

AGENDA
COUNCIL WORKSHOP
January 6, 2022
5:30 P.M.

- (1) Lake Cooper Hotel/Motel Tax Request.
- (2) Discussion on ARPA Funding Recommendation.
- (3) Discussion on Personnel Policy.
- (4) Review council meeting agenda.



TO: Mayor and Council
FROM: Cole S. O'Donnell
DATE: December 13, 2021
RE: ARPA Funding Recommendations

As part of the American Rescue Plan Act (ARPA), Keokuk will receive \$1,513,634 in aid to local governments. The funds are distributed over two years with half received August 6, 2021, and the other half to be received August 6, 2022. Funds must be expended by August 6, 2024. There are limits on what the funds can be used for. Infrastructure investments are limited to water, sewer, and broadband. Additional permitted uses are tied to lost city revenue, business recovery/development, tourism, and assistance to low and moderate income citizens.

The City Council created the ARPA Committee to review possible uses of these funds. The Committee is making the following recommendations:

- \$567,634 to the General Fund as revenue replacement. The Act provides for revenue replacement based upon a formula using revenue data from FY 19. The amount recommended is less than the maximum that could be used for revenue replacement and is being recommended to lessen the FY 22 shortfall.
- \$300,000 for dilapidated housing removal. This is permissible, provided that the target properties are within a low to moderate income section of the city.
- \$300,000 to provide financial incentives to potential developers of the City owned buildings on the 600 block of Main St. The use is permissible under business development.
- \$200,000 for housing rehabilitation loans or grants. SEIRPC could administer the loans/grants through existing programs.
- \$50,000 for the River Front Trail. As tourism is a allowed use and one purpose of the trail is to attract tourist, the allocation is permissible.
- \$32,000 to assist in paying past due garbage fees. Home owners who fall behind in their city utility bills can receive assistance from Community Action to pay the water and sewer portions of the bills. What is not covered in the garbage fees. The money would be transferred to Community Action for the purpose of paying the past due garbage fees.
- \$50,000 for repairs to the Verity Museum. Like the trail, this is a tourist attraction.
- \$10,000 for the Library Park. Tourism.
- \$4,000 to bat proof the Grand Theater. Tourism.



TO: Mayor and Council
FROM: Cole S. O'Donnell
DATE: January 3, 2022
RE: Personnel Policy

The proposed personnel policy is designed to incorporate all the different benefits and policies of very department. In order to do this, the main body will reference department specific differences in the appendices, certain departmental policies that could not be incorporated, or the respective collective bargaining agreement.

Two benefit changes are being proposed. The first is comp time for exempt employees. Our current policy allows exempt employees to accrue comp time though the City is not required to provide such. Effective with any exempt employee hired after September 1, 2021, said employee will not accrue comp time but will be given three extra personal days in lieu thereof. This change does not affect employees hired before September 1, 2021.

The second proposal is a change to the sick leave conversion policy. Our current policy is extremely rich for the following reasons:

- Employees can convert sick leave into vacation time.
- Due to the number of hours that can be accrued, the cash payout option can result in payments in tens of thousands.

When an employee elects to take the cash payout, there is a negative effect on the budget for any department and draws resources from other areas. This is difficult to budget for and there are no dedicated revenue sources that can be applied to the payments.

The proposed change would apply to any employee hired after December 1, 2021. As sick leave is intended to be used for medical related purposes, the policy is focused on converting sick leave into a savings bank to be used for premiums, copays, and coinsurance when the employee retires. Though, there is options for a cash payout, but a substantially reduced rate.

Under the revised policy, employees could convert sick leave as follows:

- Once the employee has reached the maximum accruable hours, biweekly accruals would be banked at one quarter (0.25) the accrued hours at the employee's hourly rate of pay.
- At retirement, the balance of the sick leave accrual would be converted into the savings bank at one quarter (0.25) the accrued hours at the employee's hourly rate of pay.
- Upon voluntary separation, non-retirement, an employee can choose to convert their accrued sick leave into the savings bank or a cash payment. The employee cannot bank any sick leave or receive cash payment unless they have served at least ten (10) continuous years with the city. The conversion rate for banking is still one quarter (0.25) of the accrued hours, but the number of hours that can be banked is based on years of service. Those rates are as follows:

Cole S. O'Donnell · City Administrator
501 Main St, Keokuk, IA 52632
(319)524-2050 x 2205 · codonnell@cityofkeokuk.org

- 10 years continuous employment 10% of total
- 15 years continuous employment 15% of total
- 20 years continuous employment 20% of total
- 25 years continuous employment 25% of total

- Hours bank in this manner will be held for the employee until they retire or reach age 65, whichever comes first.
- Cash payouts under voluntary separation follow the same conversion rates based on continuous employment but the conversion rate is twelve- and one-half percent (12.5%) of the accrued hours rather than one quarter of the accrued hours.

Once the employee retires, the banked hours can be used for the following:

- Premiums for health, dental, or vision insurance for the employee or employee's spouse.
- Co-insurance or co-pays for health, dental, or vision insurance for the employee or employee's spouse.
- Deductibles for health, dental, or vision insurance for the employee or employee's spouse.

For hours that are banked, the city can use the employee benefits levy to recover costs. This is allowed due to the benefit being tied to medical insurance costs versus cash payouts that must be considered salary. With a diminished cash payout, as compared to our current plans, the employees are better off banking the hours, which is better for our operational budgets.

I have attached a spreadsheet that shows the difference between the current conversion and cash payout policies and the proposed. You will see that the differences are substantial while still providing a decent health savings bank for the employee.

One addition was proposed during the Committee's discussion. As part of parental leave for the birth of a child, adoption of a child, or foster family intake of a child the employee be granted additional paid leave. The rationale of the request is that younger, thereby, newer employees would more than likely be in any of the above situations and would not have had sufficient time to accrue sufficient leave to cover their entire time off.

Employee Sick Leave Conversion Policy

SECTION 1: Purpose- The purpose of this policy is to establish a sick leave conversion program for the employees of the City of Keokuk.

SECTION 2: Definitions:

Accruals: Allocations of converted sick leave to the benefit account.

Benefit Account: The accumulated converted sick leave for an individual employee as accounted for by the City Clerk.

City Clerk: The City Clerk for the City of Keokuk.

Continuous Employment: A single term of employment with the City of Keokuk with a single start and end date.

Conversion Rate: Specified amount at which an employee's accumulated sick leave will be allocated to the benefit account.

Employee: Any person employed by the City of Keokuk.

Retirement: Voluntary separation from employment where the employee elects to draw IPERS or MFPRSI benefits.

Sick Leave: Accrued leave by an employee for the purpose of paid time off for illness or medical related absences from work.

Voluntary Separation: Mutually agreed upon separation from employment other than retirement.

SECTION 3: Conversion of Sick Leave- Eligible sick leave for employees will be converted into a benefit account for the purpose of paying medical related expenses after an employee's retirement.

SECTION 4: Conversion Rate- Sick leave will be converted into the benefit account at a rate of .25 hours for every eligible hour at the employee's current hourly rate of pay.

SECTION 5: Benefit Account- The City Clerk will maintain a benefit account for each eligible employee.

Said account will be maintained until the employee has expended all funds or until eligible recipients are deceased, which ever comes first.

SECTION 6: Accruals- Accruals to the benefit account can occur in two ways:

1. Retirement. At retirement, the total accrued sick leave of the employee will be converted into the benefit account at the conversion rate.
2. Maximum Sick Leave Accrual. When an employee reaches the maximum allowable accrued hours in sick leave any monthly accruals will be allocated to the benefit account at the conversion rate. Should at any time the total sick leave accrual of the employee become less than the maximum accrual then all conversion will cease until the maximum allowed sick leave is once again met.

SECTION 7: Benefits- Upon retirement the employee will receive reimbursement of the following expenses from the employee's benefit account:

- a. Premiums for health, dental, or vision insurance for the employee or employee's spouse.
- b. Co-insurance or co-pays for health, dental, or vision insurance for the employee or employee's spouse.
- c. Deductibles for health, dental, or vision insurance for the employee or employee's spouse.

SECTION 8: Duration of Benefits- Eligible employees will continue to receive benefits until all funds are expended from the employee's benefit account.

SECTION 9: Distribution of Benefits- Benefits will be distributed to the employee upon submittal to the City Clerk of a billing, explanation of benefits (EOB), or a receipt for any of the qualifying expenses. Submittals are to be made in a timely fashion. Distributions to the employee will be made following the next regularly scheduled meeting of the Keokuk City Council after the date of submittal.

SECTION 10: Voluntary Separation- Upon voluntary separation of an employee the employee's accrued sick leave will be converted to the benefit account on the following basis:

10 years continuous employment	10% of total
15 years continuous employment	15% of total
20 years continuous employment	20% of total
25 years continuous employment	25% of total

- A. Benefit accounts for employees who voluntarily separate will be held until employee retires or reaches age 65, which ever comes first. Employee will then receive benefits in accordance with this policy.
- B. Employees who voluntarily separate employment from the City may choose to receive a cash payout of converted sick leave at one half (1/2) of the applicable conversion rate. Cash payouts are subject to all appropriate withholdings.

SECTION 11: Medicare Eligible Employee- An employee who at time of retirement is eligible to receive Medicare benefits may choose a cash payout of converted sick leave at one half (1/2) of the applicable conversion rate. Cash payouts are subject to all appropriate withholdings.

SECTION 12: Death of Employee- Should there be any balance remaining in the benefit account at the death of the employee, the spouse of the employee shall be allowed to choose one of the following:

- A. Continue receiving benefits until the balance of the benefit account has been exhausted.
- B. Receive the balance of the benefit account as a cash payment.

In the event the employee has no spouse the balance of the benefit account will be paid to the employee's estate.

SECTION 13: When Applicable- This policy shall apply to employees hired after December 1, 2021.

City of Keokuk, Iowa Employee Handbook

Last Updated July 1, 2020

TABLE OF CONTENTS

Welcome/At-Will Employment Statement.....	1
Definitions.....	2
Nondiscrimination.....	3
Harassment/Sexual Harassment.....	4
Retaliation.....	6
Complaint Procedure for Discrimination, Harassment and Retaliation.....	7
Investigation of Claims of Discrimination, Harassment and Retaliation	8
Americans with Disabilities Act Compliance.....	10
Light Duty.....	11
Family Medical Leave Act.....	13
Unpaid Leave.....	19
Medical Examinations	20
Conflict of Interest	21
Smoking.....	23
Recruitment.....	24
Employment Status	25
Exempt and Nonexempt Employees.....	26
Compensatory Time Off.....	27
Personnel Records.....	28
Nepotism.....	30
Residency Requirements.....	31
Work Schedules	32
Wages	33
On Call and On Call Overtime.....	34
Overtime	35
Longevity	36
Payroll Deductions.....	37
Direct Deposit.....	38
Immigration Reform Act.....	39
Background Checks	40
Licenses and Certifications.....	41
Insurance.....	42
Workers' Compensation	43
Vacation	44
Holidays	45
Sick Leave.....	46
Bereavement Leave.....	47
Military Leave.....	48
Jury Duty and Subpoenaed Leave.....	49
Voting Leave.....	50
Group Health Insurance	51
Benefits Continuation (COBRA).....	52
Pregnancy Leave.....	53
Performance Evaluations	54
Work Rules	55

Progressive Discipline	57
Complaint Procedure	58
Resignation	59
Final Pay	60
Abandonment of Job	61
Attendance	62
Dress Code	63
Telephone Calls	64
Inclement Weather and Emergency Closing.....	66
Drug-Free Workplace/Drug Testing	68
Outside Employment	74
Political Activity	75
Safety Standards.....	76
Hazardous Chemical Communication	77
Personal Property	78
Technology	79
Social Media Policy	81
Travel Expense Policy and Guidelines	85
Vehicles.....	89
Use of City Property and Equipment.....	91
Personal Data Changes	92
Bloodborne Pathogens	93
Office of the Ombudsman.....	94
Employee Acknowledgement of Receipt of Handbook.....	95
Appendix A – Employee Forms	96
Appendix B – Bloodborne Pathogens.....	105
Appendix C – Benefits and Leaves.....	115

WELCOME to the City of Keokuk, Iowa

At-Will Employment Statement

Purpose: This Employee Handbook provides the City of Keokuk, Iowa (also referred to throughout this Handbook as “City” and “Employer”) employees with an outline of the basic personnel policies, practices and procedures established to provide an efficient, equitable and functional system of personnel administration. This Employee Handbook (“Handbook”) has been prepared to make employees aware of what to expect in the way of privileges and benefits.

No policies in this Handbook shall supersede any provisions of state or federal law. If any policy in this Handbook conflicts with state or federal law, only that policy shall be void. No policies in this Handbook shall supersede a collective bargaining agreement entered into by the City. If this Handbook and the collective bargaining agreement conflict, the collective bargaining agreement provision shall govern with respect to Union employees.

The use of masculine or feminine gender in references or title shall be considered to include both genders and is not a sex limitation.

Not all policies and regulations or details concerning policies and regulations can be covered in this Handbook. For example, some policies and benefits described in this Handbook, such as the group health insurance plan, are covered in greater detail in official policy documents from the insurance carrier. Employees should refer to those documents or contact their Supervisor for more information regarding any employment policy.

DISCLAIMER

This Handbook is provided for informational purposes only. The policies, procedures, benefits and plans described in the Handbook may be revised by the City without prior notice. The City retains the exclusive right to revise the Handbook at any time. When changes are made, you will receive an official supplement or a new Handbook. Any promises, representations or actions by a City official or employee that are contrary to this Handbook are not the official policy of the City and are of no force or effect.

This Handbook is neither a contract of employment nor a legal document. This Handbook is not intended to create any contractual rights in favor of the employee or the City. This Handbook is not to be construed as an employment contract or as a promise that the employee will be employed for any specified period of time. Employment can be terminated at any time at the will of either the employee or the City. Nothing in this Handbook changes the at-will nature of the employee’s employment with the City.

This Handbook does not create or expand any state or federal legal liability imposed on the City.

It is the responsibility of employees who receive this Handbook to read and comply with the policies in this Handbook and any future revisions made to this Handbook.

All sections of this Handbook shall apply to all employees unless otherwise specified and shall not supersede any applicable section or clause of any approved collective bargaining agreement.

DEFINITIONS

CITY: City of Keokuk, Iowa.

COMPENSATION: The salary, wage, allowances and other forms of valuable consideration earned by or paid to any employees by reason of service in any position, which does not include allowances authorized and incurred incident to employment.

DISABLED PERSON/EMPLOYEE: Any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment or is regarded as having such an impairment, as defined by applicable state law.

LAYOFF: The involuntary, non-disciplinary separation of an employee from a position because of a reduction in force or funds.

LEAVE: An approved absence from work.

OVERTIME: Approved time worked by an employee in excess of forty (40) hours per week.

REGULAR FULL-TIME EMPLOYEE: An individual employed to work a full basic workweek of between thirty (30) and forty (40) hours and who receives the City's benefit package as set forth by the City Council.

REGULAR PART-TIME EMPLOYEE: An employee who works thirty-two (32) or fewer hours per week on a regular schedule and does not receive the City's benefit package as set forth by the City Council.

SEASONAL EMPLOYEE: An individual hired for a specific job for six (6) months or less either on a full-time or part-time basis and does not receive City benefits, unless such benefits are required to be provided by law.

SUSPENSION: The temporary separation of an employee for disciplinary purposes.

TEMPORARY EMPLOYEE: A person who is hired for a short period of time, not to exceed one (1) year. Such employees do not receive City benefits.

TERMINATION: The separation of an employee from employment with the City. Either the City or the employee can terminate the employee's employment.

NONDISCRIMINATION

The City will not tolerate discrimination by or against any employee on the basis of any protected class of employees protected by local, state or federal law, including, but not limited to, age, race, creed, color, sex, national origin, religion, disability, sexual orientation, gender, pregnancy, genetic information, or any other characteristic protected by law. All decisions regarding hiring, recruitment, examination and selection procedures, training, promotion, salaries and wages, demotions, discipline, terminations, layoffs and recalls shall be performed without regard to any protected class status. Employees of the City shall be free to join or refrain from joining any employee union or association. The City will not tolerate retaliation against any employee who, in good faith, reports discrimination or in good faith participates in an investigation regarding discrimination.

The City will not tolerate discrimination in any form. Any employee who is experiencing or is observing discrimination by anyone, including Supervisors, Department Heads, co-workers or visitors to the workplace, should immediately report the discrimination to his/her immediate Supervisor or the City Administrator using the complaint procedure in this Handbook.

Through this policy, the City is affirming its commitment to create a work environment for all employees that is free of any form of discrimination or retaliation.

HARASSMENT/SEXUAL HARASSMENT

Harassment, retaliation, coercion, interference or intimidation of any employee because of that employee's race, religion, creed, color, sex, gender, gender identity, sexual orientation, pregnancy, age, national origin, disability, genetic information, or any other characteristic protected by local, state or federal law ("harassing conduct"), is illegal and is strictly forbidden. Harassing conduct in the workplace includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts or words; and written or printed material that denigrates or shows hostility toward an individual or group made or posted in the workplace or in the course of employment for the City. Such harassing conduct is a prohibited form of discrimination under state and federal employment laws and is also considered misconduct subject to disciplinary action.

The City will not tolerate harassment against any employee. The City will not tolerate retaliation against any employee who, in good faith, reports discrimination or in good faith participates in an investigation regarding discrimination.

If an employee believes that he/she is subject to harassment or retaliation, the employee should use the complaint procedure outlined in the City's policy found in this Handbook.

This policy also includes sexual harassment, a form of harassment. Sexual harassment is illegal discrimination on the basis of sex. It can consist of unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual or harassing nature by supervisors, managers, co-workers or others in the workplace. Sexual harassment exists when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the employee's employment;
2. Submission to or rejection of the conduct is used as the basis for decisions affecting the employee's employment; 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. Nonverbal 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 the employee's job or receive some job-related benefit; or
5. Retaliation for reporting or threatening to report harassment.

It is the policy of the City that all employees are responsible for maintaining a workplace free from sexual harassment. Submission to sexual harassment shall not be a condition of employment or

advancement with the City. The City strongly disapproves of offensive or inappropriate sexual behavior in the workplace, and all employees must avoid any conduct which could be viewed as sexual harassment.

The City will not tolerate harassment in any form. Any employee who is experiencing or is observing harassment by anyone, including Supervisors, Department Heads, co-workers or visitors to the workplace, should immediately report the harassment to his/her immediate Supervisor or the City Administrator using the complaint procedure found in this Handbook.

RETALIATION

Employees who make good faith claims of discrimination or harassment shall not be subjected to retaliation. Witnesses who, in good faith, participate in any investigation regarding discrimination or harassment shall not be subjected to retaliation. Retaliation is punishing an employee by demoting them, terminating them or changing his/her work conditions in a material way. The City shall not tolerate retaliation. If an employee believes that he/she is subject to retaliation, the employee should use the complaint procedure outlined in the City's policy in this Handbook.

Investigation of a complaint normally will include interviewing the parties involved and any named or apparent witnesses. All employees are expected to cooperate with an investigation. All employees shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint under this policy, participating in an investigation or filing a complaint with a state or federal agency.

Any employee determined after investigation to have retaliated against another employee will be subject to appropriate disciplinary procedures depending upon the severity of the behavior, up to and including termination.

COMPLAINT PROCEDURE FOR CLAIMS OF DISCRIMINATION, HARASSMENT AND RETALIATION

Any employee who feels he/she is being subjected to unlawful discrimination, harassment and/or retaliation should immediately contact one of the persons listed below with whom the employee feels the most comfortable. Complaints may be made orally or in writing to:

- (a) Employee's Supervisor
- (b) City Administrator

The employee should be prepared to provide the following information:

- (a) Employee's name, department and position title.
- (b) Name of the person or persons committing the unlawful conduct.
- (c) Date(s) and approximate time(s) of the unlawful conduct.
- (d) The specific nature of the unlawful conduct, how long it has gone on and any employment action (demotion, failure to promote, termination, refusal to hire, transfer, etc.) taken against the employee as a result of the harassment, or any other threats made against him/her as a result of the harassment.
- (e) Witnesses to the unlawful conduct, if any.
- (f) Whether the employee has previously reported such unlawful conduct and, if so, when and to whom.

After receiving a complaint about unlawful discrimination, harassment and/or retaliation, the person receiving the complaint shall document the complaint in writing. The employee shall sign the written complaint, attesting to the accuracy and truthfulness of the incident. All information disclosed in the complaint procedure will be held and will be disclosed only on a need-to-know basis in order to investigate and resolve the matter.

INVESTIGATION OF CLAIMS OF DISCRIMINATION, HARASSMENT AND RETALIATION

It is the City Administrator's responsibility to coordinate the investigation of unlawful discrimination, harassment and/or retaliation complaints. If the City Administrator is the subject of the complaint, the Mayor shall coordinate the investigation. The following procedures shall apply to the investigation of such complaints:

- (a) The person to whom the complaint is made shall immediately present it in writing to the City Administrator.
- (b) The City Administrator shall name an impartial investigator who shall promptly begin the investigation.
- (c) The investigator shall meet with the complainant and the respondent, as well as any witnesses who may assist in the investigation.
- (d) The investigator shall notify the respondent of the allegations against them unless immediate notification would jeopardize the investigation or result in a safety concern.
- (e) The respondent shall be given appropriate opportunity to refute the allegation and present information and/or witnesses on his/her behalf.
- (f) The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator by all persons interviewed about the unlawful conduct.
- (g) Based upon the investigative report, the City Administrator shall determine whether the respondent's conduct constituted unlawful discrimination, harassment and/or retaliation. In making that determination, the City Administrator shall look at the record as a whole and the totality of circumstances, including the nature of the conduct in question and the context in which the conduct, if any, occurred. The City Administrator shall use the preponderance of the evidence standard in determining whether the complaint about the unlawful conduct is substantiated or not substantiated.
- (h) If the City Administrator determines the complaint is substantiated, he/she shall determine the appropriate disciplinary measures depending upon the nature and severity of the behavior, up to and including termination of employment. The City Administrator shall take appropriate measures intended to not only discipline the offender, but which are reasonably calculated to prevent further discrimination, harassment or retaliation in the future.
- (i) This determination shall include whether a supervisory relationship exists, and any other factors the City Administrator believes relate to fair and efficient administration of the City, including the effect of the offense on employee morale, public perception of the offense, and the light in which it casts the City. Upon the conclusion of the investigation, the City Administrator shall notify the complainant and respondent of the determination (substantiated or not substantiated.) If any disciplinary measures are implemented, they are confidential personnel matters which shall not be disclosed to any employees. The City Administrator shall notify the complainant and respondent that retaliation will not be tolerated and that if the complainant experiences retaliatory conduct, he/she should report it to the City Administrator or complainant's Supervisor.
- (j) Upon the conclusion of the investigation, the City Administrator shall notify the witnesses that the matter has concluded, and that if they experience retaliatory conduct, to promptly report it to the City Administrator or their Supervisor.

- (k) If the City Administrator determines after reviewing the investigation report that the complainant did not make the complaint in good faith or otherwise falsified the complaint, the City Administrator shall determine the appropriate disciplinary measures depending upon the nature and severity of the behavior, up to and including termination of employment.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

If an applicant or employee has or believes he/she has a disability as defined by the Americans with Disabilities Act as Amended (ADAAA), and the disability requires a reasonable accommodation for the applicant or employee to perform his/her essential job functions, the applicant or employee should notify the City with that information. In compliance with the ADAAA, the City will engage in the interactive process with qualified applicants or employees with disabilities to determine if a reasonable accommodation exists that will allow the applicant/employee to perform his/her essential job functions. The City encourages applicants or employees to raise any issues implicating the ADAAA with his/her immediate Supervisor or the City Administrator. All information regarding employees' disabilities and/or medical information shall be kept in a separate confidential medical file for the employee.

LIGHT DUTY

DEFINITIONS

Light duty: Limited and/or modified duty assignments which excuse an employee from performing some or all of the essential job functions in his/he position or in another position for a temporary period of time in order to permit the employee to continue working and earning pay during his/her period of recovery/recuperation from a mental or physical impairment (including pregnancy and pregnancy or childbirth-related conditions).

Light duty shall not continue indefinitely. Light duty shall not be provided for permanent impairments which impact the employee's ability to perform some or all of the essential functions of his/her job. Instead, when an impairment becomes permanent, the City and employee shall discuss, through the interactive process, whether the employee's permanent impairment is a disability as defined by the Iowa Civil Rights Act or the Americans with Disabilities Act as amended and whether reasonable accommodations that do not present an undue burden can be implemented.

Non-work-related injury: A mental or physical injury or injuries that occur(s) off the job and which result(s) in temporary physical limitations/restrictions certified by the employee's health care provider that temporarily impact(s) the employee's ability to perform the essential functions of his/her position as set forth in the job description.

Temporary disability: A mental or physical impairment or impairments (including pregnancy and pregnancy or childbirth-related conditions) which result(s) in temporary physical limitations/restrictions certified by the employee's health care provider which temporarily impact(s) the employee's ability to perform the essential functions of his/her position as set forth in the job description.

Temporary: Lasting for a limited period of time. An interim measure, which is not permanent. However, this term will be defined on a case-by-case basis depending upon the availability of light duty, the anticipated length of time needed for the light duty and the creation of any undue burden on the City's operations and its employees.

POLICY

The City is committed to encouraging employees to return to work when their health care provider certifies that they are physically and mentally able to perform some or all of the essential job functions of their position or in another position. This permits the employee to continue working and earning pay; accruing benefits; avoiding loss of sick leave; and avoiding expiration of any applicable leaves of absence under the Handbook or the applicable collective bargaining agreement, or expiration of leave under the Family and Medical Leave Act ("FMLA").

Accordingly, if an employee with a temporary disability as defined above requests light duty and if light duty is available within the employee's limitations and restrictions certified by the employee's health care provider, the City shall offer temporary light duty to the employee.

Light duty shall extend only for the temporary period the light duty is available and the temporary period during which the employee's health care provider certifies the need. Light duty is not applicable to permanent impairments. (See definitions.) Employees shall remain in regular communication with the City regarding their status and need for light duty. Employees shall provide all health care provider status updates or changes to the City in writing.

All temporary light duty requests shall be made in writing, using the form below and attaching the employee's health care provider's written certification of the need for temporary light duty with an express and detailed explanation of the limitations/restrictions on employee's mental or physical abilities, and in relation to employee's essential job functions. Employees shall deliver the light duty request to their Supervisor with a copy to the Personnel Department. The City shall provide the written offer of light duty to the employee, the employee's Supervisor and the Personnel Department.

All materials related to requests for light duty, health care providers' written communications and the offer of light duty shall be kept in the employee's confidential medical file.

Light duty hours shall be paid strictly on the hours of work performed. Thus, for example, if an employee who normally works a twelve-hour shift begins working light duty for only eight (8) hours per day, pay will be reduced accordingly.

Light duty is limited to non-public safety positions only.

FAMILY MEDICAL LEAVE ACT

It is the City's policy to provide unpaid leave to eligible employees in accordance with the requirements of the federal Family and Medical Leave Act (FMLA). A general overview of FMLA leave is included below. Whether a situation is covered by the FMLA depends on whether the law's requirements have been met, not on whether an employee actually requests FMLA leave. The City will designate leave as FMLA leave if the employee is eligible for FMLA leave and if the law's other requirements are satisfied, even if the employee has not requested FMLA leave. If it is found that any provision of this policy conflicts with state or federal law, including federal FMLA law, the law shall supersede this policy. In all respects, leave of absence under this policy shall be administered and provided for in a manner consistent with the Family and Medical Leave Act of 1993 and its published regulations. Shannon Masterson is the City's Human Resource Specialist.

DEFINITIONS

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

“Parent” does not include parents-in-law.

“Serious health condition” means an illness, injury, impairment or physical or mental condition that involves:

- An overnight stay in a hospital, hospice or residential medical care facility;
- A period of incapacity that requires absence from work for more than three (3) consecutive calendar days AND involves either two (2) or more treatments by a health care provider, or at least one (1) treatment by a health care provider plus a regimen of continuing treatment;
- Any period of incapacity due to pregnancy or for prenatal care;
- A chronic serious health condition that results in periods of incapacity and sometimes requires treatment;
- Permanent or long-term conditions which require medical supervision; or
- Multiple treatments and recovery therefrom.

“Spouse” means a husband or wife in a marriage or in a common-law marriage. Spouse does not include an unmarried domestic partner.

The “12-month period” during which the leave entitlement occurs is designated as the 12-month period measured forward from the first date of the leave.

“Married Employees”: If an employee and his/her spouse are both employed by the City and are both eligible for family and medical leave, the employee and his/her spouse will be limited to a combined total of twelve (12) weeks of family and medical leave per year taken for any one or all of the following reasons: birth of a child or to care for the child after birth; placement of a child

with the employee for adoption or foster care, or to care for the child after placement; or to care for the employee's parent with a serious health condition. This limitation does not apply in cases of leave to care for the serious health condition of an employee's spouse or child, or because of an employee's own serious health condition.

CIRCUMSTANCES THAT QUALIFY

The Family and Medical Leave Act provides that eligible employees may take up to twelve (12) weeks of unpaid leave during a 12-month period for any of the following reasons:

- The birth of a child and to care for a newborn child within one (1) year of birth.
- The placement with the employee of a child for adoption or foster care and to bond with the newly-placed child within one (1) year of placement.
- A serious health condition that makes the employee unable to perform the functions of the employee's job.
- To care for an immediate family member (spouse, child or parent) with a serious health condition.
- Qualifying Exigency Leave: Eligible employees may take up to twelve (12) weeks of FMLA leave to handle exigencies related to a family member's active duty military service or call to active duty, which means leave to deal with child care, financial or legal arrangements due to deployment, leave to address issues arising from the death of the employee's covered service member or leave to spend time with a covered service member who is on short-term temporary rest and recuperation leave during deployment, among other things.
- Covered Service Member Family Leave: Eligible employees may take up to twenty-six (26) weeks of FMLA leave to care for a spouse, son, daughter, parent or next of kin who has a serious injury or illness incurred in the line of active duty in the United States Armed Forces.

EMPLOYEE ELIGIBILITY

Only eligible employees are entitled to take FMLA leave. To be eligible to take family medical leave, an employee must meet all of these criteria:

- Have worked for the City for twelve (12) months or more within the last seven (7) years (unless the break in service was due to an employee's fulfillment of military obligation or governed by a collective bargaining agreement or other written agreement);
- Have worked at least one thousand two hundred fifty (1,250) hours for the City during the 12-month period immediately before the date the FMLA leave is to start; and
- Be employed at a location where fifty (50) or more employees are employed by the City within seventy-five (75) miles of that location.

