individual;

2. Threatening an individual or his/her family, friends, associates, or property;
3. The intentional destruction or threat of destruction of City property;
4. Harassing or threatening phone calls;
5. Harassing surveillance or stalking;
6. The suggestion or intimation that violence is appropriate;
7. Unauthorized possession or inappropriate use of firearms or weapons

The City's prohibition against threats and acts of violence applies to all persons involved in the City's operation, including, but not limited to, City personnel, contract, seasonal and temporary workers, and anyone else on City property, by any individual acting as a representative of the City while off City property, or by an individual acting off of City property when his/her actions affect the City's interests. Violation of this prohibition will lead to disciplinary action, up to and including termination, and/or legal action as appropriate. No provision of this policy shall alter the at-will nature of the employment relationship with the City.

Every employee and every person on City property is encouraged to report incidents, threats, or acts of physical violence. The report should be made to the City Administrator/Clerk, or any department head. Nothing in this policy alters any other reporting obligation established in City policies or in state, federal, or other applicable law.

### **SMOKE FREE WORKPLACE**

City halls and other buildings under local government control are considered public places. Under Iowa Code Section 142B.2(1), smoking is prohibited in all public places, City vehicles and public meetings except in designated smoking areas approved by the department heads. For proper identification of these smoking areas, an employee should check with his/her Supervisor.

### **DRUG FREE WORKPLACE POLICY**

The use of controlled substances, either on or off the job, is inconsistent with the behavior expected of City employees, subjects all employees and the public to unacceptable safety risks, and undermines the City's ability to operate effectively and efficiently. Therefore, the policy of the City is to maintain a drug-free workplace. (A drug-free workplace means that alcohol or a controlled substance (drugs in any unauthorized form) as defined in Sections I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 81 and as further defined in regulation 21 C.F.R. 1308.11-1308.15), as well as any applicable Iowa statutes regulating alcohol and controlled substances.) The unlawful manufacture,

distribution, dispensing, possession, sale or use of a controlled substance in the workplace, or any premise where City business is carried out, is strictly prohibited. Violation of this prohibition will lead to disciplinary action, up to and including termination, and/or legal action as appropriate.

The Drug-Free Workplace Act of 1988 requires employees to report any conviction under a criminal drug statute for violations occurring on the City's premises, or off the City's premises while conducting official City business. A report of a conviction must be made to your department head within five (5) workdays after conviction. Failure to do so will result in immediate discharge from City employment.

### **TREATMENT OF CONFIDENTIAL INFORMATION**

Confidential information generally consists of non-public information about a person or an entity that, if disclosed, could reasonably be expected to place either the person or the entity at risk of criminal or civil liability, damage the person or entity's financial standing, employability, privacy or reputation. The Iowa Code defines confidential information, which includes but is not limited to:

1. City personnel information including Social Security numbers, driver's license numbers, state identification card numbers and passport numbers;
2. City personnel credit and debit card information, and financial account information;
3. City personnel records, including but not limited to information regarding an employee's work history, credentials, length of service, performance, and discipline;
4. City personnel criminal background check information;
5. Individual conflict of interest information;
6. Individually identifiable biometric information;
7. Computer system passwords and security codes;
8. Budgetary, departmental, or City planning information;
9. Non-public financial, procurement, health/safety, audit, insurance and claims information;
10. Internal investigation information, pre-litigation, and non-public litigation and administrative agency charge, audit and inquiry information;
11. Non-public law enforcement records generated or maintained by the City Police Department;
12. All City attorney-client communications and City attorney work product;

13. City personnel information designated as "Protected Health Information" (PHI) under the Health Insurance Portability and Accountability Act (HIPAA), or otherwise protected by law;
14. City personnel information such as leave requests, drug tests results, fitness for duty tests and any health-related information gathered by the City to carry out its obligations under the ADAAA, FMLA, workers' compensation and other state and federal laws;
15. City personnel files containing information about occupational injuries, disability insurance eligibility, sick leave requests and justifications; and
16. All information, materials, personnel data and records designated confidential.

The above information should be accessible to appropriate persons.

