

City of Chariton Employee Handbook Update

2022



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Welcome to City of Chariton

The following pages contain information regarding many of the policies and procedures of City of Chariton. These policies are a condition of employment.

This handbook is provided for informational purposes only. The policies, procedures, benefits, and plans described in the handbook may be revised by the City Council without prior notice. The City Council retains the exclusive right to revise the handbook at any time. When changes are made, you will receive a supplement or a new handbook. Any promises, representations, or actions by a city official policy of City of Chariton and are of no force or effect.

This employee handbook is not intended to create any contractual rights in favor of you or City of Chariton. This handbook is not to be construed as an employment contract or as a promise that you will be employed for any specified period. Employment can be terminated at any time at the will of either you or City of Chariton. Nothing in this handbook changes the at-will nature of your employment with City of Chariton.

If you have questions or need assistance reviewing this document, please contact: City Manager at City Hall.

Office hours are:

Monday through Friday: 8:00 am to 4:30 pm.

Saturday: Closed

Sunday: Closed

Our main phone number is 641-774-5991.

For all emergencies call 911.

Disclaimer

This handbook is intended only to outline the employment policies, procedures, and benefits of City of Chariton. This manual is not intended to be all-inclusive and should not be an employment contract. City of Chariton reserves the right to change employment policies, procedures, benefits, or this manual at any time without notice. It is the responsibility of the employee to stay abreast of policy. City of Chariton will make every effort to notify employees of any policy changes, additions, or deletions. Said changes will immediately become a part of this manual.

Introduction

Welcome to City of Chariton. This handbook was written to describe and outline some of the City's policies, procedures, employment benefits, and other matters concerning your employment with the agency. Some of the policies and benefits described in this handbook, such as the group health insurance plan and Iowa Public Employees Retirement System (IPERS), are covered in greater detail in official policy documents from the insurance and retirement carrier. You should refer to those documents for more information.

The City of Chariton operates under a council-manager form of government which was adopted by election by the City Council in 1966. Under this form of government, the City Council appoints a manager who serves an indefinite term at the pleasure of the Council.

The City Council is the highest authority in the City structure and retains all its rights and authority as granted under state statutes. The Council determines the broad policies or terms of budget limits, tax levies, zoning requirements and other areas requiring ordinance determinations.

The City Manager is hired by the City Council to direct, administer, implement, and maintain effective fiscal and operational controls over all daily city activities. The Manager also has the responsibility of preparing information and alternatives for the City Council so that the Council can make appropriate decisions regarding City policies and activities.

The City Manager is responsible and has the authority for the administration of the personnel rules and regulations contained herein and may periodically issue administrative directives interpreting and implementing the terms of these rules and regulations.

It is the policy of the City of Chariton that the employment in City government shall be based on merit. No discrimination shall be exercised in any manner by a City official or employee against or in favor of any applicant for City employment or employee because of political or religious opinions or affiliations, or because of race, creed, color, or national origin. An applicant or employee shall be considered entirely based on their qualifications as required for the position being sought, or holds relative to experience, training, personal and physical fitness, abilities, skills, and knowledge. Just and equitable incentives and conditions of employment are to be maintained to promote efficiency and economy in the operation of City government.

The purpose of this Personnel Manual is to document the conditions of employment compensation practices and to ensure that all city employees are treated fairly and equitably to best serve the citizens of Chariton. The City retains the right to direct the working forces, to plan, direct and control all the operations of the City, to determine the method, means, organization and number of personnel by which such operations and services are to be conducted, to assign and transfer personnel, to schedule working hours, to make and enforce reasonable rules and regulations and to change or eliminate existing methods, equipment or facilities and any and all other rights not limited specifically in the Personnel Manual.

Consistent with the rules, regulations, policies, and practices contained herein and subject to the approval of the City Manager, the various departments of the City by promulgate rules and regulations to govern individual departmental operations and procedures.

Amendments to these rules may be proposed to the Mayor and City Council by the City Manager, and such amendments shall become effective as directed by the Mayor and City Council.

Each full-time and part-time employee shall receive a copy of the Personnel Manual at the time of employment and shall sign a statement that such was received. Copies of amendments to the Personnel Manual will be distributed after official approval of the Mayor and City Council.

The rules and regulations as set forth in this manual apply to all City of Chariton employees except the following:

City Manager, City Attorney, Members of appointed boards and commissions, and city lakes, persons employed by those appointed boards, persons and employed under contract to supply professional or technical services for the City, and volunteer personnel and personnel appointed to serve without pay.

ADA Compliance- In compliance with the Americans with Disabilities Act (ADA), the city will consider reasonable accommodations to enable qualified applicants or employees with disabilities to perform the essential functions of the position. The city encourages applicants or employees to make suggestions regarding reasonable accommodations to the Mayor, Council, or the City ADA Coordinator.

Statement of Purpose

The City Council of City of Chariton issues this statement of employment policies and procedures to provide an understanding of the relationship between the City Council and the employees to each other and to the public. It is to ensure employment procedures designed to best utilize the human resources of the city in the achievement of its goals and objectives. This statement will function as the guide to develop and maintain employment procedures.

Statement of Responsibility

The City Council is the source of authority concerned with setting employment objectives and issuing policy statements. The City Council will be responsible for the implementation of policy and for the development of detailed procedures consistent with those policies. This may also include representatives on the Airport Commission, Board of Adjustment, City Lakes, Cemetery Advisory Commission, Historical Preservation Commission, Housing Board of Chariton, Library Board, Parks and Recreation Board, Planning and Zoning Commission, and the Water Board.

Statement of Orientation

Each present and subsequent employee of the city will be both provide a copy and oriented to this statement.

“Employees” of City of Chariton are understood to include those individuals working within the following departments: Parks and Recreation, Public Works/Street, Police, Fire, Free Public Library, Building & Code Enforcement, City Manager’s office and Chariton Municipal Airport.

Orientation/Probationary Period

All new City of Chariton employees will complete a six (6) month orientation period.

An Employee Evaluation Form will be completed by the employee’s immediate supervisor on or about each ninetieth (90) day of employment, or more frequently as determined by the

Department Head, during the orientation period. In the event the immediate supervisor is not the Department Head, the completed evaluation form will be submitted to the Department Head of review.

If an evaluation recommends re-evaluation of the employee prior to the end of the orientation period, the Supervisors and/or Department Head will meet with the employee to discuss the problem areas. The final evaluation will be completed prior to the end of the orientation period. An employee shall also remain at the same step in the pay plan during this probationary period as of the time of the extension.

New Employee Policy – Employees New to the City of Chariton (2022)

Physical Examinations

City of Chariton may require an employee to submit to a job-related physical examination and drug testing by a physician designated by City of Chariton and at City of Chariton's expense, after the employee has been offered a position and before the employee starts work if the physical examination is required of all entering employees in the classification. The results of the examination will be kept confidential in a separate file.

Code of Conduct

An employee is expected to conduct him/herself at all times in a manner befitting his/her status as an employee of City of Chariton. He/she shall refrain from any action and avoid any kind of public pronouncement which reflects adversely upon City of Chariton.

An employee should exercise the utmost discretion regarding all matters of official business and records.

Any information which has been received by an employee on a confidential basis must be maintained in confidence.

To maintain safe, efficient, and harmonious operations, and to continue to provide the highest standard of public service, City of Chariton has adopted the following rules. Each rule reflects a mutual understanding of what behavior is acceptable in the workplace.

These rules can be modified by City of Chariton as changing conditions warrant. City of Chariton may take whatever disciplinary action it deems appropriate in response to an offense even if it is not included in the following list. You must understand that any offense, whether it is included in these work rules, may result in disciplinary action, up to and including discharge, without warning.

City of Chariton expects your complete cooperation in observing these rules which have been designed for our common protection and benefit.

Work Rules

While it is not possible to list all the offenses for which you will be disciplined, the following are examples of inappropriate, unacceptable conduct:

1. Unsatisfactory work performance.
2. Falsifying employment or other job-related records.
3. Violating City of Chariton's policy against workplace harassment of any kind.
4. Establishing an unacceptable pattern of tardiness or absenteeism.

5. Engaging in excessive, unnecessary, or unauthorized use of City of Chariton property or supplies, particularly for personal use.
6. Reporting to work intoxicated or under the influence of non-prescribed drugs.
7. Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
8. Bringing or using alcoholic beverages on City of Chariton's property or using alcoholic beverages while engaged in City of Chariton's business off City of Chariton's premises.
9. Fighting or using obscene, abusive, or threatening language.
10. Stealing property of coworkers, customers, clients, or City of Chariton.
11. Having unauthorized firearms on City of Chariton's premises or while on City of Chariton business.
12. Disregarding smoking, safety or security regulations
13. Engaging in insubordination or failing to cooperate with assigned employees, co-workers, Department Heads or the City Council.
14. Failing to follow the City of Chariton's job instructions or to perform work requested by a Department Head or City Council.
15. Violating a City of Chariton safety rule or practice or creating or contributing to unsafe, unhealthy, or unsanitary conditions.
16. Failing to maintain confidentiality of City of Chariton's client, or customer information.

Discipline

If your performance, work habits, attitude, or demeanor becomes unsatisfactory in the judgment of City of Chariton, based on violations of the rules listed above, or other City of Chariton policies, rules, procedures, or expectations, you will be subject to disciplinary action up to and including discharge. Certain offenses can be corrected using progressive discipline. Situations that City of Chariton believes will respond to corrective discipline will normally be handled as follows:

1. **Counseling:** The employee's Department Head/City Manager will normally give the employee a verbal warning.
2. **Written warning:** If the unsatisfactory conduct continues, the employee's Department Head/City Manager will normally issue a written warning, acknowledged by the employee by signing a copy of the written warning. The warning, signed by both the Department Head/City Manager and the employee, will be placed in the employee's personnel file.
3. **Suspension:** If sufficient improvement has not been made, or if the conduct continues, the employee will be suspended without pay. All suspensions must be recommended to the Department Head and only the Department Head/City Manager may suspend the employee. All suspensions will be in writing by the Department Head/City Manager and delivered to the employee. The employee will acknowledge the suspension by signing a copy of the written notice. The suspension notice, signed by both the Department Head/City Manager and the employee, will be placed in the employee's personnel file.
4. **Termination:** If the conduct continues, the Department Head/City Manager may terminate the employment of the employee. All terminations must be recommended by the Department Head/City Manager. All terminations will be in writing by the Department Head/City Manager and delivered to the employee by certified mail.

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

C. Documented Workers

Worker Documentation

To comply with the Immigration Reform and Control Act of 1986, City of Chariton requires all employees to present documented proof of identity and eligibility to work in the United States. You are required to complete Section 1 of the Form I-9 of the first day of employment, and to submit proof of employability and identity within three days of hire.

The Immigration Reform and Control Act outlines requirements for worker documentation, via a Form I-9, as follows:

Every U.S. employer must have a Form I-9 in its files for each new employee, unless:

The employee was hired before November 7, 1986 and has been continuously employed by the same employer.

Form I-9 need not be completed for those individuals:

Providing domestic services in a private household that is *sporadic, irregular, or intermittent*.
providing services for the employer as an independent contractor (i.e., carry on independent business, contract to do a piece of work according to their own means and methods and are subject to control only as to results for whom the employer **does not** set work hours or provide necessary tools to do the job, or whom the employer does not have authority to hire and fire); and

Providing services for the employer, under a contract, subcontract, or exchange entered after November 6, 1986. (In such cases, the contractor is the employer for I-9 purposes; for example, a temporary employment agency.)

City of Chariton reserves the right to revise this policy without notice to comply with state and federal law.

Eligibility for Employment

Federal law requires both new employees and re-hires to provide documentation of eligibility to work in the United States plus proper identity. A properly submitted form I-9 may be required for employment.

D. Employment

Equal Opportunity Employment

City of Chariton is dedicated to equal employment and advancement opportunities. It is City of Chariton's policy to hire and promote qualified individuals on the basis of their qualifications, interest and aptitude, and without unlawful regard to race, religion, color, sex, age, national origin, disability, or any other characteristic protected by local, state or federal law, and to comply with Iowa's Veteran's preference law. This policy applies to all terms, conditions, and privileges of employment, including but not limited to recruiting, hiring, training, transfers, promotions, and benefits.

Family Leave

It is City of Chariton's policy to hire the best-qualified person available for each position. Relatives of current employees or the City Council are eligible for employment with City of Chariton, subject to limitations of state law governing the employment of relatives of public officials and employees and the terms of this policy. To avoid the appearance of favoritism and difficulties in administering discipline, City of Chariton will not hire, appoint, transfer, promote, or otherwise place an individual in a position that involves the supervision of, or by, an immediate family member. For purposes of this policy, "immediate family" includes the individual's mother, father, mother-in-law, father-in-law, grandparent, spouse, son, daughter, grandchild, brother or sister.

If a supervisory relationship between an immediate family member is created by the marriage of two employees, the two employees will be given the option of deciding who will transfer, if possible, or who will terminate employment. If the decision cannot be made by the two employees in a timely manner, length of service in the department will be the deciding factor and the least senior employee will be transferred if possible. Otherwise, the employment of the least senior employee will be terminated.

This policy applies to all City of Chariton employees and all categories of employment, including full-time, part-time, and temporary classifications.

HIPAA Notice and Privacy Practices

The Health Insurance Portability and Accountability Act (HIPAA) includes components to ensure that your personal health information is protected so that individuals are not afraid to seek health care or to disclose sensitive information to health professionals. It is designed to ensure that protected health information is protected during its collection, use, disclosure, and destruction of records at City of Chariton. Breach of this policy should be reported to the City Manager.

All new City of Chariton employees will be required to complete Health Insurance Portability and Accountability Act (HIPAA) training within 90 days of hire and will receive further information in orientation packets and/or the City employee handbook. Employees will be instructed on where to find the HIPAA Policy and Procedure Manual in their office, either electronically, or online at the discretion of the Department Head.

HIPAA training will be assigned according to an employee's level of access to protected health information and the likelihood that they will encounter PHI in their daily work routine. Essential Users are persons who will frequently be in contact with or handling Protected Health Information (PHI) or electronic Protected Health Information (ePHI). Essential users will be required to take their training within the first 80 hours of hire. Occasional users are persons who will be in contact with PHI or ePHI occasionally, rarely, or incidentally and will be required to have HIPAA training in the first 90 days of hire. This would be the City Manager and/or City Clerk.

Employment Status

"Full-time regular employee" means an employee hired to work City of Chariton's normal full-time (40) hour workweek on a regular basis. Such employees may be exempt or nonexempt under the Fair Labor Standards Act (FLSA) as described below.

“Part-time regular employee” means an employee hired to work fewer than forty (40) hours per week on a regular basis. Such employees may be exempt or nonexempt under the Fair Labor Standards Act (FLSA) as defined below. Part-time regular employees are not eligible for benefits described in this handbook, unless otherwise indicated.

“Temporary or seasonal employee” means an employee engaged to work full-time or part-time on City of Chariton’s payroll with the understanding that his or her employment will be terminated no later than upon completion of a specific assignment. Temporary or seasonal employees are not eligible for any benefits described in this handbook, unless otherwise indicated.

“Exempt employee” means an employee who is not required to receive overtime in accordance with the Fair Labor Standards Act (FLSA) for work performed beyond forty (40) hours in a workweek.

“Nonexempt employee” means an employee who is required to be paid at the rate of time and one-half (1 ½) their regular rate for all hours worked beyond forty (40) hours in a workweek in accordance with the FLSA.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), City of Chariton will consider reasonable accommodation to enable qualified applicants or employees with disabilities to perform the essential functions of the position. City of Chariton encourages applicants or employees to make suggestions regarding reasonable accommodations to their Department Head, City Council, to the City ADA Coordinator.

Advertising

No position advertisement, job description or job analysis on which it is based, may be written, or used in any manner designed to or in any manner result in discrimination of any kind. The needed qualifications, for any position, will be listed based on the needs and budgetary concerns of City of Chariton. All advertising will contain the statement “**Equal Opportunity Employer.**”

A notice of job vacancy should contain the following:

1. The title of the available position.
2. A summary of the duties and responsibilities.
3. Minimum education and experience requirements.
4. The pay range.
5. The deadline, if any, and the place for submission of the application; and,
6. A statement that the city is an “Equal Opportunity Employer.”