HOW AND WHEN LEAVE MAY BE TAKEN

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

Duration of FMLA: Eligible employees may receive up to twelve (12) weeks of FMLA within a rolling twelve-month period measuring backward from the date leave is requested. Spouses working for the City are entitled to a combined twelve (12) weeks in a twelve-month period unless the leave is for a serious health condition of either spouse. FMLA for the birth or placement of a child for adoption or foster care must be concluded within twelve (12) months of the birth or placement of the child.

Intermittent/Reduced Schedule FMLA: FMLA for a serious health condition of the employee or an immediate family member may be taken intermittently in increments as small as one-fourth (¼) hour or on a reduced schedule basis. Medical certification will be required providing the need for intermittent or reduced schedule leave. The employee shall attempt to schedule the employee's intermittent or reduced schedule leave so as to not disrupt City operations. In the event of a reassignment, the employee's pay and benefits during this time will be equivalent to the employee's current pay and benefits.

Employees shall not work another job while on FMLA leave.

CERTIFICATION

Any leave for a serious health condition, whether for the employee or for the employee's child, spouse, parent or covered service member, will require medical certification. Medical certification forms are available from the Human Resource Specialist. The City may request a second or third opinion of a medical certification at the City's expense. Periodic re-certification at the City's expense may also be required. Medical certifications, if requested, must be provided within fifteen (15) calendar days of the request, unless special permission is received from the Human Resource Specialist.

Employees will be required to periodically check in with the Human Resource Specialist during their leave to keep the City apprised of their status and intent to return to work. Confidentiality regarding the request will be maintained except for return-to-work information or required information to ensure safety. FMLA files are considered medical records and will be kept separate from the personnel file. Certification will include the date of onset, the probable duration, type of treatment and other appropriate medical facts concerning the condition. If an employee is seeking leave for his/her own health condition, the certification must also state that the employee is unable to perform the essential functions of his/her position. For leave to care for a family member, the certification must state that the employee is needed to care for the family member and an estimate of the amount of leave time the employee will need. Other certification requirements apply in the case of intermittent or reduced schedule leave.

Employees shall be required to complete all necessary Family and Medical Leave Act documentation within the timelines provided under the law prior to any leave being approved as family and medical leave. All documentations and forms shall be available from the Human Resource Specialist. If the employee fails to complete and return all necessary Family and Medical Leave Act documentation and the leave is such that would be covered as approved family and medical leave, the City may designate the leave as approved family and medical leave.

The City reserves the right to require an employee to provide recertification for the need for leave, depending on the amount of leave required.

The City reserves the right to require a copy of the covered service member's active duty orders or other documentation issued by the military which indicate the service member is on active duty or called to active duty status and the dates of the covered service member's active duty service. This information need only be provided to the City once.

NOTICE REQUIREMENTS

An employee requesting family and/or medical leave must give the City at least thirty (30) days' advance notice if the reason for the leave is foreseeable. If thirty (30) days' advance notice is not possible given the particular circumstances of the employee's request, the employee must notify the City as soon as is practicable – generally within one (1) or two (2) business days from the time the employee first learns of the need for leave. Employees must make a reasonable effort to schedule foreseeable or planned leaves of absence so they do not unduly disrupt the City's operations.

In those cases where the leave is foreseeable and the employee should provide thirty (30) days' advance notice and fails to do so, the employee shall provide a written explanation to the City why such notice was not practicable upon request from the City. Failure to provide notice when required may result in discipline to the employee.

If an employee returns from any period of absence which has not been designated as FMLA leave and the employee wishes to have the leave counted as FMLA leave, the employee must notify the Human Resource Specialist within two (2) business days of returning to work that the leave was for FMLA reasons. Failure to provide this notice to the Human Resource Specialist may prevent the employee from making any later request or claim that the absence should have been covered by FMLA. Upon notification of the request for retroactively applied FMLA leave, the Human Resource Specialist will evaluate the employee's request and, if necessary, provide the employee with the necessary Notices as required by law.

WAGES

FMLA Leave will be unpaid except as covered by any accrued sick leave, personal time, vacation time, holidays, compensatory time and disability or workers' compensation benefits, if applicable. An employee who has available paid time off, including sick leave, personal time, vacation time and holidays, will be required to use all appropriate paid leave in that order concurrently with his/her FMLA leave. The employee may also elect to use compensatory time to supplement any unpaid FMLA leave. If an employee wishes to use compensatory time to supplement unpaid leave, the employee must make that election to the City in writing. If an employee is on workers' compensation leave or disability leave for a condition qualifying as a serious health condition under the FMLA, the employee will be required to run FMLA leave concurrent to the workers' compensation/disability leave. When an employee is on workers' compensation or other disability leave and FMLA, if the employee wishes to supplement any reduction in pay with paid leave, the request shall be made to the Human Resource Specialist in writing. When an employee has exhausted all available paid leave, the remainder of any FMLA leave will be without pay.

CONTINUATION OF INSURANCE COVERAGE AND FRINGE BENEFITS

During the period of family and/or medical leave, the City will continue the employee's group health plan insurance at the same level and under the same conditions as if the employee had continued working with the City in his/her assigned position. Employees will be required to make arrangements with the City to pay their required shares of the cost of the health insurance premiums while on leave. If an employee does not return from FMLA leave, the City reserves the right, in its discretion, to recover the City's portion of the premiums it has paid to maintain the employee's health coverage.

All seniority rights to which an employee is entitled shall accumulate during FMLA leave provided the employee returns to work after the requested leave. Additional sick leave and vacation time shall accrue during the time the employee is on paid leave but will not accrue if on unpaid leave. Full-time employees on paid leave will receive holiday pay when a holiday occurs. Employees on unpaid leave will not receive holiday pay.

COORDINATION WITH OTHER FORMS OF LEAVE

FMLA leave is coordinated with other existing forms of leave as follows:

- If an employee's leave under Iowa's Workers' Compensation laws also qualifies for FMLA leave, the workers' compensation leave will run concurrent to the employee's FMLA entitlement.
- When FMLA leave is used for the employee's serious health condition that is covered by Iowa's Workers' Compensation laws, the employee may be entitled to paid leave under Iowa's Workers' Compensation laws. An employee will not be required to use any accrued paid leave provided by the City if the employee receives paid leave under Iowa's Workers' Compensation laws, however, the employee may elect to do so under the requirements of the Workers' Compensation policy in the Handbook.
- If an employee's use of pregnancy-related leave pursuant to Iowa Code Chapter 216 also qualifies for FMLA leave, the leave will be counted against the employee's entitlement for both purposes.

RETURN TO WORK AFTER FAMILY AND/OR MEDICAL LEAVE

An employee who qualifies for FMLA and has been unable to work due to a serious health condition must provide the City with a written release to return to work from a health care provider before returning to work. Failure to provide that certification will result in a delay of the restoration of the employee's job and may result in a denial of the restoration of the employee's job. If the employee can perform the essential functions of his/her job, the employee will be restored to his/her former position, if that position is vacant, or one with equivalent pay, benefits and conditions of employment provided the employee has complied with the requirements of this policy. If an employee's health care provider states that the employee may return to work, but that the employee has certain restrictions which limit the employee's ability to perform certain essential job functions, then such work restrictions shall be analyzed with respect to the essential functions in order to determine whether or not a reasonable accommodation is possible.

Any employee who decides, during the period of family and/or medical leave or following the completion of family and/or medical leave, that the employee will not return to work with the City, is asked to advise the City of this fact in writing immediately. If an employee fails to return to work after exhaustion of his/her twelve (12) weeks of FMLA leave, that employee's employment may be terminated.

TERMINATION OF FMLA LEAVE

An employee's FMLA leave and accompanying benefits will cease if any of the following occurs:

- The employee's employment with the City would have been terminated due to other factors, even if the employee had not taken FMLA leave.
- The employee informs the City of the employee's intent not to return from leave in writing.
- The employee fails to return from leave or continues on leave after exhausting the employee's FMLA leave entitlement.
- The employee fraudulently obtains FMLA leave.

OTHER PROVISIONS

Exempt Employees: Salaried executive, administrative and professional employees of covered employers, who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under the FLSA regulations, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exemption to the "salary basis" requirements for FLSA's exemption extends only to an eligible employee's use of FMLA leave.

Dishonesty: Any deliberate misrepresentation resulting in the misuse of FMLA leave will subject employees to disciplinary action.

Enforcement: It is unlawful for any employer to interfere with, restrain or deny the exercise of or the attempt to exercise any right provided by the FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice or because of involvement in any proceeding related to FMLA.

The Wage and Hour Division is responsible for administering and enforcing the FMLA for most employees. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress. If an employee believes that his/her rights under the FMLA have been violated, the employee may file a complaint with the Wage and Hour Division or file a private lawsuit against his/her employer in court.

For additional information, the employee should visit the Federal Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call the toll-free information and helpline, available 8 a.m. to 5 p.m. in the employee's time zone, 1-866-4-USWAGE (1-866-487-9243). This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

UNPAID LEAVE

Non-probationary employees shall be eligible for unpaid leaves of absence. An unpaid leave shall be allowed when (a) the employee seeks a leave of absence but does not have sufficient paid leave of Family Medical Leave Act (“FMLA”) leave to cover the entire absence or (b) an employee needs additional leave following his/her paid leave and does not qualify for FMLA.

However, in no case shall an employee be permitted to take a leave of absence (combined paid and unpaid) of greater than twelve (12) weeks within a twelve-month period unless (a) that employee has more than twelve (12) weeks of paid leave available for use (i.e., the entire leave of absence is taken on paid leave) or (b) the employee is entitled to additional leave as a reasonable accommodation under state and federal disability analysis.

An employee who fails to return to work at the end of an unpaid leave of absence shall be deemed to have voluntarily quit or, if applicable, voluntarily retired on the last day of work prior to the leave. Unpaid leaves of absence shall be granted for any purpose reasonable in the judgment of the City Administrator. A “reasonable purpose” may include, but is not limited to, an employee’s serious health condition or the serious health condition of an employee’s spouse, child or parent. At the request of the City Administrator, the employee shall provide medical documentation regarding the serious health condition for which he/she seeks an unpaid leave of absence and a doctor’s note requiring the leave of absence.

While an employee is on unpaid leave, the City shall continue to pay its portion of the employee’s health insurance premium. At least thirty (30) days prior to any unpaid leave of absence, or in cases where the unpaid leave of absence is unforeseeable as soon as practicable, the employee shall make arrangements with the City regarding how the employee will pay his/her portion of the health insurance premium. If an employee fails to pay his/her portion of the health insurance premium per arrangements made with the City, the City shall provide the employee with written notice that it intends to cancel the employee’s health insurance plan, and if the employee does not pay the premium within ten (10) days of the date on the written notice, the City shall be permitted to cancel the employee’s health insurance plan.

An employee shall continue to accrue seniority while on an unpaid leave as if he/she were working and not on unpaid leave but shall accrue no other benefits (i.e., sick leave, vacation leave, holiday pay, etc.) during the leave.

MEDICAL EXAMINATIONS

The City may require an applicant to submit to a job-related medical examination by a physician designated by the City and at the City's expense, or the prospective employee's physician at the prospective employee's expense if the employee requests to see his/her own physician. The medical examination shall occur after the applicant has been offered a position, but before the applicant starts work if the medical examination is required of all entering employees in the classification. The results of the examination will be kept in a confidential separate medical file.

Additionally, the City may require that an employee be examined by a qualified and licensed physician or other appropriate medical professional selected by the City if there is any question concerning an employee's fitness for duty or fitness to return to duty following a layoff or leave of absence. Following the examination, the employee shall provide a written statement from the physician indicating that the employee is capable of performing the essential functions of the employee's job, with or without reasonable accommodations, or is capable of performing the essential functions of another job which is open/available and for which the employee is qualified, with or without reasonable accommodations. The results of the examination will be kept in a confidential file separate from other employee records.

Fire and police policies may provide additional requirements related to employees' essential job functions for employees employed by those departments.

CONFLICT OF INTEREST

The City expects the primary interest of employees to be the people the City serves. A conflict of interest occurs when the interests of an employee or another outside party actually or potentially affect the City in a negative way.

ACTUAL AND POTENTIAL CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Activities that are inconsistent, incompatible or in conflict with City employment include, but are not limited to:

- (a) Any employment activity or enterprise which involves the use of the City's time, facilities, equipment or supplies, prestige or influence of a City office or equipment to give the employee or the employee's immediate family members an advantage or pecuniary benefit that is not available to other similarly situated members or classes or members of the general public.
- (b) Any employment or activity that involves the receipt of, promise of or acceptance of money or other consideration by the employee or a member of the employee's immediate family from anyone other than the City for the performance of any act that the person would be required or expected to perform as part of the person's regular duties during the hours during which the person performs service or work for the City.

No City employee shall, directly or indirectly, control, inspect, review, audit or enforce the responsibility of his/her office in any activity or enterprise in which he/she, or his/her immediate family or his/her partner or an organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected.

No City employee or officer shall accept any consideration given to influence him/her in the performance of his/her duty.

Employees may have outside business interests and outside employment so long as these do not interfere with job performance. Employees may not earn profit from outside employment or business interests which directly results from affiliation with the City.

GIFTS, GRATUITIES

All employees shall comply with state law provisions involving conflict of interest. Employees shall not accept personal gifts offered to them because of their employment with the City, provided that this rule shall not apply to gifts of non-monetary value of less than \$3.00.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts or leases, it is imperative that they disclose to the City as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Failure to abide by this policy is considered very serious and will result in immediate disciplinary action up to and including termination.

SMOKING

In compliance with the Iowa Smoke Free Air Act, smoking is prohibited in all of the City's buildings or on any of the grounds surrounding the City's buildings, including entrances to the City's buildings and parking lots. Smoking is also prohibited in or on all vehicles or equipment owned, leased or provided by the City to employees for their use.

RECRUITMENT

The City fills job openings with qualified applicants. The following paragraphs summarize the major elements of the City's hiring policies for non-civil service positions. Hiring for civil service positions shall be governed by applicable section of the Keokuk Municipal Code, Code of Iowa, and departmental procedures.

- Job openings and position vacancies shall be posted on the City's website and advertised in appropriate medias, provided it has been six (6) months or more since the job opening or vacancy was last advertised. Each employee shall be selected by the City Administrator and confirmed by the Governing Body.
- Any honorably discharged veteran as defined in Iowa Code Chapter 35 and 35C is entitled to preference in appointment and employment over other applicants of no greater qualifications.
- All applicants for employment with the City shall file an application on a form provided by the City. Written statements or documentation, such as resumes, transcripts or letters of recommendation, may be attached, but the City shall not be responsible for the return of any attachments.
- The City relies upon the accuracy of information in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in the City's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. False, incorrect or incomplete information given on the application may be grounds for termination
- Qualified applicants will be interviewed by a hiring committee. Once the selection has been made; the salary range, starting date, benefits and personnel policies are reviewed with the employee.
- As the City deems necessary, the employment application process may include reference checks with previous employers or other relevant background information the City would require in the determination of the applicant's employment suitability.

EMPLOYMENT STATUS

Staff levels, classifications, job descriptions and salaries shall be determined by the City Council. Staff categories as established by the City are:

- Regular Full-Time Employees
- Regular Part-Time Employees
- Temporary Employees
- Introductory Employees
- Seasonal Employees

These categories are defined in the “Definitions” policy of this Handbook.

EXEMPT AND NONEXEMPT EMPLOYEES

Employee classifications are determined by the Fair Labor Standards Act. They are “exempt” and “nonexempt.”

- “Exempt employees” include those who are not subject to the overtime provisions defined by FLSA. Exempt employees are paid a set salary for any workweek in which they work any hours. While exempt employees do not receive overtime for hours worked over forty (40), in recognition of the extra hours exempt employees work over forty (40) hours per week, exempt employees are permitted twenty-four (24) hours per calendar year for personal time.
- “Nonexempt employees” must comply with the overtime provisions of FLSA, regardless of individual titles or duties. Any employee who does not meet the qualifications for exemption is included in the term “nonexempt.”

COMPENSATORY TIME OFF

The City recognizes that on occasion during the course of a pay period employees may accumulate pre-approved overtime. The City also recognizes that employees may have personal matters to attend to, therefore, with the approval of the Department Head nonexempt employees may convert overtime earned into compensatory time off under the following guidelines:

- Nonexempt employees shall be allowed to convert overtime hours worked into compensatory time off at a rate of time and a half (1½). An employee shall notify his/her Department Head of his/her desire to take overtime as compensatory time at such time when the overtime accrues.
- Employees are limited to converting a maximum number of hours into compensatory time and limits vary by department. See Appendix, Departmental Benefits.
- Compensatory time off shall be taken in no less than 4-hour increments.

Employees must be permitted to use compensatory time on the date requested unless doing so would unduly disrupt City operations. All scheduling of compensatory time off shall be at the discretion of the Department Head and/or the City Administrator. If an employee's employment is terminated while he/she has unused compensatory time, such compensatory time shall be paid to the employee upon termination.

Accrual and use of compensatory time varies by department. See applicable sections of Appendix C for specific compensatory policies.

PERSONNEL RECORDS

Personnel files are the property of the City. The City Administrator, or his/her designee, shall maintain personnel files in a secure location on each employee. These files contain job-related information, including performance appraisals, disciplinary records and some beneficiary designations. Any information contained in the files will be released only as required by law, if the employee makes a written request for the City to release the information, or to a Councilmember or Department Head in accordance with this policy. However, upon request from a member of the public, the City will release information relating to dates of employment, job description, salary and such other information as may be required pursuant to Iowa Code Chapter 22. The City will release any information relating to the results of federally required drug tests in accordance with the applicable law.

To assure that City records are current, employees should notify their Department Head whenever there are any changes in the employee's home address, telephone number, marital status, emergency contact, beneficiary designations and number of dependents. As stated in Section 91B.1 of the Iowa Code, an employee shall have access to and shall be permitted to obtain a copy of the employee's personnel file maintained by the City, including, but not limited to, performance evaluations, disciplinary records and other information concerning employer-employee relations.

However, an employee's access to a personnel file is subject to all of the following:

1. The City Administrator and employee shall agree on the time the employee may have access to the employee's personnel file, and a representative of the City may be present.
2. An employee shall not have access to employment references written for the employee.
3. The City may charge a reasonable fee for each page of a copy made for an employee of an item in the employee's personnel file. For purposes of this subsection, "reasonable fee" means an amount equivalent to the amount charged per page for copies made by a commercial copying business.

In the event the City Administrator is unavailable to respond to a request for access to personnel files and such unavailability to respond is reasonably anticipated to exist for forty-eight (48) hours or more, the City Clerk shall, consistent with the terms of this policy, have authority to take action in the place of the City Administrator. In the event the City Clerk shall take action in the place of the City Administrator pursuant to the terms of this policy, the City Clerk shall prepare a summary report to the City Administrator indicating who requested access to the personnel files and what files were provided pursuant to the request.

Department Heads may obtain information from the personnel files only on employees within their respective departments. The City Council may request personnel records be provided for review by the entire City Council without the consent of the employee when it is a business necessity and for legitimate employment-related reasons. Care shall be taken to protect the privacy rights of all persons mentioned in the records at any meeting, whether closed or public. Any Councilmember or Department Head seeking to review a confidential personnel record of a City employee shall provide reasonable prior written notice of the request to the City Administrator. Upon providing such notice to the City Administrator, the Councilmember or Department Head shall be permitted, during normal business hours, to review the confidential personnel records of the City employee listed on the written request. The City Administrator may be present during the review of personnel records and shall inventory the file prior to any authorized review of the file. Confidential personnel records or any portion of confidential personnel records shall not be removed from City Hall. Copies of confidential personnel records shall not be made by anyone, except for an employee obtaining information from his/her own file, or except for use by the City in a matter involving the employee. A record of the time and date of the authorized review of the confidential personnel file shall be maintained by the City Administrator.

NEPOTISM

It is the City's policy to avoid nepotism in the workplace. While this does not mean that relatives cannot work together at the City; it does mean that the City's policy is to be selective in the work assignments that relatives might receive and/or the positions they hold. Iowa Code Chapter 71 shall apply when appropriate. The following guidelines will govern these situations:

- No employee will be permitted to hire the employee's relative.
- When related persons work for the City, a relative may not supervise another relative.
- Related persons will not be involved in evaluating each other's job performance or in making recommendations for salary adjustments, promotions or other budget decisions.
- No City employee shall be required to terminate employment due to the election of a relative to an elected City office.

RESIDENCY REQUIREMENTS

All City employees are required to be residents of the State of Iowa at the time employment begins and shall remain residents of the State of Iowa while they are employed by the City.

No employee shall reside outside the city limits of the City of Keokuk, unless the place of residence is within ten (10) miles of the city limits as per an approved on-line mapping service such as, but not limited to, Google Maps or MapQuest, as determined by the Department Head. (Keokuk Municipal Code 2.96.050.)

This section shall not require an employee to move if the employee does not reside within the limits established by this section at the time this section becomes effective except that, should any such employee change his/her residence after the effective date of this section, the employee's new residence shall comply with the provisions of this section. Any newly hired employee who resides outside these limits at the time of hire shall, as a condition of continued employment, comply with this provision within six (6) months of hiring or within six (6) months of the completion of his/her probationary employment, if any, whichever event occurs last.

The word "reside" or words "place of residence" as used in this section mean that dwelling or a place where an employee actually lives and from which the employee will normally depart to travel to his/her place of employment within the City. A home, dwelling, apartment owned or rented by an employee but not actually occupied by an employee during his/her customary hours of sleep shall not be considered to be the employee's place of residence.

WORK SCHEDULES

Work schedules differ between the various departments. Department Heads shall establish guidelines for their departments. All employees are entitled to a 30-minute unpaid lunch break and two (2) paid 10-minute breaks; one in the morning and one in the afternoon. Such breaks shall be taken at times that are not disruptive to the City's work. All employees are required to show up for work on time. Employees who are unable to report to work will notify their Department Head at least fifteen (15) minutes before the start of their shift. Exempt employees may be required to work beyond the designated work schedule.

Flexible schedule: Some departments within the City may offer flexible schedules to accommodate employees' situations. The Department Head must be notified of such a request by the employee in writing. (See Appendix for form.) Every attempt will be made to accommodate the employee, but only if it does not have a negative impact on the overall operation or cause another employee hardship doing his/her job. If flex hours are granted, the employee must stick to these hours or lose the privilege.

In case of emergency work, no employee shall work a tour of duty in excess of sixteen (16) hours and shall not return to work earlier than four (4) hours after completing the first extended tour of duty.

WAGES

The determination of wages for City positions are the responsibility of the Department Heads and City Administrator. Salaries for each job title are commensurate with the nature of the position, taking into consideration the following:

- The diversity and complexity of duties.
- The amount of responsibility and judgment exercised.
- Location of position within the organizational chart.
- Qualifications required to perform the job.

Total compensation to employees includes salaries, fringe benefits and a vehicle and shall also be based on the following:

- Prevailing rates for similar work in other cities and private businesses.
- National, as well as local, salary patterns.
- Standards established by professional organizations.

Each employee's salary is reviewed annually. These reviews take into account the employee's performance, community conditions, comparison of similar positions and the City's financial position.

OVERTIME

OVERTIME All employees except full time police officers and exempt employees.

If an employee is classified as a nonexempt employee, the employee will receive compensation for overtime worked at the rate of time and one-half (1½) or compensatory time as described in this Handbook for each hour actually worked over forty (40) hours in the workweek. Employees are not permitted to work over forty (40) hours in any week unless they receive prior approval from their Department Head. Certain seasonal employees may be exempt from this provision pursuant to the FLSA. Only hours actually worked count as hours worked for purposes of calculating overtime. Bereavement Leave, Sick Leave, Vacation, Holidays and Compensatory Time are not counted as hours actually worked.

Non-police officer nonexempt employees working a regular shift during the holiday shall receive pay equal to two (2) times their rate of pay.

OVERTIME All full-time police officers except exempt employees.

If a police officer employee is classified as a nonexempt employee, the employee will receive compensation for overtime worked at the rate of time and one-half (1½) or compensatory time as described in this Handbook for each hour actually worked over one hundred seventy-one (171) hours in a 28-day period. Employees are not permitted to work over one hundred seventy-one (171) hours in a 28-day period unless they receive prior approval from their Department Head. Only hours actually worked count as hours worked for purposes of calculating overtime. Bereavement Leave, Sick Leave, Vacation, Holidays and Compensatory Time are not counted as hours actually worked.

Nonexempt police officer employees working a regularly scheduled shift during a holiday shall receive pay as prescribed in the collective bargaining agreement.

OVERTIME Court Appearance.

It is the policy of the City that certain employees may be required to appear in court or some other legal proceeding on behalf of the City during their off-duty time and compensation for that time will be in the form of additional pay.

1. A court appearance reimbursement shall be a minimum of two (2) hours of the requesting employee's regular rate of pay.
2. Any court appearance in which time is spent in excess of the minimum, as set out above, shall accrue at the requesting employee's regular rate of pay.

LONGEVITY

Employees shall receive longevity pay under the circumstances and in the amounts according to specific departmental schedules. See Appendix C. An employee's eligibility for longevity pay shall be calculated based on the employee's completed years of service as of the anniversary date of his/her employment with the City.

PAYROLL DEDUCTIONS

All required deductions, including those for state and federal taxes and all authorized voluntary deductions, including health and dental insurance contributions, will be automatically withheld from the employee's paycheck.

DIRECT DEPOSIT

Staff members are paid every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. The workweek begins at 12:00 A.M. Sunday and ends at 12:00 P.M. the following Saturday.

Employees will have pay directly deposited into their bank accounts, and they shall provide advance written authorization to the City. Employees who do this will receive an itemized statement of wages when the City makes a direct deposit. (See Appendix for form.)

IMMIGRATION REFORM ACT

To comply with the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990, and all subsequent amendments, the City requires all employees to present documented proof of identity and eligibility/authorization to work in the United States.

As a condition of employment, each new employee must properly complete, sign and date the first section of the Immigration and Naturalization Service Form I-9. Before commencing work, newly re-hired employees must also complete the form if the employee has not previously filed an I-9 with the City, or if his/her previous I-9 is more than three (3) years old or is no longer valid. At the time the form is completed, employees must show the original copies of two (2) forms of legal identification, such as a driver's license, Social Security card, birth certificate or an Immigration and Naturalization "green" card.

BACKGROUND CHECKS

The City does not have a policy of excluding all prospective employees with prior criminal histories, convictions or incarcerations. Decisions regarding each prospective employee will be made on an individual basis. Upon receiving confirmation that a prospective employee has been convicted of a crime or incarcerated, the City will consider several factors in determining whether the history precludes the prospective employee's employment with the City. These factors include:

- The length of time since the crime/conviction or sentence was completed: generally, a time period of less than seven (7) years will preclude a prospective employee from employment.
- The nature of the crime/conviction.
- The prospective employee's age at the time of the crime/conviction.
- The number of crimes/convictions (e.g., habitual offenders).
- How closely the crime/conviction relates to the prospective employee's anticipated job duties.
- The prospective volunteer's rehabilitative efforts since the crime/conviction.
- The prospective volunteer's record of performance since the crime/conviction.
- Any other mitigating factors identified or explained by the prospective volunteer.

If, based on the foregoing factors, the City determines that an offer of employment might be rescinded, the prospective employee will be afforded an opportunity to explain his/her criminal history and why it should not disqualify him/her from employment. Any disqualifications will be job-related and consistent with business necessity.

Although each decision will be made on an individualized basis, the following convictions normally will cause the City to assess a prospective employee's employability:

- Convictions pertaining to violent crimes, such as murder, sexual abuse, felony assault, violence involving minors or crimes involving weapons.
- Offenses resulting in a person being placed on the sex offender registry.
- Felony drug convictions.
- Felony or serious misdemeanor convictions relating to property crimes, including robbery, burglary, theft, embezzlement, forgery and arson.
- Driving records for anyone being considered for a driver role.

The foregoing list should not be considered all-inclusive. The City will review all prospective employee's criminal conviction and incarceration histories closely to evaluate the conviction's and/or incarceration's relatedness to a prospective volunteer's actual job position. The City will keep all information obtained about a prospective employee's criminal history, including convictions and incarcerations, confidential and will only use the information in the hiring process.

LICENSES AND CERTIFICATIONS

Employees whose job requires a professional license or certification must present documentation of their license or certification prior to employment. In some cases, employees may be required to obtain certification and will be given a window of opportunity to secure the certification. Employees must notify their Department Head of any changes in the status of their license or certification. If the City mandates staff to be licensed or certified, the City will assume the cost associated with that initial cost and the cost to maintain the certification or license. If an employee allows a license or certificate to lapse or no longer qualifies for such license or certification, the employee shall be disciplined up to and including termination of employment.

INSURANCE

HEALTH CARE AND DENTAL PLAN

A health care and dental plan for full-time employees and their dependents is available to such employees at their start of employment or thereafter anytime the employee has a change in his/her family situation or during each renewal period.

The following is a more detailed description of coverage.

- Dependents are defined by the City's policy and state and federal law.
- Regular part-time employees and their dependents can be eligible for insurance if the City wishes to offer this as part of an employment agreement.
- If an employee does not have a dependent at the time of enrollment in the plan, but later acquires a dependent, this person becomes eligible to participate in the plan on the date that he/she becomes the employee's dependent. The employee has thirty (30) days to register the dependent automatically.
- The cost of coverage will be determined by the City Council. All employees' contributions will be deducted automatically through each employee's payroll.
- Employees who have been enrolled in the City plan for at least six (6) months and whose coverage would have otherwise terminated because of layoff or approved leave of absence shall have the right to continue his/her coverage at his/her own expense.

LIFE INSURANCE

Term life insurance is provided to all full-time IPERS covered employees in the amount of \$20,000.00. MFPRSI full-time employees shall be covered in the amount of \$40,000.

WORKERS' COMPENSATION

Employees employees, are protected under the state workers' compensation law against loss of income due to injury or death that occurs during work activities. Employees may be eligible to receive benefits for injuries arising out of and in the course of employment pursuant to the Iowa Workers' Compensation Act. The City pays the entire cost of the workers' compensation insurance premium. Employees must report all job-related accidents, injuries and illness immediately after experiencing a symptom. The insurance carrier will determine the benefits, if any, the employee deserves.

- **REPORTING:** Any employee injured on the job will report the injury immediately, (no later than twenty-four (24) hours), to his/her Department Head, regardless of whether the injury is minor or of no apparent significance. If an employee fails to report such injury, he/she shall be disciplined accordingly.
- **INCIDENT REPORT:** An incident report will be completed promptly by the Department Head to ensure documentation and expedite compensation.

Failure to report an injury could result in the employee not being covered under workers' compensation. (See Appendix for form.)

The City will designate the care provider the employee is to use for all workers' compensation injuries. If an employee chooses to see his/her own treatment provider, workers' compensation benefits may not cover such care and/or treatment.