### **POLITICAL ACTIVITY**

City employees shall not engage in any of the following activities:

1. Solicit any contribution of any type for any party or candidate while performing City duties, during work hours, while using City equipment, or while on City property.
2. Use his/her position with the City to influence City elections in any way. No employee organizations may make contributions to a candidate or party involved in a City election.
3. Take part in any other political activities reducing work efficiency or causing tardiness for work. No employee may leave work to solicit support in a campaign for an elected office.
4. Take part in any other activities prohibited in the Iowa Code 2C.7, 400.29, 721.3-721.7, and 53.7. All those political activities not prohibited will be unaffected by this personnel handbook.

### **CANDIDATES FOR OFFICE**

If an employee becomes a candidate for any City elective office, he/she automatically receives a leave of absence without pay. The leave without pay begins upon either an announcement of the employee's candidacy or filing of a petition for office. However, this will not be later than thirty (30) days before the primary or general election day, and it continues until he/she is no longer a candidate. If elected, he/she would be required to resign his/her regular City position.

An employee may be a candidate for a non-partisan office that is not related to his/her employment. In this case, the employee will not be required to take a leave of absence without pay, as long as he/she does not campaign while he/she is on duty as an employee or let his/her duties interfere with his/her City job responsibilities.

### **PERSONAL FINANCIAL INTEREST**

City employees must avoid participating financially, directly or indirectly, in any business enterprise that might influence or appear to influence their official decisions or actions as City employees.

### **ACCEPTANCE OF GIFTS**

Gifts are defined as an offer of a material item, cash, travel, lodging, meals, special or unusual discounts on the purchases of material items, or other similar examples.

While it may not be apparent at the time, nor even contemplated by an employee, receiving gifts from a City Resident or a supplier's representative may adversely affect an employee's judgment in dealing with that person or supplier. Therefore, an employee of the City of Jefferson shall not, directly or indirectly, solicit, accept or receive any gift as defined above per Iowa Code Chapter 68B.22.

### **CONTACT WITH THE MEDIA AND OTHER THIRD PARTIES**

Any written information prepared by the City shall be reviewed by the employee's or volunteer's department head or the City Administrator, prior to dissemination to the Mayor, City Council or to a third party (attorneys, press or broadcast media). A City employee, including a Volunteer Fire Department member, shall not give any written or oral statements and/or any City information-including documents, papers or compilations of materials to an outside third party without prior review of his/her department head or City Administrator. A department head may give an employee permission to speak with the media on certain matters.

All press releases must be reviewed and approved by the City Administrator, or department head, prior to distribution.

### **PROFESSIONAL APPEARANCE AND WORK ENVIRONMENT**

Employees are expected to conduct themselves in the utmost professional and respectful manner while working in their official capacity as representatives of the City. Employees are required to dress in appropriate casual business attire or supplied work clothing consistent with their position.

All City workspaces and environments shall be kept clean, orderly, and professional. Work environments reflect the City and every effort should be made to keep work surfaces, equipment, vehicle, space, and clothing free of clutter and potential safety hazards. Files, cabinets, and sensitive or confidential information shall be locked or properly stored at the end of each workday.

## **SOCIAL NETWORKING**

In general, the City of Jefferson views social networking sites (e.g., Facebook, Twitter), personal websites, and weblogs positively and respects the right of employees to use them as a medium of self-expression. If an employee chooses to identify himself or herself as an employee of the City on such Internet venues, some readers of such websites or blogs may view the employee as a representative or spokesperson of the City. In light of this possibility, the City requires, as a condition of employment with the City, that employees observe the following guidelines when referring to the City, its programs or activities and its employees in a blog or on a website.

Employees must be respectful in all communications and blogs related to or referencing the City and/or other employees. Employees must not use obscenities, profanity, or vulgar language in these communications.

Employees must not use blogs, social media sites, or personal websites to disparage the City or other employees of the City.

Employees must not use blogs, social media sites, or personal websites to harass, bully or intimidate other employees. Behaviors that constitute harassment and bullying include, but are not limited to, comments made that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating or demeaning comments; and threats to stalk, haze, or physically injure another employee.

Employees must not use blogs, social media sites or personal websites to discuss engaging in conduct that is prohibited by City policies, including, but not limited to, the use of alcohol and drugs, sexual behavior, sexual harassment, and bullying.

Employees must not post pictures of employees on a website without obtaining written permission from each such pictured employee.

The use of the City name or logo is not allowed without written permission.

