

CITY OF NEW LONDON
EMPLOYEE HANDBOOK

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INTRODUCTION

This Employee Handbook ("Handbook") addresses employment policies of the City of New London, the New London Municipal Utility Board ("the Utility"), the H. J. Nugen Public Library ("the Library"), and other City boards or subdivisions of the City (sometimes referred to collectively as "employer" and individually as "governing body"). You will also find herein a description of your responsibilities as an employee and the many benefits and privileges our employees enjoy. Reference to the term "City," "employer" or "City employee(s)" herein means the City of New London, the New London Municipal Utility Board, the H. J. Nugen Public Library or other City boards or subdivisions of the City. This Handbook is applicable to all employees of any of those entities. **This Handbook should be viewed as an informational guide only, which is subject to change at any time, with or without notice to employees.**

DISCLAIMER – PLEASE READ CAREFULLY

You are an "at-will" employee. You may resign your employment at any time and for any reason, and the City reserves the same right to discontinue your employment at any time and for any lawful reason, or for no reason at all. Nothing in this Employee Handbook changes the at-will nature of your employment with the City. This Employee Handbook is not intended to create any contractual rights in favor of you or the City. This Employee Handbook is not to be construed as an employment contract or as a promise that you will be employed for any specified period of time.

At-will employees are not subject to the just cause standard for discharge. Further, the terms of this Employee Handbook do not supersede the terms of any collective bargaining agreement negotiated with the City's unions. When in conflict, the terms of the collective bargaining agreements will control, except to the extent this Employee Handbook is determined to reflect the requirements of federal or state law which supersede the collective bargaining agreements.

This Employee Handbook is provided for informational purposes only. The policies, procedures, benefits and plans described herein may be revised by the City at any time without prior notice. The City retains the exclusive right to change, add to, eliminate or modify any of the policies herein at any time at its discretion, with or without notice.

Any promises, representations or actions by a City official or employee which are contrary to this Employee Handbook are not the official policy of the City, and are of no force or effect. This Employee Handbook supersedes and cancels the effect of any previous versions of this Employee Handbook.

EQUAL EMPLOYMENT OPPORTUNITY

It shall be the policy of the City to act affirmatively and without discrimination in regard to all terms, conditions and privileges of employment in accordance with all applicable laws. Decisions regarding all employment terms, conditions and privileges, including, but not limited to, recruitment, hiring, placement, training, promotion and layoffs, shall be made without regard to race, creed, color, religion, sex, pregnancy, sexual orientation, gender identity, genetic information, national origin, age, disability, military or veteran status, or any other characteristic protected by applicable federal, state or local law. Personnel procedures shall also be administered without regard to an individual's race, creed, color, religion, sex, pregnancy, sexual orientation, gender identity, genetic information, national origin, age, disability, military or veteran status, or any other characteristic protected by applicable federal, state or local law.

Employment decisions are based on merit and business needs, not based on status as part of a protected class. The City complies with laws regarding reasonable accommodations for disabled employees. The City will not discriminate against qualified employees or job applicants because of physical or mental disabilities as set forth in the Americans with Disabilities Act (ADA). Equal Employment Opportunity notices are posted. These notices summarize the rights of employees and list the names and addresses of different government organizations that may be contacted in the event a person believes he/she has been discriminated against.

Any honorably discharged veteran, as defined in the Iowa Code, shall be entitled to preference in appointment, employment and promotion over other applicants of no greater qualifications, consistent with the required definition in the Iowa Code.

Our City is committed to employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, we require all newly hired or rehired employees to complete a US Department of Homeland Security Employment Eligibility Verification Form I-9. The Human Resources Department is responsible for ensuring that applicable documentation is completed in compliance with this policy. Please see further detailed policies on complaint procedures, ADA, FMLA and other related matters herein.

APPLICABILITY OF THIS HANDBOOK/RESPONSIBILITY FOR ENFORCEMENT

The procedures, work rules and guidelines in this Handbook shall be uniformly applicable to employees under the charge of the City of New London, the New London Municipal Utility Board, the H.J. Nugen Library Board, and any other boards or commissions created or appointed by the City Council, upon adoption of a resolution approving the same by a majority of voting members of the governing body of each of these entities. If any part of this Handbook is in conflict or becomes in conflict with a state or federal law, the state or federal law shall govern. However, the remainder of this Handbook shall remain in full force in effect to the extent allowed by law.

- a) In the case of the City of New London, the Mayor shall direct the work force of the City on a day-to-day basis, except to the extent the Code of Ordinances provides for City Council oversight or approval of certain decisions.
- b) The New London Municipal Utility Board and the H. J. Nugen Library Board shall direct the work force of their employees either through direct management by the Board or through a designated subcommittee of the Board, or through any hired or appointed employee to whom this responsibility may be delegated.
- c) It shall be the responsibility of each governing body to determine the basis for selection, retention and promotion of all employees under its charge.
- d) Although this Handbook is intended as a comprehensive set of procedures, work rules and guidelines, it remains the responsibility of each governing body to further refine and promulgate additional procedures, work rules and guidelines which may be peculiar to the particular governing body, including, but not limited to, work hours.
- e) Notwithstanding the foregoing, the day-to-day responsibility of directing the work force of the Police Department and making recommendations for hiring and terminating employees shall be vested in the Chief of Police, subject to the statutory powers of the City Council.
- f) The office of City Clerk shall be filled by appointment of the City Council and the Clerk's annual salary will be equally shared between the City of New London and the New London Municipal Utility Board.
- g) Work schedules shall be set by the individual governing body.
- h) City Office hours shall be set by the City Council, in consultation with the New London Municipal Utility Board.
- i) There is a Mutual Aid Agreement between the City of New London and the New London Municipal Utility Board relative to manpower and equipment approved in April 2005, which is hereby incorporated by reference.

IMMIGRATION LAW COMPLIANCE

The City and all its boards and commissions are committed to employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, we require all newly hired or rehired employees to complete an Immigration and Naturalization Service Form I-9.

CONFLICT OF INTEREST

The City, the Utility and the Library require all employees to conduct business in a manner that does not present an actual or potential conflict of interest. Transactions with outside entities must be conducted within acceptable standards of operation. Business dealings with outside entities are not to result in unusual gains for those firms, the employee or both. Unusual gain refers to bribes, product bonuses, special fringe

benefits, unusual price breaks and other windfalls designed to benefit the employee, the outside entity or both. Promotional plans that could be interpreted to involve unusual or liberal incentives to potential customers in order to gain business require specific approval by the City Council or governing board, as applicable.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative or friend as a result of the City's business dealings. For the purposes of this standard, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" will be made by the mere existence of a relationship with outside entities. However, if an employee has any influence over transactions involving purchases, contracts or leases, it is imperative he/she immediately disclose to his/her supervisor or department head the existence of any actual or potential conflict of interest. The City shall then attempt to establish safeguards intended to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the City does business, but also when an employee or relative receives any kickback, bribe, substantial gift or special consideration as a result of any transaction or business dealing involving the City, the Utility or the Library.

Materials, products, designs, plans, ideas and data are the property of the City, the Utility or the Library, and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though the employee may not have personally benefited by such action, constitutes misconduct. Any employee participating in such activity may be subject to disciplinary and/or legal action.

HARASSMENT, RETALIATION, INVESTIGATIVE PROCEDURES

Illegal Harassment

Illegal harassment is defined as offensive verbal or physical conduct based on a person's race, creed, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, pregnancy, genetic information or any other characteristic protected by local, state or federal law which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. It can also include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. The conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Sexual harassment may consist of a variety of behaviors, including, but not limited to, the following examples:

1. Verbal conduct, such as sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions or threats;
2. Non-verbal or visual materials, such as derogatory posters, photography, graffiti, cartoons, drawings or gestures;
3. Physical conduct, such as unwelcome touching, hugging, kissing, coerced sexual contact or assault;
4. Threats or demands to submit to sexual requests in order to keep an employee's job or receive some job-related benefit.

The City will not tolerate harassment. Harassment is prohibited under local, state and federal employment laws and is also considered misconduct subject to disciplinary action, up to and including termination. Immediate action will be taken to resolve all complaints about discrimination and harassment. See Complaints, Investigations and Remediating Discrimination, Harassment or Retaliation in the Workplace section below for the complaint procedure.

