



**CITY OF WAUKEE**

**NON-REPRESENTED**

**HANDBOOK**

**SEPTEMBER 2011**



## TABLE OF CONTENTS

### CHAPTER 1 -EMPLOYMENT

DEFINITIONS OF EMPLOYEE STATUS.....	1
EQUAL EMPLOYMENT OPPORTUNITY .....	2
CODE OF ETHICS.....	2
VETERANS PREFERENCE .....	4
VACANCY NOTICES.....	4
POST OFFER, PRE-EMPLOYMENT PHYSICAL ASSESSMENTS/DRUG SCREENS.....	4
ACCOMMODATION POLICY .....	4
EMPLOYMENT OF RELATIVES .....	5
EMPLOYMENT OF MINORS.....	5
RE-EMPLOYMENT .....	5
PROBATION PERIOD .....	6
PERSONNEL RECORDS AND CONFIDENTIALITY .....	6
EMPLOYEE EVALUATION .....	7
EMPLOYMENT PHYSICALS FOR CONTINUING EMPLOYMENT .....	7
FITNESS FOR DUTY.....	7
RESIDENCY REQUIREMENT.....	7

### CHAPTER 2 - WAGES AND SALARY ADMINISTRATION

SALARY DEDUCTIONS.....	1
PAYDAYS AND PAY PERIOD .....	1
REPORTING OF HOURS WORKED .....	1
SALARY AND WAGE REVIEWS.....	2
MEAL & MILEAGE REIMBURSEMENT.....	2
LONGEVITY .....	2

### CHAPTER 3 - HOURS OF WORK AND OVERTIME

ATTENDANCE AND PUNCTUALITY .....	1
WORK SCHEDULES.....	1
OVERTIME .....	2
REQUIRED MEETINGS AND TRAINING .....	2

### CHAPTER 4 - TIME OFF BENEFITS

VACATIONS .....	1
HOLIDAYS .....	1
SICK LEAVE .....	2



<b>MILITARY LEAVE</b> .....	<b>3</b>
<b>JURY DUTY LEAVE</b> .....	<b>3</b>
<b>VOTING LEAVE</b> .....	<b>3</b>
<b>FUNERAL LEAVE</b> .....	<b>3</b>
<b>RETURN TO WORK</b> .....	<b>4</b>
<b>LEAVES WITHOUT PAY</b> .....	<b>4</b>
<b>FAMILY AND MEDICAL LEAVE</b> .....	<b>4</b>
<b>ON THE JOB INJURY LEAVE</b> .....	<b>9</b>
<b>LIGHT DUTY</b> .....	<b>9</b>
<b>MODIFIED DUTY</b> .....	<b>11</b>

## **CHAPTER 5 - INSURANCE AND BENEFITS**

<b>INSURANCE</b> .....	<b>1</b>
<b>SECTION 125 FLEX-SPENDING ACCOUNTS</b> .....	<b>2</b>
<b>RETIREMENT</b> .....	<b>2</b>
<b>EMPLOYEE ASSISTANCE PROGRAM (EAP)</b> .....	<b>3</b>
<b>WELLNESS</b> .....	<b>3</b>
<b>YEARS OF SERVICE AWARDS</b> .....	<b>3</b>
<b>EMPLOYEE WORK CLOTHING POLICY</b> .....	<b>4</b>

## **CHAPTER 6 - STANDARDS OF CONDUCT**

<b>HARRASSMENT</b> .....	<b>1</b>
<b>WORKPLACE VIOLENCE</b> .....	<b>3</b>
<b>SMOKE FREE WORKPLACE</b> .....	<b>4</b>
<b>DRUG-FREE WORKPLACE POLICY</b> .....	<b>4</b>
<b>TREATMENT OF CONFIDENTIAL INFORMATION</b> .....	<b>5</b>
<b>POLITICAL ACTIVITY</b> .....	<b>5</b>
<b>CANDIDATES FOR OFFICE</b> .....	<b>6</b>
<b>PERSONAL FINANCE INTEREST</b> .....	<b>6</b>
<b>ACCEPTANCE OF GIFTS</b> .....	<b>6</b>
<b>CONTACT WITH MEDIA AND OTHER THIRD PARTIES</b> .....	<b>7</b>
<b>PROFESSIONAL APPEARANCE AND WORK ENVIRONMENT</b> .....	<b>7</b>
<b>SOCIAL NETWORKING</b> .....	<b>7</b>
<b>USE OF CITY VEHICLES AND EQUIPMENT</b> .....	<b>8</b>
<b>SEATBELT POLICY</b> .....	<b>9</b>
<b>OUTSIDE EMPLOYMENT</b> .....	<b>9</b>
<b>INCLEMENT WEATHER</b> .....	<b>9</b>



