



Waukeee

THE KEY TO GOOD LIVING

EMPLOYEE HANDBOOK

October 2020

Human Resources

WELCOME LETTER

Dear Employees:

The most important resource to the City of Waukee is its employees!

This handbook has been prepared to help you understand the City's policies and procedures. It also explains some of the benefits that you receive as an employee. For a more detailed explanation, please refer to our various benefit handbooks that will be made available to you.

Please read this handbook carefully. Should you have any questions concerning this handbook, please direct them to your immediate supervisor or to Human Resources.

MISSION STATEMENT

The mission of Waukee City government is to provide excellent municipal services in a customer-friendly and most cost-effective manner, and to engage the residents in creating a great community.

VISION STATEMENT

Waukee is a high-quality, forward-looking community poised for continued and balanced growth in the 21st century. It is a multi-generational community with a diverse range of people and a diverse range of employment, entrepreneurial, educational, shopping, housing and recreational opportunities that are connected and accessible to all. Waukee actively preserves and enhances the natural features and environmental qualities that make it an attractive place to live, work and play. Waukee continues to grow in economically, environmentally and socially responsible manners and leverages thoughtful design and innovation.

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1.1 PURPOSE

The contents of this employee handbook are presented as a matter of information only. It is not a contract, express or implied. While the City of Waukeee believes wholeheartedly in the plans, policies and procedures described here, they are not conditions of employment. The City reserves the right to delete from, add to and/or revise the employee handbook at any time without notice to the employee. Although the hope is that your employment relationship with the City will be long-term, your employment is at-will, meaning either you or the City of Waukeee may terminate this relationship at any time, for any reason, with or without notice.

1.2 WHO IS COVERED BY THIS HANDBOOK?

This employee handbook applies to all regular full-time and regular part-time employees as well as limited part-time, seasonal/temporary employees and Paid on Call Firefighters (P.O.C.) who work for the City of Waukeee. The City of Waukeee will call out from time to time, when a policy or practice may be the same or slightly different for employees who are working in different classifications, under contract terms or employees working under a collective bargaining agreement. Whenever the policies, terms, conditions or language of this handbook are in conflict with those of a collective bargaining agreement or any other employment contract, the policies, terms, conditions and language of the collective bargaining agreement or employment contract supersede those of the handbook.

DEFINITIONS

For purposes of this handbook, the following terms shall have the following definitions:

BENEFITS – Includes, but is not limited to, medical, dental, vision, life and long-term disability insurance, paid vacation, sick leave and holidays.

BENEFITS-ELIGIBLE EMPLOYEE – Any non-seasonal employee that is regularly scheduled to work 30 hours per week or more. Temporary, seasonal and limited part-time employees are not eligible for benefits, regardless of the number of hours worked.

CITY – The City of Waukee

COMPENSATORY TIME OFF – Time off from work instead of monetary pay for overtime worked.

DEMOTION – The movement of an employee to a job class having a lower maximum pay grade. A reclassification is not considered a demotion.

DISCHARGE – The separation of an employee from City employment for cause.

DISCRIMINATION – A showing of bias or favoritism in treatment based on race, color, religion, sex, age, national origin, sexual orientation, gender identification, disability and/or genetic information, etc.

EMPLOYEE – Any individual who works for the City except the following:

1. Elected officials;
2. Members of City boards, commissions and committees;
3. Independent contractors, including the City Attorney; and
4. Volunteers

EXEMPT EMPLOYEE – An employee who is exempt from the overtime provisions under the Federal Fair Labor Standards Act (FLSA).

FLSA - The Federal Fair Labor Standards Act establishes minimum wage, overtime pay, record keeping and youth employment standards.

FMLA – The federal Family and Medical Leave Act entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons.

GRIEVANCE – A formal written complaint by a City employee through proper administrative channels alleging that his/her employment or productivity has been adversely affected by unfair treatment, unsafe or unhealthy working conditions, inaccurate application of Waukee's policies or procedures, or unlawful discrimination.

LEAVE – An approved absence from work as provided for by personnel policies and the employee handbook.

LIMITED PART-TIME EMPLOYEE – An employee working a limited or variable number of hours that averages less than 20 hours per week, in a position of indefinite duration.

NON-EXEMPT EMPLOYEE – An employee who is eligible for overtime compensation under the provisions of the Federal Fair Labor Standards Act (FLSA).

OUTSIDE EMPLOYMENT – Employment of any kind engaged in by a City employee for which compensation is received from a source other than the City of Waukeee.

OVERTIME – Authorized time worked by an employee in excess of regular work schedule as provided for in the Fair Labor Standards Act (FLSA).

PAID ON CALL EMPLOYEE – An employee of the Fire Department working variable hours year-round, for an indefinite duration who may staff the station or respond to calls directly from their home while on call.

PRO RE NATA (PRN) EMPLOYEE – An employee who works year-round on an on-call or as needed basis.

PROMOTION – Any movement of an employee from a position in one class to a position in another class having a higher pay grade. Reclassifications are not considered a promotion.

REGULAR FULL-TIME EMPLOYEE – An employee normally scheduled to work an ongoing regular workweek of at least 40 hours.

REGULAR PART-TIME EMPLOYEE – An employee who is regularly scheduled to work year-round, with a minimum of 20 hours but less than 40 hours worked per week.

RETIREMENT – The separation of an employee from the service of the City who is eligible for and receives benefits from a recognized retirement system.

SEASONAL/TEMPORARY EMPLOYEE – An employee hired to fill a position of limited duration (commonly six months or less) created to handle unexpected, periodic or seasonal increases in workload. May be full-time or part-time.

SEXUAL HARASSMENT – Unwelcome sexual advances, requests for sexual favors, and/or all other verbal or physical conduct of a sexual or otherwise offensive nature where, submission to such conduct is made either explicitly or implicitly a term or condition of employment, submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting the individual, and/or such conduct has the purpose or effect of unreasonably creating an intimidating, hostile or offensive working environment.

TERMINATION – The separation of an employee from the service of the City, including; death, rejection, discharge, layoff, resignation or retirement. The termination date will be the last working day of the employee, unless otherwise determined by the City Administrator.

TRANSFER – The movement of an employee from one position to another. This could be within the same classification or in a different classification.

VACANCY – A position duly created and not abolished which is not currently occupied by an employee.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AFFIRMATIVE ACTION

It is the objective of the City to encourage employment and advancement of all individuals in a way that will utilize their talents to the maximum potential and develop their skills most effectively in a work and community environment that is free from discrimination.

The City of Waukee has a policy to provide equal opportunity for all where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, sexual orientation, gender identity, disability, genetic information or any other protected characteristic as established by law.

This policy of equal employment opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, promotion, termination, and all other terms and conditions of employment.

The City will comply with all federal and state regulations regarding affirmative action.

4.1 INTRODUCTION

It is the responsibility of the City to develop and maintain a compensation plan and a job classification plan for all applicable positions within the City, subject to review and approval by the City Council. The City seeks to balance the need to be prudent with public funds and the compensation needs of its employees. The City maintains these plans separate from this handbook.

Increases in pay shall generally be considered on an annual basis to successive established steps in the assigned classification.

4.2 JOB CLASSIFICATION

The job classification plan shall consist of the various classification titles as approved by the City Council. The plan shall be administered by the City Administrator to ensure that the job class specifications are accurate and current.

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and the employee's employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and the City of Waukee.

Non-exempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

4.3 PAY PERIOD AND PAYDAYS

Employees normally shall be paid semi-monthly, with pay periods the first through the 15th being paid on the 20th of the month, and the 16th through the last day of the month being paid on the fifth of the following month. When a payday falls on a Saturday, employees shall receive their pay the preceding workday; when a payday falls on a Sunday or a holiday, employees shall receive their pay on the next business day.

4.4 PAYROLL DEDUCTION/DIRECT DEPOSIT

The City of Waukee offers a wide variety of payroll deduction options, including:

- Deferred compensation (457 plan, Roth IRA).
- Group medical, dental, vision, life and long-term disability insurance.
- Medical and dependent care flexible spending accounts (125 plan).
- Voluntary life insurance and other employer sponsored voluntary benefits,
- Voluntary contributions to charitable organizations (Waukee Betterment Foundation, Meals From the Heartland, United Way, etc.)

