



# EMPLOYEE HANDBOOK

January 2010



*city of*  
**Ankeny**

*bringing it all together*

HUMAN RESOURCES

# Welcome Letter

Dear Employees:

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

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

From time to time the city will make changes in the policies and procedures set forth in this handbook. We reserve the right to do this. Please read this manual carefully. Should you have any questions concerning this handbook, please direct them to your immediate supervisor or Human Resources.



A handwritten signature in black ink that reads "Carl Metzger". The signature is written in a cursive, slightly stylized font.

Carl Metzger  
City Manager

# Mission Statement & Vision 2022

## **Mission Statement**

To provide high quality municipal services,  
Excellent customer service and sound fiscal management  
We engage our community, producing a greater quality of life  
Are advocates of Ankeny, protecting the community's interest

## **Vision 2022**

Ankeny 2022 has a small hometown feel and great community spirit  
Ankeny residents enjoy a safe community; an active lifestyle  
Easy movement and access to the area  
Ankeny is an environmentally sensitive and sustainable city  
With a vibrant town center and is a regional business center  
Ankeny is bringing it all together.

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### **1.1 PURPOSE**

The contents of this employee handbook are presented as a matter of information only. It is not a contract, express or implied. While the City of Ankeny believes wholeheartedly in the plans, policies, and procedures described here, they are not conditions of employment. The City reserves the right to delete from, add to and/or revise the employee handbook at any time without notice to the employee. Although the hope that your employment relationship with us will be long term, your employment is at will, meaning either you or the City of Ankeny may terminate this relationship at any time, for any reason, with or without notice, subject to the provisions of the Iowa Code, Chapter 400.

### **1.2 WHO IS COVERED BY THIS HANDBOOK?**

This employee handbook applies to all regular full-time and part-time employees as well as seasonal/temporary employees who work for the City of Ankeny. The City of Ankeny will mention from time to time, when a policy or practice may be the same or slightly different for employees who are working under contract terms, or employees working under a collective bargaining agreement. Whenever the policies, terms, conditions or language of this handbook are in conflict with those of a collective bargaining agreement or any other employment contract, the policies, terms, conditions and language of the collective bargaining agreement or employment contract supersede those of the handbook.

### **1.3 CIVIL SERVICE**

The Iowa Code identifies certain positions as civil service positions and the provisions of section 400.6 govern these positions. All full-time police officers, fire fighters, and appointive full-time employees are covered under Chapter 400 Civil Service. By definition of the section 400.6 of the Iowa Code, the following are not civil service positions in the City of Ankeny:

1. The Mayor, City Council, persons appointed to fill vacancies, elective offices, members of Boards and Commissions, and clerk to the Civil Service Commission.
2. The City Clerk, Deputy City Clerk, City Attorney, City Treasurer, City Engineer, and other professional city engineers licensed in this state.
3. The City Manager and Assistant City Managers.
4. The Chief of Police and the Fire Chief.
5. The head and principal assistant of each department and the head of each division.
6. The principal secretary to the City Manager and the principal secretary to each of the department heads.

7. Employees of boards of trustees or commissions established pursuant to state law or city ordinances.
8. Employees whose positions are funded by state or federal grants or other temporary revenues.
9. All part-time or temporary/seasonal employees.

#### **1.4 HISTORY OF THE CITY OF ANKENY**

Located near the center of Polk County, the City of Ankeny is situated approximately six miles north of Des Moines on U.S. Highway 69, served by I-35 interchanging with I-80 four miles south of the city. John Fletcher Ankeny and his wife, Sarah, acquired the 80-acres of land on which the town of Ankeny originally developed, on July 11, 1874. The following year, on April 19, Ankeny and his wife laid out the plan for the city, which bears their name, and recorded the plat three days later on April 22, 1875.

In the early days, there were no decent roads between Ankeny and Des Moines. Much of the land between the two towns was swampy, and in wet weather it was almost impossible to make the trip to Des Moines. A narrow gauge railroad was completed from Des Moines through Ankeny to Ames in 1874. Passenger service was established on July 11, 1880, with the fare from Ankeny to Des Moines at 33 cents.

Ankeny was incorporated as a town on February 28, 1903, with a total incorporated area of one square mile. Seven years after its incorporation, the United States census indicated a population of 445 persons.

Telephone service was inaugurated in Ankeny in 1903, and electricity was made available to residents for the first time in 1907. Extensive electrical service was not generally available to residents until 1919, when the Central Light and Power Company was granted a franchise to operate a power plant in Ankeny. The first fire department was organized on a volunteer basis in 1909. The total firefighting equipment, at that time, consisted of 3 ladders and 24 galvanized pails.

In 1940, the Federal Government established an ordinance plant for the manufacture of ammunition on the site that is now occupied by the Iowa State University Research Farm and the John Deere Company. Due to the establishment of this plant, Ankeny's population growth experienced a rapid increase, which continued after the John Deere Company pur-

chased the plant in October of 1947. Production of corn pickers began in the Deere plant in February of 1948 with 570 employees. Production later included harvesting equipment for corn, cotton, sugar beets and potatoes, along with grain dryers and self propelled crop sprayers.

By 1950, the town had grown to a total of 1,229. In 1958, the first home delivery came to Ankeny via the United States Post Office. In 1961, Ankeny officially became a city. The number of residents living in Ankeny at this time was 2,964, more than double the 1950 total. In 1975, Ankeny celebrated its one-hundredth birthday with a population continuing to grow from a 1970 census of 9,151 to a 1980 census of 15,482. The City has experienced an approximate 5 percent annual population growth over the past decade with a 1990 census count of 18,482 to a 2000 census count of 27,117. A special census in 2005 recorded Ankeny's population at 36,161. The US Census Bureau recently released its 2008 population estimates which again show that Ankeny has had the largest increase in population in the state, growing by nearly 15,000 people between 2000 and 2008. Ankeny's population is currently estimated at 42,287, making it the third largest city in the Des Moines Metro and eleventh largest in the state.

We have a Mayor/Council form of government, with a City Manager. The City Council consists of the Mayor and five council members who are elected at large. The Council sets policy for the City, adopts ordinances and resolutions, approves the annual budget, and approves all expenditures. Day-to-day operations of the City are managed by the City Manager. The city employs approximately 500 employees including fulltime, part-time, seasonal and temporary employees, twelve full-time firefighters/paramedics, 65 part-time paid per call firefighters, and 51 sworn police officers. A sports complex, aquatic center, public library, fire station and city hall provide residents with contemporary city facilities.

Ankeny has thirty five city parks, two 18-hole golf courses as well as a 9-hole country club course. A 120-acre youth sports complex was completed in 2002. Just west of Ankeny is Saylorville Lake, a 5,400-acre lake with recreational and camping facilities. Big Creek Lake, an 866-acre lake is just north of Ankeny. Both provide opportunities for hiking, boating, swimming, biking, camping and fishing.

The Ankeny Community School District, the 9th largest district in the state, enjoys an outstanding reputation in Iowa and the Midwest for exemplary and balanced programs de-

signed to meet the needs of all students. Students routinely rank among the best in the state in music, sports and academics.

Ankeny is home to Des Moines Area Community College, the state's largest community college. Built in 1970, the DMACC campus is constructed on a 320-acre site and services an eleven county area offering a wide variety of educational programs designed to meet the different interests, abilities and personal objectives of adults of all ages regardless of prior educational achievements.

Faith Baptist Bible College is located on a 40-acre campus in northwest Ankeny. FBBC is a private, co-educational, degree-grant undergraduate Baptist Bible College and offers Associate of Arts, Bachelor of Science, Bachelor of Arts, and Bachelor of Theology Degrees. A cooperative spirit fostered by the public and private partnership has resulted in attracting a number of prominent companies including, Pioneer Hi-Bred, Embria Health Sciences, Casey's Corporate Headquarters, John Deere Des Moines Works, Monsanto, Tone's Spices, Perishable Distributors of Iowa and SYSCO. A major retail corridor includes a Wal-Mart Supercenter, Super Target, Home Depot and Menards, as well as three major car dealerships and numerous restaurants and shops.

Ankeny Regional Airport is located adjacent to Interstate 35 and one of the area's top business parks, Metro North. The airport features a 5,500-foot main runway and is among the fastest growing general aviation airports in the nation.

Listed below are the definitions of some common terms found in this handbook:

**Appeal** - An application for review of an alleged grievance submitted or instituted by employees to a higher authority

**City** - The City of Ankeny

**City Employee** - A person who is employed by the city and is compensated by salary or hourly wages. Not included are elected officials, appointed members of boards, contractors, and employees of contractors.

**City Manager** - Is the chief administrative officer of the City of Ankeny, appointed by the Mayor and City Council, who is responsible for the day to day operations of the city. The City Manager ensures that city policies are properly administered, and is the appointing authority for the city.

**Civil Service Commission** - A three-member commission, appointed by the Mayor and approved by the City Council, to oversee that the provisions of the Code of Iowa, Chapter 400 are followed.

**Compensation** - The salary, wage, allowances and other forms of similar consideration earned by or paid to you for working in a position.

Compensatory Time off- Time off from work instead of monetary pay for overtime worked.

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

**Discharge** - The separation of an employee from city employment for cause.

**Discrimination** - A showing of bias or favoritism in treatment because of race, sex, age, color, ancestry, sexual orientation, gender identity, national origin, religion, physical handicap, etc.

**Eligibility List** - A list containing the names of individuals qualified for appointment to civil service positions.

**Exempt Classification** - A job not subject to the provisions of the Fair Labor Standards Act with respect to minimum wages and overtime. Management and professional classifications are considered exempt.

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

**Human Resources Officer** - The individual designated to establish and administer on a daily basis the city's personnel management procedures in accordance with policies established by the City Manager, Mayor, and Council.

**Immediate Family** - includes spouse, child, parent, step-parent, stepchild, father-in-law, mother-in-law, brother, sister, daughter-in-law, son-in-law, grandchild, and grandparent.

**Leave** - An approved absence from work as provided for by personnel policies and the employee handbook.

**Outside Employment** - Employment of any kind engaged in by a city employee for which compensation is received from a source other than the City of Ankeny.

**Overtime** - Authorized time worked by an employee in excess of regular work schedule as provided for in the Fair Labor Standards Act.

**Pay Plan** - The official pay schedule approved by the City Council. The plan assigns a rate of pay to each class, such as a pay range.

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

**Regular Full-time Employee** - An employee who normally works a minimum of 40 hours per week. Anyone who is considered regular full-time is eligible to enroll and participate in the city's benefit programs.

**Regular Part-time Employee** - An employee who is regularly scheduled to work year-round, with a minimum of 20 hours but less than 40 hours worked per week. Not eligible for benefit program, unless noted elsewhere. This excludes temporary/seasonal employees. (Revised 1-1-98)

**Retirement** - The separation of an employee from the service of the city who is eligible for and receives benefits from a recognized retirement system.

**Seasonal/Temporary Employee** - An employee who may work full- or part-time during one or more seasons. Not eligible for any benefit program.

**Sexual Harassment** - Unwelcome sexual advances, requests for sexual favors, and/or all other verbal or physical conduct of a sexual or otherwise offensive nature where (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment, (2) submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting the individual, and/or (3) such conduct has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive working environment.

**Termination** - The separation of an employee from the service of the city; including death, rejection, discharge, layoff, resignation or retirement. The termination date will be the last working day of the employee, unless otherwise determined by the City Manager.

**Transfer** - The movement of an employee from one position to another. This could be within the same job classification or in a different classification.

**Vacancy** - A position duly created and not abolished which is not currently occupied by an employee.

The City of Ankeny is an equal opportunity employer and is committed to fair and equal treatment of all employees without regard to race, color, age, religion, sex, sexual orientation, gender identity, ancestry, national origin, or handicap that does not interfere with job performance with reasonable accommodation.

The City is committed to administer all personnel actions in compliance with federal and state regulations. The City refrains from using policies that discriminate in such matters as employment, promotion, demotion, transfer, compensation, benefits, training and education. The City's policies also prohibit sexual harassment of any kind. If any employee feels discriminated against or harassed, they should direct their problem either to their immediate supervisor or to human resources. All complaints will be investigated and resolved promptly. The confidence of the employees involved will be maintained to the extent possible.

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



#### **4.1 PAY PLAN**

The City seeks to balance the need to be prudent with public funds and the compensation needs of its employees. The city competes for a talented dedicated workforce in the same labor market as private sector employers. Accordingly, the City frequently assesses the labor market in order to determine the competitiveness of your pay plan. Most likely the City will not be the highest paying employer in the area. However, we do offer a competitive total compensation package and a work environment where you can feel good about your contribution to improving the community where you live.

Each job classification shall be assigned to the appropriate salary range. Newly appointed employees will normally start at the minimum rate of pay in the range. Generally, step increases in pay will occur at the beginning of each fiscal year.

#### **4.2 JOB CLASSIFICATION**

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

#### **4.3 PAY PERIODS**

Payday is every other Friday (bi-weekly). If payday falls on a holiday, you will be paid prior to the holiday. Your pay period will begin on Monday and end on the Sunday prior to the Friday pay date.

The city provides a variety of benefits to regular full-time employees. The city provides certain paid leave benefits on a prorated basis to regular part-time employees. These benefits are part of the total city compensation package. Brochures concerning benefits are available from the Human Resources Office.

#### **4.4 PAYROLL DEDUCTIONS/DIRECT DEPOSIT**

The City of Ankeny offers a wide variety of payroll deduction options to include:

- Savings Bonds
- Deferred Compensation (457 Plan)
- Union Dues
- Group Insurance

- Medical and Dependent Care Flexible Spending Accounts (125 Plan)
- Voluntary Life Insurance
- Charitable Organizations (United Way, Iowa Shares)

The direct deposit of payroll checks is also provided and encouraged. An employee may divide their check among three depositories and/or accounts for same day ACH deposit. Contact the Human Resources Office for additional information on direct deposit.