Job Descriptions

Job descriptions setting forth the qualifications, duties, and responsibilities for City positions are maintained by the Human Resources Department on behalf of City of Chariton. They are hereby adopted by reference in this Employee Handbook.

Job Classification/Pay System

Any change in job classification or pay rate must be approved by the City of Chariton City Council. The City of Chariton City Council oversees maintenance of the job classification and pay plan. When an elected official/department head wishes to create a new position not currently classified, reorganize jobs within a department, review seniority, abolish a position, or

review an employee's job classification, the required paperwork including a review form must be obtained from the Human Resources Department. The completed paperwork must be returned, with all required supplemental information, to the Human Resources Department, who will in turn forward the requests to the City of Chariton City Council Office. The City of Chariton Personnel Administration Committee reviews such requests and makes recommendations to the City of Chariton City Council. City of Chariton City Council takes final action on these requests.

Pay Plan

Purpose- The purpose of the Pay Plan is:

- To provide equal pay for positions of relative equal complexity and responsibility.
- To provide salary ranges which are reasonably comparable to those paid by other governmental jurisdictions and private industry.
- To provide orderly and consistent means of rewarding employees for good performance.
- To simplify and facilitate payroll administration, budgeting, and other phases of financial and personnel administration.

Composition- The Pay Plan shall include schedules of standard salary ranges consisting of minimum and maximum rates of pay and intermediate steps for all classes of positions.

Development and Maintenance- The City Manager shall be responsible for the development, review, and maintenance of the Pay Plan subject to the City Council approval of all changes in the Pay Plan and all adjustments of Position Titles within Pay Plan. Pay Plan salary ranges shall be linked directly to the titles of positions in the Classification Plan and shall be determined with due regard to the following factors:

- The knowledge, skills, and ability required to satisfactorily perform the work.
- The nature and degree of supervision received.
- The nature of supervision exercised.
- Any special working conditions related to the work.

Prior to the presentation of the annual budget and at other appropriate times, the City Manager shall make or cause to have made such comparative studies deems necessary of the factors affecting the level of salary ranges. Based on information derived from such studies, the City Manager may recommend changes in the assignment of salary ranges to the Mayor and City Council for approval. In the case when a new salary range is assigned, an employee's salary will normally be adjusted so that he has the same relative position within the new salary range as they had in the old.

Starting Date – Each position in the City of Chariton has a starting rate based upon the position and the expertise of the individual. Positions normally start a base level with a review after the first six months. If an employee is meeting their goals and job description has presented to them at the date of hire, a step increase is put into place and their probation period is over with.

If an employee is working on some areas and the City Manager and Department Head believe they may extend the probation period for another month to three months to ensure that employee is a good fit for the position, before issuing a step increase.

If the performance is unsatisfactory, the City Manager has the right to terminate the employee from the position.

Salary Increases- New employees after the first six-month probation period receive a review and a step increase (if satisfactory work).

All regular employees will receive a salary increase at the start of the new fiscal year of July 1st. Reviews will be done for each employee throughout the year leading up to there

Pay for Part-time Work – Whenever an employee works for a period less than the regularly established number of hours a day, days a week or weeks a month, the amount of pay shall be proportionate to the time worked and the pay for the class unless special circumstances require upward or downward revision of this rate. Such revision shall be subject to the approval of the City Manager.

Pay Rates in Transfer, Promotion or Demotion- If an employee is transferred, promoted, or demoted, their rate of pay for the new position shall be determined as follows:

If the rate of pay in the former class is less than the minimum rate established for the class of the new position, the rate of pay shall be advanced to the minimum for the class of the new position.

If the rate of pay in the former class is more than the maximum rate established for the new class, the pay shall be reduced to the maximum rate or an intermediate rate of the new range as determined by the City Manager.

If the rate of pay from the former class falls within the new range of pay and at an established rate in the range of the new class, the salary rate shall remain the same in the case of a transfer, shall be increased one step in the case of a promotion, and at the discretion of the City Manager, shall remain the same or shall be adjusted to lower increment in the case of a demotion.

Longevity Pay – All Police Department employees will be paid longevity pay in the amount of \$18.00 per month for each five (5) years of continuous employment with the City. The longevity pay shall start at the first pay period following the anniversary date of employment.

Minimum Wage

City of Chariton adheres strictly to minimum wage standards as outlined by the United States Government, per the Department of Labor, as outlined in the Fair Labor Standards Act, Part 541 "Overtime" Final Rule. Guidelines are set forth at:

<https://www.dol.gov/compliance/guide/minwage.htm>.

Criminal Convictions

Criminal convictions are taken seriously at City of Chariton. We reserve the right to disqualify any applicant for employment that has been convicted of a criminal offense.

Furthermore, conviction of a crime during employment may result in an automatic termination. City of Chariton will make every effort to evaluate the nature and circumstances of the conviction. With the safety and wellbeing of co-workers at stake, convicted employees may be subject to appropriate disciplinary action, up to and including termination.

Weapons

Weapons are generally defined as guns, knives and other objects universally considered a weapon by most society. A “weapon” can also be any object which would do harm to another when used as such. City of Chariton shall deem any such object a “weapon” for the purpose of enforcing of this policy.

Possession of weapons is prohibited on company property and while on duty performing company business at any location. Any employee on duty or on company premises in possession of a weapon will be subject to appropriate disciplinary action, up to and including termination. Report any weapon possession to your immediate supervisor or the City Manager.

Alcohol, Marijuana, Drugs & Illegal Substance Abuse

City of Chariton requires all employees to report to work on time and in the appropriate mental and physical condition for work. Employees using alcohol or drugs without medical authorization in the workplace or in the course of their employment are subject to discipline up to and including termination.

City of Chariton recognizes that drug and alcohol dependency and abuse pose major health, safety, and security problems. Employees needing help with such problems are encouraged to seek professional counseling.

Drug Free Workplace

It is the policy of City of Chariton to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and threatens City of Chariton’s ability to function effectively and efficiently, and undermines the public’s trust in our operations. In this connection, the unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance in the workplace or while engaged in City of Chariton business off the City’s premises is strictly prohibited. Such conduct is also prohibited during nonworking time to the extent that in the opinion of City of Chariton, it impairs an employee’s ability to perform on the job or threatens the reputation of integrity of City of Chariton.

Employees directly engaged in work performed pursuant to a federal grant or contract are required to report any conviction under a criminal drug statute for violations occurring on the employer’s premises or off the employer’s premises while conducting employer business to the employee’s division director or other appropriate City of Chariton official within five days of such conviction. Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination. At its discretion, City of Chariton may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

Drug Testing for Employees

City of Chariton is committed to providing a safe, efficient, and productive work environment for all employees. In keeping with this commitment, employees and job applicants may be requested to provide body substance samples (e.g., blood, urine, hair, or other body substances) to determine the prohibited use of marijuana, cocaine, opiates, amphetamines, alcohol, barbiturates, and phencyclidine (PCP), and/or other illegal drugs. Results of any drug testing shall remain in the employee's confidential medical file.

A. Reasonable Suspicion

An employee will only be requested to submit to a drug or alcohol test when the elected official, department head, the Human Resources Department, or other trained supervisor has reasonable suspicion that the employee has used alcohol or drugs or is impaired from the use of alcohol or drugs during employment hours with the city. If an employee is requested to submit to a drug test, the elected official, department head, the Human Resources Department or supervisor shall complete a Reasonable Suspicion Observation Form or other approved form. These forms are available from the elected official/department head, or the Human Resources Department. All completed forms must be returned to the elected official/department head or the City Manager. These forms set forth the observations leading to the determination of reasonable suspicion including the following:

1. Observation of drugs, alcohol, or containers traditionally used to store drugs or alcohol.
2. Observations of behavior of the employee, including balance, speech, reactions, and other characteristics supporting reasonable suspicion of use of drugs or alcohol or impairment by drugs and alcohol.
3. A pattern of abnormal or erratic behavior by the employee; or,
4. Information provided by reliable or credible sources of the above.

Sexual and Other Unlawful Harassment

Purpose: 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 City of Chariton. 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.

This policy was prepared in accordance with the Equal Employment Opportunity Commission's Regulations, 29 CFR Part 1604, and reaffirms that sexual harassment in the workplace is illegal under Title VII of the Civil Rights Act of 1964, as amended.

Definitions: Sexual harassment is illegal discrimination based on 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 to term or condition of your employment.
2. Submission to or rejection of the conduct is used as the basis for decisions affecting your employment; or
3. The conduct has the purpose or effect of creating an intimidation, 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 sexual nature, sexual propositions, or threats.
2. Nonverbal or visual materials such as derogatory posters, photograph, 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 your job or receive some job-related benefit; or
5. Retaliation for reporting or threatening to report harassment.

Procedures:

1. Any employee who has a complaint of sexual harassment at work, by anyone, including supervisors, department heads, co-workers, or visitors to the workplace, should immediately bring the problem to the attention of the City Manager, Mayor of the City Council, department head or the City Attorney.
2. Inquiries and/or complaints will be investigated immediately by the City Attorney, or a person designated by the City Council. Investigations will be conducted in a timely manner. Confidentiality will be maintained to the extent that is possible.
3. Investigation of a complaint normally will include conferring with the parties involved and any named or apparent witnesses. 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.
4. Any employee determined after investigation to have harassed another employee will be subject to appropriate disciplinary procedures depending upon the severity of the behavior, up to and including termination. The city will take appropriate action intended to punish the offender and to prevent further harassment.
5. A non-employee who subjects an employee to sexual harassment in the workplace will be informed of the City's policy against harassment by the employee's supervisor, the City Manager or the City Attorney. Other action may be taken as appropriate.

Retaliation

Any form of discrimination or retaliation against an individual because he or she files a complaint or aids another individual in filing a complaint is prohibited. An employee who has reason to believe that he or she has been retaliated against because of participation in an investigation of a discrimination complaint may also file a complaint with the Department of Administrative Services, 27 the Iowa Civil Rights Commission, or the U.S. Equal Employment Opportunity Commission, whichever is appropriate.

Domestic Violence Statement

City of Chariton recognizes that domestic violence can have an adverse impact on employee job performance and may also impact co-workers.

City of Chariton will assist employees affected by domestic violence, both the victim and the abuser within reasonable guidelines. Information will remain confidential if the safety of others is not at risk.

Workplace Violence

The safety and security of City of Chariton employees and customers is important. It is the intent of the city to provide a workplace for all employees which is free of violence. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the organization's ability to execute its mission will not be tolerated.

Workplace violence includes, but is not limited to, intimidation, threat, physical attack or property damage. These terms are defined as follows:

1. "Intimidation" includes, but is not limited to, stalking or engaging in actions intended to frighten, coerce, or induce duress
2. "Threat" is the expression of intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the person communicating the threat has presented the ability to carry it out and without regard to whether expression is contingent, conditional, or future.
3. "Physical attack" is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving, throwing objects, firing a weapon, causing an explosion of hazardous materials, or discharge of hazardous substances; and
4. "Property damage" is intentional damage to property which includes property owned or leased by the City, employees, visitors, or vendors.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on City owned or leased property may be removed from the premises.

Threats, threatening behavior, or acts of violence executed off City-owned or leased property but directed at City employees or members of the public while conducting official City business, is a violation of this policy. Off-site threats include, but are not limited to, threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

Violations of this policy will lead to disciplinary action that may include termination of employment and may also result in arrest and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from City-owned or leased premises, termination of business relationships with the individual(s), arrest, and prosecution of the person(s) involved.

Employees are responsible for notifying their elected official/department head of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when the behavior is job related or might be carried out on City- owned or leased property or in connection with City employment.

Any employee who receives a protective or restraining order which lists City-owned or leased premises as a protected area is required to provide their elected official/department head with a copy of such order.

If an emergency exists, contact the police department at 911, and notify your supervisor. If not an emergency, employees should inform their elected official/department head. If the elected official or department head is unavailable or if the nature of the complaint is such that the employee does not believe he/she can discuss it with the elected official/department head, the employee may bring concerns to the City Council.

Employees who act in good faith by reporting real or implied violent behavior violations of this policy need not fear retaliation.

Job Postings

Whenever a position becomes available, a notice of such opening will be posted in the City of Chariton office in City Hall or other areas of conspicuous nature at least ten calendar days before the deadline for filling the position. The notice will contain the position title, a brief job description, and minimum hiring specifications.

Applicants, including current employees, shall be considered based on ability, performance, experience, training, aptitude, and other job-related qualifications.

Recruitment

Recruitment of personnel will be designed to provide the maximum employment opportunity for area residents and groups served. City of Chariton will comply with Iowa's Veteran's Preference Law in the recruitment of personnel.

The accuracy of the information given for employment may be verified, including police checks, salary and former employer checks, and each reference. All findings will be preserved in writing in the applicant's file.

Selection

It is the policy of City of Chariton to fill vacancies with the best-qualified candidates. Opportunity for employment will be open to any person who, based on merit, can present satisfactory evidence of qualifications for the position. City of Chariton will comply with Iowa's Veteran's Preference Law in the selection of candidates.

Screening of applicants will be based on merit; by qualifications as outlined on the job description. Caution will be exercised to screen a representative number of applicants.

All persons selected will receive written notification of their appointment. Such notification will include position title, starting salary, job description, Department Head, reporting date and location, schedule of working hours, and orientation schedule.

Candidates not selected will be notified that the position has been filled. Candidates of further interest will be so informed.

Employees will not accept part-time or other employment outside City of Chariton that will conflict with their job responsibilities.

General Policy- appointments to all positions shall be based on competence and integrity which shall be determined by evaluating of the applicant's training, education, experience, character, physical fitness, and ability to perform the tasks required. There shall be no discrimination because of race, color, religion, sex, age, national, origin, ancestry, or political affiliation.

Hiring – when new positions are created or vacancies occur which are financed through the City funds, the positions will be posted so that employees will be made aware of the opening and can apply if they so desire. Positions will also be advertised appropriately and listed with the Job Service of Iowa.

Applications- All applications for employment with the City of Chariton shall be filed with the City Manager or a designated representative. No application from a former City employee will be given further consideration for employment until it is reviewed and approved by the city manager, the Head of the Department to which the individual is applying for employment.

Examination- The City Manager shall, by examination or other appropriate means, evaluate the qualifications of the various applicants. Examination may include written, oral, physical, psychological, or performance tests, or any combination of these.

Written examination – Appointments to the Police Department position are based, in part, on the attainment of a pre-determined score on a written examination, administered by the City Manager. Appointment to other areas of municipal service may be based on written examination, with the nature and extent of such examination to be determined by the City Manager and with advice of the department head.

Medical Examination – The City Manager may require appointees to full-time positions to have a physical examination if it desirable for the job to be performed. The City shall bear the expenses of the examination. However, the expense of the examination shall be deducted from the employee's final paycheck if an employee is terminated during his probationary period.

Appointments and assignments to Duty- The responsibility for hiring and discharging personnel is with the City Manager. All appointments to City employment are made upon merit and fitness alone and are on a full-time, part-time, and temporary basis.

Initial appointment to a specific position does not relieve the employee of the obligation to serve in any other designated assignment, as seen fit by the City Manager or department head. In case of dispute, the City Manager will decide. Each employee's interests and abilities will be given as much consideration as possible.

Residency – Employees need not be residents of the city at the time of hiring except for police officers. Police officers can live within Lucas County or within in an approved area by the City Manager.

Physical and Mental Fitness – The City may require any employee to undergo physical and/or mental examinations to establish the fitness of the individual to continue to work within their assigned classification. Such mandated examinations shall be at the City's expense. Upon advice of qualified medical counsel, the City may impose a health maintenance program as a condition of continued employment.

Employee Development

Efforts will be made to fill position vacancies by promoting qualified persons from within. Present staff may apply for any vacancy, and the personnel records will be reviewed to determine if the employee has the qualifications necessary to fill the vacancy.

Transfers from one location to another or one position to another will be made in the best interest of City of Chariton, the individual, and the community. An employee transferred will continue to receive the same benefits and his/her anniversary date will not change. A transferred employee will serve a sixty (60) day orientation period. Inter-departmental transfers will normally require a two (2) week notice prior to the official transfer of any employee unless otherwise agreed to by the appropriate department head.