The direct deposit of payroll checks is also provided and encouraged. An employee may divide their check among different depositories and/or accounts for same-day ACH deposit.

Contact the Human Resources Department for additional information about direct deposit.

4.5 LONGEVITY PAY

Regular full-time employees with at least 12 months of continuous service with the City as of Dec. 31 will be paid a longevity bonus on the first pay date of each December. Employees will receive \$75 for each year of service met at their last anniversary.

Upon termination, an employee will receive his/her pro-rata share of accumulated longevity pay. For example: an employee with 10 years of service who quits on Nov. 1 would receive a longevity payment of \$625 ($\$75 \times 10 \text{ years} = \750 divided by 12 months = $\$62.50/\text{month} \times 10$ months).

4.6 HOURS OF WORK

All employees shall be scheduled to work on a regular work schedule and shall have a regular starting and quitting time. Generally, a regular workweek consists of eight hours per day, five days a week. Workweek hours may vary depending on the time of year, the position and department. For some personnel, a workweek may consist of a variety of work schedules, such as 24-hour shifts in the Fire Department and 8.5 hour shifts in the Police Department. Department directors are responsible for developing schedules and advising employees of their specific work schedule. The workweek covers seven consecutive days beginning on Sunday at 12 a.m. (midnight) and continuing to Saturday at 11:59 p.m. All hours worked shall be credited to the day when the shift began.

You are expected to be at your work place during regularly scheduled hours. All non-exempt employees must record their working time and nonworking time in the appropriate time keeping system. Employees are expected to be engaged in carrying out their duties during all scheduled work time and should be ready to begin working at their scheduled starting time.

Lunch Hours: Your supervisor will advise you of your assigned time as the City must maintain adequate work coverage. Each employee shall be allowed an unpaid lunch period, which shall generally be scheduled in the middle of the work shift. Police and Fire/EMS sworn employees will receive a 30-minute paid lunch period, which is subject to interruption for

routine matters. Lunch periods shall be scheduled by the department supervisor who will give appropriate consideration to department needs and regulations. Such periods will not be more than one (1) hour nor less than 30 minutes.

Work Breaks: Each employee may take a 15-minute rest break for every four hours worked. The direct supervisor is responsible for determining when and where employees take rest breaks.

Rest break time does not accrue; if unused, it is lost. You may not save your break times to extend a lunch period or leave work early.

4.7 OVERTIME & COMPENSATORY TIME

All non-exempt employees, except golf course employees, shall be paid, either in cash or compensatory time, at a rate of time and one-half (1 ½) the employee's straight time hourly rate for work in excess of 40 hours in any workweek. Employees engaged in 24-hour fire protection shall receive overtime for hours worked in excess of 192 within a 27-day cycle. The choice between cash or compensatory time will be at the sole and exclusive discretion of the department director. Employees may carry a maximum of 40 hours of compensatory time, full time 24-hour shift employees shall be allowed to carry 48 hours of compensatory time, and any additional overtime shall be paid in cash. Paid sick leave, vacation time and holidays shall be considered hours worked for the purpose of calculating overtime.

Except for emergencies, any work in excess of the normal work period must be approved in advance by the employee's immediate supervisor.

Exempt employees are eligible to receive administrative time for excess hours worked. The intent of administrative time is not to provide hour-for-hour time off, but rather to allow management the flexibility to recognize employees who work extra time to provide services.

LEAVE BENEFITS: WITH AND WITHOUT PAY

5.1 PAID HOLIDAYS

The following days shall be recognized and observed by regular full-time employees as paid holidays and paid at straight time pay of eight (8) hours:

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

Regular full-time employees shall be eligible for holiday pay provided they work the last scheduled working day before and the next scheduled working day following the observed holiday or provided they are on approved leave (either paid or unpaid) for those same days. If you are on a paid leave of absence, and the holiday occurs during your leave, the holiday will not be counted as part of that leave of absence and shall be charged as holiday leave. In approving leave around a holiday, directors/division heads must ensure adequate personnel are on-duty to conduct departmental business.

5.2 PAY FOR HOLIDAYS WORKED

All non-exempt employees, except seasonal/temporary and golf employees, who are required to work on any of the holidays listed above, shall be paid at one and one-half (1 ½) times the employee's base hourly rate for all hours worked on the holiday. In addition, regular full-time employees will receive eight (8) hours of holiday pay. Exempt employees required by their supervisor to work on a City-observed holiday shall be entitled to observe their holiday on a different day, as approved by the supervisor.

5.3 OBSERVED HOLIDAYS

If the holiday falls on a Saturday, the Friday before the holiday will be observed. If the holiday falls on a Sunday, the Monday after the holiday will be observed. When Christmas Eve day falls on a Friday, it will be observed on the preceding Thursday, and when Christmas Eve day falls on a Sunday, it will be observed on the following Tuesday.

5.4 PAID VACATION LEAVE

Vacation leave provides time away from the job for rest and recharging. It is in the best interest of the employee and the City that employees use this benefit periodically.

5.5 VACATION ACCRUAL

All regular full-time employees, except director level positions and 24-hour Fire/EMS employees, shall accrue vacation leave on a per pay period basis in accordance with the following schedule*:

Years of Service	Per Pay Period Accrual	Annual Accrual
First year of service	1.67 hours	40 hours
2nd through 4th year of service	3.34 hours	80 hours
5th through 15th year of service	5 hours	120 hours
16+ years of service	6.67 hours	160 hours

All full-time 24-hour Fire/EMS employees shall accrue vacation leave on a per pay period basis in accordance with the following schedule*:

Years of Service	Per Pay Period Accrual	Annual Accrual
First year of service	3 hours	72 hours
2nd through 4th year of service	5 hours	120 hours
5th through 15th year of service	7 hours	168 hours
16+ years of service	9 hours	216 hours

Under certain circumstances, the City Administrator may approve an exception to the above accrual rates.

Employees may accrue a maximum of 280 hours of vacation time. Full-time 24-hour Fire/EMS employees may accrue a maximum of 408 hours of vacation time.

*Vacation schedules for employees covered by a union contract are found therein.

The City Administrator and directors accrue vacation on their service anniversary date as a lump sum of 120 hours for years 1-15 and 160 hours for years 16 and above, with no accrual maximum.

5.6 USE OF VACATION LEAVE

Vacation leave may be used no sooner than the next pay period after earned and upon advanced approval from your immediate supervisor. Special permission must be granted to an employee requesting more than two consecutive weeks of vacation leave.

Vacation leave will be paid at the employee's regular rate of pay. If one of the paid holidays occurs during your vacation, the holiday will not be counted as part of your vacation time.

5.7 VACATION PAYOUT UPON TERMINATION

Accrued but unused vacation leave will be paid upon termination of employment. Accrued vacation time may not be used to satisfy the two-week minimum termination notice

requirement unless waived under special circumstances by the City Administrator.

5.8 PAID SICK LEAVE

As a regular full-time employee, you will accrue sick leave on a semi-monthly basis, totaling 96 hours annually, 144 hours annually for 24-hour Fire/EMS employees. Total accumulation cannot exceed 960 hours. Sick leave may be used by an employee when the employee is unable to perform the duties of their job due to illness or injury, or when the employee is required to care for an ill or injured family member. Sick leave may also be used, when approved in advance, for dental, surgical, medical or optical examinations or treatment, or in an emergency, or for Citywide wellness related programs.

You shall notify your immediate supervisor prior to your regular scheduled reporting time if you are going to be absent. Your supervisor may require doctor documentation if there is reason to believe an abuse of sick leave is occurring or if you are absent for more than three consecutive days. False or fraudulent use of sick leave shall be cause for disciplinary action and may result in dismissal. If you are sick on a holiday or scheduled vacation, that time will not be charged as sick leave used.

Upon termination of employment, no accrued and unused sick leave will be paid.