<b>PRIVACY .....</b>	<b>9</b>
<b>ELECTRONIC MEDIA, INTERNET AND CELL PHONE USE .....</b>	<b>11</b>
<b>WORK RULES AND DISCIPLINARY ACTION .....</b>	<b>13</b>
<b>CLASS I WORK RULES .....</b>	<b>14</b>
<b>CLASS II WORK RULES .....</b>	<b>14</b>
<b>CLASS III WORK RULES .....</b>	<b>15</b>
<b>CHAPTER 7 - EMPLOYEE COMMUNICATION</b>	
<b>BULLETIN BOARDS .....</b>	<b>1</b>
<b>LINE OF COMMAND.....</b>	<b>1</b>
<b>OPEN DOOR/OPEN COMMUNICATION.....</b>	<b>1</b>
<b>COMPLAINT PROCEDURE .....</b>	<b>1</b>
<b>CHAPTER 8 - SAFETY AND HEALTH</b>	
<b>GENERAL POLICY.....</b>	<b>1</b>
<b>EMPLOYEE INJURIES AND WORK RELATED ILLNESSES.....</b>	<b>1</b>
<b>EMERGENCY PROCEDURE.....</b>	<b>1</b>
<b>TRAINING .....</b>	<b>1</b>
<b>SAFETY COMMITTEE .....</b>	<b>2</b>
<b>CHAPTER 9 - SEPARATION</b>	
<b>REMOVAL OF APPOINTEES.....</b>	<b>1</b>
<b>EMPLOYEE RESIGNATION.....</b>	<b>1</b>
<b>TERMINATION .....</b>	<b>1</b>
<b>EXIT INTERVIEWS.....</b>	<b>2</b>
<b>FINAL PAYCHECK .....</b>	<b>2</b>
<b>RETURN OF CITY PROPERTY.....</b>	<b>2</b>
<b>FORMS</b>	
<b>ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK</b>	



## INTRODUCTION

Welcome to the City of Waukeee. 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 manual. 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 manual 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 manual or any applicable state or federal statute, the terms of the statute will govern in all cases. If an employee is one covered by an employment contract and there is a conflict between this manual 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 manual 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 manual, they should be directed to his/her immediate Supervisor. The City of Waukeee 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 covered by a collective bargaining agreement.
3. Employees hired on a contractual basis where this handbook conflicts with the terms of said agreement.
4. Members of Citizens' Boards and Commissions
5. Personnel appointed to serve without compensation

## HISTORY

Waukeee, originally called Shirley, was started by General Lewis A. Grant, as one of seven stops on the Des Moines Valley Railroad, which ran from Des Moines to Grand Junction in Greene County. The town of Shirley was laid out in Section 2, 79, 27 about 6½ miles from Adel, Dallas County. By the end of that year, the depot, lumber yard, grocery store, livery stable, a pioneer store, and several houses had all been built. The new town even had mail and telegraph services.

The first church in town was Presbyterian and was built in 1870. This church served as the school building until a school was built in 1874 or 1875. Waukeee schools consolidated in 1917, a new school



building was opened in 1918, which still exists today as the 2 story structure at Waukeee Elementary. Waukeee was incorporated in 1878.

“From the Dallas Center Globe we found that in June, 1878, Judge Callvert appointed M. Sines, B. T. Halstead, C.C. Tyler, C.F.M. Clarke and G.S. Wharton as commissioners to hold an election for incorporation. They designated July 2<sup>nd</sup> as the big day. The election was a success with 35 votes for and 15 against. The first election of officers for the incorporated town of Waukeee was held the 24<sup>th</sup> of July. The following were elected to office: Mayor, T.F. Howe; recorder, W.E. Humphrey; trustees, (or town council) A.T. Blackman, C.C. Tyler, Pat Hogan C.F.M. Clarke, W.H. Wood, Taylor Bates; assessor, John A. Houston. The council held their first meeting after qualifying and passed their first ordinance by unanimous vote. “Ordinance No. 1” – the sale of spirituous or vinous liquors is prohibited within two miles of the corporate limits of Waukeee.

We cannot follow with the next mayors or councils because the old records are lost. There is reference however to E.B. Sines as a former mayor in 1880.”

In 1967, Remo Nizzi, was hired as the first full-time town clerk.

In the same year of incorporation, a library association or reading club was formed. “They purchased about \$30.00 of good books.” \* In July, 1885 Mr. H. Parmlee of the Parmlee Library Company of Des Moines with the support of a group of Waukeee citizens opened a library with I.G. Wallace as the librarian. This library must have faded out of existence. At the March 1926 meeting of the Waukeee Consolidated School PTA, a motion was made urging the establishment of a town library. It was not until January 1929 that a public library was started by the agitation of a few people. A room was rented, cleaned and furnished, and 500 books were provided by the Traveling Library of the State of Iowa, with Mrs. Lyle serving as the first librarian. Also the library contained 190 permanent books. In 1941, when the Leonard building burned, all the books in the library were lost. Mrs. Sadie Wilder was then the librarian. In April 1942, according to news items, there were 150 new books in the Waukeee Library. The existing Library building opened in March of 2003, after the community passed a bond issue to build and furnish the new library. The library today, has over 44,000 cataloged books and tapes.

Originally Waukeee Parks were grassy shaded areas where families, churches and schools could hold picnics and where celebrations such as the Fourth of July could take place. The first such location was timberland known as Fagan’s Grove, south of town two miles. A second location was south of the old Christian Church along 6<sup>th</sup> Street. A third location was east of Fourth Street across from the old Catholic Church.