Any employee injured on the job shall be eligible, upon written request, to use accumulated sick or vacation leave during the waiting period (first three (3) calendar days) required by workers' compensation. Thereafter, an employee off duty may use accrued sick or vacation leave in an amount equal to the difference between the employee's regular take home pay and the workers' compensation benefits. This combination of pay shall not exceed the pay the employee would have received if he/she were on full duty. If an employee wishes to supplement his/her pay with sick and/or vacation leave, he/she must do so in writing.

VACATION

The City provides paid vacation for rest and relaxation which the City believes is important for employees' physical and mental health. Employees accrue vacation time based on years of experience. Vacation may not be taken within an employee's first year of employment. Employees begin earning vacation on their first date of employment and vacation will be credited and available for use in equal pay period increments (annual amount divided by twenty-six (26)). A day of vacation pay equals eight (8) hours and will be paid at the employee's regular straight-time rate of pay in effect for that employee immediately preceding the vacation. Full-time employees accrue vacation time according to specific departmental schedules. See Appendix C.

- When an employee takes a vacation, the days shall be subtracted from the accumulated earned vacation time. No employee may accumulate vacation in excess of thirty-nine (39) times the employee's accrual rate.
- Vacation requests should be made in advance, based upon departmental procedures, and submitted on a vacation leave form. (See Appendix for form). Requests are granted upon approval of the Department Head and subject to the needs of the department.
- Upon resignation or termination from City employment, an employee will be paid for all vacation time accrued.

Vacation time may be taken by the week, day or half-day.

HOLIDAYS

The following eleven (11) holidays will be observed by City employees. If the holiday falls on Saturday, it will be observed on the preceding Friday. If the holiday falls on Sunday, it will be observed on the following Monday.

Holidays include:

- New Year's Day
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

THIS LIST OF HOLIDAYS IS GENERAL. SOME DEPARTMENTS MAY HAVE DIFFERENT HOLIDAYS. SEE APPENDIX C FOR SPECIFIC DEPARTMENTAL HOLIDAYS.

Any employee with an unexcused absence on the last regular working day preceding such a holiday or on the next regular working day following such a holiday will forfeit his/her right for holiday payment.

Any employee who is asked to work and works on a holiday, except a floating holiday, and is eligible for overtime shall be paid a rate specific to their department. See Appendix C.

Whenever any of the holidays listed fall on Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays fall on Sunday, the following Monday shall be observed as the holiday.

For employees working a continuous shift, the above holidays shall be observed on their actual date.

Any employee will be granted an additional paid day of leave for any holiday which is observed during his/her vacation.

Upon resignation or termination from City employment, an employee will be paid for all accrued holidays.

SICK LEAVE

Sick leave provides time off with pay for periods of illness or incapacity resulting from injury or sickness according to the following:

- Sick leave accrual and maximum sick leave hours differ by department. See Appendix C for specific department accrual rates and maximums.
- New employees shall be advanced six (6) days of sick leave upon employment but shall not earn or accumulate additional sick leave until they have been employed for six (6) months, whereupon they shall earn and accumulate sick leave at a rate of four (4.0) hours per pay period.
- An employee on leave because of an occupational disability related to his/her employment may take sick leave allowance to which he/she is entitled, and the prorated amount will be added to the amount of disability workers' compensation which will result in an equivalent payment to the employee of a full salary for any particular period.
- An employee may take sick leave when he/she is medically unable to work. Up to (5) five days per year for care of spouse or child or for paternity leave are permitted. Employees may take sick leave for doctor and dental appointments when they cannot be scheduled during non-working hours.
- If an employee is absent from work for longer than three (3) days, the Department Head shall require a doctor's note to substantiate the illness or injury.
- If not otherwise specified by department rules, each employee is required to notify his/her Department Head at least fifteen (15) minutes prior to the start of each workday if the employee is unable to attend work that day. All Department Heads will report to the City Administrator, and the City Administrator will report to the Mayor.

(See Appendix for form.)

BEREAVEMENT LEAVE

See Appendix C for specific departmental allocations.

MILITARY LEAVE

The City will grant leaves of absence for military service to regular full-time and part-time employees in accordance with applicable state and federal law. A regular full-time or-part-time employee who is a member of the uniformed services, when ordered by proper authority to serve in the uniformed services, shall be granted leave for the period of service. This leave shall be without loss of pay for the first thirty (30) calendar days of the leave. Employees are entitled to one (1) period of paid leave for military service per fiscal year. Any amount of military leave taken during any part of an employee's scheduled workday, regardless of the number of hours taken, shall count as one (1) day toward the thirty (30) calendar days without loss of pay. Absences required for military service that exceed thirty (30) calendar days shall be granted in accordance with the City policies on PTO or unpaid leave, and with applicable state and federal law.

JURY DUTY AND SUBPOENAED LEAVE

If employees are called to serve on jury duty, they should notify their Department Head immediately. All regular employees will be on paid status while on jury duty.

Employees will be paid the difference between their regular salary and the amount received as jury pay (where applicable). A copy of the jury summons must be turned in to the employee's Department Head in order for the employee to receive pay.

If an employee is served with a subpoena requiring him/her to serve as a witness, that employee will be permitted time off to attend hearings/trial without loss of pay or threat of loss of pay or job. Subpoenaed employees will be paid the difference between their regular salary and the amount received as the witness fee (where applicable). Documentation of witness times and fees must be submitted to the employee's Department Head.

Upon verification from court personnel (i.e., letter from prosecutor/attorney, etc.), victims of a crime may submit a written request for "court attendance" to their Department Head. The request must be approved by the Department Head. Time off will be charged to accrued vacation time, or the employee may opt for time off without pay. Employees must provide verification of attendance from court personnel.

VOTING LEAVE

Employees are encouraged to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. However, if employees are unable to vote in an election during nonworking hours, they may be granted up to one-half hour of paid time off to vote.

Employees should request time off to vote from their Department Head at least one (1) day in advance of the election day. Advance notice is required so that necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

GROUP HEALTH INSURANCE

All eligible, full-time employees may participate in the City's group health insurance program thirty (30) days following the first of the month after first date of employment, except General Unit and Wastewater covered positions which are sixty (60) days following the first of the month after first date of employment. The cost to provide this benefit is paid by the City up to the level determined by the City Council, for individual and family coverage, not including partial self-fund coverage exposure payments. Eligible dependents of regular full-time employees may also participate in the City's group health insurance program. Coverage eligibility shall be subject to the terms and conditions of the insurance carrier selected by the City.

Employees shall be eligible for an employer-paid single policy in the Group Medical Insurance Program in effect at the time they take a normal retirement under the State of Iowa laws covering the pension and retirement plan which they are under. The Single Policy coverage will start the first day of retirement until Medicare eligibility. Employees may expand this coverage to other insurance levels as permitted by the City Administrator and law. If the cost of a single policy increases beyond the cost of a single policy at the time the employee retires, upon written notification from the City to the employee, the employee shall be responsible for the difference.

BENEFITS CONTINUATION **(COBRA)**

The City provides an eligible employee with a written description of his/her COBRA rights when the employee becomes eligible for coverage under the City's health insurance plan. Under COBRA, the employee or beneficiary pays the full cost of coverage at the City's group rate plan, plus an administration fee of two percent (2%) of the cost of the plan. (See Appendix for form.)

PREGNANCY LEAVE

An employee's pregnancy or related condition is a temporary disability. An employee who is disabled by a pregnancy shall be granted a leave of absence if the leave of absence is for the period that the employee is disabled because of the employee's pregnancy, childbirth or related medical conditions or for eight (8) weeks, whichever is less. The employee must provide timely notice of the period of leave requested. Before granting the leave of absence, the City may require that the employee's disability resulting from pregnancy be verified by medical certification stating that the employee is not able to reasonably perform the duties of employment.

An employee on an approved pregnancy or childbirth leave of absence may use accumulated sick leave and vacation leave during the leave, in that order. After accumulated sick and vacation leave has been used, the balance of the employee's absence shall be without pay. If an employee's leave is unpaid, the employee shall make arrangements with the City to pay the employee's portion of the employee's health insurance and dental insurance premiums.

PERFORMANCE EVALUATIONS

All employees may receive, at least once per year, a performance evaluation which will objectively assess their performance and accomplishments relative to the job description. Evaluations will occur during November of each year or as otherwise specified by department.

Standardized forms will be used to record all formal performance evaluations (see Appendix for form example) and all individuals supervising the employee being evaluated will contribute to the review. These records will be used to help determine salary reviews, advancements, transfers, layoffs and other personnel actions.

All employees must be given the opportunity to review and make copies of performance reviews. Employees are encouraged to include written comments on the review, if appropriate. Employees who disagree with evaluations are encouraged to discuss areas of disagreement with their Department Head. Employees must sign and date their appraisal after all comments have been noted.

Performance evaluations become a permanent part of the employee's personnel file. This information will be held in strict confidentiality and may only be released to a third party with the prior written approval of the employee.

WORK RULES

In order to maintain safe, efficient and harmonious operations, and to continue to provide the highest standard of public service, the City has adopted the following rules for its employees. Each rule reflects a common understanding of what behavior is acceptable in the workplace.

These rules are not exclusive, and discipline may be taken in other instances of misconduct. Certain departments may have additional rules and employees shall be presented those rules in conjunction with this handbook. The City can modify these rules as changing conditions warrant. The City may take whatever disciplinary action it deems appropriate in response to an offense, even if it is not included in the following list.

Employees must understand that any offense, whether or not it is included in these work rules, may result in disciplinary action up to and including discharge, without prior warning. Each case shall be considered on its own merits with due consideration to the nature of the offense, the cause, the background, the likelihood of repetition and the attitude of the offender.

While it is not possible to list all of the work rules, the following are examples of inappropriate, unacceptable conduct:

1. Unsatisfactory work performance.
2. Dishonesty or lying, including falsifying employment or other job-related records.
3. Violating the City's policy against workplace harassment, discrimination or retaliation of any kind.
4. Establishing an unacceptable pattern of tardiness or absenteeism. Absence without leave for a period of three (3) duty shifts shall be considered cause for automatic termination of employment and separation from City Service.
5. Unauthorized failure to return from a leave of absence.
6. Engaging in unauthorized use of City property, equipment or supplies, particularly for personal use.
7. Consuming, having unauthorized possession of, being under the influence of, or reporting to work intoxicated or under the influence of non-prescribed drugs, alcohol or other substances.
8. Illegally manufacturing, possessing, using, selling, distributing or transporting drugs.
9. Bringing, possessing or consuming alcoholic beverages to or in City workplaces or using alcoholic beverages while engaged in City business off of City premises.
10. Fighting or physically assaulting an individual or using obscene, abusive or threatening language.
11. Stealing, willfully destroying or unauthorized use or alteration of property of co-workers, customers, clients or the City.
12. Having unauthorized firearms, knives, explosives or other weapons on City premises or while on City business.
13. Disregarding smoking, safety or security regulations.
14. Engaging in insubordination or failing to cooperate with assigned employees, co-workers, supervisors or managers.

15. Failing to follow City job instructions or to perform work requested by a supervisor or manager.
16. Violating a City safety rule or practice or creating or contributing to unsafe, unhealthy or unsanitary conditions.
17. Failing to maintain confidentiality of City, client or customer information.
18. Failing to maintain necessary licenses and/or certifications.
19. Failing to maintain motor vehicle insurability, if required.
20. Unauthorized copying of City records.
21. Refusal to work without good reason when called in for emergency situations.
22. Sleeping, or giving the impression of sleeping, during work hours.
23. Failing to notify an employee's Supervisor in advance of an absence from work, including arriving late or leaving early.
24. Making untruthful or malicious statements about fellow employees.
25. Threatening, coercing or intimidating fellow employees or others.
26. Modifying another employee's timecard without authorization from the appropriate Supervisor or asking another employee to modify his/her own timecard.
27. Gambling on City property or on working time.
28. Soliciting monetary contributions or disturbing non-work materials without proper permission of the City Administrator.
29. Discourteous treatment of any kind to the public.
30. Failure to report an occupational injury.
31. Failure to keep necessary certifications and credentials.
32. Violation of any employee requirements in this Handbook.
33. Outside Employment. No employee may hold outside employment unless approved by the City Administrator.

PROGRESSIVE DISCIPLINE

It is the City's policy to follow a system of progressive disciplinary action as outlined below. However, a violation of a serious nature may be cause for stronger disciplinary action or immediate discharge, in the City's discretion. Situations the City believes will respond to corrective discipline will normally be handled as follows:

- a. Counseling:* The employee's Supervisor may give the employee a verbal warning.
- b. Written warning:* If the unsatisfactory conduct continues, the employee's Department Head may issue a written warning. The written warning will state the reasons for the warning and the consequences of continued action. The employee shall acknowledge receiving the written warning by his/her signature on the written warning. A copy shall be given to the employee and a copy shall be placed in the employee's personnel file.
- c. Suspension:* If sufficient improvement has not been made, or if the conduct continues, the employee may be suspended without pay. The suspension shall be documented and state the reasons for the suspension and the consequences of continued action. The employee shall acknowledge receiving documentation of the suspension by his/her signature on the documentation. A copy of the documentation shall be given to the employee and a copy shall be placed in the employee's personnel file.
- d. Termination:* If the conduct continues, the City may terminate the employment of the employee.

The City reserves the right to use whatever discipline it decides is appropriate in any situation, up to and including discharge, without regard to the progressive discipline guidelines explained above.

Employees are free to resign their employment with the City at any time and for any reason and the City retains the same right regarding termination of employment.

Certain departments may have additional discipline guidelines. Employees shall be given those guidelines in conjunction with this handbook.

COMPLAINT PROCEDURE

Any employee who has a complaint regarding his/her employment with the City shall follow the following complaint procedure. Note, complaints regarding discrimination, harassment and retaliation shall be handled following the procedure outlined in this Handbook.

An employee having a complaint should attempt to resolve the problem informally with his/her Department Head as soon as possible. If a solution cannot be reached, the employee may present a complaint, in writing,(see Appendix for form), to the City Administrator.

All complaints will be handled in a timely manner. As a goal, this City attempts to resolve a complaint within twenty (20) working days from the time of its initiation, however, more time may be necessary. The decision of the City Administrator regarding the complaint shall be final.

RESIGNATION

Employees who voluntarily resign from their positions at the City must give at least two (2) weeks' notice in writing to their immediate supervisor of their intent to resign. At the option of the City, such employees may be given two (2) weeks' pay and may be required to discontinue work immediately, in lieu of working during the two-week notice period.

FINAL PAY

Employees who leave the service of the City for any reason shall receive all pay which may be due them, with the following qualifications:

- a) Regular employees providing at least ten (10) working days' notice of voluntary resignation will be paid for all unused vacation days. Employees who leave before completing their first year of employment are not entitled to any accrued vacation and, therefore, shall not be paid for any unused vacation days.
- b) Regular employees who give fewer than ten (10) working days' notice of voluntary resignation or are involuntarily terminated shall not receive pay for their accrued vacation.
- c) Separation date for all employees is the last day of actual work or approved leave. Final pay received by an employee will not be construed to extend his/her employment with the City beyond the separation date.
- d) All City equipment shall be returned to the City on the date of the employee's termination of employment unless other arrangements are made with the City. Failure to return City issued keys, uniforms, material or other items or if these items are damaged shall result in an amount equal to their value being deducted from the employee's final paycheck.
- e) Employees will be advised of their rights under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). This act entitles employees and their dependents to continue their coverage under the City's health insurance plan at their own expense.

Any management employee who is terminated from the City for a reason other than for disciplinary or performance reasons is entitled to severance pay equal to one (1) month's pay for every one (1) year of service, up to a maximum of three (3) months' pay. To receive severance pay, the employee must have completed a minimum of twenty-three (23) months of service to the City.

ABANDONMENT OF JOB

Employees who miss work for three (3) consecutive days without notifying their Department Head or have three (3) consecutive days of unexcused absences, are considered to have abandoned their jobs and voluntarily resigned.

ATTENDANCE

The City relies on employees to report to work regularly and on time. If an employee is going to be late or absent, the employee must contact his/her Department Head as soon as possible but at least fifteen (15) minutes prior to the start of the employee's shift or as otherwise specified by department. If an employee has to leave early, the employee must obtain approval from his/her Department Head.

The City may take disciplinary action, up to and including termination of employment, where an employee fails to report to work timely or at all or leaves work without prior authorization. This policy shall not be construed to conflict with the Americans with Disabilities Act, the Family and Medical Leave Act (if applicable), the Iowa Civil Rights Act and other applicable federal and state laws.

DRESS CODE

As representatives of the City, employees are expected to exhibit a neat, well-groomed appearance. Some employees are issued uniforms and must wear the uniforms during work hours at all times. Radical departure from conventional dress or personal grooming is not permitted. The City will not be held liable for damage to clothing or accessories while an employee is on duty.

Employees in the General Unit shall be provided the following protective equipment: (1) the operator on the oil truck shall be furnished protective clothing to be determined by the City; (2) the sanitation department shall be provided with gloves; (3) the City will provide employees one (1) pair of non-prescription safety glasses each year and will contribute \$37.50 toward prescription safety glasses; and (4) employees whose duties require them to work outside shall be provided winter coveralls each year; (5) the City will provide \$120.00 toward the purchase of steel toed boots every two years.

Employees in the Water Pollution Control Unit shall be provided the following protective equipment: (1) rain gear; (2) rubber boots; (3) rubber gloves; (4) the City will provide employees one pair of non-prescription safety glasses each year and will contribute \$37.50 toward prescription safety glasses; (5) employees whose duties require them to work outside shall be provided winter coveralls each year; and (6) the City will provide \$120.00 toward the purchase of steel toed boots every two years. Employees in this unit who have successfully completed their probationary period shall be provided an annual uniform allowance in the amount of \$300.00, less taxes payable as soon as practical after July 1, of every year.

Employees provided clothing and/or uniforms by the City shall be reimbursed upon paid receipt and return of the damaged or worn-out clothing.

If the Department Head decides that an employee is in violation of the dress code, the employee will be asked to go home and change. The time required to do this is unpaid.

TELEPHONE CALLS

This policy is intended to establish guidelines for City employees who use City-owned telephones and who are issued City cellular phones regarding proper use of the cellular phones and their technologies.

Telephone or Personal Cellular Phone Usage:

- (a) Personal use of City-owned office telephones for long distance or toll calls is prohibited.
- (b) Employees may use City office telephones or their own personal cellular telephones during work hours to make local personal calls of a reasonable duration and frequency; when they do not interfere with the performance of the City's business; if it is not related to any illegal, discriminatory or harassing behavior or business as described in this Handbook; if it would not cause the City public embarrassment; and if it does not compromise City security or confidential information.
- (c) The City reserves the right, in its sole discretion, to define what is a reasonable or permissible personal use.
- (d) Families and friends should be encouraged to call employees only when urgent or necessary; and such calls must be kept to a minimum. Employees are requested to make personal calls, when necessary, during their breaks or meal periods.

City-Owned Cellular Phone Eligibility and Usage:

- (a) The City Council may assign City-owned cellular phones to employees or otherwise make a cellular phone available for use when a valid mission-related purpose exists.
- (b) Personnel to whom City-owned cellular telephones may be assigned include those persons whose duties require frequent mobility but who must remain readily accessible due to the specific nature of their duties, and those who must be available for emergency response or consultation after normal business hours.
- (c) The City Administrator shall evaluate the needs and requests of those personnel who will be utilizing the cellular telephones in selecting appropriate telephones and peripheral devices or accessories.
- (d) The City may opt to allow for a stipend for use of an employee's personal cellular phone in lieu of issuing a City-owned cellular phone.
- (e) The primary use of City-owned cellular phones is for official business. Limited and incidental personal use is allowable, as long as the employee's use does not go beyond the plan minutes allowed. Individual employees are subject to additional costs attributed to charges above the plan assigned to them. The following uses of cellular phones are prohibited:
 - 1) Offensive or harassing statements or language because of a person's protected class status as described in this Handbook.
 - 2) Use for commercial purposes or for personal profit.
 - 3) Anything that violates accepted ethical principles or any other use in conflict with the City's Personnel Policies and Guidelines.

- (f) The City-owned and issued cellular telephones are the property of the City. Employees are responsible for the care and use of the cellular phones. The City is not responsible for replacing cellular phones damaged by employee carelessness.
- (g) Employees have no reasonable expectation of privacy with regard to use of City-owned and issued cellular phones. The City may review the contents of these phones at any time and for any reason. Additionally, the content of these phones may be subject to public open records requests. Content includes, but is not limited to, call logs, text messages, email, browser history, application devices and other communications.
- (h) In the event any cellular phone or other related equipment is damaged in the course of business under reasonable circumstances, the item should be brought to the employee's Supervisor for direction as to contacting the vendor for repair or replacement.
- (i) Lost or stolen cellular equipment shall be immediately reported to the employee's Supervisor so the service may be cancelled; a timely police report should also be filed.

NOTE: Some departments may have additional guidance on use of cellular phones. Employees shall be given those guidelines in conjunction with this handbook.

INCLEMENT WEATHER AND EMERGENCY CLOSING

The Department Head or his/her designee may close facilities due to inclement weather or emergency on days other than regularly scheduled holidays. Should this occur, every attempt will be made to notify employees using a telephone and announcement over the local radio station.

The absence for full-time employees will be considered an excused absence and will not be charged to earned leave time. Should an emergency closing occur while an employee is already on earned leave time (i.e., sick, vacation, personal), he/she is not entitled to additional wages.

Employees who do not report for work because of the weather, in the absence of an official closing that day, will be charged one (1) day of vacation or personal leave time. If the employee has no vacation time or personal leave time available, the employee shall take the day unpaid.

DRUG-FREE WORKPLACE/DRUG TESTING

The City is committed to providing a safe and productive environment for those individuals employed by and the individuals affected by its operations through commitment to a drug-free workplace. It is well recognized that individuals who use illicit drugs or use 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 that it must take the necessary steps to ensure that 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 covers all City employees not otherwise affected by state or federal drug testing laws. This policy is applicable 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 where those laws conflict with this policy, those laws shall supersede such provisions of 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 the provisions of this policy. For purposes of DOT/FMCSA testing, the Public Works Director or his/her designee will serve as the City's designated representative (DER).

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. However, the City reserves the right to add or remove positions from its list of safety-sensitive positions at any time. This includes part-time safety-sensitive employees.

Reasonable Suspicion Drug and Alcohol Test: Drug or alcohol tests based upon evidence that an employee is using or has used alcohol or other drugs in violation of this written policy. Evidence in support of such a violation is drawn from specific objectives, 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 are not limited to, any of the following:

- Observations while at work, such as direct observation of alcohol or drug use or abuse, or physical symptoms or manifestations of being impaired due to alcohol or drug use as described in the educational materials provided to employees.
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- A credible source's report of alcohol use or the use of drugs. The City Administrator will have the final determination of who is a credible source.

- Evidence that an individual has tampered with any drug or alcohol test during the individual's employment with the City.
- 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 an accident that resulted in damage to property, including equipment, in an amount reasonably estimated at the time of the accident to exceed One Thousand Dollars (\$1,000.00).
- Evidence that an employee 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 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 0.04 or greater.

Illegal Drugs/Substances: Any substance that is illegal by law, 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 taken according to the prescription.

PROHIBITED ACTIVITY

No employee shall illegally use, sell, transfer, purchase or possess drugs, alcohol, controlled substances or drug paraphernalia, or any combination thereof, while in a City facility, vehicle, vessel or aircraft or while performing City business, including business conducted in the employee's own home.

No employee shall report for work while under the influence of illegal drugs or alcohol. Furthermore, no employee shall report to work within four (4) hours of consuming alcohol even if the employee does not believe he/she is under the influence of alcohol during that time. No employee shall use illegal drugs or consume alcohol while at work.

No employee shall use prescription drugs unless: (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 the essential duties of his/her job without endangering the public's, co-workers' or the employee's safety.

1. Any employee using properly prescribed drugs that may impair the employee or affect the employee's job performance shall notify his/her immediate Supervisor about the use of the drug. A drug may impair an employee or affect an employee's job performance if it may cause the employee dizziness or drowsiness or the employee or the employee's doctor believes the drug will impair the employee or affect the employee's job performance in some way.
2. If an employee is using a prescription drug and his/her doctor has advised him/her that the drug may adversely affect the employee's ability to perform the essential duties of his/her job, the employee shall advise his/her Supervisor of the adverse effects and the prescribed period of use.

3. Supervisors shall document this information through the use of an internal memorandum and maintain this memorandum in the medical file of the employee maintained by the Human Resource Specialist. See subsection G for information regarding the storage of drug test results and other medical information.
4. Any employee using properly prescribed prescription drugs must carry the medication in its original container and the container must be labeled with the employee's name, the name of the employee's doctor, the dosage and the name of the drug prescribed.

Any employee who unintentionally ingests or is made to ingest a controlled substance shall immediately report the incident to his/her Supervisor so that appropriate medical steps may be taken to ensure the employee's health and safety.

The City reserves the right to offer employees who violate this policy participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such a program is offered and accepted by the employee, he/she must satisfactorily participate in it as a condition of continued employment.

NOTIFICATION

The City will notify applicants of this drug and alcohol testing policy at the time of his/her first interview.

The City will provide all 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, drugs and alcohol to be tested, and drug and alcohol testing requirements.

All drug testing results and other confidential information will be kept confidential.

Each employee and applicant will sign a form acknowledging receipt of these materials.

For CDL Employees: The FMCSA Clearinghouse is an electronic database that will contain information about commercial motor vehicle drivers' drug and alcohol program violations. FMCSA regulations require employers to inform drivers and driver-applicants that the following information will be reported to the Clearinghouse (beginning 1/16/2020):

1. A verified positive, adulterated or substituted drug test result;
2. An alcohol confirmation test with a concentration of 0.04 or higher;
3. A refusal to submit to a drug or alcohol test required by FMCSA regulations;
4. An employer's report of actual knowledge of:
 - a. On duty alcohol use (see 49 CFR § 382.205);
 - b. Pre-duty alcohol use (see 49 CFR § 382.207);
 - c. Alcohol use following an accident (see 49 CFR § 382.209);
 - d. Controlled substance use (see 49 CFR § 382.213);
5. A substance abuse professional's report of the successful completion of the return-to-duty process;
6. A negative return-to-duty test; and

7. An employer's report of completion of follow-up testing.

TYPES OF DRUG TESTING

Prospective Employee Drug 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 date of 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.

Employee Drug Testing:

Post-Accident Testing: After an accident, testing shall be conducted on employees whose performance could have contributed to the accident if (1) it is required by state or federal law; or (2) reasonable suspicion exists.

Reasonable Suspicion Testing: When any Supervisor or manager 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 or manager shall require reasonable suspicion testing. If reasonable suspicion testing is required, the employee will not be permitted to drive to or from the testing or while at work 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, if necessary.

Random Testing: Because of the safety-sensitive nature of their employment, employees with safety-sensitive job duties may be required to take a drug test as a condition of continued employment in order to ascertain prohibited drug use, as provided below:

1. The City may conduct random drug and alcohol testing on safety-sensitive employees who are not covered by another drug/alcohol testing policy mandated by the state or federal government without individualized suspicion.
2. The selection of employees to be tested from the pool of employees subject to testing shall be done based on a computerized randomly generated selection process administered by a third-party, in which each member of the employee pool has an equal chance of selection.
3. All random drug testing will be uniform and unannounced.
4. The City Administrator will determine the frequency and timing of the random drug testing.

DRUG TESTING PROCEDURES

Drug and alcohol testing shall require the employee to present a reliable form of photo identification to the person collecting the sample. Drug testing will be conducted at a location designated by a Supervisor or the City Administrator. The City will designate the type of testing

to be performed on the sample collected. Drug and alcohol testing shall normally occur during or immediately before working hours begin or immediately after working hours. The time required for such testing shall be considered work time for the purpose of compensation and benefits.

The drug screening tests selected shall be capable of identifying every major drug likely to be abused including, but not limited to, marijuana, cocaine, heroin, amphetamine and barbiturates. Personnel utilized for testing will be certified as qualified to collect urine samples or adequately trained in the collection process. A specimen testing positive will undergo an additional test to confirm the initial result. Any employee who breaches the confidentiality of testing information shall be subject to discipline.

The City shall pay all testing costs for pre-employment, reasonable suspicion, regularly scheduled or follow-up drug or alcohol testing ordered by the City.

In conducting drug or alcohol testing pursuant to this policy, the laboratory, the Medical Review Officer and the City shall ensure, to the extent feasible, that the testing records maintained by the City show only such information required to confirm or rule out the presence of prohibited alcohol or drugs in the body.

POST-TESTING PROCEDURES

Employees having negative drug test results shall receive a memorandum stating that no illegal drugs were found. The employee may request a copy of the memorandum be placed in the employee's confidential medical file.

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 prior to returning to work. 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 upon the employee's return to work. All follow-up testing will be unannounced and without prior notice to the employee and will be at the employee's expense.

DRUG TEST RESULTS

All records pertaining to required drug tests shall remain confidential and shall not be provided to other employees or agencies, with the exception of the City Administrator and the employee's immediate Supervisor, without the written permission of the person whose records are sought. The City Administrator and employee's immediate Supervisor shall have access to the records for purposes of employment decisions. Computerized recordkeeping shall comply with this provision of the policy.

Drug test results and records shall be stored and securely retained for an indefinite period in a confidential employee medical file maintained by the City Clerk.

RESPONSIBILITY

It shall be the responsibility of the City Administrator to enforce this policy. Employees are expected to report any suspicious behavior or suspected drug abuse of an employee. It is the responsibility of each employee to abide by the procedures as outlined. Any employee refusing to submit to a drug test request made under this policy will be subject to discipline up to and including termination.

OUTSIDE EMPLOYMENT

Outside employment is defined as when a City employee holds a second job with another employer. Employees shall not engage in or accept outside employment or render services with a person, firm or corporation when such service or employment:

1. Is incompatible with the proper discharge of the duties and responsibilities of employment with the City, or would impair independence of judgment or actions in such employment; or
2. Involves such hours or work or physical effort that it would or could reasonably be expected to reduce the employee's quality or quantity of service to the City.

Occasionally, an employee may request to work part time, in addition to his/her regular job, in some other capacity at the City. Permission to do so will be given in accordance with this policy on outside employment. In such cases, the U.S. Department of Labor, Wage and Hour Division has established guidelines that require hourly employees to be paid overtime for hours worked in excess of forty (40) per week, as long as job responsibilities are similar.

EMPLOYMENT DISCLOSURE

Any employee who is engaged in or is planning to engage in outside employment shall request clearance from his/her Department Head as to whether such current and planned activities are prohibited. If they are not prohibited, the employee shall then complete an Outside Employment Request Form. (See Appendix for form.) The Department Head may require the employee to furnish such other information as may be appropriate in considering the clearance request. The Department Head may grant clearance only when he/she believes such activities would be consistent with this regulation. If clearance is not granted, the employee shall not commence or continue the outside employment or activity. If the Department Head elects to grant a clearance, it shall be issued in writing. Employees on medical or family leave are not eligible. The Department Head or City Administrator may revoke clearance of outside employment at any time if it violates this policy.