5.9 PAID INJURY LEAVE

All employees can receive paid injury leave when they incur an injury or occupational disease that occurred while performing work duties. During the leave, the City pays you your full wage or salary less any amounts paid to you by worker's compensation insurance for lost time. The portion compensated by the City shall be calculated and charged to accrued sick leave, compensatory time and/or accrued vacation time. The waiting period of three days will be compensated to the employee and charged to accrued sick leave. Employees incurring an injury will be paid to the end of their shift that day.

If you should be injured on the job, first call the Company Nurse Injury Hotline at 1-888-770-0928. Then, immediately notify your supervisor, who will then notify Human Resources. Job-related injuries are covered under the provisions of worker's compensation. Please refer to iowaworkcomp.gov or contact the Human Resources Department for more information.

The City has a designated clinic as its worker's compensation authorized treating clinic as provided by law under Iowa Code Chapter 85.39. Employees with a work-related illness or injury will be required to have their initial evaluation with this clinic. If appropriate, and with prior approval from the Iowa Municipalities Workers' Compensation Association (IMWCA), the designated clinic may make referrals to other specialists.

If an employee decides to go to another provider without a referral from the authorized treating clinic, the employee will be responsible for all expenses related to those visits. No worker's compensation benefits may be claimed unless the employee has been seen by the authorized treating clinic.

Workers' compensation absences may constitute a leave covered by FMLA. Worker's compensation leave will run concurrently with applicable FMLA leave in cases where an employee is not able to return to any job or a temporary light duty assignment is not available.

5.10 RETURN TO WORK PROGRAM

It is the purpose of this program to provide guidelines for employees injured on the job who are unable to return to his/her regular job classification upon returning to work.

It is the policy of the City of Waukee to provide modified or alternate work, if available, for employees injured on the job who are unable to temporarily or permanently return to their regular job classifications. Regular, modified and alternate work will be provided as available consistent with the provisions of the Americans with Disabilities Act (ADA) and the Iowa Worker's Compensation Act.

The City of Waukee will make reasonable accommodations to a qualified disability unless the accommodations would impose an undue hardship on the employer; however, the disabled employee must be able to perform the essential functions of the job with or without reasonable accommodation.

The feasibility of reasonable accommodations shall be determined on a case-by-case basis taking into consideration the employee's specific physical or mental impairment, the essential functions of the job, the work environment and the ability to provide accommodations.

Objectives

1. To return employees who are injured on the job to work as soon as possible when there is not significant risk of substantial harm to themselves or others.
2. To minimize financial hardship and emotional stress to the employee who has sustained a work-related injury.
3. To assist employees in returning to work at a level as close as practicable to his/her pre-injury earnings and productivity.
4. To retain qualified and experienced employees.
5. To reduce the cost of disability benefit programs.

Temporary Alternate Duty (TAD):

TAD is defined as modified duties and/or hours assigned to a worker injured on the job, when the physician indicates they can return to work but who are not yet physically capable of handling the entire job duties normally assigned, and his/her work-related injury has not reached maximum medical improvement.

The purpose of TAD is to provide temporary work, within medical restrictions, for employees injured on the job. TAD may be available when a medical prognosis indicates that the employee is expected to return to full duty following a course of medical treatment.

If an alternate duty position is available, employees will be provided with TAD as soon as medically feasible, provided it is consistent with the employee's physical/mental abilities.

Employees in TAD capacity will continue to receive the salary and benefits of his/her job classification. These will be proportionately adjusted in the case of part-time work. Status of TAD assignment should be reviewed after each medical appointment, normally every seven

to 14 days. TAD will not normally exceed three months.

Temporary Alternate Duty (TAD) Procedures:

1. The City of Waukee Human Resources Director or Workers' Compensation Designee:
 - a. Informs physician about the TAD program.
 - b. Informs employee about the TAD program.
 - c. Informs Workers' Compensation Adjuster of employee's availability to the TAD program.
 - d. Obtains information regarding medical condition of employee from physician(s).
2. Employee's Supervisor, along with Human Resources Director/Workers' Compensation Designee:
 - a. Develops work assignments on a case-by-case basis, if available, depending on medical restrictions.
 - b. Develops appropriate TAD assignments, if available, and monitors ongoing medical and work adjustment.
 - c. May meet with employee to review TAD status.
3. Employee:
 - a. When the physician has determined that maximum medical improvement has been reached and the employee is able to perform the essential job duties of his/her job with or without reasonable accommodations, the employee shall return to the job classification and duties held prior to the work injury.
 - b. When the physician has determined that maximum medical improvement has been reached, or after a period of 90 days of TAD, and the employee is unable to perform the essential job duties of his/her job with or without reasonable accommodations, the employee will be assigned an additional 90 day modified duty assignment if the employer has other job positions the employee, with or without reasonable accommodation, is able to perform. If the employee is not assigned a modified duty assignment, the employee will be laid off and will become eligible for all applicable benefits.
 - i. An employee assigned to a modified duty assignment will report to his/her regular department. The employee shall be assigned to do whatever work he/she is able to do under the restrictions that the physician has placed on the employee.
 - ii. The employee placed on 90-day modified duty assignment shall continue to receive the salary and benefits of his/her job classifications.
 - iii. During the 90-day period, employees on modified duty assignment will be encouraged and afforded opportunities to apply for other jobs for which they are able to perform the essential functions of the job.
 - iv. The Human Resources Department will provide notices of available jobs to each employee on modified duty assignments.
 - v. At the conclusion of his/her 90-day modified duty assignment period, employees who have been unsuccessful in obtaining other jobs for which they are qualified and for which they are able to perform the essential functions, shall be laid off. Laid off employees shall be afforded all rights and benefits included in applicable collective bargaining contracts and/or personnel policies in effect at the time of the layoff.

Permanent Restrictions Resulting From Personal Injury/Illness:

1. Employees who are off work due to personal injuries/illnesses may be required to complete functional capacity examinations before they can return to his/her former jobs. The cost of such examination will be paid for by the employer.
2. When an employee's personal injury/illness has reached maximum medical improvement and there are restrictions that prohibit the employee from performing the essential functions of the employee's job, the City of Waukeee will return the employee to work in his/her former job if the restrictions can be reasonably accommodated.
3. If the permanent restrictions resulting from an employee's personal injury/illness prohibit the employee from performing his/her job's essential functions with or without reasonable accommodation, the employee shall be laid off. Laid off employees shall be afforded all rights and benefits included in applicable collective bargaining contracts and/or personnel policies in effect at the time of the layoff.
4. While the employee is laid off and eligible for recall to his/her former job, the Human Resources Department will provide the employee available job notices.
5. The City of Waukeee may assist employees laid off as a result of permanent restrictions to apply for permanent disability from Social Security and IPERS when it is appropriate.

Responsibilities of the Employee:

1. To determine appropriateness of job assignment, the employee who is unable to return to work without restriction is responsible for keeping his/her department director (or the department director's designee) informed of the status of the employee's medical conditions.
2. If the employee rejects any assignment which is compatible with medical restrictions, the employee shall not be compensated by the City of Waukeee or the City of Waukeee's workers' compensation carrier with temporary, partial, temporary total or healing period benefits during the period of refusal (Code of Iowa, Section 85.33).
3. The employee assumes responsibility for contacting the Human Resources Department to apply for available jobs.

5.11 MILITARY LEAVE

All employees who are members of a reserve force of the United States or of the State of Iowa shall be granted a leave of absence when ordered to attend a training program or perform other duties under the supervision of the U.S. or the State of Iowa. Any employee who enters into active service in the Armed Forces of the United States while in the service of the City of Waukeee shall be granted a leave of absence for the period of military service in accordance with Iowa Code Chapter 29A.

The leave of absence shall be with pay, only for regular full-time employees, during the period of such activity and shall not exceed 30 days of military leave per calendar year. A day is defined as a normally scheduled working day for an employee. For example, if an employee is ordered to participate in annual training for 14 consecutive days, and if during

those days the employee would normally be required to work for 10 days, then 10 days of military leave would be required. If the employee's work shift crosses two calendar days, only one day shall count toward the 30-paid-day maximum.

However, if the employee's military duty is for a period of 30 days or more, military leave is required for all days that the employee is performing military service.