Employee Evaluation

Purpose – The purpose of the Performance Evaluation System is to take a personal inventory, pin-point strengths and areas that need improvement, and determine what practical steps both the employee and the city can take during the succeeding period to make improvements when necessary.

Evaluation Procedure – The evaluation shall be conducted annually. A recommended evaluation form in the City Manager's office provides a convenient method of recording the work quality and progress of the employee.

Records – It is recommended that department heads review the evaluation with the employee. All evaluations will be confidential, and the signed copy of the evaluation form shall be kept in the employee's central personnel file.

Personnel File

City of Chariton will maintain personnel files on each employee. These files contain job related information including performance appraisals, disciplinary records, and beneficiary designations. A medical records file on each employee will be maintained separately from the personnel file in compliance with the Americans with Disabilities Act. Any information contained in the personnel files will be released only if required by law, or if you make a written request for us to release the information for reference purposes. Employee names, salaries and job descriptions will be public information. This is a required condition of many agencies supported by public funds.

If you are interested in reviewing the contents of your file, you may do so at a time mutually agreed upon by you and your Department Head, except you will not have access to or be able to review letter of reference received or furnished by the employer or any reference check performed by the employer. A representative of the City of Chariton will be present during your review. You may, at your own expense, request and receive copies of the contents of your personnel file, except as provided above. The cost for the copies will not exceed \$5.00.

To assure that our records are current, please notify the City Clerk whenever there are any changes in your home address, telephone number, marital status, emergency contact, beneficiary designations, and number of dependents.

Upon your written request, City of Chariton will release only non-confidential information, including, but not limited to, dates of employment, job description, and salary. City of Chariton will release any information relating to the results of federally required drug tests in accordance with the applicable law.

E. Policies & Procedures

Department Policies

Each Department of City of Chariton, with the approval of the City Council or as provided by the Code of Iowa, will establish specific internal operational policies.

Attendance & Punctuality

Punctual attendance is mandatory for efficient job performance. In cases of absence for any reason, notify your immediate supervisor as well as the front office as soon as reasonably possible. Poor attendance, absence without notification or habitual tardiness will be subject to appropriate disciplinary action, up to and including termination.

Work Schedule Requirements

A. Timecards

All employees must accurately record their hours worked for each pay period on a form provided by their Department Head. Timesheets are to be submitted to the Department Head for review and approval at the end of each pay period.

B. Hours of Work

Hours of work – Most City employees work forty (40) hours per week. The workday generally runs from 8:00 am to 5:00 pm Monday through Friday. The City offices will be open from 8:00 am to 4:30 pm Monday through Friday with the employees working forty (40) and having a half hour lunch period.

Due to the nature of their operations, many departments have different schedules, shifts, or special arrangements. Work schedules for these operations are determined by the respective department heads and approved by the City Manager.

Part-time employees will work an established schedule, which will be given to them in writing at the time of employment.

The regular workweek will be reported from 8:00 a.m. Monday through 8: a.m. of the following Sunday. The City Police Department employees will work 12 hour shifts and rotate days.

All employees will be permitted to two (2) fifteen-minute (15) breaks per day. These break periods will be scheduled by your supervisor or Department Head to minimize disruption of work

in the department. Abuse of this privilege by over-extending your allowed break time or by leaving your department with inadequate personnel, will result in disciplinary action.

Non-exempt employees who work more than forty (40) hours in any workweek shall be paid either in cash or granted compensatory time off at a rate of one and one-half (1 ½) times pay rate or overtime hours worked and hour for hour (1 for 1) for all hours over thirty-five (35) in any workweek.

The determination of whether an employee receives cash or compensatory time will be at the discretion of the immediate supervisor. Paid leaves, vacation time and holidays shall not be counted as working time for the purpose of determining overtime. Except for emergencies, any work more than the normal work period must be approved in advance by the employee's immediate supervisor.

Exempt employees shall not receive overtime compensation either in the form of pay or time off. The department head may, however, grant reasonable periods of time off to these employees when he/she feels that it is warranted.

C. Breaks

It is in the best interest of our employees and City of Chariton to provide a break from work several times throughout the workday. Typically, you will receive two refreshment breaks, one before and one after the meal break. Schedules may vary from employee to employee based on work schedule and from one department to another. It is the responsibility of your immediate supervisor to establish your break schedule.

D. Workplace Dress Code

City of Chariton encourages employees to dress comfortable, with consideration given to maintaining a professional appearance. Appropriate attire should always be worn in keeping with commonly recognized standards. If you interface with residents or are scheduled to meet with clients on an occasional basis, be prepared and dress appropriately. Be considerate of the city's image as well as your image with customers and your co-workers.

Uniforms – Uniforms for Police Officers will be provided by the city on a requested basis. Uniform items will be replaced as the need arises, on an item-for-item basis. That is, as an item becomes worn, it will be turned into the city, and a new item will be issued in its place. Uniform items remain the property of the city. Upon separation from the service, uniforms must be returned prior to the issuance of the employee's final check.

The city provides shirts and other clothing to staff as needed.

E. Off Duty Time

The City respects the privacy interests of its employees and recognizes their right to conduct their personal lives free from interference by the City. Nonetheless, employees should keep in mind that, even while off duty, they represent the city to the public. Certain types of off-duty conduct may reflect poorly upon an employee's character and judgment and thereby influence his or her standing as a City employee.

The intersection of the workplace and social media poses legal and practical risks. While the First Amendment may provide Constitutional protection for some social media speech by public employees, employees should be mindful that not all speech is protected by the First

Amendment. Entitlement to First Amendment protection is not absolute. Activities in the virtual world can have serious implications in the more traditional spaces of employees' lives, including the workplace. Use of social media during working hours is discouraged. Any such use should be de minimis and done only with supervisor knowledge and prior approval.

When participating in social media or networking during private time, employees should be aware City of Chariton, Iowa Employee Handbook that their communication may be perceived as a representation from both a personal as well as an organizational or professional perspective. It is not the City's intention to unnecessarily restrict employees' ability to have an online presence; however, the City does have an interest in protecting its ability to conduct public business. Employees should be aware that any of their social media activity deemed, by City of Chariton, to damage or impinge upon City of Chariton's capacity to conduct public business could potentially result in disciplinary action up to and including employment termination. When establishing and maintaining personal social media accounts employees shall avoid using their City electronic mail accounts, job titles or positions, so as to not create an appearance that City of Chariton sanctions or endorses their activities. Employees should not refer to their connections in government as support for the employees' statements. Employees should not disclose nonpublic information. Employees should speak respectfully about current, former and potential employees, vendors, customers and partners of City of Chariton. Employees should refrain from name calling and venting about supervisors, co-workers, or City of Chariton's working environment.

Employees who engage in unprofessional or criminal conduct or other serious misconduct off-duty may be subject to disciplinary action, including dismissal from employment.

F. Business Travel

Within budget limitations, out-of-town on the job expenses may be paid subject to the authorization of the City Manager. Travel and per diem payments may not exceed the limits set by funding sources.

Employees should use a city vehicle if possible. Should an employee need to use a personal vehicle, the city will need to authorize the use and will reimburse on a mileage basis rate for the use of their personal car in connection with authorized work-connected job responsibilities.

All employees using a personal car for City of Chariton business must carry liability insurance, and a copy of proof of liability coverage must be submitted annually to the Department Head.

Use of Private Vehicle – The City Manager, upon recommendation of the department head, must approve the use of an employee's private vehicle for official City business. If an employee is required to use their car in the performance of official duties for the city, they will receive either a monthly car allowance or be paid mileage for the use of their car on official City business, at the rate set by the Federal Government for mileage reimbursement. Other arrangements, at lower levels of reimbursement may be necessary to meet situations. Agreements should be reached in advance and must be cleared by the City Manager.

The employee must submit a claim for reimbursement, together with appropriate supporting documents, for approval by the City Manager prior to payment.

The city will report employee reimbursements in such a manner as to follow current Internal Revenue Service reporting procedures.

This policy sets forth the maximum amount of reimbursement allowable for travel expenses and does not create any contractual obligation on the part of the City to reimburse any employee for any item of expense.

All employees seeking reimbursement must strive to incur the lowest possible travel expense and must exercise care to avoid impropriety or the appearance of impropriety. Public funds must never be used for personal gain. All employees must request and submit itemized receipts for every expense for which they are seeking reimbursement. Failure to submit an itemized receipt may result in the city denying reimbursement.

General Policies

A. This policy applies to all claims for employee reimbursement from the City for business travel conducted on its behalf, which is not covered by a State-called meeting policy.

B. No travel or subsistence allowance will be provided for trips for which the employee receives reimbursement for travel expenses from any other source.

C. Only expenses which are reasonably necessary to conduct City business, and which are incurred while in travel status shall be reimbursable. Where personal travel is combined with travel for City business, only expenses reasonably necessary for City business shall be reimbursable. An employee is in travel status during all the time for which it is reasonably necessary to be away from City of Chariton to conduct business. Where an employee combines business travel with personal travel, the employee will not be in travel status during that portion of the trip, which is not reasonably necessary for the business portion of the trip.

D. Expenses for non-employees, who travel with the employee, will not be reimbursed.

E. Expenses for personal items and personal services will not be reimbursed.

F. Fees or honoraria paid to an employee during travel status shall become the property of the City and turned over to the City of Chariton Treasurer.

G. Prior approval of all travel must be obtained from the employee's department head.

H. Meal Reimbursement- \$10.00 breakfast, \$10.00 lunch, \$15.00 dinner, and tip is at the expense of the employee.

Medical Attention

City of Chariton requires employees to notify a supervisor when medical attention is required for any reason, accident, or illness. Employees requiring transportation to a medical facility must be taken by trained medical personnel. Transportation and medical costs are the responsibility of the employee.

Compensation

Compensation for employment is based on performance. Rates are established by mutual agreement between the employee and City of Chariton City Council. Raises also, are based on performance, growth, productivity, and the local budget. All requests for salary increase and/or promotion will be fairly considered by supervisors and the City Manager. Employment is based on an as-needed basis. Employees may also participate in the Union Agreement.

Overtime Pay

If you are classified as a nonexempt employee (See Definition of Employee Status) or a non-exempt employee in the following departments: City Clerk's office, Street Department, Cemetery, Police Department, Library and Parks & Recreational and Seasonal. you will receive compensation for approved overtime work either in cash or granted compensatory time off at the rate of time and one-half for each hour worked over forty (40) ours in the workweek.

Exempt employees (See Definitions of Employee Status) shall not receive overtime compensation either in the form of pay or compensatory time off. The Department Head may, however, grant reasonable period off to these employees when he/she feels that it is warranted.

All overtime shall be paid the following pay period or collected as comp time.

Paid leaves, holidays, or any other paid non-work time shall not be counted as work time for purposes of determining overtime.

I will be the responsibility of the individual employee to notify and have approval from the Department Head prior to performing overtime work.

The Department Head shall keep records of all overtime hours earned and the disposition of compensation for such overtime. It is the responsibility of the Department Head to dispense of the accumulated overtime in the most efficient and/or cost-effective manner.

Minimum Call Back – Employees eligible for overtime compensation will be paid by the nearest half hour increments at the overtime rate.

Overtime Increments- Employees working overtime, whether on a call back or hold over assignment, shall be paid on a half-hour increment basis.

All overtime shall be paid the following pay period or collected as comp time.

Compensatory Time

Any non-exempt employee may, by written agreement, be provided compensatory time off instead of overtime pay for approved job-related activities in addition to regular work hours. In consideration for these approved additional hours, the employee will be awarded compensatory time at a rate of time and one-half for each hour worked over forty (40) hours in the workweek.

Compensatory time for employees may never be used in such a manner as to constitute an opportunity to be absent from work for one week or longer. Prior approval of department head.

It is the responsibility of the employee to request time off for compensatory time. However, the hours during which the employee plans to be absent from work must have previously been approved by the Department Head.

Compensatory time will not be taken in conjunction with annual leave except in case of emergency and with specific written permission of the Department Head.

The Department Head shall keep records of all compensatory hours earned and the disposition of compensation for such time. It is the responsibility of the Department Head to dispense of the accumulated compensatory time in the most efficient and/or cost-effective manner. The Department Head shall require an employee to use accumulated compensatory time by December 31 of each fiscal year. No more than 40 hours can carry over without prior city manager approval. City Manager should be made aware of the use of overtime.

Employees terminating their employment, whether voluntarily or involuntarily, will be paid for all accrued compensatory hours.

The above guidelines are in effect except as they conflict with existing FLSA standards.

Employee Expenses

Employees will be reimbursed for on the job expenses, such as official telephone calls, parking, and the like, subject to the conditions established by the budgets of the City of Chariton and by the policies of the City.

Within budget limitations, out-of-town on the job expenses may be paid subject to the authorization of the Department Head/City Manager. Travel and per diem payments may not exceed the limits set by funding sources.

Employees will be reimbursed on a mileage basis, at the authorized City rate for the use of their personal car in connection with authorized work-connected job responsibilities.

All employees using a personal car for City of Chariton business must carry liability insurance, and a copy of proof of liability coverage must be submitted annually to the Department Head/City Manager.

The employee must submit a claim for reimbursement, together with appropriate supporting documents, for approval by the Department Head prior to payment.

All out of state, job related expenses **must be** pre-authorized by the City Manager.

The city will report employee reimbursements in such a manner as to follow current Internal Revenue Service reporting procedures.

Paychecks

The length of the pay period is bi-monthly. Payday is every other Friday.

All required deductions, including those for state and federal taxes and all authorized voluntary deductions, including health insurance contributions, will be automatically withheld from your paycheck. Any questions concerning your paycheck should be directed to the City Clerk's office.

There will be no salary advances to any employee for any reason.

Employees of City of Chariton shall have their payroll check direct deposited to their selected financial institution account. Open enrollment for direct deposit of payroll checks will be available to City of Chariton employees during the first two (2) weeks of July of each calendar year. If an employee has a paper check, it must be picked up at the City Clerk's office.

Payroll Deductions

It is the responsibility of the employee to complete a "Payroll Deduction Authorization Form" at least seven (7) working days prior to the payday that the Deferred Compensation payroll deductions will be initiated. Payroll deductions will only be made on regularly scheduled paydays.

Voluntary Payroll Deductions

City of Chariton will make every effort to accommodate employee requests for payroll deductions.

It is the responsibility of the employee to complete a "Payroll Deduction Authorization Form" at least seven (7) working days prior to the payday that the payroll deductions will be initiated. Payroll deductions will only be made on regularly scheduled paydays.

HOLD HARMLESS AGREEMENT

The employee agrees to indemnify and hold harmless, the Board, each individual board member, all agents of the Board and agent employees, and all administrators against any and all claims, costs, suits, or other forms of liabilities and all court costs arising out of the application of the provisions of this Agreement regarding Deferred Compensation Plan payroll deductions and/or any other employee authorized payroll deductions.

IPERSs – Individual Retirement

City of Chariton encourages employees to plan for retirement. IPERS retirement program offer the employee advantages for retirement.

Performance & Evaluation Reviews

Performance evaluation is designed to improve the employee's understanding of his/her job and the standards for his/her work and to encourage employee development. Additionally, it provides a basis for periodic salary adjustments.

A written performance evaluation of each new employee will be performed by the Department Head on or about the end of six (6) months of employment and again at the end of the first year's employment.

Employees receiving an unsatisfactory evaluation at or prior to the six-month review may be terminated or placed on probation.

A current City employee who assumes a new job position will be evaluated at the end of six months review. Should such an employee receive an unfavorable six-month evaluation, he/she will be placed in the first available position comparable to his/her previous position.

Each evaluation will be conducted by the employee's Department Head and/or City Manager. The employee being evaluated will have the opportunity to participate in and sign his/her evaluation. A Department Head may not require an employee to sign an incomplete evaluation form.

Reporting Personal Information Changes

Employees must notify the Human Resources department whenever there is a change in their personal information on file with City of Chariton. This includes address, phone number, income tax withholding information, emergency contacts and if applicable, any information which may impact your insurance coverage.