#### **4.5 LONGEVITY PAY**

The city will contribute the following amounts to your salary for full time employees depending on your years of service.

<b>Longevity Schedule (Continuous Service)</b>	<b>Additional Per Year Amount</b>	<b>Total Yearly Amount</b>
after 5 years	\$500	\$500
after 10 years	\$500	\$1,000
after 15 years	\$500	\$1,500
after 20 years	\$500	\$2,000
after 25 years	\$500	\$2,500

#### **4.6 OVERTIME & COMPENSATORY TIME**

All employees are expected to work overtime when necessary. If you are a non-exempt employee and work in excess of forty hours in any workweek, you will be paid either cash or compensatory time at a rate of time and one-half. Compensatory time may, at the department director's discretion, be allowed to accumulate to forty (40) hours. All accumulated compensatory time not taken by the end of the fiscal year will be paid. Compensatory time may be used in increments of one-half hour.

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

### 5.1 PAID HOLIDAYS

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

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Friday following Thanksgiving
- Christmas Day

Employees shall be eligible for holiday pay provided they work the last scheduled working day before and the next scheduled working day following the holiday, or provided they are on approved leave (either paid or unpaid) for those same days. In approving leave around a holiday, directors/division heads must ensure adequate personnel are on-duty to conduct departmental business. (Revised 1-1-98)

If the holiday falls on a Saturday, the Friday before the holiday will be observed, and if the holiday falls on a Sunday, the Monday after the holiday will be observed.

If you are on a paid leave of absence, and the holiday occurs during your leave, the holiday will not be counted as part of that leave of absence.

### 5.2 PAID VACATION LEAVE

All regular full-time employees are granted vacation based on the following schedule\*:

<b>Length of Service</b>	<b>Accrual</b>
over 1 year	80 hours per year
over 5 years	120 hours per year
over 10 years	160 hours per year
over 15 years	200 hours per year
over 25 years	240 hours per year

» Regular part time employees are granted vacation that is prorated on the basis of their regularly scheduled hours within the two week (80 hours) pay period. For example, a part-time employee that is regularly scheduled to work 40 hours within the two-week pay period would receive 50% of the leave benefit provided to a comparable full time employee; 60 hours 75%, 64 hours 80% and so on. (approved July 1, 2001)

You will not be eligible to take vacation until you have completed twelve (12) consecutive calendar months of service. You will not accrue additional vacation until you have completed an additional twelve (12) consecutive calendar months of service.

Your immediate supervisor needs to approve all vacation leaves in advance.

Vacation may be taken in four hour increments, unless prior approval is granted.

There shall be no prorated accrual of vacation time.

If one of the paid holidays occurs during your vacation, the holiday will not be counted as part of your vacation time.

You cannot carry over vacation time into the following 12 months unless the department director and the City Manager approve it.

The city does not make cash payments in lieu of not taking a paid vacation.

An Employee, who is laid off, discharged, retired or separated from the service of the Employer or dies, shall be compensated in cash for unused vacation they have earned at the time of such layoff, discharge, retirement, separation or death. All unused vacation will be paid in lump sum on the employee's last paycheck. An employee's termination date will be their last working day.

» Under certain circumstances, the City Manager may approve an exception to the above policy. The department director may request approval for the use of the employee's unused vacation to extend the termination date of the employee beyond their last working day so long as all of the following conditions are met:

- The extended period is for no more than two weeks
- While the employee is “on vacation” they may not accrue any additional vacation time by passing their anniversary date
- Extending the termination date does not cost an additional full month of insurance coverage to the City

\* Vacation schedules for employees covered by union contracts are found therein.

See Appendix M: Leave Benefits for Full-time Firefighters/Paramedics

### **5.3 PAID PERSONAL LEAVE**

The city provides paid personal leave to regular full-time and regular part-time employees.

Each year on July 1, each regular full-time employee shall receive 24 hours of personal leave. Eligible Employees hired between July 1 and October 1 shall receive 24 hours of personal leave. Eligible Employees hired after October 1 but prior to March 1 shall receive 16 hours of personal leave. This personal leave must be used on or before June 30th of the following year. Regular part-time employees will receive a prorated amount on the basis of their regularly scheduled hours within the two week (80 hours) pay period.

Personal leave does not accumulate from one year to the next.

Personal leave may be taken in one-hour increments, unless prior approval is granted.

Your immediate supervisor needs to approve personal leave requests.

Personal leave is not paid out at time of separation.

### **5.4 PAID SICK LEAVE**

As a regular full-time employee you will accrue sick leave on the first pay period of each month at the rate of 12 hours per month after the first 30 days of employment. Total accumulation cannot exceed 1,600 hours. Regular part-time employees will receive a prorated amount on the basis of their regularly scheduled hours within the two week (80 hours) pay period.

You may take sick leave for medical or dental appointments during working hours, which may be used in units of 1/2 hour, unless prior approval is granted. You cannot receive payment for unused sick leave when you leave the city's employment.

You shall notify your immediate supervisor prior to your regular scheduled reporting time if you are going to be absent. Your supervisor may require a doctor's excuse. It must state the kind of illness or injury you had and the period of time under doctor's care.

If you are sick on a holiday or scheduled vacation, that time will not be charged as sick leave used.

You can use up to 40 hours per calendar year to care for the health or medical needs of immediate family. In the event of a catastrophic illness or injury, where the immediate family member's life is at risk, additional use of sick leave may be granted by the City Manager.

## **5.5 PAID INJURY LEAVE**

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

If you should be injured on the job, notify your supervisor immediately, who will then notify Human Resources. Human Resources will provide documentation to our insurance carrier. Job-related injuries are covered under the provisions of Worker's Compensation. Please see Appendix B for questions related to worker's compensation.

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

Please see Appendix B for information on the City's designated workers' compensation treatment clinic.

If an employee decides to go to another provider without the referral from the authorized treating 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 clinic.

The city also has a return to work program to provide guidelines for employees injured on the job who are unable to return to their regular job classification upon returning to work. Please see Appendix C for the complete Return to Work Program.

Employees covered by the Municipal Fire and Police Retirement System (MFPRSI) are exempt from workers' compensation benefits. The above procedures still apply to this group of employees; however, the City will pay the regular wages of the employee who is injured on the job and unable to work due to a temporary disability. Permanent disabilities are paid by the MFPRSI under Chapter 411 of the Iowa Code.

## **5.6 MILITARY LEAVE**

All employees who are members of a reserve force of the United States or of the state 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 this state. 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 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 Ankeny shall be granted an unpaid leave of absence for the period of military service.

Copies of your orders are required to be seen by your department director at least ten working days prior to reporting for duty.

## **5.7 FAMILY DEATH LEAVE**

If you are a regular full-time or regular part-time employee and there is a death in your immediate family, you may take up to three working days off without loss of pay.

## **5.8 JURY DUTY**

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

## **5.9 VOTING LEAVE**

All city employees are entitled to vote in an election. However, if you do not have three consecutive hours of non-work time in the period between the opening and closing of the polls, you are entitled to limited paid time off to go vote. Notice must be given to the employee's supervisor prior to taking leave.

## **5.10 UNPAID LEAVE**

Regular full-time and regular part-time employees may ask their department director for leave without pay after six months of service with the City of Ankeny. The request shall be submitted in writing indicating the reason and length of time of absence. Unpaid leave prior to six months of employment will be determined on a case by case basis by the department director and the Human Resources Officer.

## **5.11 FAMILY & MEDICAL LEAVE ACT OF 1993**

In accordance with the Family and Medical Leave Act of 1993 it is the policy of the city to grant up to 12 workweeks of family and medical leave during a 12-month period to eligible employees (male and female). Medical leave necessitated by pregnancy shall be allowed to eligible employees pursuant to the provisions of federal and state law.

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

1. have been employed by the city for at least 12 months, and
2. have been employed for at least 1250 hours of service during the 12-month period immediately preceding the commencement of the leave.

The employee must submit a Request for Family/Medical Leave and be taking the leave for



one or more of the following reasons:

- a. the birth of a child and care of that child.
- b. to care for newborn child after birth, adoption, or foster care.
- c. to care for a spouse, child, or parent with a serious health condition; or
- d. for the serious health condition of the employee.

The leave may be paid, unpaid, or a combination of paid and unpaid depending on the circumstances as specified:

1. Birth of child - An employee taking leave for the birth of a child must use paid sick leave if available for physical recovery following childbirth (typically six weeks). A doctor's note will be required for the period of physical recovery. The employee must then use all other paid leave, and then will be eligible for unpaid leave for the remainder of the 12 weeks.
2. Care for newborn child after birth, adoption, or foster care - An employee taking leave to care for a child after birth, adoption, or foster care may use up to 40 hours of sick leave if available (in accordance with the Employee Handbook 5.4) and then all other paid leave prior to being eligible for unpaid leave.
3. Serious health condition - An employee who is taking leave because of the employee's own serious health condition or the serious health condition of a spouse, child, or parent must first use sick leave (in accordance with the Employee Handbook 5.4) then all other paid leave prior to being eligible for unpaid leave.
4. Other authorized leave - If the employee has accrued paid leave the employee must use paid leave first and take the remainder of the twelve weeks as unpaid leave.

For leaves taken because of the employee's or a covered family member's serious health condition, the employee may be required to submit a completed "Physician or Practitioner Certification" form and return the certification to the Human Resources Office. Please see Appendix D for a detailed description of the city's policy. (Res. 2001-17, 2/5/01)

## 6.1 INSURANCE

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

- Medical
- Dental
- Life Insurance
- Voluntary Life Insurance
- Voluntary Vision Discount Program

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

## COBRA

By law the city must offer continuation of health coverage to regular full-time employees and dependents under certain termination-of-employment situations.

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

## 6.2 FITNESS REIMBURSEMENT

To encourage the physical wellness of our employees the City offers a \$12/month reimbursement to all full time employees for membership dues to an area fitness gym. If you are thinking about joining a gym or already belong to one, please contact the Human Resources Office for information on this reimbursement.

## 6.3 FLEXIBLE SPENDING ACCOUNT

Regular full-time and regular part-time employees 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 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 Office will distribute more information prior to the beginning of each plan year.

#### **6.4 DEFERRED COMPENSATION PLAN**

The City of Ankeny provides a deferred compensation plan for regular full-time and regular part-time employees. Employees may defer, or set aside, a portion of their paycheck and delay paying federal and state taxes on that amount, usually until they retire. Details on the plan and other various investment options are available from the Human Resources Office. (Resolution No. 99-23; 1-18-99)

#### **6.5 RETIREMENT**

The retirement program for all regular full-time, part-time, and certain seasonal/temporary employees (except full-time police officers and fire fighters) is the Iowa Public Employees' Retirement System (IPERS). For full-time police officers and fire fighters 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 Office.

#### **6.6 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 no cost. Counselors are available 24-hours a day, 7-days a week by calling 244-6090. If problems do arise, the employee assistance program can help. If you need it, please use it.

#### **6.7 LENGTH OF SERVICE AWARD**

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

## **6.8 EMPLOYEE TRAINING**

The City of Ankeny encourages its employees to attend conferences, seminars and training sessions of benefit to the employee in enhancing job performance, skills and knowledge. A request for approval to attend conferences, seminars or training sessions must be submitted on the proper forms and signed by the department director. For a detailed description of policies and procedures on employee training and travel, refer to the Travel and Training Policy in Appendix E.

## **6.9 TUITION REIMBURSEMENT**

The City of Ankeny encourages regular full-time employees to improve their knowledge, abilities and skills. The city provides up to a limit of \$600.00 per fiscal year reimbursement for college credit. In order to be eligible for tuition reimbursement you must meet the following requirements:

- You must be a non-probationary full-time employee. (resolution 2000-318; 9/5/00)
- You must submit a Tuition Reimbursement Request Form, before enrolling, to the department director and City Manager for approval.
- The course shall directly relate to your present position or position you might attain with the City of Ankeny.
- You must submit proof of course completion with a grade of a C or better.
- For a more detailed description of the program, contact the Human Resources Office.

### **7.1 JOB VACANCY & RECRUITMENT**

The City of Ankeny recruits the most qualified persons regardless of race, sex, sexual orientation, gender identity, color, religion, age, ancestry, national origin or handicap (provided such handicap does not interfere with job performance with reasonable accommodations). The City will not hire relatives of regular full-time or part-time employees when employment would result in relatives working on the same shift in the same department, or place an employee in a position supervised by a relative. A more detailed description of the policy on hiring of relatives is found in paragraph 7.14 Hiring of Relatives.

The Human Resources Officer, in consultation with the City Manager, and department directors, determines whether each job classification is an open or promotional vacancy. Typically, promotional job classifications are those in which employees in a lower classification would gain the experience to qualify. Vacancies in civil service promotional grades are filled primarily by a promotion or transfer of a qualified civil service employee. Vacancies in civil service open positions eventually are filled by qualified persons either within or outside city employment.

### **7.2 JOB POSTING**

The City of Ankeny, in its employment efforts, will post a notice in all departments, local newspapers, and trade and professional journals if applicable. The recruitment of civil service positions will follow the Code of Iowa section 400.

### **7.3 PROMOTION**

Promotion is another process of selection for staffing and is concerned with filling positions from among persons already in the service. A promotion represents the advancement of an employee in terms of a higher paid job, with increased responsibilities, greater skill and advanced status or prestige. The promotion policy concerns itself with that aspect of developing a plan to insure management that the best talent in the organization can render even greater service, and that employees are aware of the avenues open to them and the extent to which advancement will be governed by work performance. Promotion procedures will follow the Code of Iowa section 400.9.

### **7.4 PERSONNEL RECORDS**

The city keeps a separate, confidential file for each employee that includes the employment

application, experience records, and other pertinent information. These files are used to provide information for payroll deductions, determine eligibility for benefit programs, pay increases, and other personnel related matters.

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

You may review your file to examine the contents. You must do this in the Human Resources Office in the presence of the Human Resources Officer in order to preserve the security of your information. You may not remove any item from the file.