Military leave that exceeds the 30-day per calendar allotment may be taken with pay if the employee chooses to use vacation, sick or compensatory time or without pay at the request of the employee.

Copies of your orders are required to be given to your department director or designee at least 10 working days prior to reporting for duty whenever possible. If the military orders require reporting to duty sooner than 10 working days' notice, the employee will provide a copy of the orders as soon as they are received by the employee.

5.12 FAMILY BEREAVEMENT LEAVE

If you are a regular full-time or regular part-time employee and there is a death in your immediate family, you may take up to three working days off without loss of pay. Full-time Fire personnel working 24-hour shifts may take one shift off without loss of pay for a death in the employee's immediate family. Part-time Fire personnel may take one shift off, up to 12 hours, without the loss of pay for a death in the employee's immediate family. For purposes of bereavement leave, immediate family is defined as spouse, child, stepchild, parent, stepparent, sibling, grandparent or grandchild of the employee or of the employee's spouse, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, or for any other relative residing permanently with and dependent upon the employee.

5.13 JURY DUTY

If regular full-time or regular part-time employees are called to jury duty, upon providing proof of such duty, the City will continue to pay your wage or salary. In addition, the employee is allowed to keep any compensation received from the court system for their jury duty. If you are released and there are two or more hours left in your normal workday, you will need to return to work.

5.14 VOTING LEAVE

The City of Waukee encourages employees to fulfill their civic responsibilities by participating in official public elections. Based on the schedule of hours of work for City employees, employees should be able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, the City will grant leave to vote according to state law (Code of Iowa Section 49.109) and with notice to the employee's supervisor prior to taking leave.

5.15 UNPAID LEAVE

Regular full-time employees may ask their department director for leave without pay after six months of service with the City of Waukee. The request shall be submitted in writing

indicating the reason and length of time of absence. The request shall be submitted no later than 10 days prior to the date of the anticipated absence whenever possible. The Human Resources Director along with the department director shall grant or deny the leave taking into consideration the workload and the employee's request. Unpaid leave prior to six months of employment will be determined on a case-by-case basis by the department director and the Human Resources Director.

While on unpaid leave, benefits including vacation leave, sick leave, holidays or other forms of indirect compensation will not accrue. The employee may continue to be covered by group medical, dental, vision and life insurance but will be responsible for paying one hundred percent (100%) of the premium costs.

5.16 FAMILY & MEDICAL LEAVE ACT

In accordance with the Family and Medical Leave Act (FMLA) of 1993, it is the policy of the City to grant up to 12 workweeks of family/medical leave during a single 12-month period to eligible employees or 26 workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent or next of kin (i.e., military caregiver leave). The leave year will begin the first day the employee is absent from work on FMLA approved leave.

To be eligible for Family & Medical Leave, the employee must:

- have been employed by the City for at least 12 months, and;
- have worked for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

The employee must submit a request for FMLA and be taking the leave for one or more of the following reasons:

- for the birth and care of a newborn child of an employee.
- for placement and care of a child with the employee for adoption or foster care.
- to care for a spouse, child or parent with a serious health condition.
- for the employee's own serious health condition that makes the employee unable to perform the functions of his or her position.
- qualifying exigency leave for families of members of the Armed Forces when the covered military member is on active duty or called to active duty in support of a contingency operation to a foreign country or international waters. This includes the employee's spouse, son, daughter or parent.
- to care for an ill or injured servicemember.

During FMLA leave, an employee must use any sick leave, vacation leave and compensatory time which they have accrued. However, an employee may request to go on unpaid leave once they reach a balance of 40 hours or less of sick leave and 40 hours or less of vacation leave. All accrued compensatory time must be used prior to requesting unpaid leave.

The use of sick leave, vacation leave and compensatory time occurs simultaneously with

FMLA leave and cannot be used to extend or substitute for FMLA leave. For leaves taken because of the employee's or a covered family member's serious health condition, the employee may be required to submit a completed "Certification of Health Care Provider" form and return the certification to the Human Resources Department. Please refer to the FMLA policy for complete details.

Premium Reimbursement

The employee will be required to reimburse the City for any premiums paid during FMLA leave if the employee does not return to work for a minimum of 30 calendar days, unless the employee cannot return to work due to the continuation of a serious health condition of the child, spouse, parent or employee or due to other circumstances beyond the control of the employee but related to the FMLA leave.

Leave Accrual

The employee will not accrue vacation and sick leave while on unpaid FMLA leave. Employees using a combination of paid and unpaid leave, or intermittent unpaid leave, will accrue vacation and sick leave on a prorated basis. Employees using paid leave will continue to accrue vacation and sick leave.

5.17 PREGNANCY LEAVE

Employees not eligible for FMLA leave who are temporarily disabled because of pregnancy or related medical conditions are entitled to unpaid leave for the period of temporary disability or for eight weeks, whichever is less.

5.18 LACTATION

The City of Waukee will provide reasonable break time for an employee to express breast milk for the employee's nursing child for up to one year after the child's birth. The City will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. The frequency of breaks needed to express milk as well as the duration of each break will likely vary, and the employee must communicate with the employee's supervisor regarding the timing of breaks.

6.1 INSURANCE

The group health insurance program the City provides for regular full-time employees and their families is a very attractive program. The program is constantly being reviewed to provide a cost-effective foundation upon which you can build the security and well-being required for you and your family. The following is a brief outline of the coverage provided:

- Medical
- Dental
- Vision
- Life Insurance
- Long-term Disability Insurance
- Accidental Death & Dismemberment (AD&D) Insurance
- Supplemental Life Insurance
- Voluntary Short-term Disability Insurance
- Retiree Health Insurance Program

Please contact the Human Resources Department for more information on insurance.

6.2 Consolidated Omnibus Budget Reconciliation Act (COBRA) Insurance

By law, the City must offer continuation of health coverage to employees and dependents under certain termination of employment situations.

Employees who wish to retire before attaining 65 years of age shall be allowed to continue participation in the City's health plan under the group contract at the employee's own expense until the employee attains age 65, or becomes eligible for Medicare, if they are 55 years of age or older with five years of service at the time of retirement.

Please contact the Human Resources Department for a summary of your rights and obligations under the law.

6.3 FLEXIBLE SPENDING ACCOUNT

Regular full-time employees and regular part-time employees (who qualify for health insurance under the Affordable Care Act) are eligible to participate in the City's Section 125 Flexible Benefit Cafeteria Plan. As a part of the City's Section 125 plan, any premiums you pay for medical, dental or vision insurance will be deducted from your paycheck on a pretax basis.

Eligible full-time employees may also contribute pretax dollars to a flexible spending account to pay medical costs not covered by insurance and/or dependent care expenses. Additionally, each non-represented, full-time employee will receive funding in the amount of \$500 annually to their choice of a medical, limited medical or dependent care flexible spending account.

The Human Resources Department will distribute more information prior to the beginning of each plan year.

6.4 DEFERRED COMPENSATION PLAN

The City of Waukee provides a deferred compensation plan for regular full-time and regular part-time employees. Employees may defer or set aside a portion of their paycheck and delay paying federal and state taxes on that amount, usually until they retire. Details on the plan and other various investment options are available from the Human Resources Department.

6.5 RETIREMENT

The retirement program for all regular full-time, regular part-time, Paid-on-Call and certain seasonal/temporary employees is the Iowa Public Employees' Retirement System (IPERS). Detailed information on this program is available from the Human Resources Department.

6.6 EMPLOYEE ASSISTANCE PROGRAM

The City provides a confidential Employee Assistance Program (EAP) to all regular full-time employees and their dependents. Initial counseling and referral services are confidential and are provided at no cost. Counselors are available 24 hours a day, seven days a week, and they provide services in areas such as marital, emotional, legal, alcohol/drug, financial, family and a wide variety of other topics. If problems do arise, the EAP can help! If you need it, please use it. Refer to your benefits booklet or the employee bulletin board in your building for contact information.

6.7 LENGTH OF SERVICE AWARD

The City appreciates and recognizes the importance of your continuing service with the City. All regular full-time, regular part-time and Paid-on-Call employees will be presented a service award commemorating your years of service after your 5th, 10th, 15th, 20th, 25th and 30th year of consecutive employment with the City.