Anti-Retaliation

Employees who report or file good faith claims of harassment or discrimination with the City or any local, state or federal agency, or employees who in good faith file workers' compensation claims, request Family Medical Leave Act ("FMLA") leave or military leave, report occupational safety violations or wage violations shall not be subjected to retaliation. Witnesses, who in good faith, participate in any investigation, shall not be subjected to retaliation. Retaliation is penalizing an employee by demoting him/her, terminating the employee or changing the employee's work conditions in a material way for making a complaint in good faith or for the employee's participation in an investigation conducted by the City.

The City will not tolerate retaliation. Immediate action will be taken to resolve all complaints about retaliation.

Complaints, Investigations and Remediating Discrimination, Harassment or Retaliation in the Workplace

A continuous two-way flow of information between supervisors and employees is essential to the achievement of organizational goals. Whenever possible, issues should

be resolved through an informal communication process between employee and supervisor. When a problem arises, it is important to communicate in an open, calm and honest manner and begin communicating when an issue first arises.

If an issue cannot be resolved through communication, employees covered by a bargaining unit agreement may utilize a formal grievance process and non-union employees may appeal a disciplinary action to the Human Resources Department.

In the case of sexual or other harassment, illegal discrimination, or similar concerns, the following steps should be followed by employees:

1. If comfortable doing so, employees are encouraged to express their objection to behaviors that could constitute discrimination, harassment or retaliation to the person engaged in the behavior.
2. Any employee who has a complaint of or observes conduct or overhears language that constitutes discrimination, harassment or retaliation at work, by anyone (including managers or immediate supervisors, department heads, co-workers, clients, customers, contractors, members of the general public or visitors to the workplace), should immediately bring the problem to the attention of the employee's department head, the Human Resources Department, the City Clerk or the City Attorney.
3. The person receiving a complaint about discrimination, harassment or retaliation shall immediately notify the City Attorney or the City Clerk, who may, as the situation requires, name an impartial investigator. Investigations will be conducted in a timely manner. Confidentiality will be maintained to the extent that is possible, but in no event shall the report be released to third parties outside of the City, unless ordered by an Arbitrator or Judge with competent jurisdiction over the matter.
4. Investigation of a complaint normally will include conferring with the parties involved and any named or apparent witnesses. Employees are required to fully cooperate with any member of management, outside investigator, or the City Attorney who is conducting a work-related investigation. Retaliation against parties or witnesses shall not be tolerated.
5. Any employee determined, after investigation, to have discriminated against, harassed or retaliated against another employee will be subject to appropriate disciplinary procedures depending on the severity of the behavior, up to and including termination. The City will take prompt action it deems appropriate to remedy the situation and to prevent further discrimination, harassment or retaliation.

6. In the event a non-employee subjects an employee to discrimination, harassment or retaliation in the workplace, the employee's manager or immediate supervisor, the City Attorney or the City Clerk will inform the non-employee and (if appropriate) his/her employer of the City's policy against discrimination, harassment and retaliation. The City will require the person (or, if appropriate, his/her employer) to take prompt action the City deems appropriate to remedy the situation and to prevent further discrimination, harassment or retaliation.

FAMILY/MEDICAL LEAVE

Iowa Pregnancy Disability Leave

As required by the Iowa Civil Rights Act, an employee who is disabled because of the employee's pregnancy, childbirth or related medical conditions will be granted an unpaid leave of absence during the period of the disability, up to a maximum of eight weeks. This leave will be referred to as Iowa Pregnancy Disability Leave, or Iowa "PDL." There is no minimum service requirement in order to use Iowa PDL.

An employee who wishes to use Iowa PDL must provide timely notice of the period of leave requested. Notice is timely if it meets the requirements set forth below for Family and Medical Leave. Leave must be approved by the City in order for the leave to qualify as Iowa PDL. The City may require medical certification verifying that the employee's disability results from pregnancy and that the employee is not able to reasonably perform the duties of employment.

If an employee's use of Iowa PDL also qualifies for Family and Medical Leave Act leave, as described below, the leave will be counted against the employee's entitlement for both purposes.

Family Medical Leave Act (FMLA)

As public employers, the City, the Utility and the Library are covered entities pursuant to the Family Medical Leave Act ("FMLA"). However, the City, the Utility and the Library, collectively and individually, have less than 50 employees, so none of their employees qualify for FMLA leave.

DRUG FREE WORKPLACE/POLICY

The use and misuse of alcohol and drugs by employees during working hours is strictly prohibited. The use of these substances increases the potential for accidents, absenteeism, substandard performance, turnover, misconduct, poor employee morale, damage to property, injury to the public and/or other employees, or degradation of trust in the City to effectively service its citizens. Therefore, the City has adopted an Alcohol

and Substance Abuse Policy which complies with Federal Motor Carrier Safety Regulations, title 49 C.F.R. Part 40. See detailed policy herein.

The City is committed to ensuring its employees work in a safe, drug-free environment. Individuals under the influence of an illicit drug or alcohol are more likely to have workplace accidents and perform their work in an inefficient and substandard manner.

To effectuate this commitment, the City has determined it must try to ensure City employees are free from the influence of drugs and/or alcohol while performing their duties. The City has developed the following Drug and Alcohol Testing Policy which, where applicable, augments existing state or federal drug testing laws which already apply to some City employees. This policy applies to all applicants for City positions and all City employees at any time they are actually performing, preparing to perform or immediately available to perform any paid function as designated by the City.

All employees in positions requiring Commercial Driver's Licenses are subject to the federal and state laws requiring drug and alcohol testing, and those laws supersede this policy. The Federal Transit Administration has adopted drug and alcohol testing procedures covering safety-sensitive employees engaged in mass transit and those laws also supersede this policy.

Definitions

Safety Sensitive Employee: A safety sensitive employee is an employee working in a position wherein an accident or an error could cause the loss of human life, serious bodily injury, or significant property or environmental damage, including a position with duties that include immediate supervision of a person in a job that meets the requirements of this paragraph.

Reasonable Suspicion Drug and Alcohol Test: Drug or alcohol tests are based upon evidence that an employee is using or has used alcohol or other drugs in violation of this written policy drawn from specific, objective and articulable facts and reasonable inferences drawn from those facts in light of training and experience. For purposes of this paragraph, facts and inferences may be based upon, but not limited to:

- a. Observations 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 as described in the educational materials provided to employees.
- b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.

- c. A credible source's report of alcohol use or the use of other drugs. The City Clerk or designee will have the final determination of who is a credible source.
- d. Evidence that an individual has tampered with any drug or alcohol test during the individual's employment with the City.
- e. Evidence that an employee has caused an accident while at work which resulted in an injury to a person for which injury, if suffered by an employee, a record or report could be required under Chapter 88 of the Iowa Code, or resulted in damage to property, including equipment.
- f. Evidence that an employee has manufactured, sold, distributed/solicited, possessed, used or transferred drugs while on the employer's premises, or while operating the employer's vehicle, machinery or equipment.
- g. The employee's statement or admissions of drug use while he/she is a City employee.

Positive Test: An employee tests positive for drugs if any trace of an illegal substance is detected following a drug test. An employee tests positive for alcohol if he/she has a blood alcohol concentration equal to 0.040 or greater.

Illegal Drugs/Substances: Any illegal substance which has not been legally obtained or which cannot be legally obtained. This includes prescription medication for which the employee does not have a prescription and/or is not taking according to the prescription.

This policy prohibits the following behaviors:

It is the City's policy that an employee's use, sale, transfer, purchase or possession of drugs, alcohol, a controlled substance or drug paraphernalia, or any combination thereof, by an employee while in a City facility, vehicle, vessel or aircraft, or while performing City business, including official business conducted while in one's home, is prohibited.

City employees are prohibited from consuming alcohol on the job or reporting for work under the influence of alcohol.

This policy prohibits employees from using prescription drugs unless both of the following conditions are met:

1. a doctor has prescribed the medication to the employee; AND
2. the doctor has advised the employee that the drug will not adversely affect the employee's ability to perform essential job functions without

endangering the employee's safety, the safety of co-workers, or the safety of the general public. Employees using personal prescription drugs must carry the medication in the original container and the container must be labeled with the name of the employee, doctor and the drug prescribed.

Substance Abuse Education

The City will notify applicants of this drug and alcohol testing policy at the time of their first interview. The City will provide Federal Transit Administration (FTA) and Commercial Driver's License (CDL) required employees with drug and alcohol education, including the effects of drugs and alcohol, signs and symptoms of drug and alcohol use, assistance available for those abusing drugs and alcohol, and drug and alcohol testing requirements. Each employee and applicant will sign a form acknowledging receipt of these materials.