We would appreciate your help in keeping your records up to date. Please contact Human Resources if you have any change in the following:

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

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

## **7.5 PROBATIONARY PERIOD**

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

**Exceptions:** All new police officers shall be subject to a nine month probationary period following certification from the law enforcement academy. If a new employee has already been certified at the time of hire, his/her probationary period shall be nine months from date of hire. The probationary period for full time Paramedics/Firefighters is one year.

## **7.6 HOURS OF WORK, LUNCH HOURS & WORK BREAKS**

Generally, a regular workweek consists of eight hours per day, five days a week. For union

personnel a workweek may consist of a variety of work schedules.

You are expected to be at your work place in accordance with approved hours of work, holidays and leaves. All non-exempt employees must record their working time and non-working time.

### **Lunch Hours**

Your supervisor will advise you of your assigned time as the city must maintain adequate work coverage. Each employee shall be allowed an unpaid lunch period, which shall generally be scheduled in the middle of the work shift. Lunch periods shall be scheduled by the department supervisor, who will give appropriate consideration to department needs and regulations. Such periods will not be more than one (1) hour nor less than thirty (30) minutes.

### **Work Breaks**

Each employee may take a 15-minute rest break for every four hours worked. The direct supervisor is responsible for determining when and where employees take rest breaks. Rest break time does not accrue; if unused it is lost.

## **7.7 PERSONAL APPEARANCE**

All employees represent the city. Your neat appearance and dress are consistent with job responsibilities. They help to create a professional atmosphere and reflect a good image of the city and you as an individual. Individual City departments may have specific dress requirements and/or policies.

## **7.8 HOUSEKEEPING**

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

## **7.9 INCLEMENT WEATHER**

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

All leave or absences due to inclement weather shall be unpaid unless the employee elects to take available vacation, compensatory time, or personal leave with approval of the supervisor (and in accordance with the bargaining agreements, where applicable).

#### **7.10 RESIDENCE REQUIREMENT**

In the spirit of Section 400.17 of the Iowa Code, the City of Ankeny does not require its employees to be residents of the city. Nevertheless, the City of Ankeny may require that certain critical employees reside within a distance outside the city limits that allows them to report to work within a reasonable period of time.

If for some reason you cannot meet this requirement, we ask that you consult with your supervisor.

#### **7.11 WAGE GARNISHMENTS**

We expect our employees to meet their financial obligations. Wage garnishments against an employee's salary cause extra work, time, and expense for the city. Thank you for preventing wage garnishments.

#### **7.12 OUTSIDE EMPLOYMENT**

Your department director shall be informed of your outside employment to avoid possible conflict with your City of Ankeny employment.

If outside employment interferes with your work for the City of Ankeny, you will be asked to resign from one or the other positions.

Regular full-time employees of one department are prohibited from part-time or seasonal employment in another City department.

Any outside employment that involves the use of a uniform or badge must be approved by the City Manager.

#### **7.13 CITY EMPLOYEES AS PART-TIME FIREFIGHTERS**

Permanent full and part time City Employees who are secondarily employed as part-time firefighters and/or emergency medical technicians in the Fire Department may act as second



responders to ambulance and first responders to fire calls while on duty if their normal work allows. They will receive only their primary job wages when responding during normal working hours. However, if the call they respond to overlaps their normal working hours their pay for those extra hours will be provided under the fire department part-time pay plan. City vehicles may be used to respond to calls when the employee responds provided he or she is on duty. (Resolution 98-189, 8/3/98)

#### **7.14 HIRING OF RELATIVES**

No City official shall hire or appoint any Relative unless such hire or appointment is first approved by the City Council; however, this requirement shall not apply where the Relative would receive compensation of less than six hundred dollars (\$600) per year. In addition, it is the policy of the City of Ankeny that applicants who are Relatives of full-time or part-time employees shall not be hired, appointed or transferred to any position that would result in:

1. Relatives working on the same shift in the same department.
2. A Relative being in a supervisory or administrative position over another Relative; or
3. One Relative with access to confidential information concerning actual or potential administrative/disciplinary action to be taken against another Relative.

For the purpose of this policy, "Relatives" shall mean: (a) spouses; (b) parents; (c) siblings or half-siblings; (d) children; (e) grandparents; (f) aunts/uncles; (g) nieces/nephews; (h) first cousins; or (i) unrelated persons living together. The term Relatives shall also include any step-relations and/or the spouses of the above-listed individuals.

Employees who become Relatives after their employment with the City has commenced and who would therefore be in violation of this policy shall: (1) be reassigned to different shifts; (2) have the subordinate employee reassigned to another supervisor; and/or (3) transfer to different departments if an open position is available, the employee is qualified and the approval of the department head is granted. (Resolution 2007-024, 2/5/07)

#### **7.15 VEHICLE POLICY**

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

However, you may take a vehicle during a lunch break if your destination immediately after

lunch is farther from your normal workplace than the location where you eat lunch.

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

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

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

Please refer to Appendix F: Driver Control/Vehicle Operations Policy of the City of Ankeny for complete information.

#### **7.16 ELECTRONIC COMMUNICATION**

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

See Appendix G for the complete Electronic Communication Policy. (Resolution 2002-306, 9/16/02)

#### **7.17 VOLUNTARY RESIGNATION**

The city is proud of our low turnover so before you think of resigning please talk it over with your immediate supervisor. Sometimes a misunderstanding can be resolved. If you do decide to leave please give us at least a two week notice.

# 8 Occupational Safety and Health

The City of Ankeny makes every effort to keep your work area safe and free from hazard.

For a detailed description of policies and procedures on employee safety, refer to the General Safety Policy in Appendix I and the Right to Know: Hazardous Communications Written Program in Appendix J.

## 8.1 SAFETY

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

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

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

## 8.2 SEXUAL HARASSMENT

The City of Ankeny policy regarding sexual harassment is as follows: Acts of sexual harassment by any employee are prohibited employment practices and are subject to disciplinary measures including discharge.

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

Please refer to Appendix K: Sexual Anti-Harassment Policy of the City of Ankeny for complete information.

### **8.3 DRUG AND ALCOHOL POLICY**

Along the guidelines of Resolution No. 60-91, it is the policy of the City of Ankeny to prohibit the unlawful possession, use, dispensation, distribution, or manufacture of controlled substances in the workplace. Violation of this policy will result in disciplinary action up to, and including, termination of employment. Depending upon the circumstance, other action, including notification of appropriate law enforcement agencies, may be taken against any violator of this policy.

As a condition of employment, staff members must comply with this policy and notify management within (5) days of conviction for any criminal drug violation occurring during work hours or in the workplace. Failure to do so will result in immediate suspension and/or termination of employment. Any staff member arrested in connection with a criminal drug violation occurring during work hours or in the workplace will be on personal leave of absence without pay and could face termination of employment pending the outcome of any legal investigation and conviction.

Please refer to Appendix L: Drug and Alcohol Policy for complete information.

### **8.4 SMOKING POLICY**

In compliance with the Iowa Smokefree Air Act (7/1/08), the City of Ankeny has established a smoke-free workplace. All City-owned facilities and grounds are smoke-free. All tobacco usage, including smoking, is also prohibited in all City vehicles and equipment. Opportunities for smoking cessation classes will be made available for any employee wishing to quit the use of tobacco products. The City will provide a subsidy if there is a cost associated with the class. For more information please contact the Human Resources Office.

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

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

1. Theft or willful destruction of property of the city or any employee.
2. Falsifying or supplying false information for the completion of city records.
3. Insubordination or refusing to perform work or reasonable instructions.
4. Possession or use of intoxicants or narcotics on city property.
5. Possession of explosives, firearms or other concealed weapons on the city premises without permission.
6. Intentional abuse of City's time keeping system, including unauthorized punching in/out of another employee.
7. Sleeping during working hours.
8. An employee determined to be an aggressor in a fight on city premises.
9. Conviction of a crime carrying a penitentiary sentence.
10. Leaving work site during working hours without signing out, unless with authorized permission or performing activities related to the employee's job.
11. Reporting to work under the influence of intoxicants or narcotics.
12. Disorderly conduct including use of profane or abusive language, intimidating, threatening, or provoking fellow employees, or other acts showing lack of respect for other people and property.
13. Deliberate defacing of bulletin boards, material thereon, walls or other properties of the city or fellow employees.
14. Working on personal unrelated work duties on city time.
15. Falsifying city records or information.
16. Sabotage, causing damage or destruction of tools, equipment, or other property belonging to the city or fellow employees.

17. Failure to comply with request of supervisory personnel to submit personal packages being brought onto or out of the work site for inspection.
18. Unauthorized altering or repairing of equipment.
19. Soliciting, collecting, distributing, or selling on city time without authorization.
20. Soliciting, collecting, distributing, or selling on city property without written authorization.
21. Unauthorized operation of equipment or use of material or property of the city or fellow employees.
22. Smoking in restricted areas, including any city facility, vehicle or equipment.
23. Willful violation of safety and health requirements.
24. Habitual tardiness or absences without just cause.
25. Horseplay including running, pushing, shoving, throwing objects, playing practical jokes, and otherwise disturbing fellow employees.
26. Failure to call and notify the city of an absence prior to the start of work.
27. Leaving workstation unnecessarily.
28. Failure to use the employee time keeping system in accordance with standard procedure.
29. Failure to be at the work site at starting time, or stopping before quitting time.
30. Unauthorized parking, excess speed, or other acts of disregard for fellow employees in moving traffic on city property.
31. Unauthorized use of city telephones except in case of emergencies.
32. Violating the City's Code of Ethics (See Section 12)

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

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

Each director is responsible for the timely and proper completion of an employee performance review and evaluation report.

Performance reports shall be made on the standard form provided by the Human Resources Office and must be submitted at the specified times:

- At the end of the probationary period.
- Annually on the employees' anniversary date.

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

In the event the supervisor does not do performance appraisals timely, it is the employee's responsibility to bring this to the attention of the supervisor. If the appraisal is not done within ten days after the employee's complaint, the employee shall bring the matter to the attention of the Human Resources Office.

The most important resource to the City of Ankeny is its employees. Sometimes, all of us experience some type of problem in the workplace. We have a problem-resolving procedure that will assure you that your problem will be heard and appropriate action will be implemented. Therefore, please bring your problems to your immediate supervisor, who will help you resolve them.

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

**Step 1**

The Employee shall take up the grievance or dispute with the Employee's supervisor within ten (10) calendar days of the date of the grievance or the Employee's knowledge of its occurrence. The supervisor shall attempt to adjust the matter and shall respond orally to the Employee within five (5) working days.

**Step 2**

If the grievance has not been settled, it shall be reduced to writing by the Employee and presented to the Department Director within five (5) working days of the supervisor's response to Step 1. The Department Director 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 City Manager within ten (10) working days after the Department Director's response. The City Manager or designee will 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 or designee will be returned to the grievant within ten (10) working days, and the answer shall be final.



**12.1 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.

**12.2 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 are required to resign your city position.

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

**12.3 GIFT & IN-KIND CONTRIBUTIONS**

As an employee of the City of Ankeny, you shall not directly or indirectly accept or receive any gift or series of gifts, as defined in Resolution #207-93, and beginning with Section 68B.21 of the Code of Iowa. This includes special discounts or offers that are not available to the general public. Please see Appendix N for Q & A on how the gift law works.

**12.4 CODE OF ETHICS**

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

1. 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.
2. I shall follow all applicable local and state standards for ethical conduct at all times,

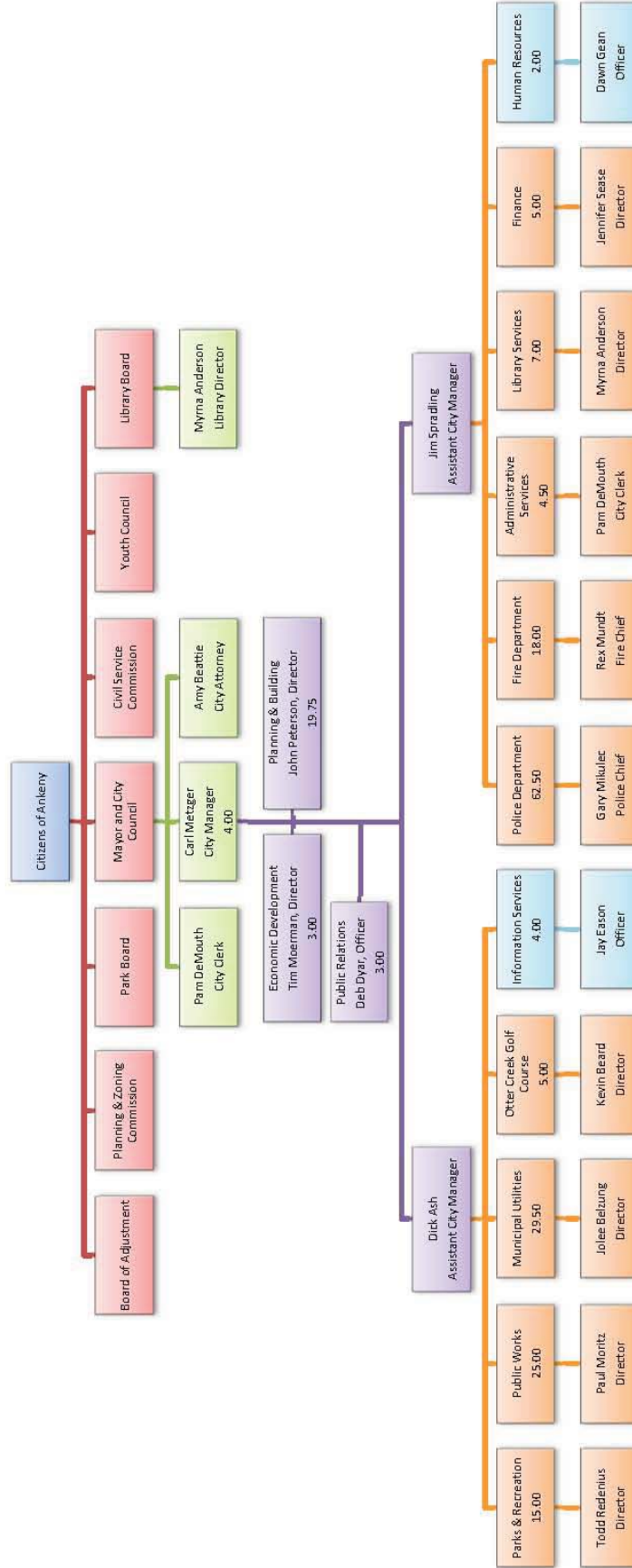
and will not use my position with the City in an inappropriate manner or in a way that will result in personal or financial gain.

