EMPLOYEE HANDBOOK

Reviewed: May 2020

TABLE OF CONTENTS

INTRODUCTION 7

1.1 PURPOSE 7

1.2 ADOPTION AND POLICY AMENDMENT 7

1.3 ADMINISTRATIVE REGULATIONS 7

1.4 DEFINITIONS 7

1.5 AT-WILL EMPLOYMENT 7

1.6 CHANGE IN POLICY 8

EMPLOYMENT POLICIES 9

2.1 EQUAL EMPLOYMENT OPPORTUNITY 9

2.2 AMERICANS WITH DISABILITIES ACT 10

2.3 ANTI-HARASSMENT AND DISCRIMINATION 12

2.4 RETALIATION 16

2.5 CIVIL SERVICE 17

2.6 WHISTLEBLOWER 17

WORK RULES AND PROCEDURES 19

3.1 EMPLOYEE CLASSIFICATION 19

3.2 RECRUITMENT AND SELECTION 20

3.3 CIVIL SERVICE 21

3.4 VETERANS PREFERENCE 22

3.5 REHIRE/REINSTATMENT 22

3.6 ANNIVERSARY DATES 24

3.7 INTERNS 24

3.8 PRE-EMPLOYMENT 25

3.9 NOTIFICATION OF ARRESTS AND OTHER GOVERNMENTAL ACTION 25

3.10 EMPLOYMENT OF RELATIVES 26

3.11 PROBATIONARY PERIOD 26

3.12 RELOCATION EXPENSES 27

3.13 PERFORMANCE EVALUATIONS 28

3.14 ATTENDANCE AND PUNCTUALITY 29

3.15 DRESS CODE 30

3.16 PERSONNEL FILES 31

3.17 EMPLOYMENT REFERENCES 32

3.18 EXIT INTERVIEWS 33
3.19 CELL PHONES 33
3.20 RETURN OF CITY PROPERTY 33
3.21 CONFLICTS OF INTEREST 33
3.22 OUTSIDE EMPLOYMENT 34
3.23 GIFT POLICY 34
3.24 CODE OF ETHICS 34
3.25 EMPLOYEE ETHICS 35
3.26 INCLEMENT WEATHER 36
3.27 SMOKE-FREE WORKPLACE POLICY 36
EMPLOYEE CONDUCT & DISCIPLINE 39
4.1 EMPLOYEE CONDUCT 39
4.2 DISCIPLINARY ACTION 40
4.3 GRIEVANCE PROCESS 41
COMPENSATION 43
5.1 COMPENSATION INTRODUCTION 43
5.2 LONGEVITY PAY 46
5.3 REPORTING TO WORK 47
5.4 REST BREAKS AND MEAL PERIODS (NON-EXEMPT EMPLOYEES) 47
5.5 OVERTIME 47
5.6 COMPENSATORY TIME 47
5.7 DECEASED EMPLOYEES 48
5.8 DIRECT DEPOSIT 48
BENEFITS 49
6.1 HEALTH INSURANCE 49
6.2 FLEXIBLE SPENDING ACCOUNTS 49
6.3 COBRA 50
6.4 LIFE INSURANCE 50
6.5 SHORT AND LONG-TERM DISABILITY 50
6.6 RETIREMENT 51
6.7 DEFERRED COMPENSATION 51
6.8 EMPLOYEE ASSISTANCE PROGRAM 51
6.9 WELLNESS PROGRAM 51

6.10 TUITION REIMBURSEMENT 53
6.11 MILEAGE REIMBURSEMENT AND VEHICLE USE 54
6.12 TRAVEL AND TRANSPORTATION 55
TIME OFF AND LEAVES OF ABSENCE 61
7.1 PAID HOLIDAYS 61
7.2 VACATION 62
7.3 PERSONAL TIME 63
7.4 SICK TIME 63
7.5 BEREAVEMENT LEAVE 64
7.6 JURY DUTY 65
7.7 TIME OFF TO VOTE 65
7.8 MILITARY LEAVE 65
7.9 PREGNANCY LEAVE 66
7.10 LACTATION 66
7.11 FAMILY AND MEDICAL LEAVE ACT (FMLA) 66
7.12 UNPAID LEAVE OF ABSENCE 75
7.13 LEAVE DONATION 76
EMPLOYEE RECOGNITION 78
8.1 MERITORIOUS PERFORMANCE AWARD 78
8.2 CUSTOMER SERVICE AWARD 78
8.3 LENGTH OF SERVICE AWARD 79
SAFETY 80
9.1 SAFETY INTRODUCTION 80
9.2 SAFETY COMMITTEE 82
9.3 WORKERS' COMPENSATION 82
9.4 ON-THE-JOB INJURY PROCESS 83
9.5. NON-EMERGENT PROCESS 84
9.6 FIRST AID 84
9.7 DESIGNATED PHYSICIAN 85
9.8 INCOME REPLACEMENT 85
9.9 WORKERS' COMPENSATION AND FAMILY AND MEDICAL LEAVE ACT (FMLA) 85
9.10 RETURN TO WORK 85
9.11 REASONABLE ACCOMMODATIONS 86

9.12 TEMPORARY ALTERNATE DUTY (TAD) 86
9.13 MEDICAL EXAMINATION 87
9.14 EMERGENCY INFORMATION 88
9.15 SAFETY TRAINING AND ORIENTATION 91
9.16 DRUG AND ALCOHOL-FREE WORKPLACE 91
9.17 MOTOR VEHICLE SAFETY 97
9.18 UNIFORMS AND CLOTHING REIMBURSEMENT 99
9.19 WORKPLACE BULLYING 99
9.20 WORKPLACE HAZING 100
9.21 WORKPLACE VIOLENCE 100
9.22 WEAPONS IN THE WORKPLACE 101
MISCELLANEOUS 103
10.1 CITY PROPERTY 103
10.2 PRIVACY 103
10.3 COMPUTER USE 103
10.4 ELECTRONIC MAIL 105
10.5 DAMAGE TO CITY PROPERTY 106
10.6 VIOLATION OF THIS POLICY 106
10.7 INSPECTION OF CITY PROPERTY 106
EMPLOYEE ACKNOWLEDGEMENT 107
EXHIBITS 108

NOTE FROM THE CITY MANAGER

Dear Employees,

Thank you for your time, commitment and loyalty to the City of Indianola. Our employees are our most valuable resource and I am excited to have you here! I hope you will find your employment with us a rewarding experience.

This handbook was designed to provide you with policies, procedures and benefits information to help make your employment with the City of Indianola a smooth one. Please feel free to reach out to your Supervisor, Human Resources or myself with any questions or concerns you may have.

Ryan Waller
City Manager

INDIANOLA MISSION

The mission of the City of Indianola is to provide its citizens with quality and ample services at a fair and affordable price. We strive to improve the livability in our community through personal dedication, integrity, accountability, innovation and sensitivity to the needs of our citizens whom we serve. Livability will be improved through the provision of first rate public safety and public utilities, education and leisure programs and administrative services. Our goal is to make each and every citizen proud to be a part of the City of Indianola and to have those who visit, want to be a part of it.

INTRODUCTION

1.1 PURPOSE

These policies and procedures are designed to establish a fair and equitable system of personnel administration that will facilitate efficient and effective public service for the City. This handbook was written for all City of Indianola, "City", employees regardless of status. Employees are expected to read through this handbook and retain it for future reference. Should an employee have any questions regarding any policies, they should speak to their Department Head or Human Resources. If at any time there is a conflict between this manual and an applicable state or federal statute, or both, the terms of the actual manual or statute will govern in all cases.

1.2 ADOPTION AND POLICY AMENDMENT

These policies and procedures are adopted by resolution of the City Council. Policy amendments shall become effective upon consideration and adoption by the City Council. All parts of this manual are to be adhered to unless waived by City Council action.

1.3 ADMINISTRATIVE REGULATIONS

The City Manager may adopt, amend and rescind administrative policies and procedures not in conflict with these policies and procedures as necessary for the proper administration of the City. Department Heads may adopt, amend and rescind departmental administrative policies and procedures not in conflict with these policies and procedures, or the City Manager's directives, as necessary for proper departmental administration.

1.4 DEFINITIONS

- The term "employee" as used throughout this handbook means those employees employed by the City of Indianola.
- The term "employment" as used throughout this handbook means your employment with the City of Indianola.

Additional definitions can be found within the actual policy itself. Where a term is not defined in this handbook the common sense meaning shall apply.

1.5 AT-WILL EMPLOYMENT

Your employment with the City of Indianola is at-will and can be terminated at any time with or without cause without prior notice, except as otherwise provided by law or the terms of a collective bargaining agreement. This handbook is not a contract guaranteeing employment for any specific duration. Nothing in this handbook creates or is intended to create a promise or representation of continued employment. This handbook supersedes any and all prior handbooks, written documents (with the exception of duly authorized union contracts) or oral or implied representations that might otherwise contradict the at-will nature of your employment.

1.6 CHANGE IN POLICY

The policies in this handbook are subject to change at the sole discretion of the City of Indianola. We will notify you of these changes by appropriate means. Changes will be effective on dates determined by the City, and you may not rely on policies that have been superseded. No Supervisor or Manager has any authority to alter the foregoing.

If you are uncertain about any policy or procedure, please check with your Department Head or Human Resources.

EMPLOYMENT POLICIES

2.1 EQUAL EMPLOYMENT OPPORTUNITY

The City of Indianola is an equal opportunity employer (EOE). In accordance with anti-discrimination laws, it is the purpose of this policy to effectuate these principles and mandates. The City of Indianola prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law. The City of Indianola conforms to the spirit as well as to the letter of all applicable laws and regulations.

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between the City of Indianola and its employees, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with the City of Indianola.

Dissemination and Implementation of Policy

The City of Indianola Department Heads will be responsible for the dissemination of this policy. Directors, Managers and Supervisors are responsible for implementing equal employment practices within each department. The Human Resources department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

Procedures

The City of Indianola administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement "*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*"
- Posting all required job openings with the appropriate state agencies.

- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
- Requires employees to report to a member of management, a Human Resources representative or the City Attorney any apparent discrimination or harassment. The report should be made within 48 hours of the incident.
- Promptly notifies the City Attorney of all incidents or reports of discrimination or harassment and takes other appropriate measures to resolve the situation.

Remedies

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. The City of Indianola will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

2.2 AMERICANS WITH DISABILITIES ACT

Purpose

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the City of Indianola to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the City policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Procedures

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

The City of Indianola will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation, or if the accommodation creates an undue hardship to the City of Indianola. Contact Human Resources with any questions or requests for accommodation.

All employees are required to comply with the City's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the City ADA policy.

The Human Resources department is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

Terms Used in This Policy

As used in this ADA policy, the following terms are defined as:

1. Disability: A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.
2. Major life activities: Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
3. Major bodily functions: Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed "mental retardation"), organic brain syndrome, emotional or mental illness and specific learning disabilities.
4. Substantially limiting: In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under EEOC final ADAAA regulations.
5. Direct threat: A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.
6. Qualified individual: An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

7. Reasonable accommodation: Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
8. Undue hardship: An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:
    - The nature and cost of the accommodation.
    - The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
    - The overall financial resources of the employer; the size, number, type and location of facilities.
    - The type of operations of the City, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.

- Essential functions of the job: Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

2.3 ANTI-HARASSMENT AND DISCRIMINATION

Policy Statement

The City of Indianola strives to create and maintain a work environment in which people are treated with dignity, decency and respect. Our environment should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees should be able to work and learn in a safe yet stimulating atmosphere. The accomplishment of this goal is essential to our mission. For that reason, the City of Indianola will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the City will seek to prevent, correct, and discipline behavior that violates this Policy.

All employees, regardless of their position, are covered by and are expected to comply with this policy, and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based upon the

seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

Prohibited Conduct Under This Policy

Discrimination

a) It is a violation of this Policy to discriminate in the provision of employment opportunities, benefits or privileges, to create discriminatory work conditions, or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, military status, or marital status.

b) Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964; the Age Discrimination Act of 1975; and the Americans with Disabilities Act of 1990. This Policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

c) Discrimination in violation of this Policy will be subject to severe sanctions up to and including termination.

Harassment

Harassment, including sexual harassment, is prohibited by federal and state laws. This Policy prohibits harassment of any kind; the City will take appropriate action swiftly to address any violations of this policy. The definition of harassment is verbal or physical conduct designed to threaten, intimidate, or coerce. This includes verbal taunting (including racial and ethnic slurs) which, in the employee's opinion, impairs their ability to perform their job.

Examples of harassment are:

- Verbal: Comments which are not flattering regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body disability, or appearance. This includes epithets, slurs, and negative stereotyping.

- Non-verbal: Distribution, display, or discussion of any written or graphic material that ridicules, denigrates insults, belittles, or shows hostility or aversion toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, and disability, marital, military, or other protected status.

Sexual Harassment

Sexual harassment in any form is prohibited under this policy. Sexual harassment is a form of discrimination and is unlawful under Title VII of the Civil Rights Act of 1964. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature... when...

submission to or rejection of such conduct is used as the basis for employment decisions... or such conduct has the purpose or effect of... creating an intimidating, hostile, or offensive working environment."

Sexual harassment includes unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when such conduct:

- Is made explicitly or implicitly a term or condition of employment, or
- Is used as a basis for an employment decision, or
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or otherwise offensive environment.

Examples of conduct that may constitute sexual harassment are:

- **Verbal**: Sexual innuendoes, suggestive comments, jokes of a sexual nature, comments, rumors or questions about a person's body, dress, personal life or sexual activities, using demeaning or inappropriate terms, using crude or offensive language including 3rd person (ie. I tell you a joke and someone else hears it), sexual propositions, lewd remarks, or threats. Requests for any type of sexual favor including repeated, unwelcome requests for dates. Verbal abuse or "kidding" which is oriented towards a prohibitive form of harassment, including that which is sex oriented and considered unwelcome.

- **Non-verbal**: The distribution, display, or discussion of any written or graphic material, including calendars, posters, and cartoons that are sexually suggestive, or shows hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, that is sexual in nature.

- **Physical**: Unwelcome, unwanted physical contact, including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, forced sexual intercourse, or assault.

There are two types of sexual harassment

- "Quid pro quo" harassment, where submission to harassment is used as the basis for employment decisions.
    - This includes employee benefits, such as raises, promotions, better working hours that are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity, this includes the authority to grant such benefits, can engage in quid pro quo harassment. Example: A Supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.
- "Hostile work environment," where the harassment creates an offensive and unpleasant working environment.
    - Hostile work environment can be created by anyone in the work environment, whether it be Supervisors, other employees, or customers. Hostile work environment harassment

consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcomed physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching, or fondling all fall into this category.

COMPLAINT PROCESS

The City of Indianola encourages all employees to report any incidents or suspected incidents of discrimination or harassment (this includes sexual harassment). The City of Indianola cannot address concerns of harassment or discrimination unless we know about it. Therefore, it is your responsibility to bring those kinds of problems to our attention so that we can take the necessary steps to correct the problem. The report should include all facts available regarding the alleged harassment or discrimination.

What you should do if you are a victim of discrimination or harassment

1. If you are the victim of discrimination or harassment, do not remain silent.
    - Make it clear to the person discriminating against you or the harasser that you find such conduct offensive and unwelcome.
    - State clearly that you want the offensive conduct to stop at once.
2. Report the discrimination or harassment to your Supervisor.
3. If the discrimination/harassment continues, or you are not comfortable going to your Supervisor, go to Human Resources.
    - You are not required to follow these steps; you may go directly to Human Resources at any time.

You may wish to keep a written log of all incidents of discrimination or harassment, noting the date and time, place and persons involved, and any witnesses to the event.

What should you do if you are a witness to discrimination/harassment

1. Notify the victim's Supervisor.
2. Notify your Supervisor.
3. Notify Human Resources.

You are not required to follow these steps, you may go straight to Human Resources.

What should Supervisors do if they receive a report of discrimination or harassment

Managers and Supervisors must deal expeditiously and fairly when they have any knowledge of discrimination or harassment within their departments, whether or not there has been a written or formal complaint. They must:

1. Take all complaints or concerns of alleged or possible discrimination or harassment seriously no matter how minor or who is involved.
2. Report all incidents to HR immediately so that a prompt investigation can occur.

3. Take any appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints.

Managers and Supervisors are responsible for exerting their authority and enforcing this policy when aware of discrimination or harassment, including when the person discriminating or the harasser is another Supervisor. Managers and Supervisors who knowingly allow or tolerate discrimination, harassment or retaliation, including the failure to immediately report such misconduct to Human Resources, are in violation of this policy and subject to discipline.

Duties of Employees and Supervisors

All employees of the City of Indianola, both management and non-management, are responsible for assuring that a workplace free of harassment and discrimination is maintained. Any employee may file a complaint regarding incidents experienced personally or incidents observed in the workplace. The City of Indianola strives to maintain a lawful, pleasant work environment where all employees are able to effectively perform their work without interference of any type and requests the assistance of all employees in this effort.

All City Supervisors and managers are expected to adhere to The City's Anti-Harassment and Discrimination Policies. Supervisors' evaluations may include an assessment of a Supervisor's efforts in following and enforcing these policies.

All Managers and Supervisors are responsible for doing all they can to prevent and discourage harassment and discrimination from occurring. If a complaint of harassment or discrimination is raised, the individual to whom the complaint is made (i.e., Supervisor, manager, etc) should act promptly to notify Human Resources. If such individual fails to follow this policy, he or she will be disciplined. Such discipline may include termination.

Confidentiality

The City wishes to create a safe environment in which individuals are not afraid to discuss concerns and complaints, or to seek general information about discrimination, harassment, and retaliation. We recognize that individuals may be concerned about the confidentiality of information they share and will strive to preserve confidentiality to the fullest extent possible.

Discussions for the purpose of obtaining general information or advice from responsible administrators or managers such as the Human Resources Director or the City Attorney may remain confidential. However, the anonymity described cannot always be maintained if the individual wishes to have the City take some corrective or disciplinary action in a particular case. Moreover, the City may be legally obligated to take action once the City is informed that discrimination, harassment or retaliation has occurred or may be occurring. Confidentiality cannot be guaranteed in such a case.

2.4 RETALIATION

In no case will the City of Indianola tolerate retaliation against any person raising concerns under these policies. Retaliation can include verbal or physical conduct or other action that is directed toward an individual for complaining about harassment or discrimination. Retaliation can also include adverse

action taken against an employee who participates as a witness or other participant in the complaint process.

Examples of retaliation can include, but are not limited to:

- Ignoring or otherwise treating an employee differently because he/she filed a complaint
- Threats, direct or indirect, of an adverse employment action if an employee participates in the complaint or investigation process
- Reassigning job duties, changing an employee's work schedule, and delivering a negative performance review due to an employee's complaint or participation in an investigation

Retaliation or attempted retaliation is a violation of this Policy and anyone who does so will be subject to severe sanctions up to and including termination.

2.5 CIVIL SERVICE

Chapter 400 of the Code of Iowa identifies certain positions as civil service positions and the provisions of section 400.6 govern these positions. This applies to permanent full-time police officers and fire fighters in cities having a population of more than eight thousand, and to all appointive permanent full-time employees in cities having a population of more than fifteen thousand except:

- Persons appointed to fill vacancies in elective offices and members of boards and commissions and the clerk to the civil service commission.
- The city clerk, chief deputy city clerk, city attorneys, city treasurer, city assessor, city auditor, professional city engineers licensed in this state, and city health officer.
- The City Manager or City Administrator and Assistant City Managers or Assistant City Administrators.
- The head and principal assistant of each department and the head of each division. This exclusion does not apply to assistant fire chiefs and to assistant police chiefs in cities with police departments of two hundred fifty or fewer members. However, sections 400.13 and 400.14 apply to police and fire chiefs.
- The principal secretary to the City Manager or City Administrator, the principal secretary to the mayor, and the principal secretary to each of the Department Heads.
- Employees of boards of trustees or commissions established pursuant to state law or city ordinances.
- Employees whose positions are funded by state or federal grants or other temporary revenues. However, a city may use state or federal grants or other temporary revenue to fund a position under civil service if the position is a permanent position which will be maintained for at least one year after expiration of the grants or temporary revenues.

2.6 WHISTLEBLOWER

A whistleblower as defined by this policy is an employee of the City of Indianola who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her Department Head or the Human Resources Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to disciplinary action up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The City will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Director of Human Resources who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact the Director of Human Resources.

WORK RULES AND PROCEDURES

3.1 EMPLOYEE CLASSIFICATION

It is the intent of the City of Indianola to define the employment classifications so that employees understand their employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment relationship at will at any time is retained by both the employee and the City of Indianola.

Fair Labor Standards Act Job Classifications

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws:

- Nonexempt employees - employees whose work is covered by the Fair Labor Standards Act (FLSA). They are *not* exempt from the law's requirements concerning minimum wage and overtime.
- Exempt employees - generally executives or managers or professional, administrative or outside sales staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Employee Job Classifications

The City of Indianola has established the following categories for both nonexempt and exempt employees:

- Permanent full-time employees are not in a temporary status and are regularly scheduled to work 40 hours per week. Generally, they are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefit program.

- Permanent part-time employees are not in a temporary status and are regularly scheduled to work less than the full-time schedule but at least 15 hours per week. Regular part-time employees are eligible for some of the benefits offered by the City, subject to the terms, conditions and limitations of each benefit program however will receive all benefits mandated by law.

- Seasonal employees are hired to temporarily supplement the workforce or to assist in the completion of a specific project and are temporarily scheduled to work the City's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Seasonal employees are not eligible for benefits, however will receive any benefits mandated by law.

- On-call employees are hired to work on an as-needed basis and could work anywhere from less than a part-time employee schedule to a full-time employee schedule based on departmental

needs. Employment beyond any initially stated period does not in any way imply a change in employment status. Paid on-call employees are eligible for IPERS benefits once they meet the eligibility requirements as outlined by IPERS and any other benefits mandated by law.

- Interns are individuals working towards a higher degree who are on assignment with the City to fulfill course requirements. Interns are not eligible to participate in any of the City's benefits programs.

- Independent Contractors are individuals that are not on the City's payroll and for whom no taxes are withheld, who are contracted to perform professional, production or administrative services. Contractors are not eligible to participate in any of the City's benefit programs.

- Volunteers are individuals that volunteer their services to a department within the City who is not on the payroll and for whom no taxes are withheld. Volunteers are not eligible to participate in the City's benefit programs.

3.2 RECRUITMENT AND SELECTION

The City of Indianola is committed to employing, in its best judgment, the best qualified candidates for approved position while engaging in recruitment and selection practices that are in compliance with all applicable employment laws. It is the policy of the City of Indianola to provide equal employment opportunity for employment to all applicants and employees.

Job Posting

The City of Indianola will post vacant positions within ten (10) calendar days of the position becoming vacant. Vacant positions will be posted for a minimum of ten (10) days. Refer to union contracts for union classified positions. The City will post positions where it deems appropriate based on the position itself. The recruitment of civil service positions will follow the Code of Iowa chapter 400.

Recruitment & Selection Process

1. The hiring manager notifies human resources of the open position.
2. Human Resources will contact the hiring manager to discuss cost-effective advertising methods. The City Manager and or the Finance Director, will be consulted if necessary, ie. if needing to use a staffing agency.
3. Human Resources will post the position and receive all incoming applications and resumes.
4. At the close of the position, Human Resources will forward all qualified candidates to the hiring manager. If they choose, the hiring manager may review all candidates without Human Resources performing the application pre-screening.
5. The hiring manager will identify the most appropriate candidate(s) for interviewing.
6. The hiring manager will schedule and conduct interviews. Human resources will be involved in this process at the request of the hiring manager. Human resources will be available to advise hiring managers on interview techniques and final candidate selection.