Prospective Employee Testing

All prospective, safety-sensitive employees who have been extended a conditional offer of employment with the City shall be informed that a condition of employment includes passing a drug test as part of the pre-employment process. If a prospective, safety-sensitive employee refuses to take a pre-employment drug test when scheduled or tests positive for a substance, that employee is ineligible for City employment for one (1) calendar year from the drug test.

If an employee is transferred to a safety-sensitive position, drug and alcohol testing under this policy is a condition of the transfer.

Random Testing

The City may, without individualized suspicion, conduct random drug and alcohol testing on safety-sensitive employees who are covered by state or federal law, and where said random testing is required by the Iowa or Federal Department of Transportation, Federal Transportation Administration or other agencies as a condition of licensing. The selection of such employees to be tested shall be done based on a computerized, randomly generated selection process in which each member of the employee pool has an equal chance of selection.

Post-Accident

Testing shall be conducted after an accident on employees whose performance could have contributed to the accident if (1) it is required by state or federal law; or (2) when reasonable suspicion exists. Any accident involving a City vehicle, or in a private vehicle on City business, which results in property damage or personal injury, or where a citation is issued, may be considered a basis for reasonable suspicion.

Reasonable Suspicion Testing

When any supervisor, manager or City official has reasonable suspicion that a City employee is under the influence of drugs or alcohol while on duty, or otherwise violating the terms of this policy, that supervisor, manager or official shall require reasonable suspicion testing.

If reasonable suspicion testing is required, the employee may not drive to or from the testing or under any other circumstances until the test is returned, and then, only if the test produces negative results. The City will provide transportation to/from the testing at the City's expense.

Testing Procedures

- a) Drug and alcohol testing shall require presentation of a reliable form of photo identification from the person being tested to the person collecting the sample.
- b) The City will designate the type of testing to be performed on the sample collected.
- c) Drug and alcohol testing shall normally occur during or immediately before working, or immediately after working hours. The time required for such testing shall be considered work time for the purpose of compensation and benefits.
- d) The City shall pay all testing costs for pre-employment, unannounced, reasonable suspicion, regularly scheduled, or follow-up drug or alcohol testing ordered by the City.
- e) All confirmatory drug testing shall be conducted at a laboratory certified by the United States Department of Health and Human Services' Substance Abuse and under rules adopted by the Iowa Department of Public Health.
- f) In conducting drug or alcohol testing under this policy, the laboratory, any medical personnel assigned to review the test, and the City shall ensure, to the extent reasonably feasible, that the testing will measure only the use of alcohol or drugs, that the records concerning the testing show only the use of alcohol or drugs, and that the City shall make use only of information regarding alcohol or drugs in the body.

Post-Testing

An employee who has a positive drug or alcohol test, either from random testing or reasonable suspicion testing, shall be subject to disciplinary action, up to and including discharge.

If the employee is permitted to return to work, the employee may be required to submit to evaluation by a Substance Abuse Professional and undergo treatment recommended by the Substance Abuse Professional. If the employee successfully completes the treatment, no further disciplinary action will be taken against the employee. If the employee refuses to submit to the evaluation or fails to successfully complete treatment, the employee will be subject to further discipline, up to and including discharge.

If the Substance Abuse Professional determines that the employee has a drug- or alcohol-related problem, the employee will be required to do follow-up testing. All follow-up testing will be unannounced and without prior notice to the employee and will be at the employee's expense.

Retention of Records

The City shall maintain all drug and alcohol testing records in a secure location with controlled access. Secure computerized recordkeeping is permitted under this policy. An employee required to possess a Commercial Driver's License for his/her position is subject to complying with pre-employment and random drug and alcohol testing and additional rules and regulations per federal law.

PROBATIONARY EMPLOYEES/PART-TIME AND TEMPORARY EMPLOYEES

All newly hired, full-time safety sensitive employees shall take a physical examination and drug test (urine sample) before the start of work. The respective governing body will pay for this physical examination and drug test.

All newly hired or rehired employees, other than hourly part-time employees, shall be considered probationary employees for a period of three (3) months. This period is intended to give the governing body an opportunity to evaluate the employee's suitability and work performance. During this probationary period, newly hired employees shall not be eligible for holiday pay. Newly hired employees shall be eligible for personal holiday, vacation and sick leave as outlined in later sections of this Handbook. Probationary employees will not receive wage increases until the probationary period has been completed. The probationary period may be extended at the discretion of the governing body. Pay increases received after conclusion of the probationary period shall not be retroactive.

Part-time and temporary employees hired on an hourly basis shall not receive holiday, vacation or sick leave pay and will not be covered by group insurance. A part-time employee is defined as working twenty-nine hours or less per week. A temporary employee is defined as any seasonal employee and includes summer employees in particular.

EMPLOYEE HEALTH AND LIFE INSURANCE

The governing body will provide full-time employees (i.e., those working more than 29 hours per week) with a group health insurance policy (single or family) and life insurance policy equal to the employee's annual base pay or \$50,000 (whichever is less). Employees shall be eligible for health and life insurance on the first day of the next month following the first thirty (30) days of employment.

EMPLOYEE EDUCATION

The governing body may, in its complete discretion, consider and approve any reasonable request for reimbursement for tuition or certification costs directly related to increasing the skillset or qualifications of an employee. Said requests must be submitted to the City Council or applicable Board in writing, along with a statement of reasons for the request and a schedule of costs.

The City Council or applicable Board reserves the right to impose a contractual obligation to remain employed with the governing body for a set period of time in exchange for this benefit and to repay some or all of the reimbursed tuition or certification costs if the employee leaves employment during the pendency of the agreement or if the employee is terminated for cause during the pendency of the agreement.

All employees must complete all required training and certifications for their specific position. Failure to complete said training or certifications may result in disciplinary action, up to and including termination. For specific details regarding required training, please see Appendix A attached.

Where a course is offered during business hours and/or at the employer's expense, and an employee misses said training for any reason, any costs associated with a makeup and/or replacement course shall be borne by the employee, unless otherwise approved for reimbursement by the governing body.

A separate training file shall be kept on all employees. All certificates and like documents shall be kept and maintained by the department head.

IMMUNIZATION POLICY

Upon completion of the probationary period, the governing body will provide hepatitis B vaccinations and tetanus shots at no charge to employees. This benefit does not include screening to see if an individual is a carrier of hepatitis B. Hepatitis B vaccinations are a series of three vaccinations. The second vaccination is given thirty (30) days after the first, and the final is given six (6) months after the initial dose. However, it is the responsibility of the employee to personally schedule and appear at

the scheduled time and place to be vaccinated. If an employee misses a scheduled appointment, that employee must inform, his/her supervisor immediately. An employee who fails to complete a series will not be allowed to begin the series again at a later date at the employer's expense. An employee who fails to appear for the first vaccination of a series may start with the next scheduled series.

The tetanus vaccine will be offered to each employee at completion of the probationary period and every ten (10) years thereafter, or sooner if specifically recommended in a given case by a health professional. Employees shall give consent or refusal in writing for both of the vaccinations covered by this policy to the City Clerk at the time of employment.

COMPUTER, EMAIL, PHONE AND INTERNET USE POLICY

The employer provides access to such technologies as computers, electronic mail and the internet to its employees. This policy is intended to advise those employees who have access to such technologies as to what is considered to be appropriate and inappropriate use.

City, Utility or Library property, including computers, electronic mail accounts and access to the internet, shall mainly be used for conducting official business. The City, Utility and Library recognize there may be occasions when it is necessary to send or receive short personal emails at work; however, abuse of this privilege may be subject to disciplinary action.

Employees shall not use the employer's equipment for access to social networks, including, but not limited to, Facebook and Twitter, for personal purposes, nor shall any employee install or download applications or files to a City-owned computer for personal purposes without written consent of his/her supervisor. Any such use may be subject to disciplinary action.

The electronic mail system shall not be used to solicit support for religious or political causes or affiliations. At no time will the electronic mail system be used to create or distribute offensive messages, specifically messages containing racial slurs, sexual implications or innuendoes, or any message that could be interpreted as targeting any protected class established by the non-harassment policy contained in this Handbook. In addition, electronic mail and the internet shall not be used to download copyrighted material without prior authorization.