3. 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.
4. 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.
5. I shall consider, first, the interests of the City in all transactions.
6. I shall carry-out the established policies of the City.
7. I shall buy without prejudice, seeking to obtain the maximum value for each expenditure of public funds.
8. I shall never engage in acts of corruption or bribery, nor will I condone such acts by other employees.
9. 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.

# Appendix A:

# City of Ankeny Organizational Chart

## CITY OF ANKENY FY 2010 FUNCTIONAL/MANAGEMENT ORGANIZATION CHART



FTE Figures reflect full- and part-time positions and do not include seasonal, temporary or paid per call employees. Positions are listed under their supervising department or office as opposed to cost center.

August 7, 2009

Total Approved FTE for FY 2010 is: 207.25

### **What do I do if I am injured on the job?**

Notify your supervisor immediately. Your supervisor will then evaluate the situation and for a non-emergency injury will either transport you to Mercy North Family Practice/Urgent Care or direct you to the clinic on your own, depending on the severity of the injury. If the injury is an emergency you will be either transported by your supervisor or ambulance to an emergency room at any area hospital. Your immediate medical attention is the first priority.

### **Where do I go for medical treatment?**

Mercy North Family Practice/Urgent Care  
800 East First Street  
Ankeny, IA 50021  
515-643-8100

Monday – Friday: 7 a.m. – 9 p.m.

Saturday and Sunday: 10 a.m. – 5 p.m.

After hours emergencies should be treated at the Mercy North Urgent Care Center in Ankeny or the Emergency Room. If not an emergency, employees should make an appointment at Mercy North Family Practice the next day.

### **How do I report my injury?**

If an injury is not a medical emergency, the supervisor and the employee will telephone COMPANY NURSE® at 1-888-770-0928 and speak with the medical professional who will assist the employee with his or her medical needs and expedite the claims processing. The medical professional will talk to the supervisor first and then the employee to assist in determining what kind of treatment, if any, is necessary for the employee based upon their conversation with the injured worker and the supervisor.

If the injury is a medical emergency the supervisor and employee will have to telephone COMPANY NURSE® following the emergency treatment.

### **What types of injuries are covered by workers' compensation?**

In Iowa, "injury" is defined very broadly to include any health impairment arising out of and in the course of employment. An employee is not entitled to benefits for a pre-existing

injury or disease unless it is aggravated, or worsened, by the employment.

**Can I choose my own medical care?**

No. The City provides medical care reasonably suited to treat the employee's injury, and has the right to choose the medical care. If you are dissatisfied with the care offered, you should discuss the problem with the Human Resources Office or the City's workers compensation insurance carrier.

**What if I choose to go to my own family doctor?**

You must realize that if you have a work related injury, your health insurance through the City will not cover your visit unless it is later decided not to be work related. You must go to the clinic provided by the City. If you choose to do otherwise, you may end up paying for the cost of the appointment.

**What if I am injured severely and need to be transported by ambulance?**

If an ambulance is needed to transport you to the emergency room, you may decide which hospital but must follow up with the City designated physician. If you are not able to make a decision, the ambulance personnel will take you to the ER best suited to treat the injury, depending on proximity and availability.

**Do I get paid for my lost time from work if the doctor says I can't go back to work?**

Workers' compensation will pay benefits if an injury results in more than three calendar days of disability. There is a three-day waiting period and benefits will begin on the fourth day and continue until the employee has returned to work. The three-day waiting period will be paid by the City and charged to accrued sick leave. The three day waiting period becomes payable by workers' compensation insurance if the disability period exceeds fourteen calendar days. During the leave, the city pays you your full wage or salary less any amounts paid to you by workers' compensation insurance for lost time, unless union contract states otherwise, which will be charged to your accrued sick leave.

Employees covered by the Municipal Fire and Police Retirement System (MFPRSI) are exempt from workers' compensation benefits. The above procedures still apply to this group of employees; however, the City will pay the regular wages of the employee who is injured on the job and unable to work due to a temporary disability. Permanent disabilities are paid by

# Appendix C: Return to Work Program

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

## **II. POLICY**

- A. It is the policy of the City of Ankeny to provide modified or alternate work, if available, for employees injured on the job, who are unable to temporarily or permanently return to their regular job classifications. Regular, modified, and alternate work will be provided as available consistent with the provisions of the Americans with Disabilities Act (ADA) and Iowa Workers' Compensation Act.
- B. The City of Ankeny will make reasonable accommodations to a qualified disability unless the accommodations would impose an undue hardship on the employer; however, the disabled employee must be able to perform the essential functions of the job with or without reasonable accommodation.
- C. 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.
- D. Objectives:
  - 1. To return employees who are injured on the job to work as soon as possible when there is not significant risk of substantial harm to themselves or others.
  - 2. To minimize financial hardship and emotional stress to the employee who has sustained a work-related injury.
  - 3. To assist employees in returning to work at a level as close as practicable to his/her pre-injury earnings and productivity.
  - 4. To retain qualified and experienced employees.
  - 5. To reduce the cost of the City's disability benefit programs.
- E. Temporary Alternate Duty (TAD):
  - 1. TAD is defined as modified duties or hours assigned to a worker injured on the job, when the physician indicates they can return to work but who are not yet physically capable of handling the entire job duties normally assigned, and his/her work-related injury has not reached maximum medical improvement.
  - 2. The purpose of TAD is to provide temporary work, within medical restrictions, for employees injured on the job. TAD may be available when medical prognosis indicates that the employees are expected to return to full duty following a course of medical treatment.

3. If an alternate duty position is available, employees will be provided with TAD as soon as medically feasible provided it is consistent with the employee's physical/mental abilities.
4. Employees in TAD capacity will continue to receive the salary and benefits of his/her job classification. These will be proportionately adjusted in the case of part-time work. Status of TAD assignment should be reviewed after each medical appointment, normally every 7 to 14 days. TAD will not normally exceed three months.
5. TAD Procedures:
  - A. The City of Ankeny Human Resources Officer or Workers' Compensation Designee:
    1. Informs physician about the TAD program.
    2. Informs employee about the TAD program.
    3. Informs Workers' Compensation Adjuster of employee's availability to the TAD program.
    4. Obtains information regarding medical condition of employee from physician(s).
  - B. Employee's Supervisor, along with Human Resources Officer/Workers' Compensation Designee:
    1. Develops work assignments on a case-by-case basis, if available, depending on medical restrictions.
    2. Develops appropriate TAD assignments, if available, and monitors on-going medical and work adjustment.
    3. May meet with employees to review TAD status.
  - C. Employee:
    1. Reviews and signs Return to Work Program Statement of Acknowledgment.
    2. When the physician has determined that Maximum Medical Improvement has been reached and the employee is able to perform the essential job duties of his/her job with or without reasonable accommodations, the employee shall return to the job classification and duties held prior to the work injury.

3. When the physician has determined that Maximum Medical Improvement has been reached, and the employee is unable to perform the essential job duties of his/her job with or without reasonable accommodations, the employee will be assigned to a Ninety (90) Day Modified Duty Assignment if the Employer has other job positions the employee, with or without reasonable accommodation, is able to perform. If the employee is not assigned a modified duty assignment, the employee will be laid off and will become eligible for all applicable benefits.
4. An employee assigned to a Modified Duty Assignment will report to his/her regular department. The employee shall be assigned to do whatever work he/she is able to do, under the restrictions that the physician has placed on the employee.
5. Employees placed on Ninety (90) Day Modified Duty Assignments shall continue to receive the salary and benefits of his/her job classifications.
  - a. During the ninety (90) day period, employees on Modified Duty Assignment will be encouraged and afforded opportunities to bid on or apply for other jobs for which they are able to perform the essential functions of the job.
  - b. The Human Resources Officer will provide notices of available jobs to each employee on Modified Duty Assignments.
  - c. At the conclusion of his/her ninety (90) day Modified Duty Assignment period, employees who have been unsuccessful in obtaining other jobs for which they are qualified and for which they are able to perform the essential functions, shall be laid off. Laid off employees shall be afforded all rights and benefits included in applicable collective bargaining contracts and/or personnel policies in effect at the time of the lay off.

F. Permanent Restriction Resulting From Personal Injury/ Illness:

1. Employees who are off work due to personal injuries/illnesses may be required to complete functional capacity examinations before they can return to his/her former jobs. The cost of such examination will be paid for by the employer.
2. When an employee's personal injury/illness has reached maximum medical improvement and there are restrictions that prohibit the employee from performing the essential functions of the employee's job, the City of Ankeny will return the employee to work in his/her former job if the restrictions can be reasonably accommodated.



3. If the permanent restrictions resulting from an employee's personal injury/illness prohibit the employee from performing his/her job's essential functions with or without reasonable accommodation, the employee shall be laid off. Laid off employees shall be afforded all rights and benefits included in applicable collective bargaining contracts and/or personnel policies in effect at the time of the lay off.
  4. While the employee is laid off and eligible for recall to his/her former job, the Human Resources Office will provide the employee of available job notices.
  5. The City of Ankeny will assist employees laid off as a result of permanent restrictions to apply for permanent disability from Social Security and IPERS or MFPRSI when it is appropriate.
- G. Responsibilities of the Employee:
1. The laid off employee is responsible for notifying the Human Resources Office of any changes to his/her current mailing address. Job vacancy notices will be mailed to the last address shown on the City of Ankeny records.
  2. To determine appropriateness of job assignment, the employee who is unable to return to work without restriction is responsible for keeping his/her Department Director (or the Department Director's designee) informed of the status of the employee's medical condition.
  3. If the employee rejects any assignment which is compatible with medical restrictions, the employee shall not be compensated by the City of Ankeny or the City of Ankeny's workers' compensation carrier with temporary, partial, temporary total or healing period benefits during the period of refusal (Code of Iowa, Section 85.53).
  4. The employee assumes responsibility for contacting the Human Resources Office to apply for a bid on available jobs.
- H. Policy Regarding Part-time Paid Per Call Firefighters/EMTs Fit for Duty Status:
1. Regardless of position or rank, a paid per call firefighter or EMT, whether injured on the job or off the job, that is unable to perform all the essential functions of the position shall be immediately placed on inactive status.
  2. For the purpose of this policy, a firefighter or EMT on inactive status shall be considered to be on temporary total disability. This inactive status shall remain in effect until such time a physician states he/she is mentally and physically able to return to full duty and perform all of the essential functions of the position, or a period of one year, whichever comes first.

3. During that one-year period the firefighter or EMT shall be allowed to attend training sessions provided they are able to perform all requirements of the training and will receive pay for their participation in the training session but his/her participation in such training shall be limited by current medical restrictions.
4. The City will reinstate the firefighter or EMT to their current rank or position should he/she be able to resume full duty during the first year on inactive status.
5. After the one-year period, if he/she remains unable to return to full duty, the firefighter or EMT shall be laid off and the City will have no obligation to reinstate him/her to their current rank or position unless a position is available at the time they have been certified as able to perform all of the essential duties of the position.

### STATEMENT OF POLICY

In accordance with the Family and Medical Leave Act of August 5, 1993, as revised effective January 16, 2009, the City of Ankeny will grant job protected family and medical leave (paid, unpaid, or a combination of paid and unpaid leave depending on the circumstances of the leave as specified in this policy) to eligible male or female employees for up to 12 workweeks (480 hours for full-time) per 12-month period for any one or more of the following reasons:

1. The birth of the employee's child and in order to care for the child.
2. The placement of a child with the employee 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 employee's own serious health condition that makes the employee unable to perform the functions of his/her position.
5. Qualifying exigency leave for families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation. This includes the employee's spouse, son, daughter, or parent.
6. Military caregiver leave (also known as covered servicemember leave) to care for an ill or injured servicemember. This leave may be extended to up to 26 workweeks for an employee to care for a spouse, son, daughter, parent or next of kin (defined as the closest blood relative of the injured or recovering servicemember).

### DEFINITIONS

- A. "12-Month Period" - means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.
- B. "Spouse" - does not include unmarried domestic partners. If both spouses work for the City of Ankeny their total leave in any 12-month period may be limited to an aggregate of 12 weeks if the leave is taken for either the birth or placement for adoption or foster care of a child or to care for a parent (not a parent "in-law" with a serious health condition).
- C. "Child" - means a child either under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's "child" is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster or step-child. Son or daughter for purposes of FMLA military leave does not have to be a minor.

- D. "Serious Health Condition" - means an illness, injury impairment, or a physical or mental condition that involves one of the following:
1. Inpatient care in a hospital, hospice, or residential medical facility, including any period of incapacity or subsequent treatment in connection with such inpatient care; or
  2. A condition that requires continuing care by a licensed health care provider.
  3. A period of incapacity of more than three consecutive calendar days that involves treatment two or more times by a health care provider or treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment.
  4. Any period of incapacity due to pregnancy, or for prenatal care.
  5. A chronic condition which: requires periodic visits for treatment; continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity. (e.g. asthma, diabetes, epilepsy, etc.)
  6. A period of incapacity which is permanent or long term due to a condition for which treatment may not be effective. The employee or family member must be under continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.
  7. Any period of absence to receive multiple treatments by a health care provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), and kidney disease (dialysis).