7. When a Department Head position is being recruited for, Human Resources will conduct a prescreen phone interview on all qualified candidates.
8. When the hiring manager has selected their final candidate, the hiring manager may conduct reference checks on the candidate. In the case of a Department Head candidate, Human Resources will conduct at least three reference checks. Reference checks will be completed on a form issued by Human Resources.
9. Human Resources and the hiring manager will discuss an appropriate offer to extend to the candidate (compensation, tentative start date, etc). In terms of an internal employee, both Department Heads should work together to determine a start date in the new position, but generally, the employee should give the departing department at least twoweeks notice.
10. The hiring manager will extend the verbal offer of employment to the candidate selected. Human Resources will prepare a written offer letter.
11. For internal candidates, Human Resources will coordinate with the employee a physical capacity test should it be required by the position.
12. For external candidates, Human Resources will coordinate pre-employment testing (drug screen, background check and physical and physical capacity test if required by position). Human Resources will work with the hiring manager to complete the Personnel Change Notice (PCN) form.
13. Human Resources will coordinate an official start date with the candidate and hiring manager upon receiving pre-employment testing results.
14. Human Resources will meet with the new employee on their first day of employment to complete new hire paperwork.

Responsibility

The Human Resources department is responsible for the overall management of the recruitment and selection process, including employment-related agency relationships, contract negotiations and maintenance, and the processing of new requisitions, offers and employees.

3.3 CIVIL SERVICE

Chapter 400 of the Code of Iowa states that vacancies in Civil Service promotional grades shall be filled by lateral transfer, voluntary demotion, or promotion of qualified City employees. In accordance with the intent of Chapter 400 of the Code of Iowa, the Human Resources Director shall designate each Civil Service job classification as promotional or open (entrance). A Civil Service promotional class is one which provides a logical avenue of progression from one or more Civil Services job classes having a lower maximum rate of pay. A promotional relationship shall be deemed to exist where employees' service in lower level class(s) can reasonably be expected to result in the acquisition of the knowledge, skill and ability necessary to meet the minimum educational and experience requirements for the promotional job class.

The list of classes designated as Civil Service promotional shall be reviewed annually by the Human Resources Director. The Human Resources Director, in conjunction with the Department Head, shall also

have the authority to make a permanent or temporary change in the status of a position prior to posting the notice of examination, based on the aforementioned criteria.

Civil Service Exams

Civil Service exams shall be practical in character and shall relate to matters which fairly test the mental and physical ability of the applicant to discharge the duties of the position to which the applicant seeks appointment. A fair examination shall explore the competence of the applicant in the particular field of examination.

The Department Head, in conjunction with Human Resources, may prepare or select the examination, administer the examinations, hire persons with expertise to do so, and/or hire persons with expertise to consult in the preparation of such examination with the approval of the Commission.

Open-competitive examinations may be administered periodically as the needs of the City require and may include a written test, oral test (interview prior to the commission establishing a certified list), performance test, physical agility test, or other selection procedures as deemed by the Commission. A candidate's score in any examination may or may not be the combination of the scores on each competitive part of the examination. In some examinations, failure of any part of the examination may be grounds for declaring such candidate as failing the entire examination or as disqualified for subsequent parts of the examination.

3.4 VETERANS PREFERENCE

The City of Indianola follows Iowa Code Chapter 35C which outlines Veterans Preference. The chapter states, "In every public department and upon all public works in the state, and of the counties, cities, and school corporations of the state, veterans who are citizens and residents of the United States are entitled to preference in appointment and employment over other applicants of no greater qualifications. The preference in appointment and employment for employees of cities under a municipal civil service is the same as provided in section 400.10. For purposes of this section, "veteran" means as defined in section 35.1 except that the requirement that the person be a resident of this state shall not apply."

3.5 REHIRE/REINSTATMENT

Where business needs dictate, and subject to the provisions of the Civil Service and Veterans Preference statutes, it is the policy of the City of Indianola to rehire former employees who: a) voluntarily left City employment or b) were laid off due to business slowdown(s). To be eligible for rehire, former employees must have possessed a satisfactory record of service. This policy sets forth the City's philosophy governing eligibility for reemployment and associated bridging of service (service recognition), where appropriate.

Eligibility for Rehire

Employees who completed their probationary period and who were part of a reduction in force, as well as those employees who voluntarily resigned, will be eligible for rehire as long as they had a satisfactory work record while employed by the City of Indianola.

Ineligibility for Rehire

Former employees who had a less-than-satisfactory work record appropriately noted at termination as not being eligible for rehire are excluded from rehire consideration.

Employees who were involuntarily terminated by the City of Indianola or who were laid off (with a less-than-satisfactory work record) or who failed to complete their probationary period will not be considered for rehire.

Service Restoration Rules for Eligible Employees

1. If a former employee with less than one year's prior service is rehired, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or benefits plan participation purposes. *Example: Bob is hired on June 3, 2017, and voluntarily resigns on January 5, 2018. Bob is rehired on April 23, 2018. Because Bob did not complete one full year of service prior to rehire, he is treated as a new employee and will not be credited with any prior service.*

2. If a former employee with more than one year's prior service is rehired, the employee's seniority and eligibility to participate in City benefits plans will be bridged if the employee is rehired and the period of prior City service exceeded the duration of the period of absence. Service recognition will include prior service recognition for accrued leave plans. *Example: Joe is hired on September 3, 2008 and is involuntarily laid off on March 12, 2016. Joe is rehired on October 15, 2018. Because Joes' prior service is longer than his period of absence, Joe is credited with his previous seven years and six months of service.*

3. If a former employee with more than one year's prior service is rehired and the duration of the period of absence exceeded the period of prior City service, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or benefits plan participation purposes. *Example: Jennifer is hired on December 9, 2015 and is involuntarily laid off on March 12, 2016. Jennifer is rehired on October 15, 2018. Because Jennifer's prior service is less than her period of absence, she will be treated as a new employee and will not be credited with any prior service.*

Rehire Service Date Adjustment

When recognition of prior service is granted, a rehired employee's City service date will be adjusted in accordance with the service restoration rule.

Rehire Hiring Process

The former employee must fill out an application and submit it to Human Resources. The applicant must meet all minimum qualifications and requirements of the position, including any qualifying exam, if applicable.

Supervisors must obtain approval from the Human Resources Director or designee prior to rehiring a former employee. Rehired employees begin health benefits just as any other new employee; accrued leave plans will begin based on the Service Restoration Rules.

3.6 ANNIVERSARY DATES

The City will use the employee's start date as their anniversary date. Should an employee be promoted, transferred to a new position and or department or be demoted, the employee's anniversary date will change to the date of the position change.

3.7 INTERNS

The City of Indianola periodically employs interns for specific periods when they are not in school. The purpose of this policy is to outline responsibilities and to ensure such student workers have a productive stay with the company.

Procedure

1. Authorization. Hiring managers who plan to add interns for specific assignments must complete a Personnel Requisition Form. The following must be included on the requisition form: a) hours of work, b) duration of the expected work, and c) proposed rate of pay for the student worker. Requisitions for these positions will be routed to Human Resources. Human Resources will obtain City Manager approval.
2. Orientation. An intern will be provided with an abbreviated orientation program with Human Resources that will highlight key aspects of the position the intern will be engaged in as well as all company policies with which he or she will be expected to conform during the specific term of employment. This orientation will exclude any discussion of programs and policies, including many of the benefits plans, which do not apply to specific-term employees.
3. Department orientation. Each new student worker will be provided with an in-depth review of department functions and activities and the interaction of these activities with the work the student worker will be performing. The department review will be conducted by the department manager and team leads during the first week of employment.
4. Progress report. Due to the short-term assignment of student workers, and in accordance with school/university reporting requirements for students, the department manager will be responsible for providing a narrative report of the student worker's assignments and progress at the close of each month the student is engaged. A copy of the monthly Progress Report will be forwarded to the HR department for record-keeping and reporting purposes.
5. Final report and out-processing. In the week in which a student worker's assignment comes to a close, the department manager will provide a Final Progress Report in addition to any report required by the educational institution the student attends and will advise the HR department

to schedule an out-processing interview to be conducted on the day preceding the student worker's last day of work.

3.8 PRE-EMPLOYMENT

Safety starts with the proper hiring practices to ensure that the individual hired for a position is physically and technically capable of safely performing the tasks as outlined in the job description. To ensure that individuals who join the City are well qualified and to ensure that the City maintains a safe and productive work environment, it is the City's policy to conduct pre-employment background checks and drug screens on all applicants who accept an offer of employment. Physicals and physical capacity tests will be conducted on applicants accepting an offer of employment into a labor-intensive position.

Individuals who provide false, inaccurate, or incomplete information on the application form, in an interview, or any other part of the hiring process or who fail to disclose information requested in the application form, in an interview, or any other part of the hiring process will not be eligible for employment, or, if they are hired, they will be subject to termination.

Background Checks

Background checks could include verification of any information on the applicant's resume or application, a criminal history check, a check of any relevant abuse registries, a check of the applicant's driving record, and any other check deemed to be relevant to the employee's position by the City.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the City. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the City to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. If the City's background check includes a criminal record check and the check indicates that the applicant has a criminal history, the applicant will be given an opportunity to provide information regarding his/her criminal history. A criminal conviction does not automatically bar an applicant from employment.

At any time during employment, additional checks, such as a driving record or credit report, may be made if appropriate and job related.

The City also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

3.9 NOTIFICATION OF ARRESTS AND OTHER GOVERNMENTAL ACTION

Employees are expected to perform their assigned jobs, respect and follow City policies, and obey the law. In the event that employees are arrested or receive a citation for any crime, have any criminal charges filed against them, receive notice of the disposition of any criminal charges pending against them (including, but not limited to, a conviction, a guilty plea, a plea of nolo contendere (no contest), or

deferred judgment) or receive notice of any charges relating to operating a motor vehicle while intoxicated, they must notify the Director of Human Resources.

Notification to the Human Resources Director must occur within five (5) business days of notification to the employee. Employees whose duties require possession of a Commercial Driver's License and/or who regularly and frequently operate City vehicles must report all charges and citations, including traffic tickets such as speeding tickets. Other employees need not report such traffic tickets.

Employees who have any contact with minor children must notify the Human Resources Director of any child abuse complaints filed against them. Employees must notify the Human Resources Director regarding the findings in any complaint against them alleging child abuse. The Human Resources Director must be notified of any complaints and findings within five (5) business days of notification to employee.

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

3.10 EMPLOYMENT OF RELATIVES

It is the City of Indianola's policy to hire the most qualified candidate for each position based on the individual's merit, qualifications and competence. To avoid actual conflicts of interest, the appearance of conflicts of interest, favoritism, the appearance of favoritism, risk of personal issues affecting work performance, and difficulties in administering discipline, the City will not hire, appoint, transfer, promote or otherwise place an individual in a position that involves immediate supervision of, or by, an immediate family member for all positions. The City also will not hire, appoint, transfer, promote or otherwise place an individual in a position within the same department of an immediate family member; seasonal employees are exempt from this.

Immediate family member includes spouse, child, parent, step relatives, father-in-law, mother-in-law, brother, sister, daughter-in-law, son-in-law, domestic partner, uncle, aunt, nephew, niece, cousin, domestic partner relatives, grandchild and grandparent. Relatives of employees in the City Manager position, Human Resources and finance/payroll departments cannot work for the City, in any capacity, due to the sensitive nature of these positions.

If an employee enters into a relationship or becomes a relative, partner or member of the same household with an employee who is in a supervisory position to the employee, that employee is to notify Human Resources of the relationship for Human Resources to address any potential issues.

3.11 PROBATIONARY PERIOD

A probationary period is a time for the City and employee to get to know each other. The probationary period is designed to allow the City an opportunity to observe the new employee's ability to perform the assigned duties. The City of Indianola has adopted a six-month probationary period unless otherwise established by a negotiated labor agreement or by department, with approval of the City Manager and Human Resources Director. If during the probationary period it is determined that the employee does

not fulfill the requirements of the position the probationary period could be extended or the employee could be terminated.

Police Officers & Firefighters Exception

Police officers who are not certified by the Iowa Law Enforcement Academy at the time of hire shall serve a nine-month probationary period starting the date following graduation from the Iowa Law Enforcement Academy. If a new police officer has already been certified at the time of hire, his/her probationary period shall be nine months from date of hire.

Full time Firefighter/Paramedic and Firefighter/EMT have a twelve-month probationary period per Iowa Code.

Promotional and Job Transfer Probationary Periods

Employees that are promoted or transferred to a new position shall be subject to a six (6) month probationary period. Should the employee not successfully pass the probationary period, he/she may return to the previously held position and rate of pay if the opening still exists. If the position does not still exist, the employee will be terminated.

3.12 RELOCATION EXPENSES

The purpose of this policy is to provide a standard procedure for the relocation of newly hired management employees. Under the general provisions of this policy, a written relocation and repayment agreement for relocations will be entered into with the new hire. The new hire will be required to take residency in Indianola to be eligible for relocation assistance.

The City of Indianola will reimburse reasonable amounts incurred as a result of the relocation of staff for distances that exceed fifty miles from their current place of residence and assigned work location.

The City will audit expenses against relocation agreements and employees must document receipted expenses claimed for reimbursement.

Any request to exceed the provisions of the standard relocation policy (outlined below) must be approved by the City Manager.

All relocation expenses must be incurred within 180 days of the date the written relocation agreement is signed. Expenses incurred after this period will not be reimbursed. For all reimbursement expenses, the employee must obtain receipts for incurred expenses and submit them along with company reimbursement request forms.

Approved Expenses – Standard Agreement

The City will pay actual costs for moving personal items and travel expenses to Indianola, which includes cost of moving truck and vehicle gas or airline tickets (dependent on distance traveling).

The transportation of boats, recreational vehicles, firearms, special machinery, outdoor playground equipment, hot tubs, and other specialty items of a similar nature will not be paid by the City of Indianola.

Repayment Provision

In the event Employee's employment with Employer is terminated by Employee prior to the third anniversary of Employee's start of employment with Employer, Employee shall reimburse Employer for such relocation costs as follows:

- Prior to Employee's first anniversary of employment with Employer: 100% of the costs;
- From Employee's first anniversary of employment until Employee's second anniversary of employment: 66.66% of the costs;
- From Employee's second anniversary of employment until Employee's third anniversary of employment: 33.33% of the costs;
- After Employee's third anniversary of employment: No repayment obligation.

Employee shall reimburse Employer, within 30 days of Employee's notice of resignation.

3.13 PERFORMANCE EVALUATIONS

The performance appraisal process provides a means for discussing, planning and reviewing the performance of each employee.

Performance evaluations influence salaries, promotions and transfers, and it is critical that Supervisors are objective in conducting performance reviews and in assigning overall performance ratings.

Employees will be evaluated with respect to the specific job that they are performing. The evaluation will be conducted by the employee's Supervisor and will be reviewed with the employee. Any areas of specific achievement or in need of improvement will be noted and discussed with the employee.

Probationary Evaluations

New employees and employees that have transferred to a new position or new department will receive a written probationary performance evaluation at six (6) months of service from hire date or transfer date. Probationary evaluations could be extended beyond the six (6) months if the Supervisor deems necessary based on employee performance, behavior, complaints, etc. Employees will be required to complete a self-evaluation and submit it to their Department Head.

Annual Evaluations

All employees will receive an annual written performance evaluation on their anniversary date. Anniversary date is defined as the date the employee entered into their current position, not their hire date. Employees will be required to complete a self-evaluation and submit it to their Department Head.

Additional Evaluations

Employees could also receive additional performance evaluations periodically throughout the year should management deem necessary based on performance, behavior, etc.

Salary Increases

A performance evaluation does not always guarantee either an increase in compensation or continuing employment. Salary increases will be determined by the City Manager and or Department Head and may be based on a number of factors, including but not limited to performance and attendance. Union employees will follow the union contract in place for pay increases.

3.14 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, the City of Indianola expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place an undue burden on the other employees and on the City.

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

If any employee is absent because of an illness for more than three (3) or more consecutive days, the employee must return to work with a full duty release from his/her physician. Employees are responsible for any charges made by their doctors for this documentation.

In the rare instances when an employee cannot avoid being late to work or is unable to work as scheduled, the employee should notify his/her Supervisor as soon as possible in advance of the anticipated tardiness or absence. In these cases, the employee must personally contact the immediate Supervisor prior to the start of the employee's next regularly scheduled shift. If the employee is unable to speak directly with the Supervisor, the employee will be expected to leave a phone number where the Supervisor may return the call. Multiple instances of absenteeism and/or tardiness without notice prior to start time will be considered excessive and result in disciplinary action, up to and including termination of employment.

It is up to the Supervisor's discretion to approve or deny requests for time away from work based upon business need. Any unpaid time will need to be approved by the employee's immediate leader. If an employee is absent and this absence results in unapproved, unpaid time, the employee may be subject to disciplinary action, up to and including termination of employment.

Non-exempt employees are considered late if the employee is not ready to perform his/her job at the designated start time or after meal periods. An employee will be considered absent if the employee is missing from work during normally scheduled work hours for any reason other than those authorized by the employee's leader.

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

3.15 DRESS CODE

It is the policy of the City of Indianola that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. Radical departures from conventional dress or personal grooming are not permitted, regardless of the nature of the job performed. Every employee has some contact with others, and therefore represents the City of Indianola in his/her appearance as well as by his/her actions. Quality service to the public includes the clean and professional appearance of the people who provide those services. All employees' clothing should be professional and appropriate to the work performed, as set forth in these policies, and determined by each department director. The properly attired employee helps to create a favorable image for the City of Indianola.

Due to the nature of City business, each department has a specific set of dress code rules based on service and safety concerns. Employees should speak with his/her immediate Supervisor if dress code expectations for your department are unclear. The following guidelines should be followed by all employees whose department does not have a specific dress code policy:

- Employees are expected to dress in a manner that conforms to each department's dress code and is normally acceptable in their work area.
- All employees must maintain a clean, well-kept appearance.
- Clothing must be clean, well-maintained and fit properly. Tight fitting, over-sized, torn, and revealing or provocative clothing is considered unacceptable. Certain articles of clothing such as miniskirts, halter tops, sweatpants, wind pants and pajama pants will be considered inappropriate work attire for all employees. Jeans that are not ripped, tattered or worn-out may be worn on designated casual days as determined by the department director.
- Closed-toe protective shoes and stockings/socks must be worn by certain departments and in certain work areas due to OSHA safety & health regulations. Personal protective equipment should be used if applicable to the work situation.
- Perfume/colognes, nail polish, jewelry and cosmetics should be used with appropriate taste.
- Hair should be clean, combed and neatly trimmed or arranged. Shaggy unkempt hair is not permissible regardless of length.
- Sideburns, moustaches and beards should be neatly trimmed. Eccentric styles of facial hair will not be permitted.
- Tattoos and body piercings (other than earrings) should be appropriate for the business environment. If there is a complaint filed by an employee or a member of the public, the complaint will be investigated by the Human Resources Director. A "founded" conclusion is one in which it is determined that the tattoo or body piercings are unsafe, disruptive, offensive or otherwise inappropriate when considering the circumstances, job duties and work environment. A "founded" result could mean the employee must remove the piercing or cover up the tattoo.

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

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

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

3.16 PERSONNEL FILES

The City of Indianola maintains a personnel file on each employee. Personnel files contain job-related information such as the employment application, performance evaluation, pay and or job changes, signed job description and disciplinary action. The City is obligated to follow Iowa Code 91B.1. The City will also keep a medical file on each employee. The medical file will consist of benefits related information, hearing test results and other medically related items.

To ensure personnel files are up-to-date at all times, employees should notify Human Resources of any changes in their name, telephone number, home address, withholding instructions, number of dependents, beneficiary designations, scholastic achievements, the individuals to notify in case of an emergency and so forth.

Access to Personnel Files

Personnel files are maintained by Human Resources and are considered confidential. Therefore, the City has implemented a policy around who has access to personnel files. This process coincides with Iowa Code 91B.1.

- A Supervisor or Department Head may, on a need-to-know basis, review an employee's personnel file in the presence of Human Resources.
- Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information to the extent permitted or required by law.
- A union representative shall be considered the designated representative of an employee who has filed a grievance under a union contract. The union representative may have access to the grievant's personnel file in order to investigate the grievance; however, if the union representative wishes to inspect the personnel files of other employees, those employees will be notified.
- Employees may review their own personnel file upon request and in the presence of Human Resources in the Human Resources office. Employees should contact Human Resources if they are interested in reviewing their personnel file.

Requests for Copies of Personnel Files

Employees may, at their own expense, request and receive copies of their file. Requests for copies of personnel files must be submitted in writing to Human Resources. Human Resources will comply with the request within five (5) business days of receipt of the request in accordance with the provisions of Iowa Code Chapter 91B. The City may charge a reasonable fee for copying the requested items. Employees shall not have access to written references on the employee.

Access to personnel files by persons other than authorized City administrative staff may be subject to delay for up to ten (10) days in order for the Human Resources Department to determine whether such information should be released as provided in the Code of Iowa. The employee whose file is involved will be notified of any such request. Employee names, job classifications, dates of employment and salaries and other information identified in Iowa Code Section 22.7(11) will not be subject to these requirements and will be provided upon request. Any copies made for a requestor shall have each page marked "copy." The requestor may be subject to a reasonable fee, not to exceed the maximum permitted by the Code of Iowa for copies provided.

Public Record Notice

Pursuant to Iowa Code section 22.15, the City must notify employees that should they be demoted, discharged or resign in lieu of being discharged, the fact of the demotion, discharge or resignation will be public record. In addition, any documentation showing the reasons or rationale for the disciplinary action will be public records and disclosed should any member of the public request the records.

Health Insurance Portability and Accountability Act (HIPAA)

The federal Health Insurance Portability and Accountability Act (HIPAA) requires that employers protect medical records as confidential, separate and apart from other business records. Therefore, records containing identifiable medical information such as health insurance and life insurance application forms, requests for medical leaves of absence, and workers' compensation reports are kept in protected files separate from the personnel file. Employees may access this information in accordance with applicable law.

3.17 EMPLOYMENT REFERENCES

All employment verification or reference requests on current or former employees are to be referred to Human Resources. The City of Indianola will normally only release last job title and dates of employment. All other requests for information on current or former employees are also to be referred to Human Resources, who will consider and respond to the request.

Requests for employment verification for credit or mortgage purposes should also be referred to Human Resources. Certain information will be provided only if the employee has signed a release.

3.18 EXIT INTERVIEWS

Human Resources will conduct an exit interview with employees who voluntarily resign. The exit interview will assist Human Resources in evaluating the conditions of employment with the City of Indianola and the competitive position of the City in the employment market.

3.19 CELL PHONES

Cell phones shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow. Employees may carry and use personal cell phones while at work on a sporadic basis. If an employee's use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action. Cell phones may not be used to take pictures or videos of others without the consent of those others and approval by their Department Head. If it is found an employee is taking pictures or videos without consent and approval, the employee will be subject to disciplinary action up to and including termination of employment. With approval from the Department Head, pictures and videos may be taken using a cell phone for special events, parks and recreation programs, etc.

Further, for employees who operate city vehicles, distracted driving due to cell phone use is prohibited. To observe safe vehicle operations, whenever practical and safely possible, employees driving city vehicles should pull over to a safe off-of-the-roadway location to initiate or to continue any non-emergency call. Texting while driving in Iowa is illegal per state law. If it determined that cell-phone usage was a factor in an at-fault accident (ticketed) while operating a city vehicle, the employee will be subject to disciplinary action up to and including termination.

The City of Indianola may issue cell phones to employees whose jobs require them to make calls while away from work or require them to be accessible for work-related matters. Authorized cell phone users of the City of Indianola must adhere to the cell phone policy guidelines.

3.20 RETURN OF CITY PROPERTY

Any property issued to employees by the City of Indianola, such as software, computer equipment, cell phone, keys, City badge and credit card(s) must be returned at the time of the employee's termination. The employee will be responsible for any lost or damaged items.

3.21 CONFLICTS OF INTEREST

The City of Indianola's success depends on the hard work, dedication and integrity of the employees. Therefore, the City expects employees to avoid all activities or relationships that create either an actual conflict of interest or the potential for a conflict of interest.

Although the City cannot list every activity or relationship that would create either an actual or potential conflict of interest, examples of activities that violate this policy include the following:

- For a customer or vendor to work as a part-time employee, full-time employee, consultant, independent contractor or in any other capacity
- Owning an interest in a customer or vendor organization or benefiting from anyone else who seeks to do business with the City
- Using the resources of the City for personal gain

- Using the employee's position in the City for personal gain

Employees who violate this policy face disciplinary action, up to and including termination. If employees are unsure about whether an activity might violate this policy, or employees who have questions about this policy, should talk to their Department Head.