Gifts, Entertainment & Meals

Gifts – No employee shall directly or indirectly solicit, accept, or receive any gift or consideration whether in the form of money, services, loan, travel, thing, or promise offered because of city service or employment or any activity connect with such employment, provided that duly authorized compensation approved by the Mayor and City Council shall not be deemed a violation of this policy. If gifts, gratuities, rewards, or other things of value are received from a known source, they shall be returned to the sender with an explanation of the City's policy. If non-alcoholic consumables (i.e., cookies, cake, candy, etc.) are received by a department or other city operation, they may be accepted on behalf of the city and shared by the personnel in that department or operation. All other items that are received from an unknown source, shall be turned over to the Manager for transfer by the mayor to a charitable institution or other beneficiary.

Conduct

General Conduct – in all instances, employees of the City of Chariton shall conduct themselves in a manner to bring credit to the City and to the public service it performs. All individuals encountering City employees shall be treated with courtesy and respect.

Political Activity

Hiring and Retention – City employees shall not be appointed or retained based on their political activity. No employee shall be deprived of employment solely because that person is a member or an officer of a political party, committee, or organization.

City Election – As set forth in Iowa statues Section 400.29, City employees shall not be coerced to take part in political campaigns, to solicit votes, to levy, contribute or solicit funds or support, for the purpose of supporting or opposing the appointment or election of a candidate for any City office. No City employee shall actively advocate for propose the candidacy of any individual for nomination or election to any City office.

General Activities- No employees during regular assigned working hours, in City uniforms and/or while using city vehicles or equipment, may engage in any political activity. This section shall not be construed to prohibit an employee from expressing opinions and convictions concerning issues and candidates.

Leave of Absence – An employee may be granted a thirty (30) day leave of absence without pay and without accrual of benefits if that employee wishes to participate more fully in a political campaign or be a candidate for any office other than a city position. If an employee wishes to be a candidate for a city office, they must resign their current position before the time becomes a candidate.

Financial Responsibility- City employees are expected to maintain good credit ratings, and to maintain good relations with community businessmen. Personal financial problems

should be discussed with department heads, supervisors, or the City Manager. The employee must not avoid creditors or obligations. Continued abuse of financial responsibility reflects against the City and may be cause for dismissal.

Use of Official Badge, Uniform, or Credentials – Officials or employees who wear a badge, uniform, or other official insignia, or who bear credentials as evidence of their authority, shall not permit such badge, uniform, or insignia to be used or worn by any other person or to otherwise leave their possession without approval of their department head. Under no circumstances shall official badges, uniforms, insignias, or credentials be used for personal gain. Equipment purchased by the City shall remain in the possession of the City and shall not be worn off-duty except in an official capacity. Department heads shall maintain a record of all equipment checked out to an employee, its release, and final disposition.

Improper Conduct- The following are considered improper conduct and subject to disciplinary action as provided in Section 13 of this manual.

Violation of the criminal laws of the United States or any state.

Violation of any provision of City ordinances

Inattention to duty, carelessness, breakage of City property

Drinking on the job or arriving at work while under the influence of intoxicating beverages and/or drugs.

Insubordination or disloyalty

Inefficiency or incompetence

Lack of integrity.

Claiming sick leave under false pretense

Being habitually late or tardy

Absent without cause.

Violation of rules regarding political activities

Conduct unbecoming in City employee

Harassment – Harassment, retaliation, coercion, interference, or intimidation of any employee due to that employee's race, religion, color, sex, age, national origin, disability, or any other characteristic protected by local, state, or federal law, 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 show hostility toward an individual or group made or posted in the workplace or in the course of employment for the City.

If you believe that you are being harassed or subjected to discrimination of any kind, you should use the complaint procedure outlined in the City's policy against sexual harassment in the workplace.

Collections and Donations – No employee shall be required to donate funds to any charitable cause or organization as a function of that person's employment with the City. Employees may voluntarily donate monies to charitable organizations either directly or through the city. Also, employees may solicit voluntary donations where a member of the family of a fellow worker has died or for similar cause if such solicitation efforts do not interfere with normal work progress. In general, voluntary collections as a tribute to a fellow worker or to a member of a worker's family should be limited to the death or serious injury or illness of the employee or the employee's spouse, child, or other member of the employee's household.

Personal Property

Employees may bring personal items onto or into City property subject to the following:

A. Permission

Personal items may not be kept in an employee's workspace, nor may items be hung on walls without approval from the employee's supervisor. Because the City of Chariton City Council are responsible for all City-owned and operated facilities, no surface in any facility may be altered or modified without prior approval from the City of Chariton City Council. These surfaces include, but are not limited to, floors, walls, ceilings, windows, or doors. Please contact Maintenance staff to hang any items in City-owned facilities.

B. Liability

1. The safety, repair, and replacement of personal items, including vehicles, brought onto or into City property, including City parking lots and buildings, is the personal and financial responsibility of the owners of the items and not of the City. Persons bringing personal property onto or into City property do so at their own risk. The City makes no warranties regarding the fitness or safety of its property for any particular use.

2. Injuries caused to persons by personal items brought onto or into City property are the personal and financial responsibility of the owners of the items and not of the City.

C. Safety and Functionality

Personal items brought onto or into City property may not be placed or located in a manner that: renders any door, aisle, passageway, or any other means of ingress or egress, of a width, size, or arrangement, insufficient to provide a safe and reasonable means of ingress or egress; creates a fire hazard or other safety concern; or unreasonably reduces the utility or functionality of the surrounding space or area for its intended purpose.

With respect to the City property assigned for their use, Elected Officials, Boards, Commissions, and Department Heads shall assist the City Council in the enforcement of the foregoing policies.

Personal Cell Phones, Tablets and Smartphones

Use of personal cell phones, mobile phones, smartphones, or personal digital assistants is limited to immediate family contact during standard working hours. This contact should be kept to a minimum, and not interfere with productivity in the workplace. If you have an emergency beyond that, contact your immediate supervisor.

Approved employees may opt to use a personal cell phone for business use and receive a monthly reimbursement of \$50.00/month that is paid annually in November. Positions approved for this option include City Manager, City Clerk, Fire Chief, Police Chief, Police Sargent, Street Superintendent, Building and Code Enforcement Officer, Park and Recreation Supervisor, and Cemetery Maintenance Worker.

Text Messaging

Use of personal cell phones, mobile phones or personal digital assistants for text messaging is approved for business contact during standard working hours. Please limit personal text messaging to communication regarding urgent family matters where time is of the essence.

Social Media

Use of social media, including social networking sites, should be consistent with applicable City of Chariton regulations, and policies, including all information technology security policies for both Personal and Professional Use. This policy applies to any social networking, social media, or web-based, information sharing/open communication site (including, but not limited to, Facebook, Twitter, blogs, wikis, and message boards).

Nothing in this policy shall be interpreted or applied as limiting an employee's right to engage in speech protected by the United States and Iowa Constitutions or as limiting the right to engage in protected concerted activity, including employee discussion regarding the terms and conditions of employment.

A. PERSONAL USE

A City employee's personal use of any social networking, social media, or web-based site should remain personal in nature and should be used to share personal opinions and other non-work-related information. Absent express consent by the City should not use his or her personal social networking, social media, or web-based site to conduct state business.

City employees, especially those possessing leadership responsibilities and those choosing to identify themselves as employees of the City of Chariton, should consider whether statements they publish may be construed as expressing official state or agency positions and whether such statements are accurate representations. A City employee should also take appropriate steps to ensure that communications made in an employee's personal capacity represent that employee's opinion and do not reflect or represent the opinion of the City of Chariton or the department for which the employee works. Depending on the circumstances and to ensure an employee's personal postings are not wrongfully attributed to the City, an employee may wish to post a disclaimer such as: *The postings on this site are my own opinion and do not reflect or represent the opinions of the City of Chariton or the department for which I work.*

For purposes of maintaining and securing information technology and data, state employees are prohibited from using their state e-mail account or username in conjunction with a personal social networking, social media, or web-based site, unless prior authorization is given. Employees are strongly encouraged to avoid using their state password in conjunction with a personal social networking, social media, or web-based site.

B. PROFESSIONAL USE

All official state agency-related communication through social media, social networking, and web-based sites shall remain professional in nature, and shall be conducted in accordance with state policy, practices, and expectations. State employees must not use official state agency social media, social networking, or web-based sites to conduct private commercial transactions or to engage in private business activities. Only individuals authorized by a state agency may publish content to an agency website or agency social computing technologies.

C. PROHIBITED ACTIONS

Employees shall not:

- Discuss or display information, including photographs, online that is confidential or proprietary to the State, or to a third party that has disclosed information to the State.
- Make disparaging statements online concerning customers or clients of the State.
- Engage in any online actions that would violate the State's Violence Free Workplace Policy.
- Engage in any online actions that would violate the State's Equal Opportunity, Affirmative Action, and Anti-Discrimination Policy.
- Use social media or networking sites that are controlled or owned by the State in a manner that violates federal or state law, administrative rules, or applicable policies (including, but not limited to, information technology and information security policies).

D. VIOLATIONS

Violations of this policy may result in disciplinary action up to and including discharge.

Employees are responsible for reporting suspected violations of this policy to their direct supervisor. If the suspected violation involves the employee's immediate supervisor, the employee is encouraged to report it to the next highest supervisor or, in the alternative, to the Director of the Iowa Department of Administrative Services.

DEPARTMENT/AGENCY POLICIES AND WORK RULES State departments and agencies may develop specific social media policies and/or work rules that further enhance this policy.

Personal Safety

Reporting Injuries – Reporting injuries should be the employee's supervisor and a call needs to be made to the Company Nurse - 1-888-770-0928. This will start the process of seeking medical help with the City's workman's comp insurance.

Blood Borne Pathogens

Employees working in high-risk jobs will be offered blood borne pathogen training and a series of hepatitis B vaccinations for their protection at no cost to the employees.

The Occupational Safety and Health Administration (OSHA) has determined that certain employees in the workplace face a significant risk from blood borne pathogens. To ensure that employees are aware of occupational exposure to blood borne pathogens, the city will develop an exposure control plan to minimize or eliminate employee contact with human blood or other bodily fluid, which may contain blood borne pathogens, such as hepatitis B virus and HIV. This control plan will be available for use by all employees.

Smoking

Smoking is not allowed in City of Chariton facilities and vehicles. Smoking is allowed only in designated areas outdoors. While smoking, please be considerate of others. All smoking materials must be extinguished properly and disposed of in appropriate receptacles.

Solicitation

As a courtesy to other employees City of Chariton does not allow solicitation of political information, religious information, or items for sale. Solicitation for sale of items involving fund raisers for school projects and the like may be considered. See your immediate supervisor for approval.

Secondary Employment

An employee may hold a job with another organization as long as the employee, in the opinion of the city, satisfactorily performs their job responsibilities with the City and the outside employment does not pose a conflict of interest. Employees should consider the impact that outside employment may have on their ability to efficiently perform their work, as well as any conflicts of interest that may arise. Employees must inform their elected official/department head if they hold a job with another organization. All employees shall be judged by the same performance standards and shall be subject to the City's scheduling demands, regardless of any existing outside work requirements. It shall be the responsibility of the overseeing authority, to interpret these policies and procedures, to ensure that they are administered in a consistent and impartial manner, and to provide oversight and approval as required.

Outside employment will present a conflict of interest if it has an actual or potential adverse impact on the city. If the City, in consultation with the City Attorney, determines that an employee has a conflict of interest, an employee's outside work interferes with their performance or their ability to meet the requirements of their position (as it is modified from time to time), if City property has been determined to be used for furthering outside employment, or if the City determines that the outside employment is in conflict with its ethics code or other City of directly or indirectly applicable to a specific employee, the employee may be required to terminate the outside employment if the employee wishes to remain employed with the City.

Federal Motor Safety Regulations/Commercial Driver's License Drug and Alcohol Policy

This policy shall apply to an employee who is required to hold a commercial driver's license to operate a vehicle or equipment as part of employment with City of Chariton.

City of Chariton has instituted this policy to provide a healthy and safe work environment for its employees and to ensure the safety of the public. The provisions of this policy are established to address the use and possession of alcohol, controlled substances, physician prescribed medications, and over-the-counter medications by employees in positions that have been classified as "safety-sensitive."

It is the policy of City of Chariton to comply with and abide by all laws and regulations that have been established by the Federal Motor Carrier Safety Regulations, U.S. Department of Transportation (DOT), and Federal Highway Administration (FHWA). In complying with these regulations, the City hereby institutes a comprehensive controlled substance and alcohol testing, training, and record keeping program for employees in positions that are safety sensitive. In accordance with DOT/FHWA regulations, included in this classification of safety-sensitive positions are all positions which require an employee to operate a commercial motor vehicle and/or hold a commercial driver's license. Information and training concerning the specific provisions of this policy will be provided to all employees and supervisors of employees holding safety sensitive positions.

F. City Property

Confidential Information Security

As a matter of course employees of City of Chariton will have access to confidential and proprietary information. This information includes, but is not limited to, personnel information, pricing, client lists, contractual agreements, intellectual property and marketing/sales strategies. It is a condition of employment that you do not disclose this information to third parties during or after employment. Disclosure of City of Chariton confidential information without express written approval is prohibited. Failure to comply with this policy may result in disciplinary action, termination of employment, and/or legal action.

Facilities Security

It is the responsibility of all employees to ensure the facilities and work areas are secure. Any employee entrusted with facility keys shall make certain the facility is secure when that employee is the last to leave. See your immediate supervisor if you will be left with this responsibility. This includes, but is not limited to, turning off appropriate lights, closing and locking all doors and windows.

Report any potential security risks to your immediate supervisor.

Company Vehicles

The City of Chariton City does not have a council car.

City Vehicles, Equipment, and Facilities

Operators of City Vehicles – An employee who will operate City-owned vehicle must possess a valid driver's license appropriate to the type of City vehicle(s) to be operated.

On duty- all vehicles, equipment and facilities shall be utilized safely and in a manner that will not damage any item. Any willful negligence resulting in damage to city property may be cause for disciplinary action. Vehicles, equipment, and facilities shall be used for City business and activities. These shall not be used for personal errands, personal work activities or other reasons. Only City employees shall ride as passengers in City vehicles or use City equipment or facilities except as may be necessary in the carrying out of City business or as specifically approved by the City Manager.

Off duty – There shall be no use of City vehicles, equipment, or facilities during off-duty hours. The only exception to this rule is the granting of City vehicles to employees for the purpose of conducting City business when such arises. When a vehicle is in the possession of an employee during off-duty hours, it shall not be used for personal errands or other activities. No other passengers beside the authorized employee shall use the vehicle during such hours.

Accidents with City-owned Vehicles – If a city employee has an accident while operating a city-owned vehicle and it results in bodily injury or property damage they must:
Notify the Police Department immediately.

Urge that all parties involved remain at the scene of the accident until the police can investigate.

Report the accident, no matter how small, to the department head. The department head will report it immediately to the City Manager, the insurance company, and where applicable to have the employee fill out workmen's compensation reports and see to it that other necessary reports are filed.

The employee should not discuss the accident with anyone but the investigating officer, the supervisor, or anyone authorized by the city to receive the information.

City Equipment

Company property, such as printers, copiers, computers and all tools, are to be used for City of Chariton business purposes only. Use of unauthorized equipment may result in appropriate disciplinary action, up to and including termination.

Your designated work area, desks and cabinets are not to be locked with personal locks. If you need assistance securing company property, see your immediate supervisor.

Phone Systems, Voice Mail and Personal Calls

Telephone systems, equipment and operators are in place to provide business services of the company. Employees are to limit the personal use of these items. Lengthy calls should be made during breaks.

Long distance calls for personal use are prohibited.

Electronic communications, including the contents of City owned computers and telephones are the property of City of Chariton. This policy is meant to set forth guidelines regarding access to and disclosure of information/messages sent or received by City of Chariton employees using the system. This policy may be changed at any time. The Internet, electronic mail, phone mail or any other communication/information system of the city is not to be used in any way that may be illegal, disruptive, offensive to others, or harmful to moral/operations.

Employees should keep in mind that they are representing City of Chariton when using these systems. There is to be no display or transmission of sexually explicit images, messages or cartoons or any transmission of use of communications that contain profane or offensive language, ethnic slurs, racial epithets or anything that may be construed as harassment or disparagement of others based on their race, national origin, gender, age disability, religion or political beliefs.