The Ed Davis Memorial Park was created at the corner of Seventh and Walnut in May 30, 1939 in honor of George Edward Davis who served as the Waukeee mayor for thirty years.



The concept for Centennial Park began in 1969 as a result of renewed interest for park space during and after the 100 year celebration of the community. Today, this park is used for many City functions including the Easter Egg Hunt, 4<sup>th</sup> of July festivities, and Wauktoberfest, to name a few.

Currently, the City has 92 acres of developed park land. The City completed a Parks, Recreation, and Open Space Master Plan in 2011 to identify future park needs and space.

The Waukeee Volunteer Fire Department (W.V.F.D.) was organized in 1938. A constitution and by-laws were drawn creating the positions of Chief, First Assistant Chief, Second Assistant Chief, Secretary and Treasurer, Chief of Police with two assistants and Chief Pumper with four assistants. Meetings were to be held every month and officers were and are elected every March.

In 1920 the first coal mine, Harris Mines, opened northeast of Waukeee. In 1921 Shuler Company started their mine, one mile east of Harris. Shuler Mine was the last major shaft mine in Iowa, with a shaft of 387 feet. It was also the heaviest producer of any mine in the state. During their 28 years of operation, they took out over 7 million tons of coal. Mining was an important part of the community until the last mine closed in 1949. The mining, Italian families will long be remembered, as a part of Waukeee's rich sociological heritage, and remembered for their elaborate weddings, with carload of grapes being shipped in from California for the celebrations.

In 2005, the City purchased a private 9 hole golf course, know as the Sugar Creek Municipal Golf Course.

Waukeee experienced explosive growth in the 1990's, doubling in size, and continues to be one of the fastest growing communities in Iowa today, with a population, as of the 2010 census, of 13,790.





# Chapter 1

## Employment



## DEFINITIONS OF EMPLOYEE STATUS

### Regular Full-Time

Employees who are 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.

### 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 Director

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

### Paid On Call

A Fire Fighter or Emergency Medical Technician is available on call and/or to respond to calls. The Paid On Call (POC) may staff the station and/or may respond to calls directly from their homes while on call. POC staff is normally scheduled monthly. These individuals are not eligible for employee benefits, but are required to follow the City rules and regulations while they are POC.

### 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 Employer facilities and participation in all Employer-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/Clerk.

## **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. Chapter six of this handbook lays out in more detail expectation of City employees.



## **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 Director. 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 and paid on call employees in the fire department on a case-by-case basis.

### **EMPLOYMENT OF MINORS**

It is the policy of Public Works Department not to hire anyone under the age of 18 due to the nature of work performed. Based on legal requirements regarding handguns, it is the policy of the Police Department not to hire anyone under the age of 21.

### **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 twelve (12) month probation period. 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.

## 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 Directors and the Director of Finance. 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 Director'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 Director of Finance or Assistant Director of Finance 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.

## **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.

## **RESIDENCY**

The City agrees to implement a residency requirement only for positions where response time is an essential function of the position and/or mandated by law.







# Chapter 2

## 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. deferred compensation (section 457 plan) withholding
2. long term disability premiums
3. United Way contributions
4. health insurance premium
5. dental, vision insurance premiums
6. additional life insurance premiums
7. flex plan deductions
8. child support payments
9. 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 5th and 20th following each pay period. If the 5th or 20th falls on a Saturday, checks will be issued on the preceding Friday; if the 5th or 20th falls on a Sunday or a holiday, checks will be issued on the next business day.

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**

Salary and wage reviews are conducted during May 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**

Regular full-time employees who have at least twelve (12) months of continuous service with the City will receive a longevity bonus each year on December 1<sup>st</sup> consisting of \$45.00 per year of service met at their last anniversary. For example: an employee with 10 years of service would receive \$450.00 on December 1st.

Upon termination, an employee will receive his/her pro-rata share of accumulated longevity pay. For example: an employee with 10 years of service who quits on November 1<sup>st</sup> would receive a longevity payment of \$375.00 ( $\$45 \times 10 \text{ years} = \$450$  divided by 12 months =  $\$37.50/\text{month} \times 10$  months, January through October).

Any employee whose anniversary date falls within the calendar year (January 1 – December 31) will be credited for that number of years of service in their longevity bonus.





# Chapter 3

## HOURS OF WORK AND OVERTIME



## **PURPOSE**

The purpose of this section 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. Designation of specific work schedules including daily and weekly hours of work shall be made by individual department directors.

## **ATTENDANCE AND PUNCTUALITY**

Attendance and punctuality are essential functions of every job at the City of Waukeem. 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 (½) hour after his/her scheduled starting time, so that his/her department may make other arrangements while he/she is out.

## **WORK SCHEDULES**

The City's normal work week is Monday through Friday with either a one-half hour or hour unpaid lunch period. The typical work week for regular, full-time City employees is forty (40) hours within a seven (7) day work week. There is no guarantee of hours of work per day or days of work per week. Determination of daily and/or weekly hours will be made by the City.