3.22 OUTSIDE EMPLOYMENT

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

- The employee's Supervisor shall be informed of the outside employment to avoid possible conflict with the employee's employment with the City of Indianola. The employee should fill out the Outside Employment form.
- Employees are prohibited from performing any services for customers on nonworking time that are normally performed by the City of Indianola. This prohibition also extends to the unauthorized use of any City tools or equipment and the unauthorized is or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time. Public safety employees are an exception.
- Activities and conduct away from the job must not compete with, conflict with or compromise the city interests or adversely affect job performance and the ability to fulfill all job responsibilities. If outside employment interferes with the employee's City job responsibilities, the employee will be asked to resign from one of the positions. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours.
- Regular full-time employees of one department are prohibited from part-time or seasonal employment in another City department. An exception is made for emergency snow removal operations, where certain employees may be given approval to help the Street department on a case by case basis.
- Any outside employment that involves the use of a uniform or badge must be approved by the City Manager.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination. Employees who are on approved FMLA leave may not engage in other employment while on FMLA from the City.

3.23 GIFT POLICY

As an employee of the City of Indianola, you shall not directly or indirectly accept or receive any gift or series of gifts, as defined in Section 68B.22 of the Code of Iowa. This includes special discounts or offers that are not available to the general public.

3.24 CODE OF ETHICS

As an employee of the City of Indianola, you shall adhere to the following code of ethics regarding conduct and behavior. Failure to do so can result in disciplinary action up to and including termination:

- I shall be impartial and dedicated to the best interests of the City. I shall conduct myself, both inside and outside the City's service, so as not to cause distrust of my impartiality or of my dedication to the City's best interests.
- I shall follow all applicable local and state standards for ethical conduct at all times and will not use my position with the City in an inappropriate manner or in a way that will result in personal or financial gain.
- I shall affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.
- I shall be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that I may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
- I shall consider, first, the interests of the City in all transactions.
- I shall carry-out the established policies of the City.
- I shall buy without prejudice, seeking to obtain the maximum value for each expenditure of public funds.
- I shall never engage in acts of corruption or bribery, nor will I condone such acts by other employees.
- I shall be responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.
- I shall provide a high level of customer service working to create and maintain a safe and compassionate environment, where everyone is treated with dignity and respect.
- I shall be responsible for being familiar with the laws applicable to my area of work, comply with such laws and maintain the highest level of honesty and integrity in my business conduct.
- I shall promptly report to management when there is a reason to believe a violation of law, regulation, policy or the Code has occurred or may have occurred.
- I shall provide a work environment that is fair and equitable, free of discriminatory treatment and harassment.
- I shall ensure a safe working environment by promoting general safety and cleanliness, using appropriate equipment and PPE, completing my assigned training and complying with applicable laws and policies that pertain to health and safe work practices. I shall report any unsafe act or practice or violation of law, to the appropriate Supervisor, our safety consultant or Human Resources.
- I shall avoid conflicts of interest or the appearance of conflicts. I shall report any conflicts of interest I may be aware of to Human Resources and or the City Manager

3.25 EMPLOYEE ETHICS

Campaign Activities

In accordance with Section 721.3 of the Iowa Code, we encourage you to vote, which is an expression of your personal opinion. However, candidates or committee members cannot solicit contribution or receive political support from you during work hours.

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

Candidates for Office

If you become a candidate for any city elective office, you automatically receive a leave of absence without pay. The leave without pay begins upon either an announcement of your candidacy or filing of a petition for office. However, this will not be later than 30 days before the primary or general election day, and it continues until you are no longer a candidate.

If elected, you may be required to resign your city position as a result of Iowa Code chapter 372 and the incompatibility of offices doctrine.

However, you may be a candidate for a non-city, non-partisan office that is not related to your employment. If this is the case, you will not be required to take the leave of absence without pay, as long as you do not campaign while you are on duty as an employee or let your duties interfere with your city job responsibilities. Leave requests for candidacy and service will be granted in accordance with Iowa Code chapter 55.

3.26 INCLEMENT WEATHER

Closed or Delayed Operations

In the event that any part of the City's operations is closed or delayed by order of the City Manager, or designee, due to weather conditions, employees of the affected operations who were scheduled to work may be excused from duty. When a decision has been made to stop work or decrease hours of the scheduled shift, all employees available for work will be paid regularly scheduled hours.

* *Please refer to your bargaining agreements to see if this is part of your contract.*

An employee of a work unit scheduled for duty who is unable to report to work due to adverse weather conditions may request an excused absence from the immediate Supervisor prior to the start of the regular work day. The Supervisor shall decide whether an excused absence due to weather is justified. If not granted by the Supervisor, the employee shall be required to report to work at the scheduled time. If an excused absence is granted, the employee may use his/her paid leave time.

3.27 SMOKE-FREE WORKPLACE POLICY

Iowa Code Chapter 142D, "Smoke-free Air Act" became effective on July 1, 2008 for the State of Iowa and its political sub-divisions, including the City of Indianola, Iowa. The State law was created to "…regulate smoking in public places, places of employment, and outdoor areas in order to protect the public health and the health of employees".

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

- “Public place” means “an enclosed area to which the public is invited or in which the public is permitted” and an “enclosed area” means “all space between a floor and ceiling that is contained on all sides by solid walls or windows, exclusive of doorways, which extended from the floor to the ceiling”.
- “Entrance” means “any doorway to an enclosed area used by the public or employees for ingress to any public place or place of employment but does not include any doorway designated for use as an exit in an emergency only”.

The purpose of the State law is “to reduce the level of exposure by the general public and employees to environmental tobacco smoke in order to improve the public health of Iowans.”

- Smoke/Smoking means “inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe or other tobacco product in any manner or in any form” including electronic cigarettes.

Employees who choose to smoke, must do so in accordance with this section and during normal meal and break periods. Employees are not provided additional time away from work to smoke.

Indoor Areas

Smoking inside is not allowed in an enclosed public place, in vehicles, or in motorized equipment owned or operated by the City of Indianola.

The following provisions will govern the signage posting requirements of the law:

- “No Smoking” signs will be posted at each entrance to the public place and place of employment that may be utilized by the public or the employee to enter or exit an enclosed facility.
- “No Smoking” signs will be posted in vehicles and in motorized equipment used to transport the public or the employee, such sign will be visible from the exterior, and smoking is prohibited regardless of where the vehicle or motorized equipment is located. The City of Indianola excludes unmarked Police vehicles from the requirement to post “No Smoking” sign.
- “No Smoking” signs will be posted in rented enclosed park shelters, and in park restrooms.
- Smoking will continue to be a prohibited activity in all City of Indianola automotive garages or bays used either for equipment maintenance or storage including the Police sally port; and will continue to be prohibited in all hazardous storage areas, or where flammable or toxic materials or fumes are present.
- “No Smoking” signs will meet the specifications of the State 641 Iowa Administrative Code, Chapter 153, specifically, for buildings at least 24 square inches in size, and for vehicles at least 9 square inches in size; legible font type, contain the words “No Smoking” or the international “no smoking” symbol, the telephone number for reporting complaints, 1-888-944-2247, the department of health website, www.IowaSmokefreeAir.gov.

Outdoor Areas

Smoking is not allowed on the grounds of any public building. The grounds of any public building means an outdoor area of a public building that is used in connection with the building, including but not limited to, a sidewalk or driveway immediately adjacent to the building, a sidewalk in the public right-of-

way; a sitting or standing area immediately adjacent to the building; a patio; a deck; a curtilage or courtyard; a swimming or wading pool; or a beach, or any other outdoor area as designated by the person having custody or control of the public building.

No smoking signs will be posted in the above specified areas.

Smoking is allowed in privately owned vehicles in the City of Indianola parking lots.

As the employer, owner, operator, manager, or person having custody or control of a place where smoking is prohibited, the City shall not permit smoking in a public place, place of employment, outdoor area where smoking is prohibited, or an area declared nonsmoking.

The City of Indianola shall not retaliate against any employee, applicant for employment, or customer that exercises any rights under, registers a complaint regarding, or attempts to prosecute a violation of Iowa Code Chapter 142D.

The Iowa Department of Public Health has designated the law enforcement authorities of the City of Indianola as a political subdivision of the state to assist with the enforcement of Iowa Code Chapter 142D.

Police officers may issue a citation in lieu of arrest pursuant to Iowa Code chapter 805 against a person who smokes in an area where smoking is prohibited pursuant to Iowa Code Chapter 142D.

Employees who are interested in a smoking cessation program, may access programs through the City's Employee Assistance Program.

EMPLOYEE CONDUCT & DISCIPLINE

4.1 EMPLOYEE CONDUCT

Employees are expected to accept certain responsibilities, follow acceptable business principles in matters of conduct, and exhibit a high degree of integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that employees refrain from any behavior that might be harmful to themselves, co-workers and the City of Indianola, or that might be viewed unfavorably by current or potential customers or by the public at large. Employee conduct reflects on the City. Employees are, consequently, encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that the City considers inappropriate include, but are not limited to, the following. This type of behavior is subject to disciplinary action, up to and including immediate termination.

- Falsifying employment or other City records
- Violating the City of Indianola's Anti-Harassment & Discrimination Policy
- Violating state, federal or local laws and regulations
- Violating security or safety rules or failing to observe safety rules or City of Indianola safety practices; failing to wear required safety equipment; tampering with the City of Indianola's equipment or safety equipment; failing to report inappropriate security or safety procedures or acts
- Soliciting gratuities from customers or clients
- Exhibiting excessive or unexcused absenteeism or tardiness
- Failure to report an absence to the Supervisor or Department Head when one is absent. Being absent from work without permission and failing to report such absence for three consecutive work days will constitute a voluntary resignation from employment.
- Possessing firearms, weapons or explosives on City property without authorization, in violation of City policy or while on duty
- Using City property and supplies, particularly for personal purposes in an excessive, unnecessary or unauthorized way
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on City premises or when representing the City; fighting, or provoking a fight on City property, or negligent damage of property
- Reporting to work under the influence of drugs or alcohol, and/or illegally manufacturing, possessing, using, selling, distributing or transporting drugs
- Committing theft or unauthorized possession of City property or the property of fellow employees; possessing or removing any City property, including documents, from the premises without prior permission from management; using City equipment or property for personal reasons without proper authorization; using City equipment for profit
- Committing, attempting or conspiring to commit fraud (including any such act prior to assuming office or employment)

- Giving confidential or proprietary City information to competitors or other organizations, or to unauthorized City employees; working for a competing business while an employee of the City of Indianola; breaching confidentiality of personnel information
- Using obscene, abusive or threatening language or gestures
- Acting in an insubordinate manner; being disrespectful
- Dishonesty and lying to Supervisors in connection with an employee's job, investigation or other work-related matter. Intentionally filing a false report of wrongdoing.
- Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same
- Conduct unbecoming of a City employee while on or off duty; conduct on the job, which violates the common decency or morality of the community
- Sleeping or loitering during working hours
- Soliciting, selling, or collecting funds for any purpose while on working time (not including meals and authorized breaks). Employees who are not on working time shall not interfere with the work of employees who are on working time
- Posting, removing or altering notices on any bulletin board on City property without the permission of management or in violation of procedures related to same
- Smoking in restricted areas or at non-designated times, in accordance with City policy

Should an employee's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory based on violations either of the above or of any other City policies, rules or regulations, the employee will be subject to disciplinary action, up to and including termination. Each case shall be considered on its merits with due consideration as to the nature of the offense, the cause, the background, likelihood of repetition, and the attitude of the offender.

4.2 DISCIPLINARY ACTION

The City of Indianola expects all employees to be aware of and to follow workplace policies and rules for the well-being of our employees, citizens, visitors and business operations. Employees are expected to comply with all policies, procedures and rules as well as requirements from federal, state and local laws. The City also expects employees to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

The City of Indianola's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. It has been designed consistent with the City of Indianola's organizational values and mission.

Outlined below are the steps of the City of Indianola's progressive discipline policy and procedure. The City of Indianola reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training, the employee's work record and the impact the conduct and performance issues have on the organization. Supervisors and Department Heads should speak with Human Resources and or the City Manager prior

to issuing any disciplinary action. Should an employee disagree with the disciplinary action they have received, they are to follow the City's Grievance Procedure.

The City of Indianola's progressive discipline process is as follows:

- Verbal warning – verbally counsel an employee about the issue of concern and written record of the discussion will be placed in the employee's personnel file for future reference.
- Written warning – used when the behavior or violation is more serious in nature or when a verbal warning has not changed unacceptable behavior. Written warnings will be placed in the employee's personnel file.
- Suspension – used when there are serious, intentional or repeated transgressions. Length of suspension is determined based on severity of the transgression. Suspension is without pay and will be documented and placed in the employee's personnel file. Employees who are exempt from the Fair Labor Standards Act shall not be subject to the suspension without pay for periods of less than a seven-day work period.
- Termination – upon approval from the City Manager and recommendation from the Human Resources Director. Reason for termination will be documented and placed in the employee's personnel file.

Before or during imposition of any discipline, employees will be given an opportunity to relate their version of the incident or problem at issue and provide any explanation or justification they consider relevant.

Police and Fire employees are subject to the rules contained in this employee handbook. The Civil Service Commission, however, governs the procedure for the separation and removal of police and fire personnel.

The City will comply with all state and federal laws regarding pre-termination and post-termination hearings.

Probationary Employees, Seasonal/Temporary Employees

This policy and process does not apply to employees who have not completed their probationary periods or to seasonal/temporary or intermittent employees. The City retains the right to dismiss a probationary seasonal/temporary or intermittent employee without any requirement to pursue progressive disciplinary procedures when it is determined that the employee's conduct or job performance warrants immediate dismissal. In addition, not every step will be taken in each case.

4.3 GRIEVANCE PROCESS

The purpose of this grievance procedure is to assure fair and equitable treatment for all employees not covered by a union contract, including Supervisors and Managers; to promote harmonious employer-employee relations; to establish a review procedure on matters for which an appeal and hearing are not specifically provided by law; to provide employees a systematic means for receiving full consideration of problems when efforts to resolve them through discussion have failed; to encourage the settlement of disagreements as near as possible to the point of origin; when necessary to provide an orderly

procedure to handle the review and resolution of disagreements by successively higher supervisory levels; and to provide for resolution of disagreements as quickly and efficiently as possible.

- Grievances may be initiated only by the affected employee.
- The parties to the grievance may extend the time limits specified in the grievance procedure by mutual agreement. Upon failure of the City to comply with the time limits set forth in the procedure, the employee may proceed to the next level of review. Failure of the employee to comply with the time limits set forth in the procedure shall constitute an abandonment of the grievance.
- The employee is assured freedom from reprisal from the City or its representatives for using the grievance procedure.
- Records of grievance proceedings and supporting documentation will be maintained separately from the employee's personnel record.
- Failure of the employee to take action at any time during the grievance process, will constitute abandonment of the appeal.

Should an employee need to file a grievance, the employee should follow the chain of command as defined in the below process:

Step 1 - The Employee should speak with their immediate Supervisor within ten (10) calendar days of the date of the Employee's knowledge of its occurrence. The Supervisor shall respond to the Employee within five (5) working days in writing.

Step 2 - If the grievance has not been settled, it shall be reduced to writing by the Employee and presented to the Department Head within five (5) working days of the Supervisor's response to Step 1. The Department Head shall respond in writing to the Employee within five (5) working days.

Step 3 - If the grievance has not been settled, it shall be presented in writing by the Employee to the Human Resources Director within five (5) working days of the Department Head's response to Step 2. The Human Resources Director shall respond in writing to the Employee within five (5) working days.

Step 4 – If the employee is still not satisfied with the response from the Human Resources Director, the employee shall present their grievance in writing to the City Manager within five (5) working days of the Human Resources Director's response to Step 3. The City Manager will respond and or meet with the aggrieved employee within thirty (30) working days after receipt of the grievance to discuss and attempt to resolve the grievance. Following this meeting, the written decision of the City Manager will be returned to the grievant within ten (10) working days, and the answer shall be final.

All grievances shall be submitted, if at all, only as provided above. The grievant shall not submit his or her grievance to any elected official; however, the grievant may submit his or her grievance to the City Attorney if the grievance involves the City Manager or any elected official.

COMPENSATION

5.1 COMPENSATION INTRODUCTION

The purpose of the City of Indianola's compensation system is to support the recruitment, motivation, success, and retention of qualified and productive employees and to encourage and reward activities that promote the City of Indianola. To that end, the City of Indianola looks to recruit and retain individuals who are customer-oriented, demonstrate initiative, are team players, and accept responsibility, authority and accountability for work performance. The City will offer appropriate developmental opportunities and recognize performance with incentives for employee success, retention, and professional development. The City of Indianola will administer this in an open, fair, and equitable fashion.

The objectives of the City of Indianola's compensation program are:

- To establish a salary range for each job that is based on a systematic blending of the job's skills required to perform a job and the competitive labor market.
- To establish a system that is fiscally sound and cost effective.
- To provide a compensation program that is understood by employees.
- To provide an equitable pay system comparable to other jobs in the City of Indianola with comparable jobs in other organizations.
- To provide a pay system that can be easily administered and maintained.
- To comply with federal, state and local laws.

The City Manager shall have authority, under City Council direction:

- Establish a general schedule of grades and salaries.
- Establish job descriptions for each position.
- Establish a grade for each job description based on level of responsibility and difficulty of assigned duties.
- Assure uniform pay and qualification requirements for employees with similar duties and responsibilities.
- Determine the number of authorized job positions permitted for each department.
- Assure any adjustments made to the pay plan, job descriptions and grades will become effective with the first full pay period as authorized.
- Implement market pay adjustments when deemed necessary.

Where applicable, the union contract will supersede this policy.

Wage Payment Complaint Process

It is the policy of the City to comply with all applicable laws with respect to payment of wages and benefits to employees including laws such as the federal Fair Labor Standards Act and the Iowa Wage Payment Collection Act. The City will not make pay deductions that violate either the federal or state laws.

Any employee who believes that the City has made an inappropriate deduction or has failed to make proper payment regarding wages or benefits is encouraged to immediately consult with their Supervisor. Alternatively, an employee may file a formal written complaint with the Director of Human Resources. Within fifteen (15) business days of receiving the complaint, the Human Resources Director will make a determination as to whether the pay deductions were appropriate and provide the employee with a written response that may include reimbursement for any pay deductions that were not appropriately made.

This complaint procedure is available in addition to any other complaint process which also may be available to employees.

If, for some reason, an overpayment of wages occurs, employees will be given the option of paying back the amount overpaid in a lump sum, or, they may elect to pay the overpayment back over a series of payrolls.

Compensation Comparables

The City of Indianola City Council has approved the following cities to be comparable cities for human resources related matters to include compensation and benefits.

Altoona
Ankeny*
Carlisle*
Clive
Des Moines*
Grimes
Johnston
Norwalk
Pleasant Hill
Urbandale*
Waukee
West Des Moines*
Windsor Heights

*It is understood that these may be outliers but understanding this data is important. For calculating Indianola's compensation/benefits percentile rank, these may be excluded.

Pay Ranges

Pay range will be established annually for approval by the City Council. Pay ranges are determined for each job after periodic review of salary surveys reflecting like jobs. The salary range/grade structure shall be designed to reflect the levels of responsibility for the various job classes within the City of Indianola. Benefits will be considered as part of the total compensation. As a result, the value of the City of Indianola's benefits package will be taken into consideration in determining appropriate compensation levels.

Salary guidelines are intended to balance the internal consistency and equity of the pay system, while being responsive to the labor market. Below are the City of Indianola's salary guidelines:

- The starting salary shall be at least the minimum of the salary range. City Manager and or Department Head, with approval from the Finance Director and Human Resources Director, has authority to approve a higher starting salary based on the candidate's experience, knowledge, skills, abilities and the market.
- The following factors may be considered in determining an appropriate starting salary:
    - Current salary rates for the specific classification in the relevant market.
    - The qualifications of the candidate relative to the needs of the position and the qualifications of other available candidates.
    - The relative success of the current recruitment, and relevant prior recruitment history for the classification.
- Establish pay rates for individual employees based on skills, abilities, job requirements and market analysis.
- Internal equity with current incumbents of the position, with regard for qualifications and length of service.
- For supervisory positions, the level of responsibility and salaries of subordinates; however, this will not be the sole determining factor and it is not intended that the salary of a Supervisor shall exceed that of all subordinates in every case.
- Benefits will be considered as part of the total compensation. As a result, the value of the City of Indianola's benefits package will be taken into consideration in determining appropriate compensation levels.
- All starting salaries must be coordinated with the Human Resources Director.

Promotional Salaries

Upon promotion to a class in a pay grade with a higher maximum salary, an employee shall receive the minimum salary of the higher range. City Manager may, at his/her discretion, approve a higher starting salary based on the candidate's experience, knowledge and skills. The higher salary shall become effective on the date of promotion which will be the beginning of the next pay period. All promotional salaries must be coordinated with the Human Resources Department.

Step Increases

Step increases will be granted to full and permanent part-time employees and will be effective the beginning of the pay period following the employee's anniversary date. Anniversary date is defined as the date the employee entered into their current position, not their hire date.

Step increases will be granted as outlined on the CE scale. Step increases will be granted for satisfactory performance, behavior, compliance with policies, etc. Step increases are not a guaranteed; the City Manager and or Department Head will evaluate each individual employee through a performance evaluation, in conjunction with the Human Resources Director, to determine if the employee is eligible for a step increase.

Market Adjustments

A manager may request an analysis of an employee's salary at any time the manager deems appropriate. This request should be made to the Human Resources Director, who will review the employee's salary in comparison to other employees in comparable positions and within the guidelines of the City of Indianola's compensation policy. City Manager has authority to approve and implement market adjustments, under City Council direction.

Demotion and Transfer

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

A demoted employee's salary shall be reduced to the range of the new position and will be determined based on reviewing the employee's qualifications and other like employee's salaries in that position.

When a demotion is made for reasons other than disciplinary action, the Human Resources Director and the Department Director may recommend, with City Manager approval, continuation of an employee's present salary, even if it is above the maximum of the new class. In such cases, the employee shall not be eligible for base pay increases until the scale maximum exceeds the employee's salary.

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

A transferred employee's salary shall be adjusted based on the range of the new position and will be determined based on reviewing the employee's qualifications and other like employee's salaries in that same position.

Reclassification

An employee whose position has been reclassified to a classification with a higher maximum salary shall receive at least the minimum salary of the higher salary range or the salary received prior to the reclassification, whichever is higher.

Temporary Assignments

At times, an employee may be asked to pick up additional duties to help out with a vacant position as a result of a resignation, termination, death or leave of absence. When asked, an employee will receive a temporary 5% increase to help with these additional duties effective the first of the pay period following the vacancy. At the time the new incumbent starts, or the additional work is no longer needed, the temporary 5% increase will be removed.

5.2 LONGEVITY PAY

Eligible employees are entitled to longevity pay based on the compensation table.

5.3 REPORTING TO WORK

A work hour is any hour of the day that is worked and should be recorded to the nearest quarter of an hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven (7) consecutive days beginning on Sunday and ending on Saturday. Pay periods are biweekly; payment of salary will be made no later than six (6) calendar days following completion of the pay period.

Employees will submit their timesheet weekly to their Supervisor. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

5.4 REST BREAKS AND MEAL PERIODS (NON-EXEMPT EMPLOYEES)

Employees may take up to a 15-minute rest break in the morning and in the afternoon; this break time shall be considered paid time. Lunch or other meal periods will not be more than one hour or less than 30 minutes and will be unpaid. Lunch or other meal times shall not be combined with paid rest break times, unless approved in advance by the Department Head or stated in the bargaining unit contract.

For part-time employees, either a lunch and/or work break may not be applicable to the employee's schedule; but when applicable, the employee should follow the above guidelines.

Direct Supervisor must approve the length of the meal period unless a collective bargaining agreement says otherwise.

