

COUNCIL ACTION FORM

SUBJECT: REVISIONS TO PERSONNEL POLICIES

BACKGROUND:

The City of Ames employs roughly 1,200 individuals in a typical year, including regular employees and those working on a temporary basis. The City's Personnel Policies and Procedures Manual outlines the expectations, rights, obligations, and benefits for all employees. For employees who are subject to a collective bargaining agreement (CBA), the terms of the CBA apply first; the Personnel Policies address any areas where that agreement is silent.

In 2018, City staff began a project to comprehensively review and update the Personnel Policies and Procedures. This document was last updated with minor changes related to Affordable Care Act compliance in 2015, but staff estimates the policies have not been comprehensively updated since the 1990s. This recent revision project was intended to 1) clarify and simplify the policies where possible, 2) ensure compliance with current federal and state employment law, and 3) revise out-of-date language and policies to best practices of other cities in the state.

Staff retained the Brick-Gentry law firm to assist in revising the policies. A team composed of the Assistant City Managers, Human Resources Director, and an Assistant City Attorney met on numerous occasions to draft new language and review proposals from Brick-Gentry.

The existing Personnel Policies are compiled into a single 88-page document. The proposed revised policies are organized into a 39-page "Employee Handbook," and approximately two dozen separate detailed policies. The Handbook describes the basics that employees should know, and references are made to the more detailed separate policies for employees to seek more detailed information should the need arise. To allow time for the proposed policies to be posted, City staff proposes an effective date for the policy changes of Monday, October 19.

Upon adoption, the existing Personnel Policies and Procedures will no longer apply. The only exception to this is regarding the schedule for longevity payments in 2020. Because the new policies adjust the dates of longevity payments for long-term employees, the revised Longevity Pay schedule will not take effect until 2021. The existing schedule in the Personnel Policies and Procedures will remain in effect through the end of 2020. If this clarification is not made, an extra longevity payment would be made in 2020 to qualifying employees.

Once approved, staff intends to house all these documents in an online Policy Library. This virtual Policy Library will be accessible to employees and the public, allowing greater self-service for those seeking information. It is staff's hope that this will reduce the amount of staff time required from Human Resources in retrieving policies.

A summary of changes to the policies, along with a complete version of the proposed Handbook and related policies, are attached to this report.

ALTERNATIVES:

1. Adopt the Employee Handbook and revised Personnel Policies, effective October 19, 2020. The existing Longevity Pay schedule will remain in effect through the end of 2020.
2. Direct staff to modify the proposed policies.
3. Do not adopt the proposed policies.

CITY MANAGER'S RECOMMENDED ACTION:

The draft policies outlined in the proposed Employee Handbook and related policies have been prepared in consultation with internal and external experts in the fields of personnel law and administration. The proposed policies comply with state and federal employment law and best employment practices. The policies also incorporate provisions necessary to ensure the City is a desirable place to work in comparison with peer municipalities.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.

Employee Handbook		
PAGE	SECTION	KEY CHANGES
6	Medical Examinations Prior to Appointment	A pre-employment medical exam was required of all positions. This has been changed to only require medical examinations for safety-sensitive positions.
9	Regular, Part Time <20, and Temporary Positions	This clarifies the categories of employee. Many existing employees will need to be reclassified into the correct categorization. These categories determine eligibility for benefits and overtime.
13	Longevity Pay	Currently, eligibility for longevity pay is measured based on years of service each July 1. Payments are made twice per year in November and March. These payment periods are not equal in length, so there is more calculating and checking that is required with the current system. The proposed process provides two payment periods per year, six months apart. Eligibility is measured the month before the payment, rather than on July 1 every year. The proposed changes align with modifications bargained into union contracts over the past several years.
15	Vacation Leave	The current policies allow for new employees to earn two weeks of vacation per year. This has become a negotiating point for employee recruitment; and often employees will receive a third week of vacation in recognition of the amount of experience they bring to the City. The handbook standardizes when new employees will receive three weeks of vacation upon hire, and whether those employees also receive credit towards the next step of vacation accrual.
17	Family Sick Leave	Increase the current three days per year of family sick leave to a maximum of 40 hours per year.
25	Breastfeeding/Expressing	This policy is not well explained in the existing policies and procedures. Language has been included to outline the basic federal requirements for spaces to express milk.
26	Communications and Open Records	This is a new section intended to explain that employee correspondence may be an open record. Particularly for employees coming from the private sector, this is an important educational component.
39	Statement of Receipt	The current policies do not have an acknowledgement of receipt, review, and agreement to abide by the policies. Including a statement and signature page is recommended by the attorneys. This page is intended to be signed, torn out, and turned in for keeping in the employee's personnel file.

Acceptable Use Policy (IT Resources)	
KEY CHANGES	
This is a new policy, based on advice from the IT Division of Finance. It outlines acceptable and unacceptable uses of the City's IT resources – computers, internet access, and other equipment.	

Classification Plan (Job Classifications)
KEY CHANGES
This is largely unchanged from the current policy. Currently, it is described in the Personnel Policies and Procedures. While it is important, this policy rarely needs to be consulted. Staff believes it is therefore better placed in a separate policy.

Compensation Plan (Establishing Pay for Merit Positions)
KEY CHANGES
Like the Classification Plan, the Compensation Plan is largely unchanged from the current policy. Currently, it is described in the Personnel Policies and Procedures. While it is important, this policy rarely needs to be consulted. Staff believes it is therefore better placed in a separate policy.

Discipline Policy
KEY CHANGES
This policy is currently in the Personnel Policies and Procedures. The proposed version is largely unchanged from the existing version. It is summarized and referenced in the proposed Employee Handbook, and users are pointed to this more detailed policy to understand all the steps in the process.

Driving Policy		
PAGE	SECTION	KEY CHANGES
n/a	n/a	This is a new policy. The current Personnel Policies and Procedures document does not outline how driving City vehicles (or personal vehicles on city business) is to be managed.
2	Documentation Required	This policy requires employees to allow their driving record to be checked annually to verify validity of the license. The policy outlines how a driver's personal insurance interacts with the City's liability coverage in the event of a personal vehicle accident while on City business. This has been reviewed by Risk Management and aligns with the process used by Story County.
4	Distracted Driving Policy	This policy outlines the expectation to drive without distraction, while recognizing that exhaustively listing all the prohibited activities while driving is impossible. Additionally, some drivers of City vehicles have legitimate needs to use certain devices while driving (phones, radios, other equipment). Banning all use of these devices would limit the ability of certain employees to function.

Drug and Alcohol Testing Policy for Non-CDL Employees and Volunteers
KEY CHANGES
Drug and alcohol testing policies for employees with Commercial Driver’s Licenses are regulated by the Department of Transportation. This policy addresses employees who do not possess CDLs. Currently, there is not a comprehensive policy that addresses how such drug and alcohol testing will occur.

Employee Development Policy
KEY CHANGES
This is largely unchanged from the current policy. Currently, it is described in the Personnel Policies and Procedures. While it is important, this policy rarely needs to be consulted. Staff believes it is therefore better placed in a separate policy.

Employee Recognition Programs		
PAGE	SECTION	KEY CHANGES
n/a	n/a	This policy is currently described in the Personnel Policies and Procedures. Staff believes it is better placed in a separate policy. A number of specific procedures regarding how the awards are to be made have been removed from the revised version.
1-2	Employee Customer Service Award, Suggestion Award, Certificate of Commendation, Humanitarian Award, Sprenkel Achievement Award	The cash awards for these awards have been increased, since the original amounts were established decades ago.
3	Employee Service Awards	The City has several employees who have left City service and then returned. Although the break in service restarts their longevity pay count, this section has been modified to allow their plaque and recognition to consider cumulative years of City service.

Equal Employment Opportunity and Affirmative Action
KEY CHANGES
This is largely unchanged from the current policy. Currently, it is described in the Personnel Policies and Procedures. While it is important, this policy rarely needs to be consulted. Staff believes it is therefore better placed in a separate policy.

Grievance Procedure
KEY CHANGES
Currently, this policy is described in the Personnel Policies and Procedures. While it is important, this policy rarely needs to be consulted. Staff believes it is therefore better placed in a separate policy. The only key changes are to simplify the explanation to anyone wishing to file a grievance.
Harassment Policy
KEY CHANGES
This policy is currently described in the Personnel Policies and Procedures. Staff believes it is better placed in a separate policy. The most significant revision is to provide examples of behaviors that could constitute harassment.
Maintenance of Credentials Policy
KEY CHANGES
This policy is currently described in the Personnel Policies and Procedures as a “miscellaneous policy.” Staff believes it is better placed in a separate policy.
Military Leave Policy
KEY CHANGES
This policy is currently described in the Personnel Policies and Procedures. Staff believes it is better placed in a separate policy, since it is specific a handful of employees and requires detailed actions to take place.
Performance Evaluations and Improvement Policy
KEY CHANGES
This policy is currently described in the Personnel Policies and Procedures. Staff believes it is better placed in a separate policy. It includes a new section describing Performance Improvement Plans, which have been used successfully in some circumstances with City employees.
Probationary Period Policy
KEY CHANGES
This policy is currently described in the Personnel Policies and Procedures. Because there are detailed requirements in state law specific to police officers and firefighters regarding probationary periods, staff feels it is appropriate to provide a separate policy related to Probationary Periods.

Recruitment and Selection Policy		
PAGE	SECTION	KEY CHANGES
n/a	n/a	This is largely unchanged from the current policy. Currently, it is described in the Personnel Policies and Procedures.
2	Promotional and Open Job Classes (para. 3)	The policy now includes a requirement that employees notify their current supervisor when they compete for another City position
3	Appointment	The policy now includes a requirement that supervisors hiring a current City employee for a different role must contact the employee's current supervisor and review the employee's personnel file prior to hire.

Reduction in Force Policy		
PAGE	SECTION	KEY CHANGES
n/a	n/a	This policy is currently described in the Personnel Policies and Procedures. While it is important, this policy rarely needs to be consulted. Staff believes it is therefore better placed in a separate policy.
1	Positions not covered by a Collective Bargaining Agreement	Currently, a person laid off is not paid out for accrued sick leave like retirees. The policy is changed to treat layoffs like retirement for the purpose of paying out sick leave (i.e., pay out hours in excess of 720 at 25% hourly rate). The policy also allows for an employee who returns to City service within three years to be credited back the 720 hours that were not paid out.

Relocation Policy		
PAGE	SECTION	KEY CHANGES
n/a	n/a	This policy is not currently described in the Personnel Policies and Procedures, but relocation benefits have been provided to newly hired professional employees who agree to relocate within the City limits of Ames. Staff feels it is important to outline the current practice in a policy.
3	Repayment Requirements	From time to time, relocation benefits are paid to an employee who subsequently terminates employment or moves outside Ames. The policy outlines expectations to pay back some or all of the relocation benefit (through paycheck reduction) if either situation occurs within two years.

Return to Work Policy
KEY CHANGES
This is a new policy, which outlines how alternative work arrangements can be provided for employees in the event an employee is able to return to work from an injury or illness incurred either on or off the job. This policy dovetails with the City's obligations under the Americans with Disabilities Act and under worker's compensation regulations.

Working Out of Class Policy
KEY CHANGES
This policy is currently described in the Personnel Policies and Procedures. The only major change is to indicate that for assistant department or division heads, a part of the job responsibilities is to act as the department or division head when that person is absent. Therefore, those positions are eligible for out of class pay when they work out of class for four weeks or more, while others can receive out of class pay when working out of class for two weeks or more. In both instances, the out of class pay is retroactive to the first day worked out of class.

Workplace Accommodations and Fitness for Duty Testing Policy
KEY CHANGES
This policy is currently described in the Personnel Policies and Procedures. The new policy removes some of the specific requirements for particular medical providers in the existing policy. The policy also eliminates an ADA accommodation committee and places the responsibility for workplace accommodations more directly in the Human Resources Department. It also clearly states the responsibility of all supervisors to remove employees from unsafe situations immediately.

Workplace Violence
KEY CHANGES
This is largely unchanged from the current policy. Currently, it is described in the Personnel Policies and Procedures. While it is important, this policy rarely needs to be consulted. Staff believes it is therefore better placed in a separate policy.

Employee Handbook

City of Ames

2020

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Welcome to the City of Ames!

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

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

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

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

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

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

Introduction to the City

Excellence Through People

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

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

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

Your City Government as an Organization

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

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

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

Getting Started and Employment Practices

Employment Practices - Non-Discrimination

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

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

Immigration Reform and Control Act of 1986

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

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

Unlawful Discrimination

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

Americans with Disabilities Act (ADA) Policy

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

of the City to comply with all Federal and state laws concerning the employment of persons with disabilities.

Medical Examinations Prior to Appointment

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

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

Probationary Period

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

Outside Employment

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

Civil Service

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

Civil Service examinations are administered to determine basic qualifications of applicants for each Civil Service position, and examinations are developed in line with the knowledge, skills and abilities required for the particular position. Appointments to Civil Service position vacancies are contingent upon an applicant's successful qualification and certification by the Civil Service Commission. In addition, the Civil

Service code provisions set forth the procedures for employee appeals in cases of suspension, demotion, removal, and discharge.

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

Hours of Work, Salary, and Payroll

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

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

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

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

Hours of Work and Schedule

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

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

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

Breaks

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

Regular, Part Time <20, and Temporary Positions

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

Regular Positions

The City Council authorizes the number of full-time equivalent (FTE) positions that exist for each department in the City. These **regular** positions include full time, $\frac{3}{4}$ time, and $\frac{1}{2}$ time roles. Each of these positions has a written job description. Pay for these positions is established either 1) by a collective bargaining agreement, or 2) for merit positions, through the **Compensation Policy**. In either case, the pay rate is recorded in the City's **Pay Plan**. Employees in regular positions are eligible for paid leaves and insurance benefits as described in this handbook. Except those positions specifically excluded by law, full-time regular employees are the only employees subject to Civil Service regulations.

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

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

Temporary Positions

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

Fair Labor Standards Act (FLSA) Status

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

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

Exempt—generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of FLSA. They are not eligible to earn overtime pay or

compensatory time, but may be granted administrative time off with the approval of the department head.

Overtime, Compensatory Time, and Holiday Pay

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

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

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

Employees will be compensated in accordance with the following:

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

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

2. Non-Exempt Employees – Overtime

Hours Over 40 in a Week

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

Hours Over 8 in a Day

If a non-exempt, regular full-time employee works more than 8 hours in a single day, but does not exceed 40 hours worked over the course of the work week, each overtime hour worked in

excess of 8 for that day will either: 1) be paid in cash at one-and-one-half times the employee's regular hourly rate, or 2) will accrue as one hour of compensatory time.

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

3. Non-Exempt Employees – Unscheduled Callback Pay

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

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

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

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

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

6. Exempt Employees - Administrative Time Off

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

Serving in More than One Capacity

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

Working Out of Class

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

Closed or Curtailed Operations Due to Safety Hazards

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

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

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

Performance Evaluations

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

It is the City's goal that all regular employees will have their job performance formally evaluated at the end of their probationary period and annually thereafter, prior to the beginning of the fiscal year or as may otherwise be established by the Human Resources Director. Pay increases for merit employees are based

upon job performance, although pay increases are not guaranteed. Merit increases will normally take effect on July 1 of each year pending a qualifying performance evaluation. Pay will not fall under the minimum nor exceed the maximum of the pay range for the position.

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

See the [Performance Evaluation and Improvement Policy](#) for details.

Longevity Pay

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

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

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

Time Off/Leaves of Absence

Part-Time Leave Accruals

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

Holidays

The City observes the following holidays:

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

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

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

Vacation Leave

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

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

Vacation leave accrual rates and maximum accrual limits are pro-rated for regular part-time employees. Employees who start employment on or prior to the 15th of the month, or leave employment after the 15th of the month earn vacation leave for that month. With the approval of the City Manager, new employees may use a vacation bank of up to forty hours before that vacation leave has been accrued. If granted, vacation leave accrued will first be used to compensate for this advance, after which it will then accrue under the normal accrual schedule.