6.8 EMPLOYEE TRAINING

The City of Waukee encourages its employees to attend conferences, seminars and training sessions of benefit to the employee in enhancing job performance skills and knowledge. Prior approval must be obtained from the department director or his/her delegate prior to attending conferences, seminars or training sessions. Please refer to the Travel and Training Policy for complete details.

7.1 JOB VACANCY & RECRUITMENT

The City of Waukee recruits the most qualified persons regardless of race, sex, sexual orientation, gender identity, color, religion, age, ancestry, national origin or handicap (provided such handicap does not interfere with job performance with reasonable accommodations). The City will not hire relatives of regular full-time or part-time employees when employment would result in an employee being in a position supervised by a relative. A more detailed description of the policy on hiring of relatives is found in paragraph 7.12, Hiring of Relatives.

The Human Resources Director, in consultation with the City Administrator and department directors, determines whether each job classification is an open or promotional vacancy. Typically, promotional job classifications are those in which employees in a lower classification would gain the experience to qualify.

7.2 JOB POSTING

The City of Waukee, in its employment efforts, will post a job announcement on the public bulletin board at City Hall, on the City website, and online with local newspapers and trade and professional websites, if applicable.

7.3 REASONABLE ACCOMMODATIONS

The City of Waukee will make reasonable accommodations for a disability unless the accommodations would impose an undue hardship on the employer. The disabled employee must be able to perform the essential functions of the job with or without reasonable accommodations.

The feasibility of reasonable accommodations shall be determined on a case-by-case basis taking into consideration the employee's specific physical or mental impairment, the essential functions of the job, the work environment and the ability to provide accommodations.

7.4 PROMOTION

Promotion is another process of selection for staffing and is concerned with filling positions from among persons already in the City's employment. A promotion represents the advancement of an employee in terms of a higher paid job, with increased responsibilities, greater skill and advanced status or prestige. Employees who are promoted or transferred to a new position shall be subject to a six month probationary period. Should the employee not successfully pass the probationary period, he/she may return to the previously held position and rate of pay.

7.5 PERSONNEL RECORDS

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

All information is kept confidential, with only authorized personnel having access to that information.

You may review your file to examine the contents. Such a file review must be conducted in the Human Resources Department in the presence of the Human Resources Director, or designee, in order to preserve the security of your information. No item may be removed from the file.

In order to keep all personnel records up-to-date, please contact Human Resources if you have any change in the following:

- Name
- Address/phone number
- Marital status
- Beneficiaries
- Dependents
- Persons to be notified in the event of an emergency and their contact information

Iowa law governs the access to City of Waukee records and information. Please refer to Chapter 22 (Open Records) of the Iowa Code and the Open Records Policy for guidance on this matter.

7.6 PROBATIONARY PERIOD

Your first six-month period of employment is a time for both of us to get to know one another. If during the probationary period it is determined that you do not fulfill the requirements of your employment, you may be terminated.

Exceptions: All new sworn public safety employees shall be subject to a 12-month probationary period.

7.7 ATTENDANCE

Paid time off (vacation, personal, etc.) must be scheduled with the employee's supervisor in advance. Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illness or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against the employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

If any employee is absent because of an illness of more than three consecutive days, his/her supervisor may request that the employee provide written documentation from the attending physician as to the reason for the absence and that he/she is able to resume normal work duties before the employee will be allowed to return to work. Employees are responsible for any charges made by their doctors for this documentation. The employee and/or their supervisor must advise Human Resources of absences of more than three consecutive days.

Not reporting to work or not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no-call/no-show will result in a written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no-call/no-show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.

7.8 PERSONAL APPEARANCE

It is the policy of the City of Waukee that each employee's dress, grooming and personal hygiene should be appropriate to the work situation. Radical departures from conventional dress or personal grooming are not permitted, regardless of the nature of the job performed. Every employee has some contact with others, and therefore represents the City of Waukee in his/her appearance as well as by his/her actions. Quality service to the public includes the clean and professional appearance of the people who provide those services. All employees' clothing should be professional and appropriate to the work performed, as set forth in these policies and determined by each department director. The properly attired employee helps to create a favorable image for the City of Waukee. The following guidelines should be followed by all employees; however, nothing in this policy prohibits a department director from establishing a more stringent dress code for their office or department.

- Employees are expected to dress in a manner that conforms to each department's dress code and is normally acceptable in their work area.
- All employees must maintain a clean, well-kept appearance.
- Clothing must be clean, well maintained and fit properly. Tight fitting, over-sized, torn, and revealing or provocative clothing is considered unacceptable. Certain articles of clothing such as miniskirts, halter-tops, sweatpants, wind pants and pajama pants will be considered inappropriate work attire for all employees. Jeans that are not ripped, tattered or worn-out may be worn on designated casual days as determined by the department director.
- Closed-toe protective shoes and stockings/socks must be worn by certain departments and in certain work areas due to Occupational Safety and Health Administration (OSHA) safety and health regulations. Personal protective equipment should be used if applicable to the work situation.
- Perfume/colognes, nail polish, jewelry and cosmetics should be used with appropriate taste.
- Hair should be clean, combed and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
- Sideburns, mustaches and beards should be neatly trimmed or arranged. Eccentric styles of facial hair are not permitted.

- Tattoos and body piercings (other than earrings) that visibly display unprofessional and/or offensive images, symbols or language are prohibited. Unprofessional and/or offensive content includes, but is not limited to:
 - o Nudity;
 - o Sexually explicit imagery/language;
 - o Violence;
 - o Profanity;
 - o Discriminatory or harassing themes towards a protected class (race, color, religion, sex, age, national origin, sexual orientation, gender identity or disability).

If there is a complaint filed by an employee or a member of the public, the complaint must be investigated by the Human Resources Director and result in a “founded” conclusion. A “founded” conclusion is one in which it is determined that the tattoo(s) or body piercing(s) are unsafe, disruptive, offensive or otherwise inappropriate when considering the circumstances, job duties and work environment.

Specific departmental policies and procedures may be more restrictive than this policy.

Department directors are responsible for enforcing this policy and for defining “appropriate” as necessary. Supervisors have the authority to ask employees to make changes (e.g.; removing a jewelry item, tying hair back, or requiring employees to go home and return in proper attire). Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will be cause for disciplinary action.

Any prescribed and issued uniform or approved attire must be worn in its entirety while on duty. Uniforms must be clean, pressed and neatly maintained. Uniforms may be worn only while on-duty or while traveling to and from work.

7.9 HOUSEKEEPING

It is important that your work area is neat and clean. We need your cooperation in meeting the City objective of making the work place a pleasant and safe working environment.

7.10 INCLEMENT WEATHER - CITY OFFICE CLOSURES

If the City Administrator announces by public broadcast that City offices are closed, then only persons designated as “essential personnel” need to report to work. Employees considered “essential personnel” will be notified by their supervisor if they are required to report to work.

All leaves of absence due to inclement weather and City office closures shall be unpaid unless the employee elects to take available vacation or compensatory time.

7.11 OUTSIDE EMPLOYMENT

You shall inform your department director of any outside employment to avoid possible conflict with your City of Waukeem employment.

If outside employment interferes with your work for the City of Waukeem, you will be asked to

resign from one or the other position.

Regular full-time employees of one department are prohibited from part-time or seasonal employment in another City department. An exception is made for emergency snow removal operations, where certain employees may be given approval to help the Public Works Department on a case-by-case basis.

7.12 HIRING OF RELATIVES

It is the policy of the City of Waukee that applicants who are relatives of regular full-time, regular part-time or Paid-on-Call employees shall not be hired, appointed or transferred to any position that would result in:

- A relative being in a supervisory or administrative position over another relative; or
- One relative with access to confidential information concerning actual or potential administrative/disciplinary action taken against another relative.
- Both relatives having access to and/or responsibility for financial transactions and/or cash handling within the same department.

For the purpose of the policy, "relatives" shall mean: spouses (including domestic partner, romantic partner or cohabitant); parents; siblings or half-siblings; children; grandparents; aunts/uncles; nieces/nephews; first cousins; or unrelated persons living together. The term relatives shall also include any step-relations and/or the spouses of the above listed individuals.