5.5 OVERTIME

The Fair Labor Standards Act (FLSA) was created to establish a minimum wage, limit the number of hours that may be worked in a standard work week at the regular base wage, and provide specific requirements for determining whether a job is eligible for exemption from the overtime provisions of the act. Human Resources determines whether a position is exempt (salaried) or non-exempt (hourly) by interpreting and applying the provisions of the act. All employees will be paid overtime in accordance with the FLSA.

Supervisors must give prior approval for all overtime worked. During busy periods or due to the requirements of the job, employees may be required to work extended hours.

All paid leave shall count as hours worked in meeting the 40-hour requirement for overtime pay.

5.6 COMPENSATORY TIME

All non-exempt employees whose total work and/or leave hours exceed forty (40) hours in a standard work week are eligible for overtime or compensatory time. Compensatory time is calculated at a rate of one and one-half (1 ½) hours for each one (1) hour worked in excess of forty (40) hours in a regular work week. A maximum of 80 hours will be allowed to accumulate.

The City Manager or appropriate Department Head shall authorize compensatory time for an eligible employee. Should an employee accumulate more than 80 hours, the employee may be required by their Supervisor to schedule and take time off.

Compensatory time shall count as time worked in meeting the 40-hour requirement for overtime pay.

Upon resignation, termination, change to a non-leave earning position or transfer to an IMU position, compensatory time will be paid out as a lump sum payment.

5.7 DECEASED EMPLOYEES

A lump sum payment of unpaid compensation will be made to the deceased employee's estate. Compensation shall include pay for the date of death subject to the following conditions:

- Deceased employee was in pay status on the day of death
- Deceased employee was in pay status immediately preceding their day of death
- Payment for day of death shall be for hours worked in their normal workday

Employees on sick or annual leave are considered to be in pay status.

5.8 DIRECT DEPOSIT

The City requires all employees hired after July 1, 2005 to be enrolled in direct deposit. Employees may choose the bank of their choice and may have more than one account. There is no cost to the employee to have direct deposit with the City of Indianola.

BENEFITS

6.1 HEALTH INSURANCE

Health and Prescription Drug Insurance

The City provides all full-time employees a high deductible health plan with a Health Savings Account (HSA). Employees are eligible for benefits the first of the month following their hire date. Refer to the Employee Benefits Booklet and Summary Plan Description for a detailed description of the health benefits and premiums. To be eligible for the health savings account benefits, employees must be enrolled in the health insurance plan.

The health insurance plan is reviewed and approved annually by the City Council. Annually, the City Manager, Finance Director and Human Resources Director, in consultation with the City's health insurance broker, will set the premiums for the health insurance plan. Employees contribute to a portion of these premiums; these premiums are determined on an annual basis. Refer to the City of Indianola Benefits Booklet for specifics.

Dental

The City provides dental insurance to all full-time employees.

The dental insurance plan is reviewed and approved annually by the City Council. Annually, the City Manager, Finance Director and Human Resources Director, in consultation with the City's health insurance broker, will set the premiums for the dental insurance plan. Employees contribute to a portion of these premiums; these premiums are determined on an annual basis.

Refer to the City of Indianola Benefits Booklet for specifics on the dental insurance coverage and premiums.

Vision

The City provides vision insurance to all full-time employees.

The health insurance plan is reviewed and approved annually by the City Council. Annually, the City Manager, Finance Director and Human Resources Director, in consultation with the City's health insurance broker, will set the premiums for the health insurance plan. Employees contribute to a portion of these premiums; these premiums are determined on an annual basis.

Refer to the City of Indianola Benefits Booklet for specifics on the vision insurance coverage and premiums.

6.2 FLEXIBLE SPENDING ACCOUNTS

Regular full-time and regular part-time employees (who qualify for health insurance under the Affordable Care Act) are eligible to participate in the City's Section 125 Flexible Benefit Cafeteria Plan. As

a part of the City's Section 125 plan, any premiums you pay for medical or dental insurance will be deducted from your paycheck on a pretax basis.

Eligible full-time employees may also contribute pretax dollars to a flexible spending account to pay medical costs not covered by insurance and/or dependent care expenses. The Human Resources Department will distribute more information prior to the beginning of each plan year.

6.3 COBRA

As provided by the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986, the City of Indianola shall offer employees and covered dependents the opportunity to continue group health (medical, dental and vision) insurance benefits beyond the normal coverage termination dates. When an event occurs that might otherwise disqualify an employee or dependent for group health insurance coverage (i.e. separation from employment, divorce, etc.), an individual may continue the present level of benefits by contributing an amount equal to the total premium plus a 2% administrative fee. The period during which an individual may continue benefits varies depending on the reason for the loss of eligibility. The City COBRA administrator will notify the employee of continuation rights at the time that an employment-related event occurs which may affect the employee's eligibility for insurance coverage. If an individual qualifies for COBRA benefits due to a qualifying event such as divorce, the employee or a family member must also notify the Human Resources Department. This notice should be given before the qualifying event, or as soon as possible thereafter, but not more than 30 days after the qualifying event.

6.4 LIFE INSURANCE

The City provides life insurance for all employees. The amount of life insurance provided is dependent upon union status. Union employees should refer to their union contract for their life insurance eligibility. Non-union employees are entitled to life insurance the first of the month following their hire date. Employees should refer to the Employee Benefits Booklet and Summary Plan Description for a detailed description of their life insurance. Union employees should also refer to their union contract.

The City also offers voluntary life insurance for employees, spouses and children.

The life insurance plan is reviewed and approved annually by the City Council.

6.5 SHORT AND LONG-TERM DISABILITY

The City offers short and long-term disability for full-time employees. After seven (7) consecutive days and upon approval of the insurance company, short-term disability begins and pays 70% of income up to a maximum of $450 per week. Employees may supplement the difference in pay with their sick, vacation and personal time while on short-term disability.

Upon approval of the claim by the insurance company, long-term disability begins after short-term disability ends (6 months). No sick leave can be used with long-term disability.

Employees should refer to the Employee Benefits Booklet and Summary Plan Description for a detailed description of their short and long-term disability insurance. Union employees should also refer to their union contract.

The short and long-term disability insurance plan is reviewed and approved annually by the City Council.

6.6 RETIREMENT

The retirement program for all regular full-time, part-time, and certain seasonal/temporary employees (except full-time police officers) is the Iowa Public Employees' Retirement System (IPERS). For full-time police officers the retirement system is the Municipal Fire and Police Retirement System of Iowa (MFPRSI). Detailed information about both systems is available from the Human Resources Department.

6.7 DEFERRED COMPENSATION

The City of Indianola provides deferred compensation to permanent full time and permanent part time employees. Employees may defer, or set aside, a portion of their paycheck and delay paying federal and state taxes on that amount, usually until they retire.

Full-time employees who are at CE-9 or above on the City of Indianola pay scale are eligible for a $100 City contribution per month. Employees are eligible for this benefit immediately following enrolling in the plan.

The city will match full-time employee contributions dollar for dollar up to $75 per month. Employees are eligible for this benefit immediately following enrolling in the plan.

Refer to the union contract for details on the deferred compensation plan for union employees. Should the benefit not be specified in the union contract, then union employees will receive a dollar for dollar match up to $75 per month.

Part-time employees are eligible to contribute but not eligible for the city match.

The deferred compensation plan is reviewed and approved annually by the City Council.

6.8 EMPLOYEE ASSISTANCE PROGRAM

With the hectic pace of our daily lives, we encounter a variety of problems at home, work or other life areas. It is not uncommon to experience marital, emotional, legal, alcohol/drug, financial, family or a wide variety of other problems. Generally, we are able to deal on our own with the stressors of everyday living; however, in some situations outside help may be welcome. Regardless of the type of problems, help is available through the Employee Assistance Program (EAP).

EAP's service is offered as a benefit to all employees and family members within our organization. Initial counseling and referral services are confidential and at a discounted or no cost, depending on the service. Counselors are available 24-hours a day, 7-days a week. If problems do arise, the employee assistance program can help. Refer to your benefits booklet or contact Human Resources for EAP contact information.

6.9 WELLNESS PROGRAM

The well-being of our employees is extremely important to the City of Indianola. To assist employees in taking care of their health, the City of Indianola has a wellness program tied to their health plan. Each calendar year, employees and spouses that are enrolled in the City's health insurance plan must have a

physical/biometric screening completed, one (1) dental exam and one (1) vision exam. Employees and spouses that complete these three (3) requirements, will receive a preferred health insurance premium rate.

To encourage year-round wellness, the City provides employees with the following:

- Participation in some Indianola recreation programs at no cost, ie. cooking classes, exercise classes. Check with the activity center on which programs apply as it does change based on what is offered.
- A portion of a membership fee with an athletic center or the YMCA will be reimbursed by the city. . See below for more details.
- Employees and their spouses may use the Memorial Aquatic Center at no charge; there is a fee for children however.
- Employee Assistance Program for use by employees and immediate family members, to include spouse and children.
- Enhanced yearly blood screening panel and biometrics for full-time employees and spouses.
- Yearly flu shots will be available for full-time employees, spouses and children.

Athletic Center Reimbursement

The City will assist employees in paying for an athletic center membership.

Eligibility

- Full time employees
- Part time employees
    - Must average 20 hours or more
    - Must be employed for at least one year

Reimbursement

- $15 per month for a single membership
- $25 per month for a family membership

Process

Employees must fill out the Athletic Center Reimbursement form with a receipt or copy of a bank statement, obtain approval by their Supervisor and submit it to Finance for payout. Employee must submit for reimbursement each month and the form must be received by Finance within 60 days of the date of payment.

YMCA Membership Discount

The City will assist employees in paying for a YMCA membership.

Eligibility

- Full time employees
- Part time employees

Reimbursement

- $15 per month for a single membership
- $25 per month for a family membership

Monthly Membership
Refer to the YMCA Corporate Wellness Program Employee Eligibility Notice for membership fees. Form can be obtained from Human Resources and Payroll.

Process
Employees must open a membership at the YMCA. They must also fill out the City of Indianola YMCA Corporate Wellness Program Employee Eligibility Notice and turn that in to Human Resources.

Employees will pay the YMCA their first month upon enrollment. The City will deduct fees from the employee's paycheck one month ahead. The YMCA invoice the City on the 1st of the month for memberships.

Termination of membership must be completed at the YMCA. Employees must notify Human Resources and provide documentation of membership termination.

6.10 TUITION REIMBURSEMENT

Employee education is important to the City of Indianola. The City of Indianola encourages employees to further their education to help them grow within the City. In keeping with this philosophy, the City of Indianola offers tuition reimbursement for employees to go back to school.

Full time employees who have completed their probationary period are eligible for $1,200 per fiscal year upon successful completion of a work-related course (successful completion is a "C" or better) with a lifetime maximum of $4,800.

Guidelines

- Employee must be enrolled in an accredited college or university.
- Coursework/degree program must be related to the employee's current position or help them grow within the organization.
- Employees can receive reimbursement for tuition, books and lab fees.
- Reimbursement is as follows:
    - Grades A, B or C = 100% reimbursement
    - Any grade below a C is not eligible for reimbursement
    - If pass/fail course, 100% for pass, 0% for fail
    - A fail is not eligible for reimbursement
- Should the employee decide to leave employment with the City, the employee must repay 100% of any reimbursement under this policy received during the twelve (12) months preceding the employee's termination date and 50% of any reimbursement under this policy received 13-24 months prior to the employee's termination date.

Procedure

1. Employee must complete the Tuition Reimbursement form and obtain Department Head approval prior to enrolling in the course.
2. Upon enrollment, employee must turn in the tuition reimbursement form with copies of receipts and class enrollment to Human Resources.

3. Upon completion of the course, employee must turn in their grades to Human Resources. Employees have sixty (60) days following the end of their course to submit for reimbursement.
4. Upon approval by Human Resources, Human Resources will submit the form to the finance department for reimbursement.

Union employees should refer to their union contract for details on tuition reimbursement.

6.11 MILEAGE REIMBURSEMENT AND VEHICLE USE

Personal Vehicle Use

Employees may use their personal vehicle for business only if the use of a City vehicle is not feasible and approved by their department director. Employees using personal vehicles for business purposes will be reimbursed based on miles traveled. If using their personal vehicle for conference travel, mileage reimbursement would be less the employee's normal to and from work commuting miles and at the allowable rate established by the IRS. This rate is regularly reviewed and adjusted based on IRS guidelines. *IE: An employee normally drives 5 miles each morning to work, and 5 miles back home. If they instead drive to a conference 20 miles away, then they would be eligible for reimbursement of 30 miles for that conference (20 to conference, 20 from conference, less 10 commuting miles).*

- Staff shall be responsible for all expenses including but not limited to insurance, maintenance, repair, oil, lubrication, fluids, tires, battery, washing and fuel costs for their vehicle.
- When used to conduct City business, personal vehicles are required to have a minimum automobile insurance coverage for liability of a split limit of $100,000 per person and $100,000 property or a combined single limit of $500,000. In case of a claim, a City's employee's private insurance coverage shall be considered primary. The City shall not be responsible for any damage to a personal vehicle.
- The vehicle allowance and mileage reimbursement include a factor for both liability and collision insurance coverage.
- Employees shall operate their personal vehicle in a safe, courteous and prudent manner while performing City business including specifically the use of seat belts by both the driver and passenger. In addition, all employees are required to comply with all traffic regulations, laws and ordinances when operating a City vehicle or personal vehicle for City business. This includes the law prohibiting texting while driving. At no time should employees jeopardize the safety of themselves, other City employees, or the public when operating motor vehicles.

In order to be reimbursed for mileage, an employee must complete an Employee Expense Report Form with a printed out map from google maps showing the route. Their Department Head must approve the reimbursement, accounts payable will then process a check for reimbursement.

City Vehicle Use

At no time shall an employee use a City owned vehicle, facility or equipment for personal use. The City recognizes that certain employees need the regular use of a vehicle to fulfill their job duties and responsibilities. The City Manager, or designee, assigns the use and responsibility of a vehicle to some employees where their job duties and responsibilities make a vehicle necessary.

- Prior permission shall be received from the City Manager before a City owned vehicle is used for overnight meetings. Employees, with Department Head approval, may take City owned vehicles home when they are on-call, however should not use the vehicle for personal reasons.
- Employees shall operate City vehicles in a safe, courteous and prudent manner while performing City business including, specifically, the use of seat belts by both the driver and passengers. In addition, all employees are required to comply with all traffic regulations, laws and ordinances when operating a City vehicle or personal vehicle for City business. This includes the law prohibiting texting while driving. At no time should employees jeopardize the safety of themselves, other City employees, or the public when operating motor vehicles.
- Vehicles are to be serviced in accordance with manufacturer's specifications at recommended intervals.
- Vehicles are to be kept neat, clean and in a good state of repair at all times including washing and waxing at regular intervals.
- Repairs are to be made promptly.
- Per the Iowa Smoke Free Air Act, it is prohibited to smoke in any City-owned vehicle. This prohibition is related to employee health, other employees riding in the vehicle, image and potential vehicle resale. Violation of this policy may result in disciplinary action including termination.
- According to Internal Revenue Code, Section 274, employees are subject to be taxed for vehicle use if not for City benefit. This would include vehicles used to commute to and from work, drive home, break time, and lunch hours. Employees will pay taxes on a quarterly basis. Not subject to the fringe benefit tax would be police, fire, ambulance, and utility "trucks", or vehicles driven home for the benefit of the City, such as the water pollution control department due to specialized equipment in vehicle. Superintendents can exempt the days that they were actually called out and that they reported directly to the job site to fulfill the essential portions of their supervisory jobs. Normal workdays without callouts are not to be exempted.

6.12 TRAVEL AND TRANSPORTATION

The City of Indianola has prepared this policy to establish a consistent basis for the actions of City personnel with regards to City-paid travel, training, and meal expenditures and to provide broad guidelines for the reimbursement of such expenditures. It is the policy of the City to reimburse employees for all necessary and reasonable expenses incurred while on authorized City business.

The policy described in this section shall apply to mileage and per diem reimbursements. The City will specify the conditions under which mileage and/or per diem reimbursement is payable.

Authorization for Travel and Training

All predicted travel and training requests should be included in the annual budget setting process.

- For any budgeted travel/training, authorization has already been given through the budget process; further pre-authorization is not required prior to incurring the expenses, not withstanding any specific procedures established by Department Heads for their staff.
- If an unplanned travel or training need arises during the year and is not budgeted, a request for the trip, including an estimate of all expenses (including overtime for non-exempt employees)

must be submitted to the Department Head for approval, or in the case of a Department Head, to the Finance Director for approval.

- If the unbudgeted travel is out-of-state, the request must also be approved by the City Manager prior to expenses being incurred.
- All travel requests are to be reviewed by the Department Director using job relevancy and City benefit as a basis for approval or disapproval of the request. Items that could be considered are:
  - Federal, State or local mandated training: Required training for licensing, certification, or other qualifications.
  - Preparatory Training: Applies where an employee's future job responsibilities, in all probability, will incorporate and require new or little used skills which can be readily acquired only by outside training.
  - National, Regional, or State conferences and workshops: Attendance contingent upon quality of workshop/conference as this relates to staff member's current job responsibilities.

Meals

For eligible meals, reimbursement shall be allowed for actual meal expenses incurred, including up to 15% tip on each meal, and subject to limits laid out below.

- Meal receipts are generally eligible for reimbursement if:
  - The meal was not already provided as part of a paid registration; and
  - Participation in the business-related conference was directly authorized.
  - For any training provided by the local ILEA (IA Law Enforcement Academy), reasonable priced meals are available through ILEA, and will be paid for by the City. If the employee chooses not to have the City purchase the ILEA meal, no meal receipts are eligible for reimbursement.
- It should be noted that eligibility for reimbursement does not imply whether the meal will be considered taxable or excludable wages under IRS guidelines. The City will follow applicable IRS guidelines to determine taxability.
- Those traveling on City business will use discretion in keeping meal costs to reasonable levels. It is expected that the employee's meal expense will not exceed $50 per day for three meals, not including tip. The $50 limit is applicable to both in-state and out-of-state travel.
- Meal allowances will be broken down as follows:
  - Breakfast $10
  - Lunch $14
  - Dinner $26

  These allowances are only taken into account on travel days, and when a conference provides some meals for the employee as part of the registration fee. If a meal is provided, the cost allowance for the respective meal will be removed from the daily maximum of $50*. IE: If the conference provides lunch, the daily maximum would be $50 less $14, or $36. This $36 can be split up however the employee chooses: $5 for breakfast and $31 for dinner or $20 for breakfast and $16 for dinner; just as long as the total doesn't exceed $36, not including tip.*

  If the conference registration fee includes a meal, and the employee chooses to purchase a meal elsewhere, the employee shall be responsible for the cost of that meal unless medical reasons require that the employee separately purchase a meal.

  In the case of a one day conference where the employee attends the conference during the day in their hometown and is able to eat breakfast and dinner before and after the conference, the

City will only reimburse for the lunch meal at the above specified rate, unless lunch is provided, or the employee has medical issues and cannot eat the provided lunch.

Documentation from the conference agenda that includes enough detail to determine if meals are being provided must be submitted with expense forms. If insufficient documentation is provided, it will be assumed that any meal periods that fall during conference hours are being provided.

For all meal receipts, the employee should retain the original itemized copy of the receipt that shows the specific items ordered, total cost, tax and tip. The submission of a credit card receipt with only the total cost of the meal will not be reimbursed. Liquor and other non-reimbursable expenses should be put on a separate receipt.

The total cost of the meal submitted for reimbursement must exclude any liquor expenses, in accordance with State regulations.

Tips in excess of 15% of the total meal cost (excluding liquor) are considered a personal expense of the employee and will not be reimbursed. *IE: If an employee has a receipt with $25 of food and $10 of liquor, for a total of $35 and gives a 15% tip ($5.25 in tip), the employee may only be reimbursed for the $25 of food and tip of $3.75 (15% of $25).*

Tips in excess of 15% that are required and automatically applied to a bill (ie: groups of 8+ get charged an automatic 20%, etc.) may be reimbursed.

Incidentals

An employee is allowed to claim up to $15 per day for incidental items that will typically not have a receipt available, such as taxi, valet or airport luggage handler tips, parking meter fees, etc. The $15 in incidentals is based on an honor system and should generally be expected to correspond with hotel or airport arrival and departure days.

Fees for tolls, shuttle service, etc, where a receipt is readily available upon request, must have a receipt submitted for reimbursement. Origination and destination information should be documented on the receipts.

Lodging

Employees are expected to utilize lodging discounts provided through the conference, if available, and select moderately priced accommodations within an acceptable travel distance from the conference location. Hotel locations that result in excessive commuting or tax expenses should be avoided whenever possible.

Lodging is limited to the standard room rate for single occupancy for the minimum number of nights required to attend the conference. The employee should request the government or corporate rate where available.

- If multiple employees are authorized to travel and choose to share accommodations, the hotel room size should be appropriate to the number of employees sharing lodging. In this case, the

highest seniority employee should submit the entire lodging expense and make note of all employees covered by the expense.

Itemized receipts should be retained by the employee upon checkout and turned in with their travel expense forms.

Lodging will be approved under the following conditions:

- In-state travel within a 2-hour driving distance:
  - Lodging will not be reimbursed for any in-state travel within a 2-hour driving distance, except in the event of weather emergency that causes unsafe driving conditions. Exceptions may be approved by the Department Head, Director of Finance or City Manager.
  - If the conference is a multi-day event, one day of lodging will be reimbursed for each additional conference day after the first day. I.e. a 3-day conference would be reimbursed for 2 nights of lodging.
  - Daily lodging costs shall be limited to $150, including local and state taxes.
- In-state travel more than a 2-hour driving distance:
  - Single day conferences may be eligible for one day of lodging, if location, hours of the event, or other factors justify an overnight stay. Such instances must be approved in advance by the Department Head.
  - If the conference is a multi-day event, one day of lodging will be allowed for each full conference day. This will allow for employees to drive in the night before a conference and check out on the last day of the conference.
  - Daily lodging costs shall be limited to $150, including local and state taxes.
- Out-of-state travel:
  - For conferences requiring air travel or ground transportation, lodging is assumed to start the night prior to the conference start date and check-out on the last day of the conference. Lodging would be allowed for each full day (8 hours) of the conference. In the case of partial day events (which may allow for travel the morning of) or for late evening end times (which may eliminate flight options for return travel or may create unsafe driving conditions/fatigue for return travel) an exception may be made based on the judgment of the Department Head and the employee.
  - If lodging is approved for the night after a conference ends, the employee may only stay at the conference hotel if it offers a reduced rate (government rate - under $250 including taxes) room option. Additional nights at higher priced room rates will be considered a personal expense for any amount over $250 (including local and state taxes).

Transportation

Employees should use the most expedient mode of transportation available and determine the lowest cost option of travel. Options include air, rail or automobile travel. In cases where multiple employees are attending the same conference, consideration should be given to economical feasibility of carpooling or rail travel versus flying. A City vehicle should be utilized whenever possible.

In general, any travel destination that is more than 4 hours of drive-time is considered acceptable to evaluate air travel options. Exceptions may arise during off-peak seasons and during airfare sales, so air

travel to closer destinations may be approved if airfare is shown to be more economical. Employees will be reimbursed for all gas receipts, if the gas is not charged directly to the City, as well as any toll charges and necessary parking fees during the conference. Receipts for all items should be retained.

Employees using personal vehicles for business purposes will be reimbursed based on miles traveled, less the employee's normal to and from work commuting miles and at the allowable rate established by the IRS. This is for employees who are traveling to and from a meeting/conference center from home. This rate is regularly reviewed and adjusted based on IRS guidelines. *IE: An employee normally drives 5 miles each morning to work, and 5 miles back home. If they instead drive to a conference 20 miles away, then they would be eligible for reimbursement of 30 miles for that conference (20 to conference, 20 from conference, less 10 commuting miles).* When submitting for reimbursement of gas charges, a printout from Google maps showing the route taken should be included with the Employee Expense Form.

Employees using personal vehicles for business purposes traveling to and from the work location will be eligible for full mileage reimbursement at the allowable rate established by the IRS.