POLITICAL ACTIVITY

The City encourages employees as private citizens to take an active interest in government and to participate in political affairs. All employees have the right to express their opinions on political issues and candidates and are also encouraged to exercise these rights. However, such employee activity is subject to the following conditions:

1. Non-partisan position of this City: No action will be allowed by any person that infringes upon the right of any employee to decide which candidates or positions to support.
2. The City will not endorse or contribute to any political candidate, party or cause.
3. Individual actions: No employee is allowed to give the impression that any political action or position represents the City. All political activities are to be done as the actions of individuals, on their own personal time, without use of City property or facilities.
4. No employee is allowed, directly or indirectly, to coerce, attempt to coerce, command or advise any other employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purpose.
5. Employees seeking political office: Employees who wish to seek elective office should inform their Department Head or the City Administrator. The City grants unpaid personal leave to employees who are candidates of elective office. An employee is considered to be a candidate for elective office once all statutory requirements have been met to qualify as a candidate. Employees who are granted leave under this policy must comply with the City policy for unpaid personal leave in its entirety. An employee who is unsuccessful in his/her campaign shall be returned to his/her employment on the same terms and conditions of any other employee taking a leave of absence without pay. If an employee refuses to take an unpaid leave of absence, the employee may also terminate his/her employment with the City.
6. An employee of the City may not use his/her official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office. An employee of the City may not, directly or indirectly, coerce, attempt to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization or person for political purposes.
7. The purpose of this policy is to prevent and avoid the appearance of impropriety on the part of any City employee. City employees are neither appointed to, nor retained in, the City's service on the basis of their political affiliations or activities.

SAFETY STANDARDS

The City strives to ensure a safe workplace. It is the responsibility of each employee to adhere to the following:

- Work according to good safety practices as posted, instructed and discussed.
- Refrain from any unsafe act that might endanger oneself, the people the City serves or co-workers.
- Use all safety devices provided. Failure to comply could result in immediate termination.
- Report any unsafe situations or acts immediately to the Department Head.

First aid supplies are located at each facility. For purposes of workers' compensation, all injuries should be reported to a Department Head and an accident form filled out within twenty-four (24) hours and turned in at the City Clerk's office. (See Appendix for form, and City of Keokuk Safety & Health program.)

HAZARDOUS CHEMICAL COMMUNICATION

This policy is to ensure, under The Employee Right to Know law, that each employee or contractor who is employed by the City is aware of the hazardous chemicals used, stored or generated in any City facilities. It will be accomplished by the following:

1. Listing of all chemical products used or generated on City property.
2. Appropriate labels on containers of all chemical products.
3. Material safety data sheets (MSDS) will be available for all chemical products on City property.
4. Employees will be trained to recognize and interpret labels, warnings, color-coding, signs, etc. that are affixed to containers in order to properly protect themselves against potential hazards.
5. Employees will be trained to understand the elements of Material Safety Data Sheets (MSDS) and to recognize possible risks to health and physical harm so employees can properly protect themselves against potential hazards.
6. The written hazard communication in its entirety will be available upon request to employees, their designated representatives, and to local/state/federal officials who have proper authority.
7. In-depth safety policies and procedures are available to all employees and can be acquired from the City Clerk.

PERSONAL PROPERTY

Employees who bring personal belongings to work to decorate their workspaces and common areas, or to facilitate their work, must ensure that such items are prominently marked to prove ownership. The City is not responsible for loss or damage to or theft of employees' personal property.

TECHNOLOGY

INFORMATION TECHNOLOGY/PERSONAL USE POLICY

1. "Information Technology" means the City's computers, computer files, networks, Internet access and software which are furnished to employees.
2. This "Information Technology" is the City's property and is intended for conducting City business. However, employees may use the City's Information Technology for personal purposes, such as email or Internet surfing, only if it is of reasonable duration and frequency; does not interfere with the performance of the City's business; is not related to political or religious uses; does not cost the City additional expenses; is not related to any illegal, discriminatory or harassing behavior or business; would not cause the City public embarrassment; and does not compromise City security or confidential information. The City reserves the right, in its sole discretion, to define what is a reasonable or permissible personal use.
3. The City reserves the right, in its sole discretion, to block access to offensive, malicious and non-business web content or websites. The content of all communications created or disseminated through the use of any City Information Technology is the property of the City and shall comply with all policies. Employees should not access files or retrieve any stored information or communications without authorization. Employees should access those files only as necessary for the performance of their duties. Employees using the City's Information Technology shall not attempt to exceed the access rights granted by the City.
4. Excessive messages with little useful information for all employees slow down productivity and overburden the system. Any questions about whether one may circulate certain information to all employees shall be directed to the City Administrator before proceeding.
5. Employees shall not print, display, download or send offensive or harassing statements or language, including disparagement of others based on their protected class status.
6. Employees shall not print, display, download or send any sexually explicit or offensive messages, cartoons, jokes, drawings, photographs, animations or like material. If employees receive such items from another person, they are to immediately advise the sender that they are not permitted to receive such information

or items and that the sender is not to send such again. If the employee needs assistance in responding to such situations, the employee may contact the City Administrator or his/her Supervisor.

7. Employees shall not use the City's Information Technology for commercial purposes or for personal profit.
8. Employees shall not disseminate or print copyrighted materials in violation of copyright laws.
9. The installation of personal software onto City-owned Information Technology is prohibited. The copying of purchased or leased software, unless authorized by the software vendor, is prohibited. Additionally, sharing user identification and/or passwords for any City Information Technology is prohibited, unless directed by the City Clerk or Mayor for legitimate business reasons. Employees shall change their user passwords every ninety (90) days or as directed by their department head.
10. By opening email, sending or receiving information, using the voicemail system, logging on to the Internet or by using any of the City's Information Technology, employees agree and understand that this technology has been provided by the City at its own expense and that it is the City's property. It is another tool for employee use in business transactions or business communication.
11. All communications over and activity conducted on the City-owned Information Technology are the City's property. **Employees shall have no expectation of privacy when using City-owned Information Technology, even with respect to Information Technology where the employee has a personalized username and/or password.** Department Heads and the City Administrator may review, audit or download messages that employees send or receive, and may monitor employee Internet access. Additionally, all messages and data sent over City Information Technology may be subject to public open records requests or subpoenas.
12. Employees also may not interfere with or disrupt any City network or Internet users, services, programs or equipment. Disruptions include, but are not limited to, propagation of computer worms, viruses or other debilitating programs and using the City network to make unauthorized entry to any other machines accessible via the network or Internet. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
13. Each City employee is directly responsible for any and all activity that occurs on his/her computer or under his/her email name or Internet account. All employees are to lock their computers or shut them down after City hours.
14. Employees found to have violated this policy or to have engaged in illegal or unethical practices will be subject to disciplinary action in accordance with this Handbook.

SOCIAL MEDIA POLICY

DEFINITIONS

- Posting: Any writing, image, video, download, audio file and hyperlink to other websites, or media which is downloaded, referenced, inserted or placed upon any City social media site.
- Social media or site: Includes, but is not limited to, electronic communication through which users create online communities to share information, ideas, personal messages, photographs, videos and other content. Examples of the types of social networking sites covered by this policy include, but are not limited to: blogs, LinkedIn, Facebook, Google+, Twitter, YouTube, Instagram, Pinterest, Snapchat, Tik Tok, YikYak, photo and video sharing sites, micro-blogging, podcasts, wikis, news sites, as well as viewable comments posted on Internet sites. This policy is not meant to address only certain forms of social media, but rather social media in general as advances in technology will occur and new tools will emerge that are also expected to be used in accordance with this policy.

All City employees are expected to always use City computers, tablets, mobile phones, computer applications and programs, Internet resources and network communications in a responsible, professional, ethical and lawful manner. This includes use of all social media utilizing these devices. Employees should be aware that all content, including social media, on these devices is not private and the City could access any information saved to, accessed by, created on, transmitted on, downloaded to, exchanged over or discussed on these devices, including social media, at any time. Consequently, employees have no reasonable expectation of privacy when engaging in these activities and employees should use common sense in all communications, particularly on a website or social networking site accessible to anyone.

In addition, employees are expected to follow all other City policies with regard to their use of social media. Any employee who violates this policy may be subject to disciplinary action up to and including termination.

PROCEDURES

The procedures for using social media are presented in two categories: (1) City-sponsored sites used to provide citizens with official, accurate and unbiased information, and (2) procedures governing employees' conduct while on social media sites.

1. City-Sponsored Sites:
 - A. The City's social media are limited public forums. The sites are not an editorial page or blog for visitors, and they are subject to the commenting restrictions listed below in this policy. The City does not intend by its social media sites to create or allow the creation of an unlimited public forum for the public to post comments of any kind.
 - B. The establishment and use by any City department of City social media sites are subject to approval by the City Administrator. At the time such site is approved, the City Administrator must determine who will be responsible for

- developing this site, including establishing an administrative profile, designating who will have authority for speaking on behalf of the City and who will keep the site up to date, including answering questions in a timely manner.
- C. City social media accounts will only become affiliated with (i.e., “like,” “follow,” etc.) another social media page if it is related to official City business, services and events. The Mayor shall have the final determination if another social media page is related to official City business, services and events.
 - D. Wherever possible, City social media sites should link back to the official City website for forms, documents, online services and other information necessary to conduct business with the City.
 - E. The City Administrator or his/her designee will monitor the City’s social media accounts to ensure that the social media cites further the City’s policies, interests and goals.
 - F. Comments containing any of the following inappropriate forms of content will not be allowed on the City’s social media sites and are subject to removal by the City:
 - i. Comments unrelated to the original topic;
 - ii. Comments that are obscene, vulgar or profane;
 - iii. Content that promotes, fosters or perpetuates discrimination of any protected class under local, state or federal law (see Section J – 2);
 - iv. Defamatory or personal attacks;
 - v. Threats to any person or organization;
 - vi. Comments in support of, or in opposition to, any political campaigns or ballot measures;
 - vii. Solicitation of commerce, including, but not limited to, advertising of any business or product for sale;
 - viii. Conduct in violation of any federal, state or local law;
 - ix. Encouragement of illegal activity;
 - x. Information that may tend to compromise the safety or security of the public or public systems; or
 - xi. Content that violates a legal ownership interest, such as a copyright.
 - xii. Comments that are threatening in nature will be forwarded as appropriate to law enforcement.
 - G. The City reserves the right to restrict or remove any content that is deemed in violation of City policy, including this policy, or applicable law. Any content removed based on these guidelines must be retained by the City Administrator or his/her designee for a minimum of ninety (90) days, including the time, date and identity of the poster, when available.
 - H. Comments posted by the public on the City’s social media site express the opinions of the commentators or posters. Such comments do not necessarily reflect the opinions or policies of the City, and the publication of such comments does not imply endorsement or agreement by the City.
 - I. The City is not responsible for and has no control over the accuracy, subject matter, content, information or graphics when viewing links attached to its social media sites. The City also does not endorse any organizations sponsoring linked websites or the views or products they offer.

- J. The City is not liable for the content of postings by individuals employed by the City or third parties not affiliated with the City on any City social media sites.
- K. The City reserves the right to deny access to its social media site for any individual who violates the City's policies or the law, at any time and without prior notice. The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable local, state or federal law.
- L. The City's website at <https://www.cityofkeokuk.org> will remain the City's primary and predominant Internet presence.
- M. Employees representing the City via social media accounts must conduct themselves at all times as representatives of the City and must identify themselves as representatives of the City when doing so. Employees that fail to identify themselves and/or conduct themselves in an appropriate manner shall be subject to discipline up to and including termination.

2. Employees' Personal Use of Social Media:

- A. Employees should limit their use of social media during working hours or on equipment provide by the City unless such use is work-related or authorized by a Supervisor. Employees shall not use City-provided email addresses to register on social networks, blogs or other websites for personal use. Employees should note that this provision is not meant to prohibit employees from engaging in concerted protected activity where prohibited by law.
- B. An employee may not, unless expressly authorized in writing, make statements on behalf of the City on the employee's social media accounts. If an employee wishes to make a work-related statement on his/her social media, the employee should consider including a disclaimer indicating that the opinions are the employee's personal opinions not the opinion of the City.
- C. Employees shall not use City-provided email accounts to sign up for or access social media unless expressly authorized to do so by the employee's Supervisor.
- D. Employees shall have no expectation of privacy if they access their social media using City email, City networks, City servers, City devices and/or any other City resources when accessing social media.
- E. Employees shall not post, transmit or otherwise disseminate any information to which they have access as a result of their employment with the City unless expressly authorized. In addition, employees are expected to respect the privacy of their co-workers and citizens and must take steps to protect the privacy and confidentiality of others.
- F. Employees are not to use the City's intellectual property, such as trademarks, logos, letterhead, etc., when posting on social media or in any other actions, unless expressly authorized in writing. This includes posting pictures of the employee or others wearing City uniforms or other apparel bearing the City's name or logo.
- G. Employees are not allowed to use photographs or other depictions related to City business, including as discussed in the paragraph above, unless expressly authorized in writing. This includes, but is not limited to, posting, transmitting

and/or disseminating any photographs or videos of City training, activities or work-related assignments.

- H. Employees shall not post material that is abusive, obscene, libelous, threatening, profane or otherwise inappropriate about the City, its employees or its citizens.
- I. Employees shall not post material that may be construed to be discriminatory, harassing or retaliatory under local, state or federal law about the City, its employees or its citizens.
- J. Nothing in this policy is intended to infringe upon any employee's legitimate First Amendment rights and employees are free to express themselves as private citizens on social media sites. The intent of this policy is to prevent employees from engaging in unlawful speech, improperly impairing the working relationships of the City, impeding the performance of City duties and/or negatively affecting the public perception of the City. As public employees, employees are cautioned that speech made pursuant to an employee's official duties is not protected speech under the First Amendment and may form the basis for discipline.

The City's social media sites may be considered public records under Iowa Public Records laws. If requested, the City may be compelled to disclose public records to third party requestors. The City in its sole discretion shall determine whether postings on its social media websites are public records and whether exemptions from disclosure apply.

TRAVEL EXPENSE POLICY AND GUIDELINES

PURPOSE

To establish a standard procedure for handling payment of funds for City officials/employees who travel on City business.

POLICY

1. The City shall provide for travel and related expense incurred by employees/officials in connection with City business in such a manner that the individual will not suffer, nor gain, financially as a result of such travel or expense.
2. City VISA cards have been issued to certain employees/departments and should be used, when at all possible, for allowable travel expenses.
3. Each City traveler shall submit expense reports designating all expenses actually incurred and those requiring reimbursement under the established procedure.
4. The individual incurring the expense shall prepare all expense reports.
5. All expense reports and travel requests shall be approved by the Department Head and reviewed by the Finance Officer for conformance with policy.

TRAVEL REQUEST

City employees planning to travel outside of the following counties must submit a travel request to the Department Head:

- Iowa: Lee; Des Moines; Henry; Van Buren
- Illinois: Hancock; Adams
- Missouri: Clark

TRAVEL EXPENSE REPORTS

City employees shall submit to the Department Head a travel expense report on the original Travel Request and Expense Form within seven (7) working days upon returning from travel. All appropriate receipts shall be attached, including, but not limited to, registration fees, hotel/motel bills, receipts for meals and transportation tickets. All expenses must be detailed on the expense report section of the Travel Request and Expense Form. After review by the Department Head, the form will be forwarded to the Finance Officer.

AUTHORIZED TRAVEL EXPENSES

1. Transportation
 - (a) Inter-City Travel - (Mode of travel shall be up to the employee and as approved in the travel request.)
 - i. Air, Train, Bus - The cost of a round trip, coach ticket. A receipt must be provided. All air travel must be booked at the lowest fare to fit the needs of the traveler, with approval of the Department Head.
 - ii. Personal Vehicles - Use of private vehicles will be allowed when a City-owned vehicle is not available or when the traveler is to be accompanied by his/her children, and upon approval of the Department Head. Reimbursement for mileage allowance will be computed on the basis of the standard allowance accepted by the Internal Revenue Service, but in no instance will reimbursement exceed the cost of coach airfare. If more than one employee travels in the same vehicle, mileage will be paid only to the owner of the vehicle.
 - iii. City-Owned Vehicles - When travel is in City-owned vehicles, the cost of gasoline and oil will be allowed. Other expenditures related to automobile operations will be allowed when justified. Travelers using City-owned vehicles are expected to leave the City with a full tank of gasoline. Spouses are allowed to accompany City travelers in City-owned vehicles with approval of the Department Head.
 - iv. Expenses incurred while at the destination city shall be placed on City VISA cards when possible. All other expense will be reimbursed on an actual basis only. This includes taxicabs, bus, limousine, parking fees, bridge and toll fees, and transportation to and from air, train and bus terminals. Receipts are to be obtained whenever possible. When a rental vehicle is needed, employees are encouraged to rent cars at the lowest fare based on their needs, with the approval of the Department Head, and opt for the additional insurance coverage.
 - (b) Intra-City Travel - Expenses incurred while on City business within the aforementioned counties will be reimbursed on an actual basis when VISA card usage is unavailable. Receipts for all expenses must be detailed and presented to the Department Head promptly.
 - (c) Spouse and Children - The City recognizes that many conferences plan for and encourage a spouse and children to accompany the employee/official on the trip. Only spouses may be permitted to ride in a City-owned vehicle with approval of the Department Head. The traveler must use his/her personal vehicle when children are to accompany the traveler and will receive reimbursement as prescribed above for use of a personal vehicle.

2. Destination City - Eligible Expenses

- (a) Lodging - Detailed hotel receipts must be submitted with the expense report. For ease of transportation and safety, lodging should be at the conference hotel or a hotel that is recommended for the conference attendees by the sponsoring entity. Many hotels have government rates; before departure travelers should call the hotel to see what documentation they will need to show in order to secure the lower rate. The City will pay the lowest possible rate for lodging that meets the needs of the employee/official only. Any increase in lodging necessary to accommodate accompanying spouses or children shall be paid by the traveler at the time of registration at the hotel/motel. Lodging changes must concur with the scheduled conference or meeting dates with the following exception:
 - i. Lodging for one night prior and/or one night after the authorized meeting shall be allowed if the schedule or location is such that it is inconvenient for the traveler to arrive or depart the same day the conference begins or terminates. In such case, supportive documentation will be required.
- (b) Meal Allowance - Employees and officials on in-state travel will be allowed Thirty-five Dollars (\$45.00) per day for meals. For out-of-state travel, the meal allowance shall be Thirty-five Dollars (\$45.00) per day but may be raised to Forty-five Dollars (\$55.00) per day with approval of the Department Head based upon the traveler's destination. No alcoholic beverages will be allowed. Detailed receipts showing meals and drinks purchased shall be obtained whenever possible. Gratuity shall be no more than fifteen percent (15%) of the total cost of any meal and gratuity shall count towards the daily meal allowance. Travelers are encouraged to use the meal allowance wisely and to not indulge in overly expensive meals. Travelers will be required to reimburse the City for amounts over the daily allowance. This requirement can be waived with extenuating circumstances. When meals are included with conference/training sessions, meal allowance will adjusted accordingly to fifteen dollars (\$15) per meal not provided.
- (c) Calls to City Hall Offices - Travelers without a City cell phone required to call their office while out of town shall charge the call to the City VISA card or call collect.
- (d) Registration Fees - Registration fees for the conference or meeting, excluding meal tickets which shall be included as part of the daily meal allowance.
- (e) Fees for Special Events - Fees for special events directly related to the purpose of the conference or meeting.
- (f) One personal phone call per day.

- (g) Internet Service - Daily fees for internet connection at the traveler's lodging site. Free internet service shall be used whenever possible and feasible.

UNALLOWABLE EXPENSES

1. Travel insurance.
2. Laundry, cleaning, pressing of clothes.
3. Personal grooming (haircut, sauna, bath, etc.).
4. Expenses for events for personal enjoyment not connected with the conference (golf, theatre, sporting events, etc.).
5. Expenses incurred by the traveler's spouse or children.
6. Loss of personal property.
7. Gifts and items for personal use.
8. More than one personal phone call per day.
9. Alcoholic beverages.
10. Video rentals.

DISCOUNTS

Many hotels or motels and automobile rental agencies offer discounts to persons on government business. Employees should inquire about these discounts prior to traveling so they can be prepared to show the proper documentation.

UPON RETURN

Upon return to his/her City office, the traveler should issue a memo to his/her immediate Supervisor on what was gained from the trip and how the traveler will incorporate what he/she learned into his/her operation.

VEHICLES

City vehicles shall be used only for City business except as authorized by the City Council. Any approved use of City vehicles shall be counted as taxable income to the employee per IRS guidelines.

The safety of City employees is of critical importance to the City. Therefore, each employee has a responsibility to not only protect the employee when on the road, but also to protect those around the employee. Employees that are required to drive on City business at any time will be expected to consistently follow the policies below:

1. Operate the vehicle safely, economically and in strict compliance with all traffic and parking regulations.
2. Comply with routine maintenance schedules as established by the City Council.
3. Assume responsibility for reporting needed repairs and maintaining the cleanliness of the interior and exterior of the vehicle.
4. Radio-equipped vehicles shall maintain radio contact with an appropriate base station when on duty or on call.
5. No posters, stickers or advertisements shall be placed on City vehicles without prior approval of the City Council.
6. City vehicles may be used for transportation to and from meals only when assigned to an employee on a full-time basis or when in use by employees required by job assignments to take their meals in the field.
7. Meet all City licensing, registration, insurance and driving record requirements.
8. Smoking is prohibited in all City vehicles.
9. Employees driving City vehicles shall operate the vehicle in a safe and courteous manner.
10. Employees shall wear seat belts at all times while in a moving vehicle being used for City business, whether driving or riding as a passenger. Employees shall require that all passengers they are transporting wear seat belts while in a moving vehicle.
11. Employees shall not allow anyone to ride in a City vehicle or a personal vehicle on City time without receiving prior written approval from the Department Head.
12. Employees shall strictly follow the City's drug and alcohol policy when operating a vehicle on City time or a City vehicle.
13. All accidents must be promptly reported to law enforcement, the City Administrator and/or the employee's Department Head. Employees must cooperate fully with any insurance claims investigation that occurs.
14. Any moving violations or parking violations received while on City time or in a City vehicle must be promptly reported to the City Administrator and/or the employee's Department Head.
15. An employee shall not use a City vehicle while on medication or suffering from a medical condition that impacts his/her ability to safely operate a vehicle.
16. Distracted Driving:
 - The employee shall take all appropriate steps to ensure that he/she is not distracted by the cellular phone or other mobile device to the point that safety is compromised.

- Employee use of hands-free mobile devices is encouraged.
- The employee shall use care when dialing the cellular phone to ensure that safety is not compromised by the dialing process. This may require the employee to safely pull over to the side of the road in order to look up numbers or dial the phone;
- The employee shall use care to ensure that phone-related activities do not interfere with the employee's safe operation of the vehicle. If the employee must make notes during the phone call, the employee should safely pull over to the side of the road before making said notes.
- Employees using City-issued phones for personal calls on their own time are encouraged to use appropriate safety accessories and guidelines.
- **Under no circumstances shall employees view or engage in texting, emailing, Internet surfing, social media use, or similar while driving.**
- Violations of this policy will be considered serious and may result in the imposition of discipline up to and including termination.

The City reserves the right to monitor and/or verify any employee's driving record at any time.

NOTE: The Police Department is exempt from this section and shall establish their own policy based on the nature of their daily operations and technology in the vehicle.

USE OF CITY PROPERTY AND EQUIPMENT

Employees will not directly or indirectly use or allow the use of property, equipment or supplies belonging to the City for any purpose other than for City business, unless otherwise offered to the general public. Pursuant to Iowa Code Section 68B.2A, use of City equipment otherwise not available to the general public for personal or non-work-related purposes is strictly prohibited and may result in disciplinary action or criminal charges.

No employee shall willfully alter, mutilate, abuse or waste any property, equipment or supplies belonging to the City or located on City property. The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles can result in disciplinary action, up to and including termination. Employees authorize the City to withhold the cost of repair or replacement for any property damage caused by the employee.

If, in the course of normal business use, an employee notices that any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair, the employee should notify the Department Head as soon as possible. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or the people the City serves.

Each mechanic in the Garage and Mechanical Maintenance Department shall provide his/her own hand tools of a sufficient quantity and quality. The City shall provide each mechanic in the Garage and Mechanical Maintenance Department with a Five Hundred Dollar (\$500.00) per year tool allowance, which will be reimbursed to the mechanic upon paid receipt.

PERSONAL DATA CHANGES

It is the responsibility of each employee and elected or appointed official to promptly notify the City of any changes in personal data. Personal mailing addresses, telephone numbers, email address, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment and other such status reports should be accurate and current at all times. If any personal data has changed, the employee shall notify Human Resources.

BLOODBORNE PATHOGENS

The City is committed to providing a safe and healthful work environment for all employees. In pursuit of this goal, an exposure control plan (ECP) is provided in Appendix B of this Handbook to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA standard 29 C.F.R. §1910.1030, “Bloodborne Pathogens.” The ECP is a key document to assist the City in implementing and ensuring compliance with the standard, thereby protecting City employees. This ECP includes:

- Determination of employee exposure.
- Implementation of various methods of exposure control, including:
 - Universal precautions.
 - Engineering and work practice controls.
 - Personal protective equipment.
 - Housekeeping.
- Hepatitis B vaccination.
- Post-exposure evaluation and follow-up.
- Communication of hazards to employees and training.
- Recordkeeping.
- Procedures for evaluating circumstances surrounding exposure incidents.

Employees should familiarize themselves with the ECP and direct any questions regarding the ECP to their Department Head.

OFFICE OF THE OMBUDSMAN

Pursuant to Iowa Code Section 70A.29, the City is putting its employees on notice that Iowa Code Chapter 2C authorizes the State of Iowa Office of the Ombudsman to investigate complaints. Any employee wishing to contact the Ombudsman’s Office may do so by calling toll-free at 1-888-426-6283.

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

This Employee Handbook describes important information about employment with the City of Keokuk ("City"). It has been prepared to make me aware of what I can expect in the way of privileges and benefits; and what the City will expect of me in terms of behavior and performance during my employment.

Since departments vary in their duties and responsibilities, not all policies and regulations can be covered in this Handbook. I understand that I may direct inquiries for additional information to my Department Head or the City Administrator.

The use of masculine or feminine gender in references or titles shall be considered to include both genders and is not a sex limitation.

No policies in this Handbook shall supersede any provisions of state or federal law. The policies in this Handbook are intended to apply to all City employees.

Since the information, policies and benefits described herein are necessarily subject to change, I acknowledge that revisions may occur; and that such changes will be communicated to me through official notices. Only the City Council can adopt any revisions to the policies in this Handbook.

By signing below, I provide full authority for the City to withhold the amounts identified above in Policies from my final paycheck. By signing below, I acknowledge the parties intend this to serve as a valid authorization for withholding from a final paycheck under Iowa Code Section 91A.5, as amended from time to time.

I have entered into employment with the City voluntarily and acknowledge there is no specified length of employment. Iowa law allows me, or the City, to terminate the employment relationship "at will" at any time. Furthermore, I acknowledge this Handbook is neither a contract of employment nor a legal document. I have received the Handbook and I understand it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

By signing below, I further understand **that I am waiving my right to trial by jury in any legal proceeding arising out of or otherwise related to my employment with the City.** Nothing contained in this jury trial waiver is designed to interfere with or preclude any party from filing a charge with any federal, state or local administrative agency.

Employee's Name (Printed)

Employee's Signature

Date

APPENDIX A
EMPLOYEE FORMS

CORRECTIVE ACTION NOTICE

Should an incident that requires disciplinary action take place, the form below should be completed.

Date: _____

Employee: _____

Department: _____

Corrective Action: _____

Statement of problem (violation of rules, policies, standards, practices or unsatisfactory performance):

Prior discussion or warnings on this subject (oral, written, dates):

Statement of necessary corrective action to be taken:

Consequences of failure to improve performance or correct behavior:

I, _____, acknowledge that I received and understand this corrective action form and have had the opportunity to discuss the incident described in this form with my Department Head.

Employee's Signature

Date

Department Head's Signature

Date

City Administrator's Signature

Date

Original: City Clerk's Office; One copy: Employee; One copy: Department Head.

TRAVEL REQUEST AND EXPENSES

EMPLOYEE REQUESTING TRAVEL: _____

REASON FOR TRAVEL: _____

DATES OF TRAVEL: _____

DESTINATION: _____

METHOD OF TRAVEL (CHECK ALL THAT APPLY):

CITY VEHICLE _____

RENTAL CAR _____

TRAIN _____

AIRLINE _____

PERSONAL VEHICLE _____

IS LODGING REQUIRED: Y N IF YES, NAME AND ADDRESS OF HOTEL WHERE YOU WILL BE STAYING: _____

THE REQUEST FOR TRAVEL IS HEREBY APPROVED.

DEPARTMENT HEAD

DATE

THE REQUEST FOR TRAVEL IS HEREBY DENIED.

DEPARTMENT HEAD

DATE

REASON FOR DENIAL:

OUTSIDE EMPLOYMENT REQUEST

Employees shall complete this form to request permission to work at an outside employer.

Employee's name: _____

Department supervisor: _____

Date of request: _____

Name of outside employer: _____

Address: _____

City/State/ZIP: _____

Phone number: _____

How many hours a week do you plan to work for this employer? _____

What is the nature of this employment? _____

If you wish to work in another department of this nonprofit, complete the following:

Department: _____

How many hours do you plan to work there? _____

What is the nature of the work? _____

Employee's Signature

Date

Department Head's Signature

Date

WORKERS' COMPENSATION MATERIAL SPECIAL INSTRUCTIONS

Keep this packet with the rest of your workers' compensation materials. The forms in this packet should be retained as originals - please make additional copies of the forms and instructions as needed.*

If an employee is injured:

Step one: The **employer** must complete an *Employer's First Report of Injury*.

Step two: The **employee** must complete an *Employee's Report of Injury*.

Step three: The **employee** must sign the *Authorization for Medical Records and Reports*.

The IMWCA claims department must receive these completed forms as soon as possible following an injury.

If the employee needs medical attention:

Step four: The **employer** must complete the top portion of the *Patient Status Report* before the employee sees a physician. The **employee must take** this form to the appointment and return it to the claims contact after the appointment.

If the employee misses more than four full days of work:

Step five: **The employer must complete and return the *Disability and/or Return to Work Notice***. This form must also be completed when the injured employee returns to work.

These two forms should be returned to the IMWCA claims department as needed i.e., after appointments, etc.