Employees who become relatives after their employment with the City has commenced and who would therefore be in violation of this policy shall; (1) have the subordinate employee reassigned to another supervisor; and/or (2) transfer to different departments if an open position is available, the employee is qualified and the approval of the department director is granted.

7.13 VEHICLE POLICY

All vehicles and equipment owned by the City are for official use only and cannot be used for personal business without prior approval of management.

However, you may take a vehicle during a lunch break if your destination immediately after lunch is farther from your normal workplace than the location where you eat lunch.

At no time shall any person(s) be allowed in City vehicles unless for City business or City-sponsored activities without prior approval of management.

The use of any tobacco products in City vehicles or equipment is prohibited.

If an employee is required to operate a motor vehicle as part of his or her job duties, that employee must maintain a valid operator's license and be insurable under the City's liability policy as a condition of continued employment.

Seatbelts are required to be worn by all City employees at all times, in personal and City-

owned vehicles, while performing work for the City, as required by Iowa law.

Please refer to Travel and Training Policy for complete details.

7.14 NOTIFICATION OF ARRESTS AND OTHER GOVERNMENTAL ACTION

Employees are expected to perform their assigned jobs, respect and follow City policies, and obey the law. In the event that employees are arrested or receive a citation for any crime, have any criminal charges filed against them, receive notice of the disposition of any criminal charges pending against them (including, but not limited to, a conviction, a guilty plea, a plea of nolo contendere ("no contest") or deferred judgement) or receive notice of any charges relating to operating a motor vehicle while intoxicated, they must notify the Human Resources Director.

Notification to the Human Resources Director must occur within five business days of notification to the employee. Employees whose duties require possession of a commercial driver's license and/or who regularly and frequently operate City vehicles must report all charges and citations, including traffic tickets such as speeding tickets. Other employees need not report such traffic tickets.

Employees who have any contact with minor children must notify the Human Resources Director of any child abuse complaints filed against them. Employees must notify the Human Resources Director regarding the findings in any complaint against them alleging child abuse. The Human Resources Director must be notified of any complaints and findings within five business days of notification to employee.

Information relating to arrests, criminal charges and child abuse complaints will be treated as confidential and maintained as part of the employee's personnel file. Employees who do not notify the City as required by this policy may be subject to disciplinary action up to and including termination.

7.15 ELECTRONIC COMMUNICATION

Electronic communication includes but is not limited to electronic mail (email), internet access, voicemail, audio and video conferencing, and facsimile (fax) messages. These services shall not be used to transmit any improper communications such as messages which are derogatory, defamatory or obscene. The City reserves the right to monitor electronic communication without prior notification to employees. Additionally, employees should keep in mind that all communications using City equipment (computers, phones, tablets, etc.) are treated as open records under Iowa Code Chapter 22 and can be made available to the public for review upon request. Please refer to the Communications Policy and Open Records Policy for complete details.

7.16 COMMUNICATIONS/MEDIA POLICY

Efficient and effective communication with the media and the public is critical to the City of Waukee's ability to present information in a manner consistent with Waukee City Council policies and philosophy of open government. Coordination, uniformity, accuracy and timeliness are cornerstones of strong and productive public relations.

The purpose of the Communications Policy is to provide guidelines for the City of Waukee to keep the media and the public fully, fairly and accurately informed of programs, services, events and issues in a timely and forthright manner.

All employees are to comply with the procedures and standards in this policy as it applies to media relations, internal and external communications, and social media within the City of Waukee. Please refer to the Communications Policy and Use of Social Media Policy for complete details.

7.17 EXPENDITURE OF FUNDS POLICY

The following are policy guidelines for the expenditure of City funds in recognition and support of employees, elected officials, volunteers and esteemed colleagues.

1. Years of Service

- The City may purchase a plaque or award for a former mayor or council member in recognition of their years of service.
- The City may purchase a plaque or award for a former citizen board or commission member if that member has served for ten (10) years or more.
- Once each year in the month of July, the City may purchase a gift certificate for those employees who have or shall achieve a significant employment anniversary in that calendar year in the following amounts:
 - o Five (5) years: \$35.00
 - o Ten (10) years: \$40.00
 - o Fifteen (15) years: \$45.00
 - o Twenty (20) years: \$50.00
 - o Twenty-five (25) years: \$55.00

2. Employee Retirement following ten (10) or more years of service

- The City may purchase a plaque or award for the retiring employee.
- The City may purchase food, non-alcoholic beverages and/or decorations for a party for the retiring employee only if said party is open to the general public.

3. Employee Support

- The City may purchase and send a floral arrangement or potted plant upon the illness or death of an employee or close relative thereof, defined as parent, spouse or partner, or child.
- The City may purchase food and/or non-alcoholic beverages for employees for their participation in and attendance at meetings or training sessions, also known as "lunch and learn" events, taking place at City facilities. This policy shall not apply to those meetings or training sessions covered by the City of Waukee Travel and Training Policy.
- The City may purchase food and/or non-alcoholic beverages for employees for their participation in all-employee events, including but not limited to wellness events

or screenings.

- The City may purchase food and/or non-alcoholic beverages for employees during catastrophes including, but not limited to, winter storms, water main breaks, and other events where the workload and the urgency of the situation warrant such support and recognition.
- Once each year in the month of December, the City may purchase a gift certificate for employees as recognition for their dedicated service throughout the year.

All employees are reminded that the public purpose or benefit to the public must be kept in mind and expenditures for these purposes deserve close scrutiny and such purposes shall not be abused.

7.18 VOLUNTARY RESIGNATION

Although the City hopes that employment will be a mutually rewarding experience, the City understands that varying circumstances cause employees to voluntarily resign employment. In order to leave City service in good standing, an employee shall file with the employee's supervisor, at least 14 days before separation of employment, a written resignation stating the effective date of the resignation and the reason for leaving. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given. Accrued vacation time may not be used to satisfy the two-week notice, unless the notice requirement is waived by the Human Resources Director. Unauthorized absences from work for a period of three consecutive working days may be considered as a resignation without notice.

An employee who is terminated for violating policy or who resigns in lieu of termination from employment due to a policy violation will be ineligible for rehire.

Employees must return all City property at the time of separation. Failure to return some items may result in deductions from the final paycheck.

8.1 SAFETY

It is the responsibility of every department to ensure a safe and healthful atmosphere as well as safe working conditions, tools, equipment and work methods for all of its employees. Employees are expected to comply with all safety and health requirements whether established by management or by federal, state or local law.

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers. Employees have a responsibility to report any unsafe working conditions or practices to their supervisor.

Employees violating recognized safety rules, procedures or standards, or acting in such a manner as to endanger their own or another's personal safety, shall be subject to disciplinary action, which may include an oral or written warning, suspension or termination.

8.2 REQUIRED DRIVER'S LICENSES AND UNIFORMS/CLOTHING

If the maintenance of a state approved license is a condition of employment established by the employer, the cost of the test, the license fee and its renewal shall be paid by the employer. "State approved license" does not include the standard driver's license but does include a commercial driver's license.

Employees required to maintain a commercial driver's license as a condition of employment must consent to an annual limited query of the Federal Motor Carrier Safety Administration Commercial Drivers' License Drug and Alcohol Clearinghouse to verify current and prospective employees are not prohibited from performing safety-sensitive functions.

The City may provide employees with City-owned logo apparel to wear while representing the City. Department directors will provide employees with an approved list of work clothing that may be provided and/or purchased to use as work uniforms. Department directors and/or City Administrator will make clothing recommendations for employees within their department based on their job duties and safety requirements. Employees can purchase additional logo apparel items at their own expense at the time of ordering with department director approval.

If an employee is required to wear a uniform as a condition of employment established by the employer, the uniform shall be furnished by the employer. The employee shall wear the uniform only as authorized in the work rules. Each employee shall be responsible for the care and maintenance of these items. The employee is not responsible for fair wear and tear to the uniform. The employee is responsible for any damage caused to the uniform by deliberate act or by deliberate violation of the work rules. All uniform replacements shall be at the department director's discretion.