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

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

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

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

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

Sick Leave

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

Valid uses of sick leave include:

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

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

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

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

Payment for Unused Sick Leave Upon Retirement

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

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

Employees whose status has changed during employment with the City will have sick leave hours computed on a percentage basis (e.g., 12 years of full-time employment and 8 years of half-time

employment: 720 hours x 60% = 432 and 360 hours x 40% = 144, for a total of 565 hours to be deducted from the total unused sick leave before paying the balance at 25% rate).

Family Sick Leave

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

Family and Medical Leave (FMLA)

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

Maternity/Parental Leave

Maternity and parental leave is available to qualifying employees. Please see the [Maternity/Parental Leave Policy](#) or contact Human Resources for details.

Medical Leave Without Pay

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

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

Emergency Leave

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

additional emergency leave may be granted and charged to sick leave. Emergency leave must be approved by the department head.

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

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

Injury Leave

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

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

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

Military Leave

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

Funerals of City Employees

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

Jury and Witness Leave

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

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

Voting Leave

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

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

Time Off for City-Sponsored Events

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

The need for continuing essential services and emergencies may limit the number of employees who may attend a City-sponsored event. Employees who attend these events during their regular working hours are entitled to do so on work time, with prior approval from their immediate supervisor or the department

head. Employees who choose to attend such events during their non-working hours are not entitled to compensation. Employees who are assigned or asked to work at these events are entitled to compensation.

Leave of Absence Without Pay

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

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

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

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

Unexcused Absences

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

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

Insurance and Retirement

Health Insurance

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

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

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

Life Insurance

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

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

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

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

Disability Insurance

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

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

2. Employees under the City's Utility Retirement System

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

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

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

Insurance for Part-Time <20 and Temporary Employees

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

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

COBRA Health Insurance Benefits

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

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

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

Health Promotion Programs

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

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

Healthy4Life

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

Retirement Systems

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

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

Changes in Beneficiaries/Dependents

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

Employee Development and Support

Personal Action Plans

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

Continuing Education and Development

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

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

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

Employee Assistance Program

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

Miscellaneous Employee Policies

Job Posting

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

Veteran's Preference

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

Fitness for Duty Testing

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

Breastfeeding/Expressing

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

Reasonable Accommodation

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

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

Personnel Records

The City keeps a separate, confidential file for each employee that includes the employment application, experience records, and other pertinent information. These files are used to provide information for payroll deductions, to determine eligibility for benefit programs and pay increases, and for other personnel related matters.

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

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

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

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

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

Maintenance of Credentials

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

Communications and Open Records

As a government organization, the City of Ames is subject to the Iowa Open Records law. Most City documents and records are public records that may be obtained by members of the public. Employees should be aware that phone records, videos, voicemails, written correspondence (including emails),

information about expenditures of City funds, and other information may be obtained by the public upon request. Employees should take care to ensure their correspondence and use of City resources is done in a professional and responsible manner. At no time may employees transmit any communications that are derogatory, defamatory, or obscene.

Acceptable Use of Information Technology

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

Use of City Resources

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

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

Communications/Media Policy

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

Employment of Relatives / Romantic Involvement

No individual will be hired or transferred into a position in which the employee would be supervised by a close family member or extended family member (as those terms are defined in the Glossary) or in which

the family member would have administrative discretion over the individual's terms and conditions of employment; or in which the individual would supervise a member of the close or immediate family or have administrative discretion over the family member's terms and conditions of employment.

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

Gifts and In-Kind Contributions

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

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

Excluded are:

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

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

Residence Requirement

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

Mileage Reimbursement

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

City Vehicles

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

Cell Phone Policy

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

Employee Conduct, Health, & Safety

Employee Conduct

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

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

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

Workplace Harassment

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

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

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

See the complete [Harassment Policy](#) for further details.

Hostile Work Environment

Positive working relationships are essential to the teamwork necessary to ensure effective delivery of City services and the well-being of all employees. Employees are expected to conduct themselves in a

professional, civil, and courteous manner whether interacting with the public or with fellow employees. Behaviors which tend to create a hostile work environment are prohibited. These include but are not limited to: malicious gossip, false allegations or providing false information about an employee, bullying, refusal to communicate (including deliberate failure to share necessary job-related information, avoidance or "shunning"), and any overtly hostile actions, such as yelling, threatening, or physical violence.

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

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

Workplace Violence

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

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

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

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

Weapons Prohibited

Possession, use, or threat of use of dangerous weapons, including firearms, by any person, is not permitted at City work sites, including in a City vehicle, or in parking areas designated for employee parking.

Exception is made when the possession or use of a weapon is a necessary and approved requirement of the employee's City job.

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

Employee Safety

Employees are expected to comply with all safety and health requirements, whether established by management or by federal, state, or local law. As a condition of employment, employees are required to exercise due care in the course of their work to prevent injuries to themselves, to their fellow workers and to the public. Employees have a responsibility to report any unsafe working conditions or practices to a supervisor or to the City's Risk Manager in Human Resources.

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

Accident/Injury Reports

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

Drug and Alcohol-Free Workplace

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

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

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

Drug and Alcohol Testing Policy

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

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

Incompatible Activities

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

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

No Smoking, Smokeless Tobacco, or e-Cigarettes

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

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

Discipline and Grievances

Disciplinary Action

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

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

Disciplinary action, up to and including termination, may result from factual information gathered from either an internal investigation or a criminal investigation and conviction. In addition, employees may be dismissed for unsatisfactory work performance whenever work habits, attitude, production, or ability to handle the duties of the position fall below the desired standards for continued employment. [The Discipline Policy can be found here.](#)

Grievance Procedure Overview

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

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

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

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

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

Written grievances can be submitted by using the [Employee Complaint Procedure and Form.](#)

Separation

Voluntary Separation

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

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

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

Involuntary Separation

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

Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Statement of Receipt

Please read and sign the Statement of Receipt and return it to the Human Resources Department for your official personnel record.

I have received my copy of the Employee Handbook which outlines employee policies and procedures for the City of Ames. I understand additional policies exist, many of which are referenced in this Handbook. I understand I am responsible to familiarize myself with this Handbook and with all other applicable policies and procedures that govern my employment.

These policies and procedures affect all City employees. If I work under a collective bargaining agreement, I understand that policies and procedures may be different and, where the collective bargaining agreement and this manual have different provisions, the collective bargaining agreement will apply.

I understand that nothing in the Employee Handbook is considered as either an explicit or implicit employment contract between the City and me. In the absence of law or legal contract, employment with the City of Ames is terminable at the will of the employer. In addition, I may terminate my employment with the City at any time.

I also understand that the City may change, rescind, or add to any policies and procedures described in the Employee Handbook or the Policy Library at its discretion. The most current version of this Employee Handbook and other applicable policies and procedures can be obtained from .

Printed Name Signature Date

By signing underneath, I acknowledge that the City's policies and procedures may be changed at any time, and I agree to be bound by any such changes.

Signature Date

By signing underneath, I specifically acknowledge receipt, review, and understanding of the City's Drug and Alcohol Policy.

Signature Date

By signing underneath, I acknowledge receipt, review, and understanding of the City's Harassment Policy.

Signature Date

Acceptable Use Policy

Date Established: October 19, 2020

Date Last Updated: October 19, 2020

Purpose

The Acceptable Use Policy is intended to outline the appropriate and prohibited uses of the City's information technology resources.

Policy Statement

The City of Ames makes available to its employees and community members computing and network resources, including shared information technology resources that use text, voice, images, and video to deliver information. These resources are to be used in a manner consistent with City policy and the law, including this policy and related policies created by specific departments, programs, and offices of the City.

Who Is Affected by this Policy

The Acceptable Use Policy for City of Ames Information Technology Resources applies to all active members of the City, including employees and affiliates, and to authorized visitors, guests, and others for whom City technology resources and network access are made available by the City. This policy also applies to visitors who avail themselves of the City's temporary guest wireless network access service.

What Is Covered by this Policy

This policy applies to City-owned devices and systems and to City-contracted systems and services, as well as privately-owned or publicly-provided devices using the City's networks and resources. It applies to technology administered within the City Internet domain by the Information Technology Division or by authorized resident visitors on their own hardware connected to the city network; to authorized collaborative devices connected to the city network and using City Internet addresses; to personally-owned devices connected by wire or wireless service to the city network via city locations providing mobile wired access or wireless access; and to actions originating from computer systems or mobile devices maintained or used by members of the city community connecting remotely to the City's network services and under the aegis of the City of Ames' name. It applies to websites bearing the City credentials, even when hosted outside the City's Internet domain.

Acceptable Use

- a. Organizational Use – Use of all City information technology and digital resources should be for purposes that are consistent with the public service vision and the policies and legal requirements (including license agreements and terms of service) of the City.

- b. Personal Use – Personal use of the City’s information technology and digital resources should be incidental and kept to a minimum.
- c. Prohibited Use – Use of the City’s information technology and digital resources should not violate applicable federal, state, and local law, including U. S. copyright law, or applicable City policies, and, if travel is involved, the laws of the relevant nation or state. From any location, City resources may not be used to transmit malicious, harassing, or defamatory content.

Access and Privacy

The City has the legal right to access, preserve, and review all information stored on or transmitted through its electronic services, equipment and systems (collectively, “IT Systems”). The City endeavors to afford reasonable privacy for individual users, and does not access information created and/or stored by individual users on its IT Systems except when it determines that it has a legitimate operational need to do so.

Protection of City Resources

Users of City information technology and digital resources are responsible for protecting City data, including its confidentiality, integrity, access, retention, and disposal in accordance with the City’s Information Security Policy, Record Retention Policy, and other applicable City policies. Individuals with City of Ames accounts or administrative responsibility over any City resources should take reasonable measures to protect these accounts and resources. Shared City technological resources should be used to carry out the legitimate business of the City, and should not be used in a way that disrupts or otherwise interferes with any City activities or systems or that is inconsistent with the City’s policies or goals.

Violations and Penalties

Violations of the City of Ames Acceptable Use Policy of Information Technology Resources policy may be referred for disciplinary action as outlined in the applicable employment handbook or collective bargaining agreement.

Contact Information

Information Technology Division
515-239-5188

Classification Plan

Date Established: October 19, 2020

Date Last Updated: October 19, 2020

Purpose

The purpose of the Classification Plan is to organize positions within the City system such that all positions that are substantially similar with respect to duties, responsibilities and qualifications are included within the same class so that they can be treated equally with respect to recruitment, pay and benefits.

Policy Statement

Preparation, Amendment and Approval

Subject to the approval of the City Manager, the Human Resources Director shall be responsible for the development and maintenance of the Classification Plan including modifications, additions or deletions, and shall allocate every regular position to a class within the Classification Plan.

New Classifications - Appointment

Except as otherwise provided by statute or ordinance, no person shall be appointed or employed to fill a regular position within the City service under any proposed new class until the addition of the class to the Classification Plan has been approved as provided for by this Policy.

Classification and Reclassification Reviews

When it is desirable to evaluate the characteristics of a job classification to ensure it accurately and fairly represents the work conducted by the individual(s) currently performing it, or to prepare a job classification in advance of a position being filled, a department head may submit a preliminary request for a job evaluation to the City Manager. The preliminary request must include basic information regarding the proposed classification, an explanation as to why the changes are necessary, and estimates as to the budget impact of making the changes.

It is expected that changes in the duties and responsibilities of City positions will be planned and approved consistent with departmental program activities and budgets, whenever possible. Under no circumstances shall classification or reclassification be used to avoid statutory or procedural requirements involving transfers, promotions or demotions.

The City Manager must review the request and determine whether to proceed with an evaluation. If the City Manager decides to proceed with an evaluation, the department head shall prepare a detailed proposal with the language to be included in the job classification. That information shall be forwarded to the Human Resources Director for completion of a job evaluation.

Upon completion of the classification review, the Human Resources Director will submit the review findings, analysis and recommendation to the City Manager for final disposition.

Factors

The factors that will be used to evaluate each classification are described below. In deciding which level is most appropriate, consideration is given to what the class requires most of the time or under normal circumstances.

- a. Knowledge. This factor measures the minimum formalized training or education which is required for entry into the position.
- b. Experience. Based on the minimum knowledge required for the job, this factor identifies the degree of job-related experience required for entry into the position.
- c. Organizational Control. This factor measures the supervisory requirements of the position.
- d. Human Relations Skills. This factor measures the job requirements of personal interaction with others outside the chain of command. The interactions may include: other departments within the City government, the general public, other governmental organizations or officials, or private business. Additional consideration is given where the majority of the interactions occur with external individuals or groups who receive the services provided by the City.
- e. Responsibility. This factor measures the accountability for results as well as the impact the job has on organizational, departmental, or unit objectives, the output of City services, or employee or citizen satisfaction.
- f. Guidance Received. This factor measures the degree of supervision, review and/or direction the position receives. It refers to the amount of independence inherent in the job. Limitations on independence may include: supervisory control, the nature of the work, established procedures or legal constraints.
- g. Complexity. This factor measures the job difficulty in terms of the application of the knowledge required by the job. It measures job requirements of creativity, ingenuity, judgement, initiative, analysis, reasoning and evaluating.
- h. Working Conditions, Mental and/or Visual Demands. This factor measures two areas. First, it measures the surroundings or physical conditions under which the work must be performed and the duration of time that each is present. This would involve physical effort, environmental or hazardous conditions. Where working conditions vary with specified work assignments, the degree selected must represent the average of all the conditions encountered. Second, it assesses the degree of coordination and dexterity of mind, eye and hand, as applied to job requirements which induce mental fatigue and/or visual strain. This also measures duration of time that mental and/or visual application is required, and the required intensity of

such application. It relates to the quantity and concentration of mental application, not to the degree of intelligence or mental development.

Weights

The weights applied to each factor in the Job Evaluation System are:

<u>Factors</u>	<u>Weights (%)</u>
Education	14
Experience	14
Organizational Control	12
Human Relations (including Public Contact)	16
Responsibility	16
Guidance Received	10
Complexity	13
Working Conditions	<u>5</u>

Total: 100

Classification Specification

1. Each class in the Classification Plan shall be described by a class specification which has been approved by the Human Resources Director. A class specification is a written document that describes the general purpose and the principal duties and responsibilities of employees in that class.

A class specification shall include a title, class code, general definition, essential and other job functions, equipment used, physical and environmental characteristics, the knowledge, skills and abilities required to successfully execute the duties of the class, the education and experience normally required to acquire the knowledge, skills and abilities, and any necessary special license or certificate required by the classification.

2. The class specification is a working document, to be reviewed periodically and changed as needed. It is not meant to be restrictive or all-inclusive, but rather to describe the major features of a class. The main purposes of the class specification are:
 - a. To serve as a means of communication between the supervisor and the employee to clarify the responsibilities and expectations of an employee in the class.
 - b. To serve as input to the evaluation of a class for purposes of establishing its internal value to the organization and, ultimately, its pay grade or pay range.
 - c. To serve as a benchmark in salary surveys.
 - d. To serve as a basis for the appraisal of the performance of the incumbent(s).

- e. To identify minimum qualifications; applied skill, knowledge, and ability; and physical working conditions.

Position Descriptions

Each department is encouraged, but not required, to develop and maintain descriptions outlining the duties of each position within their respective departments. Department heads shall work with Human Resources to establish position descriptions. The position description supplements the class specification and must be consistent with it. Completed position descriptions shall be filed with the Human Resources Department.

Contact Information

Human Resources Director

hr@cityofames.org

515-239-5199

City Manager's Office

515-239-5101

Compensation Policy

Date Established: October 19, 2020

Date Last Updated: October 19, 2020

Purpose

To establish an orderly procedure for compensating employees upon their initial employment and changing statuses; and to attract, retain and motivate employees through payment of salaries within a structure that is market competitive and which recognizes the relative worth of jobs within the City organization.