Preferred Provider Organizations (PPOs) should be used whenever possible to help reduce your workers' compensation costs. **To identify participating physicians and hospitals in your area, call (800) 729-3834. You will need to identify yourself as an IMWCA member.**

* If you have any questions about the claims process, please contact the IMWCA claims department at (800)257-2708 or (515)244-2708. Thank you for your cooperation.

EMPLOYER'S FIRST REPORT OF INJURY

The *Employer's First Report of Injury* must be prepared by the employer:

When an employer or the employer's representative has actual knowledge of the occurrence of an injury; or
when an employee or someone on an employee's behalf gives notice of an alleged job-related condition or injury.

This is not an admission of liability. This is your required record per the Iowa Workers' Compensation Act.*

The Employer's First Report of Injury must be filled in completely on both sides and **signed by the employer**. Refer to the directions under each required line. Please type or print legibly. All sections provide valuable information in handling the claim.

If you question whether a claim should be reported or need help filling out any portion of the report, contact the IMWCA claims department.

Items 1 through 16 give specific identification for the employer and the employee. Phone numbers, place of injury or exposure and occupation are **very important**.

Items 17 through 23 assist the claims handler in determining the type of investigation necessary to establish whether compensation benefits are due under the Iowa Workers' Compensation Act.

Items 24 through 35 alert the IMWCA claims department when an employee is losing time from work. Correct dates assure timely and accurate payments. Attach the supporting forms found in your claims packet.

Items 36 through 42 are necessary to calculate workers' compensation rates for compensable claims. An injury which temporarily disables an employee for more than three (3) days or results in permanent total disability, permanent partial disability or death may entitle an employee to payment of weekly benefits at the workers' compensation rate. **This information needs to be as accurate as possible.** Be sure to sign items 43 and 44.

Items 45 through 48 are on the reverse side of the form. Please list all medical contacts with complete mailing addresses and phone numbers.

If you have any concerns as to the legitimacy of the claim, alert the IMWCA claims department by attaching a separate memo explaining your concerns. List the names and phone numbers of persons to contact for further details. The memo and all contacts will be handled as confidential.

TIME OFF REQUEST

DATE: _____

EMPLOYEE NAME: _____

DATE(S) REQUESTED: _____

TOTAL HOURS

REQUESTED: _____

REASON:

- | | | |
|---|--|--|
| <input type="checkbox"/> Vacation | <input type="checkbox"/> Personal Time | <input type="checkbox"/> Sick Leave |
| <input type="checkbox"/> Birthday Holiday | <input type="checkbox"/> Bereavement | <input type="checkbox"/> Jury Duty/Military Duty |
| <input type="checkbox"/> Out of Town Assignment/Seminar/ Conference | <input type="checkbox"/> Other (Specify) | |

(Please attach information)

APPROVED BY: _____

DATE

DENIED BY: _____

DATE

REASON FOR DENIAL: _____

Note: Copies of all time off requests must be sent to the Human Resources at City Hall for recording.

COMPLAINT REPORT

When an employee fails to reach an informal agreement with his/her Department Head regarding a grievance, he/she has the right to file a formal complaint with the City Administrator. All formally presented complaints should be written in memo form or outlined in a Grievance Report form.

Date: _____

Name: _____

Position/Title: _____

Department Head: _____

Description of the problem: _____

I first reported this problem on: _____

Steps I have taken to solve the problem: _____

Employee's Signature

Date

City Administrator's Signature

Date

APPENDIX B
BLOODBORNE
PATHOGENS

DEFINITIONS

Bloodborne Pathogens: pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (“HBV”) and human immunodeficiency virus (“HIV”).

Contaminated: the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Decontamination: the use of physical or chemical means to remove, inactivate or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

Engineering controls: controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the bloodborne pathogens hazard from the workplace.

Exposure Incident: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee’s duties.

Handwashing facilities: a facility providing an adequate supply of running potable water, soap and single-use towels or air-drying machines.

Occupational Exposure: reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties.

Other Potentially Infectious Materials (“OPIM”): Includes:

- (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
- (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
- (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Personal Protective Equipment (“PPE”): specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.

Sterilize: the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

Universal Precautions: an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other bloodborne pathogens.

Work Practice Controls: controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

PROGRAM ADMINISTRATION

- The City Administrator is responsible for implementation of the ECP. The City Administrator will maintain, review and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures. The contact location/phone number is 307 E. Monroe, Mount Pleasant, Iowa/319-385-1470.
- This ECP shall be provided to employees during their orientation/onboarding with the City. Additionally, the City shall make this ECP available to employees upon their request in a reasonable timeframe, place and manner. In no case shall the employee's request for a copy of this ECP take longer than fifteen (15) working days.
- Those employees who are determined to have occupational exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this ECP.
- The Public Works Director will provide and maintain all necessary PPE, engineering controls (e.g., sharps containers), labels and red bags as required by the standard and will ensure that adequate supplies are available in the appropriate sizes.
- The Public Works Director will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained.
- The Public Works Director will be responsible for training, documentation of training and making the written ECP available to employees, OSHA and NIOSH representatives.
- The Public Works Director is responsible for reviewing and updating this policy at least annually and whenever needed. The review shall include any changes in technology utilized by the City that eliminate or reduce exposure to bloodborne pathogens and shall document the City's annual consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.

EMPLOYEE EXPOSURE DETERMINATION

While the exposure risk for employees is low due to the types of roles and positions at the City, the City wants to make sure all employees understand the potential risks accompanying exposure. No positions or employees at the City are reasonably anticipated to come into contact with blood or OPIM. In addition, those trained in First Aid, CPR and AED may have exposure should they choose to utilize the skills learned in these courses. Note, employees choosing to utilize AED skills must follow the City's AED policy when doing so.

METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions

All employees will utilize universal precautions.

Exposure Control Plan

Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All employees can review the ECP at any time during their work shifts by accessing the Employee Handbook. If requested, the City will provide an employee with a hard copy of the ECP within fifteen (15) days of the request.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used are listed below:

- Employees shall utilize appropriate PPE.
- Handwashing facilities are available to all employees, and, if handwashing is not feasible, an employee shall request appropriate antiseptic hand cleanser and clean clothes/towels or antiseptic towelettes. If the employee indicates that handwashing is not feasible, the City will provide the employee with one of these items.
- Sharps disposal containers are inspected and maintained or replaced by the Public Works Director whenever necessary to prevent overfilling.

The City identifies the need for changes in engineering controls and work practices through review of OSHA records, employee interviews and safety checks. The City evaluates new procedures and new products regularly by reviewing literature and supplier information, and by consulting the City's risk control consultant. Both Supervisors and employees are involved in this process in the following manner: through review of work practices and discussion about changes and/or concerns. The Public Works Director is responsible for ensuring that these recommendations are implemented.

Personal Protective Equipment (PPE)

PPE is provided to City employees at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by the employee's Department Head. The types of PPE available to employees are as follows: gloves, eye protection and masks. PPE is located in the kits located at each AED unit. The Public Works Director is responsible for ensuring PPE is available.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Used PPE may be disposed of in biohazard bags which are also located at the AED units.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing or deterioration.
- Never wash or decontaminate disposable gloves for reuse. The City will properly dispose of contaminated disposable gloves.
- Wear appropriate face and eye protection when splashes, sprays, spatters or droplets of blood or OPIM pose a hazard to the eye, nose or mouth.
- Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.
- When PPE is removed it shall be placed in the designated area or container for storage, washing, decontamination or disposal (see the following section "Housekeeping").
- For all PPE that is not disposable, the City shall clean, launder or dispose of all contaminated PPE. Employees shall not attempt to clean, launder or dispose of contaminated PPE on their own.

Housekeeping

The City shall ensure that its worksites are maintained in a clean and sanitary condition. Any employee who has concerns regarding the cleanliness of his/her worksite shall provide those concerns to his/her Department Head or the City Administrator.

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following section "Labels"), and closed prior to removal to prevent spillage or protrusion of contents during handling. The Public Works Director is responsible for handling sharps disposal containers and other regulated waste.

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color coded. Sharps disposal containers are available in restrooms. If a sharps disposal container is not located in an employee's location's rest room and the employee would like one, the employee

should contact the Public Works Director. Bins are cleaned and decontaminated as soon as feasible after visible contamination. Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

Labels

The following labeling methods are used in this facility: a red bag with a biohazard label. The Public Works Director is responsible for ensuring that warning labels are affixed or red bags are used as required if regulated waste or contaminated equipment is brought into the facility. Employees are to notify the Public Works Director if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

HEPATITIS B VACCINATION

The Public Works Director will provide training to employees on hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration and availability. The hepatitis B vaccination series is available to any employee reasonable anticipated to come into contact with blood or other OPIM at no cost after initial employee training and within ten (10) days of initial assignment. Employees reasonably anticipated to come into contact with blood or OPIM are identified in the exposure determination section above. For those employees identified in the exposure determination section above, vaccination is encouraged unless: 1) documentation exists that the employee has previously received the series; 2) antibody testing reveals that the employee is immune; or 3) medical evaluation shows that vaccination is contraindicated. However, if an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept in the employee's confidential medical file. Vaccination will be provided by a licensed health care professional to be determined by the employee receiving the vaccination and the City. Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the employee within fifteen (15) days of the completion of the evaluation. It will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, employees shall contact the Public Works Director. An immediately available confidential medical evaluation and follow-up will be conducted by a licensed health care professional to be determined by the affected employee and the City. The medical evaluation and follow up shall be at no cost to the employee. Following initial first aid (clean the wound, flush eyes or other mucous membrane, etc.), the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the City can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.

- If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least ninety (90) days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.
- Post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.
- Counseling, if requested.
- Evaluation of reported illnesses.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The Public Works Director ensures that the health care professional(s) responsible for an employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard. The Public Works Director ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- a description of the employee's job duties relevant to the exposure incident.
- route(s) of exposure.
- circumstances of exposure.
- if possible, results of the source individual's blood test.
- relevant employee medical records, including vaccination status.

The Public Works Director provides the employee with a copy of the evaluating health care professional's written opinion within fifteen (15) days after completion of the evaluation.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

The Public Works Director will review the circumstances of all exposure incidents to determine:

- engineering controls in use at the time.
- work practices followed.
- a description of the device being used (including type and brand).
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.).
- location of the incident (O.R., E.R., patient room, etc.).
- procedure being performed when the incident occurred.
- employee's training.

The Public Works Director will record all percutaneous injuries from contaminated sharps in a Sharps Injury Log.

If revisions to this ECP are necessary, the Public Works Director will ensure that appropriate changes are made.

EMPLOYEE TRAINING

All employees who have occupational exposure to bloodborne pathogens receive initial and annual training offered by City. All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the elements required by OSHA.

Training materials are available by contacting the City Clerk.

RECORDKEEPING

Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least three (3) years from the date on which the training occurred. The training records include the dates of the training sessions, the contents or a summary of the training session, the names/qualifications of persons conducting the training session and the names/job titles of all persons attending the training sessions. An employee's training records shall be available to the employee for examination and copying upon request of the employee. The records shall be made available in a reasonable timeframe, but under no circumstances will the City take longer than fifteen (15) days to comply with the request.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 C.F.R. § 1910.1020, "Access to Employee Exposure and Medical Records." The City Clerk is responsible for maintenance of the required medical records. These confidential records are kept at City Hall for at least the employee's duration of employment plus thirty (30) years. Employee medical records are provided upon request of the employee, or to anyone having written consent of the employee, within fifteen (15) working days of the request. Such requests should be sent to: City of Mount Pleasant Iowa, Attn: City Clerk, 307 East Monroe Street, Mount Pleasant, IA 52641.

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 C.F.R. § 1904). This determination and the recording activities are done by the Public Works Director.

Sharps Injury Log

In addition to the § 1904 Recordkeeping Requirements, all percutaneous injuries from contaminated sharps are also recorded in a Sharps Injury Log. All incidences must include at least:

- date of the injury.
- type and brand of the device involved (syringe, suture needle).
- department or work area where the incident occurred.
- explanation of how the incident occurred.

This log is reviewed as part of the annual program evaluation and maintained for at least five (5) years following the end of the calendar year covered. If a copy is requested by anyone, it must have any personal identifiers removed from the report.

HEPATITIS B VACCINE DECLINATION
(MANDATORY FOR IDENTIFIED EMPLOYEES)

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signed: (Employee Name) _____

Date: _____

APPENDIX C
BENEFITS AND LEAVES

DISCLAIMER: This Appendix is organized by departments and further subdivided by supervisory positions, nonunion positions and union positions. In no case shall any benefit or leave specified in this section supersede any section or clause of an approved collective bargaining agreement.

ADMINISTRATIVE PERSONNEL AND DEPARTMENT HEADS

VACATIONS: An employee shall accumulate vacation from the date of hire and shall have his/her rate of accumulation adjusted the pay period after the employee's anniversary date as follows:

Beginning rate	1.54 Hours per pay period
1 st Anniversary	3.08 Hours per pay period
4 th Anniversary	4.62 Hours per pay period
10 th Anniversary	6.16 Hours per pay period
17 th Anniversary	7.70 Hours per pay period
25 th Anniversary	9.24 Hours per pay period

The vacation accrual rates will result in accumulation of vacation to provide the following:

1.54 accrual rate earns:	40.04 Hours vacation per year
3.08 accrual rate earns:	80.08 Hours vacation per year
4.62 accrual rate earns:	120.12 Hours vacation per year
6.16 accrual rate earns:	160.16 Hours vacation per year
7.70 accrual rate earns:	200.20 Hours vacation per year
9.24 accrual rate earns:	240.24 Hours vacation per year

When an employee takes vacation, the days shall be subtracted from the accumulated earned vacation time. No employee may accumulate vacation in excess of thirty-nine (39) times the employee's accrual rate.

It is recommended that vacations be taken at a minimum of five (5) consecutive working days; however, fewer than five (5) days may be taken if approved by the Department Head.

Earned vacations are to be scheduled and taken between January 1st and December 31st of each year. An employee who has worked less than one (1) year shall receive no vacation benefit.

BIRTHDAYS: In addition to the holidays provided above, the employee shall be given his/her birthday as an additional day off with pay. If the birthday falls on a scheduled day off or on a holiday, the employee shall be granted the next immediately succeeding day as said day off.

SICK LEAVE: All non-union employees shall accumulate sick leave at the rate of four (4.0) hours per pay period. An employee may accumulate a maximum of one thousand four hundred forty (1,440) hours or one hundred eighty (180) days of sick leave.

New employees shall be advanced six (6) days (forty-eight (48) hours) of sick leave upon employment and shall not earn or accumulate additional sick leave until they have been employed for six (6) months. After six (6) months of employment, they shall begin accruing sick leave at a rate of four (4.0) hours per pay period.

If death should occur while employed, pay out of unused sick leave up to a maximum of ninety (90) days or seven hundred twenty (720) hours shall be made to the surviving spouse and /or dependents living at home. If death should occur while an employee is on duty, then one hundred percent (100%) of unused sick leave will be paid to the surviving spouse and/or dependents living at home.

All non-union employees shall, upon regular retirement (IPERS rule currently in effect), be entitled to one hundred percent (100%) of unused sick leave as severance pay, with a maximum of ninety (90) days or seven hundred twenty (720) hours, or elect to use their accumulated sick leave up to a maximum of one hundred eighty (180) days or one thousand four hundred forty (1,440) hours to purchase health insurance from the City. If election is made to use accumulated sick leave to purchase health insurance, the value of the sick leave will be calculated by dividing the employee's average compensation by the number of hours worked in a year (two thousand eighty (2,080)) to calculate an hourly rate, then multiplying the hourly rate by the number of hours accrued to the employees' credit. This amount would be placed in an employee escrow account to be diminished each month by the amount of the insurance payment and no interest shall accrue on the escrow account. The option selected must be exercised immediately at the time of retirement without option for change afterward. If an employee is discharged by the City for misconduct, this benefit does not apply.

Employees must promptly notify their superior of the inability to work their scheduled work period. Penalties for intentional misuse of sick leave will be imposed at the discretion of the City Council. The Department Head can request a physician's statement as proof of illness for any employee that appears to be abusing the sick leave policy.

Employees may trade three (3) sick days for one (1) vacation day with a maximum of seven (7) vacation days per year. When a managerial employee has served the City for twenty-five (25) years, he/she is entitled to one hundred percent (100%) of unused sick leave pay as severance pay with a maximum of seventy-one (71) days or five-hundred sixty-eight (568) hours with the benefit applying as follows:

- a. Disability retirement.
- b. Upon death - payable to the beneficiary.
- c. Termination for any other reason.

If the employee is discharged by the City for misconduct, this benefit does not apply.

LONGEVITY PAY: Longevity pay will be added to the hourly rate of each employee as follows:

	<u>Annually</u>	<u>Semi-Monthly</u>
After five (5) years of service	\$ 240.00	\$ 9.25
After ten (10) years of service	\$ 480.00	\$18.45
After fifteen (15) years of service	\$ 720.00	\$27.70
After twenty (20) years of service	\$ 960.00	\$36.95
After twenty-five (25) years of service	\$1,200.00	\$46.15
After thirty (30) years of service	\$1,440.00	\$55.40

Longevity shall be determined upon the anniversary of each employee's employment. An employee attaining an anniversary requiring an adjustment of longevity pay will receive the adjustment on his/her anniversary date.

OVERTIME: Employees listed in this subsection (managerial employees) shall not be paid overtime.

COMPENSATORY TIME: Compensatory time off may be given managerial employees on an hour for hour basis by their Supervisor; however, there will be no monetary compensation. Maximum accumulation of compensatory time shall be fifty (50) hours. Compensatory hours credited to each employee will be paid upon termination at the hourly rate then prevailing. **Managerial employees hired after September 1, 2021 shall be exempt from this section and will receive benefit specified under the Exempt and Nonexempt Employees section of this manual.**

PERSONAL LEAVE: Each employee will be granted four (4) personal leave days with pay, per fiscal year. Personal leave days shall be in addition to any other days off. An employee must give forty-eight (48) hours' notice to his/her Supervisor before taking a personal leave day (the employee's Supervisor may waive this requirement). An employee taking a personal leave day shall receive eight (8) hours pay at his/her regular rate for each personal leave day taken. In the event request for personal leave will reduce the number of employees in the department to levels below minimum manning requirements, personal leave on the day requested may be refused. In the event of conflicts in personal leave requests, the employee with seniority will be given the preference.

A new employee hired between July and September will be granted four (4) days personal leave; if hired between October and December he/she will be granted three (3) days personal leave; and if hired between January and March he/she will be granted two (2) days personal leave; and if hired between April and June, he/she will be granted one (1) day personal leave to be taken before the end of the fiscal year. Personal leave shall not be carried over beyond the end of the fiscal year ending June 30th of each year.

FUNERALS: Employees will be allowed three (3) days off work with pay as bereavement leave in the case of a death in their immediate family. Pay for such leave shall be at the employee's straight time hourly rate for a total of twenty-four (24) hours. The immediate family shall include spouse, father, mother, son, son-in-law, daughter, daughter-in-law, foster child, sister, sister-in-law, brother, brother-in-law, aunt, uncle, stepparents, stepchildren, stepbrother, stepsister, grandparents, grandchildren, and other corresponding relatives of the employee and spouse or

other relatives residing in the employee's immediate household. Employees will be allowed one (1) day off work with eight (8) hours pay as mentioned above as bereavement leave for any relative of the employee not mentioned above.

An employee shall be allowed, without loss of pay, two (2) hours off work to attend the funeral of another employee. Employees taking time off to serve as pallbearers shall be allowed up to four (4) hours off work without loss of pay.

ANIMAL CONTROL MANAGER

VACATIONS: An employee shall accumulate vacation from the date of hire and shall have his/her rate of accumulation adjusted the pay period after the employee's anniversary date as follows:

Beginning rate	1.54 Hours per pay period
1 st Anniversary	3.08 Hours per pay period
4 th Anniversary	4.62 Hours per pay period
10 th Anniversary	6.16 Hours per pay period
17 th Anniversary	7.70 Hours per pay period
25 th Anniversary	9.24 Hours per pay period

The vacation accrual rates will result in accumulation of vacation to provide the following:

1.54 accrual rate earns:	40.04 Hours vacation per year
3.08 accrual rate earns:	80.08 Hours vacation per year
4.62 accrual rate earns:	120.12 Hours vacation per year
6.16 accrual rate earns:	160.16 Hours vacation per year
7.70 accrual rate earns:	200.20 Hours vacation per year
9.24 accrual rate earns:	240.24 Hours vacation per year

All vacations shall be coordinated with the Chief of Police. Any other provision of this section to the contrary, notwithstanding vacations, shall be scheduled on a calendar year basis for each calendar year, during the first four (4) months of said calendar year on the basis of seniority, after the first four (4) months of each year; vacations shall be scheduled by priority request without regard to seniority.

In the event a holiday falls within an employee's vacation period, he/she shall be granted an additional day(s) off with pay, in conjunction with the employee's vacations.

When an employee takes vacation, the days shall be subtracted from the employee's accumulated earned vacation time. No employee may accumulate vacation in excess of thirty-nine (39) times the vacation earned by said employee during a pay period.

An employee who is separated from service by resignation, death, retirement, discharge or otherwise shall be compensated for all unused vacation time.

Vacation pay shall be determined as follows: for each day of vacation taken, an employee will receive eight (8) times his/her hourly base pay, as adjusted for longevity.

SICK LEAVE: Employees shall accumulate sick leave at the rate of four (4.0) hours for each pay period of service from the first day of employment and shall continue to do so until the employee shall have accumulated a maximum of one thousand six hundred (1,600) hours.

Notification must be given at least one (1) hour before the start of the scheduled shift of the employee's inability to work due to illness or injury.

New employees shall be advanced six (6) days of sick leave upon employment but shall not earn or accumulate additional sick leave until they have been employed for six (6) months, whereupon they shall earn and accumulate sick leave as stated in paragraph 1 of this section.

If death should occur while employed, pay out of unused sick leave up to a maximum of ninety (90) days or seven hundred twenty (720) hours shall be made to the surviving spouse and/or dependents living at home. If death should occur while an employee is on duty, then one hundred percent (100%) of unused sick leave will be paid to the surviving spouse and/or dependents living at home.

All non-union employees shall, upon regular retirement (IPERS rule currently in effect), be entitled to one hundred percent (100%) of unused sick leave as severance pay, up to a maximum of ninety (90) days or seven-hundred twenty (720) hours, or they may elect to use their accumulated sick leave up to a maximum of one hundred eighty (180) days or one thousand four hundred forty (1,440) hours to purchase health insurance from the City. If election is made to use accumulated sick leave to purchase health insurance, the value of the sick leave will be calculated by dividing the employee's average compensation by the number of hours worked in a year by two thousand one hundred ninety (2,190) to calculate an hourly rate, then multiplying the hourly rate by the number of hours accrued to the employees' credit. This amount would be placed in an employee escrow account to be diminished each month by the amount of the insurance payment, and no interest shall accrue on the escrow account. The option selected must be exercised immediately at the time of retirement without option for change afterward. If an employee is discharged by the City for misconduct, this benefit does not apply.

All employees of the Police Department shall be entitled to convert three (3) days of accumulated sick leave for one (1) day of vacation (twenty-four (24) hours accumulated sick leave is equal to eight (8) hours of vacation). The employee shall not exceed seven (7) days of additional vacation in any fiscal year under this conversion policy. All employees of the Police Department are eligible for conversion, if the employee, at all times, maintains a minimum of one thousand (1000) hours of accumulated sick leave.

PERSONAL LEAVE: Each employee will be granted four (4) personal leave days with pay per fiscal year. These personal leave days shall be in addition to any other days off. An employee must give forty-eight (48) hours' notice to his/her supervisor before taking personal leave day (the employee's supervisor may waive this requirement.) An employee taking a personal leave day shall receive eight (8) hours pay at his/her regular rate for each personal leave day taken. In the event request for personal leave will reduce the number of employees in the department to levels below minimum manning requirements, personal leave on the day requested may be refused. In the event of conflicts in personal leave requests, the employee with seniority will be given preference. (Per Resolution No. 423-90)

FUNERAL LEAVE: Employees will be allowed three (3) calendar days off work with pay as bereavement leave in the case of a death in their immediate family. Pay for such leave shall be at the employee's straight time hourly rate (with prorated longevity, if any) for a total of twenty-four (24) hours. The immediate family shall include the spouse, father, mother, son, daughter, sister, brother, grandparents and grandchildren of the employee and spouse.

Employees shall be allowed one (1) day off work with eight (8) hours pay as mentioned above as bereavement leave for any aunt, uncle or step relative of the employee. Step relative is to include stepfather, stepmother, stepdaughter, stepson, stepbrother and stepsister. Upon the request of the employee, the Chief of Police may, in his/her discretion, treat the death of a step relative as a death in the immediate family and grant up to three (3) days off work with pay as herein provided.

The three (3) day leave under this section shall start the day death occurs or the first day thereafter or the day of the funeral and without regard to weekends, holidays, scheduled vacations or other days off shall terminate after three (3) consecutive calendar days without extension because of days off or for other reasons. The Chief of Police, with the approval of the Mayor, may authorize additional leave to be taken as a leave of absence pursuant to Article 11 of the Police Bargaining Agreement.

Funeral leave payment shall be only for scheduled workdays missed.

The one-day leave shall be taken at the option of the employee on the day of death, the day of the funeral or any day between.

An employee shall be allowed, without loss of pay, two (2) hours off work to attend the funeral of any other employee. Employees taking time off work as pallbearers shall be allowed up to four (4) hours off work without loss of pay. Provided however, that no employee shall attend a funeral or serve as a pallbearer if such attendance or service will, in the opinion of the Chief of Police, reduce the manpower level of the department below the minimum necessary.

Anything to the contrary in this section hereof notwithstanding, no employee, regardless of work schedule, shall receive pay in an amount greater than an amount equal to pay for three (3) shifts of eight (8) hours each when given three (3) calendar days off nor any amount greater than an amount equal to pay for one (1) shift of eight (8) hours when given one (1) calendar day off under this section.

OVERTIME: The Animal Control Manager shall not receive overtime pay.

COMPENSATORY TIME: Compensatory time off may be given on an hour for hour basis; however, there will be no monetary compensation. Maximum accumulation of compensatory time shall be ninety-four (94) hours. Compensatory hours credited to each employee will be paid upon termination at the hourly rate then prevailing.

LONGEVITY PAY: All non-union employees shall be paid as longevity pay the semi-monthly sum indicated below:

	<u>Annually</u>	<u>Semi-Monthly</u>
After five (5) years of service	\$ 240.00	\$ 9.25
After ten (10) years of service	\$ 480.00	\$18.45
After fifteen (15) years of service	\$ 720.00	\$27.70
After twenty (20) years of service	\$ 960.00	\$36.95
After twenty-five (25) years of service	\$1,200.00	\$46.15
After thirty (30) years of service	\$1,440.00	\$55.40

CLOTHING ALLOWANCE: The Animal Control Manager will receive Nine Hundred Dollars (\$900.00) per year clothing allowance payable as soon as practical after July 1, of every year. This payment will be subject to federal and state tax withholding. **If the employee's employment ends prior to August 31st the employee will be required to pay back seventy-five (75) percent of that year's uniform allowance.**

ASSISTANT FIRE CHIEFS

HOLIDAY INCENTIVE: The Assistant Fire Chiefs shall be paid, as holiday incentive pay, the sum of One Thousand One Hundred Dollars (\$1,100.00) on or before the 30th day of June each year.

Any employee who is separated from service by resignation, death, retirement, discharge or otherwise shall be compensated for all holidays which have passed from the start of the fiscal year to the date of separation at the rate of pay then prevailing.

VACATIONS: An employee shall accumulate vacation from the date of hire and shall have his/her rate of accumulation adjusted the pay period after the employee's anniversary date as follows:

Beginning rate	2.77 Hours per pay period
1 st Anniversary	5.54 Hours per pay period
4 th Anniversary	8.31 Hours per pay period
10 th Anniversary	11.08 Hours per pay period
17 th Anniversary	13.85 Hours per pay period
25 th Anniversary	16.62 Hours per pay period

The vacation accrual rates will result in accumulation of vacation to provide the following:

2.77 accrual rate earns:	72.02 Hours vacation per year
5.54 accrual rate earns:	144.04 Hours vacation per year
8.31 accrual rate earns:	216.06 Hours vacation per year
11.08 accrual rate earns:	288.08 Hours vacation per year
13.85 accrual rate earns:	360.10 Hours vacation per year
16.62 accrual rate earns:	432.12 Hours vacation per year

Vacations need not be taken in one (1) week (three (3) consecutive working shifts) increments but may be taken in one (1) day working shift increments.

An employee who is separated from service by resignation, death, retirement, discharge or otherwise shall be compensated for all unused vacation time.

When an employee takes vacation, the days taken shall be subtracted from the employee's accumulated vacation time. No employee may accumulate vacation time in excess of thirty-nine (39) times the vacation earned by said employee during any single pay period.

SICK LEAVE: Any employee incurring a non-duty sickness or disability shall receive sick leave with full pay. On-duty injury or disability shall not be charged to the accumulated sick leave of the employee. A sick day is a twenty-four (24) hour working day. The Chief of the Fire Department shall have the right to request a doctor's statement in support of such sick leave at the City's expense.

Employees shall accumulate sick leave at the rate of 11.10 hours per pay period of service from the first day of employment and continue to do so until they have accumulated a maximum of three thousand four hundred eight (3,408) hours.

Employees must promptly give notification of their inability to work their scheduled shift.

If death should occur while employed, pay out of unused sick leave up to a maximum of ninety (90) days or seven hundred twenty (720) hours shall be made to the surviving spouse and/or dependents living at home. If death should occur while an employee is on duty, then one hundred percent (100%) of unused sick leave will be paid to the surviving spouse and/or dependents living at home.

All non-union employees shall, upon regular retirement, be entitled to one hundred percent (100%) of unused sick leave as severance pay, up to a maximum of nine hundred (900) hours, or they may elect to use their accumulated sick leave up to a maximum of one thousand eight hundred (1,800) hours, to purchase health insurance from the City. If election is made to use accumulated sick leave to purchase health insurance, the value of the sick leave will be calculated by dividing the employee's average compensation by the number of hours worked in a year by two thousand nine hundred twenty-two (2,922) to calculate an hourly rate, then multiplying the hourly rate by the number of hours accrued to the employees' credit. This amount would be placed in an employee escrow account to be diminished each month by the amount of the insurance payment and no interest shall accrue on the escrow account. The option selected must be exercised immediately at the time of retirement without option for change afterward. If an employee is discharged by the City for misconduct, this benefit does not apply. (Resolution 309-11.)

If a civil service employee of the Fire Department takes a vested retirement, the employee shall be entitled to a maximum of four hundred fifty (450) hours pay or twenty-five percent (25%) of the unused sick leave as severance pay up to a maximum of four hundred fifty (450) hours.