The employer maintains the right and ability to inspect and review any data that is electronically stored on City, Utility or Library computers or associated software. There should be no expectation on the part of the employee that any information on such property will be considered private or proprietary in nature. Furthermore, the employer is not obligated to give advance notice before reviewing or accessing any electronically stored documents or records.

City land lines shall not be used for unauthorized personal long-distance calls. Further, use of land lines or personal cell phones for non-work-related phone calls during work hours must be limited to local calls or calls which do not cause the City to incur any expense over and above its usual telephone bill. Personal phone calls should, whenever possible, be made during employee break times and lunch periods. Personal phone calls during regular work hours must be kept as short as possible and may not be social in nature. Employee phone calls of a personal nature must not interfere with employee productivity.

Any employee who violates this policy or uses electronic communication systems for any other improper purposes may be subject to disciplinary action, up to and including termination.

WORK RULES/PROGRESSIVE DISCIPLINE

Employees shall not engage in any of the following:

1. Unprofessional conduct, including, but not limited to, gossip, criticism, obscene or abusive language. This behavior is considered even more serious when in the public view.
2. Sleeping during working hours or giving the impression of sleeping.
3. Dishonesty of any kind concerning any work-related matter. From time to time, the employer may conduct workplace investigations of an employee's conduct, and any dishonesty under such circumstances is particularly serious.
4. Failure to perform duties as outlined in the employee's job description or carry out reasonable assignments or instructions.
5. Willful failure to follow the proper procedures or policies of the City.
6. Reckless horseplay.
7. Disorderly, subversive, insubordinate, immoral or indecent conduct.
8. Physical assault of fellow employees.
9. Excessive absenteeism or tardiness.
10. Threatening, intimidating, coercing or discriminating against residents, fellow employees or others.
11. Violation of safety and health rules.

12. Operating or caring for any equipment or vehicles in a negligent or reckless manner.
13. Theft, willful destruction and/or unauthorized use or altering of property or equipment belonging to the employer or any employee.
14. Disobedience, insubordination or refusal to comply with reasonable instructions of an authorized supervisor.
15. Deliberately falsifying, altering or supplying false information on official records, including payroll records and time cards.
16. Falsifying sick leave claims.
17. Unauthorized copying or disclosure of confidential records or information without permission.
18. Failure to report an accident or serious incident to an immediate supervisor.
19. Working on personal jobs or carrying on secondary employment on City time.
20. Pleading guilty to, been being convicted of or being granted a deferred judgment for a felony offense.
21. Pleading guilty to, being convicted of or being granted a deferred judgment of a misdemeanor offense which involves theft, fraud, dishonesty or moral turpitude involving a minor, such that continued employment would call into public question the fitness of the employee to hold a position with a public employer.
22. Failure to keep necessary licenses and/or certifications due to employee neglect.
23. Failure to maintain insurability if required as a condition of employment.
24. Failure of supervisors to perform evaluations of employees at least annually or attend scheduled safety meetings.
25. Failure to report any unsafe, broken or unserviceable equipment immediately to the department head or to the appropriate governing body.
26. Use of alcohol and unlawful drugs while on duty.

27. Reporting to work under the influence of alcohol or illegal drugs. See more detailed policy in this Handbook.
28. Making personal phone calls at the employer's expense, causing the employer to incur unauthorized expenses, or in any way fraudulently causing the City to lose items of value.
29. Failure to maintain City-issued equipment or uniforms in good repair, or failing to promptly notify the employer of any unserviceable or damaged item.
30. Carrying any type of concealed dangerous weapon as defined in Iowa Code 702.7 while on duty, with the exception of sworn peace officers in the employ of the City.
31. Failure to provide an active telephone number to the employer to be kept on file at the City Office.
32. Deliberately refusing to answer the telephone or other summons of the employer for a work-related issue when the employee has been ordered to be available.
33. Stealing of the employer's time by performing non-work-related activities during working hours, including, but not limited to, other jobs or personal labor.
34. Use of the employer's tools, equipment and/or materials for personal use, on or off the job.
35. Violation of any part of this Handbook.

This is not an exhaustive list of prohibited misconduct. Employees must be aware of all rules and requirements applicable to their specific department and all standards applicable to the individual position they hold. The City further reserves the right to discipline employees for behavior which conflicts with the reasonable expectations of the employer, even if the behavior does not appear on this list.

Generally, the City follows a progressive discipline policy generally as follows:

1. Verbal warning;
2. Warning documented in writing, and referencing the prior verbal warning;
3. Written reprimand referencing all prior warnings;
4. Suspension;
5. Termination.

Any or all of these progressive steps may be skipped entirely or repeated in appropriate circumstances. Severe offenses will likely result in suspension or termination without any warning or reprimand.

NEPOTISM POLICY

The employment of a relative of a City, Utility or Library employee in the same department shall not be permitted unless such relatives are regularly assigned to work different shifts and it is unlikely that they will frequently work the same shift due to overtime or temporary reassignment situations. Also, employment of relatives of City, Utility or Library employees shall be prohibited where either relative shall have direct supervisory or administrative authority over the other. Before the relative of an existing employee may be hired, both such relative and employee shall execute a written understanding that future transfers and promotions, as well as shift assignments, of either employee may be restricted by the employer in order to maintain conformity with this policy. A relative under this policy shall include spouse, child, grandchild, grandparent, brother, sister, uncle, aunt, nephew and niece, as well as the spouses of such relatives and half and step relationships of these levels and their spouses.

Employees who become relatives after their initial employment by virtue of a family member's marriage shall be grandfathered into their existing position, department and shift, subject to other personnel regulations and policies which may affect their status; however, future transfers, promotions and new shift assignments shall be governed by this policy. Employees who marry each other after they are both employed by the City, Utility or Library shall notify their immediate supervisors and, if one of them is in a supervisory position over the other (if not, the grandfather provision above applies), the employee in the supervisory capacity shall be discharged unless the other spouse, within thirty (30) days of such marriage, resigns or transfers to a vacancy in another department for which he/she can qualify. The aforementioned written understanding from employees who become relatives after this date will also be necessary under this policy.

DRESS CODE

A well-groomed and professional appearance by all employees is essential to maintaining a good public image and to improving public relations. Each employee is a representative of the governing body and is responsible for presenting a positive and professional image accordingly.

All uniforms, protective clothing, safety equipment and protective devices which are required by the employer to be worn or used by an employee shall be provided at no cost to employees. The department head will use his/her discretion in determining the proper uniforms, clothing and protective devices needed by employees. The Police Department Policy Manual establishes specific uniform requirements for all officers.

Clothing Guidelines

All attire worn by City employees shall be practical and appropriate for each individual position. Apparel shall be task oriented and determined based on circumstances for each job. All employees must abide by state and federal regulations when required by OSHA and applicable laws.

All clothing and footwear shall be free of holes, tears and rips at all times. All attire worn by employees shall be clean and appropriate as dictated by City management.

Dress Code for Public Works Employees

- Short sleeve shirts in season (sleeveless shirts prohibited).
- Long sleeve shirts in season.
- Pants or trousers.
- One pair of steel-toed boots (replaced as necessary out of annual clothing allowance).
- One pair of safety glasses.
- One hard hat.
- One safety vest.
- Other protective clothing as needed, and as specified by the governing body.

Dress Code for Administrative Employees

- Attire shall be determined to be appropriate by the supervisor/department head, or the governing body.
- Office personnel are expected to follow a business casual dress code.

The employer will stress consistency and equity in dealing with violations of the dress code. If an employee violates the dress code, the employee may be subject to disciplinary action.

SMOKE FREE WORKPLACE

All government-owned buildings will be maintained as a smoke free environment according to Resolution 00-01-A. Further, in 2008, the Iowa Legislature passed The

Smokefree Air Act. The Smokefree Air Act prohibits smoking on the grounds¹ of any public buildings² owned, leased or operated by or under the control of political subdivisions. The Act also prohibits smoking in all City vehicles.

The sale of tobacco products is prohibited in or on any City-owned property or building.

The non-smoking policy applies equally to all employees, customers, visitors, vendors, consultants or members of the public. All employees are responsible for the enforcement of the non-smoking policy with visitors and those potentially not aware of the policy.

Further, all City employees are prohibited from smoking any tobacco products while on duty when on City property or in City vehicles. Violation of this policy will result in disciplinary action, up to and including termination.