Any employee found to be in violation of any portion of this Social Networking Policy will be subject to immediate disciplinary action, up to and including termination of employment.

## **USE OF CITY VEHICLES AND EQUIPMENT**

City issued vehicles shall be used to carry out official City business and activities. City vehicles shall not be used to transport private citizens unless in an emergency or authorized by the respective department head.

Employees issued City vehicles shall not use them as transportation between work and home, unless in conjunction with on-call duties as approved by the respective department head.

No employee or representative of the City is permitted to use City equipment for personal use.

## **SEATBELT POLICY**

Seatbelts are required to be worn in Iowa and must be used by City employees at all times while performing work for the City. This includes all personal and work vehicles which have factory-installed seatbelts including skid loaders, utility carts, backhoes, and mowers which have a Roll Over Protection Structure (ROPS).

## **OUTSIDE EMPLOYMENT**

An employee shall not become involved in any activity which impairs attendance or efficiency in the performance of his/her duties as an employee. An employee shall not engage in any employment, activity, or enterprise which is inconsistent, incompatible, or in conflict with his/her duties as an employee of the City.

## **INCLEMENT WEATHER**

This policy is applicable to all City Employees including regular full-time and regular part-time employees. Any closings will be at the discretion of the City Administrator.

Some City offices, facilities or operations may, on occasion, be closed due to inclement weather or other causes. On occasions when an employee is unable to report to work due to inclement weather, they will be permitted to use accumulated leave time such as vacation, holiday or compensatory time to make up to their regular pay for the time not worked. An employee may not use sick leave for such occurrences unless that person was on sick leave the last work day immediately preceding, and the first work day immediately following the closing. If the employee does not have sufficient accumulated leave time to cover the lost hours of work he/she shall be given leave without pay for those hours.

It is the responsibility of each department head to ensure his/her operations are open in



the event he/she is unable to report for work.

## **PRIVACY**

In collecting, maintaining, and disclosing personnel information, the City makes every effort to protect employees' privacy rights and interests and prevent inappropriate or unnecessary disclosures of information from any employee's file or record. Except as otherwise required by law, the City treats personal information about employees as confidential and respects the need for protecting each employee's privacy by enforcing secure information handling procedures on the part of all personnel whose job duties involve gathering, retaining, using, or releasing personal information about the organization's employees.

The City collects and retains only such personal information, as it needs to effectively conduct business and administer its employment and benefit programs. The City takes steps to make sure that all personal and job-related information about employees is accurate, complete, and relevant for its intended purpose.

In response to an information request from an outside organization, individual, or entity, the City normally verifies only the employment status and dates of employment of former or present employees. The City does not provide any other information unless and until it has received from the employee or former employee a written request that it disclose or confirm additional specific information.

Desks, storage areas, work areas, file cabinets, lockers, credenzas, computer systems, office telephones, City issued cell phones, modems, facsimile machines, duplicating machines and any vehicles or equipment are the City's property and must be maintained according to this policy. All such areas and items must be kept clean and are to be used only for work purposes. The City reserves the right, at all times, and without prior notice, to inspect and search any and all of the City's property for the purpose of determining whether this policy or any other policy has been violated, or whether such inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state or federal laws. Such inspections may be conducted during or outside of business hours. This inspection will take place even if the property has a lock or key provided to the employee or by the employee. This property remains City property and is subject to search at any time for any reason.

The City's computer systems and other technical resources, including any voicemail or e-mail systems, are provided for use in the pursuit of the City's business and are to be reviewed, monitored, and used only in that pursuit, except as otherwise provided in this policy. As a result, computer data, voicemail, and e-mail are readily available to numerous persons. During the course of employment as you perform or transmit work on computer systems or other technical resources, your work may be subject to investigation, search and review in accordance with this policy. In addition, any electronically stored communications that employees either send to, or receive from, others may be retrieved and reviewed whenever the City chooses to do so, with or without the employee present.

Employees have no right of privacy as to any information or file maintained in or on the City's property or transmitted or stored through the City's computer systems, voicemail, e-mail or any other technical resources. While e-mail and voicemail may accommodate the use of passwords for security, the reliability of passwords for maintaining confidentiality is not guaranteed.