Policy Statement

The City maintains two systems for compensating employees. One is based on merit, and the other is based on collectively bargained wage rates.

Objectives

The objectives of the City of Ames' compensation systems are:

1. To establish a salary range for each job that is based on a systematic blending of the job's internal worth to the City and the competitive labor market.
2. To provide for individual salary advancement reflecting increased value to the City. For merit employees, salary advancement is also based on job performance.
3. To establish systems that are fiscally sound, equitable and cost effective.
4. To provide a method for identifying individual employee development needs.
5. To provide compensation systems that are understood by employees.
6. To provide fairness with respect to other jobs in the City and with comparable jobs in other organizations.
7. To provide pay systems that can be easily administered and maintained.
8. To comply with federal, state and local laws.

Components of the Merit Employee Compensation Program

The compensation program for merit employees within the City of Ames is based on the following components:

1. Pay Grades

The salary structure which includes a series of pay grades corresponding to job evaluation points. Each grade is defined by a salary minimum, midpoint, and maximum. The pay for each employee will be within the salary range for the grade assigned to the employee's job class, unless otherwise approved by the City Manager.

In certain specialized job classifications, private sector employees doing the same work are compensated substantially higher than the City's pay scale allows (e.g., Electric Administration, Electric Engineering, and Power Plant Administration). In recognition of the highly competitive marketplace for competent professionals in these instances, the City Manager may apply a special series of pay grades, which result in higher pay for these classifications.

2. Job Evaluation

Job evaluation is the process of determining the relative worth of all jobs in the City of Ames. Each non-union regular position in the City is evaluated and placed in a grade level and accompanying salary range on the basis of that evaluation.

3. Performance Management and Merit Increases

The performance management system consists of a cycle incorporating planning, ongoing monitoring and feedback, performance appraisal, and employee development. Salary adjustments shall be based on individual performance appraisals in accordance with guidelines approved by the City Manager. See the [Performance Evaluation and Improvement Policy](#) for further details.

4. Administration

The administration of the pay program shall be under the direction of the Human Resources Director whose responsibilities will be to:

- a. Monitor trends in compensation theory and practice and make recommendations regarding the City's compensation policies and practices consistent with the City's mission and organizational culture.
- b. Evaluate existing and new job classes and submit the appropriate pay grade allocations for the City Manager's approval.
- c. Conduct periodic salary and benefit surveys.
- d. Recommend salary structure adjustments and salary increase budgets.
- e. Provide oversight of the performance management system, ensuring that performance appraisals are conducted as required, and providing training and guidance in the application of the performance management system.

The City Manager may authorize an adjustment to an individual's compensation in order to correct a mistake in administration of the approved compensation system.

Adoption and Amendment

The Human Resources Director shall prepare annually a Pay Plan covering all classes in the City service to be submitted to the City Council for review. Thereafter, the City Manager may approve modifications to the Pay Plan upon the recommendation of the Human Resources Director. Modifications to the Pay Plan shall be in accordance with the stated policies, goals and objectives of the City's compensation policy.

Administration and Maintenance

The Human Resources Director shall periodically conduct a comprehensive survey of market rates for a representative sample of classifications in the City service whose salaries are not determined through the labor negotiations process. In adjusting the pay structure, consideration shall be given to salaries in relevant employment markets for comparable classes under similar working conditions, current costs of living, the City's compensation policy and other relevant factors.

Establishing Pay Upon Initial Appointment

These guidelines are intended to balance the internal consistency and equity of the merit pay system, while being responsive to the dynamics of the labor market.

1. The starting salary shall be at least the minimum of the salary range.
2. Candidates just meeting minimum qualifications are normally appointed at the range minimum.
3. Candidates whose qualifications exceed the minimum may receive a starting salary proportional to their qualifications, not to exceed the range mid-point. Starting salaries above the mid-point may be approved by the City Manager under exceptional circumstances.
4. The following factors may be considered in determining an appropriate starting salary:
 - a. Current salary rates for the specific classification in the relevant market.
 - b. The qualifications of the candidate relative to the needs of the position and the qualifications of other available candidates.
 - c. The relative success of the current recruitment, and relevant prior recruitment history for the classification.
 - d. Internal equity with current incumbents of the classification, with regard for qualifications and length of service.
 - e. For supervisory positions, the level of responsibility and salaries of subordinates. However, this will not be the sole determining factor, and it is not intended that the salary of a supervisor shall exceed that of all subordinates in every case.
 - f. The timing of the next scheduled merit pay increase.
5. The Human Resources Director will prepare a starting salary recommendation after reviewing the factors described above and consulting with the hiring department head.

The recommendation must be submitted to the City Manager for approval prior to presenting an offer of employment to a candidate.

6. Hiring incentives, such as one-time bonus payments, may be authorized by the City Manager in advance of a recruitment for a hard-to-fill position.

Establishing Pay Upon Promotion

1. Upon promotion to a class in a pay grade with a higher maximum salary, an employee shall receive the minimum salary of the higher range or at least 5% over the employee's current salary, whichever is more. The higher salary shall become effective on the date of the promotion.
2. An employee who is promoted more than one pay grade or rank may receive a promotional increase greater than 5%.
3. The guidelines outlined in paragraph 4 of the Establishing Pay Upon Initial Appointment section of this policy may also be considered in determining an appropriate salary upon promotion.

Reduction in Salary

Reductions in salary may be made to recognize the diminished value of a merit employee's service to the organization. An employee's salary may not be reduced below the minimum established for the class. Reductions in salary shall become effective immediately upon approval by the City Manager.

Demotion

A voluntary or involuntary demotion may be made to a vacant position in a class with a lower maximum salary in accordance with these Policies and Procedures. An employee who is voluntarily or involuntarily demoted must possess the minimum qualifications for the lower position.

A demoted employee's salary shall be the employee's current rate of pay or the maximum of the salary range for the lower class, whichever is lower, except that an employee who receives an involuntary demotion may also be subject to a salary reduction in accordance with the Reduction in Salary section of this policy. The City Manager may also authorize an alternative salary reduction for a voluntary demotion as warranted by a review of the situation. A demoted employee's pay rate shall be effective with the first day that the employee assumes the duties of the lower class.

When a demotion is made for reasons other than disciplinary action, the City Manager may authorize continuation of a merit employee's present salary rate, even if it is above the maximum for the new class. In such cases the employee shall not be eligible for pay increases until the scale maximum exceeds the employee's salary.

Transfer

Except where limited by statute, a voluntary or involuntary transfer may be made to a vacant position in the same classification in the same department or in another department.

A transferred employee's salary shall be the employee's current rate of pay, except that an employee who receives an involuntary transfer may also be subject to a salary reduction in accordance with the Reduction in Salary section of these Policies and Procedures.

Reclassification

Reclassification may be made to a class with a higher, lower, or the same maximum rate of pay as the original class. An employee whose position has been reclassified to a classification with a higher maximum salary shall receive at least the minimum salary of the higher salary range or the salary received prior to reclassification, whichever is higher. In cases where the employee has performed the duties of the higher class for a period of time sufficient to demonstrate proficiency, a salary increase may be authorized. The salary guidelines for new hires and promotions shall be referred to in making such determinations. The effective date of such a pay increase will be as determined by the City Manager. In cases where an employee's position has been reclassified to a classification with a lower maximum salary, the Demotion section shall apply.

Lateral Appointment

An employee who accepts a lateral appointment shall normally retain the rate of pay received in the previous position. In exceptional circumstances, the City Manager may authorize a salary increase using the guidelines outlined in section 4 of Establishing Pay Upon Initial Appointment. Eligibility for merit increases shall be as provided in the Merit Increases Policy.

Merit Increases

Regular Employees

Performance-based merit increases may be granted to regular full-time and part-time benefited employees. Merit increases shall become effective on July 1 of each year, except as otherwise provided in these Policies.

New Employees

Employees whose start of employment is from July 1 through December 31 shall be eligible for a merit increase on July 1 of the following fiscal year. Employees whose start of employment is from January 1 through June 30 shall not receive a merit increase on July 1, but shall be eligible for a merit increase upon completion of six months of service.

Employees who have completed or will complete six months of service prior to April 30 will be evaluated during the regular evaluation schedule, normally in early April. Those employees who will complete the six-month probationary period after April 30 shall be evaluated two weeks prior to completion of six months service. Performance appraisals will be conducted in accordance with standard City procedures. Evaluation forms will be forwarded to the Human Resources Department. The merit increase will be determined by

the Director of Finance in accordance with the formula authorized for July 1 merit increases. The Human Resources Department will notify the department head, who will prepare the Payroll Change Form.

Promotions and Lateral Appointments

Employees who have received a promotion or lateral appointment shall be eligible for merit increases in the same manner as new hires.

Contact Information

Human Resources Director

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515-239-5199

City Manager's Office

515-239-5101

Discipline Policy

Date Established: October 19, 2020

Date Last Updated: October 19, 2020

Purpose

The purpose of this policy is to support the efficient delivery of services through an orderly and disciplined work force, and to protect the interests of the citizens of Ames, all City employees, and the good will and property of the City of Ames. The disciplinary procedures set forth herein are intended to be corrective where possible, and to provide for the orderly removal of employees who do not conform to standards of job performance or conduct.

Policy Statement

An employee who fails to maintain proper standards of conduct as set forth in City policies or procedures, departmental rules and regulations, and any applicable local, state, or federal regulations shall be subject to disciplinary action up to and including discharge. Proper standards of conduct include exemplifying the City's organizational values. Examples of transgressions that may result in disciplinary action include but are not limited to neglect of duties, disobedience of orders, willful misconduct or failure to properly perform the duties of the employee's position. The suspension, demotion or discharge of an employee holding Civil Service rights may be appealed to the Civil Service Commission as provided in Iowa Code Chapter 400. Non-Civil Service employees may appeal disciplinary actions through the [Grievance Procedures](#).

Just Cause

Discipline of regular employees must in all cases be based on just cause. Discipline shall be accompanied by written notice of the specific acts or omissions upon which the discipline is based. An oral reprimand must also be documented with a written summary provided to the employee.

Temporary Employees

All temporary employment, including seasonal, shall be at-will. A department head may terminate the employment of a temporary employee for any lawful reason, without right to appeal.

Progressive Discipline

The purpose of progressive discipline is to provide the opportunity for an employee to modify behavior to conform to standards of performance or conduct. **Progressive discipline is a principle, and nothing in this chapter shall be construed to mean that all steps of progressively serious discipline must be followed in every case.** The seriousness of each offense and the record of the employee shall be judged on their own merits, and discipline applied accordingly.

Consultation with Human Resources Department

A supervisor or department head who intends to discipline an employee shall first consult with the Human Resources Department to ensure the proposed discipline follows the procedural requirements of this policy and the law, and to ensure consistency across the City organization. If discipline is issued without consultation with Human Resources, the discipline remains in effect.

Pre-disciplinary Hearing

A department head who intends to suspend, demote or discharge a regular employee for cause must provide the employee with a written notice of intent to discipline. Such notice must set forth the act or omission upon which the disciplinary action is based. The notice must inform the employee of the date and time of the employee's pre-disciplinary hearing. The employee must be advised that, at the pre-disciplinary hearing, the employee will have the opportunity to present reasons why proposed discipline should not be imposed. At the conclusion of the hearing or within a reasonable time thereafter, the employee will be informed if the proposed discipline will occur. During a pre-disciplinary hearing the employee may have another person present for counsel or as a witness to the proceeding; however, such person may not serve as an advocate or speak for the employee.

The City Manager may authorize or direct that a staff member other than a department head conduct a pre-disciplinary hearing. The City Manager may grant such authority in specific cases, or may grant general authority to a department head to delegate the conduct of pre-disciplinary hearings to other managerial staff in the department.

Forms of Disciplinary Action

1. Oral Reprimand

The supervisor shall issue an oral reprimand to put the employee on notice that the employee's performance or conduct is substandard and to advise the employee of the expected improvement of conduct. Following an oral reprimand, continued substandard conduct or performance may warrant a higher degree of discipline.

2. Written Reprimand

In the case of a more serious offense or in the case where an employee's performance or conduct has not improved as a result of one or more oral reprimands, the supervisor shall issue a written reprimand. This written record puts the employee on formal notice that the employee's performance or conduct is unacceptable. It also documents the specific acts or omissions upon which the discipline is based, as well as the expected corrective action. Following a written reprimand, continued substandard conduct or performance may warrant a higher degree of discipline.

3. Suspension

In the case of serious and/or intentional transgression, or in the case where an employee's performance or conduct has not improved as a result of prior discipline, an employee may be suspended without pay. With the approval of the City Manager, the department head may suspend an employee without pay for up to 30 calendar days. The employee shall receive a written notice of the suspension which documents the specific acts or omissions upon which the discipline is based as well as the expected corrective action. Following suspension, continued substandard conduct or performance may warrant a higher degree of discipline.

Demotion

The department head may, with the approval of the City Manager, demote an employee. An employee who is demoted must possess the minimum qualifications for the lower position. The employee shall be given timely written notice of the demotion and the reasons for the action.

The employee may be allowed to retain the same rate of pay in the lower position as was held in the higher position before the demotion, providing that the employee's rate of pay is not higher than the maximum rate of pay for the lower position. Upon the department head's recommendation and with the approval of the City Manager, further reduction in pay may also be ordered.

Discharge

With just cause and with the approval of the City Manager, the department head may discharge an employee.

Contact Information

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515-239-5199

City Manager's Office

515-239-5101

Driving Policy – City and Personal Vehicles/Equipment

Date Established: October 19, 2020

Date Last Updated: October 19, 2020

Purpose

This policy is to be used for the consistent and uniform administration of record keeping, taxation, and public purpose requirements and on assignment and use of the City's fleet. The policy applies to all units in the fleet - owned, leased, loaned, or rented - and to all permanent, part time, and temporary employees of the City. This policy will override any inconsistencies that may exist in other departmental policies or job specifications.

Policy Statement

Public Purpose Served

The City's fleet is public property, provided to help serve, maintain, protect, and improve the community and the citizens of Ames. Funds used to obtain and maintain the fleet come mainly from all the tax or fee-based funds and enterprises as authorized by the City Council.

City staff, City facilities, the fleet, and all City resources are solely dedicated to serving the public. Neither the fleet, nor any other City asset, shall be used for anything other than service to the public.

Vehicle Assignments

All units in the fleet are provided for specific duties and assignments and to provide specific public services in all areas of the City. Any unit in the fleet shall be made available by the assigned operating department/division to any other department/division during emergency and non-emergency times of need, and/or for the general good of the whole organization and community. Sharing of any unit shall not diminish the ability of any division to perform its duties and services.

The City Manager or other designee shall approve the assignment of specific vehicles/equipment to specific positions, usually not to specific employees. These assignments will be based on transportation needs agreed to between the City Manager or designee and the Department Head for each division.

At this time there is no minimum criteria established for these assignments. Department Heads are responsible for determining the need for all fleet vehicles and equipment and recommending specific assignments to positions.

Documentation Required

1. Employees Required to Drive City Vehicles or Operate City Equipment for Work:

Employees required to drive vehicles or operate equipment to conduct work activities must wear a seatbelt and adhere to Iowa Code Chapter 321 which pertains to safety, insurance, and licensure requirements including maintaining a valid Iowa operators permit/license required for the specific type/class of unit they operate. Employees must inform their supervisor

immediately if their driving/operating permits are revoked, suspended, or expired. Failure to immediately inform a supervisor of loss of driving/operating privileges may result in discipline. Employees without valid operating or driving permits cannot operate or drive a fleet unit until their privileges are restored, and proof is provided to the City.

Employees whose jobs require the ability to operate a vehicle, whose driving/operating permit has been revoked, suspended, or expired, may be subject to discipline under the **Maintenance of Credentials Policy**.