Employees using personal vehicles for business purposes who are scheduled off but then called in to a location that is not the normal work location will be eligible for full mileage reimbursement at the allowable rate established by the IRS.

Whenever an employee is utilizing a City vehicle or personal vehicle for City business, it is the policy of the City of Indianola, that all drivers and passengers must wear safety belts. In addition, all employees are required to comply with all traffic regulations, laws and ordinances when operating a City vehicle or personal vehicle for City business. At no time should employees jeopardize the safety of themselves, other City employees, or the public when operating motor vehicles.

Employees utilizing their own vehicles for City business must have adequate liability insurance coverage. An employee who uses a personal vehicle for City business is required to have, and provide upon request, satisfactory evidence of liability insurance coverage. The minimum prescribed liability insurance is as follows:

- $250,000 for personal injury to, or death of, one person;
- $500,000 for injury to, or death of, two or more persons in one accident; and
- $100,000 of property damage

If there is an accident, the driver of the vehicle must immediately contact local law enforcement and their immediate supervisor. The driver should also fill out the Employee Incident Report and contact the Company Nurse for treatment, if necessary. **Company Nurse: 1-888-770-0928 Company ID: IA183** If driving a personal vehicle, the driver should also contact their insurance company.

If air travel is more economical than driving, but the employee chooses to drive their personal vehicle, the employee may only be reimbursed up to the value of what airfare would have cost, or the actual costs incurred for gas, parking, tolls, etc., and including overtime for non-exempt employees, whichever is less.

Airfare costs can be documented through creating the most advantageous (cost efficient) mock itineraries through any internet travel site, such as Expedia, Kayak, or Travelocity. The mock itinerary must be printed and submitted with the Employee Travel & Training Expense Forms.

Rental Vehicles

Department Head, Director of Finance or City Manager must give advance authorization prior to renting any vehicles for business purposes.

- If a conference location requires the use of ground transportation to go to and from the hotel to the conference sight, renting a car may be considered. If the cost of renting a car is more practical to the City, as compared to other means of transportation such as taxi or subway, a vehicle may be rented for use during the conference. The employee is responsible for obtaining the best available rate on a standard-sized rental car. If more than 2 employees are attending the same conference, the size of vehicle may be adjusted according to the capacity needed to accommodate the number of people traveling. Luxury and convertible models are not permitted upgrades.
- Supplemental insurance options covering the rental vehicle through the rental agency are not reimbursable as a travel expense, as all aspects of the rental are covered under the City of Indianola's ICAP insurance policy. The vehicle should be rented in the City's name for the ICAP insurance policy to apply.
- Detailed receipts for rental cars should be retained and submitted

Specifically Prohibited Expenses

Prohibited expenses include, but are not limited to, the following:

- Personal items, such as personal grooming items
- Any hotel mini-bar charges
- Gifts
- Entertainment and recreation expenses, including hotel movies and health club access at a hotel or other venue
- Alcoholic beverages
- Any expenses for spouses, guests or family members that are not employees of the City and are not attending the function as a representative of the City
- Loss of personal items due to air travel baggage issues will not be reimbursed by the City, as these losses are the responsibility of the air carrier.

Administration

The City Manager, Director of Finance and Department Heads are responsible for ensuring compliance with the policy and limitations.

Work Hours While Traveling

Time spent traveling to and from city-authorized business will be considered as time worked for non-exempt employees.

Time spent normally traveling to and from the work office will not be considered work time, ie. employee's normal work schedule is 8am – 5pm, their conference is 8am – 5pm, they will not be paid for time spent traveling to the conference center and home.

TIME OFF AND LEAVES OF ABSENCE

7.1 PAID HOLIDAYS

The following shall be recognized and observed as paid holidays by regular full time and permanent part time employees:

1. New Year's Day - January 1
2. President's Day - Third Monday in February
3. Memorial Day - Last Monday in May
4. Independence Day - July 4
5. Labor Day - First Monday in September
6. Thanksgiving Day - Fourth Thursday in November
7. Day After Thanksgiving
8. Christmas Eve Day - December 24
9. Christmas Day - December 25

Full time employees, except fire, will receive eight (8) hours of pay on the paid holiday. See below for fire.

Permanent part time employees will receive holiday pay if scheduled for work for the number of hours they are scheduled. If they are not scheduled to work, the employee will not receive holiday pay. Employees starting prior to January 1, 2019 will be grandfathered in and will receive holiday pay based on departmental policies.

Seasonal and temporary employees are not eligible for holiday pay.

Holidays shall count as hours worked in meeting the forty (40) hour requirement for overtime pay.

Fire

Fire – full-time and part-time employees do not receive holiday pay unless they actually work the holiday. If the full or part-time employee actually works the holiday, they receive double pay for the hours worked in addition to holiday pay.

Holidays Occurring on Non-Work Days

If the holiday falls on a Saturday, the Friday before the holiday will be observed.

If the holiday falls on a Sunday, the Monday after the holiday will be observed.

When Christmas 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 also be observed as a holiday. For example, if Christmas Eve falls on Friday and Christmas Day falls on Saturday, then Thursday and Friday shall be designated as the observed holidays. If Christmas Eve falls on Sunday and Christmas Day falls on Monday; Monday and Tuesday shall be designated as the observed holidays.

7.2 VACATION

Full time and permanent part time employees are eligible for vacation leave. The vacation leave year begins with the first day of the first complete biweekly pay period in a calendar year and extends through the last day of the last biweekly pay period that begins in that calendar year. Seasonal employees do not accrue vacation leave. Vacation leave shall be accrued as follows.

Full Time Employees – Effective 7/1/2020

Length of Service	Biweekly Accrual	Fire Biweekly Accrual**
Less than 2 years	3.08 hours	9.23 hours
2 years, less than 8 years	4 hours	12.00 hours
8 years, less than 14 years	5 hours	15.00 hours
14 years, less than 20 years	6.15 hours	18.46 hours
20 years or more	7.69 hours	23.07 hours

**Fire employees accrue more due to working more hours in a year.

Part Time Employees

Hours Scheduled/Week	Biweekly Accrual
30 hrs or more/week	2.3 hours
35 hrs or more/week	2.6 hours

The City Manager or appropriate Department Head is responsible for proper planning and scheduling of vacation for all employees within their respective departments. Advanced planning permits adherence to work schedules and reduces the possibility of employees losing vacation at the end of the year.

The City Manager or appropriate Department Head is authorized to approve vacation leave within their respective departments. It should be approved in advance (up to Department Head discretion) except in an emergency. All requests and approval must be in writing.

Vacation leave will be charged in quarter (1/4) hour increments. Employees must use vacation leave when taking time off if they have vacation time available to them.

Vacation accruals will continue when an employee is on an approved leave of absence with pay. Employees on an unpaid leave of absence will not receive any vacation accrual.

Sick leave may be substituted for vacation leave if an employee becomes ill and hospitalized while on vacation leave. Substitution is permitted for the period of illness only; proof of hospitalization is required.

Employees can rollover up to 166.47 hours of unused vacation to the new leave year. The last pay period to use vacation time before it is forfeited is the pay period including December 31st of that leave year. During that same pay period, all leave in excess of 166.47 hours is forfeited.

Upon resignation, termination or change to a non-leave earning position, the employees vacation leave balance (accrued and not used) will be paid out to the employee by a lump sum payment provided in the case of a resignation, the employee has given the City a two (2) week notice.

7.3 PERSONAL TIME

Full time employees and permanent part time employees receive personal time to use throughout the year.

Personal time shall be accrued as follows.

Status of Employee	Accrual Per Year
Full Time, Non-Union	16 hrs
Full Time, Firefighters	48 hrs
Full Time, Union	Refer to union contract
Police Officers	Refer to union contract
Permanent Part Time Scheduled 30hrs or more per week	6 hrs
Permanent Part Time Scheduled 35hrs or more per week	7 hrs

New hires will receive a prorated amount of personal time dependent on their start date.

Month Employment Starts	Eligible Amount
January 1 – March 31	100%
April 1 – June 30	75%
July 1 – September 30	50%
October 1 – December 31	25%

Personal time will be charged in quarter (1/4) hour increments.

Personal time does not rollover from year to year; all unused time at the end of the benefit year will be forfeited.

Upon resignation, termination or change to a non-leave earning position, the employees personal time balance will be paid out to the employee by a lump sum payment provided in the case of a resignation, the employee has given the City a two (2) week notice.

7.4 SICK TIME

All regular full time and permanent part time employees scheduled and averaging thirty (30) hours or more per week earn sick leave. Available sick leave shall be requested by the employee and granted by the Department Head/Supervisor in writing. Employees may request leave for their own personal illness, pregnancy, childbirth, or related medical conditions; personal injury; examinations and consultations with physicians and other health care providers licensed by the State of Iowa, including the City of Indianola's Employee Assistance Program; or as provided under any other City policy.

Employees may also use sick leave to care for an immediate family member. Immediate family member includes spouse, child or parent.

Sick leave shall be accrued as follows:

Status of Employee	Accrual Per Pay Period
Full Time	3.7 hrs
Fire, Full Time	5.6 hrs
Permanent Part Time Scheduled 30hrs or more per week	2.3 hrs
Permanent Part Time Scheduled 35hrs or more per week	2.6 hrs

The sick leave plan year begins with the first day of the first complete biweekly pay period in a calendar year and extends through the last day of the last biweekly pay period that begins in that calendar year.

Sick leave will be charged in quarter (1/4) hour increments.

Employees must use sick leave when taking time off if they have sick time available to them. Employees may use sick time to supplement the difference in pay when on short-term disability or receiving workers compensation pay.

Sick accruals will continue when an employee is on an approved leave of absence with pay. Employees on an unpaid leave of absence will not receive any sick accrual.

Employees can rollover up to 760 hours of unused sick leave to the new leave year. All leave in excess of 760 hours is forfeited. Career, full-time, firefighters can rollover up to 1680 hours of unused sick leave to the new leave year.

Upon resignation, termination or change to a non-leave earning position, the employee will forfeit any accrued but unused sick leave.

In cases where the employee's sick leave usage record indicates possible abuse, the City has the right to verify the reported illness of any employee and may require a doctor's note for absence due to illness. The City Manager is responsible for establishing such controls as are necessary to prevent abuse of sick leave privileges. Abuse of sick leave shall be proper cause for disciplinary action, up to and including termination of employment.

7.5 BEREAVEMENT LEAVE

Full time employees are entitled to five (5) days off with no loss of regular pay in the event of death for an immediate family member. Immediate family member is defined as employee's spouse, child, parent, step-child or step-parent.

In the case of the employee's sibling, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents-in-law, grandchild, grandparent, step-grandchild, step-grandparent and other corresponding in-laws, the employee shall be allowed three (3) days off with no loss of regular pay.

At the discretion of the employee's Department Head, employees may be granted additional days off which may be charged to sick leave, vacation or comp time.

Permanent part-time employees shall be allowed one (1) day off with no loss of regular pay.

7.6 JURY DUTY

Employees who are called for jury duty are entitled to take time off, as necessary, to fulfill jury obligations. Employee's will receive regular pay for this time off. Employees will not face discipline or retaliation for jury service in accordance with the Code of Iowa 607A.45.

Employees must immediately inform and submit a copy of the summons to their immediate Supervisor. If chosen to sit on a jury, the employee must inform his or her Supervisor how long the trial is expected to last. Employees must also check in with their Supervisor periodically during their jury service, so the City knows when to expect the employee to return to work.

On any day when jury service ends before the end of the employee's usual work day, the employee must check in with his or her Supervisor to find out whether the employee needs to return to work for that day.

This policy does not apply to legal actions to which the employee is named as a party (either plaintiff/petitioner or defendant/respondent or must appear as a witness), unless the employee was named as a party or must be a witness in his/her official capacity as an employee of the City. Employees with personal court matters shall not be entitled to a court leave with pay but may use accrued leave time to offset lost work time.

While on paid jury leave, the City will continue the employee's regular salary, but the employee must turn in any compensation received for such duty, except for mileage, parking, food or lodging.

7.7 TIME OFF TO VOTE

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

Employees should request time off to vote from their Supervisor at least two working days prior to the Election Day and the Department Head shall designate the period of time to be taken. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule. The employee is not liable for any penalty nor shall any deduction be made from the person's regular salary or wages on account of such absence.

7.8 MILITARY LEAVE

The City will comply with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Iowa Code Section 29A.28.

Employees who are members of a reserve force of the United States or of the state of Iowa shall be granted a leave of absence when ordered to attend a training program or perform other duties under

the supervision of the United States or the state of Iowa. This leave of absence shall be with pay, only for regular full-time employees, during the period of such activity and shall not exceed thirty (30) calendar days per year.

Any employee who enters into active service in the Armed Forces of the United States while in the service of the City of Indianola, will be granted an unpaid leave of absence for the period of military service.

Employees must provide a copy of their orders to their Department Director at least ten (10) working days prior to reporting for duty.

7.9 PREGNANCY LEAVE

If an employee meets the eligibility requirements under FMLA provisions, an employee will be offered FMLA for pregnancy leave. If an employee is not eligible for FMLA, the Iowa Civil Rights Act requires employers to grant unpaid leave to employees who are temporarily disabled because of pregnancy or related medical conditions, even if similar leaves are not granted for other temporary disabilities, and even if the leave is not available to the employee under any health, temporary disability, or sick leave plan. Employees are entitled to leave for the period of temporary disability or for 8 weeks, whichever is less. Once the pregnancy leave commences an employee may be eligible for additional disability leave.

7.10 LACTATION

The City of Indianola will provide reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has the need to express the milk. The City will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

The City will provide a reasonable amount of break time to express milk as frequently as needed by the nursing mother. The frequency of breaks needed to express milk as well as the duration of each break will likely vary, and the employee must communicate with her Supervisor regarding the timing of the breaks.

A bathroom, even if private, is not a permissible location. The location provided must be functional as a space for expressing breast milk. If the space is not dedicated to the nursing mother's use, it must be available when needed by the employee. A space temporarily created or converted into a space for expressing milk or made available when needed by the nursing mother is sufficient, provided that the space is shielded from view, and free from any intrusion from co-workers and the public.

Employees who use break time to express milk will be compensated in the same way that other employees are compensated for break time. In addition, the FLSA's general requirement that the employee must be completely relieved from duty or else the time must be compensated as work time applies.

7.11 FAMILY AND MEDICAL LEAVE ACT (FMLA)

The City of Indianola will provide Family and Medical Leave to its eligible employees. The City posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S.

Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act in Iowa.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you must contact Human Resources in writing.

General Provisions

Under this policy, the City of Indianola will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

1) The employee must have worked for the City for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

2) The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

3) The employee must work in a worksite where 50 or more employees are employed by the City within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

1) The birth of a child and in order to care for that child.

2) The placement of a child for adoption or foster care and to care for the newly placed child.

3) To care for a spouse, child or parent with a serious health condition (described below).

4) The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the City's sick leave policy are encouraged to consult with Human Resources.

5) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying e*xigency must be one of the following:*

a. short-notice deployment

b. military events and activities

c. child care and school activities

d. financial and legal arrangements

e. counseling

f. rest and recuperation

g. post-deployment activities, and

h. additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

In order to care for a covered servicemember, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered servicemember.

For the purposes of this policy, the following definitions apply:

a) A “son or daughter of a covered servicemember” means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.

b) A “parent of a covered servicemember” means a covered servicemember's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”

c) A “spouse” means a husband or wife, including those in same-sex marriages, which were made legal in all 50 United States as of June 26, 2015.

d) The “next of kin of a covered servicemember” is the nearest blood relative, other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin. For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered servicemember's next of kin. Alternatively, where a covered servicemember has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember's next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered servicemember pursuant to § 825.122

e) “Covered active duty” means:

(a) “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.

(b) (2) Covered active duty or call to covered active duty status in the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee’s 12-week maximum of FMLA leave in a 12-month period.

6) Military caregiver leave (also known as covered servicemember leave) to care for an injured or ill servicemember or veteran.

An employee whose son, daughter, parent or next of kin is a covered servicemember may take up to 26 weeks in a single 12-month period to take care of leave to care for that servicemember.

Next of kin is defined as the closest blood relative of the injured or recovering servicemember.

The term “covered servicemember” means:

(a) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

(b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

The term “serious injury or illness means:

(a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and

(b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.

(c) Outpatient status, with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The City will measure the 12-month period as a rolling 12-month period measured forward from the date an employee uses any leave under this policy. Each time an employee takes leave, the City will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the City will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If spouses both work for the City and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the spouses may only take a combined total of 12 weeks of leave. If spouses both work for the City and each wishes to take leave to care for a covered injured or ill servicemember, the spouses may only take a combined total of 26 weeks of leave.

Employee Status and Benefits During Leave

While an employee is on leave, the City will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the City will require the employee to reimburse the City the amount it paid for the employee's health insurance premium during the leave period.

Under current City policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in Human Resources by the 1st day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

The employer will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the

employee may request continuation of such benefits and pay his or her portion of the premiums. If the employee does not continue these payments, the employer may discontinue coverage during the leave.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The City may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the City's sick leave policy) prior to being eligible for unpaid leave.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill servicemember over a 12-month period).

The City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and

for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the City and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the City before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

Certification for the Employee's Serious Health Condition

The City will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

The City may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The City will not use the employee's direct Supervisor for this contact. Before the City makes this direct contact with the health care provider, the employee will be a given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the City will obtain the employee's permission for clarification of individually identifiable health information.

The City has the right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the employee to get a certification from a second doctor, which the City will select. The City may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will mutually select the third doctor, and the City will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Certification for the Family Member's Serious Health Condition

The City will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

With the employee's permission, the City may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The City will not use the employee's direct Supervisor for this contact. Before the City makes this direct contact with the health care provider, the employee will be a given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the City will obtain the employee's family member's permission for clarification of individually identifiable health information.

The City has the right to ask for a second opinion if it has reason to doubt the certification. The City will pay for the employee's family member to get a certification from a second doctor, which the City will select. The City may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the City will require the opinion of a third doctor. The City and the employee will mutually select the third doctor, and the City will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Certification of Qualifying Exigency for Military Family Leave

The City will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave

The City will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

Recertification

The City may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days unless circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the City may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The City may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to Human Resources. Within five business days after the employee has provided this notice, HR will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the City's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Designation of FMLA Leave

Within five (5) business days after the employee has submitted the appropriate certification form, HR will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

Intent to Return to Work from FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the City may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

7.12 UNPAID LEAVE OF ABSENCE

The City of Indianola understands that there are times an employee may need additional time off for personal reasons. If an employee has exhausted all applicable sick leave, vacation, personal, compensatory time and FMLA leave, if eligible, an employee may request an unpaid leave of absence for up to thirty (30) days. An employee requesting an unpaid leave should fill out the unpaid leave form, stating the reason for the leave and include dates of expected absence. Approval of unpaid leave is at the discretion of the Department Head and Human Resources

Employees who are not eligible for leave under the city's sick leave or Family and Medical Leave Act policies may apply for an unpaid leave under this section for purposes of pregnancy or a related condition as provided in Iowa Code Section 216.6(2)(e). Medical certification stating that the employee is not able to perform the duties of employment may be required by the City.

During an unpaid leave granted under this section, employees do not receive compensation, do not accrue length of service, vacation or sick leave, and are not eligible for paid holidays. The City does not make contributions to retirement programs for the duration of the leave. Employees may continue in the group health program during an unpaid leave under this section by paying the full cost of the premium by the first of the month for the following month's coverage. Failure to pay the premium on time will result in termination of coverage.

If an employee plans to return to work following an unpaid leave taken under this section, the employee must notify his/her Department Head before the end of the leave. The City will attempt to restore the employee to the position the employee held at the start of the leave, or in a comparable position, if possible. If no such position is available, the employee's employment will be terminated.

7.13 LEAVE DONATION

The City of Indianola recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available sick/vacation/personal time. To address this need, all eligible employees will be allowed to donate accrued paid sick, vacation or personal leave hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility

Employees must be employed with the City of Indianola for a minimum of one year to be eligible to donate and/or receive donated sick/personal time.

Guidelines

Employees who would like to make a request to receive donated sick/vacation/personal time from their co-workers must be determined by Human Resources to have a situation that meets the following criteria:

Medical emergency, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child or parent.

Major disaster, defined as a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to a family member of the employee that requires the employee to be absent from work.

Donation of Sick/Vacation/Personal Time

- The donation of sick/vacation/personal time is strictly voluntary.
- The donation of sick/vacation/personal time is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The minimum number of sick/vacation/personal hours that an eligible employee may donate is 1 hour; the maximum is 40 hours or no more than 50 percent of the employee's current balance.
- Employees cannot borrow against future sick/vacation/personal time to donate.
- Employees who are currently on an approved leave of absence cannot donate sick/personal time.
- Once the donation has been transferred, it cannot be returned to the donating employee.

Donation Process

If an employee would like to donate sick/vacation/personal time to an employee who meets the criteria listed under Guidelines, the donating employee will fill out the Leave Donation form and submit it to Human Resources. Human Resources will confirm that the donating employee has the accrued time in their leave balance and that the receiving employee has exhausted all their accrued time. Human Resources will then request the individual's written consent to receive the donation. The donated time will be paid out with the next payroll at the receiving employee's rate of pay.

Employees who receive donated sick/vacation/personal time may receive no more than 480 hours (12 weeks) within a rolling 12-month period.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

EMPLOYEE RECOGNITION

8.1 MERITORIOUS PERFORMANCE AWARD

It is important to the City that an employee is recognized for a job well done. Meritorious performance awards are awards granted for job performance exceeding job requirements in one or more segments of the job over an extended period. A Meritorious Performance Award also covers special acts or services of a one-time occurrence with or related to official employment. All employees are eligible to receive this award.

Examples of Meritorious Performance

- Performance overcoming unusual difficulties.
- Performance resulting in significant economies or other highly desirable benefits.
- Exemplary handling of an emergency situation.
- On-going exemplary customer service, to be used as a role model throughout the organization.

Award Amount

An employee receiving a meritorious award will be entitled to not more than $100. If a group of employees are being recognized, the total award may be more than $100. In this case each individual award shall not be less than $15 or more than $100. Awards shall also include a signed appreciation certificate.

Presentation of Award

The award shall be presented at a council meeting.

Requesting a Meritorious Performance Award

The Department Head should complete the Meritorious Performance Award form and submit it to Human Resources. Human Resources will review and approve if the reason meets the guidelines of this policy. Human Resources will then obtain the City Manager's signature and submit to the City Clerk to add to the next City Council agenda for City Council approval. The form must be filled out in its entirety to be considered.

8.2 CUSTOMER SERVICE AWARD

Customer service is extremely important to the City of Indianola. Therefore, the City provides its employees with an award for providing customer service above and beyond their normal job duties.

To be eligible for a customer service award, an employee must receive positive recognition either in writing or verbally to a member of management.

Employees that receive positive recognition will be entitled to an award at the Annual Awards Banquet and two (2) hours of paid vacation added to their vacation bank. Each employee may only receive one award per calendar year.

8.3 LENGTH OF SERVICE AWARD

The City of Indianola recognizes the importance of your continued service with the City. All regular full-time and part-time and on-call employees will be presented a Service Award commemorating your service after your 5th, 10th, 15th, 20th, 25th, 30th, 35th, 40th, 45th, and 50th years of employment with the City.

SAFETY

9.1 SAFETY INTRODUCTION

The success of the City of Indianola depends upon our efficient use of resources to produce a high-quality product for the citizens of our community. Our most important resource is our employees. To protect this resource, we are committed to providing a safe and healthful workplace for all employees by establishing and maintaining an effective safety and health program. We consider safety to be a core value of our organization's operations.

The occupational safety program of the City of Indianola is organized to give each department responsibility for the accident prevention program. All employees at all levels of our workforces are directed to make safety a matter of continuing concern, equal in importance to all other operational considerations. We are all expected to cooperate in implementing safety practices and to adopt the concept that the safe way to perform a task is the most efficient, and the only acceptable way to perform it.