STATE OF IOWA DRIVER'S LICENSE OR COMMERCIAL DRIVER'S LICENSE

Employees who are required to drive to perform the essential functions of their position must possess and maintain a valid Iowa Driver's License. The employer's insurance carrier requires an annual review of these employees' IDOT driving record.

An employee found to have an expired (beyond the 60-day grace period) Iowa Driver's License or Commercial Driver's License (CDL), if required for the employee's position, may be removed from work assignments requiring a Driver's License/CDL, may be subject to discipline, and must obtain a valid Driver's License/CDL within seven (7) days of the notification date by the employer. If an employee fails to obtain a valid Driver's License/CDL within the seven (7) day period, the employee will be suspended without pay for no less than three (3) work days. If the employee does not obtain and possess a valid Driver's License/CDL within the three to five day suspension period, the employee will be subject to immediate discharge.

An employee, with traffic or criminal charges pending which may result in the suspension or revocation of his/her Driver's License/CDL, who does not report this potential to his/her supervisor immediately upon the employee's knowledge of same, will be immediately discharged.

¹ "Grounds" are outdoor areas of a public building that are used in connection with the building, including, but not limited to, a sidewalk or driveway immediately adjacent to the building, but not including a sidewalk in the public right-of-way; a sitting or standing area immediately adjacent to the building; a patio; a deck; a curtilage or courtyard; a swimming or wading pool; a beach; or any other outdoor area as designated by the person having custody or control of the public building. A person having custody or control of a public building may exclude from the designated grounds of any public building the following: a parking lot, the course of play at a golf course, a hiking trail, locations of an individual campsite or campfire, or a lake, river or other body of water.

² "Public building" is an enclosed area owned, leased or operated by or under the control of the state government or its political subdivisions.

An employee who is required to possess a valid Driver's License/CDL to perform the essential functions of his/her position and is either currently driving with or previously driven with a suspended or revoked license while performing his/her job duties will be immediately discharged.

City employees who drive commercial motor vehicles and are required to have Commercial Driver's Licenses to perform the essential functions of their position must comply with the drug and alcohol policy outlined in this Handbook, as required by Federal Department of Transportation Federal Highway Administration and Federal Transit Administration regulations.

Employees required pursuant to federal or state law to possess a Commercial Driver's License to perform the essential functions of their position are subject to pre-employment and random drug and alcohol testing and will receive appropriate training upon their appointment to any City position requiring possession of a Commercial Driver's License (CDL). Per federal regulations, employees who are required to possess a CDL for their employment are required to report ALL violations (except parking violations) to their supervisor within 30 days of conviction, whether the driver was operating a commercial or non-commercial vehicle. In addition, these same employees are required to report out-of-state violations (except parking violations) to the IDOT Office of Driver Services.

HOLIDAY AND PERSONAL HOURS PAY

Holiday Pay

The following holidays are recognized by the employer:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Fourth of July
5. Labor Day
6. Veterans Day
7. Thanksgiving Day
8. Friday after Thanksgiving
9. Christmas Day
10. Christmas Eve (police officers only)

If any of these holidays falls on a Saturday, the Friday before will be the paid day off; if on Sunday, the following Monday after will be the paid day off.

Pay for these holidays shall be eight (8) hours at each full-time employee's current hourly rate. In addition, eight (8) hours compensatory time may be accrued in lieu of holiday pay in accordance with compensatory time guidelines set forth in this

Handbook. Part-time employees of the City and Library shall receive holiday pay up to eight (8) hours when asked to work on a holiday.

Work performed on a holiday by an eligible employee will be paid at the straight time rate for the hours worked, plus holiday pay. A police officer working Christmas Eve night shall receive an additional (8) eight hours of holiday pay.

In the event an employee schedules his/her vacation, personal holiday or compensatory time during a week in which a holiday falls, the employee must use holiday pay in lieu of vacation, personal holiday or compensatory time pay. If the employee calls in sick or uses sick time the day before or after the holiday, the employee shall not receive holiday pay for that holiday.

Personal Hours

Employees shall be eligible for Personal Hours beginning one year after the date of their hire. Utility employees will receive 16 Personal Hours and City employees will receive 32 Personal Hours each year.

VACATION TIME OFF AND PAY

Full-time employees are eligible for a vacation with pay on the following basis:

After one year continuous service	40 Hours
After two years continuous service	80 Hours
After seven years continuous service	120 Hours
After fifteen years continuous service	160 Hours
After twenty years continuous service	200 Hours

Continuous service is calculated from date of hire.

Vacation pay shall be paid based upon the employee's current hourly rate.

Work schedules, whenever practicable, shall be arranged so that every employee eligible has the opportunity to take vacation each year. Vacation time will be used within one year following the year it is earned, or it will be lost. The employer reserves the right to grant exceptions to this policy, such as an extension of time, under circumstances beyond the control of the employee.

An employee whose employment is terminated due to retirement, death or resignation, and who qualifies for paid vacation under this policy, shall be eligible for a pro-rated portion of accrued vacation pay based on the number of months worked since the previous hiring date.

An employee whose employment is terminated by discharge for cause will be allowed his/her vacation pay, pro-rated from hiring date.

Vacation schedules shall be approved by the department head in such a manner as to ensure uninterrupted service to the public. In the case of conflicts between vacation schedules, preference will be given to employees on the basis of seniority. If an employee is not granted requested vacation time, the reason shall be provided to the employee.

SICK LEAVE AND RELATED LEAVE

Full-time employees will be granted paid sick leave hours at their current scheduled hourly rate on the following basis:

- a) Upon completion of the probationary period, employees shall be granted twenty-four (24) hours of sick leave.
- b) Upon completion of one year of employment, employees shall be allowed eighty (80) hours of sick leave per year on their date of hire, regardless of years of service. These hours, if not used, may be accumulated up to seven hundred and twenty (720) hours.
- c) Sick leave hours may be used as family sick leave hours or maternity leave at the discretion of the employee. Family sick leave hours and maternity leave shall qualify if the conditions concerned would qualify under the Family and Medical Leave Act as qualifying conditions. Family sick leave shall apply only to immediate family as defined in the bereavement leave section of this Handbook.
- d) After twenty-four hours of sick leave (including family sick or maternity leave), employees must provide a written statement signed by the employee's physician setting forth the reasons for the requested sick leave. Failure to provide said written statement upon request of the employer may result in denial of the paid leave requested and may result in disciplinary action, up to and including termination.
- e) Employees on sick leave, family sick leave or maternity leave must behave consistent with the condition for which the leave was requested. Employees should generally be resting at home; obtaining care at a medical facility; attending treatment at a doctor's office, dentist's office or chiropractor's office; or tending to a loved one who is ill, except for reasonable travel for necessary errands related to the condition or illness. Employees should not be engaging in behavior while on leave which is not consistent with the purpose of the leave. Employees who are dishonest about the need for sick, family sick or maternity leave will be subject to disciplinary action, up to and including termination. The

employer reserves the right to require proof from a physician at any time, and particularly in any case where sick leave abuse is suspected.

GROUP HEALTH AND LIFE INSURANCE

The employer provides health and life insurance. If an employee or a member of the employee's family has expenses from a doctor, hospital or pharmacy, the employee is responsible for the bill, to the extent it is not covered by the insurance. It is the employee's responsibility to negotiate with the provider if there is any delay in reimbursement by the insurance carrier, or if any amount is not covered by insurance.

Rules Regarding Use of Employer-Provided Health Insurance

- a) Employees must inform the City Clerk of any address change or any change in their dependent status within thirty (30) days of the same.
- b) If employees have questions on what is covered by insurance, please refer to the benefit booklet or call the number on the back of the provided identification card.
- c) Employees, in coordination with their providers, are responsible for filing claim forms and enclosing the proper receipts or charges.
- d) After the group health insurance carrier has paid its portion of the claim, the remaining balance will automatically be forwarded to a third party administrator for the City's self-funded insurance account to pay a portion of the remaining balance. The employee is responsible for any amount remaining after the group health insurance and the City's self-funded coverage has been applied.
- e) A prescription drug benefit is available; refer to the benefit booklet for specifics.

Military Employee Health Insurance

Any regular full-time employee who is called to active military duty for thirty (30) days or more may be cancelled from the City's group health plan. Once an employee is considered active duty, the employee becomes eligible for coverage under Tricare. The cancellation date of the group health plan is normally the first day of the month following the date the employee entered active duty.