Since the City has liability for driving actions taken by employees, employees required to drive vehicles must submit to an annual check of their motor vehicle driving record to verify that the license is valid. This check will be managed by the Human Resources Department.

2. Employees Permitted, but not Required, to Drive City or Personal Vehicles for Work

Employees permitted to drive or operate vehicles and equipment to conduct work activities must maintain a valid Iowa operators permit/license required for the specific type/class of unit they operate. Employees without valid operating or driving permits cannot operate or drive a fleet unit until their privileges are restored, and proof is provided to the City. Since the City has liability for driving actions taken by employees, employees will not be permitted to drive a City vehicle unless they submit to an annual check of their motor vehicle driving record.

Employees who drive a City or personal vehicle on City business are required to wear a seat belt and adhere to Iowa Code Chapter 321 which encompasses safety, proper licensure, and required insurance coverage.

In the event of an insurance claim involving the employee's personal vehicle being used for City business, the employee's personal insurance coverage will apply first. Any valid liability claims above the limits of the employee's personal insurance coverage will be paid by the City, provided that the accident occurred while the employee was acting within the scope of their employment.

3. All Users of City Vehicles – Maintenance and Use Records

Employees shall accurately report to Fleet Services the type and amount of use of any/all unit(s) in the fleet that they operate; any/all service or repair they may have had done to any units without the knowledge of Fleet Services; fuel purchases, oil changes, washes, etc. Fleet Services will use all this information to monitor and report fleet use, capture fleet expenses, and project future costs for budget purposes.

Fleet Services will maintain a list of the City's fleet by department and division; and use all the operating and maintenance data and history to manage the City's fleet.

The City Manager or designee will authorize these assignments and Fleet Services will maintain the official master list of record.

Commuting

City vehicles are not to be used by City employees for commuting to or from home “before or after hours,” for lunch, or for personal business. “De minimis” personal use is allowed as outlined in the “Incidental Personal Use” section of this policy.

Exceptions may be requested by Department Heads, and approved by the City Manager, when it is deemed to be in the best interest of the City for specific employees to take a unit home to provide quicker/better response times to after-hours service calls or emergency incidents.

These vehicles shall be limited to "qualified non-personal-use vehicles" as defined by the IRS. These vehicles include:

- a. Clearly marked police and fire vehicles.
 - i. Unmarked vehicles used by law enforcement officers if the use is officially authorized.
- b. Any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds.
- c. Vehicles such as the Electric bucket trucks, street sweepers, snowplows, etc.

Commuting does not include authorized out of town travel for City business.

The Fleet and Facilities Director shall provide to the City Manager a current list of the employees who are recommended for commuting, where they will commute to, the vehicle(s)/equipment involved, and the dates affected. The City Manager shall approve/deny each request in writing. Department Heads shall keep this authorized list current with the Fleet and Facilities Director.

These vehicles/equipment are to be parked and secured at the employee’s residence during off-duty hours and used only for official City business or service. Each unit shall be returned to its assigned location for the next scheduled work period.

Restricted Vehicle/Equipment Use

The City’s fleet is provided exclusively for the sole purpose of serving and maintaining the community of Ames and shall be used only in performing the municipal services and programs authorized by the City Council. No unit in the fleet shall be used for personal use or gain, any use for profit, or for illegal purposes.

Incidental Personal Use

Incidental or "de minimis" personal use is allowed in a very limited manner that conforms to IRS regulations. De minimis use when on City business is allowed in circumstances such as: restroom stops, refreshment breaks, or travel to meals and meetings when no other means of transportation is available, provided that such use qualifies as de minimus use under applicable IRS regulations.

Any other type of personal use is prohibited and subject to disciplinary action. In addition, any prohibited personal use of vehicles will be charged to the employee using the appropriate IRS valuation method and either reimbursed by the employee or added to their reported wages in accordance with IRS regulations.

Distracted Driving Policy

Distracted driving can impair safe driving and contribute to vehicle accidents. This policy applies to all units in the fleet - owned, leased, loaned, or rented - and to all permanent, part time, or temporary employees of the City or those employees driving personal vehicles for business of the City.

Texting while driving, other activities that would unnecessarily distract employees from driving are prohibited. Any driver found to have violated this policy may be subject to discipline up to and including termination.

Contact Information

Fleet Services Director

515-239-5520

Risk Manager

515-239-5199

Human Resources Director

515-239-5199

Drug and Alcohol Testing Policy for Non-CDL Employees and Volunteers

Date Established: October 19, 2020

Date Last Updated: October 19, 2020

Policy Statement

The City of Ames has a strong commitment to employees and the public to provide a safe and drug free workplace. Being under the influence of a drug or alcohol poses serious safety and health risks not only to the user, but to all those who work and come in contact with the user. The purpose of this policy is to assist in providing a workplace that is safe and healthy by limiting the effects of drug and alcohol use. The City also declares the responsibility to the public to demonstrate the safe and controlled operation of City work environments by establishment of a Drug and Alcohol Testing Program.

The provisions of this policy shall apply to all employees and volunteers of the City, regardless of status, except those employees subject to the City's Commercial Driver's License (CDL)/ and Alcohol Testing Policy. In places where this policy refers to employees, volunteers are also subject to the same requirements.

The Medical Review Officer

The City will designate a Medical Review Officer (MRO) for the City, who will be a licensed physician, either a medical doctor (MD) or osteopath (OD), fully licensed to practice in Iowa. The Medical Review Officer will have the responsibility of interpreting all tests taken under the provisions of the City's drug policy. The Medical Review Officer will determine if there is a violation of the use of restricted drugs and/or alcohol under this policy and report such specific violations directly to the City Clerk's office. That report will be used with other information gathered at the time to determine what, if any, action should be taken with an employee or volunteer found in violation of the City's Drug and Alcohol Testing Policy.

The MRO will ensure that the chain of custody is complete and sufficient on its face and that proper testing protocol has been followed. An employee, prospective employee, or volunteer shall be provided an opportunity to provide any information to the MRO which may be considered relevant to the test including identification of prescription or nonprescription drugs currently or recently used, or other relevant medical information.

The City's current Medical Review Officer is determined and assigned by Unity Point Clinic.

Testing Procedures

Testing – All drug or alcohol testing will be conducted by a laboratory or testing facility that has been approved under the rules of the Department of Public Health of the State of Iowa or the U.S. Department of Health and Human Services. When testing for alcohol/drugs, testing will include a urine test.

If a test result indicates the presence of alcohol or an illegal drug, a second test shall be conducted using the same or an alternate method of analysis. If this test is also positive, a portion of the original sample will be made available (if feasible) for the employee to have their own test conducted at their expense.

An employee shall be accorded a reasonable opportunity to rebut or explain the results of a drug test.

An employee who refuses to be tested when so required will be subject to the full range of disciplinary action, up to and including termination. Attempts to alter or substitute the specimen provided will be deemed a refusal to take the drug test when required.

Drugs for Which Individuals are Tested – Section 503 of the Drug Free Workplace Act of 1988 requires the City of Ames to specify drugs for which individuals are tested. The City may test for the following drugs: marijuana, cocaine, amphetamines, opiates, alcohol, and phencyclidines (PCP) or any other drug as approved in advance by the Secretary of the Department of Health and Human Services, or as may be required under State and Federal regulations.

In conducting those tests designed to identify the presence of chemical substances in the body, the City shall ensure to the extent feasible that the tests only measure, and that the records of the tests only show or make use of information regarding chemical substance in the body which are likely to affect the ability of the employee to perform their duties safely while on the job.

Confirmatory Challenge – Collection of a urine sample for testing of employees shall be performed so that the specimen is split into two components at the time of collection in the presence of the individual from whom the sample is collected. The second portion of the specimen shall be of sufficient quantity to permit a second, independent confirmatory test. If a confirmed positive test result for drugs or alcohol for employee is reported to the employer by the MRO, the City shall notify the employee in writing and inform the employee of the right to request and obtain a confirmatory test of the second sample collected. This second test shall be conducted within seventy-two hours of being notified of a positive result at an approved laboratory of the employee's choice, with the cost being the employee's responsibility. If the results of the second confirmatory test do not confirm the results of the initial confirmatory test, the City shall reimburse the employee for the fee paid by the employee for the second test. The initial confirmatory test shall not be considered a confirmed positive drug test for purposes of taking disciplinary action pursuant to this policy.

Cost of Tests – The City shall pay for the costs associated with conducting the drug and/or alcohol test(s). In the case of confirmatory challenges, the employee shall be responsible for the costs associated with testing the second sample.

When Testing is Authorized

1. Reasonable Suspicion Drug and Alcohol Testing – The City will require current employees and volunteers to submit to drug or alcohol tests based upon evidence that an employee or volunteer is using, or has used, alcohol or other drugs in violation of the City's written Drug Free Workplace Policy, drawn from specific objectives and articulable facts, and reasonable

inferences drawn from those facts in light of training and experience. For the purposes of this paragraph, facts and inferences may be based upon, but not limited to, any of the following:

- a. Observable phenomena while at work such as direct observation of alcohol or drug use, or abuse, or of physical symptoms or manifestations of being impaired due to alcohol or other drug use.
- b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- c. A report of alcohol use or the use of other drugs provided by a reliable and credible source.
- d. Evidence that an individual has tampered with any drug or alcohol test during the individual's employment time with the City.
- e. Information that an employee or volunteer has caused or contributed to an accident while at work or while performing City services or functions (if the accident does not fall under the procedures governing Post-Accident Testing).
- f. Evidence that an employee or volunteer has manufactured, sold, distributed/solicited, possessed, used or transferred drugs while on the City's premises, or while operating the City's vehicle, machinery, or equipment.

The above list is by no means totally inclusive.

In instances where reasonable suspicion occurs, the following procedures will be followed:

- 1) Employees or volunteers suspected of being under the influence of drugs or alcohol shall be transported by a supervisor, Human Resources, or emergency services personnel to a designated laboratory for the purpose of drug or alcohol testing.
- 2) Probable cause incidents shall be documented by a supervisor and one other person.
- 3) The City may perform drug or alcohol testing on employees or volunteers involved in vehicular accidents if probable cause is established and in all serious injury accidents.
- 4) In the event an employee is relieved of duties under this section, then a "return to duty test" may be required by the employer prior to the employee's return to work.

An employee who is required to take a reasonable suspicion test will be considered by the City as unqualified to work and relieved from duty pending the results of their test(s). An employee may request vacation and at the expiration of vacation request leave without pay, for the time the employee is relieved from duty. An employee whose test results are negative will be reimbursed for the time. An employee whose test results are positive will not be reimbursed for the time. The employee is not eligible to use sick leave while the employee is relieved from duty, awaiting test results.

A volunteer who is required to take a reasonable suspicion test will be removed from their duties pending the results of the volunteer's test(s).

2. Post Accident – The City may require drug testing to determine if an employee is ineligible to receive Workers Compensation in accordance with 85.16(2) of Iowa Workers Compensation Law. Post-accident testing may occur for employees when circumstances involve:

- 1) a death, or personal injury requiring hospitalization; or
- 2) an injury compensable under workers' compensation; or
- 3) damage to the City's or private property in excess of \$1,000; or

Testing for alcohol and controlled substances will be conducted as soon as practicable following an accident which meets the criteria of this section. Alcohol tests must be conducted within eight (8) hours following the accident; controlled substances tests must be conducted within 32 hours following the accident. The employee must remain readily available for testing until the tests are administered or for these time periods, whichever comes first.

Use of Alcohol

The use of, or being under the influence of alcohol by any employee or volunteer while performing City business, while in a City facility, vehicle, or on equipment is prohibited. *An employee who uses alcohol while on the job is subject to disciplinary actions up to and including dismissal, for the first occurrence. Volunteers who use alcohol while performing City services or functions will be immediately removed of their duties.*

Employees are prohibited from having a blood alcohol concentration of .040 or greater while on duty. An alcohol test result below .020 is considered negative; a result of .020 or greater but less than .040 is considered "non-negative." *After a result of "non-negative," the employee may not perform or continue to perform safety-sensitive work for 24 hours following the test.* The employee may be sent home for the remainder of the day or placed in non-public contact job duties.

An exception exists for Police Department employees whose duties require possession or consumption of alcohol in the course and scope of job duties (i.e., undercover assignments). Alcohol may only be consumed in the course and scope of a Police Department employee's job duties with prior specific approval by the Chief of Police or designee.

Pre-duty Use of Alcohol

Regular Shifts and Scheduled Overtime – Employees are prohibited from drinking alcohol within four (4) hours prior to the start time of a regular shift or a scheduled overtime assignment. Employees should still be mindful of the acceptable blood alcohol concentration levels in the previous section. *An employee who violates this prohibition is subject to disciplinary actions up to and including termination, for the first occurrence.*

On Call – Employees are prohibited from drinking alcohol while in on call status. An employee who violates this prohibition is subject to disciplinary actions up to and including termination, for the first occurrence.

Unscheduled Overtime Assignments – If an employee is offered an unscheduled overtime assignment, the employee is responsible for declining the offer if the employee has used alcohol during the previous four hours. *An employee who begins work in violation of this prohibition is subject to disciplinary actions up to and including dismissal, for the first occurrence.*

Use following a Vehicular Accident – If an employee is involved in an accident, the employee is prohibited from consuming alcohol for eight (8) hours following the accident or until tested for alcohol, whichever comes first. The employee must remain readily available for testing during this eight-hour period. *An employee who violates these prohibitions is subject to disciplinary actions up to and including dismissal, for the first occurrence.*

Refusal to Submit to a Required Test – Employees are prohibited from refusing to submit a required alcohol and/or drug test. An employee's refusal to submit to a required drug or alcohol test shall be treated as a positive test.

Test Results

- 1. Negative Results.** If the results of the alcohol and/or drug test(s) are negative, the employee will be returned to the employee's regular duties and be paid for any scheduled hours lost between the time the tests are conducted and the time the test results are reported. Volunteers who have a negative drug test may resume their volunteer duties.
- 2. Non-Negative Results.** If the result of an alcohol test is "non-negative," the employee may not perform safety-sensitive work for 24 hours. Non-negative results may result in disciplinary action, up to and including termination.
- 3. Positive Results for Current City Employee.** If the results of the alcohol and/or drug test(s) are positive for a current City employee, the City shall notify the employee in writing of the results of the test, the employee's right to request and obtain a confirmatory test of the second sample collected at an approved laboratory of the employee's choice, and the fee payable by the employee to the employer for reimbursement of expenses concerning the test. If the results of the test obtained by the employee from an outside laboratory do not conform to the results of the test(s) analyzed by the MRO, the City shall reimburse the employee for the fee paid by the employee for the outside laboratory analysis obtained by the employee, and the initial test shall not be considered a confirmed positive test result for purposes of taking disciplinary action.

If the results of the employee-obtained laboratory analysis are consistent with the initial test results, the employee will be removed from their position and/or subject to disciplinary action up to and including termination.

Employee Assistance – The City provides employee assistance under the City of Ames Employees Assistant Program (E.A.P.) for drug and alcohol problems. Employees struggling with drug and/or alcohol dependency are encouraged to seek assistance from the EAP. Nothing in this section shall prohibit an employee from seeking assistance on the employee's own through the City of Ames Employee Assistance Program (E.A.P.) prior to any detected violation.

For the purpose of seeking treatment, the employee may use paid vacation, compensatory and/or sick leave until such leave is expended, with the following exception—sick leave may be used for outpatient rehabilitation only when it is not possible for the employee to undergo rehabilitation outside of work hours. If the employee chooses not to use paid leave, or if paid leave has been expended, the disqualification period will be without pay.

Regardless of participation in a treatment plan or resources provided through the EAP, the City may take disciplinary action as it sees fit.

Discipline – Discipline under this program will be administered under the City of Ames Discipline Policy.

- 4. Positive Results for Volunteers** – If the results of a volunteer’s drug test is positive, the City shall notify the individual in writing of the test results, of the name and address of the medical review officer who made the report, and of the volunteer’s right to request records of the report. Volunteers who are currently performing services or functions for the City shall be removed from their duties and remain ineligible for volunteer opportunities for a period of twelve (12) months.