#### **COVERAGE AND ELIGIBILITY**

- A. To be eligible for family/medical leave an employee must:
1. Have worked for the City of Ankeny for at least 12 months; and
  2. Have worked at least 1250 hours over the previous 12 month period.

#### **INTERMITTENT OR REDUCED LEAVE**

- A. An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition or because of a serious health condition of the employee when "medically necessary."

1. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.
  2. The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave when the leave is planned based on scheduled medical treatment.
- B. An employee may take leave intermittently or on a reduced leave schedule for birth or placement for adoption or foster care of a child only with the City Manager's consent. Leave must be taken within one year of the birth or placement of the child.
- C. For part-time employees and those who work variable hours, the family and medical leave entitlement is calculated on a pro rata basis. A weekly average of the hours worked over the 12 weeks prior to the beginning of the leave should be used for calculating the employee's normal workweek.

#### **SUBSTITUTION OF PAID LEAVE TIME**

- A. An employee will be required to substitute accrued paid leave time for any part of a family/medical leave taken for any reason. The leave may be paid, unpaid, or a combination of paid and unpaid depending on the circumstances as specified:
1. Birth of child- An employee taking leave for the birth of a child must use paid sick leave if available for physical recovery following childbirth (typically six weeks). A doctor's note will be required for the period of physical recovery. The employee must then use all other paid leave, and then will be eligible for unpaid leave for the remainder of the 12 weeks.
  2. Care for newborn child after birth, adoption, or foster care- An employee taking leave to care for a child after birth, adoption, or foster care may use up to 40 hours of sick leave if available (in accordance with the Employee Handbook 5.4) and then all other paid leave prior to being eligible for unpaid leave.
  3. Serious health condition - An employee who is taking leave because of the employee's own serious health condition or the serious health condition of a spouse, child, or parent must first use sick leave (in accordance with the Employee Handbook 5.4) then all other paid leave prior to being eligible for unpaid leave.
  4. Other authorized leave- If the employee has accrued paid leave the employee must use paid leave first and take the remainder of the twelve weeks as unpaid leave.
- B. When an employee has used accrued paid leave time for a portion of family/medical leave, the employee may request an additional period of unpaid leave to be granted so

that the total of paid and unpaid leave provided equals 12 weeks.

### **NOTICE REQUIREMENT**

- A. An employee is required to give 30 days notice in the event of a foreseeable leave. A “Request for Family/Medical Leave” form (see attached) should be completed by the employee and returned to the Human Resources Officer. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two working days of when the need for leave becomes known, followed by a completed “Request for Family/Medical Leave” form.
- B. If an employee fails to give 30 days notice for a foreseeable leave with no reasonable excuse for the delay, the leave will be denied until 30 days after the employee provides notice.
- C. In the absence of the employee requesting Family Medical Leave, the City has the right to designate any eligible employee’s Family Medical Leave qualifying absence as part of an employee’s twelve (12) week entitlement of Family Medical Leave.

### **MEDICAL CERTIFICATION**

- A. For leaves taken because of the employee’s or a covered family member’s serious health condition, the employee may be required to submit a completed “Certification of Health Care Provider” form and return the certification to the Human Resources Officer. Medical certification must be provided by the employee within 15 days after requested, or as soon as is reasonably possible.
- B. The City of Ankeny has a right to request a second or third opinion (at employer’s expense), periodic reports on the employee’s status and intent to return to work, and a fitness-for-duty report to return to work. The City may directly contact the health care provider for verification or clarification purposes.
- C. The City of Ankeny will require certification of the qualifying exigency for military family leave and for the serious injury or illness of the covered servicemember. The employee must respond to the request within 15 days or provide a reasonable explanation for the delay.
- D. All documentation related to the employee’s or family members medical condition will be held in strict confidence and maintained in the employee’s medical records file.

## **EFFECT ON BENEFITS**

- A. An employee granted a leave under this policy will continue to be covered under the City's group health insurance plan, and life insurance plan under the same conditions as coverage would have been provided if they had been continuously employed during the leave period.
- B. Employee contributions will be required either through payroll deduction or by direct payment to the City. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave.
- C. If an employee's contribution is more than 30 days late, the City may terminate the employee's insurance coverage.
- D. If the City pays the employee contributions missed by the employee while on leave, the employee will be required to reimburse the City for delinquent payments (on a payroll deductions schedule) upon return from leave. The employee will be required to sign a written statement at the beginning of the leave period authorizing the payroll deduction for delinquent payments.
- E. If the employee fails to return from unpaid family/medical leave for reasons other than (1) the continuation of a serious health condition of the employee or a covered family member or (2) circumstances beyond the employee's control (certification required within 30 days of failure to return for either reason), the City may seek reimbursement from the employee for the portion of the premiums paid by the City on behalf of that employee (also known as the employer contribution) during the period of leave.
- F. An employee shall not hold outside employment while on Family Medical Leave without the approval of the City Manager.
- G. An employee is not entitled to seniority or benefit accrual during periods of unpaid leave but will not lose anything accrued prior to leave.

## **JOB PROTECTION**

- A. If the employee returns to work within the 12 workweeks following a family/medical leave, he/she will be reinstated to his/her former position or an equivalent position with equivalent pay, benefits, status and authority.
- B. The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not

have the right to be reinstated upon return from leave.

- C. The failure of an employee to return to work upon the expiration of the 12 workweeks will subject the employee to immediate termination unless an extension is granted. An employee who requests an extension of family leave or medical leave due to the continuation, recurrence or onset of his/her own serious health condition, or of the serious health condition of the employee's spouse, child or parent, must submit a request for an extension in writing to the employee's immediate supervisor, to be approved by the City Manager. This written request should be made as soon as the employee realizes that he or she will not be able to return at the expiration of the leave period.

**FAMILY/MEDICAL LEAVE FORMS TO BE SUBMITTED BY THE EMPLOYEE**

1. Request for Family/Medical Leave
2. Certification of Health Care Provider – if requested
3. Fitness for Duty to Return from Leave – if requested



# Appendix E: Travel and Training Policy

## GENERAL PURPOSE

Whenever an employee travels on behalf of the City, whether it is for business or training, the policies and procedures stated herein shall apply. It is the expressed purpose of these policies and procedures to provide the employee with reasonable travel accommodations and related expenses, while maintaining prudent spending policy. It is each employee's responsibility to learn and abide by these rules. The policies and procedures found in this manual supersede all previous policies, directives and rules governing City travel and training.

## GENERAL POLICIES

Budget appropriations for travel and training should be reviewed by the Department Director prior to requesting travel approval. Travel and training requests that exceed budget balances will not be automatically approved and will require substantial justification to merit approval.

Employees are expected to seek the most reasonable prices available for lodging, meals and fares, considering location and services. Before training and/or conference travel occurs, the appropriate approvals must be obtained. Forms for acquiring the approvals are described below.

Expenses submitted for reimbursement must be accompanied by the **itemized receipt or copy of the itemized receipt** for the expense (i.e.: meal receipts should be the detailed/itemized receipt, not the credit card copy showing only the total spent). Without a proper receipt, the reimbursement may not be approved unless extraordinary circumstances prevail. Advances made to the employee must be supported by attaching receipts to the post travel expense report.

Expenses for entertainment, alcohol, non-City employees, including spouses, and for any expense deemed wasteful or extravagant will not be reimbursed. Costs incurred above the applicable expense ceilings will not be paid and are the responsibility of the employee, unless prior approval from the Assistant City Manager is obtained.

When traveling in a group, payment and accounting of registration fees, meals, transportation and lodging can be consolidated and either advanced or reimbursed to one person in the group.

Requests for advancements and reimbursements shall be made on the proper forms and include all documentation as required. The forms must be fully completed including the brief narrative report on the purpose for the training or travel.

For the purpose of this policy manual, a full day is when departure for the business trip occurs prior to 8 a.m. and return is after 5 p.m.

### **APPROVALS**

To attend any training seminar or conference requiring travel expense, an employee must first obtain approvals from his/her Division Administrator and Department Director. Both the Human Resources Officer and Assistant City Manager must also review and approve the request. A **TRAINING & CONFERENCE REQUEST Form TCR 1** must be completed and submitted for signatures. An employee must attach conference or training registration forms and supporting materials to itemize the travel costs.

### **ADVANCES**

An advance of funds for actual or estimated travel expenses will be made upon proper application for such on Form TCR 1. Travel expenses eligible for advanced funding include registration, lodging, mileage, public transportation (air, rental car, cab, rail or bus), and meals within the daily expense ceiling. Incidental expenses are considered reimbursable and will not be advanced. None of the funds advanced may be used for any purpose other than those applied for on the form, even if the employee intends to subsequently reimburse the City those funds. For example, the employee may not use the advance for entertainment or similar personal expense even if they intend to repay the City. **An advance must be requested a minimum of five working days prior to its issuance.** Except for registration fees, advances for expenses less than \$30 will not be made.

### **REIMBURSEMENTS**

A report/reimbursement of actual travel expenses must be submitted on a **TRAVEL EXPENSE REPORT & REIMBURSEMENT REQUEST Form TCR 2** within 30 working days of the end of the trip. To receive reimbursement for an eligible expense, the corresponding itemized receipt (original or copy) must be attached. Travel and training expenses eligible for reimbursement include registration, lodging, mileage, public transportation, meal expense and incidental expenses such as tips (up to 20% gratuity), parking fees, business

telephone/internet use and business supplies. Reimbursement for meals should include a schedule of dollars spent per day on meals.

Ineligible expenses include, but are not limited to, the following: entertainment, alcoholic beverages, gifts, personal phone/internet use, laundry, any expense for spouse, dependents or guests, transportation costs or mileage for travel unrelated to City Business and any incidental expense not pre-approved.

### **IN-STATE TRAVEL**

Unless another mode of transportation is specifically approved by the City Manager, all in-state travel will be by either City vehicle or private car. In the case of the latter, mileage at the current allowable IRS rate will be paid.

The following expense ceilings apply to in-state travel unless pre-approval for a higher amount is given by the Assistant City Manager:

- Lodging - \$125 per day
- Meals - \$40 per full day and \$30 per half day (ceiling includes tax and tip)

Under no circumstances will any one meal over \$35 be reimbursed (including tax and tip).

### **OUT-STATE TRAVEL**

Unless time is a critical factor, all out of state travel within five hours driving time will be by car. Air travel will be approved, in lieu of the car, in those instances where it is deemed absolutely necessary. For car travel, mileage at the current allowable IRS rate will be paid.

The following expense ceilings apply to out-state travel unless pre-approval for a higher amount is given by the Assistant City Manager:

- Lodging - \$160 per day
- Meals - \$40 per full day and \$30 per half day (ceiling includes tax and tip)

Under no circumstances will any one meal over \$35 be reimbursed (including tax and tip).

Travel to a major metropolitan area (population of one-half million or more) unless pre-approval for a higher amount is given by the Assistant City Manager:

- Lodging - \$220 per day
- Meals - \$60 per full day and \$40 per half day (ceiling includes tax and tip)

Under no circumstances will any one meal over \$40 be reimbursed (including tax and tip).

## **TRANSPORTATION**

Arrangements for travel by airline are to be made with the assistance of the Human Resources Officer. Coordinating the purchase of air transportation in this manner is intended to secure the lowest possible fares and to reduce complications. All air travel will be by coach class. No first class fares will be paid by the City. Travel by rail or bus may be arranged by the Department Director, with the assistance of the Human Resources Officer if desired. Preferably, requests for airline tickets should be made well in advance of the travel date, but under no circumstances less than three working days from that date.

## **LODGING**

Arrangements for lodging should be made through the Human Resources Officer. This manner of purchasing is intended to secure reasonable rates and to avoid paying sales tax. When it is not possible to make lodging arrangements through the Human Resources Officer, the employee may secure the room on his/her credit card and request an advance. Regardless of an advance or a reimbursement, the employee must submit a hotel/motel bill upon completion of the trip. A credit card receipt alone is not sufficient documentation. An amount up to the expense ceiling will be advanced, unless pre-approval for a higher amount is given.

## **ROUTINE TRAVEL**

Routine travel for regular in-state meetings of professional organizations, in which the employee holds membership, does not require the completion of either forms TCR 1 or TCR 2, provided lodging is not required. Eligible expenses, such as mileage, meals and parking, may be filed for reimbursement on **Form TCR 3** with receipts attached. However, if the trip requires lodging, then form TCR 1 and TCR 2 are to be completed. Routine reimbursements that only involve mileage should be made at least monthly.

## **FORMS ROUTING**

**TCR 1 original** forwarded to: Department Director, Human Resources Officer, and Assistant City Manager, for signing, then to Human Resources Officer for processing and filing; copies returned to: Department Director for notification to the employee.

**TCR 2 original** forwarded to: Department Director then to Human Resources Officer for

processing.

**TCR 3 original** forwarded to: Department Director then to Human Resources Officer for processing and filing.

### **CITY OWNED VEHICLES**

1. Only authorized persons are to be passengers in a car operated on city business. Authorized persons include customers, vendors, and fellow employees. Immediate family members should only be included upon prior approval of management.
2. City owned vehicles are provided for business related travel only. Personal use and trips outside of the city are not allowed without prior approval of management.
3. An employee's department supervisor 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.
4. Employees who are assigned city vehicles are responsible for keeping the interior clean, reporting any vehicle problems or defects and maintaining the vehicle according to city policy.
5. Employees not assigned city vehicles are not allowed to use one without prior management approval. All vehicles must be returned in the same condition, according to department policy, reporting any problems to the supervisor.
6. A photocopy of each driver's state operator license will be kept on file. This will provide the necessary information for running a MVR and review the driver's restrictions.
7. A copy of each driver's Motor Vehicle Report (MVR) will be obtained annually or more frequently if the driver is under disciplinary action, probation or suspension.