Employees on military leave are eligible to come back on the City group health plan when discharged under honorable conditions from any uniformed service. An application must be completed by the employee and returned to the City Clerk. There are certain deadlines that must be met, so employees must contact the City Clerk as soon as a return to work date is known.

JURY DUTY

Any regular, full-time employee who is selected for jury duty or is called as a government witness shall receive a paid leave of absence for the time spent on such duty. To qualify for such a paid leave of absence, the employee must work that portion of any regularly scheduled work day for which the court does not require attendance at the courthouse. The City will pay all employees called to jury duty the difference in wages between jury/witness pay and their regular earnings. In the alternative to said offset, the employee may sign over any pay received from the court to the City. If an employee must participate as a plaintiff or a defendant in a proceeding involving personal legal business arising outside employment or personal business, the employee shall not be entitled to a leave with pay, but may use accrued vacation or personal days to offset the time.

BEREAVEMENT LEAVE

Employees are allowed twenty-four (24) hours paid funeral leave for a death in their immediate family or their spouse's immediate family. Immediate family includes spouse, children and step-children, parents and step-parents, grandparents and step-grandparents, siblings and step-siblings, and the spouses of siblings and step-siblings. Pay for these hours will be at employees' current hourly rate. Part-time employees will be paid only for their normal working hours. Employees requiring additional hours off for a funeral may be given additional unpaid time at the discretion of their supervisor.

WORKERS' COMPENSATION

Any employee who sustains a work-related injury or illness must inform his/her supervisor/department head and the City Clerk **immediately (or as soon as practicable if incapacitated)**, no matter how minor the injury or illness may appear. In all cases, the employee's supervisor must be notified and a written report of the incident must be completed and filed with the City Clerk within 24 hours of the occurrence of the incident. Employees incurring an on-the-job injury or illness and in need of medical treatment must follow the procedures set out by the workers' compensation carrier. Employees should see their supervisors for details.

Based on the circumstances associated with the injury or illness, the employee may be eligible for compensation according to Iowa's workers' compensation laws. **The City will direct that the affected employee see a physician chosen by the City for verification of workers' compensation injuries and for all treatment for the work-related injury. An employee may be precluded from reimbursement for unauthorized treatment where the employee failed to notify the City of the work-related injury or the need for treatment.**

Neither the City nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by the City, unless participation in said activity was directed by management.

Prior to being allowed to return to work following an injury, the employee shall provide a written statement from a physician chosen by the City, indicating that the employee is released to return to work and is capable of performing all the duties of his/her position.

Occasionally, light duty work is available during the time period an employee is recovering from an injury, so that employees may return to work sooner. Light duty is available only if released by a physician chosen by the City and with the consent of the department head. Light duty may be assigned in a department other than the employee's usual department. If no light duty is available, the employee must remain off the job until released for full duty by a physician chosen by the City. Failure to accept suitable (i.e., within the treating physician's stated restrictions) light duty work offered by the employer in writing may result in the denial of benefits under Iowa law as well as disciplinary action, up to and including termination.

At the employee's written request, the City may supplement Iowa Workers' Compensation payments to bring the full amount of pay up to the average weekly wage of the employee. Supplemental payments will be charged against the employee's accumulated sick and vacation pay.

If an employee fails to report to work at the end of the approved workers' compensation leave, or if the employee is employed by or working for another employer or company during the workers' compensation leave, his/her employment with the City will be considered voluntarily terminated.

Consistent with its FMLA policy, the City runs any applicable FMLA leave concurrent with workers' compensation leave.

MILITARY LEAVE

Regular full-time employees who serve in the United States Armed Services, Reserves or National Guard are entitled to leaves of absence for required training or active military duty in accordance with Chapter 29A, Code of Iowa. These employees, when ordered to active duty or service, are entitled to leave with pay for the first thirty days of such leave of absence. Public employees inducted or ordered into military service are entitled to up to five years' leave with pay for the first thirty days. Upon separation from military service, a public employee shall be reinstated to the same position and classification as the former job or a job to which the employee would have been entitled absent the period of active duty or service, provided the employee applies

for reemployment within ninety days of discharge or release from a post-discharge hospitalization lasting one year or less.

Generally, benefit computations will not be affected by the first thirty days of military leave. Thereafter, the employee in military service and his/her dependents may continue on the City's group insurance plans for up to twenty-four months, as provided by federal law (COBRA). The employee, if eligible, will be notified in writing of the group insurance plans that may be continued as provided by federal law, and of the terms, conditions and limitations of such continuance, including payment of any premiums. The City will resume payment of its share of the costs of premiums and will reinstate other regular employment benefits when the eligible employee returns to full-time employment with the City.

Any compensation paid to an employee on military leave will be paid on the regularly scheduled pay dates.

PERSONNEL FILES, TIME STATEMENTS AND DEFERRED COMPENSATION

Personnel Files

The City will maintain an employee personnel file containing all pertinent data related to each employee. The personnel file shall include all pertinent employment information regarding the employee, including a record form which shall be modified to reflect each change of position, rank, etc., and the dates of all promotions.

The City maintains personnel files of past employees as required by state law and as otherwise advised by the City Attorney. One original copy shall be kept on file with the City Clerk. Files may be reviewed by current employees upon request, but said review must be supervised by the City Clerk. No personnel file may be removed from the City Clerk's office. No part of a personnel file may be discarded or removed, except for legally required reasons and upon review by the City Attorney. Reprimands, summaries of behaviors, administrative actions, and all other documents shall be permanently included in the file, and may be amended or redacted only for legally sanctioned reasons reviewed and approved by the City Attorney. Copies of all or a portion of a personnel file requested by a current employee may be provided to that employee, at the employee's cost. Copies of all or a portion of a personnel file of a current or past employee may be provided to a third party only as required by law (such as pursuant to a valid subpoena or required disclosures under Iowa Code 22.15) and after review and approval by the City Attorney.

Other than a current employee who may access his/her own personnel file in the manner described in this section, only the following individuals shall have access to personnel files: Mayor; City Clerk; Members of the City Council, for their employees; Members of the Utility Board, for their employees; Members of the Library Board, for their employees; and supervisors whose responsibility it is to impose supervision and

discipline of employees, where access has been granted by the City Council, Utility Board or Library Board. Review by these individuals shall at all times be observed by the City Clerk to ensure compliance with this section. Original personnel files or any part of original personnel files shall never be removed from the City Clerk's office.

Access to personnel files is limited to work-related review or inquiries by those listed above. Any person who obtains access to a personnel file in a manner which does not strictly comply with this section will be subject to disciplinary action, up to and including termination.

Time Statements

The City requires the use of time statements for use by all employees. This time statement is used to record daily and weekly hours worked and the number of hours worked over forty (40). A separate sheet is used each week, regardless of the number of hours worked. All time statements shall be turned into the City Clerk and must be signed by the employee and by a supervisor. When a supervisor is absent, time statements must be signed by a designated member of the applicable governing body.

Complete time statements for the prior week's work shall be turned into the City Clerk on Monday morning. Pay day is Friday, providing it is not a holiday. In case of a holiday falling on a Friday, pay day shall be the previously scheduled work day.

Time statements, along with each employee's record forms, will be kept on file in a separate folder for a period of at least five (5) years.

RETIREMENT PLAN AND SUPPLEMENTAL BENEFITS

All full-time employees who have finished their probationary period are eligible to participate in an optional employee-paid deferred retirement plan which is deducted each weekly pay period at a rate of not less than \$25.00 a month. This deferred compensation is handled and invested according to state and federal laws. Employees should see the City Clerk for details.

All employees who have finished their probationary period may participate in AFLAC Supplemental Benefits available through payroll deductions.

TRAVEL REGULATIONS

- a) All out-of-town travel by employees and any related expenses shall be approved in advance of departure by the appropriate governing body or by the responsible department head acting pursuant to pre-budgeted authority.