All employees of the Fire Department shall be entitled to convert three (3) days of accumulated sick leave for one (1) day of vacation (72 hours accumulated sick leave is equal to 24 hours of vacation). The employee shall not exceed one (1) day of additional vacation in any fiscal year under this conversion policy. Employees will not be allowed to use the day as additional vacation but will be reimbursed at their normal hourly rate plus longevity. All employees of the Fire Department are eligible for conversion, if the employee, at all times, maintains a minimum of three thousand (3,000) hours of sick leave or has used two (2) or less sick leave days in the fiscal year.

FUNERAL LEAVE: Employees will be allowed two (2) work days off with pay as bereavement leave in the case of a death in their immediate family, unless the death occurs on a scheduled work day, in which case the employee shall be allowed three (3) work days off with pay. The immediate family shall include the spouse, father, mother, son, daughter, sister, brother, grandparents and grandchildren of the employee and spouse. Employees shall be allowed two (2) days off work for the death of any step relative. Step relative is to include stepfather, stepmother, stepdaughter, stepson, stepbrother and stepsister. Upon the request of the employee, the Fire Chief may, at his/her discretion, treat the death of a step relative as a death in the immediate family.

An employee will be allowed, without loss of pay, two (2) hours off work to attend the funeral of another employee working in the Fire Department. In addition, the employees who serve as

pallbearers shall be allowed, without loss of pay, four (4) hours off duty to so act. Provided, however, no employee shall serve as pallbearer or attend the funeral of another employee working in the Fire Department if the absence of such employee would reduce the Fire Department to less than four (4) firefighters on the employee's shift; however, an employee may provide a substitute firefighter at no expense to the City to serve while said employee acts as a pallbearer or attends said funeral. Provided further, however, that an officer shall only be replaced for such purposes by another officer.

PERSONAL LEAVE: Each employee will be granted three (3) personal leave days per fiscal year. This shall be in addition to any other contracted days off or holidays and may be taken by the employee with the Fire Chief's approval.

Each employee shall give at least twenty-four (24) hours' notice to the Fire Chief before taking a personal leave day. (This requirement may be waived by the Fire Chief).

OVERTIME: For all hours an employee works in excess of two hundred four (204), but not over two hundred sixteen (216) in a work cycle, an employee shall receive as additional pay an amount equal to one-half (½) hourly base plus one-half (½) hourly longevity. For all hours over two hundred sixteen (216) worked by an employee in a work cycle, the employee shall receive an amount equal to one and one-half (1½) times his/her hourly base plus one and one-half (1½) times his/her longevity.

Any firefighter called in to work shall receive a minimum of four (4) hours pay at a rate of one and one-half (1½) times his/her hourly base plus one and one-half (1½) times his/her hourly longevity.

A firefighter working beyond shift change shall receive pay as adjusted in this paragraph but shall not be guaranteed a minimum of four (4) hours' work. Those who are called back shall be paid, as adjusted in this paragraph, for all additional time worked over the minimum of four (4) hours.

Any member of the Fire Department may be held over at shift change and at shift change any member of the Fire Department may be called into the fire station for the purposes of attending meetings. Attendance at such meetings shall be paid for the additional time spent in such meeting at one and one-half (1½) times his/her basic rate of pay for a minimum of one (1) hour, provided, however, the provision of this paragraph shall not be used for more than six (6) meetings in a contract year. No meeting held under this section shall be held on less than two (2) weeks' notice and no member of the Fire Department on vacation or using a personal day shall be required to attend such meetings.

COMPENSATORY TIME: Compensatory time off may be given on an hour for hour basis; however, there will be no monetary compensation. Maximum accumulation of compensatory time shall be fifty (50) hours. Compensatory hours credited to each employee will be paid upon termination at the hourly rate then prevailing.

LONGEVITY: Longevity pay for the Assistant Fire Chiefs will be as follows:

	<u>Hourly</u>	<u>Annually</u>
After five (5) years of service	\$0.16	\$ 480.00
After ten (10) years of service	\$0.25	\$ 720.00
After fifteen (15) years of service	\$0.33	\$ 960.00
After twenty (20) years of service	\$0.41	\$1,200.00
After twenty-five (25) years of service	\$0.49	\$1,440.00

Longevity pay shall be added to an employee's hourly rate on the first (1st) day of the fiscal year in which an employee will reach an anniversary which under this section requires an adjustment to longevity pay.

Hazmat Technician pay shall be added to an employee's hourly rate on the first (1st) day of the fiscal year in which the employee attains Hazmat Technician certification.

LINE OF DUTY DEATH: Effective July 1, 2002, the City shall provide a Five Thousand Dollar (\$5,000) funeral expense benefit if death occurs while the employee is on duty and death occurs as a result of work-related activities.

PHYSICAL FITNESS: The city shall provide the Assistant Fire Chiefs a single membership to the YMCA.

POLICE CAPTAINS AND SERGEANTS

HOLIDAY INCENTIVE: The following shall be paid, as holiday incentive pay, divided by eleven (11), and paid as the holiday occurs:

Police Captains	\$960.00
Police Sergeants	\$912.00

Any employee who is separated from service by resignation, death, retirement, discharge or otherwise shall be compensated for all holidays which have passed from the start of the fiscal year to the date of separation at the rate of pay then prevailing.

BIRTHDAY: In addition to the holidays provided, the employee shall be given his/her birthday as an additional day off with pay. If the birthday falls on a scheduled day off or on a holiday, the employee shall be granted the next immediately succeeding day as said day off.

VACATIONS: An employee shall accumulate vacation from the date of hire and shall have his/her rate of accumulation adjusted the pay period after the employee's anniversary date as follows:

Beginning rate	1.85 Hours per pay period
1 st Anniversary	3.70 Hours per pay period
4 th Anniversary	5.54 Hours per pay period
10 th Anniversary	7.39 Hours per pay period
17 th Anniversary	9.24 Hours per pay period
25 th Anniversary	11.08 Hours per pay period

The vacation accrual rates will result in accumulation of vacation to provide the following:

1.85 accrual rate earns:	48.10 Hours vacation per year
3.70 accrual rate earns:	96.20 Hours vacation per year
5.54 accrual rate earns:	144.04 Hours vacation per year
7.39 accrual rate earns:	192.14 Hours vacation per year
9.24 accrual rate earns:	240.24 Hours vacation per year
11.08 accrual rate earns:	288.08 Hours vacation per year

All vacations shall be coordinated with the Chief of Police. Any other provision of this section to the contrary, notwithstanding vacations, shall be scheduled on a calendar year basis for each calendar year, during the first four (4) months of said calendar year on the basis of seniority, after the first four (4) months of each year; vacations shall be scheduled by priority request without regard to seniority.

In the event a holiday falls within an employee's vacation period, he/she shall be granted an additional day(s) off with pay, in conjunction with the employee's vacations.

When an employee takes vacation, the days shall be subtracted from the employee's accumulated earned vacation time. No employee may accumulate vacation in excess of thirty-nine (39) times the vacation earned by said employee during a pay period.

An employee who is separated from service by resignation, death, retirement, discharge or otherwise shall be compensated for all unused vacation time.

Vacation pay shall be determined as follows: for each day of vacation taken, an employee will receive eight (8) times his/her hourly base pay, as adjusted for longevity.

SICK LEAVE: Employees shall accumulate sick leave at the rate of four (4.0) hours for each pay period of service from the first day of employment and shall continue to do so until the employee shall have accumulated a maximum of one thousand six hundred (1,600) hours of sick leave.

Notification must be given at least one (1) hour before the starting of the scheduled shift of an employee's inability to work due to illness or injury.

New employees shall be advanced six (6) days of sick leave upon employment but shall not earn or accumulate additional sick leave until they have been employed for six (6) months, whereupon they shall earn and accumulate sick leave as stated above in this section.

If death should occur while employed, pay out of unused sick leave up to a maximum of ninety (90) days or seven hundred twenty (720) hours shall be made to the surviving spouse and/or dependents living at home. If death should occur while an employee is on duty, then one hundred percent (100%) of unused sick leave will be paid to the surviving spouse and/or dependents living at home.

All non-union employees shall, upon regular retirement, be entitled to one hundred percent (100%) of unused sick leave as severance pay, up to a maximum of ninety (90) days or seven-hundred twenty (720) hours, or they may elect to use their accumulated sick leave up to a maximum of one hundred eighty (180) days or one thousand four hundred forty (1,440) hours to purchase health insurance from the City. If election is made to use accumulated sick leave to purchase health insurance, the value of the sick leave will be calculated by dividing the employee's average compensation by the number of hours worked in a year by two thousand one hundred ninety (2,190) to calculate an hourly rate then multiplying the hourly rate by the number of hours accrued to the employee's credit. This amount would be placed in an employee escrow account to be diminished each month by the amount of the insurance payment, and no interest shall accrue on the escrow account. The option selected must be exercised immediately at the time of retirement without option for change afterward. If an employee is discharged by the City for misconduct, this benefit does not apply.

All employees of the Police Department shall be entitled to convert three (3) days of accumulated sick leave for one (1) day of vacation (twenty-four (24) hours accumulated sick leave is equal to eight (8) hours of vacation). The employee shall not exceed seven (7) days of additional vacation in any fiscal year under this conversion policy. All employees of the Police Department are eligible for conversion, if the employee, at all times, maintains a minimum of one thousand (1000) hours of accumulated sick leave.

PERSONAL LEAVE: Each employee will be granted four (4) personal leave days with pay per fiscal year. Personal leave days may be taken upon approval of the Department Supervisor. (Per Resolution No. 423-90.)

FUNERAL LEAVE: Employees will be allowed three (3) calendar days off work with pay as bereavement leave in the case of death in their immediate family. Pay for such leave shall be at the employee's straight time hourly rate (with prorated longevity, if any) for a total of twenty-four (24) hours. The immediate family shall include the spouse, father, mother, son, daughter, sister, brother, grandparents and grandchildren of the employee and spouse.

Employees shall be allowed one (1) day off work with eight (8) hours pay as mentioned above as bereavement leave for any aunt, uncle or step relative of the employee. Step relative is to include stepfather, stepmother, stepdaughter, stepson, stepbrother, and stepsister. Upon the request of the employee, the Chief of Police may, in his/her discretion, treat the death of a step relative as a death in the immediate family and grant up to three (3) days off work with pay as herein provided.

The three (3) day leave under this section shall start the day death occurs or the first day thereafter or the day of the funeral and without regard to weekends, holidays, scheduled vacations or other days off shall terminate after three (3) consecutive calendar days without extension because of days off or for other reasons. The Chief of Police, with the approval of the Mayor, may authorize additional leave to be taken as a leave of absence pursuant to Article 11 of the Police Bargaining Agreement.

Funeral leave payment shall be only for scheduled workdays missed.

The one (1) day leave shall be taken at the option of the employee on the day of death, the day of the funeral or any day between.

An employee shall be allowed, without loss of pay, two (2) hours off work to attend the funeral of any other employee. Employees taking time off work as pallbearers shall be allowed up to four (4) hours off work without loss of pay. Provided, however, that no employee shall attend a funeral or serve as a pallbearer if such attendance or service will, in the opinion of the Chief of Police, reduce the manpower level of the Police Department below the minimum necessary.

Anything to the contrary in this section hereof notwithstanding, no employee, regardless of work schedule, shall receive pay in an amount greater than an amount equal to pay for three (3) shifts of eight (8) hours each when given three (3) calendar days off nor any amount greater than an amount equal to pay for one (1) shift of eight (8) hours when given one (1) calendar day off under this section.

CLOTHING ALLOWANCE: The Police Captains and Police Sergeants will receive a One Thousand Dollar (\$1,000.00) per year clothing allowance payable as soon as practical after July 1, of every year. This payment will be subject to federal and state tax withholding. **If the employee's employment ends prior to August 31st the employee will be required to pay back seventy-five (75) percent of that year's uniform allowance.**

OVERTIME: Overtime shall be approved by the Chief of Police or Assistant Chief.

COMPENSATORY TIME: Compensatory time off may be given on an hour for hour basis; however, there will be no monetary compensation. Maximum accumulation of compensatory time

shall be fifty (50) hours. Compensatory hours credited to each employee will be paid upon termination at the hourly rate then prevailing.

LONGEVITY PAY: Longevity pay for the Captains and Sergeants will be as follows:

	<u>Hourly</u>	<u>Annually</u>
After five (5) years of service	\$0.12	\$ 240.00
After ten (10) years of service	\$0.23	\$ 480.00
After fifteen (15) years of service	\$0.35	\$ 720.00
After twenty (20) years of service	\$0.46	\$ 960.00
After twenty-five (25) years of service	\$0.58	\$1,200.00
After thirty (30) years of service	\$0.69	\$1,440.00

FIRE CHIEF

HOLIDAY INCENTIVE: The Fire Chief shall be paid as holiday incentive pay the sum indicated below on or before the 30th day of June each year:

Fire Chief	\$1,200.00
------------	------------

Any employee who is separated from service by resignation, death, retirement, discharge or otherwise shall be compensated for all holidays which have passed from the start of the fiscal year to the date of separation at the rate of pay then prevailing.

If the Fire Chief is called into work because of an emergency on a holiday, he will be receive eight hours pay at his regular hourly rate.

VACATIONS: An employee shall accumulate vacation from the date of hire and shall have his/her rate of accumulation adjusted the pay period after the employee's anniversary date as follows:

Beginning rate	1.54 Hours per pay period
1 st Anniversary	3.08 Hours per pay period
4 th Anniversary	4.62 Hours per pay period
10 th Anniversary	6.16 Hours per pay period
17 th Anniversary	7.70 Hours per pay period
25 th Anniversary	9.24 Hours per pay period

The vacation accrual rates will result in accumulation of vacation to provide the following:

1.54 accrual rate earns:	40.04 Hours vacation per year
3.08 accrual rate earns:	80.08 Hours vacation per year
4.62 accrual rate earns:	120.12 Hours vacation per year
6.16 accrual rate earns:	160.16 Hours vacation per year
7.70 accrual rate earns:	200.20 Hours vacation per year
9.24 accrual rate earns:	240.24 Hours vacation per year

When an employee takes vacation, the days shall be subtracted from the accumulated earned vacation time. No employee may accumulate vacation in excess of thirty-nine (39) times the employee's accrual rate.

It is recommended that vacations be taken in a minimum of five (5) consecutive working days; however, fewer than five (5) days may be taken if approved by the Department Head.

Earned vacations are to be scheduled and taken between January 1st and December 31st of each year. A schedule from each department should be furnished to the Mayor.

An employee who is separated from service by resignation, death, retirement, discharge or otherwise shall be compensated for all unused vacation time.

Vacation pay shall be determined as follows: for each day of vacation taken, an employee will receive eight (8) times his/her hourly base pay as adjusted for longevity.

SICK LEAVE: Employees shall accumulate sick leave at the rate of four (4.0) hours for each pay period of service from the first day of employment and shall continue to do so until the employee shall have accumulated a maximum of one thousand four hundred forty (1,440) hours of sick leave.

If death should occur while employed, pay out of unused sick leave up to a maximum of ninety (90) days or seven hundred twenty (720) hours shall be made to the surviving spouse and/or dependents living at home. If death should occur while an employee is on duty, then one hundred percent (100%) of unused sick leave will be paid to the surviving spouse and/or dependents living at home.

All non-union employees shall, upon regular retirement, be entitled to one hundred percent (100%) of unused sick leave as severance pay, up to a maximum of ninety (90) days or seven-hundred twenty (720) hours, or they may elect to use their accumulated sick leave up to a maximum of one hundred eighty (180) days or one thousand four hundred forty (1,440) hours to purchase health insurance from the City. If election is made to use accumulated sick leave to purchase health insurance, the value of the sick leave will be calculated by dividing the employee's average compensation by the number of hours worked in a year by two thousand eighty (2,080) to calculate an hourly rate, then multiplying the hourly rate by the number of hours accrued to the employees' credit. This amount would be placed in an employee escrow account to be diminished each month by the amount of the insurance payment, and no interest shall accrue on the escrow account. The option selected must be exercised immediately at the time of retirement without option for change afterward. If an employee is discharged by the City for misconduct, this benefit does not apply.

The Fire Chief shall be entitled to convert three (3) days of accumulated sick leave for one (1) day of vacation (twenty-four (24) hours accumulated sick leave is equal to eight (8) hours of vacation). The employee shall not exceed seven (7) days of additional vacation in any fiscal year under this conversion policy. The Fire Chief is eligible for conversion, if the employee, at all times, maintains a minimum of one hundred (100) hours of accumulated sick leave.

PERSONAL LEAVE: The Fire Chief will be granted four (4) personal leave days with pay per fiscal year. Personal leave days may be taken upon approval of the Department Supervisor.

FUNERAL LEAVE: Employees will be allowed three (3) calendar days off work with pay as bereavement leave in the case of death in their immediate family. Pay for such leave shall be at the employee's straight time hourly rate (with prorated longevity, if any) for a total of twenty-four (24) hours. The immediate family shall include the spouse, father, mother, son, daughter, sister, brother, grandparents and grandchildren of the employee and spouse. Employees shall be allowed two (2) days off work for the death of any step relative. Step relative is to include stepfather, stepmother, stepdaughter, stepson, stepbrother and stepsister. Upon the request of the employee, the Fire Chief may, at his/her discretion, treat the death of a step relative as a death in the immediate family and grant up to three (3) days off work with pay as herein provided.

An employee shall be allowed, without loss of pay, two (2) hours off work to attend the funeral of any other employee. Employees taking time off work as pallbearers shall be allowed up to four (4) hours off work without loss of pay. Provided, however, that no employee shall attend a funeral

or serve as a pallbearer if such attendance or service will, in the opinion of the Fire Chief, reduce the manpower level of the Fire Department below the minimum necessary.

CLOTHING ALLOWANCE: The Fire Chief will receive a Seven Hundred Dollar (\$700.00) per year clothing allowance, which is in addition to the quartermaster system, to be payable as soon as practical after July 1, of every year. This payment will be subject to federal and state tax withholding.

OVERTIME: The Fire Chief shall not receive overtime pay.

COMPENSATORY TIME: Compensatory time off may be given on an hour for hour basis; however, there will be no monetary compensation. Maximum accumulation of compensatory time shall be fifty (50) hours. Compensatory hours credited to each employee will be paid upon termination at the hourly rate then prevailing. **Managerial employees hired after September 1, 2021 shall be exempt from this section and will receive benefit specified under the Exempt and Nonexempt Employees section of this manual.**

LONGEVITY: Longevity pay for the Fire Chief will be as follows:

	<u>Hourly</u>	<u>Annually</u>
After five (5) years of service	\$0.12	\$ 480.00
After ten (10) years of service	\$0.23	\$ 720.00
After fifteen (15) years of service	\$0.35	\$ 960.00
After twenty (20) years of service	\$0.46	\$1,200.00
After twenty-five (25) years of service	\$0.58	\$1,440.00

Longevity pay shall be added to an employee's hourly rate on the first (1st) day of the fiscal year in which an employee will reach an anniversary which under this section requires an adjustment to longevity pay.

BIRTHDAY: In addition to the holidays provided, the employee shall be given his/her birthday as an additional day off with pay. If the birthday falls on a scheduled day off or on a holiday, he/she shall be granted the next immediately succeeding day as said day off.

Hazmat Technician pay shall be added to the employee's hourly rate on the first (1st) day of the fiscal year in which the employee attains Hazmat Technician certification.

PHYSICAL FITNESS: The city shall provide the Fire Chief a single membership to the YMCA.

FIRE UNION CONTRACT

Employees should refer to the Collective Bargaining Agreement (CBA) with IAFF Local 568 for specific benefit information. Any section of this document not addressed in the CBA shall be the applicable policy and or benefit.

GENERAL UNIT CONTRACT

Employees should refer to the Collective Bargaining Agreement (CBA) with Teamsters Local 238 for specific benefit information. Any section of this document not addressed in the CBA shall be the applicable policy and or benefit.

PROTECTIVE CLOTHING AND WORK CLOTHING

The operator on the oil truck will be furnished protective clothing, etc. paid for by the City. The Union Steward, oilier operator and Superintendent of the Street Department are to determine what protective clothing, etc. are to be needed for such operations. The City will provide protective gloves to persons in the Sanitation Department for use during demolition work and on the garbage trucks when engaged in garbage or refuse collection. Employees shall wear said protective gloves when engaged in such work, or as otherwise ordered by the City.

The City will provide one (1) pair of safety glasses to each employee and will contribute Thirty-seven Dollars and Fifty Cents (\$37.50) towards prescription safety glasses each year. The employee shall be reimbursed upon paid receipt.

The City will provide winter coveralls to those employees whose duties require them to perform duties outside. Employees will be reimbursed upon paid receipt and upon return of the damaged or worn-out articles of clothing.

The failure to use and wear protective clothing, including gloves, provided by the City may be a cause for the disciplining of an employee.

The City will provide work uniforms for all departments.

Employees shall wear uniforms provided by the City while working during regular hours. After hour call-in employees must comply with required PPE for the work required.

CITY TO PAY FOR DAMAGED TOOLS AND COMMERCIAL DRIVER'S LICENSE

Each mechanic in the Garage and Mechanical Maintenance Department shall provide his/her own hand tools of a sufficient quantity and quality to generally enable independent work on cars, trucks and heavy equipment of the type within the City inventory. The City shall provide each mechanic in the Garage and Mechanical Maintenance Department with an Eight Hundred Dollar (\$800.00) per year tool allowance, which will be reimbursed to the mechanic upon paid receipt.

All General Unit employees shall hold a valid Commercial Driver's License. The City will pay for the first Commercial Driver's License of the employee and, thereafter, will pay the difference between a regular license and a Commercial Driver's License.

POLICE CHIEF AND ASSISTANT CHIEF

HOLIDAY INCENTIVE: The Police Chief and Assistant Chief shall be paid as holiday incentive pay the sum indicated below divided by eleven (11) as the Holiday occurs.

Police Chief	\$1,200.00
Assistant Chief	\$1,100.00

Any employee who is separated from service by resignation, death, retirement, discharge or otherwise shall be compensated for all holidays which have passed from the start of the fiscal year to date of the separation.

BIRTHDAY: In addition to the holidays provided, the employee shall be given his/her birthday as an additional day off with pay. If the birthday falls on a scheduled day off or on a holiday, he/she shall be granted the next immediately succeeding day as said day off.

VACATIONS: An employee shall accumulate vacation from the date of hire and shall have his/her rate of accumulation adjusted the pay period after the employee's anniversary date as follows:

Beginning rate	1.54 Hours per pay period
1 st Anniversary	3.08 Hours per pay period
4 th Anniversary	4.62 Hours per pay period
10 th Anniversary	6.16 Hours per pay period
17 th Anniversary	7.70 Hours per pay period
25 th Anniversary	9.24 Hours per pay period

The vacation accrual rates will result in accumulation of vacation to provide the following:

1.54 accrual rate earns:	40.04 Hours vacation per year
3.08 accrual rate earns:	80.08 Hours vacation per year
4.62 accrual rate earns:	120.12 Hours vacation per year
6.16 accrual rate earns:	160.16 Hours vacation per year
7.70 accrual rate earns:	200.20 Hours vacation per year
9.24 accrual rate earns:	240.24 Hours vacation per year

Vacations shall be scheduled on a calendar year basis for each calendar year during the first four (4) months of said calendar year on the basis of seniority and after the first four (4) months of each year vacations shall be scheduled by priority request without regard to seniority.

When an employee takes vacation, the days shall be subtracted from the accumulated earned vacation time. No employee may accumulate vacation in excess of thirty-nine (39) times the employee's accrual rate.

It is recommended that vacations be taken in a minimum of five (5) consecutive working days; however, fewer than five (5) days may be taken if approved by the Department Head.

Earned vacations are to be scheduled and taken between January 1st and December 31st of each year. A schedule from each department shall be furnished to the Mayor.

An employee who is separated from service by resignation, death, retirement, discharge or otherwise shall be compensated for all unused vacation time.

Vacation pay shall be determined as follows: For each day of vacation taken, an employee will receive eighty (8) times his/her hourly base pay as adjusted for longevity.

SICK LEAVE: Employees shall accumulate sick leave at the rate of four (4.0) hours for each pay period of service from the first day of employment and shall continue to do so until the employee shall have accumulated a maximum of one thousand six hundred (1,600) hours of sick leave.

Notification must be given at least one (1) hour before the starting of the scheduled shift of the employee's inability to work due to illness or injury.

New employees shall be advanced six (6) days of sick leave upon employment but shall not earn or accumulate additional sick leave until they have been employed six (6) months, whereupon they shall earn and accumulate sick leave as stated above in this section.

If death should occur while employed, pay out of unused sick leave up to a maximum of ninety (90) days or seven hundred twenty (720) hours shall be made to the surviving spouse and/or dependents living at home. If death should occur while an employee is on duty, then one hundred percent (100%) of unused sick leave will be paid to the surviving spouse and/or dependents living at home.

All non-union employees shall, upon regular retirement, be entitled to one hundred percent (100%) of unused sick leave as severance pay, up to a maximum of ninety (90) days or seven-hundred twenty (720) hours, or they may elect to use their accumulated sick leave up to a maximum of one hundred eighty (180) days or one thousand four hundred forty (1,440) hours to purchase health insurance from the City. If election is made to use accumulated sick leave to purchase health insurance, the value of the sick leave will be calculated by dividing the employee's average compensation by the number of hours worked in a year by two thousand eighty (2,080) to calculate an hourly rate, then multiplying the hourly rate by the number of hours accrued to the employees' credit. This amount would be placed in an employee escrow account to be diminished each month by the amount of the insurance payment, and no interest shall accrue on the escrow account. The option selected must be exercised immediately at the time of retirement without option for change afterward. If an employee is discharged by the City for misconduct, this benefit does not apply.

All employees of the Police Department shall be entitled to convert three (3) days of accumulated sick leave for one (1) day of vacation (twenty-four (24) hours accumulated sick leave is equal to eight (8) hours of vacation). The employee shall not exceed seven (7) days of additional vacation in any fiscal year under this conversion policy. All employees of the Police Department are eligible for conversion, if the employee, at all times, maintains a minimum of one hundred (100) hours of accumulated sick leave.

PERSONAL LEAVE: Each employee will be granted four (4) personal leave days with pay per fiscal year. Personal leave days may be taken upon approval of the Department Supervisor. (Per Resolution No. 423-90.)

FUNERAL LEAVE: Employees will be allowed three (3) calendar days off work with pay as bereavement leave in the case of a death in their immediate family. Pay for such leave shall be at the employee's straight time hourly rate (with prorated longevity, if any) for a total of twenty-four (24) hours. The immediate family shall include the spouse, father, mother, son, daughter, sister, brother, grandparents and grandchildren of the employee and spouse.

Employees shall be allowed one (1) day off work with eight (8) hours pay as mentioned above as bereavement leave for any aunt, uncle or step relative of the employee. Step relative is to include stepfather, stepmother, stepdaughter, stepson, stepbrother and stepsister. Upon the request of the employee, the Chief of Police may, in his/her discretion, treat the death of a step relative as a death in the immediate family and grant up to three (3) days off work with pay as herein provided.

The three (3) day leave under this section shall start the day death occurs or the first day thereafter or the day of the funeral and without regard to weekends, holidays, scheduled vacations or other days off shall terminate after three (3) consecutive calendar days without extension because of days off or for other reasons. The Chief of Police, with the approval of the Mayor, may authorize additional leave to be taken as a leave of absence pursuant to Article 11 of the Police Bargaining Agreement.

Funeral leave payment shall be only for scheduled work days missed.

The one (1) day leave shall be taken at the option of the employee on the day of death, the day of the funeral or any day between.

An employee shall be allowed, without loss of pay, two (2) hours off work to attend the funeral of any other employee. Employees taking time off work as pallbearers shall be allowed up to four (4) hours off work without loss of pay. Provided, however, that no employee shall attend a funeral or serve as a pallbearer if such attendance or service will, in the opinion of the Chief of Police, reduce the manpower level of the Police Department below the minimum necessary.

Anything to the contrary in this section hereof notwithstanding, no employee, regardless of work schedule, shall receive pay in an amount greater than an amount equal to pay for three (3) shifts of eight (8) hours each when given three (3) calendar days off nor any amount greater than an amount equal to pay for one (1) shift of eight (8) hours when given one (1) calendar day off under this section.

CLOTHING ALLOWANCE: The Police Chief and Assistant Chief will receive a One Thousand One Hundred Dollar (\$1,100.00) per year clothing allowance payable as soon as practical after July 1, of every year. This payment will be subject to federal and state tax withholding. **If the employee's employment ends prior to August 31st the employee will be required to pay back seventy-five (75) percent of that year's uniform allowance.**

OVERTIME: Exempt. Compensatory time off may be given on an hour for hour basis by the Chief of the department. However, there will be no monetary compensation. Maximum

accumulation of compensatory time shall be ninety-six (96) hours. Compensatory hours credited to each employee will be paid upon termination at the hourly rate then prevailing. **Managerial employees hired after September 1, 2021 shall be exempt from this section and will receive benefit specified under the Exempt and Nonexempt Employees section of this manual.**

LONGEVITY PAY: Longevity pay for the Police Chief and Assistant Chief will be as follows:

	<u>Hourly</u>	<u>Annually</u>
After five (5) years of service	\$0.12	\$ 240.00
After ten (10) years of service	\$0.23	\$ 480.00
After fifteen (15) years of service	\$0.35	\$ 720.00
After twenty (20) years of service	\$0.46	\$ 960.00
After twenty-five (25) years of service	\$0.58	\$1,200.00
After thirty (30) years of service	\$0.69	\$1,440.00

POLICE UNION

Employees should refer to the Collective Bargaining Agreement (CBA) with Teamsters for specific benefit information. Any section of this document not addressed in the CBA shall be the applicable policy and or benefit.

COMMUNICATION SUPERVISOR AND DATA ENTRY CLERKS – POLICE DEPARTMENT

HOLIDAY INCENTIVE: The Communication Supervisor and Data Entry Clerks shall be paid, as holiday incentive pay, the sums indicated below, divided by eleven (11), and paid as the holiday occurs.

Communication Supervisor and Data Entry Clerks	\$700.00
--	----------

Any employee who is separated from service by resignation, death, retirement, discharge or otherwise shall be compensated for all holidays which have passed from the start of the fiscal year to the date of separation.

BIRTHDAY: In addition to the holidays provided, the employees covered by this section shall be given their birthday as an additional day off with pay. If the birthday falls on a scheduled day off or on a holiday, they shall be granted the next immediately succeeding day as said day off.