The following are considered minimal guidelines for new employees and will place current employees under disciplinary action if not in compliance:

1. No more than three convictions for moving traffic violations within any 12 month period in the last 5 years.
  2. Conviction of any traffic violation that is defined as serious by Iowa Code in the last 5 years.
  3. No OWI convictions in the last 5 years.
  4. No designation of being a "Habitual offender" within the last 5 years.
8. All accidents must be reported to your department supervisor immediately. The city police department shall be called to the scene and required to prepare a report. The Auto Physical Damage/Auto Liability Claim report in the glove box should be filled out regardless of fault and will help speed the insurance process. The driver of the city vehicle involved in the accident should provide all the necessary identification and insurance information to the other party involved. Drug testing of the employee must occur if there is a death, the employee receives a ticket, or if there is reasonable suspicion that the employee is under the influence of drugs or alcohol. The driver may be held

- accountable for the deductible if the driver is found in violation of the driving policy.
9. Seat belts are required to be worn in Iowa and must be used at all times; and the driver is responsible for making sure all passengers are also wearing their seatbelts. This includes all vehicles which have factory installed seat belts including skid loaders, utility carts, backhoes and mowers which have a ROPS.
  10. Drivers are responsible for promptly paying any and all tickets received while driving any city vehicle.
  11. The driver is responsible for locking the vehicle when parking and may be held responsible for any items stolen from the vehicle if not properly secured.
  12. Use of any tobacco products is prohibited in City vehicles and equipment.
  13. Drinking alcohol or illegal drug use while driving or prior to driving a city vehicle is prohibited and can result in immediate termination.
  14. Drivers are required to inform their supervisor of any OWI tickets, suspensions or revocation of driving privileges immediately, regardless of which state they are received. Continuing to drive a city vehicle while under suspension can result in termination.

### **EMPLOYEES USING THEIR OWN CAR ON CITY BUSINESS**

In addition to the above rules, employees driving their personal vehicle on city business are subject to the following:

1. All employees using their personal vehicle for city business on a regular basis will provide a Certificate of Insurance to the Human Resources Office indicating the minimum coverage as stated by the city. A photocopy of an insurance statement is not considered adequate since it does not provide notification if coverage is terminated. A certificate of insurance will provide a statement to the certificate holder when the policy is renewed or canceled.
2. Independent contractors using vehicles as part of their service should be required to furnish evidence of insurance and carry the same specified liability coverage. This would apply to a courier service for instance hired to transport mail or documents.

### **COMMERCIAL DRIVERS LICENSE (CDL)**

Additional controls are required by the state for drivers of vehicles requiring a Commercial Drivers License (CDL) according to Commercial Motor Vehicle Safety Act of 1986.

A CDL is required to operate any of the following vehicles:

- a. A single vehicle with GVWR over 26,000 pounds.
- b. A trailer with GVWR over 10,000 pounds if the gross combination weight is over 26,000 pounds.
- c. A vehicle designed to transport more than 15 people.
- d. Any vehicle requiring hazardous material placards.

Firefighters are excluded from this requirement.

Do not drive a vehicle that may fall into one of the above categories without approval from the head of the department. Transporting hazardous materials or a regulated load weight without the proper CDL license can subject the driver and city to significant litigation.

### **INSPECTION OF EQUIPMENT**

1. The driver shall report any defects that may have developed during the day. If the brakes are not working properly, they shall be adjusted or repaired before the vehicle is put in operation. Other items that affect safety shall be repaired before continued vehicle operation.
2. All lights and reflectors of vehicle shall be inspected by the driver, and if found defective, they shall be repaired immediately.
3. The driver shall inspect windshield wipers frequently and see that they are in good operating condition and that the windows and windshield give sufficient visibility for safe operation of vehicle.

### **OPERATION**

1. Before leaving a parked vehicle unattended, off Company property, the ignition key shall be removed to prevent theft or unauthorized starting of vehicle.
2. Vehicles are to be driven in a manner such as to create a favorable impression on the public. Drivers shall exercise special precaution when:
  - Children are playing on the roadway, alley or near the curb.
  - Passing schools or play grounds.
  - Approaching persons on bicycles.
  - Driving during inclement weather.



## **BACKING PROCEDURES**

1. Backing situations shall be avoided when practical, however, when vehicle must be backed, the following procedures shall be observed:
  - The backing maneuver shall be accomplished upon arrival at site when possible.
  - A safety zone shall be established before vehicle is moved. Establishing safety zone requires completing a 360-degree visual inspection around the vehicle looking for potential hazards. NOTE: The visual inspection shall include all sides of the vehicle and the intended travel path.
  - Where possible, back from the driver's side.
2. Backing operations involving an obstructed view to the rear shall:
  - Be equipped with a reverse signal (backup alarm) audible above the noise level of the surrounding area.
  - Be backed with the assistance of a ground observer, whenever a second employee is available, stationed at the rear of the vehicle.
3. During all vehicle operations, the vehicle operator shall:
  - Keep a constant lookout during the entire time.
  - Carefully check any blind areas.
  - Back or move ahead slowly until clear of obstructions.
  - Watch both sides. Do not depend entirely on mirrors.
  - Enlist the aid of other employees to act as a guide whenever a second employee is in the vehicle or available at the job site.

## **PURPOSE**

The purpose of this policy is to provide guidelines regarding the use of the City of Ankeny's electronic communication systems. For purposes of this policy, electronic communication includes but is not limited to:

- Electronic Mail (e-mail)
- Instant messaging
- Internet/Intranet/Extranet access
- Land and cellular telephone and voice mail systems
- Audio and video conferencing systems
- Facsimile messages

This policy has been adopted to protect City employees who use the electronic communication systems and to protect the City. Inappropriate use of electronic communication may result in embarrassment to the City of Ankeny and to you. This policy is applicable to all City employees and officials.

## **USAGE**

Employees are encouraged to utilize electronic communication as an appropriate means of communication and research to improve the quality and productivity of employees. Employees shall use these services responsibly and they shall not be used to transmit any improper communications, such as messages which are derogatory, defamatory, or obscene. Use of these communications shall be limited primarily to City business purposes. Use of electronic communication for non-City business purposes is discouraged during work hours. Employees who are terminated, laid off, or on an extended leave of absence have no rights to the contents of their e-mail messages and are not allowed to access the electronic communication systems. Regarding electronic mail:

- Users should include a brief subject describing the purpose of the message (to minimize loss due to SPAM filters).
- Message length should be as short and concise as possible.
- Proper grammar, language, and punctuation should be used.

## **PRIVACY**

The City reserves the right to monitor electronic communication without prior notification to employees. Users should have no reasonable expectation of privacy in the use of these resources. All electronic communication systems are subject to all state and federal rules and

laws including the Electronic Communications Privacy Act of 1986.

### **PUBLIC INFORMATION**

Electronic communication is considered to be a public record and may be subject to public disclosure in accordance with applicable law. Electronic communication may be retained and should not be deleted prior to archiving. As is common in business and other organizations, it is the City's current practice that all information stored on the electronic mail system, voice mail system, and computer network is normally copied daily to digital tape to provide a back-up copy in the event original records are damaged. These tapes are retained for a period of weeks or months. Electronic mail and voice messages deleted by an individual user after the City's daily backups may be retained for this period of time. After the retention period the tapes are normally re-used. The City may change these and other operational practices from time to time. Archives may be retained for historical usage periods if dictated by law.

### **SECURITY**

Generally, electronic communication systems are not secure. This is true for the City's systems as well. Employees using these systems should assume that their messages can be intercepted or monitored. Users should not share their system passwords with anyone other than a supervisor or network administrator.

### **PERMISSIBLE USE**

Employees shall use the electronic communication systems primarily for the purpose of conducting City of Ankeny business relating to the mission, function and work tasks of the City of Ankeny. Provisions for incidental personal use are outlined later in this policy.

### **PROHIBITED USES**

The City of Ankeny's electronic communication systems may not be used for illegal or wrongful purposes. Authorized users may not use the City's electronic communication systems to:

- Infringe the copyright or other intellectual property rights of third parties;
- Violate or infringe on the rights of any other person, including the right to privacy;
- Distribute defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory,

or illegal material. Upon receiving such material, employees should instruct the sender (if sender is an acquaintance, friend or relative of the employee) to no longer send such material to their work place.

- Violate City regulations prohibiting sexual harassment;
- Restrict or inhibit other users from using the system or the efficiency of the computer systems;
- Solicit funds;
- Gamble;
- Promote or distribute political messages;
- Conduct "spoofing" i.e. construct your message to appear to be from someone else;
- Conduct "snooping" i.e. obtain access to the electronic communication of others without their permission;
- Attempt unauthorized access to data, breach security, or intercept any electronic communication on any system without proper authorization.

## **PERSONAL USE**

Employees should limit personal use of the City's electronic communication systems to usage that:

- Is outside of work hours. (i.e. break, lunch, before or after work)
- Is incidental and infrequent.
- Does not interfere with the job performance of the employee or co-workers.
- Does not generate a direct cost to the City (a direct cost example is a long distance personal fax or phone call).
- Does not interfere with or burden the e-mail or internet access systems.
- Is in compliance with all other sections of this policy.

## **VIOLATIONS**

The use of the City's electronic communication systems is a privilege afforded to authorized users. This privilege may be revoked at any time for violations of this policy. The City Manager or a designee will evaluate violations of this policy on a case by case basis. Employees found to have violated this policy, or to have engaged in illegal or unethical practices, will be subject to disciplinary action, which could include termination of employment and criminal prosecution.

The City has and reserves the right to make changes, additions, or deletions to the contents of this policy at any time.

## RESOLUTION 2009-248

PUBLIC RELATIONS  
COMMUNICATION/MEDIA POLICY  
Resolution No. 2008-390  
Adopted July 20, 2009

### SECTION 1 - STATEMENT OF PURPOSE

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

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

This Communication Policy exists to support the several components of the City of Ankeny's Vision Statement including, but not limited to:

- We value the importance of 'sense of community' has on the quality of life in Ankeny.
- We value high quality, efficient municipal services and the impact they have on the lives of our residents and businesses.
- We value our residents and their contributions to our community.
- We value the high quality service residents receive for their tax dollars.
- We value our business community and their contributions to our city.
- We value the benefits received from strategic planning and sound fiscal management.

### SECTION 2 - GOALS OF COMMUNICATION POLICY

Effective public relations best serves the City through:

- Providing accountability to the public and transparency of government.
- Ensuring that timely and accurate information is conveyed to the public regarding incidents or issues of a sensitive or controversial nature.
- Establishing and maintaining an accurate public perception of the city.

- Increasing the visibility of the city of Ankeny on local, statewide and national levels.
- Informing residents of city programs and services.
- Promoting the City's achievements, activities and significant events.

### **SECTION III - SCOPE**

This policy applies to all City employees.

### **SECTION IV – MEDIA RELATIONS**

The following procedures and standards will be used by all departments as applicable to media relations within the city of Ankeny.

- 1. Spokesperson.** The Public Relations Officer (PRO) serves as the primary spokesperson for the City of Ankeny and conveys the official city position on routine media inquiries, issues of citywide significance and situations that are sensitive and controversial in nature.
- 2. Primary City Contact.** The Public Relations Officer (PRO) will serve as the primary source of City information, providing background information about City issues, projects and services.
  - a. The Assistant City Manager (Management Services) serves as PRO in the absence of the Public Relations Officer.
  - b. The City Manager or appointed designee serves in the absence of the Public Relations Officer and Assistant City Manager.
- 3. Secondary City Contact.** Directors are required to designate a press/media liaison. This will be kept on file in the Public Relations office.
- 4. Media.** Media inquiries, whether verbal or written, are to be directed to the Public Relations Officer who will evaluate the request and provide an answer, or direct it to the appropriate spokesperson. Priority attention should be given to all media inquiries. Every effort should be made to meet media deadlines and ensure that all information released is accurate. Accuracy of information takes precedence over media deadlines. If another priority prevents an immediate response, a courtesy call should be made to the reporter confirming what information is requested and advising when the requested information will be available.
- 5. Exceptions.**
  - a. **Routine media requests** may be responded to by the department media liaison if the response is of a factual, incidental or inconsequential nature (i.e. special event schedule, meeting dates). The PRO is to be advised of routine inquiries.

- b. **The Police Chief and Fire Chief** may designate their own department spokespersons to handle media inquiries related specifically to public safety emergencies (for example, crimes, fires, accidents). Post emergency media relations shall be handled under general provisions of this policy. Staff members who provide emergency medical care to the public should refrain from speaking to the media and refer them instead to their department's designated Public Information Officer (PIO). The Public Relations office should be advised within a reasonable period of time when this exception clause is used.
- c. **Non-routine media requests** should be forwarded to the Public Relations Officer prior to response. These may include responses that require the interpretation of policy, employee information and emergency situations.

**6. News Releases/Media Notifications**

- a. All news releases, media notifications and alerts are to be forwarded to the Public Relations office prior to their release for review and approval, unless it is an emergency. The Public Relations Officer shall have discretion to rewrite draft news releases submitted by a department. Department directors or other staff who initiate a news release shall have the opportunity to review any edits before its release.
- b. Emergency press releases, media notifications and alerts should be verbally cleared with the department director or designee. A copy shall be forwarded to the Public Relations office upon release to the media.
- c. Designated department spokesperson should be prepared to respond to questions from the media following release of information.

**7. News Briefings** may be conducted to educate the news media about potentially controversial issues and provide reporters an opportunity to ask in-depth questions. In most briefings, the City provides extensive background materials, fact sheets and explanatory materials. The PRO will be responsible for scheduling any such briefings.

**8. News Conferences** will be held at the direction of the City Manager or Mayor (or designee/successor) to announce or respond to an issue of significance or controversy with a united voice pertaining to facts, information, rules, and emergency or crisis situation or the established policy/rules of the City.

**9. Emergency Media Relations.** In the event of a disaster or emergency that requires the Ankeny Emergency Operations Center (EOC) to be activated, the City's Emergency Operations Plan designates the Public Relations Officer (PRO) (or designee) responsible for primary media relations as Public Information Officer (PIO). The plan also designates a



line of succession to this responsibility when the PIO is absent or when a second shift is required.