Safety Responsibilities

Department Head/Supervisor Responsibilities:

Management is responsible for providing a place of employment that is free from recognized hazards that could result in injuries or accidents. Since it is impossible for managers to personally observe all employee activities, management must rely on and assure that all Supervisors are trained and aware of their safety responsibilities. Other safety responsibilities for managers include:

- Provide leadership and direction concerning safety activities.
- Participate actively in the continuous evaluation of the safety program.
- Set goals concerning safety performance with your departments.
- Review losses for potential trends on a regular basis.
- Consistently enforce the requirements of the organization's safety program and any associated rules or policies.
- Participate in facility and work site audits.
- Participate and support all accident investigation activities and recommend corrective action if necessary. Operating under known hazardous conditions will not be tolerated.
- Familiarize yourself with and enforce the safety rules and regulations that have been established by applicable local, state and federal organizations. These regulations are intended to set minimum standards for safety and the contents of the regulations should be enforced as minimum safety requirements for all the entities worksites and facilities.
- Do not permit new or inexperienced employees under your supervision to work with power tools, machinery or complex equipment without proper instruction and training. This training must be documented.
- Give adequate instructions. Do not assume that an employee knows how to do a job unless you personally have knowledge that the person can perform the task correctly.

- Ensure tools, equipment and machinery being used in the workplace is in proper working condition. Do not allow the use of unsafe tools or equipment under any circumstance.
- Ensure that proper personal protective equipment is available, in good working order and used by employees when necessary or required.
- Always set a good example in safety, such as wearing the proper safety equipment (safety glasses, hard hats, etc), following policies/procedures, using seat belts, etc.
- Ensure that all employees have access to a copy of the organization's safety program.
- Encourage safety suggestions from employees under your supervision.
- Obtain prompt first aid for injured employees.
- Complete audit reports.
- Appoint a representative from within their department to be actively involved with the Safety Committee. This includes attending the monthly safety committee meetings.

Employee Safety Responsibilities

All employees carry a certain amount of responsibility in any safety program. You must be aware that your actions, mental state, physical condition and attitude directly affect the safety of yourself and your fellow employees. All employees are expected to:

- Know your job, follow instructions and think before you act.
- Use personal protective equipment (PPE), eye protection, hard hats, gloves, etc, as the job requires.
- Work according to good safety practices as posted, instructed and/or discussed.
- Refrain from any unsafe act that might endanger themselves, fellow workers or public.
- Use all safety devices provided for their protection.
- Report any unsafe situation or act to their Supervisor immediately.
- Assume responsibility for thoughtless or deliberate acts that may cause injury to themselves, fellow workers or the public.
- Abide by all policies, procedures, rules, etc associated with the organization's Safety Program.
- Never operate equipment that they are unfamiliar with or not trained to use. Also, equipment that is defective or in need of repair shall not be used and must be reported to their Supervisor.
- Report all accidents/incidents to their Supervisor as soon as they occur. Failure to report any injury or incident may be cause for disciplinary action. Fill out the Incident Review Report with your Supervisor.

Basic Safety Rules

- Each employee will be required to comprehend and abide by the contents of this safety program.
- All accidents, incidents and near misses no matter how minor, shall be reported immediately to the Supervisor.
- All hazardous conditions, actions and/or practices shall be reported to the Supervisor.
- Work areas, including the inside and outside of vehicles and buildings, shall be kept clean and orderly at all times.

- Employees are to only to operate equipment/tools that they are trained and authorized to operate.
- Smoking is prohibited on all entity property and in areas where there is a danger to equipment, materials, coworkers or building, or where “No Smoking” signs are posted.
- Employees must use all safety devices and personal protective equipment provided for their protection.
- Employees shall wear clothing and shoes suitable for the particular work they are doing.
- Employees must use assisted lifting devices or obtain assistance from a coworker when lifting heavy options.
- Guards are never to be removed except when authorized to make repairs or adjustments. Replace guards immediately upon completion of work.
- The use of drugs and alcohol during working hours is prohibited. Any employee reporting for work under the influence of alcohol or controlled substances is subject to disciplinary action.
- Any employee taking prescription drugs or over-the-counter drugs that could impair assigned work shall report this fact to the Supervisor.
- Employees shall not engage in practical jokes or horseplay that could result in injury to themselves, others or cause property damage.

9.2 SAFETY COMMITTEE

A safety committee was established by the organization to be composed of one employee from each department. Members of the committee should be chosen from those employees recognized for their good work, are safety conscious and have familiarity with the overall work area and equipment. The City partners with an outside entity that shall serve as the chairperson for the safety committee. The chairperson will be responsible for scheduling meetings, notifying committee members, agendas, minutes, complete Safety Committee comments on accident reports, written program reviews and changes distributed, ensure quarterly department inspections are completed and deficiencies are taken care of and following up on items discussed. Some or all of these duties may be contracted out. In order to stay on top of things, the committee will meet monthly. The committees will have the following responsibilities:

- Review accident/injury investigation reports from all departments to see if corrective measures need to be implemented.
- Ensure inspections are conducted in each department’s work areas, tools and equipment to identify safety hazards and recommend ways to correct hazards.
- Coordinate the development of safety rules and safe work methods.
- Coordinate safety training between departments when possible.
- Report the activities of the committee by submitting a copy of their meeting minutes to all Supervisor and Managers.

9.3 WORKERS’ COMPENSATION

Workers’ Compensation benefits are mandated by law to provide benefits for employees who sustain work-related injuries and illnesses. The benefits consist of compensation for salary lost (subject to a waiting period and based on the salary received at the time of the injury) and related medical services.

Coverage

If an employee suffers from an illness or injury that is related to work, the employee may be eligible for workers' compensation benefits. Workers' compensation will pay for medical care and lost wages resulting from job-related illnesses or injuries. The workers' compensation laws of the State of Iowa determine how employees receive medical care and how they are paid for lost work time as a result of a work-related injury or illness.

Employee Reporting Requirements

Many incidents and injuries occurring in the workplace or that involve equipment and property is preventable. Should an employee be injured on the job, the employee shall inform their Supervisor immediately following the injury or illness, or as soon as the employee has knowledge of the injury or illness, regardless of how minor the injury or illness might be. Failure to report a job-related injury or illness may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize the employee's right to benefits in connection with the injury or illness. In case of an emergency, employees should be taken to the nearest emergency room for treatment. Employees are required to use the City's designated non-emergency facilities for all other workers' compensation injuries or illnesses.

In an effort to prevent future incidents and injuries, it is necessary to immediately review the circumstances surrounding each incident. Once the primary cause for the incident has been established, action shall be taken to prevent recurrence. An Incident Review Report has been developed to facilitate the investigation. The Supervisor and Employee shall complete this form together. This needs to be completed within 48 hours of the incident.

When an employee is involved in an accident with an entities vehicle involving private property, whether there is damage or not, the Police/Sheriff's Department will be called immediately. If the Police/Sheriff's Department is called, the police report shall accompany the Incident Review Report. This Incident Review Form does not replace the First Report of Injury Form.

If the investigation determines an employee has contributed to the cause of an incident by failure to obey laws, department or safety rules and regulations, disciplinary action may result.

Copies of all incident reports and corrective actions shall be kept on file with Human Resources with a copy of the OSHA 300 log for the year that the incident occurred in.

First Report of Injury will be filled out by IMWCA's City Nurse.

9.4 ON-THE-JOB INJURY PROCESS

Medical Emergency Process

The following actions should be taken in the event of a medical emergency:

1. Call 911
2. Make sure site is safe before providing assistance. ***Do not attempt rescue alone!***

3. Provide assistance to the injured person.
4. Notify the department's Supervisor and Human Resources or City Manager.
5. Once injured worker is under medical care, Supervisor should, if the employee is unable too, call the City Nurse, 1-888-770-0928; group code: IA183, and complete the Incident Review Report.

Each building will have emergency contacts and telephone numbers posted in a conspicuous manner.

9.5. NON-EMERGENT PROCESS

1. Employee notifies Supervisor and Human Resources of incident via email, phone or visit to office.
2. Employee calls the City Nurse at 1-888-770-0928. Use Group Code: IA183
3. Employee fills out the City of Indianola's Incident Review Report. In the event the employee is unable to, the Supervisor will fill out the form.
4. Employee seeks treatment. Must use below for initial treatment:
    a. 1st - IA Methodist Occupational Medical Clinic, 1301 Pennsylvania Ave, 262-7619
    b. 2nd - If IA Methodist is closed - Unity Point Lakeview Urgent Care, 6000 University Ave, Ste 101, 241-2600
    c. 3rd - Last option, ER if emergency or if 1st & 2nd above are closed
5. Employee updates Human Resources and Claims Adjuster following each medical appointment.

Employees with a work-related illness or injury are required to have their initial evaluation with one of these facilities. If appropriate, and with prior approval from IMWCA, the physician/clinic may make referrals to other specialists.

If an employee chooses to go to another provider without the referral from the authorized treating physician/clinic, the employee will be responsible for all expenses related to those visits. No workers' compensation benefits may be claimed unless seen by the authorized treating physician/clinic.

Health insurance **does not** cover work-related injuries.

9.6 FIRST AID

Any injury shall be treated by the Supervisor or other available personnel in accordance with their individual abilities and the severity of the injury.

Medical treatment is mandatory for any of the following:

- Severe chest pain
- Traumatic injuries (head injury or severe cut)
- Loss of consciousness or severe dizziness

At least one first aid kit shall be maintained in each occupied building. In addition, a first aid kit shall be located in each vehicle, authorized by medical personnel. Kits need to be inspected on a regular basis, replacing used, missing, soiled, damaged or outdated items. Make sure all employees are advised of the location of the first aid kits.

An eye wash station suitable for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate use if employees are exposed to harmful materials. Document that they eye wash station was inspected weekly.

9.7 DESIGNATED PHYSICIAN

As authorized by Chapter 85.27 of the Iowa Code, the City of Indianola has the right to choose a medical care provider for the evaluation and treatment of work place injuries and illnesses. The City of Indianola has designated Iowa Methodist Occupational Medicine Clinics as its medical provider. Employees with a work-related illness or injury will be required to have their initial evaluation with this clinic. If appropriate, with prior approval from the City's worker's compensation carrier, Methodist Occupational Medicine Clinics may make referrals to other specialists.

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

In emergency situations, ie. bleeding, loss of consciousness, etc, employees will be given immediate medical attention either by rescue personnel or medical personnel at local clinics.

Health insurance **will not** cover work-related injuries.

9.8 INCOME REPLACEMENT

Generally, an employee who is eligible for workers' compensation may use sick leave, vacation and/or comp time for scheduled work days lost during the first three days following the injury or illness. If the employee continues to be eligible for workers' compensation, the employee will be paid by the workers' compensation carrier starting on the fourth day of the disability.

Employees are not eligible to receive Workers' Compensation and/or Unemployment Compensation benefits in addition to Short-Term Disability benefits for the same period of time.

9.9 WORKERS' COMPENSATION AND FAMILY AND MEDICAL LEAVE ACT (FMLA)

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

To find out more about workers' compensation coverage, contact the Human Resources Department.

9.10 RETURN TO WORK

Before returning to work, an employee may be required to submit to a job-related medical examination to determine the employee's ability to perform the essential functions of his/her position or to submit to any fitness for duty examinations required by federal, state or local law or County policy.

The City of Indianola will provide modified or alternate work for an employee injured on the job, or sustained a work-related illness, and unable to temporarily or permanently return to his/her regular job

classification. Regular modified and alternate work will be provided as available in compliance with the Americans with Disabilities Act (ADA) and Iowa Workers' Compensation Act.

Return to Work Program Objectives

- To return the employee who is injured or seriously ill, to work as soon as possible when there is not significant risk of substantial harm to themselves and others.
- To minimize financial hardship and emotional stress to the employee who has sustained a work-related illness or injury.
- To assist employees in returning to work at a level as close as practicable to their pre-injury earnings and productivity.
- To retain qualified and experienced employees.
- To reduce the cost of disability benefit programs.

9.11 REASONABLE ACCOMMODATIONS

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

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

9.12 TEMPORARY ALTERNATE DUTY (TAD)

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

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

If an alternate duty position is available, the employee will be provided with TAD as soon as medically feasible. An alternate duty position may be either within his/her department, if available, or within another department, as coordinated by Human Resources. TAD should be consistent with the employee's physical/mental abilities.

An employee in TAD capacity will continue to receive the salary and benefits of his/her job classification. A TAD assignment should be reviewed after each medical appointment, normally every 7 to 14 days. TAD will not normally exceed three months (90 calendar days). At the conclusion of their 90-day TAD period, an employee who has not been released to full duty will have the opportunity to apply for another position within the organization in which they are qualified for and able to perform the essential functions of the job. Should an employee be unsuccessful at finding a new position within the organization and if the employee is unable to perform the essential functions of his or her position with

or without an accommodation, that employee could be laid off. Laid off employees shall be afforded all rights and benefits included in applicable collective bargaining contracts and/or personnel policies in effect at the time of the lay-off.

9.13 MEDICAL EXAMINATION

New Hires

Full-time, part-time and/or temporary/seasonal job offers may be conditioned upon a medical examination to determine whether the individual is able to perform the essential functions of the position. No person shall be disqualified for appointment on the basis of such examination unless it is determined that no reasonable accommodation (if required by the Americans with Disabilities Act and/or the Code of Iowa) can be made.

Reasonable Accommodation

When by reason of a claimed disability a candidate for employment may require reasonable accommodation in order to perform the essential functions of the job; or when a City employee by reason of a claimed disability, may require reasonable accommodation in order to continue performing the essential functions of his or her job, the individual claiming the disability shall notify the Human Resources Director or the director of the department in which the position is located of the claimed disability and the request for reasonable accommodation. A committee consisting of the immediate Supervisor, Department Head and Human Resources Director will review the facts of the case as it relates to the Americans with Disabilities Act and the Iowa Civil Rights Act, the accommodation requested by the individual, other accommodations, if any, which might be reasonable, and then determine whether a reasonable accommodation is available.

The candidate or employee claiming to have a disability and requesting an accommodation for that disability shall provide to the Department Head or Human Resources Director:

- Documented medical evidence of the claimed disability, unless the nature and extent of the disability is evident
- A written statement of the means of accommodation that the candidate or employee believes would enable the candidate or employee to perform the essential functions of the job to meet City performance standards
- A written statement of acceptance or rejection of any alternative means of accommodation proposed by the committee, and the reason for any such rejection

The committee shall, within a reasonable time, submit to the City Manager a written report of its determination and recommendations. The City Manager shall make the final decision on disability and accommodation within a reasonable time after receiving the committee's report and such additional information or analysis as the City Manager may call for.

Examinations During Employment

When, in the judgment of the department director and the Human Resources director, an employee's physical or mental condition is such that it is desirable to evaluate the employee's ability to perform

essential job functions and to comply with work rules and standards of conduct, the employee may be required to undergo an examination at the City's expense. The following procedure shall be followed:

1. The employee shall be examined by one of the City's designated physicians or another physician or health care provider. The employee shall have the right to submit to the examining physician or other provider reports, opinions or other information provided by the employee's own physician or health care provider.
2. The report of the examining physician or provider shall be submitted to the Human Resources Director who shall confer with appropriate management staff to determine recommended action.
3. The results of the examination shall be confidential, with access to medical information limited to the employee and management staff that needs the information to make employment-related decisions.

Examinations Following Absence

Any employee who has been required to take prolonged or frequent leave due to illness or injury may be required to either submit a written release from the attending physician or to take an examination, by the City's designated physician, before returning to work.

9.14 EMERGENCY INFORMATION

All employees are responsible for maintaining a safe and healthful workplace by following the City's emergency procedures. These procedures are based on federal, state and local laws that affect City business. Failure to follow emergency instructions puts not only the individuals who do not follow the procedures at risk, but potentially others as well. For this reason, it is important all employees follow emergency procedures. All Department Heads and Elected Officials automatically assume the responsibility of Floor Control Director. Floor Control Directors are responsible for ensuring employees are educated on emergency procedures such as evacuation, seeking shelter, etc. and will direct employee movement to designated areas during an emergency.

Bomb Threat (by phone)

If there is a bomb threat by telephone:

1. As discretely as possible notify the nearest employee of the threat and instruct them to call 911.
2. Keep the caller on the line as long as possible, note anything unusual about the call or caller
    - When is the bomb going to explode?
    - Where is it right now?
    - What does it look like?
    - What kind of bomb is it?
    - Did you place the bomb? If so, why?
3. Listen for background noises.
4. Do not hang up.
5. Ask the caller for their name.

Fire or Smoke Odor

In case of fire or smoke, follow these procedures:

1. Activate the fire alarm pull station.
2. Call 911 to notify the fire department.

Caution: Employees should not try to extinguish the fire unless the employee has been properly trained! If an employee has any doubt about his/her ability to safely use a fire extinguisher, do not attempt to put out the fire. Exit the building.

Evacuation Procedure

If employees hear the fire alarm or an evacuation announcement, begin evacuation immediately. Go to the closest fire exit, exit the building and proceed to the assembly point for the employee's office.

If an employee is a Floor Control Director, the employee should:

- Direct employees to the closest exit.
- Assist employees and citizens with special needs to the emergency exits.
- Check the area to make sure everyone is evacuated. Check meeting rooms, restrooms, etc.
- Evacuate the area themselves.
- Take a head count of the employees from the department to make sure that everyone got out of the building safely. Department Heads should bring an employee list with them.
- Advise the police or fire officials at the assembly point that the designated area is clear or of anyone that may be missing.

Employees and Supervisors should remain gathered until directed to return to the building.

Active Shooter

In case of an active shooter, follow these steps:

1. Evacuate
    a. If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
        i. Have an escape route and plan in mind
        ii. Evacuate regardless of others agree to follow
        iii. Leave your belongings behind
        iv. Help others escape, if possible
        v. Prevent individuals from entering an area where the active shooter may be
        vi. Keep your hands visible
        vii. Follow the instructions of any police officers
        viii. Do not attempt to move wounded people
        ix. Call 911 when you are safe
2. Hide Out
    a. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

i. Be out of the active shooter's view
ii. Provide protection if shots are fired in your direction (ie. an office with a closed and locked door)
iii. Not trap you or restrict your options for movement

b. To prevent an active shooter from entering your hiding place:
    i. Lock the door
    ii. Blockade the door with heavy furniture

c. If the active shooter is nearby:
    i. Lock the door
    ii. Silence your cell phone and/or pager
    iii. Turn off any source of noise (ie. radios, televisions, etc)
    iv. Hide behind large items (ie. cabinets, desks)
    v. Remain quiet

d. If evacuation and hiding out are not possible:
    i. Remain calm
    ii. Dial 911, if possible, to alert police to the active shooter's location
    iii. If you cannot speak, leave the line open and allow the dispatcher to listen

Severe Weather

If a severe weather warning advising the public to seek shelter is issued by the National Weather Service, immediately seek shelter in one of the following locations:

- Interior rooms without windows and with doors that close
- Basements
- Interior stairways
- Restrooms
- Tunnels

Avoid areas with large amounts of glass and elevated ceilings. This is not an evacuation – do not leave the building. After weather conditions are no longer threatening, management will convey an "all clear" announcement and direct employees to either return to work or notify them that they are dismissed.

Medical Emergency

For critical or life-threatening situations, CALL 911 immediately. Request the assistance of an employee trained in first-aid and CPR. Designate an individual to meet the emergency medical personnel outside the building and direct them to the location of the ill or injured party.

Any employee who has a health condition that may develop into an emergency situation should wear the appropriate medical identification tags. For the safety of the employee and those co-workers around them, information regarding emergency treatment techniques appropriate for the condition would be helpful and employees are encouraged to share this with their immediate Supervisor and/or co-workers.

9.15 SAFETY TRAINING AND ORIENTATION

The City of Indianola partners with a third-party administrator to provide a comprehensive safety program for its employees. It is mandatory that all employees attend training that is in-line with their position and requested by their Supervisor. Training classes will be selected at the beginning of the fiscal year by the safety committee, safety consultant and management. Employees will be assigned training and provided a deadline date to complete the training assignments. If an employee doesn't complete training by their deadline date, it could result in disciplinary action.

The Supervisor or their designee will provide ongoing safety training in the following areas as the need arises:

- New equipment
- Changes in operations
- Identified areas of increased accidents
- Identified areas of exposure
- Annual refresher training required for each program

Documentation of Safety Training

Documentation from any training courses attended by employees, Supervisors or Managers will be kept. Documentation associated with safety meetings and training will be kept on file with the Human Resources department.

Employee Safety Orientation

New Employees

Department heads or their designee will provide an orientation to all new employees to address the hazards of their position. This orientation will include a review of all safety rules, policies/procedures, equipment, etc, that is applicable to the new employee's duties. The new employees will be given an opportunity to ask any relevant questions that may pertain to their assigned duties.

Existing Employees

All existing employees will attend department specific safety training as determined by their Department Head, as well as, organization wide training on an annual basis to include but not limited sexual harassment and discrimination training and bloodborne pathogen training.

9.16 DRUG AND ALCOHOL-FREE WORKPLACE

In compliance with the Drug-Free Workplace Act of 1988, the City of Indianola has a longstanding commitment to provide a safe, quality-oriented and productive work environment consistent with the standards of the community in which the City operates. Alcohol and drug abuse pose a threat to the health and safety of City employees and to the security of the City's equipment and facilities. For these reasons, the City is committed to the elimination of drug and alcohol use and abuse in the workplace.

For purposes of this policy, “the workplace" includes any City facility, City premises, City vehicle, and private vehicle while on City business. The policy provides that the unlawful manufacture, distribution, dispensing, possession or use of an illegal drug or controlled substance in the workplace is strictly prohibited. Violations of this policy could result in disciplinary action, up to and including termination of employment, and may have legal consequences. Employees who perform work duties covered by the DOT and FMCSA regulations are also subject to DOT Drug and Alcohol regulations.

Definitions

A. Abuse of alcohol or a legal drug - Any use of alcohol or a legal drug which impairs an individual's faculties (other than use of a legal drug for appropriate purposes in accordance with applicable medical directions). In addition, the taking of a prescription drug that was prescribed for another shall be considered "abuse" of a legal drug.
B. Accident - An incident that happens while on the job involving an employee or City equipment or vehicle, unexpectedly and or unintentionally, typically resulting in damage or injury.
C. Alcohol - Ethanol, isopropanol, or methanol.
D. City premises - Includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by the City of Indianola or on any site on which the City is conducting business.
E. Illegal Drug - Any drug or substance defined as a controlled substance and included in schedule I, II, III, IV, or V under the federal Controlled Substances Act, 21 U.S.C. §801 et seq.
F. Legal drug - A drug for which there is a valid prescription, or over-the-counter drug for the employee.
G. Prospective employee - A person who has made application, whether written or oral, to our City to become an employee.
H. Refuse to cooperate - To obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.
I. Sample - A sample from the human body capable of revealing metabolites, such as urine, saliva, skin, or hair. "Sample" does not include blood [except in situations where a blood test was made on an employee involved in a workplace accident if the test was administered by or at the direction of a person providing treatment to the employee and the test was not made at the request of or by the suggestion of the employer].
J. Under the influence of alcohol - An alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a Supervisor to conclude that an employee is impaired because of alcohol use.
K. Under the influence of drugs - A confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not

a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization).

For purposes of this policy, samples will be urine, saliva and breath.

**Definitions are listed as per Iowa Law and will be used as such unless otherwise indicated.

Legal Drugs

Prescription Drugs - An employee may bring to work and take a prescription drug during work hours only if the drug has been prescribed for the employee by a physician or other authorized prescriber and only if the drug is taken in accordance with the prescriber's directions. The City of Indianola will not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.

Over-the-Counter Drugs - An employee may bring to work and take an over-the-counter drug during work hours only if the drug is used for its intended purposes and in accordance with package directions and any supplemental directions of the employee's physician.

Notification - An employee must notify their immediate Supervisor whenever he or she is using a prescription or over-the-counter drug which potentially may affect safety or work-performance. In making this determination, the employee should rely on the warnings or cautions that are received with the particular lawful drug. The City does not seek information on all drugs that an individual may be taking, but only those where there is an indication that the drug may affect performance, or there is a caution that one should not engage in certain activities which are part of the employee's job duties while taking the drug. The City of Indianola reserves the right to take appropriate action (including relieving the employee from work) if the use of the drug is impairing the employee's faculties or work performance.