## **ELECTRONIC MEDIA, INTERNET AND CELL PHONE USE**

### **Basic Policy**

The City currently uses a variety of electronic forms of communications and information exchange. City employees have access to one or more forms of electronic media and services such as computers, e-mail, telephones, voice mail, fax machines, external electronic bulletin boards, on-line services, wire services, and the Internet.

The City encourages the use of these media and associated services because these communications and access to information are very useful in conducting City business. It remains, however, that the electronic media and services provided on or through City devices are City property and their purpose is to facilitate City business.

With the rapidly changing nature of electronic media, this policy cannot establish rules to cover or anticipate every possible situation. This policy is intended to express the City's philosophy and establish general principals to be applied in the use of electronic media and services on City property or with City-owned devices.

The following procedures apply to all electronic media and services that are accessed on or from City premises; accessed using City computer equipment, or via City-paid access methods or facilities; and/or are used in a manner which identifies the individual user with the City.

The City Administrator is responsible for the implementation and enforcement of the policy including designating City personnel and/or consultants who are authorized to manage the City's computer resources.

Only persons presently employed by or serving in an official capacity with the City of Jefferson are permitted to use computer resources owned, rented, leased or otherwise under the control of the City with the exception of the computer resources offered to the public by the library. The use of the computer resources offered to the public by the library is controlled by the library's computer use policy.

Unless expressly authorized, installing computer hardware and/or software on the City's computer systems or on City Property is strictly prohibited. Authorized is defined as any person(s) and/or consultant(s) given express approval by the City Administrator.

### **Procedures**

Electronic Media/Cell Phones may not be used for knowingly transmitting, retrieving, or

storage of any communications of a discriminatory or harassing nature, or which are derogatory to any individual or group, or which are obscene or X-rated communications, or are of a defamatory or threatening nature, or for "chain letters," or for any other purpose which is illegal or against City policy or contrary to the City's interests.

Electronic media and service are primarily for City business use. Limited, occasional or incidental use of electronic media (sending or receiving) for personal, non-City purposes is understandable and acceptable, as is the case with the occasional receipt or placement of personal phone calls.

Electronic information created and/or received by an employee using e-mail, word processing, utility programs, spreadsheets, databases, voice mail, Internet/BBS access, or any such similar means, is the sole property of, and may be monitored by the City.

The City routinely monitors usage patterns for both voice and data communications for a variety of purposes including cost analysis/allocation and the management of our connection to the Internet.

The City also reserves the right, in its discretion, to review any employee's electronic files and message and usage to the extent necessary to ensure that electronic media services are being used in compliance with the law and with this and other City policies.

Since electronic communications are not secure from possible intentional or inadvertent misdirection and interception, sensitive information about personnel or municipal business should be sent utilizing other, and more secure, forms of communications.

Employees must respect the confidentiality of other people's electronic communications and may not attempt to read, access other employee's communications, or breach computer or network security measures, or monitor electronic files or communication of other employees or third parties except by explicit direction of the City Administrator.

Each employee who uses any security measures must provide his/her supervisor with a sealed hard copy record of all his/her passwords and encryption keys, if any, including all log-in names and passwords to access the computer and any Internet site which is accessed by the employee using City equipment or services, or from the City's premises.

No e-mail or other electronic communications may be sent which attempts to hide the identity of the sender, or represent the sender as someone else or as being from another city or business.

Electronic media and services should not be used in a manner which is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

Any messages or information sent by an employee through the Internet or any other electronic media are statements identifiable and attributable to the City. Even personal “disclaimers” in such messages that still identify the individual as being connected with the City and the statement could still be legally imputed to the City. All such communications sent by employees must comply with this and other City policies, and may not disclose any confidential or proprietary City information.

Any employee who violates this policy or is found to be abusing the privilege of City-facilitated access to electronic media or services will be subject to corrective action including termination and/or may risk having the privilege of access and use of electronic media removed for him/her and possibly other employees.

Files downloaded from the Internet or any other device must be scanned with virus detection software before installation or execution.

All appropriate precautions should be taken to detect for a virus and, if necessary, to prevent its spread.

E-Mail may constitute a public record under certain circumstances and may be accessible or obtainable by individuals, agencies and others and may be subject to state law and City policy pertaining to record retention and destruction.

Employees are obligated to cooperate with any investigation regarding the use of the City’s computer equipment.

This policy is subject to revision from time to time as deemed appropriate by the City Council.