Legal Drugs

The use of, or being under the influence of any legal drug by any employee while performing City business, while in a City facility, vehicle, or on equipment, is prohibited if the drug impairs the employee’s ability to perform the employee’s job or assignment.

Employees who use prescription and over-the-counter medications are required to report all usage to their department head or Human Resources when it has been determined by their attending physician that their use of prescription medication may impair their ability to perform their job or when use of prescription medication, following label instructions as outlined by the manufacturer, would present an impairment to the individual in providing for safe and effective operation of machinery, driving ability, or impaired motor skills. It shall be required of the employee to report such drug usage to the department head or Human Resources. Failure to adhere to restrictions from either an attending physician for prescription medication or from the manufacturer’s recommendation for over-the-counter medication may also result in disciplinary action.

Illegal Drugs

The use, sale, purchase, transfer, or possession of an illegal drug by any employee while in a City facility, vehicle, equipment, or while performing City business is prohibited.

An exception exists for Police Department employees whose duties require possession of drugs in the course and scope of job duties (i.e., undercover assignments).

Education and Training

Policy and guidelines will be distributed by the City of Ames to each covered employee and provided to a representative of any employee labor organization. Employees will be provided with informative training regarding the effects of alcohol and drug use, City policy, and procedures for identifying alcohol or drug problems in others. Employees who have questions about the City's drug and alcohol testing program should contact Human Resources.

Supervisors designated to make reasonable suspicion determinations for drug or alcohol testing under this policy shall attend a minimum of two hours of initial training and attend, on an annual basis thereafter, a minimum of one hour of subsequent training. The training shall include, but not be limited to, information concerning the recognition of evidence of employee alcohol and other drug abuse, and the documentation and corroboration of employee alcohol and other drug abuse.

Confidentiality of Test Results

The City shall protect the confidentiality of the results of any alcohol/drug test conducted on an employee. A file separate from the employee's personnel file will be used for medical records and reports of testing.

In order to comply with Section 503(e) of the Drug Free Workplace Act of 1988, the results of a drug test of a City of Ames employee or volunteer may not be disclosed without the prior written consent of such employee or volunteer, unless the disclosure would be:

- To the agency in which the employee is receiving counseling or treatment, or is otherwise participating, or;
- To the Medical Review Officer, or;
- To the Human Resources Department. The Human Resources Department may notify the department head/supervisor of the employee's absence from work or work responsibilities, or;
- Pursuant to the order of a court of competent jurisdiction or where required by the United States Government to defend against any challenge against any adverse personnel action.

Employee Compliance

It is a condition of continued employment by the City of Ames that each employee complies with the laws on controlled substances. Any known violation of said laws occurring in the workplace must be reported to the employee's supervisor immediately, but in no case more than five days following the occurrence. Employees are responsible for notifying their supervisor of any use or suspected use of controlled substances or alcohol by any person or employee that may affect work performance.

Contact Information

Human Resources Director

hr@cityofames.org

515-239-5199

Employee Development Policy

Date Established: October 19, 2020

Date Last Updated: October 19, 2020

Purpose

The purpose of the City's support of employee development is to enhance the employee's potential for productivity in a City position, as well as supporting self-development for career advancement within the City.

Policy Statement

Voluntary Educational Programs

1. Assistance Options

An eligible employee may receive not more than one of the following forms of educational assistance for post-secondary education coursework (technical, college, or graduate courses).

a. Reimbursement for Educational Expense

An employee may elect to attend classes during non-working hours and receive full reimbursement for tuition.

b. Monthly Educational Incentive Payment

(Option "b" is not be available for enrollments commencing July 1, 2006 or after.)

An employee may elect to receive \$5 per month for every three-credit course, or equivalent, up to a maximum of \$50 per month. Participation must be during the employee's non-working hours.

c. Time Off With Pay

An employee may elect to attend classes during regular working hours and may receive time off to attend class. In no case shall time off exceed six hours during a one-week period.

2. Documentation of Completion

A certificate or other documentation of completion of the course with a minimum passing grade of C (or its equivalent) must be submitted to the department head. The department head shall approve the reimbursement order, and the certificate of completion of the course shall be sent to the Human Resources Department and made a part of the employee's personnel file.

3. Reimbursement Upon Termination Within One Year

- a. If an employee who has received reimbursement terminates City employment within one year of completion of the course, an amount equal to the reimbursement will be deducted from the employee's last paycheck.
- b. If an employee has used the option of time off with pay in order to attend class during working hours, and terminates City employment within one year of such attendance, an amount equal to the employee's hourly rate of pay will be deducted from the last pay check, for each hour of paid class attendance within the one-year period.
- c. This reimbursement requirement shall not apply if the employee suffers a career ending on-duty injury or dies in the line of duty.

Participation in and successful completion of relevant courses shall be considered in making advancement and promotion decisions.

Mandatory Educational Requirements

In the event an employee is required to participate in educational training, such as an apprenticeship program, as a condition of employment, the employee shall not be eligible for any of the educational assistance provisions outlined above.

If the mandatory participation involves a college course, it shall be considered in-service training and the employee will receive the appropriate rate of pay for all hours in attendance. Tuition and fees will be paid by the City. The employee shall not be eligible for an incentive payment. This form of mandatory training is subject to the approval of the City Manager.

In-Service Training

The City may require or approve training programs for employees. The City shall pay all training expenses for approved job-related training. The Fair Labor Standards Act (FLSA) includes detailed guidelines for compensating non-exempt employees for participation in job-related training. In general, such employees shall be paid at the regular rate of pay for all hours in attendance at the seminar, workshop, etc., and for travel time to and from the training site. In the case of out of town training events involving an overnight stay, the general rule is that a non-exempt employee shall be paid for travel and participation only during the employee's normal hours of work. Exempt employees are not eligible for compensatory time or cash overtime for participating in in-service training.

Because of the complexity of the FLSA rules, staff is encouraged to seek guidance from Human Resources in specific cases.

Contact Information

Human Resources Director
hr@cityofames.org
515-239-5199

Employee Recognition Programs

Date Established: October 19, 2020

Date Last Updated: October 19, 2020

Purpose

The purpose of the City-wide awards program is to encourage and recognize employees who bring to life the Excellence Through People values.

Policy Statement

In addition to recognition programs that may be provided by individual City departments, there are five categories of City-wide Employee Awards:

Employee Customer Service Award

The Employee Customer Service Award is designed to honor City employees who provide exceptional direct customer service to the citizens of Ames. Nominations can be made by a co-worker, supervisor or Ames resident. Nominations should describe the service provided by the employee and indicate the significance of the service to the resident. The award will be given for a contribution associated with the employee's work for the City, but the act should reflect a contribution beyond the scope of normal responsibilities. The employee will receive a framed letter from the City Manager congratulating them for their contributions and a cash award of \$50. A copy of this letter will also be placed in their personnel files.

Suggestion Award

The Suggestion Award recognizes City employees for achievements, accomplishments, contributions and/or suggestions that: are a cost savings in City operations, improve quality of City services, improve public relations, or improve employee morale. Employees who make suggestions which are implemented will be recognized as follows:

1. If the suggestion falls within the employee's assigned job responsibilities or established policy, or if the suggestion does not reduce costs, the employee(s) will receive a cash award of \$100, a Suggestion Award containing the Suggestion Program logo, as well as a letter from the City Manager congratulating them for their achievements, accomplishments or contributions. A copy of this letter will be placed in the employee's personnel file.
2. For suggestions which reduce costs, the employee(s) will receive up to 25 percent of the actual documented cost savings within a twelve-month period up to a maximum of a \$1,000 cash award. The employee(s) will also receive a Suggestion Award as well as a letter from the City Manager. A copy of this letter will be placed in the employee's personnel file.

The cash award will be made as soon as it has been documented that the savings have actually occurred. If the savings are of an on-going nature, the cash award will be based on the actual savings realized over the first twelve months of the suggestion's implementation. A cash award will not be made if the cost savings proposed results in a

City service level reduction. The cash award will be made from the departmental budget where the savings occurred.

Certificate of Commendation

This award is designed to honor City employees who have clearly "gone above and beyond their expected duty in an emergency situation" in service to the citizens of Ames. Such contributions could be associated with an employee's work for the City, although service rendered outside of an employee's normal responsibilities will also be considered. This award category may also be considered for the Humanitarian Service Award. The recipients will receive a Certificate of Commendation commemorating the award and a cash award of \$50.

Humanitarian Service Award

This award is designed to honor City employees who have clearly "gone the extra mile" in service to the citizens of Ames. Such contributions could be associated with an employee's work for the City; service rendered outside of an employee's normal responsibilities would receive a higher consideration. The recipients will receive their own decorative award commemorating their act of service. In addition, the recipients' names and contributions will be designated on a plaque permanently displayed in City Hall.

Sprenkel Achievement Award

The Sprenkel Achievement Award is designed to honor a City employee(s) who has exhibited the initiative to make a significant contribution to the City organization through actions above and beyond the scope of the employee's job responsibilities.

The Sprenkel Achievement Award must be for a contribution which has already been achieved or implemented. Preference will be given to the impact and duration of accomplishment. No extra compensation other than a suggestion award payment can have been received. The recipients will receive their own plaque commemorating the award and a \$100 cash award. In addition, the recipients' names and contributions will be designated on a plaque to be permanently displayed in City Hall.

Presentation of Awards

Cash awards will be distributed to recipients as soon as the award is approved. Recognition letters, plaques, etc. will be presented to the recipient at the annual Employee Awards Luncheon.

Eligibility and Procedures

1. Employee Eligibility

All City of Ames employees are eligible with the following exceptions:

- a. For the Suggestion Award, Employee Customer Service Award, Sprenkel Achievement Award and Certificate of Commendation: Department heads, the City Manager and the Assistant City Managers are not eligible.
- b. For all awards, members of the Employee Council Awards Committee are eligible if they recuse themselves from deliberation and voting on that award.

2. Topics Not Eligible

- a. Pay
- b. Benefits
- c. Union bargaining

3. For an Idea to Be Eligible, It Must

- a. Be original to the City. If the idea is a duplicate of one already received, the idea received first will be the one considered.
 - b. If the suggestion has not yet been implemented, it must recommend a specific action.
 - c. If already implemented, it must have been within the period of eighteen months prior to the date that the application is received by the City Manager's Office.
4. Due to Federal regulations, cash awards will be treated as wages for tax purposes; and are, therefore, subject to State and Federal withholding.
5. If two or more employees are determined to be jointly responsible for a suggestion which is implemented, any cash award will be divided equally among them or as specified by the department head.

Employee Service Awards

The City recognizes employees who have contributed to the service of the City and to the citizens of Ames for a period of years. Each employee who has completed five total years of service (or an increment of five years of service), including any previous temporary service, by April 1 of that year is recognized at the annual Employee Service Award luncheon.

Beginning with awards issued after July 1, 2020, years of service are counted cumulatively for each employee, and do not restart when there is a break in service. Funds for these awards are paid by the department in which the honored individual is currently employed. Employees who leave employment in good standing after April 1 but before the Employee Awards Luncheon are eligible to attend the luncheon and receive the appropriate award as if they were continuing employees.

Employee Retirement Gifts

A gift of tangible personal property may be given to an employee who retires from City employment with at least five completed years of continuous service, excluding temporary service. Employees with a break in service are entitled to the appropriate gift at the time of each departure. A monetary gift is prohibited. The department shall determine the type of gift to be given. The gift shall be given for the express purpose of recognizing the employee's service to the City of Ames. The value of the gift shall be \$10 for each year worked, beginning with five completed years of continuous service.

Employee Retirement and Farewell Receptions

Department heads may authorize the use of City funds for refreshments and supplies for a reception or celebration honoring a departing employee. The expenses for such a reception should be commensurate with the length of service, but in most cases should not exceed \$300.

Contact Information

City Manager's Office

515-239-5101

Employee Council Awards Committee

515-239-5101

Equal Employment Opportunity and Affirmative Action

Date Established: October 19, 2020

Date Last Updated: October 19, 2020

Purpose

To ensure that the principles of equal employment opportunity and affirmative action are incorporated in all aspects of the City's human resources programs and activities.

Policy Statement

The City of Ames affirms its commitment to providing Equal Employment Opportunity for all employees and applicants of the City. No personnel decision or action shall be unlawfully influenced in any manner by consideration of an individual's race, sex, color, creed, religion, national origin, ancestry, age, disability, sexual orientation, gender identity, or genetic information. The City of Ames will also identify areas of the workforce where members of a particular sex or race are under-represented and take affirmative action to eliminate those deficiencies. This will be done in accordance with the [Affirmative Action Plan](#).

Discrimination Complaint and Investigation Procedure

1. Any employee or job applicant who wishes to file a complaint regarding this policy should use the [Complaint Procedure](#).
2. All City collective bargaining agreements contain a provision prohibiting illegal discrimination. Employees covered by these agreements have the option of pursuing a discrimination complaint through the grievance procedures provided by the respective contracts. Employees should be aware that the grievance procedures have specified time limits.
3. Under some circumstances, a discrimination complaint may involve Civil Service rights and may be appealed to the Civil Service Commission. Employees and applicants should be aware that these procedures have specified time limits.

Contact Information

Affirmative Action Officer

hr@cityofames.org

515-239-5199

Grievance Procedures

Date Established: October 19, 2020

Date Last Updated: October 19, 2020

Purpose

The purpose of these grievance procedures is to fairly and efficiently resolve disputes regarding the interpretation or application of employee policies. Matters covered by a collective bargaining agreement are subject to the grievance procedures contained in that agreement.

Policy Statement

Authority

The City Manager or designee has final authority to resolve grievances on behalf of the City in those situations where the City Manager has partial or complete jurisdiction and for which an appeal procedure is not specifically provided by law or otherwise provided in this policy.

Grievance Procedures

1. General Provisions

- a. Grievances may be initiated only by the affected employee. The employee may request the assistance of another person at any level in the review process to prepare and/or present the employee's case.
- b. Whenever possible, grievances will be handled during the regularly scheduled work hours of the parties involved. The employee and the employee's representative may use a reasonable amount of work time, as determined by the employee's department head, to prepare and present the grievance.
- c. The parties to the grievance may extend the time limits specified in the grievance procedure by mutual agreement. Upon failure of the City to comply with the time limits set forth in the procedure, the employee may proceed to the next level of review. Failure of the employee to comply with the time limits set forth in the procedure shall constitute an abandonment of the grievance.
- d. The employee is assured freedom from retaliation from the City or its representatives for using the grievance procedure.
- e. Employees and supervisors who are involved in a grievance are encouraged to consult with the Human Resources Department to ensure they understand the grievance policy and procedures. The Human Resources Department may provide formal or informal resources to assist with resolving the complaint.
- f. Discharge during an employee's probationary period may not be appealed through the grievance process or any other appeals process. Discharge of a contingent employee may not be appealed through the grievance process.

2. Discussion with Supervisor

An employee who has a problem or complaint should first try to get it settled through discussion with the immediate supervisor without undue delay. If the employee does not believe the problem has been satisfactorily resolved after this discussion, the employee may discuss it with the supervisor's immediate supervisor, if any. Every effort should be made to find an acceptable solution by informal means at the lowest possible level of supervision. These discussions shall not be taken above the department head level.

3. Grievance Procedure

If the employee is not in agreement with the decision reached through discussions, a written appeal shall be filed within ten working days after the event giving rise to the grievance. In cases where the employee learns of the event after its occurrence, the ten days shall begin with the time the employee learned, or had reasonable opportunity to learn, of the occurrence.

a. Step One.

The grievance shall be presented in writing to the employee's immediate supervisor, who shall render a decision and comments in writing to the employee within five working days of receiving the grievance.

If the employee does not agree with the supervisor's decision, or if no answer has been received within five working days, the employee may proceed to Step Two.

b. Step Two.