- a. Upon the Proclamation of a Local Emergency by the Ankeny city council, the mayor, mayor pro tem or designee may conduct the first news conference announcing such Proclamation.
- b. The Public Relations Officer will work with the city manager and public safety officials to prepare for a news conference.
- c. Contact with the media by elected officials shall be arranged by the city manager and PIO.

#### **10. Photo Opportunities**

- a. Departments should advise the Public Relations office about possible photo opportunities that may occur on projects that are resident sensitive (tree trimming, construction projects, sidewalk repairs, etc.).
- b. Include this information in the press release.

#### **11. Television Appearances/Interviews**

- a. The designated department spokesperson should respond to the media and alert the PRO.
- b. Any television appearances or interviews for print should be cleared through the Public Relations office prior to the interview. If prior notification is not possible, the PRO should be notified shortly after the interview.
- c. The PRO can provide assistance and advice in dealing with the media.
- d. Employees should remember they are representing the City and their comments should reflect the interpretation and administration of city policy. At no time should personnel issues be discussed with the media.

**12. Media Relations Training** required of management/supervisory staff with more intensive training provided on an “as needed” basis.

#### **13. Guidelines for Employees Acting as Private Citizens**

The following guidelines are offered employees who may choose to contact the media as a private citizen. These guidelines do not prohibit such contact but support other city policies regarding improper use of city equipment and property. These guidelines also apply to employees responding to or initiating media contact as official representatives of employee groups.

- a. Letters to the editor may not be prepared on city time, printed on city letterhead stationery, or mailed at city expense.

- b. Telephone contact may not be made on city time using city telephones.
- c. Use of city email is prohibited (Refer to employee handbook Appendix H)
- d. Use of city facilities or supplies is prohibited.

## **SECTION V - EXTERNAL COMMUNICATIONS**

The following procedures and standards will be used by all departments as applicable to external communications including those identified under Section IV.

1. All printed or online materials are to be coordinated through the Public Relations office, unless it is an emergency including, but not limited to:
  - a. **Brochures/Flyers/Fact Sheets** - Text and draft layout should be forwarded to the Public Relations office for review, copyedit, page layout and design edit and approval.
  - b. **Quarterly Newsletter** - City departments are encouraged to offer copy ideas for each newsletter. The Public Relations office will be responsible for final editing, printing and distribution.
  - c. **Annual Reports** – Department annual reports should be submitted in draft form to the Public Relations office for final editing prior to printing and distribution.
  - d. **Other** – All other forms of public information should be forwarded to the Public Relations office prior to production and distribution for review, edit and approval. This includes, but is not limited to, computer generated presentations, videos, pod-casts, and other social media outlets.
  - e. **Notices to Residents**
    - i. Notices should be provided for street closings, tree trimming, parking restrictions, information meetings, etc.
    - ii. The text and suggested layout should be forwarded to the Public Relations office for final approval. If notices are for emergency purposes, the department may issue without prior review and approval.
  - f. **Door to door distributions** should not be placed into mailboxes, but attached to doors with rubber bands or hand delivered to residents.
  - g. **Department Forms** should follow the guidelines established in the Ankeny Graphic Standards Manual, including layout, color palette and fonts.
  - h. **Grammar, clarity, punctuation and spelling** should be triple checked for accuracy prior to submission to the Public Relations office for review and approval. Jargon should be eliminated.
  - i. **Public Relations Office** is the clearinghouse for communications program activity.

## **2. Speaking Engagements**

- a. General requests to city departments shall be directed to the Public Relations office for assignment prior to the event.

## **3. Promotional Events**

- a. Primary coordination is the responsibility of the department including school tours, special events, contests, etc.
- b. The Public Relations office is to be apprised of the activities including date, audience, purpose and activities to determine whether an organizational message is appropriate.

## **4. Information Meetings**

- a. Primary consideration resides with the department
- b. The Public Relations office will be notified prior to the meeting including date, purpose, and audience.
- c. At the conclusion of the event, a brief summary of the event will be submitted to the Public Relations office.

## **5. Advertising**

- a. Text and suggested layout will be forwarded to the Public Relations office for final copy edit and approval including telephone book advertisements, newspaper, year-book, etc.

## **SECTION VI – SOCIAL MEDIA**

Social media is a term encompassing a wide range of online activities integrating technology and social interaction. It includes forums, blogs, media sharing, and networking among other activities. To ensure continued support for the City's "one voice" policy and since such sites are by their nature collaborative and unstructured, unrestricted use of these media can potentially result in content posted that runs counter to the City's interests and/or exposes the City to legal action.

This policy applies to the use of social media to interact with the public by City employees in their capacity as a City employee.

- 1. Use.** All official City of Ankeny presences on social media sites or services are considered an extension of the City's information networks and are governed by the communications/media policy contained in the City of Ankeny Employee handbook.
2. The City's public relations officer or designee is the only authorized City agent to

establish, post or engage in social media as an official representative of the City of Ankeny.

- 3. Department Requests.** The Public Relations office will review department requests to use social media sites. The Public Relations office will advocate using Social Media to help departments reach their stated goals by assisting departments in developing appropriate uses for social media and defining strategies for engagement using Social Media.
- 4. Commenting on third-party sites regarding City of Ankeny business.** The City may appear as a subject in media that allows interaction (e.g., blogs, comment portions of online newspapers). Only City staff with established approval to communicate with the media as a spokesperson for the City are permitted to comment in these forums as representatives of the City.
- 5. Misinformation.** If employees find comments about the City that contain misinformation, they should report the comments to their supervisor or the Public Relations office as soon as possible.
- 6. Personal Blogs & Social Media Activities.** Personal activity is not covered under this policy, however given the reach of the internet, you are encouraged to follow some basic procedures to protect yourself:
  - a. Express ideas in a respectful manner
  - b. Protect confidential information and relationships
  - c. Speak the truth
  - d. Heed security warnings and pop-ups

## **SECTION VII - INTERNAL COMMUNICATIONS**

All internal communications directed to an audience of more than one department are to be reviewed by the Public Relations office prior to distribution.

## **SECTION VIII – PUBLIC RECORDS REQUESTS**

Public Records Request from the media or general public must be made through the City Clerk's office in accordance with the City's Public Records Policy.

# Appendix I: General Safety Policy

## **PURPOSE**

The purpose of the Safety policy is to provide as safe a work environment as possible and to reduce the amount of loss to employees and City resources.

## **SCOPE**

This policy and all related policies and programs apply to all employees of the City of Ankeny.

## **DUTIES AND RESPONSIBILITIES**

### **CITY ADMINISTRATION:**

The Directors are responsible for the fulfillment of departmental goals and objectives as well as the health and welfare of each employee in the department. In this Safety Policy, the highest priority has been placed on employee safety. This priority is the responsibility of each Director. It is normal practice for the supervisors to be delegated the authority to carry out safety policy in his/her division but the responsibility for meeting objectives and the protection of employees in performance of their assignments cannot be transferred.

In support of this policy the administration will:

- Make every effort to comply with applicable Federal, State, and Local laws and regulations.
- Establish safe work procedures and provide necessary personal protective equipment.
- Provide funding for appropriate safety training.
- Encourage employee involvement through a Safety Committee and support their efforts.
- Investigate and evaluate all accidents to identify causation and identify corrective opportunities to prevent recurrence.
- Conduct periodic facility safety inspections to identify unsafe conditions and at-risk behaviors.
- Expect employees to observe all safety procedures and comply with established safety responsibilities outlined in this policy.
- Establish requirements for work performed by contractors.

### **SUPERVISORS:**

Supervisors will actively support this policy as an example to those responsible to them.

They have a direct responsibility for employee safety and for developing and maintaining a safe work environment. As a supervisor your personal responsibility is:

- To provide initial safety training before allowing employees to operate equipment or machinery.
- To insure employees follow all established safety procedures and practices. Provide counseling and administer disciplinary action when appropriate.
- To provide ongoing employee training on safe work practices and procedures.
- To investigate all injuries and accidents to identify causation and submit recommendations for preventing recurrence.

#### EMPLOYEE:

Each employee, as a part of the comprehensive Safety Policy, is expected to place safe work practices and identification of unsafe conditions as the highest priority while performing daily tasks. Each employee's safety commitment must include, but is not limited to, the following:

- Follow all established safety procedures, and ask your supervisor if they are not understood. Employees who ignore or violate these procedures may be subject to disciplinary action.
- Using the safety equipment that has been provided for use in performing daily work assignments.
- Wearing the prescribed uniform and safety shoes as required.
- Not operating equipment for which training or orientation has not been received.
- Warning co-workers of unsafe conditions or practices they are engaged in, which could lead to or cause an accident.
- Reporting defective equipment immediately to a supervisor.
- Reporting dangerous or unsafe conditions that exist in the workplace as well as throughout the City. (e.g.: defective sidewalks, broken curbs, hanging tree limbs, loose handrails, open manholes, sunken basins and sewers, missing or damaged traffic signs or signals, missing guards on operating equipment.)
- Reporting of all injuries and accidents regardless of severity.
- Protect the public from any hazard that is a result of City work. (e.g.: street repair, sewer cleaning, main break work, etc.)
- Taking care not to abuse tools and equipment, so that these items will be in usable condition for as long as possible as well as to ensure that they are in the best possible condition while being used.

## **SCOPE**

This policy applies to any chemical in the workplace that is liable to be used by the employees of the City of Ankeny.

## **PURPOSE**

The purpose of this document is to ensure that the hazards of all chemicals are evaluated, and that information is transmitted to the employees. This transmittal of information is to be accomplished by container labeling and other forms of warning, material safety data sheets, and employee training.

## **GENERAL**

The City of Ankeny shall develop, implement, and maintain at each major workplace, a written hazard communication program which will include the criteria for labeling and other forms of warning, material safety data sheets (MSDS), and employee information and training. As part of this written program, a list of the hazardous chemicals known to be present at the work place shall be available.

## **LABELS AND OTHER FORMS OF WARNING**

Each container of hazardous chemical shall be labeled, tagged or marked with the following information:

- Identity of the hazardous chemical(s);
- Appropriate Hazard Warnings; and
- Name and Address of the chemical manufacturer, importer, or other responsible party.

The City of Ankeny is only responsible for the first two (2) items on containers that employees label except in the following circumstances:

1. If the hazardous chemical is regulated by OSHA in a substance specific health standard, the label must conform to that standard.
2. An alternate method, such as signs, placards, or written operating procedures, may be used in lieu of labels for individual stationary process containers as long as the alternate method identifies the containers to which it is applicable and conveys the required information.
3. No label is required on portable containers into which hazardous chemicals are

transferred from labeled containers, and are intended only for immediate use of the employee who performed the transfer.

All labels shall be written in English. If a container's existing label has the required information, it does not have to be replaced. The City shall have three (3) months to replace or revise any label after it has become aware of any significant information regarding the hazards of the chemical.

### **MSDS**

The City of Ankeny shall have in each of its major work areas a MSDS for each hazardous chemical which they use. These will be located in a binder in an accessible designated location.

The City shall receive the MSDS from the manufacturer, importer, or distributor for each hazardous chemical which they use. Old or outdated MSDS will be replaced with the most current ones. This can be identified by date on MSDS.

### **EMPLOYEE INFORMATION AND TRAINING**

The City shall provide effective information and training on hazardous chemicals in the workplace at the time of hire, initial assignment, or whenever a new physical or health hazard that employees have not been trained about is introduced into their work area.

#### **Information:**

The Employees shall be made aware of the following information:

- The requirements of 29 CFR 1910.1200, which is the Hazard Communication Standard;
- Any operations in their work area where hazardous chemicals are present; and
- The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and material safety data sheets.

#### **Training:**

Employee training shall include:

- Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer,



continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);

- The physical and health hazards of the chemicals in the work area;
- The measures employees can take to protect themselves from the hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and
- The details of the hazard communication program developed by the employer, including an explanation of the labeling system and the material safety data sheet, and how employees can obtain and use the appropriate hazard information.

### **INTRODUCTION**

It is the goal of the City of Ankeny to promote a workplace that is free of sexual harassment. To achieve our goal of providing a workplace free from sexual harassment, the unacceptable conduct that is described in this policy statement will not be tolerated. Further, we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

The City of Ankeny takes allegations of sexual harassment seriously. We will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

This policy sets forth our goal of promoting a workplace that is free of sexual harassment. The policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfied the definition of sexual harassment.

### **POLICY**

Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by the City of Ankeny.

Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated by the City of Ankeny.

### **DEFINITION OF SEXUAL HARASSMENT**

For the purposes of this policy, sexual harassment is defined as meaning sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term of employment or a basis for employment decisions; or,
- b. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Within the scope of these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad. In addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that hostile, offensive, intimidating or humiliating to male or female workers may also constitute sexual harassment.

### **DEFINITION OF UNACCEPTABLE CONDUCT**

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

#### **Unacceptable Behavior**

Sexual propositions, inquiries into one's sexual experiences, discussions of one's sexual activities, uninvited and offensive touching, pinching, brushing against the body, and coercing sexual assault.

#### **Unacceptable Verbal Harassment**

Sexual epithets, jokes, whistling, oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, and comment about an individual's sexual activity, deficiencies, or prowess. Make crude, lewd, demeaning or derogatory remarks.

#### **Unacceptable Non-Verbal Harassment**

Leering, making obscene gestures, and displaying sexually suggestive objects, pictures or cartoons.

### **NON-RETALIATION**

All employees should have no doubt that, as stated previously, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not

be tolerated by the City of Ankeny.

## **COMPLAINT PROCEDURE**

If any of our employees believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint. This may be done in writing or orally.

This policy designates more than one person to whom an employee may report sexual harassment. Any employee may report offensive behavior to their supervisor, department director or directly to Human Resources. Supervisors or department directors shall immediately report any sexual harassment complaint received to Human Resources.