In general, communication/information systems should be used for City purposes only. They may not be used to solicit or proselytize others for commercial ventures, religious or political causes, outside organizations, or other non-work-related concerns.

All messages and computer files are City of Chariton's records and the employee's Department Head reserves the right to enter an employee's e-mail, phone mail or computer files whenever there is a business need to do so.

Violations of this policy are subject to disciplinary action up to and including discharge.

Conservation and Recycling

Conserving energy and resources is a priority at City of Chariton. Employees are required to conserve power and water in all reasonable ways. Recycling and Reducing waste is encouraged.

Computers and Related Equipment

City of Chariton provides employees access to computers, printers, and other equipment on an as-needed basis, to perform their job requirements. This equipment is to be used exclusively for the business activities of City of Chariton. Employees found to be using company computer equipment for personal use may be subject to appropriate disciplinary action, up to and including termination.

Employees are required to maintain their computers and related equipment in good working order. If any of your equipment needs service, repair, or maintenance, notify your immediate supervisor.

Employees shall not use company systems to knowingly violate any city state or federal laws.

Computer games and personal software may not be installed on company equipment.

Company equipment shall not be used to create or store personal information or projects.

Company equipment shall not be used to store or display images depicting violence, sexually explicit material, or racially offensive material.

Software installed on company computers must be properly licensed and installed at the direction of the computer systems supervisor.

Employees are not permitted to download any software (free or otherwise) without express permission from the computer systems supervisor.

Software Duplication Prohibited

City of Chariton purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the City does not have the right to reproduce this software for use on more than one computer. Employees may only use software on multiple machines according to software license agreements. The city prohibits the illegal duplication of software and its related documentation. No licensed software may be installed on City computers that has not been authorized by the city, and/or is not properly licensed to the city.

Downloading Programs:

Employees shall not install or execute software or hardware that could damage the City's systems. Such software includes, but is not limited to, files that have been downloaded from the Internet or sent as attachment to e-mail. Prior to downloading programs or information, employees should verify the security of the information and, if in doubt, check with the City Manager.

Virus Protection:

All material downloaded from the Internet or from computers or networks that do not belong to the City MUST be scanned for viruses and other destructive programs before being placed onto the computer system. All employees will be expected to follow the instructions from their supervisor for this scanning process. Any questions shall be referred to the City Manager. Any problems noted by the Technical Services Department staff must be resolved prior to the

downloaded material being placed on the computer system. As with all security issues, the discovery of a virus shall be communicated immediately to the City Manager.

Internet

Company computer systems, connected to the internet, are connected for business purpose only. Accessing the internet for personal use is prohibited. Employees are expressly prohibited from allowing any third party to use company provided computers or internet services.

Conducting company business on the internet must be done following all guidelines and policies for conducting business in conventional settings.

Do not expect privacy on company computers. Our software and systems may have the capability of tracking each visit, each email, each chat and each file transfer, by every computer on the system.

City of Chariton maintains the right to limit internet access.

City of Chariton will comply with any reasonable requests from law enforcement to review internet activities of any employee.

While accessing the internet, employees should be fully aware of the global reach of the media. Employees are required to maintain a high level of dignity and be mindful that they represent City of Chariton to the world at large while online.

For protection of the company network and proprietary information, security measures have been installed on the systems. No employee shall, under any circumstances, attempt to disable or circumvent these security measures.

Monitoring of Internet Use:

Computers, the City Internet connection, and the electronic mail system are City assets and are subject to review. Because the cell phones, computers, City Internet connection and the e-mail system belong to the city and not to the employees, employees should have no expectation of privacy regarding these items. Users should be aware that information contained on City cell phones or computers, including their e-mail messages, is subject to public disclosure. If a user violates any of the provisions contained in this policy, his or her access to the City resources may be denied and disciplinary action may be taken.

Storage of personal information, including but not limited to data, pictures, videos, or music, on City-owned and issued equipment is discouraged. Personal information and images will not necessarily be protected, preserved or stored by the city. Employees who voluntarily place personal information, including health-related and other private or protected information, on City-owned and issued devices or equipment must be aware that the City may, at any time and for any reason, delete personal information placed on City-owned devices or equipment.

Internet Use Policy:

All users of City-provided Internet services, including e-mail, must abide by State, Federal and local laws. Internet and e-mail use must comply with City policies and regulations, including the City's Equal Opportunity Employment policies as well as the policies prohibiting harassment in the workplace.

Security:

Employees shall not allow unauthorized access to the City's computer network. Allowing unauthorized access includes but is not limited to sharing passwords with other individuals, making authentication items such as passwords easily available, failing to log off when leaving a computer and allowing unauthorized persons physical or electronic access to the City's systems. Individual users may be held accountable for their account's use by other people. City employees may not use unsecured portals such as Gmail or Yahoo accounts without first giving written notice to the City Council.

Passwords:

The password feature of the City's computer network is the foundation for maintaining the confidentiality of the City's communication system. Confidentiality of passwords and user accounts must be protected. Passwords, system telephone numbers, and similar information may not be disseminated to the public and must be retained as confidential information by the user. For privacy reasons, employees may not attempt to gain access to another employee's personal file or e-mail messages without the latter's express permission. Internet accounts are to be accessed only by the authorized user of the account.

Email & Electronic Communication

Company provided email is provided for business purposes only. Personal use should be kept to an absolute minimum.

All emails, sent or received, are company records and as such, are accessible to appropriate staff members.

No anonymous emails can be sent from company systems. All employees are required to identify themselves by name and email address.

Chat room participation is prohibited except for business related forums which require approval from your immediate supervisor.

Receiving Unsolicited Offensive Material:

If an employee receives files, messages or information which violates the restrictions outlined in this policy, or which makes the employee feel uncomfortable or offended, the employee shall immediately call the matter to the attention of the employee's immediate supervisor. The supervisor should contact the City Manager.

Receiving Electronic Mail with an Attachment:

If you receive non-departmental, external e-mail with an attachment, DO NOT TOUCH THE ATTACHMENT; DO NOT OPEN IT; DO NOT VIEW IT; DO NOT SAVE IT TO DISK REGARDLESS OF WHO SENT YOU THE E-MAIL. Many viruses attach to address books and can give the appearance of being sent to you by your loved ones or legitimate professional contacts. Contact the person who sent the e-mail to you, verify they sent it to you and ask them what is specifically contained in the e-mail. If you are at all unsure about whether to open an e-mail, contact the City of Chariton City Manager.

Prohibited Uses of Internet and E-mail:

Employees should consider the possible adverse consequences of internet postings, such as future employment, cross-examination in criminal cases and public as well as private embarrassment. Employees are encouraged to seek the guidance of supervisors regarding any posting that may adversely reflect upon either the City or upon the professionalism or integrity of

the employee. The following prohibited uses of the Internet and e-mail apply to use before, during and after work hours:

Offensive Material: Intentional use of Internet resources or e-mail to view, access, process, upload, download, distribute or print illegal, violent racist, sexual, ethnically derogatory, or obscene material, inappropriate text, or graphic files is prohibited. The display or transmission of illegal images including child pornography is prohibited. The display or transmission of violent or sexually- explicit images, messages or cartoons, or any transmission that contains ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs is not permitted at any time. City of Chariton will cooperate in the investigation and/or prosecution of any employee found to be accessing or viewing illegal material.

Political or Religious Solicitations, Promotions, Advertisements: No one may solicit, promote, or advertise any political or religious organization or other personal causes, product or service through the use of electronic mail or anywhere else on City premises.

Business Solicitations, Promotions, and Advertisements: No one may solicit, promote, or advertise any business, product or service through the use of e-mail or the Internet. This includes solicitations or advertisements for personal business ventures (i.e., rental of your apartment, selling cosmetics, buying your used car, etc.). Use of network resources for commercial use or profit is prohibited.

Engaging in Gambling: Gambling, even where legal, is not permitted at any time.

Disguising Your Identity: While utilizing the City Internet system, you may not disguise your identity or the origin of any transmission over any of the City's communications systems.

False and Other Improper Materials: Transmission of material that is false, misleading, derogatory, profane, vulgar, or sexually explicit or any other material that would be offensive or harassing to the average person is strictly prohibited.

Unauthorized Access: Employees shall not use the City's computer network to obtain, or attempt to obtain, unauthorized access to or unauthorized use of resources, whether within the City or elsewhere. These resources include, but are not limited to, computer accounts, messages, programs and data files.

G. Policies for Leave of Absence

Eligibility

Paid and non-paid leave of absence is a benefit of working at City of Chariton. To qualify for these leave of absence benefits the employee must be a full-time employee and have completed a minimum of ninety (90) days continuous employment with City of Chariton. Full time employees are employees who have been assigned a regular 40 hours per week work shift. Employees scheduled for less than 40 hours weekly are not eligible. City of Chariton reserves the right to, without notice; revise these leave of absence policies. If you have questions, contact the City Manager.

Extended Unpaid Leaves of Absence

Unpaid leaves of absence may be granted in certain circumstances. If you have exhausted all sick leave, vacation, compensatory time, and FMLA leave, you may request an unpaid leave of absence. Approval of unpaid leave is at the discretion of the Department Head.

During an unpaid leave granted under this section, you do not receive compensation and do not accrue seniority, vacation, or sick leave. City of Chariton does not make contributions to retirement programs for the duration of the leave. You may continue in the group health insurance program during an unpaid leave under this section by paying the full cost of the premium by the first day of the month for the following month's coverage. Failure to pay the premium timely will result in termination of coverage.

If you plan to return to work following an unpaid leave taken under this section, you must notify your Department Head before the end of your leave. City of Chariton will attempt to restore you to the position you held at the start of the leave, or in a comparable position, if possible. If no such position is available, your employment will be terminated.

If an employee returns to work from a leave of absence at less than full-time status, for any period, health, life, and dental insurance contributions and benefits shall be prorated according to part-time rules.

If an employee is unable to return to work on the date stipulated, a written request shall be submitted prior to the expiration date to extend the leave of absence subject to approval of the department head and the Personnel Director. If, on the date following the expiration of the leave of absence, an extension is not requested and granted and the employee has not returned to work, the employee shall be considered to have resigned from City employment.

A. **Definition:** A leave of absence is leave from employment duties for a reason, which serves the best interest of the city. This Section is not intended to affect or impact any leave of absence approved or any leave of absence approved or allowed as a condition of employment during the hiring process.

B. **Eligibility:** Only full-time employees are eligible to apply for an extended, non-paid leave of absence.

C. **Duration:** A leave of absence shall be for any reasonable period of time approved by the employee's elected official/department head and the respective authority overseeing the department or office.

D. **Application:** Employees desiring to take a leave of absence shall apply for Extended, Non-Paid Leave of Absence Form to their supervisor. The original request shall be forwarded to the Human Resources Department and a copy to the department head/elected official for consideration.

E. **Approval:** The decision as to whether to grant a leave, and the terms thereof, lies entirely with the elected official/city manager and the respective authority overseeing the department or office. However, if it is an appointed department head

who is requesting such leave, the decision to approve or deny lies with the respective authority overseeing the department or office.

F. Compensation: Employees may be compensated for use of paid time off sick leave or vacation time, if available.

G. Benefits: Employees will not accrue any benefits while on leave; however, an approved leave does not constitute a break in continuous service. Accordingly, eligibility for benefits that require continuous service will not be affected during the period that an Employee is on approved leave. The Employee on leave will remain on PERF but no additional PERF contributions by the city will be made during the leave. The employee on leave will continue to have medical insurance benefits, if eligible under the terms of the insurance policy; however, the employee must plan with the City of Chariton Manager to pay the full amount of the premium unless the employee is on FMLA or military leave.

H. Return from Leave: Return-to-Work Policy

Objective The City of Chariton has developed a return-to-work policy. Its purpose is to return workers to employment at the earliest date following any injury or illness. WE desire to speed recovery from injury or illness and reduce insurance costs. This policy applies to all workers and will be followed whenever possible.

The City of Chariton defines “transitional” work as temporary modified work assignments within the worker’s physical abilities, knowledge, and skills.

Where feasible, transitional positions will be made available to injured employees to minimize or eliminate time loss.

The physical requirements of transitional/temporary work will be provided to the attending physician. Transitional/temporary positions are then developed with the consideration of the worker’s physical abilities, the city’s needs, and the availability of transitional work.

In case of an on-the-job accident, If you have a work-related injury and are missing time from work, contact the City Manager for details regarding time loss.

Transitional Temporary Work Assignment: The City of Chariton will determine appropriate work hours, shifts, duration, and locations of all work assignments. The City reserves the right to determine the availability, appropriateness, and continuation of all transitional work assignments and job offers.

Communication, It is the responsibility of the worker and/or supervisor to immediately notify personnel of any changes concerning a transitional/temporary work assignment. Personnel will then communicate with the insurance carrier and attending physician as applicable.

EMPLOYEE RESPONSIBILITIES

Accident Reporting

- An accident is any unplanned event that disrupts normal work activities and may or may not result in injury or property damage. All work-related accidents, injuries, and near misses must be reported immediately to a supervisor or the City Manager.
- If an accident occurs, but **does not** require professional medical treatment, the supervisor should immediately be informed so that an accident analysis can be completed. If first-aid treatment is needed, it should be sought on-site.
- If an accident occurs which **requires professional medical treatment**, the worker should follow the proper emergency response. The worker must fill out a workers' compensation form as soon as possible.

Worker's Physical Condition

- If professional medical treatment is sought, the worker should inform the attending physician that the City of Chariton has a return-to-work program with light duty/modified assignments available.
- The worker should obtain a **Release to Return to Work** form and completed the **Job Description** from the City Manager. This should be provided to the treating physician and should be returned to the City Manager following initial treatment.

Worker Able to Return to Work

- If the attending physician releases the worker to return to work, as evidenced by the completion of the **Release to Return-to- Work** form and the **Job Description** Form, the form(s) must be returned to the City Manager within 24 hours for assignment of light duty/modified work. The worker must report for work at the designated time.
- The worker cannot return to work without a release from the attending physician.
- If the worker returns to a transitional/temporary job, the worker must make sure that they do not go beyond either the duties of the job or the physician's restrictions. If the worker's restrictions change at any time, they must notify the immediate supervisor/City Manager a copy of the new medical release.

Worker Unable to Return to Work

- If the worker is unable to report for any kind of work, the worker must call in at least weekly to report medical status.
- While off work, it is the responsibility of the worker to supply the City Manager with a current telephone number and an address where the worker can be reached.
- The worker will notify the city within 24 hours of all changes in medical conditions.

EMPLOYER RESPONSIBILITIES

Accident Reporting

- The supervisor will conduct an accident analysis on all accidents, regardless of whether an injury occurs.
- When an accident occurs, which results in injury requiring **professional medical treatment**, the City Manager will forward a completed workers' compensation form to the insurance carrier within five (5) days of knowledge of the injury or illness.

- Other information will be forwarded as soon as developed, including:
 - Name of worker's attending physician
 - Completed **Release to Return to Work** form from attending physician and medical documentation if appropriate.
 - Completed transitional/modified or regular Job Description.
 - Job Offer letter and responses.
- The supervisor will notify the insurance carrier of any changes in the worker's medical work status as soon as possible.

Medical treatment and temporary/transitional duty physical condition

- A **Release to Return to Work** form and a completed **Job Description** form will be provided to the worker to take to the attending physician for completion and/or approval.
- At the time of first medical treatment the **Release to Return to Work** form must be completed and returned to the City Manager. If one is not, the city may request one from the attending physician.
- The completed **Release to Return to Work** form will be reviewed by the City Manager and/or City Council. A temporary/transitional **Job Description** form will be prepared from information obtained from the attending physician for review and approval.

Job Offer Letter

- Upon receipt of a signed temporary/transitional **Job Description** form from the attending physician, a written Job Offer letter will be prepared by the City of Chariton. It may be mailed by regular mail or by certified mail to the worker's last known address or presented to the worker.
- The letter will note the doctor's approval and will explain the job duties, report date, wage, hours, reported time duration of transitional work assignment, phone number, and location of transitional assignment.
- The worker will be asked to sign the bottom of the Job Offer letter indicating acceptance or refusal of the offered work assignment.
- Copies of the Job Description, Work Releases, and Job Offer letters will be forwarded to the insurance carrier and kept in the personnel file.