- b) An employee will receive wage compensation during travel and training only as required by the Fair Labor Standards Act and Iowa law. [This is complicated and varies by situation.]
- c) The use of an employee's personal car may be authorized by the approving authority. The allowance for such use shall be the current published federal rate per mile. The route taken shall be the most direct route possible, and detours for personal errands shall not be compensated. In approving the use of a personal car in long distance travel, the approving authority shall take into account travel time, cost and convenience of the employee. In no case shall the reimbursement for the use of a personal car exceed the amount of a round-trip air fare at coach or tourist rate, if available.
- d) Use of a government-owned vehicle may be authorized when it appears to be the appropriate means of travel. Overnight use of government-owned vehicles requires the approval of the department head or governing body.
- e) Travel expenses will be limited to those necessary for the approved travel, and will not include elective services, entertainment, and the like. Employees may either use the employer's credit card or use their own funds and be reimbursed for travel expenses. Receipts for all expenses incurred during travel, whether using the employer's credit card or the employee's own funds, must be turned into the department head and submitted to the governing body's treasurer or finance director upon return to work. Employees will be liable for any expenses that are not accompanied by a receipt.
- f) Unexpected expenses or unbudgeted expenses not previously approved will be borne by the employee unless specially approved by the department head or the governing body.
- g) If the spouse of an employee accompanies the employee on approved travel, the employee must pay for all additional costs of transportation, meals, registration, and any lodging costs over and above the single rate. The employee will pay for all personal telephone calls.
- h) Meals will be reimbursed at the Federal IRS per diem rate. Employees are responsible for all meal costs above the Federal IRS per diem rate. See www.gsa.gov. Per diem payments shall not to be claimed if meals are provided at no cost to the employee or are included as part of the registration fees of the conference or other event, or if they are part of the hotel room rental. For the day of return from overnight travel, per diem may be reimbursed for dinner if the return is after 7:00 p.m.

VEHICLE POLICY

- a) Government owned vehicles shall not be used for unauthorized purposes.
- b) Employees shall be responsible for the care and conservation of employer-owned vehicles and shall report promptly accidents, breakdowns or malfunctioning of any unit in order that necessary repairs may be made.
- c) Government-owned vehicles are to be taken home only in cases where the employee is subject to emergency calls during off-duty hours, or as determined by the department head. Those employees with an assigned vehicle shall be considered to derive a certain amount of personal benefit by its usage and are provided the option of leaving the vehicle at their primary place of employment or being taxed accordingly for the personal benefit thereof pursuant to Internal Revenue Service regulations.
- d) In using vehicular equipment, employees must keep in mind the fact they are representatives of the employer and that their conduct on the road is a reflection on the entire organization and its level of law enforcement. Thus it is imperative that such employees abide by all traffic laws, rules and customs.
- e) Employees authorized to drive a government-owned vehicle must have a valid driver's license or Commercial Driver's License when required.
- f) Government-owned vehicles shall not be operated by drivers other than the employee to whom the vehicle was entrusted by the employer.

EMPLOYEES GOVERNED BY THE CITY COUNCIL

Hours of Work

The work period of all employees shall begin at 12:01 a.m. on Monday, and shall consist of seven (7) consecutive twenty-four (24) hour periods. The office work day shall consist of an eight (8) hour day from 7:30 a.m. to 4:00 p.m. Public works employees' work days shall consist of an eight (8) hour day from 6:30 a.m. to 3:00 p.m. All non-police employees are provided two (2) paid ten (10) minute breaks and a half hour unpaid lunch. Police officers shall receive a half hour paid lunch and two paid ten-minute breaks as part of their eight-hour shift.

Overtime Pay

All employees will be paid the straight hourly rate for forty (40) hours or less per week. Any hours over forty (40) shall be paid at one and one-half (1 1/2) times the hourly rate. To qualify for overtime pay, all sick leave, vacation leave and holidays will be considered as time worked.

Employees working the shift where the clocks are turned ahead for daylight savings time or turned back for standard time will not be paid for the additional hour or loss of an hour, as this does not constitute time worked.

Police On-Call Time

Officers will be compensated \$25 per day for any day the officer is on call. In addition, if called into work while on call, officers will be paid overtime for each hour worked, and shall be paid at least one hour of overtime for any call-in.

Compensatory Time Off (Hourly Employees Only)

Compensatory time off ("comp time") is the substitution of time off in lieu of overtime pay. An employee may opt to receive comp time instead of overtime pay when their work exceeds forty (40) hours in a pay period. Under such circumstances, the employee receives one and one-half (1 1/2) times the hours worked over the regular forty (40) hour work week, in the form of banked comp time. Comp time shall be accrued in thirty (30) minute increments and the accrued hours will be listed on the employee's payroll check stub. Compensatory time will be limited to forty (40) hours and must be used during the fiscal year in which it was accumulated. Unused compensatory time (i.e., the balance accrued up to forty (40) hours) will be paid out in the last pay period of the year.

Uniform/Clothing Allowance

All employees of the City are visible representatives of the City when dealing with customers and the public. As such they are expected to follow the dress code stated in this policy. Full-time public works employees will be paid a clothing stipend of \$500 per year for adequate clothing which meets all safety and appearance requirements of the dress code. Full-time police officers will be paid a clothing stipend of \$500 per year and part-time police officers will be paid a clothing stipend of \$250 per year.

Safety Glasses

Full-time Public Works personnel who have prescription glasses shall be provided up to \$300 every two years for prescription safety glasses. Employees seeking this benefit shall provide a receipt to the City Clerk for reimbursement.

Cell Phone Reimbursement

Non-supervisory full-time Public Works employees will be paid \$20 per month for the use of their personal cell phone for work purposes. Checks or other forms of payment will be made payable directly to each employee's applicable mobile phone carrier. Supervisory employees shall receive \$60 for this benefit.

EMPLOYEES GOVERNED BY MUNICIPAL UTILITY BOARD

The primary responsibilities of the Municipal Utility Board are to oversee the financial operation of the Utility business enterprises, establish policy and set compensation for Utility employees, provide advice, guidance and counsel to the management and staff. Day-to-day operation and supervision of the Utility business enterprises and physical systems is to be performed by the Utility staff. The Board shall determine the level of staffing, including full-time, part-time and temporary or seasonal employees. (Code of Ordinances, Chapter 23.)

Hours of Work

The work period of all employees shall begin at 12:01 a.m. on Monday, and shall consist of seven (7) consecutive twenty-four (24) hour periods.

Work Day

The office staff and Utility maintenance employees' work day shall consist of an eight (8) hour day from 7:30 a.m. to 4:00 p.m. with an unpaid one-half hour lunchtime. There shall be two (2) paid ten (10) minute breaks for all employees each work day.

From time to time, employees may be tasked by the City to assist other governmental entities in special and/or emergency situations. Under such circumstances, normally the City will be reimbursed for all wages paid by the other governmental entity receiving the assistance.

Payment for Hours Worked

All employees will be paid their straight hourly rate for forty (40) hours or less per week. Any hours over forty (40) shall be paid at one and one-half (1 1/2) times their straight hourly rate.

Compensatory Time Off (Hourly)

Compensatory time off (comp time) is the substitution of time off in lieu of overtime pay. If an employee desires to receive comp time off, the employee shall make a request to the department head, who may approve both the accumulation of comp time and when the comp time is to be used. Comp time shall be accrued in hundredths of an hour and the accrued hours will be listed on the employee's payroll check stub. Comp time will be limited to forty (40) hours and will be used during the fiscal year in which it was accumulated. Unused comp time (i.e., the balance accrued up to forty (40) hours) will be paid out in the last pay period of the fiscal year.

Lineman Salary Steps

New London Municipal Utility shall pay the cost for employees to complete the Apprentice Lineman Program as set up by the Iowa Association of Municipal Utilities. Employees participating in the Apprentice Lineman Program shall receive a wage increase as outlined in the annual wage adoption resolution immediately following notification that they have completed the corresponding year of the program.

Residency and Response of Standby/On-Call Time Personnel

Because of the nature of the services provided by the Utility, it is necessary that qualified employees be available for after hours service work. Each such employee will be assigned, by the department head, primary and secondary standby periods. These periods will each be of one (1) week in length and be done on an alternating basis. For standby purposes, a week shall be defined as beginning at 7:30 a.m. Tuesday and ending at 8:00 a.m. on the following Tuesday. Employees qualified for standby/on-call time must live within thirty (30) minutes of the Utility plant according to Google Maps.

- a) The employee on primary standby shall remain within a response time of thirty (30) minutes from the time the call is received until the time the employee punches the time clock at the Utility plant. Employees are expected to abide by the 30-minute response time under normal driving conditions and while driving at the posted speed limit to ensure their safety.
EXAMPLE: The response time can be accurately tracked by phone records/time cards and by using Google Maps to determine if the employee was within range to safely respond within the 30-minute requirement.
- b) Employees on standby shall respond to all emergency calls immediately upon receiving the call.
- c) Employees on standby shall also record the water plant readings and do the daily tests each Saturday and Sunday and defined holidays as close to 8:30 a.m. as possible.
- d) Employees on secondary standby shall make sure that the primary standby employee knows their whereabouts if they are outside the 30-minute response time.
- e) Employees assigned to a standby period are solely responsible for that period.
- f) Trading of standby is allowed, but the department head must be notified.
- g) Trading is voluntary on the part of the employees not scheduled for standby.