Abuse - Abuse of legal drugs will not be tolerated and will be dealt with in the same manner as the use of a controlled substance.

Drug-Free Workplace Act of 1988 Notification

Employees shall notify their Supervisor of the employee's conviction under any criminal drug statute for a violation occurring in the workplace, as defined above, no later than 5 days after such conviction. If an employee is convicted of a violation of a criminal drug statute for a violation occurring in the workplace, the City will take appropriate disciplinary action against the employee, up to and including termination or the City will require the employee to successfully participate in an approved drug abuse assistance or rehabilitation program. If the City requires the employee to successfully participate in an approved drug abuse assistance or rehabilitation program and the employee fails to do so, the City will take appropriate disciplinary action against the employee, up to and including termination.

Alcohol or Drug Possession, Transfer or Use, Other Than Use Detected by a Drug or Alcohol Test

An employee bringing or attempting to bring onto the City's premises or property, or to a City worksite, having possession of, using, consuming, selling, transferring, or attempting to sell or transfer, any alcoholic beverage or any prescription drug or any form of controlled substance, or any "look alike" substance, while on or off City business, on City premises, while operating City vehicles or other equipment is guilty of gross misconduct and is subject to discipline including discharge or suspension without pay, even for the first offense.

Impairment During Work Hours

It is our intent that an employee whose faculties appear to be impaired during work hours will not be allowed to work, regardless of the cause.

An employee whose faculties are impaired during work hours due to the effects of the use of alcohol or illegal use of a controlled substance (including the abuse of a legal drug) is subject to discipline up to and including termination.

Alcohol and/or Drug Testing

The City reserves the right to conduct alcohol and/or drug testing under any of the following circumstances:

- Where there is evidence that an employee may be impaired on the job due to the use of illegal drugs, controlled substances or alcohol.
- Where there is evidence that an employee has violated some provisions of this policy.
- Where the employee has suffered a work-related injury which was due to intoxication, as provided by Iowa Code Section 85.16.
- Where the employee has caused an accident at work which resulted in an injury to a person for which a report could be required under Iowa Code Chapter 88 if the person were an employee.
- Where the employee has caused an accident at work which resulted in damage to property, including equipment, in an amount reasonably estimated at the time of accident to exceed one thousand dollars.

Employee Assistance Program

Chemical dependency is an illness and a major health problem and may require professional help. The City of Indianola provides an Employee Assistance Program (EAP) through Employee and Family Resources (EFR) for any employee or family member who wants to seek confidential counseling.

Work Rules

Whenever employees are working, are operating any City vehicle, are present on City premises or are conducting City-related work offsite, they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia)
- Being under the influence of alcohol or an illegal drug as defined in this policy
- Possessing or consuming alcohol

The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body system, while performing City business or while in a City facility, is prohibited.

Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

Pre-employment Testing

All prospective employees will be required to complete a drug test after they have been extended a conditional offer of employment of the City of Indianola.

Prospective employees who refuse to take the required drug test, who fail to cooperate in any aspect of the testing procedure, or who test positive for any of the designated drugs will be ineligible for City employment and will be removed from all recruitments and/or eligibility lists.

Reasonable Suspicion

A specific active employee may be required to submit to a drug or alcohol test if the City has evidence that the employee is using or has used alcohol or drugs in violation of the City's written policy. This evidence must be drawn from specific objective and articulable facts and reasonable conclusions drawn from those facts. Examples that might support such are:

- Observations made at work, such as direct observation of alcohol or drug use or the physical symptoms of being impaired by alcohol or drug use.
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- Evidence that an individual has tampered with any alcohol or drug test during the individual's employment with the current employer.
- Evidence that an employee has caused an accident while at work which resulted in an injury to a person for which injury, if suffered by an employee, a record or report could be required under Chapter 88, or resulted in damage to property, including equipment, in an amount reasonably estimated at the time of the accident to exceed one thousand dollars ($1,000).

Evidence that an employee has manufactured, sold, distributed, solicited, possessed, used, or transferred drugs while working, or while on the employer's premises or while operating the employer's vehicle, machinery or equipment may be cause for termination. Refusing to cooperate to submit a required test will result in termination.

Pre-Result Suspension

Prior to the City receiving the results of the employee's drug test, the employee's employment with the City will be suspended without pay, pending the outcome of the test. If the result of the test does not violate the terms of this written policy, the employee will be reinstated, with back pay.

The following policies pertain to employees working in positions that require a Commercial Driver License (CDL):

Post-Accident & Random Testing

Employees who use a commercial motor vehicle and who are required to have a Commercial Driver License (CDL) are subject to testing under the following circumstances:

- Prior to employment
- Reasonable cause
- Unannounced random basis
- After an accident occurs
- Prior to returning to duty after failing a drug or alcohol test
- On a follow-up basis after failing a drug or alcohol test

Upon notification that an employee has been selected for testing, Human Resources will notify the employee's Supervisor and the Supervisor will notify the collection site. The employee will be instructed to go to the collection site and must be prepared to provide his or her CDL driver's license.

The City of Indianola recognizes that the use or abuse of alcohol or controlled substances by drivers of commercial vehicles presents a serious threat to the safety and health of the drivers, other City employees, and the general public. It is the policy of the City that all drivers are free of drugs and alcohol while on duty and as otherwise required by the Omnibus Transportation Employee Testing Act (OTETA) of 1991.

In order to comply with this law, the City of Indianola has established a drug and alcohol testing program designed to discourage drug and alcohol abuse and prevent traffic accidents and injuries to City of Indianola employees and the public.

This policy pertains to employees holding a CDL and whose duties include the performance of safety-sensitive functions, in connection with the operation of a commercial vehicle. Safety-sensitive functions include the following:

- Waiting to be dispatched or remaining in readiness to operate a vehicle. For employees who are required to have a CDL, this generally means all hours of work.
- Operating a commercial vehicle.
- Performing maintenance or loading or unloading a commercial vehicle.

Covered employees will not engage in the following conduct:

- Be on standby, report for duty, or remain on duty, requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater
- Be on duty or operate a commercial motor vehicle while possessing alcohol
- Use alcohol while performing safety-sensitive functions
- Perform safety-sensitive functions within four hours after using alcohol
- Use alcohol for eight hours following an accident or until undergoing a post-accident test.
- Refuse to submit an alcohol or drug test
- Be on standby or duty, report for duty, remain on duty, or perform safety sensitive functions if tested positive for drugs.

All covered employees may use prescription drugs only if the doctor has advised the employee that the drug will not adversely affect the driver's ability to safely operate a vehicle. Employees using prescription drugs must carry such drugs in their original containers, which must be labeled with the name of the doctor and the drug prescribed. Refusing to cooperate and submit to a required test will result in termination.

The following policies pertain to all employees.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and Supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Inspections

The City of Indianola reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband; affected employees may have union representation involved in this process. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including termination.

9.17 MOTOR VEHICLE SAFETY

The City of Indianola is dedicated to protecting all employee drivers, their passengers, and the general public from injury arising out of the use of motor vehicles for City business.

Employees whose jobs require regular driving for business as an essential function must, as a condition of employment, be able to meet the driver approval standards of this policy at all times. New hire and annual MVR reports will be completed by the Human Resources Department for all employees that are required to drive for their employment with the City. For all other jobs, driving is considered only an incidental function of the position.

Employees who are approved to drive on City time are authorized to operate a motor vehicle only under the following conditions:

- The employee maintains a valid driver's license.
- The employee operates the vehicle in a safe, defensive manner, obeying all traffic laws.
- The employee should only be using a cell phone through a hands free devise and only if it is a work-related call when operating a company vehicle or personal vehicle for a work-related trip.
- Vehicle and machinery seatbelts are to be used at all times.
- Only authorized personnel are to be drivers and passengers in vehicles operated for City business. Authorized persons include customers, vendors and fellow employees.
- The employee and his or her passengers wear their seat belts.
- City owned vehicles are provided for business related travel only. Personal use and trips outside of the City are area are not allowed.
- An employee's Department Head should know of intended travel plans by way of an itinerary or other equivalent method. This also allows a means of contact during an emergency.
- Employees who are assigned vehicles are responsible for maintaining the vehicle in good repair, including regular oil changes and other warranty or lease City requirements.
- Employees must report any accident, theft or malicious damage which occurs while driving on City time, to their department director and the Human Resources Director, regardless of the extent of the damage or lack of injuries. Employees are expected to cooperate fully with authorities in the event of an accident.
- The employee assumes the full responsibility for any traffic violations and fines arising out of the use of the vehicle.
- The employee will maintain adequate insurance coverage as required by law.
- Employees are not permitted, under any circumstances, to operate a personal or City vehicle for City business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any personal or City vehicle while on City business while using or consuming or while they are under the influence of alcohol, illegal drugs, or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.
- Driving record(MVR) free of any convictions within the past three years for:
    - Alcohol (above the legal limit) and/or drug related driving offenses
    - Refusal to submit to a Blood Alcohol Content (BAC) test
    - Reckless Driving
    - Leaving a scene of an accident
    - A felony, manslaughter, or homicide involving use of a motor vehicle

Any incidences which are in conflict with this policy must be reported to the Department Head and the Human Resources Director.

9.18 UNIFORMS AND CLOTHING REIMBURSEMENT

The City of Indianola expects all employees to be dressed appropriately to provide a safe work environment. To assist employees in doing this, the City will provide uniforms and or a clothing reimbursement for particular items.

Non-Union Employees

The City will reimburse non-union employees for the following items. The employee will need to fill out the Clothing Reimbursement Form and submit the form with receipts to their Supervisor. Employees can submit for reimbursement one time of year and will be paid out on the paycheck that includes July 1st. Human Resources must receive the reimbursement form prior to processing payroll for the paycheck that includes July 1st. The City will only reimburse for clothing that was bought within that same fiscal year. According to IRS regulations, clothing reimbursement must be taxed, therefore, reimbursement will be included on the employee's paycheck. Public Works and Water Pollution Control employees are entitled to receive up to $350 per fiscal year. Police department employees are entitled to receive up to $700 per fiscal year.

Public Works, Recreation and Water Pollution Control reimbursable examples include (this list is not inclusive):

- Safety toed boots
- Overshoes for steel toed boots
- Work pants, ie. Carhart pants
- Bibs
- Overalls
- Winter hats

Police Department reimbursable examples include (this list is not inclusive):

- Turtlenecks
- Undershirts
- Flashlights
- Binoculars
- Extra handcuffs
- Back up weapons

Union Employees

Union employees should refer to their collective bargaining agreement for information on uniforms and clothing reimbursement.

9.19 WORKPLACE BULLYING

The City of Indianola defines bullying as inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, directed by one or more persons against another or others, at the place of work and/or in the course of employment which has the effect of substantially interfering with an individual's employment, performance of duties, or which causes the individual to have a reasonable fear of harm.

Such behavior violates the City Code of Ethics which clearly states that all employees will be treated with dignity and respect.

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

Bullying may be intentional or unintentional. Where an allegation of bullying is made, the intention of the alleged bully is relevant and will be given consideration when issuing discipline. As in sexual harassment, the effect of the behavior upon the individual is most important. The City of Indianola considers the following types of behavior examples of bullying, this is not inclusive:

- Verbal bullying - Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying - Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- Gesture bullying - Non-verbal threatening gestures or glances that convey threatening messages.
- Exclusion - Socially or physically excluding or disregarding a person in work-related activities.

9.20 WORKPLACE HAZING

The City of Indianola defines hazing as any action taken or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to an individual, members of a group or team, whether new or not, regardless of the person's willingness to participate. Such behavior violates the City Code of Ethics which clearly states that all employees will be treated with dignity and respect.

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

Where an allegation of hazing is made, the intention of the alleged hazer is relevant and will be given consideration when issuing discipline.

The City of Indianola considers the following types of behavior examples of hazing, this is not inclusive:

- Engaging in reckless horseplay
- Social pressure to participate in unsafe acts
- Practical jokes
- Meaningless or humiliating tasks

9.21 WORKPLACE VIOLENCE

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

Prohibited Conduct

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

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

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

9.22 WEAPONS IN THE WORKPLACE

The City of Indianola prohibits all employees from possessing any kind of dangerous weapon on City property. City property includes, without limitation, all City parking lots, buildings (leased and owned); grounds and parks; and vehicles used for City business. Employees who are off City property but performing a task for the City or City-sponsored events (i.e. Summerfest, etc.), are covered by this policy.

Dangerous weapons include any item, device, thing, instrument, material, or substance, whether animate or inanimate, that is designed or specially adapted for use to, or that is likely to, intentionally cause death or great bodily harm; and anything that closely resembles any such item, device, thing, instrument, material, or substance, and that was displayed or used in a manner that created the impression that the afore-mentioned thing or substance was capable of or might be used to cause death or great bodily harm.

Dangerous weapons include, but are not limited to, firearms of all types, irrespective of propellant and whether serviceable or unserviceable archery bows and cross-bows, and slingshots; explosive chemicals, compounds, and mixtures, and devices or pressurized vessels that have been altered or arranged to explode; incendiary devices; cutting and, stabbing devices, except folding knives having a blade that is three inches or less in length; taser or other similar electronic immobilizers; bludgeons and other blunt instruments or tools, including use of a vehicle to strike; poison, toxic, acidic, or caustic chemicals, compounds, and mixtures; animals that have been taught to attack on command; and in the case of individuals who have been trained in martial arts, boxing, ultimate fighting, or other fighting or defensive regimens, punching, striking, throwing, kicking, pain or submission or choke or any similar holds.

Possession of a valid permit to carry a weapon shall not be construed to exempt an employee from this policy. However, an employee's Supervisor, with the express concurrence of the Police Chief and the

City Manager, on an individual-by-individual basis, may grant an exception for the employee holding such a permit, if the exception is deemed reasonable and appropriate for protection and defense of person, or other City of Indianola employees or officials.

This section shall not apply to City employees who are authorized to use weapons in the performance of their job responsibilities (e.g. police), or for those who are authorized to use hazardous tools or devices as bona fide portions of their job. (e.g. machete for clearing brush, small knives to cut rope or piping, etc.).

Reporting Procedures

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

Risk Reduction Measures

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

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

Searches

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

Enforcement

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

MISCELLANEOUS

10.1 CITY PROPERTY

The City maintains computer systems, network utilities, electronic mail, digital assistance, telephone system, cell phones, wireless devices and fax to assist in conducting business. The electronic messaging system and Internet access, like paper files and notebooks, are assets provided to City employees to assist them in performing their work efficiently. These tools, and the work they contain, are the property of the City and should be used for business purposes. For those employees who have terminated employment and it is discovered records/information has been tampered with, the price of information recovery will be taken from the employee's last paycheck or additional judgment if above that amount.

10.2 PRIVACY

Because all electronic communications and content are the property of the City, employees should not expect that communications or content are private. The City reserves the right to audit, intercept, access, retrieve, monitor, block, review, copy, delete, or disclose any communications or other content in the electronic communications systems, for any purpose, without notice to the employee and without seeking permission of the employee. The confidentiality of any message should not be assumed.

10.3 COMPUTER USE

Business Use

All City electronic communication systems are to be used primarily for business purposes. Any personal use of electronic communication systems is not private, is subject to this policy, and must be incidental, occasional, and kept to a minimum. Chain letters, joke chains, gambling, games, and similar activities are not allowed.

Business Form

E-mail and voicemail messages reflect the City image. They should be courteous, professional, and businesslike. It is expected that employee communications on the electronic communication systems will reflect favorably on the City and on the employee.

Sensitive Communications

E-mail, voicemail, Internet, wireless, and facsimile transmissions may not be appropriate vehicles for certain sensitive or confidential communications. Employees shall consider if it is better to discuss certain topics face-to-face to protect the City's proprietary or confidential information or sensitive personnel matters.

Respect the electronic communication systems/content of others

Notwithstanding the City's right to access communications and other content contained on its electronic communication systems, employees are expected to respect the confidentiality of content and communications sent to or received by others, subject to Open Records Laws of the State of Iowa.

Password Protection/Disclosure

Unauthorized access of any other user's messages or files is strictly prohibited. Employees are strongly encouraged to not let anyone else use their password and not write it down somewhere where it might be read by others. It is recommended to use the password-protected screen when leaving computers unattended.

Sabotage

Employees may not knowingly engage in any activity that might be harmful to the City's systems or to any stored information, such as but not limited to, creating or propagating viruses, disrupting services, or damaging information.

Virus Protection

Files from outside can be infected by viruses. No file from an external source (e-mail, Internet, software, document, spreadsheet, etc.) should be stored or loaded on any computer unless it is scanned for viruses. Never download or open an attachment in any message from an unknown sender. Contact the Information Technology Department for assistance. Employees who violate this policy are subject to discipline, up to and including termination of employment.

The City provides computer hardware and software systems for use by City employees in the performance of their City duties. Use of computer resources is limited to legitimate City business consistent with the work assignment. Computers may be used by employees for personal business, provided such occurs during the non-working time of the employee, does not detract from the performance of the employee's duties, and does not violate the provisions of this policy as set out below. All information and communications transmitted or received by, received from, or stored in these systems are the property of the City.

Inspection and Monitoring

The City reserves the right to inspect, monitor and/or log all computer activity with or without notice, including e-mail and all World Wide Web or other Internet activity. Users should have no reasonable expectation of privacy in the use of these resources.

Unacceptable Use

It is unacceptable for any user at any time to use, submit, publish, display, or transmit on any City computer system information which:

- Violates or infringes on the rights of any other person, including the right to privacy;
- Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise objectionable or illegal material;
- Contains any material or comments that would offend someone on the basis of his or her race, gender, age, sexual orientation, gender identity, religious or political beliefs, national origin, or disability;
- Restricts or inhibits other authorized users from using the system or otherwise inhibits the efficiency of the computer system.
- Encourages the use of controlled substances or uses the computer system for the purpose of inciting crime, or
- Uses the system for any other illegal purpose.

It is also unacceptable for any user at any time to use the facilities and capabilities of the system to:

- Conduct any business activity or solicit the performance of any activity which is prohibited by law, or
- Transmit material, information or software in violation of any local, state or federal law;
- Conduct any fund raising and public relations activities; or
- Make any unauthorized and/or personal purchases.

Employees who violate this policy are subject to disciplinary action in accordance with established personnel policies.

Confidential Material

It is recognized that some employees may store information in their computers that is classified as confidential by law, and that information may be protected with passwords unique to individual employees. However, all passwords shall be recorded with the Supervisor and/or Department Head; no passwords for screens or files may be added to the City's computer equipment until a record of the password has been made in that department. It is the responsibility of employees having custody of records classified as confidential by law to appropriately protect that confidentiality. Information which is protected from inspection by the public is subject to inspection by the appropriate City official.

10.4 ELECTRONIC MAIL

E-mail is subject to all policies regarding computer use outlined in this policy. Users should not consider electronic communications to be either private or secure. For purposes of monitoring compliance with this policy, the Supervisor, with prior approval from the City Manager, Human Resources Director and or legal and, if applicable, the Department Head, may inspect or monitor electronic mail messages as a routine matter. The Supervisor, with prior approval from the City Manager, Human Resources Director and or legal and, if applicable, the Department Head, may

inspect, monitor, and copy the contents of electronic messages in the course of an investigation triggered by indications of impropriety, as necessary to locate substantive information that is not readily available by some other means, or as deemed appropriate by the City, provided such inspection is not in violation of state or federal law. The City reserves the right to cooperate fully with local, state or federal officials in any investigation concerning or relating to any mail transmitted on any network.

10.5 DAMAGE TO CITY PROPERTY

Any intentional malicious act to deface, alter, harm, or destroy any electronic equipment, any data of another user, or any information contained on any City or other computer system or Internet, shall be considered an act of vandalism subject to disciplinary action and/or criminal prosecution. Exemption: Routine deletion of unimportant data files. If unsure, check with your Department Head or the IT Department. Any employee identified as a security risk or having a history of problems with other computer systems may be denied access to any computer system.

10.6 VIOLATION OF THIS POLICY

Employees who violate any provision of this policy are subject to disciplinary action up to and including termination of employment.

10.7 INSPECTION OF CITY PROPERTY

The City attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are City property and are only to be used for conducting City business.

As a part of an individual's employment, a desk, work space, locker or vehicle may be made available to the employee. The desk, work space, locker or vehicle are City property. Because the desk, work space, locker or vehicle are City property, not the personal property of the employee, they are subject to being inspected by the Supervisor, with prior approval from the City Manager, Human Resources Director and or legal and, if applicable, the Department Head, at any time, with or without notice to the employee.

The City assumes no responsibility or liability for any items of personal property which are placed in or on City property which is assigned to an employee.

The City may also provide a telephone and/or a computer to the employee to perform the employee's job. These items are also City property and should only be used to conduct City business. If it is necessary to conduct personal business on the telephone or by using the computer, the City expects that this personal use will be kept to a minimum and will not interfere with the City's business. Naturally, the City insists that all personal business conducted on the telephone and the computer be legally proper and that communications not be offensive or harassing. In order to ensure that the City's property is not being misused, the Supervisor, with prior approval from the City Manager, Human Resources Director and or legal and, if applicable, the Department Head, may monitor

communications and examine any computer information. To the extent that any computer or telecommunication activities are regulated by state or federal law, the City will observe all such regulations imposed upon it.

If the City conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection.

EMPLOYEE ACKNOWLEDGEMENT

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

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

_____

Employee Printed Name

_____ _____

Employee Signature Date

EXHIBITS

Exhibit 1 – Discrimination and Harassment Complaint Form

Exhibit 2 – Internal Job Transfer Application Form

Exhibit 3 – Outside Employment Form

Exhibit 4 – Grievance Complaint Form

Exhibit 5 – Pay Ranges

Exhibit 6 – Wage Payment Complaint Form

Exhibit 7 - Direct Deposit Form

Exhibit 8 – Wellness Reimbursement Forms

Exhibit 9 – Tuition Reimbursement Form

Exhibit 10 – Military Leave Request Form

Exhibit 11 – Family and Medical Leave Act Request Form

Exhibit 12 – Unpaid Leave of Absence Form

Exhibit 13 – Leave Donation Forms

Exhibit 14 – Clothing Reimbursement Form

Exhibit 15 – Employee Complaint Form

Exhibit 16 – Probationary Employee Performance Review

Discrimination and Harassment

Complaint Form

Name of the Complainant: _____

Department: _____

Phone Number: _____ **Today's Date:** _____

Name of the Accused: _____

Department: _____

Relationship of the Accused to the Complainant (manager, co-worker, client, etc): _____

_____

Phone Number: _____

Date of Incident: _____

Where did the specific event occur? _____

_____

Please explain the events that occurred. _____

_____

_____

_____

_____

_____

How did you react to the situation? Did you take any action to stop perceived inappropriate behavior?

_____

_____

_____

Describe the harm you have suffered as a result of the event.

_____

_____

_____

_____

Were there any witnesses to this specific event? (If yes, please provide their names).

_____

_____

Is there any physical evidence that supports your complaint? If so, please describe or attach a copy of the evidence.

_____

_____

_____

What is your desired outcome of the investigation? _____

_____

_____

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence the City of Indianola deems relevant.

_____ _____

Signature **Date**

Please return this form to Human Resources.

Request for Internal Job Transfer Application

Employee Name: _____

Phone Number: _____ **Today's Date:** _____

Current Department: _____ **Current Position:** _____

Position Applying For: _____ **Department:** _____

Eligibility Requirements (union employees - within the guidelines of the bargaining unit contracts)

1. **Have you been in your current position for at least 6 months? ☐ Yes ☐ No**
2. **Are you in "good standing" (no written disciplinary action within the last 6 months)? ☐ Yes ☐ No**
3. **Do you meet the minimum requirements of the position? ☐ Yes ☐ No**

Why are you interested in applying for this position?_____

_____

Describe your work experience and education as it relates to this position (may attach a resume instead):_____

_____

_____

If applicable, do you have the required certifications needed for this position? If so, which ones?

_____

_____

_____ _____

Employee Signature **Date**

_____ _____

Current Department Head Signature **Date**

Return form to Human Resources.