## **DISCIPLINARY PROCEDURES**

The many years that the average employee has worked for the City of Jefferson shows that good working relationships do exist. However, **examples** of work rules have been established to deal with the occasional instances of unsatisfactory conduct (see Work Rules).

In the event of such unsatisfactory conduct by an employee, the supervisor will normally first try to correct the situation through discussion with the employee. The employee or the supervisor may call upon the Department Head for help in resolving the problem, or if this fails, in deciding upon what remedial action is warranted. In all cases the supervisor reserves the right to adjust his/her action to suit the circumstances.

The following steps will normally only be taken in an attempt to resolve problems of unsatisfactory conduct which are not of a serious nature:

### ***Verbal Warning***

The supervisor or Department Head will normally give the employee a verbal warning and may place a written notation of this in the employee's personnel file.

***Written Warning***

If unsatisfactory conduct continues, a written warning will normally be issued by the supervisor or Department Head. The copy will be placed in the employee's personnel file. The employee will be notified of such action and will be asked to sign the written warning before it is placed in the employee's personnel file. If the employee refuses to sign the written warning, such refusal will be noted on the document and placed in the employees file.

***Suspension***

If such conduct persists, or in case of serious misconduct, the employee may be suspended without pay.

***Discharge***

If such conduct is repeated, or in case of serious misconduct, the City will terminate employment of the employee. A written report of this action and the reasons for it will be placed in the employee's file.

In cases of serious misconduct, the City shall have the right to suspend or discharge immediately.

**WORK RULES AND DISCIPLINARY ACTION**

The following Work Rules address examples of what could be considered unsatisfactory conduct, but are not necessarily the only areas in which disciplinary action may be taken if conduct or instances require. These Rules may be modified by the City as changing conditions warrant. Each case shall be considered on its own merits with due consideration as to the nature of the offense, the cause, the background, the likelihood of repetition, and the attitude of the offender. Union employees have the right to grieve disciplinary action through the grievance procedure in the union contract, non-union employees may grieve disciplinary action through the grievance procedure in this handbook. These rules are only examples and as always, you may terminate your employment at any time, with or without cause, and the City retains that same right.

## CLASS I WORK RULES

CLASS I work rules are examples of work rules, which if violated for the first time, will normally not result in discharge.

1. Loafing or lackadaisical performance of job assignments or disturbing others at work.
2. Failure to begin work at starting time.
3. Tardiness, absenteeism, or leaving work early without authorization or good reason.
4. Working unauthorized hours or violation of work hours, rest periods, or lunch periods.
5. Unauthorized extension of breaks and/or lunch periods.
6. Working overtime hours without prior approval of the supervisor.
7. Leaving the work place during work hours without authorization.
8. Unnecessary socializing or extended visiting during working hours, whether in person, via telephone or electronic communications.
9. Loitering or wasting time during working hours.
10. Unauthorized or unnecessary time spent away from the assigned workstation.
11. Obscene or abusive language.
12. Conduct or appearance not in keeping with a professional image and/or position.
13. Poor hygiene
14. Failure to wear prescribed uniform or proper work apparel.
15. Creating or contributing to unsanitary conditions.
16. Minor violations of City policies and/or procedures.
17. Sleeping during working hours or giving the impression of sleeping.
18. Posting, altering or removing any material on City bulletin boards unless specifically authorized to do so.

## CLASS II WORK RULES

CLASS II work rules are examples of work rules that are of a more serious nature than CLASS I and, if violated, may result in more serious disciplinary measures, up to and including discharge.

1. Dishonesty
2. Work performance not up to standards.
3. Failure to perform duties as outlined in the employee's job description or failure to carry out reasonable assignments or instructions.
4. Failure to follow the proper procedures or policies of the City.
5. Refusal to work, without a good reason, when needed due to call-in, disaster, weather emergency, etc.
6. Horseplay
7. Fighting, disorderly, subversive, insubordinate, immoral, or indecent conduct.
8. Physical assault of fellow employees.
9. Violation of safety standards that could result in harm to residents, employees, or damage to equipment.
10. Excessive absenteeism or tardiness.
11. Failure to notify your supervisor that you will be absent from work.
12. Making untruthful or capricious statements about a fellow employee.
13. Threatening, intimidating, or coercing residents, fellow employees, or others.
14. An act of sexual or other form of harassment, either verbal or physical.
15. Poor driving record (both on and off the job) for employees required to use a motor vehicle while on City business.
16. Obtaining employment or promotions under false pretenses.
17. Failure to complete City records.
18. Violation of safety and health rules.
19. Transporting unauthorized passengers in City equipment or motor vehicles.
20. Failure to perform routine maintenance on assigned equipment.
21. Negligence in the operation or care of any equipment or vehicles.
22. Failure to keep current with City Utility bills.