If the employee pursues a Step Two appeal, it shall be presented in writing to the supervisor's immediate supervisor within five working days of receiving the written decision in Step One, or within ten working days of filing the Step One grievance if no decision is rendered.

The supervisor's immediate supervisor shall render a decision and comments in writing to the employee within five working days of receiving the appeal.

If the employee does not agree with the decision, or if no answer has been received within five working days, the employee may present the appeal in writing to the department head.

c. Step Three.

If the employee pursues a Step Three appeal, it shall be presented in writing to the department head within five working days of receiving the written decision in Step Two, or within ten working days of filing the Step Two grievance if no decision is rendered.

The department head or a designated representative shall discuss the grievance with the employee, the employee's representative, if any, and with other appropriate persons. The department head shall render a decision and comments in writing to the employee within five working days of receiving the appeal.

If the employee does not agree with the decision reached, or if no answer has been received within five working days, the employee may present the appeal in writing to the City Manager.

d. Step Four.

If the employee pursues a Step Four appeal, it shall be presented in writing to the City Manager within five working days of receiving the written decision in Step Three, or within ten working days of filing the Step Three grievance if no decision is rendered.

The City Manager or designee shall discuss the grievance with the employee, the employee's representative, if any, and with other appropriate persons.

The City Manager or designee shall render a decision in writing to the employee within ten working days of receiving the appeal. The Step Four decision will be final.

Contact Information

Human Resources Director

hr@cityofames.org

515-239-5199

City Manager's Office

515-239-5101

Harassment Policy

Date Established: October 19, 2020

Date Last Updated: October 19, 2020

Policy Statement

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

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

Sexual Harassment

Sexual harassment is strictly prohibited. This specific form of harassment 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 an implicit or explicit condition of an individual's employment;
- Submission to or rejection of such conduct affects employment opportunities; or
- Such conduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment.

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

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening retaliation after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars, or posters
- 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
- Written communications of a sexual nature distributed in hard copy or via a computer network
- Verbal sexual advances or propositions
- 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

- Physical conduct such as touching, assault, and impeding or blocking movements

Sexual harassment can occur between employees of the opposite sex or of the same sex; between supervisors and subordinates; between employees and non-employees; and between co-workers—all of which behavior is strictly prohibited. Retaliation for making harassment reports, for threatening to report harassment, or for participating in a harassment investigation is prohibited.

Other Types of Harassment

In addition to sexual harassment, the City also prohibits any employee from harassing another employee based on ethnicity, race, gender, national origin, religion, age, disability, gender identity, sexual orientation or other characteristic protected by law. Such harassment may include threats, derogatory remarks, epithets, offensive jokes, the display of offensive printed or visual material, or offensive physical actions that unreasonably interfere with an individual's work performance or create an abusive work environment.

Harassment Complaints

If you believe you have been subjected to harassment prohibited by this policy, or are aware of harassing conduct involving another employee, you should immediately report that behavior to your supervisor, department head, or to Human Resources. The [Complaint Procedure](#) includes a form to be used. Any employee utilizing this complaint procedure will be treated courteously and as privately as feasible, and the filing of a good-faith complaint will in no way be used against you.

An employee who files a good faith complaint of harassment, or who testifies, assists, or participates in any manner in any investigation, proceeding or hearing conducted by the City or a governmental enforcement agency regarding such harassment, will not be retaliated against.

Contact Information

Human Resources Department

hr@cityofames.org

515-239-5199

Maintenance of Credentials

Date Established: October 19, 2020

Date Last Updated: October 19, 2020

Purpose

To establish an orderly procedure for the maintenance of credentials of City employees.

Policy Statement

The maintenance of qualifications is the responsibility of every employee and is an essential function of all City jobs. As a condition of continuing employment, an employee must maintain any licenses or certification credentials specified in the current class specification for the employee's job, or required by federal, state, or City law. An employee shall notify the department head immediately in the event of loss of a required credential. Failure to maintain required credentials shall be considered grounds for discipline, up to and including termination of employment.

1. An employee who fails to maintain required credentials may be disciplined, up to and including termination, if:
 - The activity requiring the credential is the core defining function of the job, e.g., Attorney, Transit Driver, Water or WPC Plant Operator; and/or,
 - The department is unwilling to allow the employee to continue to work because of cost, lost productivity or other negative impact; and/or,
 - The employee will be without the credential for six (6) months or more; and/or,
 - It is the employee's second loss of credential during City employment; and/or,
 - The employee's past disciplinary record warrants termination; and/or,
 - The employee refuses to accept an unpaid leave of absence under the provisions below; and/or,
 - The employee is still on probation.

2. However, an employee may be granted an unpaid leave of absence upon request for the period without the credential if:
 - The activity requiring the credential is not the defining function of the job; and,
 - The employee will be without the credential for not more than six (6) months; and,
 - The department is able to continue to provide an acceptable level of service to the public in the absence of the employee; and,
 - The department is unwilling to allow the employee to continue to work because of cost, liability, lost productivity, or other negative impact; and,
 - The employee's disciplinary record does not warrant termination.

Leave without pay shall be granted only for that portion of the absence beyond the period of the suspension.

3. An employee may be allowed to continue working without performing the activity requiring the credential during the period without the credential for not more than six (6) months if:
 - The activity requiring the credential is not the defining function of the job; and,
 - The department is able to continue to provide an acceptable level of service; and,
 - The department is able to identify productive temporary work activities that would normally be conducted by that employee, which do not require the missing credential; and,
 - After considering the potential impact on other factors such as cost, liability, productivity, and morale, the department is willing to allow the employee to continue to work.
4. If an employee who loses a required credential is permitted to continue employment, and it has been determined that the required credential was lost due to the employee's negligence or the employee's act of misconduct, the employee may receive discipline, up to and including suspension without pay not to exceed the period without the credential, to a maximum of thirty (30) days, in addition to any unpaid leave. See the "Suspension" section of the [Discipline Policy](#).

Following the suspension, a condition of allowing the employee to continue working may include a reduction in pay for the remainder of the period without the credential due to the employee's diminished productivity.

5. In the case of newly hired or promoted employees, the individual must, as a condition of continuing employment, obtain any required licenses or credentials within the time period specified in the class specification or by the appointing authority. An employee who fails to obtain such required credentials within the specified time limits may be subject to discipline, up to and including termination.
6. In cases where the activity requiring the credential is not the core defining function of the job, the discipline provisions of (1) or (2) may be waived if the employee submits to the department head a plan by which the duties requiring the credential can be performed without the credential without increased cost to the City, loss of productivity, reduced service levels, or other negative impact. The plan must be in writing, submitted in a timely manner, and acceptable to the department head. If the employee fails to carry out the plan, or if the plan does not result in satisfactory performance of the activity, or results in other negative impact on the City, the employee shall be subject to discipline in accordance with (1) or (2). Notwithstanding the provisions of this subsection, the employee may be subject to discipline, up to and including suspension, as provided elsewhere in this policy.
7. The administration of the Maintenance of Credentials policy shall be the responsibility of the department head. Actions taken under this policy shall be reviewed by the Human Resources Director and approved by the City Manager. If, in the opinion of the City Manager, the strict application of this policy in a specific case would not serve the best interests of the City, the City Manager may waive or modify provisions of this policy. Examples of such circumstances include loss of a credential for a brief period, or other situations in which the loss of the credential would have such minimal impact on cost, productivity, etc., that the strict application of this policy would be inappropriate.

Contact Information

Human Resources Department

hr@cityofames.org

515-239-5199

City Manager's Office

515-239-5101

Military Leave

Date Established: October 19, 2020

Date Last Updated: October 19, 2020

Purpose

The Uniformed Service Employment and Reemployment Rights Act of 1994 ("USERRA") prohibits employers from discriminating against employees who fulfill non-career military obligations in the Uniformed Services. It also requires employers to provide a leave of absence to allow employees to perform military obligations. This policy provides military leaves as required by these and other laws and complies with the other relevant provisions of USERRA, other related regulations or as approved by the City of Ames.

Policy Statement

Accounting

Qualified employees will be granted up to 30 calendar days of military leave with pay each calendar year for the purpose of participating in active state or federal military service.

Military leave may not be carried over from one calendar year to the next; however, the annual 30 calendar days of military leave shall be available at the first of the year and may be used by an employee on a military duty assignment that is continuous from the end of one calendar year into the next.

Military leave shall be paid at the employee's regular rate of pay in effect at the time of the employee's military leave of absence.

For military leaves of absence less than 30 calendar days in duration, military leave shall cover only those days the employee is normally scheduled to work. For example, an employee who participates in annual training of two-weeks duration would be assessed military leave for the total number of the employee's regularly scheduled work days included within that two-week period of time.

For employees who work on a shift system that enables the employee to perform military duty and to report to work on the same day, military leave shall be granted only for those scheduled work hours not worked, and shall be charged against the employees' annual military leave entitlement on an hour-for-hour basis. This provision shall apply only to weekend drills or other brief assignments. Annual training, deployments, or other extended duty assignments shall be charged on a calendar-day basis if the assignment is for a period of 30 days or more.

Multiple, and/or consecutive short-term military duty assignments without calendar breaks or with calendar breaks which do not reasonably permit the employee in the interim to return to City duty or to be available for City duty if in a work assignment with an on-call status shall be considered as a single, uninterrupted period of Military Leave of Absence.

Military leave that exceeds the 30-day per calendar year allotment may be taken with pay if the employee utilizes accrued pre-approved personal vacation, personal holiday, and/or compensatory time.

Military leave that exceeds the 30-day per calendar year allotment may be taken without pay at the request of the employee. This option is guaranteed by the Uniformed Services Employment and Reemployment Rights Act of 1994 (Chapter 38, *US Code*).

A Payroll Change Form shall be prepared by the department to authorize each period of military leave of absence.

Records of military leave usage shall be maintained by the employee's department.

Documentation

A schedule of the monthly "week-end drills" shall be presented to the supervisor by the employee as soon as it is released by the military organization. Schedules for drills and annual two-week training are normally set one year in advance; however, training dates are subject to change throughout a calendar year. The employee shall provide this information to the supervisor as soon as it is available.

The employee shall present orders from the military organization directing the employee to report for active duty service for any service other than the published weekend drills. Orders shall be presented as soon as possible prior to the requested leave.

It is the employee's responsibility to provide and submit all necessary information (such as unit's name, commander's name and phone number, or letter verifying leave to his/her supervisor) in order to facilitate the leave processes.

Work Schedule

Where not in conflict with applicable collective bargaining agreements, the City reserves the right to set working days and hours such that participation in military leave activities can occur on the employee's non-scheduled work days in order to maintain the maximum efficiency of a department. If this occurs, employees will not be charged with military leave on their regularly scheduled day(s) off.

Employees shall report for work at the beginning of the next regularly scheduled working period after expiration of the last calendar day necessary to travel from the place of training to the place of employment following release from military training, except as otherwise provided by the Uniformed Services Employment and Reemployment Rights Act of 1994.

Employee Status While Absent

Employees on active military duty will not forfeit any pay or benefits during the first 30 calendar days of military service in each calendar year. Seniority will continue to accrue during periods of military leave whether paid or unpaid.

Performance Evaluations

When an employee's military leave is of such duration as to make a scheduled performance appraisal impractical, the evaluation may be postponed until the employee has returned to City employment for a period equivalent to the normal appraisal period.

Pay Adjustments

Employees on military leave will be eligible for any scheduled pay adjustments that would have occurred if they had not been on leave. Merit employees shall have their salaries adjusted by the amount of any general merit scale adjustment effective July 1. Any additional merit increase based on performance evaluation shall be determined following the employee's first performance appraisal upon return to City service, and shall be retroactive to July 1.

Longevity Pay

Longevity payments will be paid to employees during military leave of absence.

Benefits

Health Insurance

Employees whose military service exceeds the 30-calendar day period shall be eligible to receive group health care coverage under COBRA provisions.

Long Term Disability Insurance

Long-term disability insurance is discontinued during periods of unpaid leave. Long-term disability insurance will be reinstated immediately upon an employee's return to City service following unpaid military leave.

Life Insurance

Life insurance coverage will be continued for up to one month after the employee has been off work for unpaid military leave. Life insurance will be reinstated immediately upon an employee's return to City service following unpaid military leave.

Vacation and Sick Leave

Vacation and sick leave will continue to accrue during periods of paid military leave of absence. During periods of unpaid leave, the employee's vacation and sick leave balances will be frozen, and will be available upon the employee's return to active City service. Should the employee elect not to return to active City service following a military leave of absence, accrued vacation will be paid at the rate of pay in effect at the time the employee was last in paid status. At the employee's request, and with the approval of the City Manager, an employee commencing a military leave of more than 90 days may be paid in a lump sum for any or all accrued vacation leave.

Applicability

This policy applies to all City employees qualifying under the provisions of Chapter 29A.28 of the *Code of Iowa* other than those employed temporarily for six months or less. Included is any full-time employee who is a member of the National Guard, organized reserves, or any component of the military, naval, or air forces of the State of Iowa or the nation, or who may otherwise be inducted into the military service of the State of Iowa or of the United States, or who are members of the civil air patrol.

Contact Information

Human Resources Department

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515-239-5199

Performance Evaluation and Improvement

Date Established: October 19, 2020

Date Last Updated: October 19, 2020

Purpose

The purpose of the performance evaluation is to document job performance in conjunction with an integrated process of performance management including planning, managing, appraising, developing and rewarding performance. The goal of the performance management process is to develop and maintain organizational productivity through joint planning, coaching, counseling, providing feedback and identifying employee development needs. The performance management process provides support for promotions and for disciplinary actions as needed. For merit employees, the performance management process also provides appropriate reinforcement through the merit pay system.

Policy Statement

Procedure

1. Performance Management Groups

For the purpose of standardization, job classes having similar characteristics are grouped into families called performance management groups. These include Management, Professional/Technical, Administrative Support, and Union.

2. Factors

The performance evaluation form for each group includes several performance factors. The factors are to be weighted so that the total equals 100, provided that no factor may be assigned a weight less than 5. The "Comments" section is provided to document the employee's actual job performance.

3. Performance Evaluation Schedule

A written performance evaluation shall be conducted annually for each regular employee, except as otherwise provided in these Policies and Procedures. Additional performance evaluations may be conducted as deemed necessary by the department head. See the "Establishing Pay Upon Promotion" section of the **Compensation Policy** for guidelines for new hires and promotional appointments.

4. Evaluators

The responsibility for completing the performance evaluation form and conducting the performance evaluation interview rests with the employee's immediate supervisor. Multiple evaluators may be used as appropriate.

5. Quality Assurance

Each department head is responsible for reviewing all performance evaluations conducted by subordinate supervisors. The department head's signature certifies compliance with performance evaluation policies and guidelines, and that the department head concurs with the ratings.

The Human Resources Director shall provide oversight for the performance evaluation process, and shall develop and implement a quality assurance program to ensure compliance with the purpose and goals of this chapter.

6. Employee Receipt and Response

Following the evaluation interview the employee shall acknowledge receipt of a copy of the performance evaluation form by signing the document. Signing the performance evaluation form does not necessarily express or imply that the employee agrees with the evaluation results. In the event that the employee refuses to sign the document, the supervisor shall make a notation on the form indicating that the employee refused to sign it.

An employee is entitled to respond in writing to anything contained in the employee's performance evaluation either by using the "Comments" section, or by submitting a response on a separate sheet. The employee's written response shall be forwarded along with the employee's performance evaluation form to the Human Resources Department for inclusion in the employee's personnel file.

Personal Action Plans

Each year, employees and their supervisors jointly develop a plan for the next year, called a Personal Action Plan (PAP). These plans provide the framework for accomplishing personal development and performance goals while ensuring those goals are in alignment with ETP values and department and City-wide goals.