Supervisor

- The supervisor will monitor the worker's performance to ensure the worker does not exceed the worker's physician release.
- The supervisor will monitor the worker's recovery progress through regular contact to assess when and how often duties may be changed. The supervisor will assess the company's ability to adjust work assignments upon receipt of changes in physical capacities.

Worker Acknowledgement

By signing the acknowledgement of the City of Chariton Employee Handbook, I acknowledge that I have:

- The Return-to-Work policy and procedures have been explained to me.
- I have read and fully understand all procedures and responsibilities.
- I agree to observe and follow these procedures.
- I have received a copy of this policy and procedure.

- I understand failure to follow these procedures may affect my re-employment, reinstatement, and vocational assistance rights.

I. **Forfeiture of Right to Return to Work:** If the employee fails to return to work in accordance with the terms stated in the leave designation letter, referenced in subsection H above, it may result in the loss of employee's right to return to work, subject to the decision of the elected official/department head and the respective authority overseeing the department or office.

Sick Leave

Eligibility – all full-time employees in good standing shall be eligible for paid sick leave benefits. An employee may be eligible for sick leave, with the approval of the City Manager, because of personal illness or physical incapacity resulting from causes beyond the employee's control, enforced quarantine of the employee in accordance with health regulations or because of illness in the immediate family require the employee to remain at home. In this instance, the immediate family is defined as a spouse, child, or other member of an employee's household.

Accumulation – An employee can accumulate hours equal of shift worked each month of service with a maximum of 120 days.

Vacations and Holidays – Paid sick leave will not be granted if taken the day immediately before or after authorized vacation or holiday time unless specifically approved by the City Manager. Sick leave may not be used as vacation time.

Compensation – While on sick leave, an employee shall receive their normal rate of base pay; provided however that an employee who simultaneously receives compensation under Workman's Compensation or through another benefit plan financed in whole in part by the City shall receive for the duration of such sick leave only that part of their regular salary which will, together with said compensation, equal their regular salary.

Part-time regular employees, Temporary and seasonal employees will not earn sick leave.

Use of Sick Leave

Once you begin employment with City of Chariton, you are eligible to use sick leave for any non-work-related illness, injury, or temporary disability including pregnancy that prevents you from performing your job duties.

Sick leave is taken only for employee illness. Maternity/paternity leave is considered as sick leave.

Sick leave earned may be taken for immediate members of the family under the following conditions:

- The employee's immediate family here is defined as those that live in the household.

Absences due to illness in the employee's family other than those identified above may be charged to vacation.

Employee illness or illness of the employee's immediate family, extending beyond earned sick leave will be charged against earned vacation.

At the discretion of the Department Head, absences due to serious illness extended beyond earned sick leave and vacation may be extended on a "leave without pay" basis.

No sick leave may be taken in advance.

Approval of Sick Pay

Pay for absences are not automatic but is at the discretion of the City Manager. To be eligible for sick pay for absences of more than three (3) days, the employee will be required to submit competent proof of the necessity for the absence. Generally, a physician's note detailing the need for the absence will be sufficient for absences of more than three (3) days.

Any employee, who is absent due to illness the day before or the day after a Holiday, **must** present a physician's note or verification of appointment to his/her Department Head. The Department Head will make the determination if such absence is eligible for sick pay.

Notification of Illness

In the event you must use sick leave, you must notify your Department Head at least thirty (30) minutes before your scheduled reporting time and indicate the nature of the illness and the expected duration of your absence.

Carryover

Unused Sick Leave – Any unused sick leave over the maximum 120 days accumulated shall be paid to the employee shown on the last check of that year at the rate of 50% of their normal rate of pay. Upon retirement only, an employee may be granted early retirement equal to the number of unused sick leave days he has accumulated up to 120 days.

Abuse of Sick Leave

If sick leave appears to be abused the Department Head may require the employee to submit competent proof of the necessity for such absence. Abuse of sick leave privileges will constitute grounds for disciplinary action up to and including termination.

Conversion of Sick Leave Upon Termination

You will not be paid for any unused accumulated sick leave should your employment relationship with the City of Chariton be terminated for any reason. Employees may be eligible for paid sick leave at retirement, if they meet the retirement program age requirement, such as IPERS.

Sick leave shall not be used in increments of less than one-half hour.

Educational Leave

Educational Leave – Upon recommendation of the department head and approval of the City Manager, an employee may be granted an unpaid leave of absence for a maximum of thirty (30) days when such leave is required for personal reasons. During such leave of absence without pay, the employee shall retain any accrued benefits but shall not be covered under the City's insurance plans unless the employee pays 100% of all premium costs. In addition, the employee on such leave of absence without pay shall not continue to accrue benefits during such leave. Failure to report to duty within three (3) working days after the termination of a leave of absence shall be considered as resignation by the employee. A leave of absence of more than thirty (30) days is discouraged and must be approved by the City Manager.

Short-Term Disability Leave

Notify your immediate supervisor or the Human Resources department in advance when you plan to use short term disability leave for scheduled medical procedures or pregnancy related disability. City of Chariton reserves the right to verify any employee's inability to perform job duties through consultation of medical experts selected by City of Chariton.

City of Chariton complies with all aspects of the United States Department Of Labor regulations for Employment Laws: Medical and Disability-Related Leave as outlined here:

<http://www.dol.gov/odep/pubs/fact/employ.htm>

Maternity Leave – A regular, full-time female employee who has completed her probationary period and who is unable to work or is hospitalized because of pregnancy shall be entitled to a leave of absence without pay for a maximum of one-year period. Employees who are pregnant and continue to work prior to childbirth can do so if permitted by their attending physician. They may return to work when so released by their doctor and written certification is provided to the city. Employees on maternity leave shall retain the benefits that have accrued to the point of taking maternity leave, but they shall not continue to accrue sick leave, and vacation benefits during such leave. Sick leave that an employee has accrued may be used for the purposes of this section. Health insurance will remain in effect if the employee chooses to pay 100% of the premium costs.

Injury Leave

Injury Leave – The city will grant leave with pay to full-time employees in the event of an injury incurred on the job which renders the employee incapable of performing his normal duties unless this injury occurred because of the carelessness or negligence of the employee.

Length- Injury leave shall terminate when an employee becomes eligible for Workman's Compensation, temporary or permanent disability under pension funds, or other insurance benefits provided by the city, but in no event shall exceed thirty (30) days. During the first thirty (30) calendar days of such injury leave, the employee will continue to receive full pay. These full payments will apply to interrupted absences as well as continuous absences if the absence is due to a job-related injury. During this period, the Workmen's Compensation checks of the employee shall be signed over to the City by the employee.

Unpaid Family & Medical Leave

Family and Medical Leave – The City of Chariton is covered by the Family and Medical Leave Act (FMLA) but the City does not meet the eligibility requirements.

Eligibility Requirements- To be eligible for family and medical leave, you must have worked for the City for at least twelve (12) month and for at least 1,250 hours during the twelve (12) months immediately preceding the start of the leave and must be employed at the worksite where 50 or more employees are employed by the employer within 75 miles of that worksite. Since the City has fewer than 50 employees the City will not have any employees eligible for FMLA leave.

Obligations of the City – The City must meet the following obligations since there are fewer than 650 employees:

Must post a notice that explains FMLA and provides information about how to file a complaint with the Department of Labor.

May not interfere with an employee's exercise of any FMLA rights.

Must answer questions from employees about their FMLA rights and obligations.

Must respect the job restoration rights of joint employees if the City is a secondary employer.

Must maintain records disclosing basic payroll and identifying employee data; rate of pay; daily and weekly hours worked per pay period; additions to or deductions from wages; and total compensation paid.

It is the policy of City of Chariton to provide unpaid family and medical leave in accordance with the federal Family and Medical Leave Act (FMLA) of 1993. An eligible employee will be granted up to twelve (12) work weeks of unpaid, job-protected leave each twelve-month period for any of the following qualifying reasons:

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

Eligibility Requirements

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

General Provisions

To this policy, **“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 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 inpatient care in a hospital, hospice or residential medical care facility, or continuing treatment by a health care provider.

The **“twelve-month period”** during which the leave entitlement occurs is designated as from the date when leave begins.

If you and your spouse are both employed by City of Chariton, and are both eligible for family and medical leave, you and your spouse will be limited to combined total of twelve (12) weeks of family and medical leave a year taken for any one or all of the following reason: birth of a child or to care for the child after birth, placement of a child with you for adoption or foster care, or to care for the child after placement; or to care for your parent with a serious health condition. This limitation does not apply in cases of leave to care for the serious health condition of your spouse or child, or because of your own serious health condition.

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 you work per week, or hours per day.

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

Intermittent or reduced schedule leave for the birth of a child or the placement of a child for adoption or foster care shall be subject to approval of the Department Head.

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

Notice Requirements

If you know in advance that you will be taking leave because of birth, adoption or placement of a foster child in your home, or because of planned medical treatment for you or a covered family member, you must notify your Department Head at least thirty 30 days in advance.

If circumstances require that the leave begin in less than 30 days, you must notify your Department Head as soon as possible.

When the need for leave is foreseeable based on planned medical treatment for you or your covered family member, City of Chariton expects you to consult with your Department Head and to make a reasonable effort to schedule the treatment so as not to unduly disrupt City operations.

Medical Certification

When leave is requested to care for a child, spouse, or parent with a serious health condition, or because of your own serious health condition, you must provide City of Chariton with written medical certification from the appropriate health care provider using a form provided by the City. This certification will include the date of onset, the probable duration, type of treatment, and other appropriate medical facts concerning the condition. If you are seeking leave for your own health condition, the certification must also state that you are unable to perform the functions of your position. For leave to care for a family member, the certification must state that you are needed to care for the family member, and an estimate of the amount of time you will be needed. Other certification requirements apply in the case of intermittent or reduced schedule leave.

If you fail to provide the certification within fifteen days of the City's request, your FMLA leave may be delayed until the certification is provided.

City of Chariton may require a second medical opinion and periodic recertification of the medical condition at its own expense. If the medical opinion sought by the city differs from the certification provided by your physician, the city may, at its own expense, require the opinion of a third health care provider chosen by you and the city. The third opinion will be binding.

Use of Paid Leave

City of Chariton will require you to use paid leave as part of your family and medical leave as follows:

- Earned sick leave, vacation leave, and compensatory leave will be used concurrently during family and medical leave periods.

Rights and Benefits During Leave

Seniority, sick leave, and vacation will accrue only during periods of paid leave.

All benefits which you had accrued before taking leave will be retained after returning from an approved FMLA leave.

While you are on family or medical leave, paid or unpaid, City of Chariton will maintain your group health insurance coverage at the same level and under the same conditions that coverage would have been provided had you continued working. You will be required to continue to pay your contribution to the premium.

Employees will be required to pay their share of premiums to the City of Chariton City Clerk on the first day of each month.

Under certain circumstances, if you fail to return to work after an approved FMLA leave, City of Chariton may require you to reimburse it for the amount the City paid for your health insurance premium during the leave.

Returning to Work

At the conclusion of your FMLA leave, you will be restored to your former position, or one with equivalent pay, benefits, and conditions of employment, provided you have complied with the requirements of this policy.

Funeral Leave

- Up to three (3) consecutive days in the event of death in the employee's immediate family.
- Immediate family shall include spouse, parent, stepparent, child, stepchild, grandparent, brother, sister, grandchild, mother-in-law, or father-in-law.

Payment will be made only for those days which you would have worked. If a death in your family occurs, please notify your Department Head as to the expected length of your absence.

If an employee is requested to serve as pallbearer or member of military honor guard, all eligible employees shall be allowed paid time off for up to one (1) day per incident or occurrence. Such leave of absence must be approved by the Department Head and shall be charged against sick leave accrual.

Any employee may request an unpaid leave to attend the funeral of a relative or friend, subject to the approval of your Department Head and shall be charged against sick leave accrual.

Funeral Leave – All full-time employees in good standing may be granted a maximum of three (3) days paid leave of absence in the event of a death in the employee's immediate family. Attendance of funerals other than immediate family may be granted with pay. Employees will be required to report for work as soon as practical after the completion of the service.

Jury Duty

Notify your immediate supervisor if you are summoned for jury duty. Time off from work will be granted as necessary in compliance with applicable law.

All employees required to report for jury duty shall receive a paid leave of absence for the time spent on jury duty.

Employees subpoenaed to appear as a witness in a civil or criminal proceeding in which that employee is not directly involved as a plaintiff or defendant shall be granted a leave without pay. Employees who must appear as a witness in a civil or criminal proceeding in which they are directly involved as a plaintiff or defendant may be eligible for an unpaid leave of absence. See page 30 of this handbook regarding unpaid leave of absence.

Hours spent by any employee appearing as a witness in any job-related legal proceeding at the direction of City of Chariton shall be work time.

All employees summoned to jury duty will submit a copy of the summons to their division director within two working days after receiving the summons. All employees on jury duty are expected to promptly return to work when released from service.

When leave for jury duty is paid leave City of Chariton will continue your regular salary, but you must submit certification of the number of hours spent in jury service and assign any compensation you receive in connection with such duty, less any reimbursement for travel or meal expenses, to City of Chariton.

Military Duty

City of Chariton will grant leaves of absence for military service to full-time and part-time regular employees in accordance with applicable state and federal law. A full-time or part-time regular 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. You are entitled to one period of paid leave for military service per fiscal year. Any amount of military leave taken during any part of an employee's schedule workday, regardless of the number of hours taken, shall count as one day toward the thirty 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's policies on vacation, compensatory time, or unpaid leave of absence, and with applicable state and federal law.

Military Reemployment Rights – Eligibility

Your eligibility for reemployment with City of Chariton after you complete military service will be determined in accordance with applicable state and federal law. Conditions for reemployment are briefly explained as follows:

1. You, or an appropriate officer of the uniformed service in which you serve, must give advance written or verbal notice of your service to your division director, unless military necessity prevents you from giving notice or if it is otherwise impossible or unreasonable.
2. The cumulative length of the absence and all previous absences from your employment with City of Chariton for reason of military service must not exceed five years.

3. Your discharge from military service must be honorable; and
4. When you return from military service, you must report to work or submit a timely application for reemployment according to the following schedule:
 - **For service of less than 30 days** you must report to work by the beginning of your first regularly scheduled workday that would fall eight hours after you return home,
 - **For service of 31 to 180 days** you must apply for reemployment within 14 days after completing service.
 - **For service of 181 days or more** you must apply for reemployment no later than 90 days after completing service.

Continuation of Benefits During Military Service

Employees on leave for military service and any of their dependents entitled to coverage under City of Chariton's health insurance plan are entitled to coverage as follows:

1. An employee that leaves employment for less than 30 days is entitled to continued health insurance coverage and will not be required to pay more than what an active employee would pay for coverage.
2. An employee that leaves employment for more than 30 days is allowed to elect to receive continued coverage under the City's health insurance plan for up to nine (9) months following separation from employment or until the employee's reemployment rights expire, whichever event occurs first. City of Chariton may require the employee to pay up to 100% of the premium.

Voting Leave

City of Chariton encourages all employees to fulfill their civic responsibilities and to vote in all official public elections. Generally, your working hours are such that you will have ample time to cast your vote before or after working hours. However, if you do not have two (2) consecutive nonworking hours between the opening and closing of polls in which to vote, you may submit a written request to your Department Head as soon as possible before the election for paid time off up to two (2) hours to vote. Your Department Head will designate and notify you of the time you will be allowed to vote.

Volunteer First Responders

City of Chariton employees who are volunteer firefighters and who have notified the City in writing of that fact may not be disciplined for absences by reason of responding to a fire or emergency call that was received before the time that the employee was to report to employment. Likewise, employees may not be disciplined for leaving the employee's duty station to respond to a fire or an emergency call if the employee has secured authorization from the employee's supervisor to leave their duty station in response to a fire or an emergency call received after the employee has reported to work. The employee's supervisor may require an employee that has been absent from employment for reasons stated above to present a written statement from the fire chief or other officer in a jurisdiction's department indicating that the employee was engaged in emergency firefighting or emergency activity at the time of the

absence. The employee shall not be paid for an absence, with supervisor approval, unless benefit time is used.