## CLASS III WORK RULES

Class III work rules are examples of such a serious nature that violations may result in immediate discharge.

1. Theft, willful destruction and/or unauthorized use or altering of property or equipment belonging to the City or any employee.
2. Consuming, having unauthorized possession of, using intoxicants, narcotics, controlled substances, or other non-medically prescribed drugs while on the work premises or on work related activities.
3. Being absent without notifying the supervisor.
4. Disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervision.
5. Deliberately falsifying, altering, or supplying false information on City records, including payroll records and time cards.
6. Falsifying sick leave claims.
7. Unauthorized copying of confidential City records without permission.
8. Unauthorized disclosure of confidential information.
9. Negligence, including leaving duty station without authorization.
10. Violation of safety and health rules which may endanger the employee, other employees, or the public, including failing to wear seat belts while driving or riding in a City vehicle or a personal vehicle while conducting City business.
11. Failure to report an accident/incident.
12. Working on personal jobs or carrying on secondary employment on City time.
13. Unauthorized possession of weapons, firearms, knives, or explosives on City premises or on other premises while conducting City business.
14. A guilty plea to, been convicted of or granted a deferred judgment of a felony offense.
15. Failure to maintain necessary licenses and/or certifications.
16. Failure to maintain insurability. Loss of insurability may be the result of moving violations and/or accidents both on the job and on an employee's own personal time.
17. Smoking in restricted areas.
18. Incompetence
19. Operating City equipment or motor vehicles recklessly.
20. Illegally manufacturing, possessing, using, distributing or transporting alcohol or controlled substances.
21. Bullying is prohibited. Workplace bullying refers to repeated, unreasonable actions of individuals (or a group) directed toward an employee (or group of employees), which is intended to intimidate and or creates a risk to the health and/or safety of the employee(s). Bullying includes behavior that intimidates, degrades, offends or humiliates a worker, often in front of others.



## **EMPLOYEE COMMUNICATION**

### **BULLETIN BOARDS**

All job postings and other employee information will be posted on the bulletin boards at City Hall, community center, and the Library.

### **OPEN DOOR/OPEN COMMUNICATION**

All Supervisors practice an open-door policy with his/her employees. The City encourages its employees to discuss any issues they may have with a co-worker, directly with that person. If a resolution is not reached, the employee should arrange a meeting with his/her Supervisor to discuss any concern, problem, or issue that arises during the course of his/her employment. The City wants to hear every employee's concerns and ideas for workplace improvement. Supervisors will take employee suggestions seriously, and when appropriate, the Supervisor may discuss an employee's idea with the Department Directors, and the City Administrator. The employee has the right to meet with the City Administrator at any time.

### **COMPLAINT PROCEDURE**

A complaint is defined as any dispute between the City and the employee concerning the application of these rules and policies. All complaints and responses to complaints must be in writing and signed by the affected parties.

The following procedures shall apply to all employees, except that subjects covered by a collective bargaining agreement shall be covered by the grievance procedure provided for in the agreement for employees covered by the agreement:

Step 1 – An employee shall discuss a complaint or problem orally with his/her supervisor within five (5) workdays following its occurrence in an effort to resolve the problem in an informal manner.

Step 2 - Within five (5) work days after the discussion at Step 1, or if no timely decision has been made within five (5) work days following the discussion at Step 1, the employee shall then present the written complaint to the employee's department head.

Step 3 – Within five (5) work days after the discussion at Step 2, or if no timely decision has been made within five (5) work days following the discussion at Step 2, the employee shall then present the written complaint to the City Administrator, who shall respond within five (5) work days. The complaint shall state the nature of the complaint, the facts and witnesses as they are known to be, and the remedy sought. The City Administrator's decision will be final.