Work week hours may vary depending on the time of year, the position, and department. Department Directors are responsible for developing schedules and advising employees of their specific work schedule

Employees may take one fifteen (15) minute break for every four (4) hours worked. All breaks must be arranged so that they do not interfere with City business or continuous service to the public. Meal periods must be scheduled with the approval of the employee's supervisor. The scheduling of breaks and meal periods may vary depending on department workload. Breaks and lunch periods may not be combined for the purpose of extending breaks, extending lunch periods, starting late or leaving early.



## OVERTIME

All non-exempt employees shall be paid, either in cash or compensatory time, at the rate of time and one-half (1 ½) the employee's straight time hourly rate for hours worked in excess of eight (8) hours in a workday or forty (40) hours in a workweek. The choice between cash or compensatory time will be at the sole and exclusive discretion of the Department Director. Paid leaves, vacation time, and holidays shall be counted as working time for the purpose of determining overtime. Except for emergencies, any work in excess of the normal work period must be approved in advance by the employee's immediate supervisor. The overtime rate of pay for all employees shall be calculated at one and one half (1 ½) of the employee's hourly rate of pay. Overtime shall be computed to the nearest quarter (1/4) of an hour for payment.

Seasonal/temporary employees shall be paid at the rate of time and one-half (1 ½) the employee's straight time hourly rate for hours worked in excess of forty (40) hours in a workweek.

Seasonal golf course employees will **not** receive overtime pay in cash or time off for hours over forty in a workweek.

## REQUIRED MEETINGS AND TRAINING

Employees shall be paid their regular hourly rate to attend required in-service meetings, schools, or other delegated meetings in accordance with the Fair Labor Standards Act.





# Chapter 4

## TIME OFF BENEFITS



## VACATIONS

All regular full-time employees shall be entitled to vacation as follows:

1. First year: Three and one-third (3 1/3) hours accrued per month. (forty hours per year)
2. Second (after one full year) through fourth year: Six and two-thirds (6 2/3) hours accrued per month. (eighty hours per year)
3. Fifth year (after four 4 full years) through fifteenth year: Ten (10) hours accrued per month. (one hundred twenty hours per year)
4. Sixteenth year (After 15 full years) and thereafter: Thirteen and one-third (13 1/3) hours accrued per month. (one hundred sixty hours per year)

The scheduling of vacation leave is dependent upon the judgment and discretion of the Employer. The Employer may require the rescheduling of vacation leave when, in his/her judgment, it is necessary. An employee may not schedule more than two consecutive weeks of vacation without special permission of his/her Department Director.

Vacation pay will be at the employee's regular hourly rate.

Accumulated vacation pay will be issued upon termination of employment. In the case of death, the unused vacation time shall become part of the employee's estate.

## HOLIDAYS

Regular full-time employees shall be eligible for ten (10) paid holidays. Paid holidays shall be established by the City Council. Recognized paid holidays are:

New Years Day	President's Day
Memorial Day	Independence Day
Labor Day	Veterans' Day
Thanksgiving Day	Friday after Thanksgiving Day
Christmas Eve Day	Christmas Day

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

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.



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 such holiday, or been on approved paid leave. If the employee is absent either or both of said workdays as a result of personal illness substantiated by a medical doctor's written statement, on-the-job injury, or with prior approval from his/her immediate supervisor, the employee shall be considered as having met these requirements. Any employee on unpaid leave of absence or layoff is not eligible for holiday pay. Any employee off work due to an on-the-job injury or paid leave of absence will not receive holiday pay after the first thirty (30) days of absence.

All Non-Exempt employees shall receive a premium of one and one-half (1½) an employee's base hourly rate for all time worked on a holiday. This shall be in addition to the employee's holiday pay.

### **SICK LEAVE**

All regular full-time employees shall be entitled to accrue sick leave at the rate of eight (8) hours for each full month of employment, subject to the following conditions:

Sick leave may be used by an Employee when the Employee is medically unable to perform the duties of their job due to illness or injury, or when the Employee is required to care for an ill or injured family member (parents, spouse, child, mother-in-law, father-in-law, or a step relative for the above listing.) Sick leave may also be used, when approved in advance, except in an emergency, for dental, surgical, medical or optical examinations or treatment. The Employer may require a physician's written statement to verify sick leave usage.

1. Sick leave shall not be used for vacation leave.
2. Sick leave shall not be taken in advance.
3. Any employee who requests sick leave shall contact the department head Director or designee prior to the beginning of the employee's scheduled shift whenever possible.
4. A department Director may order sick leave in the event that he/she has determined that an employee has exhibited an inability to safely perform his/her duties. The department Director may require an evaluation prior to the employee's return to work.
5. Sick leave will be earned for the month if the employee works fifteen (15) days within the month.
6. In the event an employee is terminated, resigns or retires, no accumulated and unused sick leave will be paid.



## **MILITARY LEAVE**

Employees shall be granted military leave in accordance with Section 29A.28 of the Code of Iowa. The first 30 calendar days of military leave each calendar year shall be without loss of regular pay. The employee shall submit a copy of their orders with the Director of Finance. The dates indicated on the orders will be the basis for counting towards the 30 days, regardless of the number of days scheduled to work. The City will continue and pay for health/dental coverage for employees called to active military duty for a period of up to 12 months, with the employee maintaining voluntary deductions.