If an employee is required to wear a protective device as a condition of employment established by the employer, the protective device shall be furnished and maintained by the employer. The employee shall use the protective device only as authorized in the work

rules. The employee is not responsible for fair wear and tear to the protective device. The employee is responsible for any damage caused to the protective device by deliberate act or by deliberate violation of the work rules. All protective device replacements shall be at the department director's discretion.

8.3 SEXUAL HARASSMENT/HARASSMENT

The City of Waukeee's policy regarding sexual harassment is as follows: Acts of sexual harassment by any employee are prohibited employment practices and are subject to disciplinary measures up to and including termination.

Sexual harassment, whether verbal or physical, will not be tolerated. All members of management have the explicit responsibility and duty to take corrective action to prevent any sexual harassment of our employees.

The Equal Employment Opportunity Commission defines sexual harassment as "any **unwelcome** sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature directed at an employee by an employer or fellow employee. Such conduct is unlawful if submission to it is a condition of employment, used as a basis for making employment decisions affecting the employee, has the effect of unreasonably interfering with the employee's work performance, or creates an intimidating, hostile or abusive work environment."

Please refer to the Sexual Harassment Policy for complete details.

Harassment

It is the policy of the City that no employee be harassed by another employee, customer or supervisor on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity, disability, genetic information, status as a veteran or any other protected characteristic as established by law.

Illegal or unlawful harassment, whether verbal or physical, will not be tolerated. All members of management have the explicit responsibility and duty to take corrective action to prevent any illegal or unlawful harassment of our employees.

If any employee believes that he or she has been subjected to harassment, that employee should bring the matter directly to the immediate attention of the City Administrator, department director, a supervisor or the Human Resources Director. All complaints will be investigated in a timely manner, and appropriate disciplinary action will be taken, up to and including termination. There will be no retaliation against anyone who submits a good faith harassment complaint or participates in an investigation relating to such a complaint.

8.4 DRUG AND ALCOHOL POLICY

It is the policy of the City of Waukeee to comply with the Drug Free Workplace Act of 1988 to ensure a drug-free workplace. The policy is intended to prohibit the unlawful possession, use, dispensation, distribution or manufacture of controlled substances in the workplace. Violation of this policy will result in disciplinary action up to, and including, termination of employment. Depending upon the circumstances, other action, including notification of

appropriate law enforcement agencies, may be taken against any violator of this policy.

As a condition of employment, all employees must pass a post-offer, pre-employment drug test. Employees must comply with this policy and notify management within days of conviction for any criminal drug violation occurring during work hours or in the workplace. Failure to do so will result in immediate suspension and/or termination of employment. Any staff member arrested in connection with a criminal drug violation occurring during work hours or in the workplace will be on personal leave of absence without pay and could face termination of employment pending the outcome of any legal investigation and conviction.

Please refer to the Drug and Alcohol Policy for complete details.

8.5 SMOKING AND TOBACCO POLICY

In compliance with the Iowa Smoke Free Air Act (7/1/08), the City of Waukee has established a smoke-free workplace. All City buildings (leased and owned), facilities and vehicles are smoke-free. All tobacco usage, including smoking and smokeless tobacco, as well as electronic cigarettes, is prohibited in all City-owned buildings, facilities, vehicles and equipment, and on all public grounds owned by the City except in designated areas, in accordance with the Iowa Smoke Free Air Act. The City may establish a designated smoking area at each facility. This area must be located in the building's parking lot away from all building entrances and must not adversely impact other employees or the general public. Please contact your supervisor to identify these designated smoking areas. Employees are permitted to smoke, use tobacco or use electronic cigarettes within their personal vehicles, which are parked in a City-owned parking lot. Employees who choose to smoke, use tobacco or use electronic cigarettes must do so in accordance with this section and may do so only during normal meal and break periods. Employees are not provided additional time away from work to smoke, use tobacco products or use electronic cigarettes. Violation of this policy may lead to disciplinary action, up to and including termination.

8.6 WORKPLACE VIOLENCE POLICY

It is the policy of the City of Waukee to provide a work environment free from violence, aggression or threatening conduct of any kind. To ensure a safe workplace and to reduce the risk of violence, all employees must review and understand all provisions of the Workplace Violence Policy.

Prohibited Conduct

The City of Waukee will not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities toward any employee of the City or any member of the general public. A threat of violence is any visual, verbal or physical act that warns of or expresses an ability or intent to harm or kill; is intended to intimidate or create fear; or has the purpose of unreasonably interfering with an individual's reasonable expectation of a peaceful, non-hostile or inoffensive work environment.

Although not all-inclusive, the following are examples of behaviors included in this policy:

- Causing physical injury to another person.
- Making threatening remarks in person, in writing, by telephone or other means of communication.
- Aggressive or hostile behaviors that create a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging City property or property of another employee.

Reporting Procedures

Any potentially dangerous situations must be reported immediately to a supervisor or the Human Resources Department. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.

Risk Reduction Measures

While the City does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgement and to inform their supervisors or the Human Resources Department if any employee or other individual exhibits behavior that could be a sign of a potentially dangerous situation. Such behaviors may include the following:

- Discussion of bringing a weapon into the workplace.
- Displaying overt signs of extreme stress, resentment, hostility or anger.
- Making threatening remarks.
- Sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.

Searches

The City reserves the right to conduct searches in accordance with state law of any employee and his or her vehicle or personal effects brought into the workplace. Pursuant to this provision, the City is authorized to search an employee's locker, desk, purse, briefcase, baggage, toolbox, lunch sack, clothing, vehicle parked on City property and any other item in which a weapon may be hidden. Additionally, the City may search a City-owned vehicle used by an employee, and a vehicle owned by an employee that is being used to conduct business on behalf of the City, regardless of whether the vehicle is located on City property at the time. Searches may be conducted by City management or local authorities. To the extent the search is requested by City management and the employee is present, the employee may refuse the search; provided however, that such refusal may result in disciplinary action, up to and including termination of employment for refusal to cooperate. The City reserves the right to conduct searches on its property or authorize searches by law enforcement on its property without the employee being present.

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts or any employee who fails to report such acts committed by others shall be subject to disciplinary action up to and including termination. Non-employees engaged in violent or threatening acts toward City employees will be reported to the proper authorities and may be banned from City property.

8.7 WORKPLACE BULLYING

The City of Waukee defines bullying as inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, directed by one or more persons against another or others at the place of work and/or in the course of employment which has the effect of substantially interfering with an individual's employment, performance of duties or which causes the individual to have a reasonable fear of harm. Such behavior violates the City Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees that the City will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. Where an allegation of bullying is made, the intention of the alleged bully is relevant and will be given consideration when doling out discipline. As in sexual harassment, the effect of the behavior upon the individual is most important. The City of Waukee considers the following types of behavior examples of bullying:

Verbal bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the subject of jokes; abusive and offensive remarks.

Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.

Gesture bullying: Non-verbal threatening gestures or glances that convey threatening messages.

Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

In order to maintain a safe, efficient and harmonious organization, the rules and regulations listed below have been established for municipal employees. Each of the rules and regulations has a sound background of common sense based on experience. These rules are not necessarily the only areas in which disciplinary action may be taken if conduct or instances require. These rules may be modified as changing conditions warrant. Each case shall be considered on its merits with due consideration as to the nature of the offense, the cause, the background, likelihood of repetition and the attitude of the offender.