## **SAFETY AND HEALTH**

### **GENERAL POLICY**

It is City policy to provide and maintain a work environment conducive to the safety and health of its employees. Employees are responsible for maintaining a safe and healthy work environment and following the City's safety and health rules. Negligence in adherence to on-the-job safety and health standards will be considered grounds for discipline up to and including termination. Employees are responsible for promptly reporting all unsafe or potentially hazardous conditions to their supervisor. The City will make every effort to remedy problems as quickly as possible.

If an employee fails to report an unsafe condition immediately upon becoming aware of it and is injured as a result of the unsafe condition, the employee is on notice that the City will take the position that the employee caused their injury because they did not notify the City and did not allow the City an opportunity to remedy the unsafe condition and protect its employees.

In case of an accident involving personal injury, regardless of how serious, employees shall immediately notify their supervisor and complete a First Report of Injury Form and the Incident/Accident Report Form.

### **EMPLOYEE INJURIES OR WORK-RELATED ILLNESSES**

Employee shall immediately report all work-related injuries or illnesses to his/her supervisor. The employee shall complete all work-related documentation within 24 hours of the incident per the Workers' Compensation Procedures. If the employee is unable to complete the documentation, his/her supervisor will complete the information for them.

### **TRAINING**

The City will provide all employees with the required safety training to perform their job in a safe manner. Employees will be required to attend mandatory safety training.

### **SAFETY COMMITTEE**

The City has established a Safety Committee to promote a safe and healthy work environment. The purpose of the Committee is to evaluate accidents, operating practices, and the handling of City supplies, materials, and equipment, and to assess training needed to ensure a safe workplace. The Committee will study issues and make recommendations to the City Administrator that promote and maintain a safe and healthy working environment for City employees, protect the public's resources, and reduce City exposure to risk and loss.

## **SEPARATION**

### **REMOVAL OF APPOINTEES**

Removal of appointees shall be accomplished in accordance with the requirements of Section 372.15, the Code of Iowa. Prior to the filing of the Notice of Removal with the City Clerk, the employee shall be given notice of proposed action containing a statement of reasons for the proposed action and provided an opportunity for an informal hearing before the officer or body proposing the removal and all issues connected with the removal. Following that hearing, the officer or body may file the written order of removal with the City Clerk. The employee shall be afforded the appellate rights set forth in Section 372.15, the Code of Iowa

### **EMPLOYEE RESIGNATION**

Any employee wishing to terminate employment for any reason is encouraged to give a minimum of two (2) weeks' notice prior to the effective date of the resignation. The day an employee gives notice of resignation may be designated by the City as his/her last day of employment. Resignation notice must be in writing to your supervisor with the reason and the effective date; your supervisor will then notify the City Administrator, if necessary. An employee giving a two week notice of his/her resignation will be given the opportunity to work until the effective date; if his/her work performance is at a competent level, he/she may be allowed to work longer than two weeks at the discretion of the supervisor.

### **TERMINATION**

An employee's employment relationship shall be broken and terminated as follows:

1. Employee quits or retires;
2. Employee is discharged;
3. Engaging in other work while on leave of absence or giving false reason for a leave;
4. Falsification of employment application;
5. Employee misses a full day of work, without notice to the City, except in the case of an extenuating circumstance as determined by the department director and City Administrator;
6. Failure to report for work at the end of leave of absence;
7. Failure to report to work within five (5) days after being notified to return to work following layoff, when notice of recall is sent by certified mail to employee's last known address, according to City records;

8. An employee is off work for any reason for three (3) months or the length of the employee's service, whichever is shorter.

### **EXIT INTERVIEWS**

The supervisor will normally conduct an exit interview during an employee's last five days of employment. The general purposes of this interview are to:

1. Explain the employee's rights to continue or convert health insurance coverage, where applicable;
2. Obtain the correct address of the employee, spouse and dependents covered by health insurance;
3. Arrange to collect keys, City credit cards, equipment, City ID or any other City property (including uniforms) on the last day of employment;
4. Explain the City's policy on references.

### **FINAL PAYCHECK**

The employee's final paycheck will be available on the normal payday for the last pay period or as required by State Law.

### **RETURN OF CITY PROPERTY**

An employee leaving the City service, for whatever reason, is responsible for returning any City property which he/she may have in his/her possession. The property must be returned to the Department from which the employee terminated service.