The City of Waukeee recognizes an employee's reemployment right in accordance with the Uniform Services Employment and Reemployment Act.

## **JURY DUTY LEAVE**

Regular full-time employees who are called for jury duty shall receive their regular wages for the time spent on jury duty. To be eligible for jury duty pay, employees must submit certification of service and assign all fees earned, except for mileage payments, to the Employer. Any employee whose jury duties end before noon shall report to work for the remainder of the workday.

## **VOTING LEAVE**

In accordance with state and federal voting rights laws, an employee who is eligible to vote in a public election in the state of Iowa may request time off from work with regular pay for a period not to exceed three hours for the purpose of voting. Leave shall be granted only to the extent that the employee's work hours do not allow a period of three consecutive hours outside the employee's scheduled work hours during which the polls are open.

A request for voting leave must be made to the Department Director on or before the employee's last scheduled shift prior to Election Day. The time to be taken off shall be designated by the Department Director.

## **FUNERAL LEAVE**

Each regular full-time employee shall be eligible for a paid leave of absence up to three (3) consecutive days for a death in the employee's immediate family. (Immediate family shall be defined as the employee's parents, spouse, child, brother, sister, son-in-law, daughter-in-law, mother-in-law,



father-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or a step relative for the above listing.) Only days absent which would have been compensable workdays will be paid.

No payment will be made during holidays, layoffs, or other leaves of absence. Payment shall be made on the basis of the employee's normal workday pay. Employee must attend the funeral in order to qualify for funeral leave.

Additional time off may be granted at the Department Directors discretion.

### **RETURN TO WORK**

The failure of an employee to immediately report to work at the end of a leave of absence, shall be considered a resignation, unless the employee has provided written reasons for the delay, to his/her Department Director, and the Department Director has approved the reasons.

### **LEAVES WITHOUT PAY**

A leave without pay for up to three (3) months may be granted by the Department Director for illness or other legitimate reasons as determined by the Employer, provided the granting of such leave does not interfere with the efficient administration of the department. Requests shall be made in writing to the Department Director at least thirty (30) days in advance when possible.

While on unpaid leave, an employee's seniority is frozen; no benefits will be provided, and the employee will not accrue vacation leave.

While on unpaid leave, employees may continue their health insurance at their own expense, if allowed by the carrier. Premiums must be paid directly to the Finance office.

### **FAMILY AND MEDICAL LEAVE**

It is the policy of the City to provide unpaid family and medical leave in accordance with the federal Family and Medical Leave Act (FMLA) of 1993 and as amended in 2008. Whether or not a particular situation is covered by FMLA depends on whether the law's requirements have been met, not on whether an employee actually requests FMLA leave. The City will designate leave as FMLA leave if the employee is eligible for FMLA leave and if the law's other requirements are satisfied, even if the employee has not requested FMLA leave.

#### **Leaves Available**

An eligible employee will be granted up to twelve (12) workweeks of unpaid, job - protected leave each



twelve-month period for any of the following qualifying reasons:

1. The birth of and/or need to care for a newborn child;
2. The placement of a child with the employee for adoption or foster care;
3. The need to care for a spouse, child, or parent with a serious health condition; or
4. A serious health condition that makes the employee unable to perform the functions of his/her job.

### **Eligibility Requirements**

To be eligible for family and medical leave, employees must have worked for the City for at least twelve (12) months, and for at least 1,250 hours during the twelve (12) months immediately preceding the start of the leave.

### **General Provisions**

For purposes of this policy:

**"Child"** means son or daughter under 18 years of age, or a child 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's child is one for whom the employee has actual daily responsibility for care and includes a biological, adopted, foster or step-child.

**"Parent"** does not include parents-in-law.

**"Serious health condition"** means an illness, injury, impairment, or physical or mental condition that involves

1. inpatient care in a hospital, hospice, or residential medical care facility; or
2. period of incapacity that requires absence from work for more than three consecutive calendar days AND involves either two or more treatments by a health care provider, or at least one treatment by a health care provider plus a regimen of continuing treatment; or
3. any period of incapacity due to pregnancy or for prenatal care;
4. chronic serious health condition;
5. long-term conditions for which treatment may not be effective; or
6. multiple treatments and recovery there from.

**"Spouse"** does not include an unmarried domestic partner.

The **"twelve month period"** during which the leave entitlement occurs is designated as the twelve (12) month period measured forward from the first date of leave.

**Married employees:** If the employee and his/her spouse are both employed by the City, and are both eligible for family and medical leave, the employee and his/her spouse will be limited to a



combined total of twelve (12) weeks of family and medical leave a year taken for any one or all of the following reasons: birth of a child or to care for the child after birth; placement of a child for adoption or foster care, or to care for the child after placement; or to care for a parent with a serious health condition. This limitation does not apply in cases of leave to care for the serious health condition of a spouse or child, or because of the employee's own serious health condition.

### **Leave Rights**

Leave Rights related to Military Service (as amended in 2008):

#### **1. Eligibility**

Eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining “any qualifying exigency.” In the interim, employers are encouraged to provide this type of leave to qualifying employees.