Emergency Closings

Periodic or temporary emergencies, such as severe weather or power failures, can temporarily disrupt operations, sometimes requiring the brief closing of City facilities. When such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

The City Manager shall decide when City facilities shall be officially closed.

When facilities are officially closed for temporary emergency conditions before the beginning of the workday, the time off from scheduled work will be paid to full-time employees (excepting public safety employees) affected by the facility closing.

If a full-time employee reports to work, and the facility is later closed due to a periodic or temporary emergency after the employee's arrival, the employee shall be paid for a full work day without being required to use vacation, personal leave, compensatory time, or by making up this time within the pay period; however, if a full-time employee does not report to work on a day in which the facility is later closed, time missed will be charged against the leave the employee intended to use that day or will be time without pay. The elected official/department head may allow the employee to make up time missed, provided that the time missed is made up within the same pay period and is documented.

This policy does not apply to public safety employees engaged in work during any emergency as declared by the City of Chariton City Council.

This section of the City of Chariton Employee Handbook is intended to outline procedures for periodic or temporary emergencies. Employees should be aware that a severe emergency could occur, which would significantly impact the operations of City of Chariton and could result in the loss of jobs for some City employees. In such a situation, employees affected would not continue to be paid by or receive benefits from City of Chariton.

Wellness Events

Wellness events organized through the City Wellness Committee will be considered off the clock unless otherwise authorized by the City of Chariton City Council.

Pandemic Procedures

COVID 19 Current Measures Being Taken: The City of Chariton will operate with caution during a pandemic situation. The City Manager and the Chariton City Council will work for providing safe operations for pandemic situations and will close facilities to the public if it's in the best interest of the public.

H. Benefits

Overview

Benefits to employees are provided at the will of City of Chariton and City of Chariton reserves the right to modify or eliminate benefits without notice under conditions of law. The benefits listed herein are intended to be a general description only. Details of specific benefits are outlined in the documentation for the benefit program.

Qualified Life Events

When you enroll in benefits, your benefit election remains in effect through the end of the calendar year. You cannot change your benefit elections outside the annual enrollment and change period, unless you experience a qualified life event which is consistent with the type of change you wish to make to your benefits. Qualified events are defined by Internal Revenue Code section 125, based upon individual circumstances and plan eligibility. The list may not apply to every benefit plan. Please see the life event matrix on the State of Iowa benefits website at <https://das.iowa.gov/human-resources/employee-and-retireebenefits/employees/group-insurance/health-dental-insurance-1>

If you have questions, contact the Human Resources department.

Group Medical Insurance

Premium Payments – the City may require employees to participate in the cost of group health and/or life insurance premium as they are determined from time to time.

Employees not desiring to participate in these programs shall not receive like contributions in cash or kind.

Those employees on leave of absence shall be eligible to continue insurance coverage provided the employee pays the full premium.

If an employee returns to work from a leave of absence at less than full-time status, for any period of time, health and life insurance contributions and benefits shall be prorated according to part-time rules.

City of Chariton will pay the premium for each eligible regular full-time employee toward a single Health Medical Group program chosen by the City of Chariton City Council. A copy of the Group Plan will be provided to each employee.

The city pays 80% of the employee's and family share of hospitalization, dental, major medical and health and accident insurance coverage.

When Coverage Begins

Coverage for eligible employees is effective when the employee receives the group health insurance carrier's notification of coverage. (Typically, upon completion of two (2) calendar month of employment) The insurance program, coverage and eligibility will be subject to all terms and conditions of the contract with the insurance carrier selected by City of Chariton. Details of the plan are explained in the employee's group health insurance plan booklet.

When Coverage Ends

Insurance coverage terminates at the end of the health carrier's premium month in which you cease to be an employee. Please review the policy set forth in this handbook regarding continuing health insurance benefits after termination of employment.

Continuation of Medical Coverage

If you resign or your employment is otherwise terminated, or if your work hours are reduced, and consequently you or your dependents are no longer eligible to participate in the group health insurance plans offered by City of Chariton, you and your eligible dependents may have the right to continue to participate for up to eighteen months at your (or your dependents') expense. The eighteen-month continuation coverage period provided in the event of your termination or reduction in working hours may be extended to thirty-six months for your spouse and dependent children, if, within that eighteen-month period, you die or become divorced or legally separated, or if a child ceases to have dependent status. In addition, if you enroll for Medicare during the eighteen-month period, your spouse and dependent children may be entitled to extend their continuation period to thirty-six months, starting on the date that you become eligible for Medicare.

If you are determined to be disabled under the Social Security Act at the time of your termination or reduction in hours, you may be entitled to continuation coverage for up to twenty-nine months.

Your eligible dependents may extend coverage, at their expense, for up to thirty-six months in our group health insurance plans in the event of your death, divorce, legal separation, or enrollment for Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan.

If you or your eligible dependents elect to continue in the group health insurance plan, you will be charged the applicable premium plus an additional 2 percent. Failure to make timely payments may result in termination of coverage.

If this election for continuation coverage is made, you and your dependents have the right to convert this coverage to an individual policy with our insurance carriers at the end of the continuation period.

The City Manager will contact you concerning these options at the time termination occurs or your work hours are reduced. The City Insurance Coordinator will contact your qualified beneficiaries in the event of your death or enrollment for Medicare benefits. However, in the event that you become divorced or legally separated, or one of your dependents ceases to be eligible for coverage under our group health insurance plan, you and/or dependent is responsible for contacting the City Auditor to discuss continuation/conversion rights. You and your qualified beneficiaries are also responsible for notifying within sixth days of qualifying for social security disability benefits.

Continuation Coverage under Iowa Code Chapter 509A

Employees, who retire from City employment before age 65, or the age established under the Iowa Code, are eligible to continue in the City's group health insurance plan up to age 65. Coverage must be continuous, that is the employee must elect the same coverage at retirement, and the retired employee must pay the full cost of the premium. For purposes of this section, a retired employee is one who has applied for and is receiving a retirement allowance.

Other Coverage's

Accidental Death and Life Insurance – City of Chariton may pay the full cost for employee individual coverage under a designated Accidental Death and/or Life Insurance plan, to the extent that such insurance is available to the City at an advantageous group rate.

Dependent/family coverage for accidental death and life insurance benefits at employee's cost.

The City will pay a minimum of \$10,000 life insurance and accidental death and dismemberment policy for each employee.

Vision Insurance – The City does offer a vision insurance package for full-time employees at employee's cost.

The City also makes available to employees the option to receive vision insurance. Employees opting to receive vision insurance shall be responsible for the premiums associated therewith.

Deferred Compensation Plan – The City of Chariton City Council has authorized a Deferred Compensation Plan to allow employees to enter into any agreement whereby any portion of their compensation within IRS guidelines may be deferred to provide retirement, disability, and death benefits.

Iowa Public Employees' Retirement System (IPERS)

Public employment provides most employees with regular membership coverage under the Iowa Public Employees' Retirement System (IPERS). Your employer is required to deduct a specified amount from your gross pay. Your deduction is contributed on a pretax basis for federal and state income tax purposes. (Pretax contributions lower your taxable income.) In addition, your employer contributes a specified amount to IPERS on your behalf. Even if you do not retire under IPERS, the contributions you make will always be your money. If you leave public employment before retirement age, you may withdraw your contributions and any accumulated interest, or you may leave them in your account and retire when you reach 55. If you are a vested member who receives refunds, you will also receive a portion of your employer's contributions and accumulated interest. You may put the money into another retirement plan or into your own savings. For more information, contact IPERS at 515-281-0020 or 1-800-622-3849 (Monday – Friday, 7:30 a.m. – 5:00 p.m.), visit www.ipers.org or e-mail info@ipers.org

Full-time employees shall be covered by retirement or pension plans in accordance with statutory requirements. The authorized retirement and pension plans for the City include Iowa Public Employees Retirement System and Police Retirement System.

Worker's Compensation

To provide for payment of your medical expenses and partial salary continuation in the event of a work-related injury or illness, you are covered by workers' compensation insurance. The amount and duration of benefits payable depend on the nature of your injury or illness. If you are injured on the job, you must notify your Department Head immediately. Within twenty-four (24) hours of the injury, you or the Department Head must report the injury to the workers' compensation insurance carrier so that injury reports required by state law can be completed.

Employees eligible for paid sick leave may use sick leave for periods of time not covered by workers' compensation and to supplement the difference between the worker's comp benefits

and the employee's regular pay. The City of Chariton will pay you for the difference between the regular pay you would have received had you continued working and the amount of your worker's compensation payment.

The City also provides Workmen's Compensation Insurance under present Statutes and will provide any coverages required by Unemployment Compensation laws of the State of Iowa held to be enforceable by a court of competent jurisdiction. The Company Nurse is to be contacted for worker's compensation as soon as possible.

Reporting Unsafe Working Conditions

In accordance with the Iowa Occupational Safety and Health Act, employees are required to immediately report unsafe working conditions to their Department Head. It is the responsibility of the employee to comply with Iowa OSHA reporting requirements.

Holidays

Designated Days – The following shall be general holidays for employees in good standing shall be entitled to paid holidays. Other employees shall work at regular rates of pay, if scheduled to work, or shall take leave without pay.

New Year's Day (January 1)
Memorial Day (Last Monday in May)
Fourth of July
Labor Day (1st Monday in September)
Veteran's Day (November 11th)
Thanksgiving Day (4th Thursday in November)
Friday After Thanksgiving
Christmas Eve & Christmas Day
Two personal holidays

When Christmas falls on Tuesday, Wednesday, Friday, or Saturday, in addition to the LEGAL holiday observance, the preceding workday shall also be observed as a holiday. When Christmas falls on Sunday, Monday, or Thursday, in addition to the LEGAL holiday observance, the following workday shall be also observed as a holiday.

If a holiday falls on Sunday, employees will be given a compensatory day off. If a holiday falls on an employee's regularly scheduled day off, they shall be entitled to an additional day in compensation.

The Police Department's Officers are required to work during the holidays. Police Officers receive the holiday time off as additional vacation time. All other City employees will not be required to work on holidays unless their services will be required as an essential public service. In such case, the employee shall be entitled to additional compensation at double the normal hourly rate.

All full-time employees shall be granted two personal holidays. These holidays must be requested at least two (2) days in advance and must have the approval of the department supervisor. Preference regarding the personal holidays will be granted in accordance with departmental procedures.

Pay For Holidays

Part-time regular employees will not receive “holiday pay”

An employee required to work on any recognized paid holiday shall be paid time and one-half (1 ½) at the employee's straight time rate for all hours worked, plus the paid holiday at said straight time rate. Holiday pay will be at the normal pay for the day or week for which the employee would have been scheduled to work.

Employees of the Police' Department who work on a holiday will receive another day off.

Floating holidays shall be scheduled between the employee and the Department Head. Floating holidays cannot be carried over from one calendar year to the next.

Vacations

Eligibility and Accrual

The vacation year shall be from January 1 to December 31.

Eligibility – a full-time employee who has worked less than twelve (12) months prior to January 1 of the year under consideration shall be entitled to a paid vacation equal to the number of days accumulated.

A full-time employee who has worked at least six (6) years prior to January 1 of the year under consideration shall be entitled to a paid vacation of three (3) weeks during the following year.

A full-time employee who has worked at least twelve (12) years prior to January 1 of the year under consideration shall be entitled to a paid vacation of four (4) weeks during the following year.

Any employee who has worked more than thirty-one (31) days in the calendar year in which they started their employment shall be considered as having worked a full year toward the six (6) years and twelve (12) years of employment.

Vacation Periods – Employees are required to file a request for vacation leave with their department head no less than thirty (30) days prior to the time vacation is desired. Time off for vacation shall be taken in five (5) day working day increments. Under unusual circumstance and if such use is consistent with the needs of the city, a shorter vacation period may be granted by the department head and City Manager. The time of each vacation shall be determined by the needs of the City and as approved by the department head. Seniority may be used as a basis for the scheduling of vacation time for employees, in particular the assignment of the first two weeks of vacation.

Each employee will take at least one half of his earned vacation each year and upon the employee's request may be reimbursed for the unused portion. Any employee who wishes to work the unused portion of his vacation must receive approval from their department supervisor in the same way and at the same time they establish the dates for the earned vacation they plan to take. An employee who is requested to work his vacation shall be reimbursed for the vacation prior to the end of the vacation calendar year.

Carry Over – vacation credits earned in one twelve (12) month period shall be fully used during the succeeding twelve (12) months. Employees may carry over one week (40 hours) with City Manager approval.

Holidays and Sick Leave – In the event that a holiday occurs during an employee's vacation period, time for such holiday shall not be charged against that employee's vacation period, such days may not be designed as sick leave days, thereby carrying over the vacation time to another period, unless specifically approved by the City Manager.

However, if an employee is ill and has exhausted sick leave benefits, vacation credits earned may be used by the employee in lieu of paid sick leave.

Vacation Leave Pay- If the payroll checks for the payday following an employee's departure for vacations are available in advance of that departure, the payroll clerk may issue the check to the employee prematurely. If a payday is scheduled to fall within an employee's vacation period, the employee may, by written request, arrange with the payroll clerk to have the funds deposited to a name bank or savings and loan account that will accept such checks mark "For Deposit Only".

Separation – An employee in good standing separation from the City service shall be paid for any accrued, unused vacation upon separation.

Full-time regular employees will earn vacation accrued on the 1st day of the pay period for the first year of employment.

For full-time regular employees, vacation accrual shall be as follows:

One (1) full year of continuous employment	- Two (2) days' vacation
Five (5) full years of continuous employment	- Three (3) weeks' vacation
Ten (10) full years of continuous employment	- Four (4) weeks' vacation
Twenty (20) full years of continuous employment	- Five (5) weeks' vacation
Twenty-five (25) full years of continuous employment	- Six (6) weeks' Vacation

Additionally, all full-time regular employees will earn two (2) days personal days each fiscal year. An employee must schedule the personal business day off by approval of their Department Head. The earned personal business day must be taken by the end of each fiscal year (June 30) in which such leave was earned.

Part-time regular employees and Temporary or Seasonal employees will not earn annual leave.

For purposes of this policy, "**continuous employment**" shall mean an employee's length of continuous employment with City of Chariton since the employee's most recent date of hire.

Holidays falling during an employee's vacation shall be taken as an extra day of vacation at the start or end of vacation, at the discretion of the department head or designated supervisor. An employee who moves from one position to another in the City by transfer, promotion, demotion or reassignment shall be credited with accumulated vacation in the new position.

Vacation credits shall not be used in increments of less than one-half hour.

Employees may donate up to forty (40) hours of accumulated vacation time to City of Chariton employee who has a serious health condition as defined by the Family and Medical Leave Act. The forty-hour maximum is per donating employee per calendar year.

Carryover

Vacation leave must be used within 12 months of accrual anniversary date. However, with the City Manager approval, one (1) week of vacation time may be accumulated and carried forward to the next year.

Holidays During Vacation

If a holiday falls while you are on a paid vacation, you will be paid holiday pay, and the day will not be deducted from your accumulated vacation.

Vacation Pay Upon Termination

Employees terminating their employment, whether voluntarily or involuntarily, will be paid for all earned vacation.

General Discipline

General Discipline- The purpose of discipline is to improve performance, efficiency, and moral of city employees. Any employee whose conduct performance is unsatisfactory is subject to disciplinary action. Such action may be in the form of an oral or written warning, reduction in grade, suspension, or dismissal.

Written Warning- When an employee fails to abide by the rules and regulations set forth in this Personnel Manual, does not abide by departmental regulations when such are in effect, or is guilty of insubordination the employee shall be given a written warning. The supervisor shall place it in the central personnel file of the employee and a copy of the written warning sent to the employee.

Suspension- An employee suspended for cause may be removed from the payroll immediately and relieved of all responsibilities pending the termination of the suspension investigation by the City Manager.

The department head or City Manager shall notify the employee of the reasons for the suspension, number of days or hours of the suspension, and the date and time the employee may return to work. The City Manager shall approve the suspension of any employee for cause.

Dismissal – Dismissal may be made for:

- Committing a felony
- Intoxication
- Flagrant persistent insubordination
- Conduct subversive to proper order and discipline
- Misuse of public funds or materials
- Falsifying reports and records
- Sustained conduct detrimental to the efficiency or morale of the service
- Incompetence

A department head may, at any time, recommend to the City Manager that an employee be dismissed for cause. Upon approval of the City Manager, the department head shall give the employee a notice of, and reason for, their dismissal.