OUTSIDE EMPLOYMENT

Employee Name: _____ **Department:** _____

Title: _____ **Date:** _____

I hereby request approval to engage in outside employment as described below:

Name of organization: _____

Nature of employment: _____

_____

Time required for employment: _____

_____

I understand that the City of Indianola policy forbids me from engaging in any form of outside employment or business opportunity, for myself or another employer, which would conflict or interfere with my job especially while on company time. Additionally, I understand that using company equipment or materials for outside employment is strictly prohibited; public safety is excluded. I understand that in order to engage in outside employment, I must receive approval from my Supervisor and or Department Head in advance of performing such outside employment, and that the approval may be withdrawn at any time. I also understand and agree that my outside employment must be suspended if my work status with the City of Indianola is sick leave, FMLA leave, workers compensation leave or restricted duty. I understand that failure to comply with the policy could result in disciplinary action, up to and including termination of employment.

_____ _____

Signature **Date**

Please return this form to Human Resources.

For Department Head Use Only

Request Approved ☐ Request Denied ☐

Comments: _____

_____ _____

Supervisor/Department Head Signature Date

Grievance Complaint Form

Complainant Name: _____ **Department:** _____

Phone Number: _____ **Today's Date:** _____

Statement of Grievance: _____

_____

_____

_____

Relief Requested: _____

_____

Were there any witnesses? (If yes, please provide their names). _____

_____

Is there any physical evidence that supports your complaint? If so, please describe or attach a copy of the evidence.

_____

_____

Do you allege illegal discrimination? If yes, what type of discrimination? ☐ Yes ☐ No, _____

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence the City of Indianola deems relevant.

_____ _____

Signature **Date**

Reporting Chain:

Management Member	Date Management Received	Date Mgmt Discussed with Employee &/or Response Sent to Employee
Immediate Supervisor		
Department Head		
Human Resources		
City Manager		
City Attorney		

City CE Table 2020-21 **Effective June 21, 2020** **3.00%**

	1	2	3	4	5	6	7	8	9	10	11	12
CE Salary Table (1-8.5)												
1	28,062.73	29,114.45	29,952.25	30,894.21	31,730.88	32,686.28	33,730.16	34,454.83	35,498.71	36,319.70		
	13.49	14.00	14.40	14.85	15.26	15.71	16.22	16.56	17.07	17.46		
2	32,659.40	33,746.96	34,928.61	35,908.65	36,983.89	38,168.90	39,150.06	40,224.18	41,313.99	42,389.23		
	15.702	16.225	16.793	17.264	17.781	18.350	18.822	19.339	19.862	20.379		
3	35,615.20	36,755.40	37,704.08	39,061.58	40,319.39	41,480.87	42,627.80	43,884.49	45,038.14	46,185.06		
	17.123	17.671	18.127	18.780	19.384	19.943	20.494	21.098	21.653	22.204		
4	39,907.21	41,260.22	42,524.76	43,883.37	45,133.34	46,393.39	47,757.61	49,586.64	50,374.03	51,738.25		
	19.186	19.837	20.445	21.098	21.699	22.305	22.960	23.840	24.218	24.874		
5	43,243.35	45,053.99	46,185.49	47,550.62	49,015.39	50,367.93	51,738.79	53,206.99	54,679.78	55,826.17		
	20.790	21.661	22.205	22.861	23.565	24.215	24.874	25.580	26.288	26.840		
6	48,392.38	49,961.37	51,420.41	52,999.70	54,569.84	55,928.10	57,502.81	59,063.78	60,649.95	62,104.41		
	23.266	24.020	24.721	25.481	26.235	26.889	27.646	28.396	29.159	29.858		
7	53,095.90	55,396.70	57,282.92	59,063.78	60,851.51	62,631.22	64,311.30	66,194.08	68,184.52	69,745.49		
	25.527	26.633	27.540	28.396	29.256	30.111	30.919	31.824	32.781	33.531		
8	58,961.85	60,851.51	62,711.39	64,728.17	66,610.95	68,491.45	70,272.31	72,160.82	74,049.33	75,932.11		
	28.347	29.256	30.150	31.119	32.024	32.929	33.785	34.693	35.601	36.506		
8.5	70,646.80	72,308.55	74,098.57	76,009.99	77,947.75	80,289.77	81,492.28					
	33.965	34.764	35.624	36.543	37.475	38.601	39.179					
CE Salary Table (9-14)												
9	62,824.77	64,972.11	67,102.26	69,136.22	71,194.23	73,229.33	75,266.72	77,412.92	79,451.45	81,491.14		
	30.204	31.237	32.261	33.239	34.228	35.206	36.186	37.218	38.198	39.178		
10	69,353.20	71,398.40	73,642.97	75,883.06	78,025.71	80,271.40	82,401.72	84,655.25	86,791.18	89,035.75	91,707.06	93,082.47
	33.343	34.326	35.405	36.482	37.512	38.592	39.616	40.700	41.727	42.806	44.090	44.751
10.5	82,401.61	84,655.45	86,791.34	89,036.02	91,706.73	93,082.17						
	39.616	40.700	41.727	42.806	44.090	44.751						
11	76,193.23	78,528.39	81,083.43	83,537.69	85,977.07	88,322.53	90,877.58	93,225.33	95,574.23	98,117.82		
	36.631	37.754	38.982	40.162	41.335	42.463	43.691	44.820	45.949	47.172		
12	83,334.98	86,004.55	88,719.93	91,363.16	94,014.41	96,666.80	99,313.46	102,049.45	104,596.48	107,235.13		
	41.975	41.348	42.654	43.925	45.199	46.474	47.747	49.062	50.287	51.555		
12.5	87,308.99	90,057.58	92,896.64	95,795.26	98,644.64	101,500						

	41.975	43.297	44.662	46.055	47.425	48.798					
13	91,282.99	94,111.75	97,075.65	100,228	103,274	106,333	109,278	112,223	115,388	118,281	
	43.886	45.246	46.671	48.187	49.651	51.122	52.538	53.954	55.475	56.866	
13.5	106,333	109,524	112,810	116,195	119,680	123,270					
	51.122	52.656	54.236	55.863	57.539	59.265					
		1 year	***2 years***	***3 years***	***5 years***	***7 years***	***9 years***	***12 years***	***15 years***	***18 years***	***19 years***	***20 years***
	Crossing Guards		20.07	per hour							

CITY-UNION **Effective June 21,2020** **3.00%**

	1	2	3	4	5
Range 14	34,503.98	36,229.86	38,040.50	39,942.75	41,939.89
PD Clerical Assistant	16.588	17.418	18.289	19.203	20.163
Range 18	41,959.53	44,057.62	46,261.07	48,573.33	51,002.39
Recreation Coordinator	20.173	21.182	22.241	23.353	24.520
Range 19		46,341.24	48,658.07	51,092.87	
Operations Specialist - Parks		22.279	23.393	24.564	
Range 19 +		47,381.24	49,698.07	52,132.87	
WPC Apprentice		22.779	23.893	25.064	
Range 21		51,152.46	53,709.53	56,395.39	
Operation Specialist - Streets		24.593	25.822	27.113	
Range 21+		52,192.46	54,749.53	57,435.39	
WPC Grade 1		25.093	26.322	27.613	
Range 22+	53,268.95	55,945.96	58,622.98	61,502.13	
WPC Grade 2	25.610	26.897	28.184	29.568	
Range 23		56,812.23	59,653.58	62,634.66	
Foreman - Streets		27.314	28.680	30.113	
Range 24+	58,606.95	61,484.95	64,506.11	67,680.73	
WPC Grade 3	28.176	29.560	31.013	32.539	
Range 25+	61,483.80	64,504.96	67,679.59	71,009.96	
WPC Grade 4	29.560	31.012	32.538	34.139	

*Per contract beginning July 3, 2011 Water Pollution Control Employees will receive an additional $.50/hour

Public Safety Pay Scales **Effective June 21, 2020** **3.00%**

Police Officer/Detective

	Hire	1	2	3	4	5
	57,509.43	60,535.72	63,678.37	67,075.48	70,605.26	74,322.07
	27.649	29.104	30.615	32.248	33.945	35.732

Step increase with each anniversary.

Fire Fighter

2756 hours	Hire	1	2	3	4	5
	57,509.43	60,535.72	63,678.37	67,075.48	70,605.26	74,322.07
	20.867	21.965	23.105	24.338	25.619	26.967

Step increase with each anniversary.

Part Time Fire Fighters

EMT	15.801
PARAMEDIC	19.902
ACADEMY EMT	10.000

Ranked Police & Fire

	Hire	1	2	3	4	5
Range 8.5	78,037.79	80,379.01	82,789.82	85,273.50	87,832.20	
Police Sgt	37.518	38.644	39.803	40.997	42.227	
Fire Training Captain						
Range 10.5	92,224.30	94,529.64	0.00	96,892.61	0.00	99,315.38
Lieutenant	44.339	45.447		46.583		47.748
Range 12.5	104,280.56	105,333.18	0.00	106,377.11	0.00	107,440.61
Police Captain	50.135	50.641		51.143		51.654

Step increase with each anniversary.

City-General Unit Laborers' Local #353 **Effective June 21, 2020** **3.00%**
Part-Time Employees

	1	2	3	4	5
Range 1	13.488	14.160	14.868	15.613	16.382
P&R Office Assistant					
Range 2	15.698	16.479	17.298	18.166	18.961
PD Clerical					

Step increase with each anniversary. New hires - 1/2 step at 6mos of employment.

LONGEVITY PAY

All full-time employees who are in Range 8.5 or below receive longevity pay. Longevity pay shall be paid on a per hour basis included with regular hourly salary.

YEARS	ANNUAL PAY	HOURLY PAY
0 - 4.99	$0	0.0 Cents/Hour
5 - 9.99	$250	12.0 Cents/Hour
10 - 14.99	$300	14.4 Cents/Hour
15 - 19.99	$350	16.8 Cents/Hour
20+	$400	19.2 Cents/Hour

Non-union, part-time employees scheduled 20 hours or more per week will receive longevity pay as follows. Union employees should refer to their bargaining unit contract.

YEARS	HOURLY PAY
1 year	$.05/hour
3 years	$.10/hour
5 years	$.15/hour

Employees who transfer from part time to full time are eligible after 5 years in a full time status.

Employees who transfer from full time to part time, then back to full time are eligible for longevity immediately if they were in a part time status for less than

a year. If part time for more than a year, they will need to meet the 5 year requirement.

Wage Payment Complaint Form

Employee Name: _____

Department: _____

Phone Number: _____ **Today's Date:** _____

Paycheck Date: _____

Please explain your wage payment complaint providing details to include dates and hours worked.

_____

_____

_____

_____

_____

_____

_____

_____ _____

Signature **Date**

Please return this form to Human Resources.

PAYROLL DIRECT DEPOSIT FORM

Print Name: _____ Phone Number: _____

Account 1

☐ Add ☐ Remove ☐ Change

Name of financial institution: _____

Routing Number: _____ Amount: _____

Account Number: _____ ☐ Checking ☐ Savings

Account 2

☐ Add ☐ Remove ☐ Change

Name of financial institution: _____

Routing Number: _____ Amount: _____

Account Number: _____ ☐ Checking ☐ Savings

Account 3

☐ Add ☐ Remove ☐ Change

Name of financial institution: _____

Routing Number: _____ Amount: _____

Account Number: _____ ☐ Checking ☐ Savings

I authorize the City of Indianola and the financial institution(s) listed above to initiate automatic deposits to my account and, if necessary, debit entries and adjustments for any credit entries in error to the

account(s) listed above each payday. This authority will remain in effect until I cancel it in writing with the Human Resources department.

Signature: _____ Date: _____

MUST ATTACHED A VOIDED CHECK OR LETTER FROM BANK. DIRECT DEPOSIT WILL NOT START UNTIL THIS DOCUMENTATION IS RECEIVED.

YMCA CORPORATE WELLNESS PROGRAM
Employee Eligibility Notice

I, _____, am an employee with the City of Indianola or the Indianola Municipal Utility and am eligible for the YMCA Corporate Wellness program.

I enrolled with the YMCA on _____ (date enrolled) with single/family coverage **(circle one).** I paid $_____ through date _____.

TERMS OF THE PROGRAM ARE AS FOLLOWS. The monthly membership fee is:

Full/Part Time	**Single** - $61.00 – Employee will pay with two monthly payroll deducts of $23.00. The City will pay a monthly payment of $15.00.
	Family - $83.50 – Employee will pay with two monthly payroll deducts of $29.25. The City will pay a monthly payment of $25.00.
Seniors	**Single** $49.00 – Employee will pay with two monthly payroll deducts of $17.00. The City will pay a monthly payment of $15.00.
	Family - $67.00 – Employee will pay with two monthly payroll deducts of $21.00. The City will pay a monthly payment of $25.00.

Employees will pay the YMCA their first month upfront. The City will deduct fees from the employee's paycheck one month ahead. The YMCA invoice the City on the 1st of the month for memberships. Termination of membership must be completed at the YMCA. Employees must notify Human Resources and provide documentation of membership termination.

I, _____, authorize the City of Indianola to deduct the single/family rate from my paycheck as stated above.

_____ _____

Employee Signature Date

Approved by:

_____ _____

Human Resources or Payroll Signature Date

For HR/Payroll Use Only:

Date HR Entered	Check Date	EE Amount	ER Amount	Date Payroll Checked
Date HR Entered	Check Date	EE Amount	ER Amount	Date Payroll Checked
Date HR Entered	Check Date	EE Amount	ER Amount	Date Payroll Checked

Athletic Center Reimbursement Form

The Wellness Program is open to all full-time employees and regular part-time employees averaging 20 hours or more after one year of service, and spouses.

Employee Name: _____

Reimbursement Request:

☐ $15/month – Single Membership ☐ $25/month – Family Membership

If monthly membership fee is less than what is listed above, list dollar amount here: _____

Coverage Dates: Ie. 1/1/19 – 1/31/19	Wellness Facility/Program Name

Must attach a receipt of payment or a bank statement (you may black out other information on the bank statement). In order for the claim to be eligible for reimbursement, this form must be received by Accounts Payable with 60 days of the date of payment.

I certify that the information on this form and all supporting documents are complete, accurate and unaltered.

_____ _____

Employee Signature Date

For Department Head Use Only:

Approved ☐ Denied ☐ Reason for denial: _____

_____ _____
Department Head Signature Date

_____
Account Code

Tuition Reimbursement Request Form

Employee Name: _____ Department: _____
Phone Number: _____ Today's Date: _____
Name of Institution: _____ Degree/Certification: _____

Course Name (One semester per form)	Course Dates

Course(s) Expenses:
Tuition: $_____
Books: $ _____
Lab Fees: $ _____
Total: $ _____

****Must turn in to HR proof of enrollment, receipts and grades to receive reimbursement.**

Development Objective (what long-term goal is this program/course(s) intended to help you reach):

_____

_____

I understand that if this request is approved, reimbursement will be contingent upon successful completion (grade of A, B or C for 100% reimbursement; below a C is not eligible for reimbursement; if pass/fail course, must pass for 100% reimbursement; no reimbursement if fail) of each course and submission of all receipts and paid bills within 60 days thereafter. I understand I am eligible for reimbursement of up to $1,200 per fiscal year with a lifetime maximum of $4,800 if I am non-union. If I am union, I am entitled to $600 per fiscal year.

_____ _____
Signature Date

Approvals:

☐ Yes ☐ No, why _____

_____ _____
Department Head Signature Date

☐ Yes ☐ No, why _____

_____ _____
Human Resources Signature Date

Amount approved to be reimbursed: $_____ _____ _____
Accounting Code: _____ **HR Signature** **Date**

Military Leave of Absence

Employee Name: _____

Department: _____

Phone Number: _____ Today's Date: _____

Leave Begin Date: _____

Leave End Date: _____

Please attach a copy of your orders.

Acknowledgement:

I understand that I am eligible for up to 30 days of Military Leave with pay each calendar year. I understand if I am a shift employee, I will be charged Military Leave time based on hours not days. I understand I will be paid the schedule I was scheduled to work, not every day I am gone on Military Leave. I understand should I need leave beyond the allowed 30 days, I will need to use pre-approved vacation, personal time and or comp time. I understand my health insurance and premiums will continue during the first 30 days; beyond 30 days I will be responsible for signing up with COBRA if I'd like to continue my health insurance. I understand I should review the Military Leave policy in the employee handbook to become familiar with my other benefits while on Military Leave.

_____ _____
Signature Date

Approval:

_____ _____

Human Resources Director Signature Date

Please return this form to Human Resources.

Family and Medical Leave Request (FMLA)

Employee Name: _____

Department: _____

Phone Number: _____ Today's Date: _____

I am requesting a leave of absence for (check one):

_____ Birth or adoption of a child

_____ My own serious health condition

_____ Serious health condition for my spouse, child or parent

_____ Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty

I am requesting this leave on a (check one):

_____ Continuous basis

_____ Intermittent basis

_____ Reduced schedule basis

Acknowledgement:

I understand I must use any sick time, family sick (if applicable), personal time, vacation time and comp time that I have while on a leave of absence. I understand I must continue to pay my benefit premiums while on a leave of absence. I understand I must comply with the Family and Medical Leave Act law requirements while I am on an approved leave. I understand there is additional paperwork that will need to be completed by my physician and myself and that I am responsible for all costs associated with having that paperwork completed. I understand if I fail to ensure the paperwork is completed, my leave will not be approved and I will be on an unapproved leave of absence which would be against policy.

_____ _____

Signature Date

Please return this form to Human Resources.

Unpaid Leave of Absence

Employee Name: _____

Department: _____

Phone Number: _____ Today's Date: _____

Leave Begin Date: _____ Leave End Date: _____

**Policy allows an unpaid leave of absence up to 30 days only.

Reason for Leave:

_____

_____

_____

Acknowledgement:

I am requesting an unpaid leave of absence because I am either not eligible for FMLA, have exhausted my FMLA or need time off for reasons that do not qualify under FMLA and have used up all my paid leave offered to me by the City. I understand I must continue to pay my benefit premiums while on an unpaid leave of absence and therefore will either need to have the funds deducted from my account or will need to provide a check to Human Resources. I understand if I am taking an unpaid leave of absence for medical reasons that I must provide a doctor's note and am responsible for any cost the

doctor may charge for that note. I understand if I fail to provide a doctor's note, my leave will not be approved and I will be on an unapproved leave of absence which would be against policy.

_____ _____

Signature Date

Approval:

_____ _____

Human Resources Director Signature Date

Please return this form to Human Resources.

Leave Donation Form – Donating Employee

Donating Employee Name: _____

Phone Number: _____ **Today's Date:** _____

Receiving Employee Name:_____

Reason for donation: _____

Enter number of whole hours you would like to donate. Minimum is 1 hour; maximum is 40 hours or no more than 50% of your balance.

Sick: _____

Vacation: _____

Personal: _____

Acknowledgement:

I have read and understand the Leave Donation policy in the City of Indianola Employee Handbook. I understand that I am voluntarily donating my leave time and waive my entitlement to the donated leave time. I understand that once the transfer of donation has been made the leave time cannot be returned to me.

_____ _____

Signature **Date**

Please return this form to Human Resources.

For Human Resources Use Only

Eligible to donate based on policy: Yes ☐ No ☐

Amount of hours approved for donation: _____

Leave Donation Form – Receiving Employee

Receiving Employee Name: _____

Phone Number: _____ **Today's Date:** _____

Reason for donation: _____

Acknowledgement:

I have read and understand the Leave Donation policy in the City of Indianola Employee Handbook. I acknowledge that I am eligible for a leave donation as outlined in the policy. I approve the leave donation to be added to my leave account.

_____ _____

Signature **Date**

Please return this form to Human Resources.

For Human Resources Use Only

Eligible based on policy: Yes ☐ No ☐

Has exhausted all paid leave options: Yes ☐ No ☐

Amount of hours approved for donation: _____

To be paid out on paycheck: _____

Clothing Reimbursement Form

Employee Name: _____

Department: _____

Phone Number: _____ **Today's Date:** _____

Please list the items below you'd like reimbursement for. Must attach a copy of the itemized receipt.

Item Name	Amount	Date Purchased

Total Reimbursement: $_____

I certify that I personally purchased these items to wear for work purposes. I understand that I am entitled to $350 per fiscal year of reimbursement and that the reimbursement must occur during the same fiscal year the item(s) were purchased.

_____ _____

Signature **Date**

For Manager Use Only: Approved ☐ Denied ☐ Reason for denial: _____

_____ _____

Department Head Signature Date

_____

Account Code

For HR/Payroll Use Only:

HR Approved to Pay: Approved ☐ Denied ☐ Reason for denial: _____

Payroll: Date paid: _____

Employee Complaint Form

Complainant Name: _____ **Department:** _____

Phone Number: _____ **Today's Date:** _____

Statement of Complaint: _____

_____

_____

_____

Relief Requested: _____

_____

Were there any witnesses? (If yes, please provide their names). _____

_____

Is there any physical evidence that supports your complaint? If so, please describe or attach a copy of the evidence.

_____

_____

Do you allege illegal discrimination? If yes, what type of discrimination? ☐ Yes ☐ No, _____

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence the City of Indianola deems relevant.

_____ _____

Signature **Date**

Reporting Chain:

Management Member	Date Management Received	Date Mgmt Discussed with Employee &/or Response Sent to Employee
Immediate Supervisor		
Department Head		
Human Resources		
City Manager		
City Attorney		

Probationary Employee Performance Review

Employee Name: _____ Department: _____

Employee Title: _____ Supervisor Name: _____

Employee Start Date: _____ Evaluation Date: _____

Rating	Description
5	Consistently exceeds the required standard of performance
4	Significantly higher than the required standard of performance
3	Fully meets the required standard of performance
2	Below the required standard of performance
1	Does not meet the required standard of performance

1. **Quality of Work - The extent to which the employee accomplishes assigned work of a specified quality within a specified time period.**

   Rating: _____

   Please explain a rating above or below a 3.

   _____

   _____

2. **Quality of Completed Staff Work - The extent to which the employee's work is well executed, thorough, effective and accurate.**

   Rating: _____

Please explain a rating above or below a 3.

_____

_____

3. **Knowledge of Job - The extent to which the employee knows and demonstrates why the work is done, given the employee's length of time in his/her current position.**

   Rating: _____

   Please explain a rating above or below a 3.

   _____

   _____

4. **Relations with Supervisor - The manner in which the employee responds to supervisory directions and comments.**

   Rating: _____

   Please explain a rating above or below a 3.

   _____

   _____

5. **Cooperation with Co-Workers – Interpersonal Skills - The extent to which the employee gets along with other individuals. Consider the employee's tact, courtesy and effectiveness in dealing with co-workers, supervisors and customers.**

   Rating: _____

   Please explain a rating above or below a 3.

   _____

   _____

6. **Communications - The extent to which the employee understands verbal and written communication. Please also comment on listening skills, writing, verbal and presentation skills.**

   Rating: _____

   Please explain a rating above or below a 3.

   _____

   _____

7. **Attendance and Punctuality - The extent to which employee arrives on time and demonstrates consistent attendance; the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent.**

Rating: _____

Please explain a rating above or below a 3.

_____

_____

8. **Initiative and Creativity - The extent to which the employee is self-directed, resourceful and creative in meeting job objectives; consider how well the employee follows through on assignments and modifies or develops new ideas, methods or procedures to effectively meet changing circumstances.**

   Rating: _____

   Please explain a rating above or below a 3.

   _____

   _____

9. **Capacity to Develop - The extent to which the employee demonstrated the ability and willingness to accept new/more complex duties/responsibilities.**

   Rating: _____

   Please explain a rating above or below a 3.

   _____

   _____

10. **Overall Rating (total scores / 9 = overall rating):** _____

11. **Has employee passed their probationary period? _____ Yes _____ No, the probationary period is being extended for _____ days.**

Goals:

1. _____

   _____

2. _____

   _____

3. _____

   _____

Supervisor Comments: _____

_____

Employee Comments: _____

_____

Signatures:

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

Department Head: _____ **Date:** _____

Human Resources: _____ **Date:** _____