VACATIONS: An employee shall accumulate vacation from the date of hire and shall have his/her rate of accumulation adjusted the pay period after the employee’s anniversary date as follows:

Beginning rate	1.54 Hours per pay period
1 st Anniversary	3.08 Hours per pay period
4 th Anniversary	4.62 Hours per pay period
10 th Anniversary	6.16 Hours per pay period
17 th Anniversary	7.70 Hours per pay period
25 th Anniversary	9.24 Hours per pay period

The vacation accrual rates will result in accumulation of vacation to provide the following:

1.54 accrual rate earns:	40.04 Hours vacation per year
3.08 accrual rate earns:	80.08 Hours vacation per year
4.62 accrual rate earns:	120.12 Hours vacation per year
6.16 accrual rate earns:	160.16 Hours vacation per year
7.70 accrual rate earns:	200.20 Hours vacation per year
9.24 accrual rate earns:	240.24 Hours vacation per year

Vacations shall be scheduled on a calendar year basis for each calendar year during the first four (4) months of said calendar year on the basis of seniority, and after the first four (4) months of each year vacations shall be scheduled by priority request without regard to seniority.

When an employee takes vacation, the days shall be subtracted from the accumulated earned vacation time. No employee may accumulate vacation in excess of thirty-nine (39) times the employee’s accrual rate.

It is recommended that vacations be taken in a minimum of five (5) consecutive working days; however, fewer than five (5) days may be taken if approved by the Department Head.

Earned vacations are to be scheduled and taken between January 1st and December 31st of each year. A schedule from each department shall be furnished to the Mayor.

An employee who is separated from service by resignation, death, retirement, discharge or otherwise shall be compensated for all unused vacation time.

Vacation pay shall be determined as follows: for each day of vacation taken, an employee will receive eighty (8) times his/her hourly base pay as adjusted for longevity.

SICK LEAVE: Employees shall accumulate sick leave at the rate of four (4.0) hours for each pay period of service from the first day of employment and shall continue to do so until the employee shall have accumulated a maximum of one thousand six hundred (1,600) hours of sick leave.

Notification must be given at least one (1) hour before the starting of the scheduled shift of an employee's inability to work due to illness or injury.

New employees shall be advanced six (6) days of sick leave upon employment but shall not earn or accumulate additional sick leave until they have been employed six (6) months, whereupon they shall earn and accumulate sick leave as stated above in this section.

If death should occur while employed, pay out of unused sick leave up to a maximum of ninety (90) days or seven hundred twenty (720) hours shall be made to the surviving spouse and/or dependents living at home. If death should occur while an employee is on duty, then one hundred percent (100%) of unused sick leave will be paid to the surviving spouse and/or dependents living at home.

All non-union employees shall, upon regular retirement (IPERS rule currently in effect), be entitled to one hundred percent (100%) of unused sick leave as severance pay, up to a maximum of ninety (90) days or seven hundred twenty (720) hours, or they may elect to use their accumulated sick leave up to a maximum of one hundred eighty (180) days or one thousand four hundred forty (1,440) hours to purchase health insurance from the City. If election is made to use accumulated sick leave to purchase health insurance, the value of the sick leave will be calculated by dividing the employee's average compensation by the number of hours worked in a year by two thousand eighty (2,080) to calculate an hourly rate, then multiplying the hourly rate by the number of hours accrued to the employee's credit. This amount would be placed in an employee escrow account to be diminished each month by the amount of the insurance payment and no interest shall accrue on the escrow account. The option selected must be exercised immediately at the time of retirement without option for change afterward. If an employee is discharged by the City for misconduct, this benefit does not apply.

All employees of the Police Department shall be entitled to convert three (3) days of accumulated sick leave for one (1) day of vacation (twenty-four (24) hours accumulated sick leave is equal to eight (8) hours of vacation.) The employee shall not exceed seven (7) days of additional vacation days in any fiscal year under this conversion policy. All employees of the Police Department are eligible for conversion, if the employee, at all times, maintains a minimum of one thousand (1000) hours of accumulated sick leave. Section 2 of Article 6 applies for scheduling.

PERSONAL LEAVE: Each employee will be granted four (4) personal leave days per year. These personal leave days shall be in addition to any other days off. An employee must give forty-eight (48) hours' notice to his/her Supervisor before taking a personal leave day (the employee's Supervisor may waive this requirement). An employee taking a personal leave day shall receive eight (8) hour's pay at his/her regular rate for each personal leave day taken. In the event a request for personal leave will reduce the number of employees in the department to levels below minimum manning requirements, personal leave on the day requested may be refused. In the event of conflicts in personal leave requests, the employee with seniority will be given preference. (Four (4) days per Resolution No. 423-90.)

FUNERAL LEAVE: Employees will be allowed three (3) calendar days off work with pay as bereavement leave in the case of a death in their immediate family. Pay for such leave shall be at the employee's straight time hourly rate (with prorated longevity, if any) for a total of twenty-four (24) hours. The immediate family shall include the spouse, father, mother, son, daughter, sister, brother, grandparents and grandchildren of the employee and spouse.

Employees shall be allowed one (1) day off work with eight (8) hours pay as mentioned above as bereavement leave for any aunt, uncle or step relative of the employee. Step relative is to include stepfather, stepmother, stepdaughter, stepson, stepbrother and stepsister. Upon the request of the employee, the Chief of Police may, in his/her discretion, treat the death of a step relative as a death in the immediate family and grant up to three (3) days off work with pay as herein provided.

The three (3) day leave under this section shall start the day death occurs or the first day thereafter or the day of the funeral and without regard to weekends, holidays, scheduled vacations or other days off shall terminate after three (3) consecutive calendar days without extension because of days off or for other reasons. The Chief of Police, with the approval of the Mayor, may authorize additional leave to be taken as a leave of absence pursuant to Article 11 of the Police Bargaining Agreement.

Funeral leave payment shall be only for scheduled workdays missed.

The one (1) day leave shall be taken at the option of the employee on the day of death, the day of the funeral or any day between.

An employee shall be allowed, without loss of pay, two (2) hours off work to attend the funeral of any other employee. Employees taking time off work as pallbearers shall be allowed up to four (4) hours off work without loss of pay. Provided, however, that no employee shall attend a funeral or serve as a pallbearer if such attendance or service will, in the opinion of the Chief of Police, reduce the manpower level of the Police Department below the minimum necessary.

Anything to the contrary in this section hereof notwithstanding, no employee, regardless of work schedule, shall receive pay in an amount greater than an amount equal to pay for three (3) shifts of eight (8) hours each when given three (3) calendar days off nor any amount greater than an amount equal to pay for one (1) shift of eight (8) hours when given one (1) calendar day off under this section.

DATA ENTRY CLERKS

OVERTIME AND COMPENSATORY TIME: Overtime and compensatory time is regulated by Article 4 of the Police Bargaining Agreement “Supplemental Time Provision.”

SUPERVISOR: The position shall be supervised per the Department’s organizational chart.

OVERTIME: The Confidential Secretary and the Communications Supervisor shall not receive overtime pay.

COMPENSATORY TIME: Compensatory time off may be given on an hour for hour basis; however, there will be no monetary compensation. Maximum accumulation of compensatory time shall be ninety-four (94) hours. Compensatory hours credited to each employee will be paid upon termination at the hourly rate then prevailing.

LONGEVITY PAY: All non-union employees shall be paid as longevity pay the semi-monthly sum indicated below:

	<u>Annually</u>	<u>Semi-Monthly</u>
After five (5) years of service	\$ 240.00	\$ 9.25
After ten (10) years of service	\$ 480.00	\$18.45
After fifteen (15) years of service	\$ 720.00	\$27.70
After twenty (20) years of service	\$ 960.00	\$36.95
After twenty-five (25) years of service	\$1,200.00	\$46.15
After thirty (30) years of service	\$1,440.00	\$55.40

WASTEWATER TREATMENT UNION

Employees should refer to the Collective Bargaining Agreement (CBA) with Teamsters Local 238 for specific benefit information. Any section of this document not addressed in the CBA shall be the applicable policy and or benefit.

VACATIONS

Section 1.

An employee shall accumulate vacation time, at a rate of .193 days for each pay period an employee is maintained on the City payroll, from the date of hire. An employee shall have his/her rate of accumulation adjusted, upon the employee's anniversary date, beginning the pay period after the anniversary date, as shown below:

After the first anniversary of employment, .385 days per pay period. (2 weeks of 5 days each per year).

After the fourth anniversary of employment, .577 days per pay period. (3 weeks of 5 days each per year).

After the tenth anniversary of employment, .770 days per pay period. (4 weeks of 5 days each per year).

After the seventeenth anniversary of employment, .962 days per pay period. (5 weeks of 5 days each per year).

After the twenty-fifth anniversary of employment, 1.154 days per pay period. (6 weeks of 5 days each per year).

Section 2.

A week's vacation pay shall be computed by multiplying forty (40) hours by the employee's prevailing straight time hourly rate at the time of vacation. A vacation week shall consist of five (5) working days. Upon manager's approval, vacations may be taken by the hour, except there will be a four (4) hour minimum.

Section 3.

All vacations shall be coordinated with the Plant Superintendent; however, seniority shall prevail in the event of scheduling conflicts.

Section 4.

In the event a holiday(s) falls within an employee's vacation period, he/she shall be granted an additional day(s) off with pay, in conjunction with the employee's vacation.

Section 5.

When an employee takes vacation, the days shall be subtracted from the employee's accumulated earned vacation time, under Section 1 of this Article. No employee may accumulate a vacation, in excess of thirty-nine (39) times the vacation earned by said employee, during a pay period. All employees shall take vacations in five (5) consecutive workday increments, unless otherwise approved by their Supervisor.

Section 6.

Except employees who have been employed less than one (1) year (who shall not receive any benefits), all employees, at the end or termination of their employment for any reason, shall be paid for all vacation accumulated on the date employment ends.

SICK LEAVE

Section 1.

Any employee incurring a sickness or disability shall receive sick leave with full pay to the extent herein provided. The City may send a representative to the employee's home to verify the cause of absence. Any employee confined to a hospital or furnishing a doctor's certificate shall not be questioned about his/her sick leave. For the purposes of light duty work, the City shall have the right to contact the employee and the employee's doctor to see if the employee is capable of performing light duty work. All employees shall be treated equally in the offering of light duty work.

The City shall have the right to request a doctor's statement in support of such sick leave after three (3) sick days.

Section 2.

Employees shall accumulate sick leave at a rate of 3.7 hours per pay period, as long as an employee is maintained on the City payroll, and shall continue to do so until the employee shall have accumulated the maximum of one thousand one hundred thirty-six (1,136) hours, one hundred forty-two (142) days, of sick leave.

The City agrees that employees may be paid, at the employee's election, for three (3) days or twenty-four (24) hours of accumulated sick leave for the first three (3) days the employee is off duty due to an occupational illness or injury or to whatever extent current state or federal laws dictate, on the first days of absences in conjunction with workers' compensation.

Section 3.

Employees must promptly notify their superior of their inability to work when scheduled.

Section 4.

Section 1, hereof notwithstanding, new employees shall be advanced six (6) days of sick leave upon employment and shall not earn or accumulate additional sick leave until they have been employed six (6) months, whereupon they shall earn and accumulate sick leave as provided in Section 2.

Section 5.

If death should occur while employed, pay out of sick leave shall be made to the surviving spouse and/or dependents living at home. All employees shall, upon regular retirement (IPERS rule currently in effect), be entitled to one hundred percent (100%) of unused sick leave, with a maximum of seventy-one (71) days or five hundred sixty-eight (568) hours, or elect to use his/her accumulated sick leave up to a maximum of seventy-one (71) days or five hundred sixty-eight (568) hours to purchase health insurance from the City. If election is made to use accumulated sick leave to purchase health insurance, the value of the sick leave will be calculated by dividing the employee's average compensation by the number of hours worked in a year two thousand eighty (2,080) to calculate an hourly rate, then multiplying the hourly rate by the number of hours accrued to the employee's credit. This amount would be placed in an employee escrow account to be diminished each month by the amount of the insurance payment, and no interest shall accrue on the escrow account. The option selected must be exercised immediately at the time of retirement without option for change afterward.

Section 6.

Employees may convert three (3) days sick leave for one (1) day of vacation pay with a maximum of seven (7) days in one year converted.

LONGEVITY

Each employee shall be paid as longevity pay, the lump sum indicated below:

After five (5) years of service	\$10.00 per pay period	\$ 260.00
After ten (10) years of service	\$18.00 per pay period	\$ 468.00
After fifteen (15) years of service	\$29.00 per pay period	\$ 754.00
After twenty (20) years of service	\$37.00 per pay period	\$ 962.00
After twenty-five (25) years of service	\$45.00 per pay period	\$1,170.00
After thirty (30) years of service	\$53.00 per pay period	\$1,378.00

Longevity shall be determined upon the anniversary of each employee's employment. If an employee should retire or quit before the longevity is paid out, it will be pro-rated on the employee's final paycheck.

TIME OFF FOR FUNERALS

Section 1.

Employees will be allowed three (3) days off work, with pay, as bereavement leave, in the case of a death in their immediate family. Pay for such leave shall be at the employee's straight time hourly rate for a total of twenty-four (24) hours. The immediate family shall include the spouse, father, mother, son, son-in-law, daughter, daughter-in-law, foster child, sister, sister-in-law, brother, brother-in-law, aunt, uncle, stepparent, stepchildren, stepbrother, stepsister, grandparents, grandchildren, or other relatives residing in the employee's immediate household. **Upon the employee's request, the City Administrator may in his/her discretion allow one (1) day for the death of a corresponding relative of the employee and spouse.**

Section 2.

It is further agreed that an employee be allowed, without loss of pay, two (2) hours off work to attend a funeral of another employee.

Section 3.

Employees taking time off work to serve as pallbearers shall be allowed four (4) hours off work without loss of pay. Employees, at the manager's option, shall be allowed to take an additional four (4) hours off, which shall be deducted from their vacation accrual.

PROTECTIVE CLOTHING AND WORK CLOTHING

Section 1.

The City shall provide and replace, at no cost to the employee, rain gear, rubber boots and rubber gloves.

The City will provide one (1) pair of safety glasses to each employee and will contribute Thirty-Seven Dollars and Fifty Cents (\$37.50) towards prescription safety glasses each year. The employee shall be reimbursed upon paid receipt.

The City will provide winter coveralls to those employees whose duties require them to perform duties outside. The employee shall be reimbursed upon paid receipt and upon return of the damaged or worn-out articles of clothing.

The City will provide One Hundred Twenty Dollars (\$120.00) towards the purchase of steel-toed boots every two (2) years. The employee shall be reimbursed upon paid receipt. Employees shall, at all times during working hours, wear their steel-toed boots.

The failure to use and wear required protective clothing provided by the City may be a cause for the disciplining of an employee.

Section 2.

An annual uniform allowance in the amount of Three Hundred Dollars (\$300.00) (less appropriate taxes) will be paid in a separate check on the start of the contract year for all employees who have completed their probationary period.

AGENDA
CITY COUNCIL MEETING
January 6, 2022
501 Main Street
6:30 P.M.

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Mayor's Correspondence:
5. Citizen's Request.
6. Consent Agenda.
 - Minutes of the Council Workshop, Regular City Council meeting & Special Work Session of December 16, 2021;
 - Minutes of the Safety Committee meeting of December 16, 2021;
 - Resolution approving an Urban Revitalization Tax Exemption for James & Ginger Knisley, 3405 Middle Road, garage;
 - Resolution approving a Liquor License for Columbian Room of Keokuk., 11 N. 6th Street, effective January 20, 2022 – Class C Liquor License with Sunday Sales & Outdoor Service;
 - Motion to pay bills and transfers listed in Register No.'s 5248-5250;
7. Consider resolution adopting policy pertaining to OSHA'S Emergency temporary standard.
8. Consider resolution designating depositories for City Monies and City Funds not to exceed the sums listed per financial institution.
9. Consider resolution authorizing Mayor Kathie Mahoney and City Administrator Cole O'Donnell to sign all checks issued by the City.
10. Consider resolution making the Safe Deposit Box rented in the name of the City of Keokuk accessible to the Mayor, City Administrator & City Clerk.
11. Consider resolution designating the Daily Gate City as a newspaper of general circulation for publication of official notices.
12. Consider resolution appointing Cole O'Donnell to the Southeast Iowa Regional Planning Commission (SEIRPC) Board of Directors.
13. Consider resolution designating Michael Greenwald as Mayor Pro Tem of the City of Keokuk in the absence of Mayor Kathie Mahoney.
14. Boards & Commissions.
15. Staff Reports:
16. New Business:
17. Adjourn meeting.

**MINUTES
COUNCIL WORKSHOP
December 16, 2021
5:30 P.M.**

PRESENT: Richardson, O'Connor, Altheide, Garcia, Dade, Helenthal, Marsden, Bryant and Dunek.

STAFF PRESENT: O'Donnell, Ludwig, Broomhall, Helenthal, Weis and El Anfaoui

Mayor Richardson opened the public hearing at 5:30 p.m. on amendment to the Fiscal Year 2021-2022 annual budget. A public hearing notice was published in the Daily Gate City on Friday, December 3, 2021.

COMMENTS: O'Donnell noted the public hearing was opened during the workshop due to the wrong time being published in the Daily Gate City as 5:30 p.m. instead of 6:30pm.

Motion to recess made by Helenthal, second by Garcia. (8) AYES, (0) NAYS. Motion carried.

Motion made by Helenthal, second O'Connor to enter closed session under Code of Iowa Sec. 21.5 (i) To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Enter closed session at 5:35 p.m.

Re-entered opened session at 6:27 p.m.

**MINUTES
CITY COUNCIL MEETING
December 16, 2021
501 Main Street
6:30 P.M.**

The City Council of the City of Keokuk met in regular session on December 16, 2021 at 501 Main Street. Mayor Thomas L. Richardson called the meeting to order at 6:30 p.m. There were eight council members present, one absent. Mike O'Connor, Linda Altheide, Roslyn Garcia, Devon Dade, John Helenthal, Linda Marsden, Roger Bryant, and Susan Dunek were present. Steve Andrews was absent. Staff in attendance: City Administrator Cole O'Donnell, City Clerk Jean Ludwig, Public Works Director Robert Helenthal, Community Development Director Pam Broomhall, Bridge, Park, Cemetery and Sanitation Manager Bob Weis, Sewer Manager Michael Clark, and Celeste El Anfaoui.

MAYOR'S CORRESPONDENCE: Gave thanks and appreciation to outgoing council for their teamwork and thinking of the greater good of Keokuk.

CITIZEN'S REQUEST: Joe Shuman gave thanks for all the help and support he received getting the City of Christmas up and running. Noted a small amount of damage from the windstorm on Wednesday December 15th.

Motion made by Dade, second by Bryant to approve the following agenda, including the consent agenda.
(8) AYES, (0) NAYS. Motion carried.

- Minutes of the Regular City Council meeting of December 2, 2021;
- Cash Receipts & Treasurer's Report for November 2021;
- **RESOLUTION NO. 326-21:** Approving a Liquor License for Rascal's Pub & Grub, Inc., 820 Main Street, effective January 2, 2022 – Class C Liquor License with Outdoor Service;
- **RESOLUTION NO. 327-21:** Approving a Liquor License for Hy-Vee Food Store, 3111 Main Street, effective January 2, 2022 – Class E Liquor License with Class C Beer Permit, Class B Wine Permit and Sunday Sales;
- Motion to pay bills and transfers listed in Register No.'s 5246-5247;

Continuation of public hearing on amending the budget for the Fiscal Year 2021-2022 ending June 30, 2021.

COMMENTS: Public Hearing was continued from the workshop which began at 5:30 p.m. O'Donnell gave an overview of the amendments being made.

No further comments were received, Mayor Richardson closed the public hearing at 6:38 p.m.

Motion made by Helenthal, second by Altheide to approve the following proposed **RESOLUTION NO. 328-21:** "A RESOLUTION AMENDING THE BUDGET FOR THE FISCAL YEAR 2021-2022 ENDING JUNE 30, 2021." (8) AYES, (0) NAYS. Motion carried.

Mayor Richardson opened the public hearing at 6:39 p.m. for Rainbo Drive Lift Station replacement. A public hearing was published in the Daily Gate City on Monday, November 29, 2021.

COMMENTS: O'Donnell gave an overview of the bids; four bids were received. He explained part of the project will be carried into Fiscal Year 2023.

No further comments were received, Mayor Richardson closed the public hearing at 6:41 p.m.

Motion made by Helenthal, second by Altheide to approve the following proposed **RESOLUTION NO. 329-21**: “A RESOLUTION AWARDED A CONTRACT TO KEOKUK CONTRACTORS, INC. FOR THE RAIBO DRIVE LIFT STATION REPLACEMENT PROJECT.” (8) AYES, (0) NAYS. Motion carried.

Motion made by Marsden, second by Dade to approve the third reading of an Ordinance amending Chapter 5.20.020 regarding Sanitation Fees.

ROLL CALL VOTE: (8) AYES - O’Connor, Altheide, Garcia, Dade, Helenthal, Marsden, Bryant and Dunek. (0) NAYS. Motion carried.

Motion made by Helenthal, second by O’Connor to adopt and give final approval of **ORDINANCE NO. 2020** amending Chapter 5.20.020 regarding Sanitation Fees. (8) AYES, (0) NAYS. Motion carried.

Motion made by Marsden, second by Dade to approve the following proposed **RESOLUTION NO. 330-21**: “A RESOLUTION ADOPTING POLICY ALLOWING ACCESS TO CITY HEALTH INSURANCE PLAN FOR EMPLOYEES COVERED BY IOWA CODE CHAPTER 411 AND RETIRING DUE TO ACCIDENTAL DISABILITY.” (8) AYES, (0) NAYS. Motion carried.

Motion made by O’Connor, second by Dunek to approve the following proposed **RESOLUTION NO. 331-21**: “A RESOLUTION ACCEPTING AIRPORT RESCUE GRANT THROUGH THE FEDERAL AVIATION ADMINISTRATION.” (8) AYES, (0) NAYS. Motion carried.

Motion made by Helenthal, second by O’Connor to approve the following proposed **RESOLUTION NO. 332-21**: “A RESOLUTION GRANTING AN EASEMENT TO INTERSTATE LIGHT & POWER (ALLIANT ENERGY) FOR THE PURPOSE OF UPGRADING TO AN UNDERGROUND ELECTRICAL SUPPLY SYSTEM.” (8) AYES, (0) NAYS. Motion carried.

Motion made by O’Connor, second by Helenthal to approve the following proposed **RESOLUTION NO. 333-21**: “A RESOLUTION APPROVING SUBMITTAL OF FY 2023 FAA 5-YEAR CAPITAL IMPROVEMENT PROGRAM.” (8) AYES, (0) NAYS. Motion carried.

Motion made by Garcia, second by Marsden to approve the following proposed **RESOLUTION NO. 334-21**: “A RESOLUTION AUTHORIZING THE MAYOR TO SIGN THE DRUG AND ALCOHOL TESTING SERVICE AGREEMENT WITH CJ COOPER.” (8) AYES, (0) NAYS. Motion carried.

Motion made by O’Connor, second by Altheide to approve the following proposed **RESOLUTION NO. 335-21**: “A RESOLUTION AUTHORIZING THE MAYOR TO SIGN A ROAD MAINTENANCE AGREEMENT WITH ITC MIDWEST LLC.” (8) AYES, (0) NAYS. Motion carried.

Motion made by O’Connor, second by Dade to approve the following proposed **RESOLUTION NO. 336-21**: “A RESOLUTION ACCEPTING GRANT AND AUTHORIZING SIGNATURE FOR THE RIVER FRONT TRAIL.” (8) AYES, (0) NAYS. Motion carried.

BOARDS & COMMISSIONS: Motion made by Marsden, second by Dunek to approve the appointment of Richard West to the Rand Park Pavilion. 5-year term to expire 10/22/2023 (fulfilling Jeff Arntzen’s term). (8) AYES, (0) NAYS. Motion carried.

STAFF REPORTS: O’Donnell reported on the following: City owned buildings in the 600 Block of Main, recommendations from the Personnel and ARPA Committee meetings will be discussed in January and informed council of the budget calendar for FY 22-23.

There being no further business, Mayor Richardson adjourned the meeting at 7:00 p.m.

**MINUTES
SPECIAL WORK SESSION
SWEARING IN OF MAYOR AND COUNCIL
501 Main St.
December 16, 2021
7:00 P.M.**

A special session took place following the regular council meeting on December 16th, 2021, at which time Mayor Richardson presented plaques and city flags to honor the following outgoing council persons: Mike O'Connor (1st Ward), Devon Dade (at Large), and Susan Dunek (7th Ward). O'Donnell then presented outgoing Mayor Richardson with his plaque.

Mayor Richardson swore in the newly elected incoming Mayor, Kathie Mahoney, as well as new incoming council persons; Carissa Crenshaw (1st Ward), Michael Greenwald (7th Ward), Daniel Winn (at Large) and returning council persons, Roslyn Garcia (3rd Ward) and Linda Marsden (5th Ward).

CITY OF KEOKUK
SAFETY COMMITTEE MEETING MINUTES
Thursday, December 16, 2021
8:30AM

Meeting called to order at 8:30 am.

In Attendance: Masterson, Helenthal, Weirather, Maerz, Ketterer, Ott.

Masterson read the minutes from the November meeting.

Motion to approve the minutes as read by Weirather, second by Ketterer Approved.

OLD BUSINESS:

Follow up on items:

- Adopt a Safety Manual – Still in progress.
- New Employee Training – Website is working order and we will need Dalton Benner schedule to finish training. New hires Gittings and Ross has completed the website training.
- Emergency Plans (in progress) – Ott is just about to finish it and it will have to go to City Council for approval.
- SDS Sheets – We have received some inventories from department managers. Helenthal discussed we can divide the cost between all the public works departments to pay for the website subscription for SDS sheets. Cost ranges from \$100 to up \$500 per year for access.
- Pump House at WPC needs an Arc Flash Study – Helenthal says it will need to get put into the budget.

NEW BUSINESS

Sanitation has ordered a back-up camera for one of their 1-ton trucks. They will test it out first and then decide if they should order another 2 cameras for the other 1-ton trucks.

December was Bloodborne Pathogens.

January – Trenching & Shoring for only Sewer dept. It will be held at the Waterwork's distribution shop.

With winter around the corner a reminder to use ice cleats when we get snow or ice. If your department is out of stock, we have more ice cleats available at City Hall. Helenthal is going to purchase different ice cleats that will be more useful this winter season. I will update next month if we have them available.

No "near miss" items that need attention were reported.

There were no Company Nurse reports.

Set the date of January 13, 2021, for the next meeting.

There being no further business, Maerz made a motion to adjourn, second by Weirather. Meeting adjourned at 8:39 am.

Respectfully submitted by Shannon Masterson.

RESOLUTION NO.

**A RESOLUTION APPROVING AN URBAN REVITALIZATION TAX
EXEMPTION FOR JAMES & GINGER KNISLEY, 3405 MIDDLE ROAD,
GARAGE**

WHEREAS, The City Council of the City of Keokuk has adopted provisions for Urban Revitalization Tax Exemption and;

WHEREAS, Applications have been submitted;

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK,
IOWA, THAT:**

An Urban Revitalization Tax Exemption for the following homeowners be approved:

- James/Ginger Knisley, 3405 Middle Road, garage

PASSED, APPROVED AND ADOPTED this 6th day of January, 2022.

Kathie Mahoney, Mayor

Attest: _____
Jean Ludwig, City Clerk

APPLICATION FOR URBAN REVITALIZATION EXEMPTION

Pursuant to the provisions of Iowa Code Chapter 404 and Ordinance 1716 of the City of Keokuk, application is made for an Urban Revitalization Tax Exemption. This application to be filed with the City of Keokuk by February 1, of the assessment year for which the exemption is first claimed, but not later than the year in which all improvements included in the project are first assessed for taxation.

Property Owner Name: **James/Ginger Knisley**

Property Owner Address: **3405 Middle Road**

Address of Residential Property Claimed for Exemption: **3405 Middle Road**

All qualified real estate is eligible to receive a one-hundred percent exemption from taxation on the actual value added by improvements. The exemption is for three years.

1. If applicable, describe in detail the new construction for which an exemption is claimed:
Attached garage
2. If applicable, describe in detail the reconstruction of existing buildings or structures:
- 3.
4. Was prior approval given by the City Council for this exemption?
Yes: (by Res. No. _____) No:
5. Estimated costs of the improvements? **\$24,000**
6. Estimated or actual date of completion? **December 19, 2021**
7. Please provide the names of tenants that occupied the building on April 1, 2001. See Iowa Code Section 404.6 with regard to relocation expenses of tenants.

I hereby swear that the information presented on this application, and all attached supporting documents are true, correct and complete.


Signature of Applicant

Property Owner
Title

12/27/21
Date

FOR ASSESSOR USE ONLY

I have examined this application for urban revitalization tax exemption and hereby certify \$ _____ of the 20__ final taxable value qualifies for urban revitalization tax exemption.

Assessor Signature

Date

November 29, 2021

Honorable Mayor, City of Keokuk
P. O. Box 400
Keokuk, IA 52632

Honorable Mayor:

Please accept this application for urban revitalization tax exemption (as adopted by City Ordinance No. 1716) for my improvement project located at **3405 Middle Rd.**

As per the guidelines set forth in Section 404, of the Iowa Code, which deals with applying for an exemption, please find in the succeeding paragraphs the following information:

- Nature of the improvement
- Cost of the improvement
- Estimated date of completion.
- Tenants that occupied the owner's building on the April 1, 2001
- Elected exemption as prescribed by ordinance.

My project is (describe in detail): **Attached garage**

The estimated cost of the completed project is \$24,000.00 and it will be completed on December 19, 2021.

The tenants that now occupy the property are the same tenants that occupied the property on April 1, 2001, or I am the owner-occupant, or:

Because my building is a new building, there were no tenants occupying my building on April 1, 2001.

Upon approval of my application for tax exempt status, the exemption schedule as specified in Section 404.3, subsection 3: ".....qualified real estate is eligible to receive a one-hundred percent exemption from taxation on the actual value added by the improvements. The exemption is for a period of three years."

I hope you find this application acceptable. Please let me know if you need additional information.

Sincerely,



Property Owner(s) Signature

RESOLUTION NO.

A RESOLUTION APPROVING A LIQUOR LICENSE FOR COLUMBIAN ROOM OF KEOKUK

WHEREAS, Application has been made by Columbian Room of Keokuk for a Class C Liquor License with Outdoor Service and Sunday Sales for Columbian Room, 11 N. 6th Street; **AND**

WHEREAS, Iowa Code Chapter 123 and Section 4.16.030 of the Keokuk Municipal Code require that the City Council conduct a formal investigation into the good moral character of the applicant; **AND**

WHEREAS, such an investigation has been conducted.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA:

THAT, Columbian Room of Keokuk has been found to be of good moral character and meets the requirements of Section 123.40 of the Code of Iowa; and that the Class C Liquor License with Outdoor Service and Sunday Sales for Columbian Room, 11 N. 6th Street, effective January 20, 2022, be approved and endorsed to the Iowa Alcoholic Beverage Division.