#### **2. Entitlement**

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service-member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service-member. This provision became effective immediately upon enactment. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

### **How and When Leave May Be Taken**

Family and Medical Leave is taken either in consecutive workweeks; intermittently in separate blocks of time; or by reducing the number of days the employee works per week, or hours per day.

**Intermittent or reduced schedule** leave may be taken when medically necessary to care for a spouse, child, or parent with a serious health condition, or because of the employee's own serious health condition. The employee must provide the City with medical certification of the need for intermittent or reduced schedule leave, and must attempt to schedule intermittent or reduced schedule leave so as not to disrupt City operations. The employee may be transferred temporarily to an alternative position or schedule, with equivalent pay and benefits, which better accommodates the intermittent leave or reduced schedule.

Leave for childbirth, adoption or foster care may be taken intermittently or on a reduced leave schedule only if the employee's supervisor agrees to the proposed intermittent or reduced leave schedule.

Leave for the birth of a child or placement of a child for adoption or foster care must be taken within twelve (12) months of the birth, adoption or placement.



### **Notice Requirements**

If an employee knows in advance that he/she will be taking leave because of birth, adoption or placement of a foster child in the employee's home, or because of planned medical treatment for the employee or a covered family member, he/she must notify his/her supervisor in writing using a "Request for Family/Medical Leave" form at least thirty (30) days in advance.

If circumstances require that the leave begin in less than 30 days, the employee must notify his/her supervisor as soon as is practicable.

When the need for leave is foreseeable based on planned medical treatment for the employee or his/her covered family member, the City expects the employee to consult with his/her supervisor and to make a reasonable effort to schedule the treatment so as not to unduly disrupt City operations.

### **Medical Certification**

The City reserves the right to require written medical certification from the appropriate health care provider when leave is requested to care for a child, spouse, or parent with a serious health condition, or because of the employee's own serious health condition. Certification forms are available from the Director of Finance. This certification will include the date of onset, the probable duration, type of treatment, and other appropriate medical facts concerning the condition. If the employee is seeking leave for his/her own health condition, the certification must also state that he/she is unable to perform the functions of his/her position. For leave to care for a family member, the certification must state that the employee is needed to care for the family member, and an estimate of the amount of time he/she will be needed. Other certification requirements apply in the case of intermittent or reduced schedule leave.

The City may also require medical recertification, and/or periodic reports from the employee during FML. Medical certification may also be required when an employee is returning to work after leave for the employee's own serious health condition.

Employees are to submit a completed medical certificate within fifteen (15) days of the request or provide an explanation why additional time is needed.

### **Use of Paid Leave**

The City will require the employee to use appropriate paid leave as part of his/her Family and Medical Leave as follows:

1. Any earned personal time for any portion of the twelve (12) week leave for birth, adoption, foster placement, or to care for a child, spouse, or parent with a serious health condition.
2. Any earned personal time for any portion of the twelve (12) week leave to care for the employee's own serious health condition. Any situation in which he/she uses personal time



because he/she is unable to work due to a condition that qualifies as a serious health condition under this policy will be counted against the twelve week FMLA entitlement.

The following is considered appropriate leaves in the following situations:

To care for a the employee's child upon birth, or to care for a child upon the child's placement with the employee for adoption or foster care;	To care for a spouse, son, daughter or parent who has a serious health condition;	To care for self, if the employee has a serious health condition that makes the employee unable to perform the essential functions of the position (including incapacity due to pregnancy, prenatal medical care or childbirth);	For a "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member who is on active duty, or has been notified of an impending call to active duty in support of a contingency operation
Vacation	Vacation	Vacation	Vacation
Compensatory Time	Compensatory Time	Compensatory Time	Compensatory Time
Sick Leave	Sick Leave	Sick Leave	Sick Leave if military member is ill or injured

When the employee has used all required personal time for any portion of a FMLA leave, the balance of the leave will be without pay.

**Rights and Benefits during Leave**

Seniority will accrue only during periods of paid leave. Personal time will be earned during the first 30 days of an unpaid FMLA leave.

All benefits which an employee had earned or accrued before taking leave will be retained after returning from an approved FMLA leave, if not depleted during the leave.

While the employee is on Family or Medical Leave, paid or unpaid, the City will continue group health insurance coverage at the same level and under the same conditions that coverage would have been provided had the employee continued working. The employee will be required to pay the same cost of coverage as if he or she were actively at work. Employee contributions to the premium will be required either through payroll deduction or by direct payment to the City by the 15<sup>th</sup> of the current month for continued coverage is required. The employee will be informed of the amount and method of payment at the beginning of the leave. Loss of insurance coverage may result if the premium amount is more than thirty days late. If the employee misses a premium payment and the City pays the employee's contribution, the employee will be required to reimburse the City for the delinquent



payment upon return from leave.

Under certain circumstances, if the employee fails to return to work after an approved FMLA leave, the City may require employees to reimburse it for the amount the City paid for health insurance premiums during the leave.

### **Returning to Work**

At the conclusion of FMLA leave, the employee will be restored to his/her former position, if that position is vacant, or one with equivalent pay, benefits, and conditions of employment, provided he/she has complied with the requirements of this policy.