THE FOLLOWING IS A LIST OF EMPLOYEE CONDUCT THAT WILL RESULT IN DISCIPLINE TO THE EMPLOYEE UP TO AND INCLUDING TERMINATION:

- Theft or willful destruction of property of the City or any employee.
- Falsifying or supplying false information for the completion of City records.
- Insubordination or refusing to perform work or reasonable instructions.
- Possession or use of intoxicants or narcotics on City property.
- Intentional abuse of City's time-keeping system, including unauthorized punching in/out of another employee.
- Sleeping during working hours.
- An employee determined to be an aggressor in a fight on City premises.
- Conviction of a crime carrying a penitentiary sentence.
- Leaving work site during working hours without signing out, unless with authorized permission or performing activities related to the employee's job.
- Reporting to work under the influence of intoxicants or narcotics.
- Disorderly conduct including use of profane or abusive language, intimidating, threatening or provoking fellow employees, or other acts showing lack of respect for other people and property.
- Deliberate defacing of bulletin boards, material thereon, walls or other properties of the City or fellow employees.
- Working on personal, unrelated work duties on City time.
- Sabotage, causing damage or destruction of tools, equipment or other property belonging to the City or fellow employees.
- Failure to comply with request of supervisory personnel to submit for inspection any personal packages being brought onto or out of the work site.
- Unauthorized altering or repairing of equipment.
- Soliciting, collecting, distributing or selling on City time without authorization.
- Soliciting, collecting, distributing or selling on City property without written authorization.
- Unauthorized operation of equipment or use of material or property of the City or fellow employees.
- Smoking in restricted areas including any City facility, vehicle or equipment.
- Willful violation of safety and health requirements.
- Habitual tardiness or absences without just cause.
- Horseplay including running, pushing, shoving, throwing objects, playing practical jokes and otherwise disturbing fellow employees.
- Failure to call and notify the City of an absence prior to the start of work.
- Leaving workstation unnecessarily.

- Failure to use the employee time-keeping system in accordance with standard procedure.
- Failure to be at the work site at starting time or stopping before quitting time.
- Unauthorized parking, excess speed or other acts of disregard for fellow employees in moving traffic on City property.
- Violating the City's Code of Ethics (See Section 12).

The list set out above is for the purpose of illustration only and is not intended to include all actions that will subject an employee to discipline.

PERFORMANCE APPRAISAL

Performance appraisals give you an opportunity to discuss your development with your supervisor. This will allow you to know where you stand in relation to the job requirements.

Each director is responsible for the timely and proper completion of employee performance reviews and evaluation reports.

Performance reports shall be made on the standard form provided by the Human Resources Department and submitted annually, typically in June.

Such reviews do not necessarily result in pay increases. A step increase normally will occur on July 1 of each year pending a satisfactory performance evaluation and provided that the maximum pay range has not been achieved.

In the event the supervisor has not completed and administered a timely performance appraisal, the employee may bring this to the attention of their supervisor. If the appraisal is not done within 10 days after the employee notification, the employee may bring the matter to the attention of the Human Resources Director.

The most important resource to the City of Waukee is its employees. As with any organization, occasionally problems arise in the workplace. To assure you that your problem will be heard, there is a problem-resolving procedure in place. If you find yourself in this situation, please bring your problem to your immediate supervisor first who will help you work through the problem.

If for any reason you are not satisfied with the results, you may file a formal grievance in the following manner:

Step 1 – The employee shall take up the grievance or dispute with the employee's supervisor within five calendar days of the date of the grievance or the employee's knowledge of its occurrence. The supervisor shall respond verbally to the employee within five calendar days.

Step 2 – If there is no response from the supervisor or the grievance has not been settled, it shall be presented in writing by the employee to the department director within five calendar days of the supervisor's response to step 1. The department director shall respond in writing to the employee within five calendar days.

Step 3 – If there is no response from the department director or the grievance has not been settled, it shall be presented in writing by the employee to the City Administrator within five calendar days after the department director's response. The City Administrator or designee will meet with the aggrieved employee within 30 calendar days after receipt of the grievance to discuss and attempt to resolve the grievance. Following this meeting, the written decision of the City Administrator or designee will be returned to the grievant within 10 calendar days, and the answer shall be final.

12.1 CAMPAIGN ACTIVITIES

Employees may participate in, or contribute to, the election or appointment of public officials. Political activity, however, must not interfere with your normal work duties. No City employee will be forced or compelled to take part in political campaigns to favor the appointment or election of candidates for any office.

In accordance with Section 721.3 of the Iowa Code, candidates or committee members cannot solicit contributions or receive political support from you during work hours.

12.2 CANDIDATES FOR OFFICE

If you become a candidate for any City elective office, at your request, you will automatically receive a leave of absence without pay. The leave without pay begins upon either an announcement of your candidacy or filing of a petition for office. However, this will not be later than 30 days before the primary or general election day, and it continues until you are no longer a candidate. During the leave of absence period, you may choose to use accrued vacation or compensatory time.

If elected, you may be required to resign your City position.

However, you may be a candidate for a non-City, non-partisan office that is not related to your employment. If this is the case, you will not be required to take the leave of absence without pay, as long as you do not campaign while you are on duty as an employee or let your duties interfere with your City job responsibilities.

12.3 GIFTS & IN-KIND CONTRIBUTIONS

As an employee of the City of Waukee, you shall not directly or indirectly accept or receive any gift or series of gifts, with a value of more than three dollars (\$3), as defined in Section 68B.22 of the Code of Iowa. This includes special discounts or offers that are not available to the general public.

12.4 CODE OF ETHICS

As an employee of the City of Waukee, you shall adhere to the following Code of Ethics regarding conduct and behavior. Failure to do so can result in discipline or termination:

I shall be impartial and dedicated to the best interest of the City. I shall conduct myself, both inside and outside the City's service, so as not to cause distrust of my impartiality or of my dedication to the City's best interests.

I shall follow all applicable local and state standards for ethical conduct at all times, and I will not use my position with the City in an inappropriate manner or in a way that will result in personal or financial gain.

I shall affirm the dignity and worth of the services rendered by government and maintain a constructive, creative and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.

I shall be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that I may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

I shall consider, first, the interests of the City in all transactions.

I shall carry out the established policies of the City.

I shall buy without prejudice, seeking to obtain the maximum value for each expenditure of public funds.

I shall never engage in acts of corruption or bribery, nor will I condone such acts by other employees.

I shall be responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

12.5 GENERAL EMPLOYEE CONDUCT AND ETHICAL BEHAVIOR

City employees are prohibited from engaging in any conduct which could violate state or local ethics laws and/or reflect unfavorably upon the City or their department. Employees must avoid any action which might result in or create the impression of using public office for private gain, giving preferential treatment to a person or losing impartiality in conducting City business.

City employees must not accept any extraneous fee for work performed on behalf of the City.

A City employee may not grant or make available to any person, any consideration, treatment, advantage or favor beyond that which is granted or made available to all citizens.

City employees must refrain from securing special privileges or exemptions for themselves or their relatives beyond that which would be available to all citizens.

Employees must not use privileged information for their own financial advantage or to provide family, friends and acquaintances with financial advantages or with information which could be used for financial advantage. Each employee is charged with the responsibility for ensuring that he/she releases only information that should be made available to the general public.

A City employee will not use or permit the use of any publicly owned resource (property, vehicle, equipment, labor, service or supplies [new, surplus or obsolete]) for the personal convenience or advantage of the employee or any other person other than what is generally available to the public. Employees will not be permitted to work on personal items,

including vehicles, in a City-owned building or shop area.

An employee is required to exercise care in the use of City property. Negligence in the care and use of City property may be grounds for suspension and/or termination. Unauthorized removal of City property from the premises or its conversion to personal use will be considered grounds for suspension and/or termination.

An employee must return City issued property at the time the employee terminates employment or when the employee's department director requires such a return. The City assumes no responsibility for loss or damage of personal property of an employee.

City employees must exercise care when posting to personal websites or other social media. Any images or posts that could damage the City, department or another employee's reputation, or otherwise reflect unfavorably on the City or employees in their official capacity are prohibited. Please refer to the Use of Social Media Policy for complete details.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge electronic access to or receipt of a copy of the City of Waukeee Employee Handbook. I understand that the handbook has been provided to me for informational purposes only and that the City may change or withdraw any policies, procedures or benefit programs at any time. I acknowledge that this handbook is not a contract of employment, express or implied, and that I am not guaranteed employment for any specific duration. Either the City or I may terminate my employment at any time with or without notice or cause and within the guidelines of the bargaining unit contract for union employees.

I acknowledge that I have read and understand the policies and procedures in this handbook and agree to abide by them. I understand that if there is a policy or procedure I do not understand it is my responsibility to ask my department director or Human Resources for clarification.

Employee Printed Name

Employee Signature

Date