Passed this 6th day of January, 2022.

CITY OF KEOKUK, LEE COUNTY, IOWA

By: _____
KATHIE MAHONEY, MAYOR

ATTEST: _____
JEAN LUDWIG, CITY CLERK

PAYMENT OF THE FOLLOWING CLAIMS FOR THE CITY ARE APPROVED AND CLAIMS FOR THE LIBRARY AND AIRPORT ARE ACKNOWLEDGED FOR THE PURPOSE OF PAYING THE SEMI-MONTHLY BILLS FOR THE COUNCIL MEETING OF JANUARY 6, 2022.

REGISTER NO. 5248

AHLERS & COONEY, P.C.	PROFESSIONAL SERVICES	\$ 210.00
ALTORFER INC.	PARTS	\$ 965.08
BEARING HEADQUARTERS CO.	PARTS	\$ 154.80
KEOKUK MUNICIPAL WATER WORKS	MONTHLY SEWER/SANITATION BILL	\$ 1,865.00
GATE CITY PUBLISHING	PUBLICATIONS	\$ 109.77
KEOKUK TERMITE & PEST CONTROL	PEST CONTROL	\$ 127.50
GRAY QUARRIES, INC	ROADROCK	\$ 1,749.38
JIM BAIER, INC	PARTS	\$ 113.50
ERIC E. SUTER	SERVICE CALL @ CITY HALL	\$ 65.00
RIVER CITY PARTS, INC.	PARTS	\$ 73.00
LAWSON PRODUCTS, INC.	SUPPLIES	\$ 589.00
KERR FABRICATORS, INC.	PARTS/SUPPLIES	\$ 75.40
J & S ELECTRONICS BUSINESS,INC	MAINTENANCE AGREEMENT	\$ 170.37
KONE INC.	SERVICE CALL/LABOR	\$ 1,320.49
S. J. SMITH WELDING SUPPLY	TANK RENTAL	\$ 80.60
IDEAL READY MIX COMPANY, INC	CONCRETE	\$ 2,582.50
HICKEY CONTRACTING COMPANY	SIDEWALK PROGRAM	\$ 223.75
TASKE FORCE, INC.	TEMPORARY HELP	\$ 1,800.00
BAKER & TAYLOR BOOKS	BOOKS KEOKUK PUBLIC LIBRARY	\$ 1,038.93
ALLIANT	ELECTRIC BILL	\$ 12,094.70
PETTY CASH-KEOKUK LIBRARY	LIBRARY PETTY CASH	\$ 46.86
THE CARDBOARD BOX	UPS CHARGES	\$ 759.46
HACH COMPANY	LAB SUPPLIES	\$ 378.68
CENTURY LINK	SERVICE	\$ 928.68
PRINCIPAL LIFE INSURANCE CO.	DISABILITY/ LIFE INS.	\$ 1,311.58
GREAT RIVER REGIONAL WASTE	INTEGRATED WASTE	\$ 14,000.83
AIRGAS USA, LLC	SEWER SUPPLIES	\$ 198.44
MIDLAND SCIENTIFIC, INC	LAB SUPPLIES	\$ 1,055.04
MODJESKI & MASTERS, INC.	BRIDGE INSPECTION	\$ 1,160.00
VAN METER INDUSTRIAL	CREDIT MEMO	\$ (43.80)
KEOKUK CONTRACTORS, INC	INSTALL MIXER @ WPC	\$ 330.00
DIAMOND CONSTRUCTION COMPANY	COLD PATCH	\$ 828.00
SOUTHEASTERN COMMUNITY COLLEGE	CLASSES	\$ 700.00
GOODYEAR AUTO SERVICE CENTER	POLICE VEHICLE ALIGNMENT	\$ 99.99
HUFFMAN MACHINE & WELDING, INC	SUPPLIES/PARTS	\$ 80.00
ENDERLE HEATING & A/C COMPANY	LIBRARY REPAIRS	\$ 178.10
VEENSTRA & KIMM, INC.	PROFESSIONAL SERVICES	\$ 326.00
DOWNEY'S FIRE EQUIPMENT	EXTINGUISHERS	\$ 48.00
HILL PRINTING	BUSINESS CARDS	\$ 95.00
HY-VEE, INC.	SUPPLIES	\$ 202.23
PER MAR SECURITY SERVICES	SECURITY MONITORING	\$ 237.93

REGISTER NO. 5249

CALDWELL COMPANY	NAME PLATES	\$ 110.50
NORTH CENTRAL LABORATORIES	LAB SUPPLIES	\$ 62.60
YOUNGGREN SHOES	WORK BOOTS	\$ 120.00
CHEMSEARCH	WPC SUPPLIES	\$ 567.65
TERMINAL SUPPLY CO.	PARTS/FREIGHT	\$ 65.48
MIDWEST BREATHING AIR L.L.C.	FIRE DEPT AIR TEST	\$ 205.20
FASTENAL COMPANY	PARTS/SUPPLIES	\$ 50.05
JAMES K. NEFF	CREDIT MEMO	\$ (784.46)
USA BLUE BOOK	WPC SUPPLIES	\$ 76.56
AT&T MOBILITY	POLICE CELL PHONE SERVICE	\$ 1,519.72
AUTOZONE	PARTS/SUPPLIES	\$ 195.39
KEOKUK FARM & HOME SUPPLY	SUPPLIES	\$ 5,293.20
PETE BENSON	TOOL ALLOWANCE	\$ 236.74
DAMON CACKLEY	REIMBURSEMENT	\$ 76.83
WISS & WISS EQUIPMENT INC.	PARTS	\$ 709.63
CAPITAL ONE	CARD SERVICES	\$ 770.43
DISCOUNT TIRE & SERVICE	TIRES	\$ 2,130.63
INTOXIMETERS	POLICE DEPT SUPPLES/MATERIALS	\$ 125.00
O'REILLY AUTOMOTIVE INC.	PARTS	\$ 1,272.42
MUNICIPAL SUPPLY, INC.	PARTS/MATERIALS	\$ 642.00
SYNCB/AMAZON	LIBRARY SUPPLIES	\$ 60.55
EMC NATIONAL LIFE COMPANY	INSURANCE PREMIUM	\$ 1,301.92
MEDIACOM	SERVICE	\$ 74.49
OMNI-SITE.NET	ANNUAL PLAN	\$ 5,898.00
LCL FARMS INC.	BIO SOLID TRUCKING/SPREADING	\$ 18,035.30
HILL'S PET NUTRITION SALES,INC	SUPPLIES	\$ 26.72
IA DEPT.OF NATURAL RESOURCES	AIPORT TANK MANAGEMENT FEE	\$ 130.00
IMI EQUIPMENT, LLC	PARTS	\$ 1,484.97
SCHUMACHER ELEVATOR COMPANY	ELEVATOR MAINT @ LIBRARY	\$ 446.43
RELIABLE PEST SOLUTIONS	PEST CONTROL	\$ 313.27
BRITE-WAY WINDOW SERVICE	WINDOW CLEANING SERVICES	\$ 136.00
TWITCHELL CONSTRUCTION, INC.	GRAND THEATER PURCHASE	\$ 100.00
DIVISION OF LABOR	PERMIT/INSPECTION @ LIBRARY	\$ 175.00
SHOWCASES	LIBRARY SUPPLIES/FREIGHT	\$ 1,155.79
MACQUEEN EQUIPMENT, INC.	PARTS/FREIGHT	\$ 148.70
TWO RIVERS VETERINARY CENTER	ANIMAL SERVICES	\$ 531.50
WEST CENTRAL FS INC.	BULK FUEL	\$ 22,261.55
INTERSTATE BATTERIES OF	BATTERIES	\$ 136.95
ASKEW SCIENTIFIC CONSULTING	PRETREATMENT INITIAL REPORT	\$ 1,000.00
ACCO	POOL SUPPLIES/FREIGHT	\$ 5,422.80
IOWA LAW ENFORCEMENT ACADEMY	MMPI-2	\$ 150.00
BESTDRIVE BRAHLER'S	PARTS	\$ 903.80
THERMO FISHER SCIENTIFIC	WPC SUPPLIES/FREIGHT	\$ 39.27
RNJ'S DISTRIBUTION INC.	CREDIT MEMO	\$ (30.50)
LIBERTY UTILITIES MIDSTATES	SERVICE	\$ 2,904.81

REGISTER NO. 5250

DIANNE STANLEY	MONTHLY MANAGER FEE @ GRAND	\$ 442.25
INTERSTATE BILLING SERVICE,INC	PARTS	\$ 380.55
FARONICS	LIBRARY MAINTENANCE RENEWAL	\$ 283.50
LYNCH DALLAS, PC.	PROFESSIONAL SERVICES	\$ 1,219.00
JEFFREY JOE HERR	DEMOS	\$ 43,100.00
RICOH USA, INC.	KEOKUK PUBLIC LIBRARY	\$ 38.86
VISA	CARD SERVICES	\$ 3,217.67
JOHNSON CONTROLS	FIRE ALARM SERVICE	\$ 2,117.00
KEOKUK BROADCASTING, INC.	ADVERTISING	\$ 300.00
DEMCO SOFTWARE	LIBRARY SUPPLIES	\$ 234.94
JAMES F. DENNIS	PROFESSIONAL SERVICES	\$ 4,997.20
JOSEPH FIERCE	GRAND THEATER JANITORIAL	\$ 306.00
STEVEN R LONG	CITY HALL JANITORIAL SERVICE	\$ 1,200.00
MCCLURE ENGINEERING CO	PROFESSIONAL SERVICES	\$ 9,813.19
CARRIE MILLER	PORTABLE TOILETS	\$ 890.00
MARVIN L. PEZLEY	AIRPORT MOWING/MAINT	\$ 240.00
LIVE VOICE	ANSWERING SERVICE	\$ 376.73
TRI-CITY ELECTRIC	LABOR/MATERIALS @ WPC	\$ 10,800.22
QTPOD	AIRPORT SUPPORT AGREEMENT	\$ 945.00
SEALMASTER-ST. LOUIS	STREET DEPT SUPPLIES/FREIGHT	\$ 3,880.00
BRADSHAW FOWLER PROCTOR &	PROFESSIONAL SERVICES	\$ 720.00
BLESSING HEALTH KEOKUK CLINIC	MEDICAL SERVICES	\$ 360.00
NAPA AUTO PARTS	PARTS	\$ 382.50
SOUTHEAST IA REGIONAL	MEDICAL SERVICES	\$ 120.00
MUNICIPAL EMERGENCY SVCS	FIRE DEPT SUPPLIES/FREIGHT	\$ 261.00
NICHOLAS SMIDT	CLOTHING ALLOWANCE	\$ 900.00
CJ COOPER & ASSOCIATES	ANNUAL ADMIN FEE	\$ 50.00
SCOTT'S ULTRA CLEAN LLC	LIBRARY JANITORIAL SERVICE	\$ 1,375.00
		\$ 213,533.29



COUNCIL ACTION FORM

Date: January 6, 2022

Presented By: O'Donnell

Subject: OSHA ETS COVID Policy Agenda Item: _____

Description:

OSHA has issued an emergency temporary standard relating to COVID-19 vaccinations and testing. As a result, any employer with greater than 100 employees must comply. While the standard exempts state and local governments, the State of Iowa and local governments must comply as Iowa is an OSHA state (has its own OSHA department). Non-compliance can result in fines, though it is unclear how the standard will be enforced. The 6th Circuit Court of Appeals has allowed the standard to become effective January 10, 2022 and barring a stay by the Supreme Court, this is date we will need to have a policy enforced.

The proposed policy was drafted by Ahlers and Cooney law firm and is the vaccinate or mask/test version. Under the policy, employees will need to provide proof of vaccination or must wear a mask, in certain situations and be tested weekly for COVID. Non-vaccinated employees have until January 26th to receive the first dose of a vaccine, if two dose version, or the only dose of a single dose version. The second dose must be received by February 9th or as prescribed. Any employee who choose not to be vaccinated, for any reason, will be required to wear a mask when in a vehicle with another employee and must submit to a weekly COVID test, at their cost. Any employee who fails to comply with the policy will face discipline up to and including termination.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

Is this item in the CIP? YES NO CIP Project Number: _____

RESOLUTION NO. _____

**A RESOLUTION ADOPTING POLICY PERTAINING TO OSHA'S
EMERGENCY TEMPORARY STANDARD**

WHEREAS, the United States Occupational Health and Safety Administration (OSHA) has issued an Emergency Temporary Standard (ETS) relating to COVID-19 vaccinations and testing; and

WHEREAS, said EST applies to employers with greater than one hundred (100) employees; and

WHEREAS, the City of Keokuk, Iowa meets the employee number as part of the ETS; and

WHEREAS, to ensure the safety of all employees, a comprehensive policy on how to apply and enforce the ETS is necessary.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, that the Vaccination, Testing, and Face Covering Policy relating to OSHA's Emergency Temporary Standard is hereby adopted.

PASSED, APPROVED, AND ADOPTED this 6th day of January, 2022.

Kathie Mahoney, Mayor

Attest: _____
Jean Ludwig, City Clerk

Vaccination, Testing, and Face Covering Policy

Purpose:

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. The City of Keokuk encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees. However, should an employee choose not to be vaccinated, this policy's sections on testing and face coverings will apply. This policy complies with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501).

Scope:

This COVID-19 Policy on vaccination, testing, and face covering use applies to all employees of the City of Keokuk, except for employees who do not report to a workplace where other individuals (such as coworkers or customers) are present; employees while working from home; and employees who work exclusively outdoors.

All employees are encouraged to be fully vaccinated. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as Johnson & Johnson's vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. Employees who are not fully vaccinated will be required to provide proof of weekly COVID-19 testing and wear a face covering at the workplace.

Some employees may be required to have or obtain a COVID-19 vaccination as a term and condition of employment at the City of Keokuk, due to their specific job duties (e.g., public facing positions). Employees subject to mandatory vaccination requirements should follow all relevant vaccination procedures in this policy and are not given the choice to choose testing and face covering use in lieu of vaccination. **This section could be made to apply to police and fire personnel as they are subject to the regular contact with the public.**

All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results. Employees not in compliance with this policy will be subject to discipline.

Failure to comply with vaccination, face covering, and testing requirements of this policy will result in the following disciplinary actions:

- First Offense: Written warning.
- Second Offense: Two (2) day suspension without pay.
- Third Offense: Termination.

Any employee who provides false information as to vaccination status or test results will be immediately terminated.

Employees may request an exception from vaccination requirements (if applicable) if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by the employee, in writing, and signed by the employee. Requests must be made prior to implantation date. All such requests will be handled in accordance with applicable laws and regulations.

Procedures:

Overview and General Information

Vaccination

Any City of Keokuk employee that chooses to or is required to be vaccinated against COVID-19 must be fully vaccinated no later than February 9, 2022. Any employee not fully vaccinated by February 9, 2022, will be subject to the regular testing and face covering requirements of the policy.

To be fully vaccinated by February 9, 2022, an employee must:

- Obtain the first dose of a two dose vaccine no later than January 26, 2022; and the second dose no later than February 9, 2022; or
- Obtain one dose of a single dose vaccine no later than January 26, 2022.

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine as stated above. An employee will be considered partially vaccinated if they have received only one dose of a two dose vaccine.

Employees can obtain vaccinations through a provider of their choice. Once vaccinated, employees must present their vaccination card to their department manager, department head, or human resources for verification of status. Copies of the vaccination card shall be retained and placed in the employee's medical personnel file.

Testing and Face Coverings

All employees who are not fully vaccinated as of February 9, 2022, will be required to undergo regular COVID-19 testing and wear a face covering when in the workplace. Policies and procedures for testing and face coverings are described in the relevant sections of this policy.

Vaccination Status and Acceptable Forms of Proof of Vaccination

Vaccinated Employees

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status can be submitted via email (PDF or JPEG format) or in person to their department manager, department head, or human resources.

Acceptable proof of vaccination status is:

1. The record of immunization from a health care provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances the City of Keokuk will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

"I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."

An employee who attests to their vaccination status in this way should to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine.

All Employees

All employees, both vaccinated and unvaccinated, must inform the City of Keokuk of their vaccination status. The following table outlines the requirements for submitting vaccination status documentation.

Vaccination Status	Instructions	Deadline(s)
Employees who are fully vaccinated.	Submit proof of vaccination that indicates full vaccination.	January 26, 2022

Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).	Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.	January 26, 2022
Employees who are not vaccinated.	Submit statement that you are unvaccinated, but are planning to receive a vaccination by the deadline.	January 19, 2022
	Submit statement that you are unvaccinated and not planning to receive a vaccination.	January 19, 2022

Supporting COVID-19 Vaccination

An employee may take up to four hours of duty time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of duty time for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of duty time will be granted. Employees who take longer than four hours to get the vaccine must send their supervisor an email documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine). Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave, e.g., sick leave, to cover the additional time. If an employee is vaccinated outside of their approved duty time they will not be compensated.

Employees may utilize up to two workdays of sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Employees who have no sick leave will be granted up to two days of additional sick leave immediately following each dose if necessary.

The following procedures apply for requesting and granting duty time to obtain the COVID-19 vaccine or sick leave to recover from side effects:

- Employees shall notify their supervisor of their intent to utilize sick leave for recovery according to the sick leave procedures of their department.
- Additionally, employees shall provide written notice, with signature, of their intent to use sick leave for recovery within twenty-four (24) hours of returning to work. Notices shall be submitted to the employee’s supervisor who shall file the notice with human resources.
- Any employee that has insufficient sick leave hours to cover the time off for recovery must submit a written request, with signature, to their supervisor within twenty-four (24) hours of their return to work. Requests will then be forwarded to the City Administrator before filing with human resources.

Employee Notification of COVID-19 and Removal from the Workplace

The City of Keokuk will require employees to promptly notify their supervisor when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider.

Exposure Protocols

1. Any unvaccinated employee who has been determined to have been exposed to COVID-19 based on CDC standards for exposure (close contact, as defined as, within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period with someone who has COVID-19), shall be immediately removed from the work environment.
2. The employee shall test for COVID-19 no sooner than five (5) days from the date of exposure.
3. If a negative test is returned, the employee may return two (2) days after the test date.
4. If a positive test is returned, the employee shall not return to work for ten (10) days after the test date.
5. All test results shall be reported to the employee's department head as soon as possible.
6. Employees shall be required to use sick leave, personal leave, and vacation, in that order, while in exposure protocol.
7. Fully Vaccinated employees who have been determined to have been exposed to COVID-19 based on CDC standards for exposure (close contact, as defined as, within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period with someone who has COVID-19), do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms. However, fully vaccinated people shall get tested 3-5 days after their exposure, even if they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.

If an employee has severe COVID-19 or an immune disease, [Employer name] will follow the guidance of a licensed healthcare provider regarding return to work.

COVID-19 Testing

All employees who are not fully vaccinated will be required to comply with this policy for testing.

Employees who report to the workplace at least once every seven days:

- (A) must be tested for COVID-19 at least once every seven days; and
- (B) must provide documentation of the most recent COVID-19 test result to their supervisor no later than the seventh day following the date on which the employee last provided a test result.

Any employee who does not report to the workplace during a period of seven or more days (e.g., if they were teleworking for two weeks prior to reporting to the workplace):

- (A) must be tested for COVID-19 within seven days prior to returning to the workplace; and
- (B) must provide documentation of that test result to [the supervisor] upon return to the workplace.

If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result.

Employees who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

Testing can be completed at any licensed provider and any report of testing must be signed off on by an authorized representative of the provider. Testing shall be on the employee's own time and the cost of the tests shall be borne by the employee.

Face Coverings

The City of Keokuk will require all employees who are not fully vaccinated to wear a face covering. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively.

Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings will be implemented, along with the other provisions required by OSHA's COVID-19 Vaccination and Testing ETS, as part of a multi-layered infection control approach for unvaccinated workers.

Disposable face coverings will be provided for all employees.

The following are exceptions to [Employer name]'s requirements for face coverings:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.
4. Where [Employer name] has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

New Hires:

All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

New employees shall provide proof of vaccination, in accordance with the procedures of this policy, within two (2) weeks of the offer of employment. If the new employee is unvaccinated, they must provide proof of first shot within two (2) weeks of offer to hire and, in the case of a two dose vaccine, proof of second shot when available. Any new employee who chooses to remain unvaccinated shall comply with all procedures for unvaccinated employees in accordance with this policy. The employee must provide proof of a negative test seven (7) days prior to start date. Failure to comply will result in the offer of employment to be revoked.

Confidentiality and Privacy:

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

Questions:

Please direct any questions regarding this policy to City Administrator, codonnell@cityofkeokuk.org or 319-524-2050 x 2205.



COUNCIL ACTION FORM

Date: 1-6-2022

Presented By: Ludwig

Subject: Depositories Agenda Item: 8

Description:

A resolution setting depository institutions and amounts for City of Keokuk funds for calendar year 2022.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

Is this item in the CIP? YES NO CIP Project Number: _____

RESOLUTION NO.

**A RESOLUTION DESIGNATING DEPOSITORIES FOR CITY MONIES
AND CITY FUNDS NOT TO EXCEED THE SUMS INDICATED BELOW
PER FINANCIAL INSTITUTION**

WHEREAS, Iowa code section 12C.2 requires that the depository maximums for a public unit be approved by the governing board, now

**BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF
KEOKUK, IOWA:**

THAT,

Pilot Grove Savings Bank, \$12,000,000
Two Rivers Bank & Trust, \$8,000,000
State Central Bank, \$8,000,000
Connection Bank \$8,000,000
Iowa Public Agency Investment Trust \$8,000,000

be and are designated as depositories for city monies and city funds not to exceed the sums indicated above, per financial institution.

Passed & Approved this 6th day of January 2022.

Kathie Mahoney, Mayor

Attest; _____
Jean Ludwig, City Clerk



COUNCIL ACTION FORM

Date: 1-6-2022

Presented By: LUDWIG

Subject: AUTHORIZED SIGNERS Agenda Item: 9

Description:

A resolution authorizing the Mayor and City Administrator to sign all legal checks issued by the City of Keokuk.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

Is this item in the CIP? YES NO CIP Project Number: _____

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE MAYOR, KATHIE MAHONEY & CITY ADMINISTRATOR COLE O'DONNELL TO SIGN ALL CHECKS ISSUED BY THE CITY.

BE IT HEREBY RSOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA:

THAT, Kathleen A. Mahoney, Mayor of the City of Keokuk, and Cole S. O'Donnell, City Administrator of the City of Keokuk, be and hereby are authorized to place their signatures on all legal checks issued by the City of Keokuk, and that both signatures shall appear on all checks.

Passed and Approved this 6th day of January 2022.

Kathie Mahoney, Mayor

Attest: _____

Jean Ludwig, City Clerk



COUNCIL ACTION FORM

Date: 1-6-2022

Presented By: LUDWIG

Subject: SAFE DEPOSIT BOX Agenda Item: 10

Description:

A RESOLUTION DESIGNATING ACCESS TO A SAFE DEPOSIT BOX RENTED IN THE NAME OF THE CITY OF KEOKUK.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

Is this item in the CIP? YES NO CIP Project Number: _____

RESOLUTION NO.

**A RESOLUTION MAKING THE SAFETY DEPOSIT BOX RENTED IN THE
NAME OF THE CITY OF KEOKUK ACCESSIBLE TO THE MAYOR, CITY
ADMINISTRATOR & CITY CLERK**

**BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF
KEOKUK, IOWA:**

THAT, the Safety Deposit Box rented in the name of the City of Keokuk shall be accessible to the following named officials:

Mayor of the City of Keokuk

Clerk of the City of Keokuk

City Administrator of the City of Keokuk

Provided, however, that two (2) of the above-named officials shall be present each time said box is opened and in no case shall anyone (1) of the above-named officials or anyone (1) person have sole access to said box.

Passed & Approved this 6th day of January 2022.

Kathie Mahoney, City Clerk

Attest: _____

Jean Ludwig, City Clerk



COUNCIL ACTION FORM

Date: 1-6-2022

Presented By: Ludwig

Subject: Publications Agenda Item: 11

Description:

A resolution designating the Daily Gate City as the newspaper for official publications of City of Keokuk

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

Is this item in the CIP? YES NO CIP Project Number: _____

RESOLUTION NO.

A RESOLUTION DESIGNATING THE DAILY GATE CITY AS A NEWSPAPER OF GENERAL CIRCULATION FOR PUBLICATION OF OFFICIAL NOTICES

WHEREAS, the Code of Iowa requires publication of official notices in a newspaper of general circulation within the jurisdiction of a public entity; AND

WHEREAS, the Daily Gate City is a daily newspaper of general circulation within the jurisdiction of the City of Keokuk, Iowa.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK

THAT, the Daily Gate City is designated the newspaper of general circulation in which official and public notices of the City of Keokuk shall be published.

Passed & Approved this 6th day of January, 2022.

Kathie Mahoney, Mayor

Attest: _____
Jean Ludwig, City Clerk



COUNCIL ACTION FORM

Date: 1-06-2022

Presented By: Ludwig

Subject: SEIRPC Board Appointment Agenda Item: 12

Description:

Southeast Iowa Regional Planning By-laws state that terms for the Board of Directors are annual and appointed each calendar year. Cole O'Donnell has served on the SEIRPC Board of Directors since becoming City Administrator. It is in the city's best interest to have Cole continue serving on the board.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

Is this item in the CIP? YES NO CIP Project Number: _____

RESOLUTION NO.

**A RESOLUTION APPOINTING COLE O'DONNELL TO THE SOUTHEAST
IOWA REGIONAL PLANNING COMMISSION (SEIRPC) BOARD OF
DIRECTORS**

WHEREAS, the City of Keokuk, Iowa is a member of the Southeast Iowa Regional Planning Commission (SEIRPC); and

WHEREAS, as a member of SEIRPC, the City Council for Keokuk, Iowa appoints one member of the Board of Directors for SEIRPC.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA, that Cole O'Donnell shall be appointed to the Board of Directors of SEIRPC for a term commencing on January 1, 2022 and ending on January 1, 2023.

PASSED, APPROVED, AND ADOPTED this 6th day of January 2022.

Kathie Mahoney, Mayor

Attest: _____
Jean Ludwig, City Clerk



COUNCIL ACTION FORM

Date: 1-6-2022

Presented By: Ludwig

Subject: Mayor Pro Tem Agenda Item: 13

Description:

The Mayor shall appoint a member of the council as Mayor Pro Tem, who shall serve as vice president of the council per chapter 2.12A of the City of Keokuk code of ordinances.

FINANCIAL

Is this a budgeted item? YES NO

Line Item #: _____ Title: _____

Amount Budgeted: _____

Actual Cost: _____

Under/Over: _____

Funding Sources:

Departments:

Is this item in the CIP? YES NO CIP Project Number: _____

RESOLUTION NO.

A RESOLUTION DESIGNATING MICHAEL GREENWALD AS MAYOR PRO TEM OF THE CITY OF KEOKUK IN THE ABSENCE OF MAYOR KATHIE MAHONEY

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KEOKUK, IOWA:

THAT, Ward 7 Councilperson Michael Greenwald be and is hereby designated as Mayor Pro Tem of the City of Keokuk in the absence of Mayor Kathleen A. Mahoney.

BE IT FURTHER RESOLVED, THAT, per section 2.12A.050 of Keokuk Municipal Code; if the mayor pro tem performs the duties of the mayor during the mayor's absence, or disability, for a continuous period of more than fifteen days, the council may authorize the mayor pro tem to be paid a higher rate of compensation determined by the council, based upon the mayor pro tem's performance of the mayor's duties and upon the compensation of the mayor as set in this title, Section 2.08.010.

PASSED and APPROVED this 6th day of January 2022.

Kathie Mahoney, Mayor

Attest: _____
Jean Ludwig, City Clerk



TO: Mayor and Council
FROM: Cole S. O'Donnell
DATE: January 3, 2022
RE: Committee Nominations

**PLANNING COMMISSION (First notification. No vote required.)
(5 YEAR TERM)**

Devon Dade Term to expire 05/14/2025

**DEPOT COMMISSION (First notification. No vote required.)
(4 YEAR TERM)**

Dustin Wade Term to expire 06/01/2022



TO: Mayor and City Council
FROM: Cole S. O'Donnell
DATE: January 3, 2022
RE: Administrator's Report

1. Monthly Meetings: I would like to schedule monthly meetings with each council member. There is a form for each of you to indicate your best available days and times and if you prefer coming to City Hall or I come to your work site. Please fill those out and get them back to me.
2. 600 Block of Main St Buildings: There are three to four developers that are seriously interested in the buildings. Staff continues to work with Keokuk Main Street and SEIRPC on grant applications and other incentives. The grants cannot be sent directly to a private individual or firm. If they are awarded, we would act as the conduit for the grants.
3. Great River Waste Authority Fees: While not announced, GRWA will be raising their per household fee from \$1.00 to \$2.50 per household per month. The number of households is based on census, which only decline slightly. Staff will be communicating with GRWA to encourage increased fees for out of state users. It is our contention that a significant number of out of state haulers and citizens use our transfer station which is subsidized through Lee County residents.
4. Budget Calendar: I need everyone to look at their calendars and let me know best days to hold the budget review sessions. The calendar has January 17-28, for the sessions. The 20th is a council meeting night. We will have the sessions over two nights with 15-20 minutes per department, plus revenues and miscellaneous.

KEOKUK CITY COUNCIL
BUDGET CALENDAR TIMELINE
FISCAL YEAR 2022-23

December 3 – Budget workpapers distributed to Departments

December 13 – December 22 - City Department heads submit budgets and proposals to the City Administrator. **Submit budgets no later than December 22.**

December 27 – January 14 - City Department heads meet to discuss individual budgets with the City Administrator.

January 6 and January 20- Hotel Motel requests at workshops.

January 17 – January 28 – Budget Work Sessions with City Council. More work sessions will be scheduled if needed.

February 3 Council Meeting – Budget work session with council. Council orders notice of Public Hearing on Max Tax Dollars.

February 7 - Notice of hearing on Max Tax Dollars is published. Notice must be given not more than 20 days nor less than 10 days before date of the hearing.

February 17 Council Meeting – Public Hearing on Max Tax Dollars. Approve resolution. If more than 2%, must be approved by 2/3 of governing body.

March 3 – Council receives and adopts final proposed budget and orders notice of Public Hearing on final budget.

March 7 – Publish notice of Public Hearing on Final Budget. Notice must be given not more than 20 days nor less than 10 days before date of the hearing.

March 17 – Public Hearing on Final Budget. Adoption of Final Budget.

March 31 – Deadline to have budget to County Auditor and D.O.M.

April 11 – Last day to protest.

June 15th – Iowa Dept. of Management certifies taxes back to County Auditor.

July 1st – New Budget takes effect.