Upon returning to work from leave due to the employee's own serious health condition, he/she may be required to provide certification from his/her health care provider that he/she is able to resume work and is fit for duty.

## **ON THE JOB INJURY LEAVE**

If an employee is off of work due to a Workers' Compensation injury or illness, the employee will be given the choice of using paid sick leave or vacation leave to supplement Workers' Compensation benefits. If the employee elects the supplement plan, the employee will be paid 2/3's from workers' compensation and 1/3 from the employees accrued sick leave, compensatory time and/or vacation hours. Payments will be issued from the City of Waukeee to ensure the employee receives his/her normal paychecks, and suffers no financial hardship. The Employee will then be required to endorse and sign over all Workers' Compensation insurance checks back to the City of Waukeee.

## **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 Employer does not guarantee the availability of light duty work. Granting of light duty is at the discretion of the Department Director. 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 Director 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 on Family and Medical Leave Act (FMLA) leave status, if the employee's condition qualifies as a serious health condition as defined by FMLA and the employee is eligible for leave under that policy. At that point, the City will require the employee to substitute accrued paid leave and/or compensatory time for time off as provided in its FMLA policy. If an employee refuses modified duty assignment and is not entitled to FMLA leave, the employee 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 Director. 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.





# Chapter 5

## INSURANCE AND BENEFITS



## INSURANCE

The City of Waukeee will provide the following insurance benefits to eligible **regular full-time employee's**.

The insurance programs referred to below shall be subject to all terms and conditions of the contract with the insurance carrier(s) selected by the Employer.

Employees will have coverage beginning the first of the month following his/her date of employment with the City.

In the event that a regular full-time employee has an on-the-job related injury or health problem that is covered by Workers' Compensation, the City will pay his/her insurance premiums.

Should an employee be on an extended absence due to an off-the-job injury or illness, and after the employee's sick leave accumulation and earned vacation and comp time has been exhausted, the City will pay the employee's insurance coverage premiums until the employee has completed his/her 30 day unpaid leave period.

To make any changes to annual insurance enrollments, the employee must have a qualified event which includes: marriage, divorce, legal separation, birth or adoption of a child, change in child's dependent status, death of spouse, child or other qualified dependent, change in residence due to an employment transfer for you or your spouse, commencement or termination of adoption proceedings, or change in spouse's benefits or employment status. The employee **must** notify the finance department of such changes **within 30 days of the event**.

### **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.

### **Group Health**

The City of Waukeee will pay a portion of the premium for each eligible **regular full-time employee** toward a Health and Major Medical group program chosen by the City. A copy of the group program will be provided to each employee. The employee will pay an amount per month, as determined by the City Council each fiscal year, toward the monthly health insurance premium for employee,



employee/child, employee/spouse or family coverage.

### **Dental & Vision**

Group Dental & Vision Insurance coverage is provided for a regular full-time employee and his/her dependents. The employee will pay an amount per month, as determined by the City Council each fiscal year, toward the monthly Group Dental & Vision premium for either single or family.

### **Term Life**

Term Life Insurance in the amount of \$20,000 is provided for each employee, with an additional \$20,000 in coverage for accidental death and dismemberment. The City pays the entire premium. Additional term insurance can be purchased at the employee's expense, and would be deducted from the employee's paycheck.

### **Long Term Disability**

The City provides long term disability coverage, which would pay 60% of monthly earnings up to maximum benefit of \$5,000 per month, after 120 days of disability. The City pays the entire premium.

### **Short Term Disability**

The City offers short term disability insurance, as a voluntary benefit. Benefit covers accidents or sicknesses, begins after a 15 day elimination period, and continues for up to 15 weeks. If elected, the monthly premium is deducted from employees' semi-monthly paychecks.

## **SECTION 125 FLEX SPENDING ACCOUNTS**

Each non-represented, full-time employee will receive funding of \$500, to their flex spending account. This is for the reimbursement of IRS eligible expenses for either medical/dental or dependent day care. This plan will follow all rules provided by the IRS for Section 125 reimbursements, and will be a "use it or lose it" plan. All monies remaining in the employees account at the end of the plan year will be refunded to the City.

## **RETIREMENT**

The Employer 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 office or the City Administrator/Clerk's office. 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.

### **457 Plans**

Employees can participate in any City sponsored 457 plan. The **457 plan** is a type of non-qualified tax advantaged deferred-compensation retirement plan that is available for governmental and certain non-governmental employers in the United States. The employer provides the plan and the employee defers compensation into it on a pre-tax basis. Contact the Finance office for more details.

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The City provides all eligible **regular full-time employee** access to an EAP provider for services such as relationship difficulties, alcohol or drug issues, family conflicts, financial problems, stress management, grief and loss issues, anxiety, depression, parenting issues, gambling concerns or domestic abuse.

These services are provided by an outside agency, and are strictly confidential between the employee and the provider.

## **WELLNESS**

The City believes that health awareness and education are imperative to assist employees with making healthy lifestyle decisions and improving their quality of life.

The City offers a wellness program that is open to regular part-time and full-time employees at no cost. The City encourages employees to participate in any offered program so they can make informed decisions about their healthcare that will benefit them, the organization, and future healthcare costs.