Performance Improvement Plans

In instances where an employee has demonstrated a pattern of sub-standard performance, and the department head wishes to correct that performance outside the normal performance appraisal system/schedule, the employee may be given a performance improvement plan. This plan will identify specific expectations and actions to be taken by the employee to demonstrate acceptable performance. The plan will outline the timeframe for compliance and steps to verify compliance. While the Performance Improvement Plan (PIP) itself is non disciplinary in nature, failure to comply with the plan may result in appropriate disciplinary action, up to and including termination.

Performance Management Handbook

Supervisors should consult the **Performance Management Handbook** prior to conducting performance appraisals. This handbook outlines the procedures for planning, reviewing, delivering, and following up with the annual performance appraisal. It also contains examples of each potential performance rating, and descriptions of each rated category.

Contact Information

Human Resources Director

hr@cityofames.org

515-239-5199

City Manager's Office

515-239-5101

Probationary Period

Date Established: October 19, 2020

Date Last Updated: October 19, 2020

Purpose

The probationary period is designed to allow the City an opportunity to observe the new employee's ability to perform the assigned duties, and to focus the supervisor's attention on the need for specific development of the new employee.

Policy Statement

Regular Appointment or Rejection of Probationary Employee

Upon original appointment, regular employees are subject to a six-month probationary period, except Firefighters, Public Safety Dispatchers, and Police Officers. Firefighters and Public Safety Dispatchers are subject to a twelve-month probationary period.

In the case of Police Officers, if the employee has successfully completed training at the Iowa law enforcement academy or another training facility certified by the director of the Iowa law enforcement academy before the initial appointment as a Police Officer, the probationary period shall be for a period of up to nine months and shall commence with the date of initial appointment as a police patrol officer. If the employee has not successfully completed training at the Iowa law enforcement academy before initial appointment as a Police Officer, the probationary period shall commence with the date of initial employment as a police patrol officer and shall continue for a period of up to nine months following the date of successful completion of training at the Iowa law enforcement academy or another training facility certified by the director of the Iowa law enforcement academy. A Police Officer transferring employment from one jurisdiction to another shall be employed subject to a probationary period of up to nine months.

Following a break in service of more than two weeks, a regular employee's probationary period shall be extended by a period of time equal to the break in service.

The employee's progress will be monitored, documented and discussed with the employee throughout the probationary period. Prior to the end of the probationary period the supervisor shall complete a written performance appraisal and review it with the employee.

A probationary employee may be discharged for any lawful reason without right to appeal. A person discharged during a probationary period shall, at the time of discharge, be given a notice in writing stating the reason or reasons for the dismissal. A copy of such notice shall be promptly filed with the Human Resources Director who shall, if the position is under Civil Service, forward a copy to the Clerk of the Civil Service Commission. Continuance in the position after expiration of the probationary period shall constitute a regular appointment.

Contact Information

Human Resources Department

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515-239-5199

Recruitment and Selection

Date Established: October 19, 2020

Date Last Updated: October 19, 2020

Purpose

To establish an orderly procedure for the recruitment and appointment of City employees. It is the intent of this policy to ensure that the appointment of competent individuals to City positions is based on the merit principle; that is, solely on the basis of job-related qualifications. The City's Equal Employment Opportunity and Affirmative Action Policy and Plan are an integral part of this chapter. Chapter 400 of the Iowa Code and the Policies and Procedures of the Ames Civil Service Commission shall govern examinations and appointments to Civil Service positions.

Policy Statement

Vacancies

A vacancy refers to an unfilled regular position that is authorized in the City's budget. It shall be the responsibility of the department having the vacant position to notify the Human Resources Department that a vacancy exists and to begin the authorization process to fill the position. A Personnel Requisition Request shall be completed and sent to the Human Resources Department. Iowa Code Chapter 400 specifies the time within which Civil Service vacancies must be filled.

Anticipated Vacancies

Because of the importance of filling vacancies as quickly as possible, departments are encouraged to informally notify the Human Resources Department when a vacancy is anticipated. This will facilitate planning and expediting the recruitment. Under certain circumstances it is appropriate to submit a Personnel Requisition Request even when the exact date of the anticipated vacancy is not yet known. The reason for the vacancy should be noted on the requisition form.

Promotional and Open Job Classes

1. **Policy Statement**

It is the general policy of the City of Ames to apply the principles of competitive merit employment in the selection of employees for City positions. The Human Resources Director may designate any position in the City service as promotional, i.e., limited to one or more categories of current City of Ames employees.

2. **Civil Service Positions**

Iowa Code Chapter 400 states that vacancies in Civil Service promotional grades shall be filled by lateral transfer, voluntary demotion, or promotion of qualified City employees. In accordance with the intent of Iowa Code Chapter 400, the Human Resources Director shall determine which Civil Service job classifications are promotional or open in accordance with the City's Civil Service Commission Policies and Procedures. In making such a determination,

the Human Resources Director shall consider, among other relevant factors, whether service in a lower level of the promotional track can reasonably be expected to result in the acquisition of the knowledge, skill, and ability necessary to meet the minimum qualifications of the higher level promotional job class(es). A Civil Service promotional track is one which provides a logical avenue of progression from one or more Civil Service job classes to another.

The list of classes designated as Civil Service promotional shall be reviewed periodically by the Human Resources Director. The Human Resources Director shall also have the authority to make a permanent or temporary change in the status of a position prior to posting the notice of examination, based on the aforementioned criteria.

3. City employees are encouraged to compete for open positions for which they may qualify. Civil Service employees, regardless of their current salary level, who have completed their probationary period are eligible to apply for Civil Service promotional recruitments. Current City employees shall notify their current supervisor when they submit an application for another City position. Current City employees shall be released from duty with pay to participate in selection examinations for City positions. Off-duty employees will not be compensated.

Non-Civil Service Positions

Regular positions exempt from Civil Service will be filled on the basis of merit. When a non-Civil Service vacancy occurs, the Human Resources Director will determine whether the needs of the City will best be served by open recruitment or promotion. Department heads will consult the Human Resources Department regarding recruitment and selection procedures, and affirmative action compliance. City employees are encouraged to compete for non-Civil Service positions for which they may qualify. Current City employees shall notify their current supervisor when they submit an application for another City position.

Reasonable Accommodations

The Human Resources Department will establish procedures through which candidates for vacancies may inform examiners of a disability or make requests for accommodations in the testing process. These procedures shall apply for both internal and external candidates for City jobs. A separate policy applies to any accommodation requested for current employees to conduct their work activities once employed.

Minimum Qualifications

The minimum qualifications are established by the Human Resources Director, usually after consultation with other management personnel or others having expertise in the field covered by the job. Minimum qualifications may be revised at any time, but will not be changed during an announced recruitment period (from posting until deadline).

The minimum qualifications will be stated on the recruitment announcement. Based on the nature of the position, the required qualifications, the anticipated size of the applicant pool, the City's immediate hiring needs, the City's experiences with prior recruitment efforts for the same or similar positions, and any other factors that the Human Resources Director considers relevant, the announcement may include a statement such as, "the Human Resources Director may require additional or preliminary review steps to narrow the pool of qualified applicants. In addition, preference may be given to applicants possessing qualifications above the

minimum.” In such cases, the Human Resources Director may implement such additional or preliminary review steps to narrow the pool of qualified applicants, and the number of persons advancing through the various stages may be limited based on qualifications above the minimum, or possession of special qualifications. For purposes of this section, the Human Resources Director shall have the discretion to determine what constitutes a large number of expected applicants relative to a particular position.

An applicant must meet the minimum required qualifications in order to be considered. The Human Resources Director shall have the discretion to extend or phase application due dates for a particular position and to extend the time limit for an applicant to meet the qualification requirements. However, all qualifications must be met prior to the Commission's certifying the eligibility list. Each application will be reviewed by a professional staff member of the Human Resources Department. In the case of technical qualifications, the operating department may be consulted. However, the Human Resources Department will make the final determination as to whether an applicant meets minimum qualifications. Notification of eligibility to take the examination will be sent to the applicant by the Human Resources Department.

Appointment

The appointing authority or designee shall consider the qualifications of those on the eligibility list, as well as applicants for demotion or transfer.

Consideration in appointments shall be given to promoting diversity and veteran employment. During the recruitment planning process, the Human Resources Department representative assigned to the recruitment will consult with the Affirmative Action Officer to review whether underutilization has been identified for that particular job class. The recruiter and hiring manager will plan the recruitment to improve utilization (e.g., recruitment strategy).

The department head shall obtain the approval of the City Manager prior to making an offer of appointment to a position deemed by the City Manager to be critical in terms of visibility and/or policy responsibility. All appointments shall be conditioned upon ability to perform essential functions of the position, subject to the City's ADA policy.

Prior to making an offer of appointment to a current City employee for promotion, transfer, or demotion, the department head shall conduct a reference check with the employee's current supervisor, and shall review the employee's personnel file and recent performance appraisals.

A person accepting appointment shall report as directed on or before the appointment date. If the applicant indicates acceptance of the appointment and reports for duty on the appointment date, the applicant shall be deemed to be appointed. Should the applicant fail to report, it shall be assumed that the appointment is declined, unless the applicant presents acceptable reasons for the action to the department head within 24 hours.

Conditional Appointment

When the needs of the City are such that it is necessary to appoint an individual to a position prior to a scheduled meeting of the Civil Service Commission, the appointing authority may make a conditional appointment. In such cases the candidates considered shall be those who have successfully completed the examination and have been recommended for certification.

Temporary Appointment

Whenever there is a need for a short-term or seasonal employee, or in the absence of a preferred list or certified eligible list, or when necessary to prevent the stoppage of public business, the appointing power may make a temporary appointment of an applicant until the services of the casual short-term employee are no longer required or until a list of eligible candidates can be certified. All temporary employment shall be considered at-will. **Except where provided by statute, temporary employees shall not be given, nor shall they be led to believe they will be given, preference for any regular employment.**

In the case of Civil Service positions, a temporary appointment made in the absence of a preferred or certified eligible list shall be limited to 90 days for any one person in the same vacancy, but such limitation shall not apply to any person temporarily acting in a position regularly held by another.

Contact Information

Human Resources Department
hr@cityofames.org
515-239-5199

Reduction in Force Policy

Date Established: October 19, 2020

Date Last Updated: October 19, 2020

Purpose

This policy is intended to outline the process used for reductions in force and the rights to be maintained by employees in the event of a reduction in force.

Policy Statement

Reductions in force in the City of Ames are rare. For all positions subject to Civil Service, the reduction in force will take place in accordance with any provisions of Iowa Code Chapter 400 and the City's Civil Service Policies and Procedures. If the position is not subject to civil service, the reduction in force procedures will follow the principles of Chapter 400 and the City's Civil Service Policies and Procedures, except that no preferred re-hire list will be created. Additionally, employees subject to reduction in force will be provided protections and benefits as described below:

Positions Subject to Reduction in Force Procedures in a Collective Bargaining Agreement:

Where reduction in force procedures are described in a collective bargaining agreement, the procedures in that agreement will apply.

Positions Not Subject to Reduction in Force Procedures in a Collective Bargaining Agreement:

For reductions in force where a collective bargaining agreement does not apply, the following provisions will apply:

1. If the employee is appointed to City employment in a different position prior to the separation date, the employee may retain accrued vacation leave. However, if the maximum accrual possible in the new position is less than the previous position (e.g., the previous position was a full-time position and the new position is a half-time position), any vacation in excess of the new maximum will be paid in cash.

If the employee is not appointed to a different City position, accrued vacation leave will be paid upon reduction in force.

2. If the employee is appointed to City employment in a different position that is eligible for sick leave benefits prior to the separation date, the employee may retain accrued sick leave. If the employee is not appointed to a different sick leave-eligible position prior to separation, accrued sick leave will be paid out as if the employee has retired under the "Payment for Unused Sick Leave Upon Retirement" section of the Employee Handbook.

Regardless of whether the employee is paid out for sick leave, if the employee returns to regular City employment within three years, the employee will be credited the hours of sick leave for which they were not paid (e.g., up to 720 hours for a full-time employee).

3. If the employee is re-hired into any regular City position within three years, the employee's years of service will be reinstated for the purposes of vacation accrual, longevity pay, employee recognition, and eligibility for retirement gifts.

Contact Information

Human Resources Department

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515-239-5199

Relocation Expense Policy

Date Established: October 19, 2020

Date Last Updated: October 19, 2020

Purpose

The purpose of this policy is to establish guidelines for the reimbursement of relocation expenses for specified new employees. Eligible employees include department heads, professional positions, and positions that are difficult to fill in the current employment market. Unless otherwise approved by the City Manager, these reimbursements shall only be for relocation into the corporate limits of the City of Ames.

Policy Statement

1. Relocation expenses may be provided up to a maximum amount of 10% of initial annual salary. Human Resources may offer relocation benefits when it is appropriate. The employing department and the following policy guidelines (subject to Internal Revenue Service regulations) will determine the total amount reimbursed.

Authorization to pay and the maximum amount of relocation expenses must be included as part of the offer of employment that has been accepted by the new employee. All eligible expenses must be incurred within one year of the first day of employment unless an extension is authorized by the City Manager. Claims for expenses must be submitted in a timely fashion after they are incurred.

2. Taxing Reimbursement

Reimbursement of expenses will be made in accordance with current IRS regulations. Reimbursement of expenses is subject to withholding of applicable income and employment taxes. Reimbursements are reported on the annual Form W-2 in Box 14 - Other.

3. Guidelines for Reimbursement

The Human Resources Department will provide the Finance Department copies of offer letters that include authorization for relocation expense reimbursement. The City Manager's Office will provide written confirmation of any modifications to a particular relocation offer on a case by case basis.

Requests for reimbursement must be stamped for payment and signed by a supervisor with authority to approve payment of those expenses. The Human Resources Department will consult with the hiring department and the relocating employee to confirm which expenses are reimbursable under this policy. The Finance Department will maintain records of reimbursed expenses and the balance of unpaid reimbursement funds remaining for a relocating employee. **All requests for reimbursement must be accompanied by documentation of expenses incurred.**

Payment for shipping of household goods, as provided in these guidelines, may be processed as individual reimbursements or direct payment to the carrier via a purchase order.

4. Reimbursable Expenses

Qualified reimbursable expenses are listed below. Any exceptions require approval by the City Manager.

- Expenses to purchase a home in Ames (e.g., loan closing costs, down payment, etc.)
- Expenses for temporary housing
- House hunting expenses (employee, household members, and/or persons considered dependents for tax purposes) may include: 1) actual gas cost for personal or rental vehicles; 2) lodging; 3) airfare (coach only); 4) rental car; 5) tolls, taxi, limousine, or parking; and 6) temporary housing
- Travel and lodging costs for trips to move household goods (employee, household members, and/or persons considered dependents for tax purposes) from the old residence to the new residence, which may include: 1) actual gas cost based upon receipts – or – the current IRS rate for personal or rental vehicles as indicated on the Relocation Request Form; 2) lodging in transit, 3) airfare (coach only); 4) rental car; 5) tolls, local transportation or parking; and 6) pet shipping charges
- Commercial moving company
- Rental truck
- In-transit storage for up to 30 consecutive days
- Charges for packing, crating, mailing and/or shipping household goods; and other miscellaneous packing supplies
- Optional insurance on items such as furniture, clothing, and utensils
- Shipment of car(s) if not used in the move
- Cost of meals (excluding alcohol) at any point in the relocation process. Reimbursement will be for actual costs. Itemized receipts for meals are required.
- Losses incurred in breaking a lease at the previous residence (e.g., loss of security deposit)
- Non-refundable security deposits or fees for rental housing (e.g., pet fees) and/or utilities. Refundable deposits are not reimbursable.