- h) The employee on primary standby shall receive one (1) hour of regular pay for each day that he/she is on call. When called out, the employee will be a guaranteed a minimum of one (1) hour overtime.
- i) The employee on primary standby shall not consume, possess or be under the influence of alcohol or drugs (prescription or illegal) while on call.

Participation in Volunteer Fire and Rescue Services

The Utility, as a public employer, supports the concept of volunteerism and participation in such services. However, because of the nature of the Utility's business, some restrictions must be put in place. The Utility's business must take priority at all times. Some common sense should also be used in each situation.

- a) If an employee is the only person in his/her area of expertise that is at work when a fire or rescue call takes place, the employee must remain available for Utility work.
- b) If an employee's departure from work will cause lack of service or danger to any of the Utility's customers or other employees, the employee must stay at work until such condition is remedied.
- c) The Utility foreman shall have final say as to whether or not the employee is available to go, if the situation is questionable.
- d) Employees responding to a fire or rescue call are not required to clock out from their work as a Utility employee due to the urgent nature of the situation. If an employee responding to a call is gone for one (1) hour or less, the employee shall be paid for his/her absence at his/her regular hourly rate during normal work day hours. If the employee responding to the call is gone for any length of time beyond one (1) hour, the employee shall not be paid for the call starting with the time the employee left his/her work as a Utility employee to the time the employee reported back to his/her work as a Utility employee. The employee may use vacation, personal or comp time to make up for his/her absence.

Electric employees who are on primary standby should respond for the electric utility, as needed for fire calls in the Utility's service area, so they can disconnect and otherwise protect the electric system and to protect the firefighters and the public in the area.

Communications

All employees are required to remain in land or cell phone contact, both during working hours and while on standby. Use of radio equipment is subject to licensing by the Federal Communications Commission. Proper radio procedures and protocols

should be used, and profanity or vulgarity is not permitted. The frequencies that are utilized by the Utility are:

City of New London	154.965	to be used during everyday operations
Law Auxiliary	158.775	to be used when emergency help is needed after hours from law enforcement or other emergency help. This is a direct contact to the Sheriff's Office.

The Utility will provide a cell phone for the foreman to conduct Utility business.

Uniforms

Employees of the Utility are visible representatives in dealing with the customers and the public; they are expected to dress in an appropriate and presentable manner. Employees shall be provided seven 100% cotton yellow short-sleeved shirts, seven 100% cotton yellow long-sleeved shirts and two sweatshirts (black for the water employees and yellow flame resistant-FR for the electric employees) all embroidered with the Utility name. Employees will wear work boots at all times, except during meter reading when they may wear sneakers.

Employees will be provided with Class 3 Department of Transportation apparel which will be worn as required.

Electric employees should wear clothing made of 100% cotton and will be provided with two flame resistant (FR) shirts.

The Utility Board also reserves the right to give its employees a clothing allowance in the amount of \$315.00 per employee beginning July 1 of each year. Employees who start employment with the Utility after July 1 will receive a pro-rated clothing allowance for that year. The pro-rated amount will be based off the employee's start date, but will not be given to the employee until after the 90-day probationary period is complete.

Safety Glasses

Full-time personnel who have prescription glasses shall be provided up to \$300 every two years for prescription safety glasses

Cell Phone Reimbursement

Full-time employees and employees subject to standby/on-call time will be paid \$6.92 per week for the use of their personal cell phone. Cell phones will be used for contact during work hours, standby/on-call time and responding to work orders via email. Payment will be added to the employee's paycheck and is a taxable benefit.

The foreman will have a cell phone provide by the Utility and the foreman will be reimbursed \$17.31 per week for use of his/her personal cell phone.

Rest Time

After sixteen (16) hours of work in a twenty four (24) hour period, employees have the option to take up to eight (8) hours off or may be asked to take up to eight (8) hours off for rest time. If the eight (8) hours rest time falls during normal working hours, the employee will be paid for the rest time, otherwise it will not be paid.

EMPLOYEES GOVERNED BY H. J. NUGEN LIBRARY BOARD

Hours of Work

The work period of all employees shall begin at 12:01 a.m. on Monday, and shall consist of seven (7) consecutive twenty-four (24) hour periods.

Work Day

The work week for library employees will consist of forty (40) hours. The library is currently open forty-three (43) hours each week and employees' hours will vary during each work day to fit the library schedule.

Library Schedule

Monday	10:00 a.m. - 8:00 p.m.
Tuesday through Friday	10:00 a.m. - 6:00 p.m.
Wednesday	1:00 p.m. - 8:00 p.m.
Saturday	9:00 a.m. - 1:00 p.m.

Payment for Hours Worked

All employees will be paid their straight hourly rate for forty (40) hours or less per week. Hours worked by employees over forty (40) shall be paid at one and one-half (1 1/2) times their hourly rate.

Compensatory Time Off (Hourly Employees Only)

Compensatory time off (comp time) is the substitution of time off in lieu of overtime pay. If an employee desires to receive comp time off, the employee should make a request to the department head, who must approve both the accumulation of comp time and when the comp time is used. The Board may set limits on the total comp time that may be accumulated in a given year, in accordance with the Fair Labor Standards Act. If a cap is set by the Board and accrued comp time is to be lost if not

used during a given fiscal year, all unused compensatory time (i.e., the balance accrued up to forty (40) hours) will be paid out in the last pay period of the fiscal year.



H.J. Nugen Public Library
Board Meeting
Wednesday, August 8th, 2018 6:00 pm

Call to Order:

The meeting was called to order by Lynn Riley at 6:05 pm with the following present Tori Kenel, Lynn Riley, Tim Bell, Nancy McCleary, Chuck Noel, and Rhonda Mixon.

Open Forum:

Reading and Approval of Minutes:

Tim Bell moved the July minutes be approved as written. Tori Kenel seconded the motion. All present voted yes.

Treasurer's Report:

Nancy McCleary moved to accept the treasurer's report as submitted. Chuck Noel seconded the motion. All present voted yes.

Treasurer's Report:	Regular Checking	Money Market
Beginning Balance	\$12,499.59	\$8,599.12
Interest	5.77	5.68
	\$12,505.36	\$8,604.80
Add deposit	224.00	0.00
	\$12,729.36	\$8,604.80
Less expenditures	\$2,323.01	1,075.00
	\$10,406.35	\$7,529.80
transfer from Money Market	1,075.00	
	\$11,481.35	
Reserve bills	575.00	
Checkbook Balance 8-31-2018	\$10,906.35	

Bank
Statement Balance
8-31-2018 \$11,307.25

City Report
Budgeted FY 17
\$ 98,880.00

City Expenditures	
\$98,880.00	Beginning balance
7,005.32	less expenditures
\$91,874.68	Balance 7-31-2018

Librarian's Report: Librarian's reports were presented, approved and are appended.

Circulation for July
Petty cash summary, including video and Ramey Hall

- The summer reading program ended August 4. There were 206 participants registered, 143 returned their reading logs. There were 329,448 pages read, plus 29,805 minutes of reading recorded. The library held 14 programs over the course of the summer and 649 people attended those programs. The pizza party for those who returned their reading logs will be tomorrow night at 6 pm, we are expecting approximately 124 people.
- The library has participated with Wilbor then Bridges for 8 years, there has been a huge increase in numbers of e-books and downloadable audio books checked out.

Committee Reports:

- The hooks are installed on our backpack rack.

Old Business:

1. A new payment plan has been reached with Ryan Wellington, he will repay the library debt he owes \$100.00 a month until it is completed.

New Business:

1. ~~Chuck Noel moved to keep our current slate of officers for FY 2019. Tim Bell seconded the motion. All present voted yes.~~
2. Tori Kenel moved to adopt the employee handbook as revised. Chuck Noel seconded the motion. All present voted yes.
3. Tim Bell moved to approve the August bills for payment. Tori Kenel seconded the motion. All present voted yes.

Adjournment:

1. Tim Bell moved the meeting be adjourned. The meeting was adjourned at 6:35 pm.