## **YEARS OF SERVICE AWARDS**

The City appreciates and recognizes the importance of employees continuing service with the City. Each July, all regular full-time and regular part-time employees will be presented a Years of Service award commemorating service after the 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup> and 30<sup>th</sup> years of employment.



## **EMPLOYEE WORK CLOTHING POLICY**

The City may provide Employees with city-owned logo apparel to wear while representing the City. Department Directors will provide employees with an approved list of work clothing that may be provided and/or purchased to use as work uniform.

Department Directors and/or the City Administrator/Clerk will make clothing recommendations for employees within their department based on their job duties and safety requirements. Some employees may be required to wear City logo apparel and/or other provided uniform based on their assigned job duties.

Employees can purchase additional logo apparel items at their own expense at the time of ordering with department director approval.

Each employee will be responsible for the care and maintenance of these items. All uniform replacements will be at the Department Director's discretion and/or City Administrator/Clerk. Department Directors may require the employee to turn in uniforms in order to receive replacements or to ensure compliance with department policies. Logo apparel and city issued uniforms may be required to be turned back into the Department Director upon termination. Employees will be expected to turn in City Property during the Exit Interview and Termination Process.





# Chapter 6

## 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 Waukeee 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 Director 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 Director 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 Director. 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 directors. 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 Employer's premises, or off the Employer's premises while conducting official City business. A report of a conviction must be made to your Department Director 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 Employer 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 manual.

### **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 Waukeee 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 Director 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 Director or City Administrator. A Department Director 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/Clerk, or Department Director, 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 are a reflection of 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 Waukeee views social networking sites (e.g., MySpace, 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 Director.

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 Director.

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 Employer 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 Employer 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 Employer collects and retains only such personal information, as it needs to effectively conduct business and administer its employment and benefit programs. The Employer 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 Employer normally verifies only the employment status and dates of employment of former or present employees. The Employer 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 Employer'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 Employer reserves the right, at all times, and without prior notice, to inspect and search any and all of the Employer'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 Employer's computer systems and other technical resources, including any voicemail or e-mail systems, are provided for use in the pursuit of the Employer'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 Employer 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 Employer's property or transmitted or stored through the Employer'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 Waukegan 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.

### **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. 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.

### **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.





# Chapter 7

## EMPLOYEE COMMUNICATION



## **BULLETIN BOARDS**

All job postings and other employee information will be posted on the bulletin boards at City Hall, Public Works, the Police Station, the Fire Station, and the Library.

## **LINE OF COMMAND**

Employees are cautioned not to accept orders from Council members or any other employee except the City Administrator/Clerk, designated Department Director or Supervisor, unless the employee has knowledge that authority to supervise has been delegated by the City Administrator/Clerk. It shall be the responsibility of the City Administrator/Clerk to communicate line-of-command to the employee through job description and other media. The City Administrator/Clerk's duties are set by ordinance.

## **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/Clerk. The employee has the right to meet with the City Administrator/Clerk at anytime.

## **COMPLAINT PROCEDURE**

A complaint is defined as any dispute between the Employer 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 Director.

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.





# Chapter 8

## 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 Human Resources, 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 Worker's Compensation Procedures. If the employee is unable to complete the documentation, his/her supervisor will complete the information for them.

## **EMERGENCY PROCEDURE**

Any employee observing an apparent theft, accident, fire, fight or altercation (involving employees) or any incident of an emergency nature, the employee will call 911 and then contact their supervisor or the City Administrator's office immediately.

## **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/Clerk 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.





# Chapter 9

## 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 Employer, 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 Employer 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.



## FORMS



### **ACKNOWLEDGEMENT OF HANDBOOK RECEIPT**

I have received a copy of the City of Waukeee Non-Represented Employee Handbook. I know that I must read the Handbook so that I can understand my responsibilities as an employee of the City of Waukeee

I understand that this Handbook is not a contract of employment, but rather an explanation of City policies. The City has not solicited my assent or agreement to the policies set forth in this Handbook and my employment is not in consideration of, or in return for, my being bound by this Handbook. I realize that the City may interpret, clarify, revise, and/or deviate from the policies set forth in the Handbook at any time, with or without notice.

I also realize that my employment relationship with the City is voluntarily entered into and is subject to termination by me or my employer at-will, with or without reason or notice, at any time either party believes such action to be appropriate, and that nothing in this Handbook creates additional rights or provides a basis for me to believe my employment is not terminable at-will.

I understand I may retain this copy of the Handbook while I am employed by the City or until requested to return it. As changes and additions are made to its content, I understand I will be supplied with copies and will be expected to keep my copy updated and in proper condition.

I understand that if I have any questions, I am to talk with my department head or Human Resources.

The City of Waukeee is an Equal Opportunity Employer. It is the policy of the City of Waukeee that all personnel actions are conducted in a manner that provides equal opportunity to all employees and prospective employees. Every effort is made to ensure that employees and prospective employees are treated fairly and that their civil rights are protected.

---

EMPLOYEE'S SIGNATURE

---

DATE

---

EMPLOYEE'S NAME (Typed or Printed)