5. Non-Reimbursable Expenses

Expenses not paid by the City include:

- Alcoholic beverages
- Movies or other entertainment while in route
- Extraordinary items requiring special handling (e.g., collector or non-operating automobiles)
- Bank fees for cashier's checks, use of credit/debit cards

6. Repayment Requirements

- Voluntary Termination within Two Years – If an employee who receives relocation reimbursement under this policy voluntarily resigns or retires from City employment within two years of the start of employment, the employee shall be required to repay the relocation assistance. The amount to be repaid shall be pro-rated based on the number of months of City employment.
- Moving Outside Ames within Two Years – If an employee who receives relocation reimbursement to move into Ames under this policy subsequently establishes permanent residence outside Ames prior to the completion of two years of City employment, the employee shall be required to repay the relocation assistance. The amount to be repaid shall be pro-rated based on the number of months of City employment.

This policy is not intended to provide comprehensive documentation of IRS reimbursement or deductibility of moving expenses, but provides basic information that applies to most situations. Please consult a tax professional if any questions exist concerning the reporting of moving reimbursement when filing income tax returns.

Contact Information

Human Resources Department

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515-239-5199

Finance - Treasurer

515-239-5113

Return to Work Policy

Date Established: October 19, 2020

Date Last Updated: October 19, 2020

Purpose

It is the purpose of this program to provide direction for injured employees who are unable to return to their regular job classification who also receive clearance from their treating physician to return to work with restrictions. This policy is not intended to modify or supersede the procedures applicable to employees eligible for leave benefits under the Family and Medical Leave Act.

The policy applies to employees who are on leave as a result of injury or illness incurred either on- or off-the-job. For the purpose of this program, 'treating physician' is defined as:

- In the case of an employee injured on the job, the treating physician will be determined by the City's third-party administrator.
- In the case of an employee injured away from work, the treating physician will be the physician treating the injury or illness that prevents the employee from performing their normal duties.

Policy Statement

It is the policy of the City of Ames to offer modified or alternate work for an injured employee, who is temporarily unable to return to their regular job classification. Temporary modified or alternate work will be provided as available in compliance with the Americans with Disabilities Act Amendments Act (ADAAA) and Iowa Workers' Compensation Act. Alternate work may be either within the assigned department, if available, or within another City department, as coordinated by the department and Human Resources.

The City of Ames will make reasonable accommodations to a disability, unless the accommodations would impose an undue financial and administrative burden on the City.

The feasibility of reasonable accommodations shall be determined on a case-by-case basis taking into consideration the employee's specific physical or mental impairment, the essential functions of the job, the work environment, and the City's ability to provide reasonable accommodations. The City cannot guarantee a temporary alternate duty position and is under no obligation to offer, create or encumber any specific position for purposes of offering placement to such a position.

In the event an employee refuses a temporary alternate duty position (outside the employee's FMLA benefit period), and the employee is able to perform that temporary alternate duty according to the work restrictions provided to the employer, the City is not obligated to provide another temporary alternate duty position.

A. Objectives:

1. To return the employee who is injured to work as soon as possible when there is not a significant risk of substantial harm to themselves and others.
2. To minimize financial hardship and emotional stress to the employee who has sustained an injury.
3. To assist the employee in returning to work at a level as close as practicable to their pre-injury earnings and productivity.
4. To retain qualified and experienced employees.

B. Temporary Alternate Duty (TAD):

1. TAD is defined as modified duties or hours assigned to an injured worker, when the treating physician indicates the employee can return to work, but is not yet authorized to perform the duties normally assigned their position, and their injury has not reached maximum medical improvement.
2. The purpose of TAD is to provide temporary work, within medical restrictions, for an injured employee. TAD may be available with medical prognosis indicating that the employee is expected to return to full duty following a course of medical treatment.
3. If alternate work is available, the employee should be provided with TAD as soon as medically feasible. TAD must be consistent with the employee's physical/mental abilities, knowledge and skills.
4. An employee in TAD capacity will continue to receive the salary and benefits of their job classification. A TAD assignment should be reviewed after each medical appointment, normally every 7 to 14 days. TAD will not exceed three months (90 calendar days) without review by the Department Head, Human Resources Director and Risk Manager.
5. TAD may be requested by an employee if they have incurred an off-the-job injury and have restrictions that would prevent the employee from meeting the regular job duties of their classification. The request should be submitted to the employee's department director or the Risk Manager. The request will be reviewed by the Human Resources Director, Risk Manager and the Department Head.
6. TAD assignments are not a matter of right. The number, availability and duration of such assignments are limited by the City and departmental needs as determined by the City or department head. However, the City will work with employees to find reasonable accommodations for disabilities under the ADAAA. The purpose of an accommodation is to allow the employee to perform the essential functions of their current classification.
7. TAD Procedures:
 - a. Risk Manager or Workers' Compensation Third Party Administrator:

- 1) Informs physician about the TAD program. In the case of a non-work related injury the notification will not be made until requested by the injured employee.
 - 2) Informs employee about the TAD program.
 - 3) Obtains information regarding medical condition of employee from the City's designated healthcare provider or other authorized treating healthcare provider(s). If the injury is not work related, the employee is responsible for providing their supervisor with information regarding their work status. The employee cannot return to work in the modified capacity without the release of the treating physician.
- b. Department Head and/or Employee's Supervisor, along with Risk Manager:
- 1) Develops work assignments on a case-by-case basis, if available, depending on medical restrictions. Determines appropriate work hours, shifts, duration and locations of all work assignments.
 - 2) Develops appropriate TAD assignments, and monitors on-going medical and work adjustment.
 - 3) Meets with the injured employee to review TAD status.
 - 4) Ensures that the TAD offer, including physical requirements, is reviewed and approved by the treating physician.
- c. Employee:
- 1) Reviews and signs a Temporary Alternate Duty Offer and either:
 - i. On the Job Injury Return to Work Program Statement of Acknowledgment;
or
 - ii. Off the Job Injury Return to Work Program Statement of Acknowledgement.
 - 2) When the treating physician has determined that Maximum Medical Improvement has been reached and the employee is able to perform the essential job duties of their job with or without reasonable accommodations, the employee shall return to the job classification and duties held prior to the work injury. Should the employee require reasonable accommodations to perform the essential functions of their position, the employee will notify their supervisor and the supervisor will contact the Risk Manager. The Risk Manager will initiate the interactive process.

- 3) When the physician has determined that Maximum Medical Improvement has been reached, and the employee is unable to perform the essential job duties of their job with or without reasonable accommodations, as determined during the interactive process, the employee may be assigned to a TAD of up to 90 days. The assignment of modified duty will be dependent upon the availability of work within the employee's restrictions and their abilities.
 - i. An employee assigned to a TAD will either report to their regular department or the assigned City department coordinated by the Risk Manager. The employee shall be assigned to do work they are able to do, under the restrictions that the treating physician has placed on the employee.
 - ii. An employee placed on a TAD shall continue to receive the salary and benefits of their regular job classification.
 - iii. During the TAD, the employee will be encouraged and afforded opportunities to apply for available alternative jobs for which they are able to perform the essential functions of the job and for which they meet the minimum qualifications and/or hold civil service rights.
 - iv. At the conclusion of their TAD period, employees who have been unsuccessful in obtaining other jobs for which they are qualified, hold civil service rights and for which they are able to perform the essential functions with or without reasonable accommodations or if no jobs were available within the City, may have their employment terminated, unless an applicable collective bargaining contract extends the time of the TAD period. Terminated employees shall be afforded all rights and benefits included in applicable collective bargaining contracts and/or City policies in effect at the time of the termination.
 - v. City of Ames will provide, to the employees referenced in paragraph 4 above, information on how to apply for long term disability insurance, disability assistance from Social Security and IPERS when it is appropriate.

C. Responsibilities of the Employee:

- 1) Employees are responsible for notifying the Human Resources Department of any changes to their current mailing address.
- 2) To determine the appropriateness of job assignments, the employee who is unable to return to work without restriction is responsible for keeping Human Resources informed of the status of the employee's availability to work and the restrictions provided by their treating physician.
- 3) Unless otherwise provided in a collective bargaining agreement, if the employee injured on duty rejects any assignment which is compatible with given medical restrictions, the employee shall not be compensated by the City of Ames or the

City of Ames' workers' compensation carrier with temporary, partial, temporary total or healing period benefits during the period of refusal (Iowa Code section 85.53 – Suitable Work).

- 4) The employee assumes responsibility for reviewing open positions within the City and contacting Human Resources to apply for available positions that are within their medical restrictions. In order to apply for an open position, the employee must meet the minimum qualifications as posted and be able to perform the essential functions of the position with or without reasonable accommodations. If applying for a civil service position, the employee must meet the minimum qualifications or hold civil service rights to the position.

The employee must work within the restrictions provided by their treating physician when assigned with TAD. If any medical restrictions change, the employee must immediately notify the City and provide the City with a copy of the new medical release. Employees failing to work within their restrictions face disciplinary action in accordance with City policy and/or their collective bargaining agreement.

Contact Information

Risk Manager
515-239-5199

Working Out of Class

Date Established: October 19, 2020

Date Last Updated: October 19, 2020

Purpose

To establish a policy regarding employees working out of class.

Policy Statement

Job descriptions are not meant to be exhaustive lists of the potential responsibilities employees are expected to undertake. From time to time, employees may be asked to perform work that is not specifically outlined in their job description. However, no employee shall be required to perform duties which are not closely related both in kind of work and in level of responsibility to duties normally assigned to positions in the class, except on a short-term temporary or emergency basis.

Assistant division heads and assistant department heads are expected to act as division and department heads in the absence of their supervisors. Assistant division heads and assistant department heads who replace their supervisors for more than four consecutive work weeks shall be compensated at the out-of-class rate, beginning with the first day assigned to work out of class.

All other employees who replace others for more than two consecutive work weeks shall be compensated at the out-of-class rate, beginning with the first day assigned to work out of class.

Employees entitled to out of class pay shall receive at least the minimum of the higher range or 5% over the employee's current salary, whichever is more.

Under certain circumstances, working out-of-class assignments in positions covered by civil service may be limited to 90 days. See the [Civil Service Commission Policies and Procedures](#) for more information.

Authorization

An employee may receive out-of-class pay only when the department head designates in writing that the employee is working out-of-class.

Contact Information

Human Resources Department

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515-239-5199

Workplace Accommodations and Fitness for Duty Testing

Date Established: October 19, 2020

Date Last Updated: October 19, 2020

Purpose

To ensure compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA), and to establish an orderly procedure to ensure City employees are able to perform the essential functions of their job.

Policy Statement

Examination Forms

Forms to be used by the examining physician shall be prescribed or approved by the Human Resources Director. Information contained in medical reports shall be confidential and shall be available only to authorized persons (see the Personnel Records section of the Employee Handbook).

Reasonable Accommodation in Current Employment

When an employee brings forward a claim of disability, the employee, the employee's supervisor, and the Human Resources Department shall engage in a conversation with the goal of understanding how the employee might perform the essential functions of their job with or without an accommodation. When a supervisor knows or reasonably should know that an employee may need workplace accommodations, the supervisor should contact Human Resources immediately to initiate an interactive process with the affected employee.

Unsafe Situations

A supervisor who observes an employee performing in an unsafe manner must immediately remove that employee from the unsafe situation and report the situation to their Department Head and Human Resources.

Fitness for Duty Testing

When, in the judgment of the department head and Human Resources, an employee is not safely performing their job duties, the employee may be required to submit to fitness for duty testing. This testing will be conducted by a provider selected by the City and will be conducted at the City's expense.

1. The employee shall be examined by a physician or health care provider as the City Manager may direct. The employee shall have the right to submit to the examining physician or other provider reports, opinions or other information provided by the employee's own physician or health care provider.
2. The report of the examining physician or provider shall be submitted to the Human Resources Director who shall confer with appropriate management staff and make a report to the City Manager concerning the employee's fitness for duty and any recommended action.

3. The results of the examination shall be confidential, with access to medical information limited to management staff who need the information to make employment-related decisions.

Examination Following Absence

Any employee who has taken prolonged or frequent leave due to illness or injury may be required to provide appropriate documentation from a medical provider indicating the employee is released to work before returning to work.

Contact Information

Human Resources Director

hr@cityofames.org

515-239-5199

City Manager's Office

515-239-5101

Workplace Violence

Date Established: October 19, 2020

Date Last Updated: October 19, 2020

Purpose

Violence in any form, or the threat of violence, has no place in the City organization. It is the policy of the City of Ames that all employees and those who have contact with City staff have the right to be free from violence. It is the goal of the City to rid all work sites of violent behavior or the threat of such behavior. The prevention of violence and the reporting and management of critical incidents are shared obligations of all employees and managers.

Policy Statement

Violence, or the threat of violence, by or against any employee of the City of Ames or any other person is strictly prohibited and will subject the perpetrator to serious disciplinary action up to and including termination of employment, and to possible criminal prosecution.

Possession, use, or threat of use of dangerous weapons, including all firearms, by any person, is not permitted at City work sites, including in a City vehicle, or in parking areas designated for employee parking, unless such possession or use of a weapon is a necessary and approved requirement of the employee's City job. It is recognized that lawful possession of dangerous weapons by non-City employees at City work sites located on private property or the traveled portion of public streets cannot be prevented.

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

Definition

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

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

Not included are any actions taken in the legitimate exercise of responsibility or authority by a City employee (e.g., police officers).

Guidelines for Violent Incident Response

In an emergency situation involving actual or potential violence, the first priority is to protect the safety and well-being of persons involved. Because each situation involves unique factors, the following guidelines are intended to provide general guidance. The key elements are safety, reporting, coordination, and control.

a. Immediate Emergency Situations - Call 911

The first step in any emergency is to immediately call 911 and report as many details as possible so that appropriate emergency response units can be dispatched. This will ensure that trained personnel are available to assist. Although not every situation may require such assistance, it is always best to call 911 if there is any question or doubt.

- b. An employee who is involved in or who witnesses a critical incident shall immediately contact the supervisor, division or department head, or Human Resources Director. It is more important to notify a management representative immediately than to follow a specific chain of command.
- c. The department director or other department management representative shall immediately contact the Human Resources Director, who shall provide guidance in matters such as investigation, discipline, benefits and the Employee Assistance Program.

Employee Assistance Program

The Employee Assistance Program has the capability of providing post-incident counseling for employees and their families. Critical incidents in the workplace may affect not only those directly involved, but produce psychological trauma to others in the organization as well.

Guidelines for Managing Workplace Altercations

These guidelines are intended to aid supervisors in dealing with violent or potentially violent situations at work where the supervisor is in a position to intervene and control the situation.

In circumstances deemed by the supervisor to be an emergency, call 911, then contact the departmental director and Human Resources Director. It is understood that the actions of a supervisor or other employee will depend on the seriousness and nature of the incident. However, consistent with personal safety, supervisors have a responsibility to make a good faith effort to defuse violent or potentially violent situations as quickly as possible in order to prevent their escalation and creating a threat to others. The term "altercation" as used in these guidelines includes actual or threatened violence including verbal or physical confrontation or assault, or attempts at such assault.

In general:

1. Separate the parties involved. Do not allow a minor altercation to escalate into something more serious. If the individuals cannot be separated, call 911 and follow the steps previously described.
2. Contact the department director and Human Resources Director.

3. Once the situation is controlled, separately interview all persons involved, including any witnesses, in order to obtain an accurate account of the incident. Document in written form the statements of witnesses and others who were interviewed. Because of possible disciplinary actions, those employees involved in an altercation, if they are covered by a bargaining unit, have the right to the presence of a union representative. If an employee requests that a union representative be present, the interview should be postponed until a union representative can be available. In general, the City's obligation to permit union representation does not require that an interview be delayed until a professional union staff member can be available; an employee designated as a union steward will suffice. In the investigatory process the union representative may advise the employee and witness the proceeding, but may not speak in the employee's behalf.

Discipline

Most workplace altercations, including minor ones involving only verbal exchanges, justify disciplinary action, up to and including termination. The Human Resources Director should be contacted for guidance. Incidents can be reported to Human Resources using the [Complaint Procedure](#).

Contact Information

Human Resources Department

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