Appeals – Any employee who has been reprimanded, suspended, or removed and who shall consider themselves aggrieved may file a Grievance as specified in Grievances Section.

Purpose and Scope – IN order to resolve disputes arising from the interpretation or application of these personnel rules or departmental work rules, the following grievance procedure is available to City employees:

Step 1 – An employee who has a grievance shall notify their immediate supervisor in writing within five (5) working days of the action resulting in the grievance. The immediate supervisor shall then respond to the employee in writing within five (5) working days concerning the determination made regarding the grievance.

Step 2 – If a grievance is not resolved in Step 1 as indicated above, and if the immediate supervisor indicated in Step 1 is not a department head, the employee may submit to the appropriate department head a grievance in writing, within five (5) working days from receipt of the response in Step 1. The department head shall then respond to the employee in writing within five (5) working days concerning the determination made on the matter.

Final Step – A grievance is not resolved under the provisions of Step 1 or Step 2, the employee may submit in writing within five (5) working days of receiving the reply in Step 1 or Step 2, a grievance to the City Manager. The City Manager shall call both parties together and shall have the right and responsibility to make other investigations on the matter. A decision shall be rendered within ten (10) working days of the initiation of the Final Step. The determination of the City Manager shall be final.

Records – Copies of all grievance documentation shall be consolidated in a file with other personnel records.

Hearing – Upon receiving a complaint requesting a hearing, the City Manager shall within five (5) working days meet with the department head, the aggrieved party, and such witnesses each shall request. In the instance the City Manager is out of town, the five (5) days will start upon his return to work. The hearing maybe adjourned if required, but in no case shall the total time exceed ten (10) working days from receipt of complaint.

Determination- The City Manager shall within five (5) working days after adjourning or closing the disciplinary hearing present the findings and decision in writing, and the decision of the Manager shall be final.

I. Termination of Employment

Termination

City of Chariton expects you to provide written notice, dated and signed, to your Department Head at least two weeks before the effective date of your resignation. Employment records will reflect the last day worked as the date of termination. You will receive pay through the last day worked.

If you resign or are otherwise terminated, you will be paid for unused earned vacation and accrued compensatory time.

Your final paycheck will be issued on the next regular payday after your last day of employment with City of Chariton. Your final paycheck will be distributed through your Department Head.

Since employment with City of Chariton is AT-WILL (besides the City Manager) and based on mutual consent, either the employee or the City has the right to terminate employment at any time, with or without cause. Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

1. Resignation or Retirement Voluntary employment termination initiated by an employee. All Department Heads and Supervisors request a 30-day notice for resignation or retirement.
2. Discharge Involuntary employment termination initiated by the city for disciplinary reasons; and
3. Release Involuntary employment termination initiated by the city for non-disciplinary reasons.

City of Chariton encourages exit interviews. Exit interviews are scheduled at the time of employment termination to afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the City, or return of City owned property. Suggestions, complaints, and questions may also be expressed. Exit interviews should be scheduled with the employee's elected official/department head or designee, or the City Manager. The City Manager will follow up with the elected official or department head to review the exit interview.

Return of Property

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all City property on or before their last day of work. The City may take all action deemed appropriate to recover or protect its property.

Requests for Information

For employment reference checks requested by other employers of past or current City employees, the city will respond in writing only to those reference inquiries that are submitted in writing. When the City is contacted by any person with written consent of the employee, the City shall release information regarding their position, hire date, and wages. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. The Human Resources Department shall not provide reference or employment information other than the information provided as specified in this policy; however, City of Chariton shall fully comply with all provisions of Iowa law regarding the release of information.

Employees and former employees shall be provided copies of past performance records upon request to the Human Resources Department and must acknowledge receipt in writing.

Severability

The policies and procedures contained in the Employee Handbook are subject to all applicable Federal and State laws and shall be interpreted wherever possible so as to comply fully with such laws, provisions, or any judicial interpretations. If an article or section of the Employee Handbook shall be held invalid by operation of law or tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section of shall be restrained by such tribunal, the remainder of the Employee Handbook and any amendments thereto shall not be affected and shall remain in full force and effect. The Chariton City Council reserve the right to delete, modify, or amend the policies contained herein or allocate new policies as needed.

Indemnification

In the event that an elected official, department head, or any other employee becomes a defendant, either in their representative capacity or individually in any litigation arising out of the administration of the Employee Handbook, the City and/or its insurers shall defend the elected official, department head, or employee of that action, and pay any judgment entered in the action, so long as the elected official, department head, or employee made a good faith effort to comply with the terms and conditions set forth in the Employee Handbook.

Resources:

The Iowa Civil Rights Commission and the Equal Employment Opportunity Commission administer laws and regulations regarding employment discrimination and harassment, which include deadlines for filing discrimination complaints. For more information, these agencies may be contacted at the following:

IOWA CIVIL RIGHTS COMMISSION

Iowa Civil Rights Commission Grimes State Office Building,
400 E. 14th Street,
Des Moines, IA 50319
515-281-4121; 800-457-4416 (toll free); 515-242-5840 (fax)
<http://icrc.iowa.gov>

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Reuss Federal Plaza 310 West Wisconsin Avenue,
Suite 500 Milwaukee, WI 53203-2292
Phone: 1-800-669-4000

J. DEFINITIONS

The following definitions apply throughout the text of the Employee Handbook. Any questions about the interpretation of these definitions should be directed to the Human Resources Department.

“Anniversary Date” refers to the date an employee becomes a full-time employee.

“At Will” refers to the nature of the employment relationship, which means that the employee may resign at any time and the city may discharge the employee at any time with or without cause.

“Circuit Court” refers to the Lucas County Court, a court of general jurisdiction administered in accordance with I.C. 33-4-10, et. seq.

“Continuous City Employment” refers to a term of employment with the City which has been uninterrupted and during which the employee has not ceased employment with the City for any period of time.

“City” or “City of Chariton” refers to all divisions of City of Chariton government. The term includes the offices of the Auditor, City Council, Circuit Court, Clerk of the Circuit Court, Coroner, City Assessor, City of Chariton CITY COUNCIL, and all other City offices, boards, and departments.

“Date of Termination” refers to the last date the employee worked for the city. Vacation or benefit leave may not be used towards determination of an employee’s date of termination.

“Dependent” refers to the employee’s spouse, child, stepchild, or parent if the parent resides with the employee and requires the employee’s care.

(Registered) “Domestic Partner” refers to an individual who is in a committed relationship of indefinite duration with a city employee, with an exclusive, mutual commitment similar to that of marriage, and where the couple has registered as partners with the City Human Resources Department. The partners share the necessities of life and agree to be financially responsible for each other’s well-being, including basic living expenses. The domestic partners must declare under oath that they are not related by blood closer than permitted under marriage laws of the State of Iowa; that they are not married according to the laws of the State of Iowa; that they are at least 18 years of age and have the capacity to enter into contract; that they have no other domestic partner; that they share a household; and that they are jointly responsible to each other for the necessities of life. The city may require documentation substantiating these declarations.

“Elected Officials” refers to those individuals elected to the following offices: City Council.

“Employee” refers to a person employed by the city including appointed department heads and supervisors. The term does not include elected officials.

“Exempt” employees are excluded from specific overtime provisions of Federal and State law. Exempt employees are not entitled to overtime compensation or compensatory time off.

“Full-Time Employees” * are those not assigned to part-time or temporary statuses, who work a minimum of seventy (70) hours during a two (2) week pay period. Full-time employees work throughout the year and not on a seasonal basis. Full-time employees are eligible for the City’s benefit package, subject to the terms, conditions, and limitations of each benefit program.

“Non-Exempt” employees are entitled to overtime compensation/compensatory time off under specific provisions of Federal and State laws.

“Part-Time Employees” * are those not assigned to full-time or temporary statuses, who constantly work less than twenty-eight (28) hours per work week. Part-time employees work throughout the year and not on a seasonal basis. Part-time employees may occasionally work additional hours based on staffing and business needs of the city. Part-time employees retain that status until expressly notified of a change. Part-time employees receive all legally mandated benefits (such as worker’s compensation and social security benefits), but they are not eligible for the City’s other benefit programs. See Addendum A.

“Seasonal Employees” * are those, as defined under any applicable federal law who work one hundred twenty (120) days per year or less for the City. These days need not be consecutive. Seasonal employees are not considered full time and are not provided health insurance, unless required by federal law.

“Temporary Employees” * are hired as interim replacements to temporarily supplement the workforce, assist in the completion of a specific project, or work on an hourly basis averaging usually less than twenty (20) hours of work per week annually depending upon staffing and City Employee Handbook. Employment assignments in this category are of a limited duration usually of ninety (90) days or less depending upon staffing and business needs of the City. Temporary employees retain that status until notified of a change. Temporary employees receive all legally mandated benefits (such as worker’s compensation and social security) but are not eligible for the City’s other benefit programs.

** If a department hires an individual to stand-in for a full-time employee on a leave of absence, the department head shall contact the City Manager to confirm the individual’s employment status and eligibility for benefits.*

Absenteeism – Voluntary or involuntary absence from work or the “failure to report on the job when the employer has no reason to expect the employee to not be available at the specified time”.

Anniversary Date- The date that the individual becomes a full-time or part-time employee of the city. For promotion purposes, the date of the promotion shall be the anniversary date of the employee in terms of salary considerations.

Appointment – The selection of a person to a full or part-time position on a regular or temporary basis in the city service who is not a present employee of the city.

Chronic Absence – Habitual absence, whether for a valid or invalid reason. These absences are usually frequent and of short duration.

City Manager – The position created by election in the City of Chariton, and the individual duly appointed to such position by the City Council.

Class or Classification – A position or positions which are similar in respect to duties, responsibilities, and authority that they may be designated by the same title, and which are equally compensate from the same salary range in similar employment conditions.

Demotion – A change in an employment status from a position in one classification to a position in a lower classification involving a decrease in responsibility and lower maximum salary.

Department – A major functioning unit of the municipal government.

Department Head- A position create by ordinance of the City of Chariton or by the City Manager to be responsible for and direct a major function of the city and the individuals duly appointed to such positions by the Mayor and City Council and /or the City Manager.

Employee – a person occupying a position in the city service or a person who is on authorized leave of absence whose position is being held pending the return of that person.

Full-time – An employee in good standing that works forty (40) hours per week.

Part-time – An employee that works less than the designated hours required to fill a full-time position in a regular and continuing basis as approved by the City Manager.

Probationary – A full or part-time employee that has not attained permanent status in the city.

Temporary (or Seasonal) – An employee whose period of employment is limited by seasonal conditions or by other restrictive qualifications.

Excused Absence – An absence for a reason recognized as valid by the employer. The employee could not anticipate the need for time off but notifies the supervisor as soon as possible by phone or message. The following reasons are generally considered valid: personal illness, death in the immediate family, illness in the family (when employee needed at home), and accidents on and off the job.

Immediate family – That group of people including the employee's mother, father, stepmother, stepfather, sister(s), brother(s), spouse, child(ren), stepchild(ren), grandchildren, grandparents, mother-in-law, father-in-law, son-in-law, and daughter-in-law.

Layoff – A separation of an employee from the City services which has been made necessary by lack of work or funds or other reasons not related to fault, delinquency, or misconduct of the employee.

Pay Plan – The listing of the position classes in the city together with the corresponding amounts of remuneration to be paid to each one.

Pay Range- The minimum and maximum amount of money that the city will pay an employee in a classified position.

Position – A group of current duties and responsibilities assigned or delegated by competent authority and requiring the full or part-time service of one employee.

Probationary Period – A working test period.

Promotion – A change in employment status from a position in one classification to a position in a higher classification involving an increase in responsibility and higher maximum salary.

Salary- The hourly, weekly, monthly, or annual monetary amount which the city will pay directly to an employee for work performed.

Special Leave – A leave without pay granted an employee by the City Manager for a specific time and reason.

Supervisor – Any person responsible to a superior for directing the work of others.

Suspension – Relieving an employee from work for a specific period for disciplinary purposes.

Termination – A discontinuance of employment with the city.

Unclassified service – All elected officials, persons appointed by commission or those persons who volunteer to serve without pay.

Unexcused Absence – A absence for any reason not considered valid by the city, whether arranged or not, and whether the employee notified the immediate supervisor or not.

**Drug-Free Workplace Policy
ACKNOWLEDGEMENT**

I, _____, an employee of City of Chariton, hereby certify that I have received a copy of the employer's policy regarding the maintenance of a drug free workplace. I realize that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on this employer's premises or while conducting the employer's business. A violation of this policy can subject me to discipline up to and including termination. I realize that as a condition of employment on such federal contract or grants, I must abide by the terms of this policy and will notify the employer of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. I further realize that federal law mandates that the employer communicates this conviction to the federal agency, and I hereby waive any and all claims that may arise for conveying this information to the federal agency.

Employee's Signature

Date

Employee Acknowledgement of Receipt of Handbook

I have received my copy of the employee handbook and I understand that it is my responsibility to comply with the policies contained in this handbook and any revisions to it. I understand that the handbook has been provided to me for informational purposes only, and City of Chariton has the right to change or terminate any policies, procedures, or benefit program at any time. I acknowledge that this handbook is not a contract of employment, 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 cause.

Employee's Signature

Date

CITY OF CHARITON Drug Testing Policy

Current and prospective employees who now work, would work if engaged, or soon may possibly work, in safety-sensitive areas will be asked to submit to drug and alcohol testing per City of Chariton policy. Prospective employees will not be asked to submit to testing unless an offer of employment has been made. Negative test results for drugs and/or alcohol are a condition of employment. This policy is intended to comply with all state laws governing drug and alcohol testing and is designed to fully safeguard employee privacy rights of the law.

Not all City of Chariton employees are subject to drug and alcohol testing. Employees who do work, would work if engaged, or at some time in the near future may possibly work, in the following areas or job positions are subject to drug and alcohol testing:

Any drug and/or alcohol testing requested by City of Chariton will be paid for by City of Chariton and conducted by a laboratory licensed by the state.

This drug and alcohol testing program is limited to testing for the following:

_____. Other substances found, will not be reported.

Each employee asked to submit to a drug or alcohol test will be notified of their results by City of Chariton within _____ of receiving the lab results. Every reasonable effort will be made by City of Chariton to maintain confidentiality regarding results. If the test results are confirmed positive, the employee will be given the opportunity to explain. The employee may also have the same sample retested at a laboratory of the employee's choice, providing the lab is licensed by the state.

City of Chariton does not tolerate the use of alcohol or nonprescription drugs on company premises or during work hours at any other employment location as required by City of Chariton. If an employee is suspected of working while under the influence of illegal drugs and/or alcohol, the employee may be suspended and required to submit to a drug and/or alcohol test. Suspension shall be without pay until the results of the test are obtained by City of Chariton. If the results are negative, the employee will be reinstated and compensated for normal hours of work missed as a result of the suspension. Positive test results may result in termination of employment.

All employees and prospective employees are hereby notified that test results may be used in arbitration, administrative hearings and court cases arising because of the employee's drug testing. Results will be sent to federal agencies as required by federal law. In all other instances every reasonable effort will be made by City of Chariton to protect the confidentiality of the information.

CITY OF CHARITON
115 South Main Street
Chariton, Iowa 50060

Drug Test Consent Form

I, _____ have applied for employment with CITY OF CHARITON. I understand that as a condition for my being considered for employment at the position for which I am applying, I may be required to undergo drug and/or alcohol testing. I willingly agree to this testing and understand that if my test results are positive, I shall not be considered further by CITY OF CHARITON for this position.

I hereby authorize any laboratory, physician or medical professional retained by CITY OF CHARITON to conduct such testing and to provide the results to CITY OF CHARITON. I further release CITY OF CHARITON and any person affiliated with CITY OF CHARITON and any such institution or person conducting the testing, from liability, therefore.

Signature

Date

Applicant Name (Please print)

Prepared By:

Chariton Valley Planning & Development Council of Governments

308 North 12th Street

Centerville, Iowa 52544

Phone: 641-437-4359

Email: nmoore@charitonvalleyplanning.com

Adopted: _____ 2021