### **Alternate Reporting**

Alternative reporting is available to the employee when a supervisor or someone “in charge” uses that management position to demand sexual favors or to create a discriminatorily hostile environment. In this situation, the employee may bypass their supervisor to register a complaint.

To file a complaint or for alternate reporting, contact Dawn Gean, Human Resources Officer, 410 West First Street, Ankeny, Iowa 50023, 965-6408. This person is also available to discuss any concerns any employee may have and to provide information about the policy on sexual harassment and the complaint process.

The process does not cost the employee unpaid time or days off to deal with the problem, or any fees.

## **SEXUAL HARASSMENT INVESTIGATION**

When a sexual harassment complaint is reported, the Assistant City Manager (ODM) and/or the Human Resources Officer will promptly investigate the allegation in a fair and expeditious manner.

### **Confidentiality**

The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. An interview with the person alleged to

have committed sexual harassment would also be conducted. When the investigation has been completed, the investigators will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the unacceptable conduct, of the results of that investigation.

### **Actions**

If it is determined that inappropriate conduct has occurred, action will be taken by management to promptly eliminate the offending conduct and follow-up afterward to make sure behavior has changed, and protect the employee from retaliation.

### **DISCIPLINARY ACTION**

If it is determined that inappropriate conduct has been committed by any City employee, the applicable department director will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include other forms of disciplinary action as deemed appropriate under the circumstances.

### **SUPERVISORS DUTY OF CARE**

The supervisor is charged with maintaining a productive, safe work environment and this includes preventing a discriminatorily offensive environment.

All supervisors have a duty to accomplish equal opportunity. Everyone "in charge" have a special Duty of Care to talk and act on a higher standard. They should not be involved in sexual touching, romantic advances, comments, or joking about sex, race, religion, age, ethnicity, sexual orientation, disability, or other state or federal equal employment opportunity categories.

# Appendix L: Drug and Alcohol Policy

## **DRUG AND ALCOHOL POLICY AND TESTING PROGRAM FOR INDIVIDUALS NOT REQUIRED TO POSSESS A COMMERCIAL DRIVERS LICENSE**

### **STATEMENT OF POLICY**

It is the policy of the City of Ankeny, Employer, to comply with the Drug Free Workplace Act of 1988 (Public Law 100-690) and to insure a drug-free workplace. This policy is intended to insure that the mental and physical capabilities of City employees are not impaired by any controlled substances during the performance of their duties.

The following conduct is prohibited:

- (1) the use, sale, offering for sale, or possession of illegal drugs, controlled substances, imitation controlled substances, or counterfeit controlled substances, on the job, on the Employer's premises, or in Employer vehicles;
- (2) any improper use of "legal" or physician-prescribed drugs on the job, on the Employer's premises, or in Employer vehicles;
- (3) the use, sale, offering for sale, or possession of alcoholic liquor (beer, wine, or alcohol) on the job, on the Employer's premises, or in Employer vehicles; and
- (4) being under the influence of illegal drugs or controlled substances, alcoholic liquor (beer, wine, or alcohol) or improperly used prescription drugs on the job, on the Employer's premises, or in Employer vehicles.

### **APPLICATION**

The portions of this policy which pertain to testing apply to all individuals who are not required to possess a commercial driver's license in order to perform the duties of their position.

Unless otherwise specified, this policy applies to all employees of the Employer, including part-time employees.

Employees required to possess a commercial driver's license (CDL) are also covered under the City of Ankeny Drug and Alcohol Testing Policy for positions requiring a Commercial Driver's License. Please contact the Human Resources Office for a copy of this policy.

This policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work. Visitors, vendors, and contractor employees are governed by this policy while

on Employer premises and will not be permitted to conduct business if found to be in violation of this policy.

This policy shall not be deemed to be applicable to any employee taking a prescribed dosage of a controlled substance while under the care of a licensed physician.

Nothing in the policy shall be deemed to preclude the possession of controlled substances by employees of the Police or Fire departments where such possession is necessary in connection with the carrying out of such employee's law enforcement, investigative, or emergency medical treatment and response duties and where such possession is in accordance with all rules, regulations and policies of the Police or Fire departments and with all other applicable local, state and federal statutes, rules and regulations.

### **TESTING PROVISIONS**

The Employer may conduct drug and alcohol testing of individuals who are not required to possess a commercial driver's license in order to perform the duties of their position under the following circumstances:

- (1) Where there is reasonable suspicion of the use of illegal drugs, controlled substances or alcohol,
- (2) When investigating certain workplace injuries, and
- (3) During or after rehabilitation.

### **TESTING PROCEDURES**

All sample collection and testing for drugs or alcohol shall be performed in accordance with the following conditions:

1. The collection of samples shall be performed under sanitary conditions and with regard for the privacy of the individual from whom the specimen is being obtained and in a manner reasonably calculated to preclude contamination or substitution of the specimen. If the sample collected is urine, the individual shall be afforded individual privacy in the collection of the sample unless there is a reasonable suspicion that the individual may alter or substitute the urine specimen. If an individual is providing a urine sample and collection of the urine sample is directly monitored or observed by another individual, the individual who is directly monitoring or observing the collection shall be of the same gender as the individual from whom the urine

- sample is being collected.
2. Collection of a urine sample shall be performed so that the specimen is split into two components at the time of collection in the presence of the individual from whom the sample or specimen is collected. The second portion of the specimen or sample shall be of sufficient quantity to permit a second, independent confirmatory test as requested by the employee.
  3. Sample collections shall be documented, and the procedure for documentation shall include the following:
    - (1) Samples shall be labeled so as to reasonably preclude the possibility of mis-identification of the person tested in relation to the test result provided, and samples shall be handled and tracked in a manner such that control and accountability are maintained from initial collection to each stage in handling, testing, and storage, through final disposition.
    - (2) An employee shall be provided an opportunity to provide any information which may be considered relevant to the test, including identification of prescription or nonprescription drugs currently or recently used, or other relevant medical information.
  4. A medical review officer shall, prior to the results being reported to an employer, review and interpret any confirmed positive test results, including both quantitative and qualitative test results, to ensure that the chain of custody is complete and sufficient on its face.
  5. The medical review officer, and the employer shall ensure, to the extent feasible, that the testing only measure, and the records concerning the testing only show or make use of information regarding, alcohol or drugs in the body.
  6. If a confirmed positive test result for drugs or alcohol is reported to the employer by the medical review officer, the employer shall notify the employee in writing by certified mail, return receipt requested, of the results of the test and the employee's right to request and obtain a confirmatory test of the second sample.

## **DEFINITIONS**

As used in this policy, the term "controlled substance" means any substance specified in Schedule I, II, III, IV, or V of the federal Controlled Substances Act, 21 U.S.C. 801 et. seq. and published at 21 CFR 1308.11 and 21 CFR 1308.12, and any substance defined as a "controlled substance" by state law.



“Alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol. The term “alcohol” includes, but is not limited to, beer, wine, liquor, other alcoholic beverages, and medicines containing alcohol (unless the packaging seal is unbroken).

### **REASONABLE SUSPICION TESTING**

Any employee who is reasonably suspected of being impaired by or under the influence of a controlled substance or alcohol (that is, having a controlled substance or alcohol in the body) shall be suspended from their job duties pending an investigation and verification of their condition. Employees who are reasonably suspected of being impaired by or under the influence of a controlled substance or alcohol will not be permitted to drive a motor vehicle after they have been suspended. If the employee has driven a motor vehicle to work, the employee must either make arrangements with another individual to drive their vehicle or must make arrangements for alternative transportation.

Employees may be subject to testing when there is reason to believe that an employee is using or has used alcohol or other drugs in violation of the Employer’s written policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. For purposes of this provision, facts and inferences may be based upon, but are not limited to, any of the following:

1. Observable phenomena while at work such as direct observation of alcohol or drug use or abuse or of the physical symptoms or manifestations of being impaired due to alcohol or other drug use.
2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
3. A report of alcohol or other drug use provided by a reliable and credible source.
4. Evidence that an individual has tampered with any drug or alcohol test during the individual’s employment with the Employer.
5. Evidence that the 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.

Reasonable suspicion testing will only be required during, just before, or just after the period of the day when the employee is engaged in work functions.

Employees who are required to submit to reasonable suspicion testing will be suspended from their job duties pending an investigation and the report of the tests. If the test of the employee results in an alcohol concentration of less than .04 and a MRO-verified negative test for the use of controlled substances, then the period of suspension will be with pay. If the test of the employee results in an alcohol concentration of more than .04 or a MRO-verified positive test for the use of controlled substances, then the period of suspension will be without pay.

### **POST-ACCIDENT TESTING**

If an employee is involved in a motor vehicle accident with a city vehicle and there is a death, the employee receives a ticket, or if there is reasonable suspicion that the employee is under the influence of drugs or alcohol, drug testing of the employee must occur. The employee is permitted to obtain necessary medical attention following an accident, to leave the scene of an accident for the period necessary to obtain necessary emergency medical care, but the employee will be subject to post-injury testing and must remain readily available for testing or the employee will be deemed to have refused to submit to testing.

Alcohol tests will be administered as soon as practicable, but no later than 8 hours after the injury. Tests for controlled substances will be administered as soon as practicable, but no later than 32 hours after the injury.

### **TESTING DURING OR AFTER REHABILITATION**

Employees who have tested positive on a drug or alcohol test and whose employment has not been terminated will be subject to testing during, and after completion of, drug or alcohol rehabilitation. The number, type, and frequency of follow-up tests will be as directed by the substance abuse professional and, unless otherwise recommended, will consist of at least 6 tests in the first 12 months following the employee's return to duty.

### **COOPERATION REQUIRED**

Any individual who refuses to submit to an alcohol or controlled substance test, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution will be subject to disciplinary action.

The phrase “refuses to submit to an alcohol or controlled substance test” means that the individual:

1. Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, or
2. Fails to provide adequate urine for controlled substance testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or
3. Engages in conduct that clearly obstructs the testing process.

All employees are encouraged to make use of available resources for treatment of substance abuse problems. Under certain circumstances, employees may be referred for treatment for substance abuse. An employee will be subject to disciplinary action for:

1. A failure or refusal to submit to an evaluation.
2. A failure or refusal to undergo treatment recommended as a result of an evaluation.
3. Withdrawal from or a failure to satisfactorily complete the treatment program recommended as a result of an evaluation.
4. Withdrawal from or a failure to satisfactorily participate in an aftercare program, if aftercare is prescribed as a part of treatment.

Testing shall be conducted in a manner to assure the highest degree of accuracy and reliability by using techniques and laboratory facilities which meet the requirements of the Iowa Department of Health.

### **CONFIRMATORY TESTING**

If the result of the initial test is an alcohol concentration of greater than .04 or if the result of the initial test is positive for the presence of a controlled substance, a confirmatory test must be performed. The confirmatory test shall use a different chemical process than was used in the initial screen for drugs or alcohol. The confirmatory drug or alcohol test shall be a chromatographic technique such as gas chromatography/mass spectrometry, or another comparably reliable analytical method.

### **EMPLOYEE REQUESTED TESTING**

If a confirmed positive drug or alcohol test for a current employee is reported to the Employer by the medical review officer, the Employer shall notify the employee in writing by certi-

fied mail, return receipt requested, of the results of the test, the employee's right to request and obtain a confirmatory test of the second sample collected at an approved laboratory of the employee's choice, and the fee payable by the employee to the Employer for reimbursement of expenses concerning the test. The fee charged an employee shall be an amount that represents the costs associated with conducting the second confirmatory test, which shall be consistent with the Employer's cost for conducting the initial confirmatory test on an employee's sample.

If the employee, in person or by certified mail, return receipt requested, requests a second confirmatory test, identifies an approved laboratory to conduct the test, and pays the Employer the fee for the test within seven days from the date the Employer mails by certified mail, return receipt requested, the written notice to the employee of the employee's right to request a test, a second confirmatory test shall be conducted at the laboratory chosen by the employee. The results of the second confirmatory test shall be reported to the medical review officer who reviewed the initial confirmatory test results and the medical review officer shall review the results and issue a report to the Employer on whether the results of the second confirmatory test confirmed the initial confirmatory test as to the presence of a specific drug or alcohol. If the results of the second test do not confirm the results of the initial confirmatory test, the Employer shall reimburse the employee for the fee paid by the employee for the second test and the initial confirmatory test shall not be considered a confirmed positive drug or alcohol test for purposes of taking disciplinary action.

### **PAYMENT FOR EVALUATION AND TREATMENT**

The Employer's responsibility for the cost of any evaluation, treatment, or counseling will be limited to the benefits provided by the Employer's health insurance plan for such evaluation, treatment, or counseling.

### **VIOLATIONS**

Disciplinary action, including termination of employment, may be taken against employees for any of the following reasons:

1. A violation of any provision of Employer Policy.
2. .If the test of the employee results in a Medical Review Officer (MRO)-verified positive test for the use of controlled substances or an alcohol concentration of greater than .04.

3. A failure or refusal to submit to testing.
4. A failure or refusal to submit to an evaluation.
5. A failure or refusal to undergo treatment recommended as a result of an evaluation.
6. Withdrawal from or a failure to satisfactorily complete the treatment program recommended as a result of an evaluation.
7. Withdrawal from or a failure to satisfactorily participate in an aftercare program, if aftercare is prescribed as a part of treatment.

### **DISCIPLINARY PROCEDURES**

Upon a violation of this policy pursuant to Section M, disciplinary action may be taken including the following:

- (1) Enrollment in an employer-provided or approved rehabilitation, treatment, or counseling program, which may include additional drug or alcohol testing, participation in and successful completion of which is a condition of continued employment. Rehabilitation is only provided (i) if the employee has been employed by the City for at least twelve of the preceding eighteen months, (ii) if it is agreed upon by the employee, and (iii) if the employee has not previously violated this policy.
- (2) Suspension of the employee, with or without pay, for a designated period of time.
- (3) Termination of employment.
- (4) Other adverse employment action in conformance with the employer's written policy and procedures, including any relevant collective bargaining agreement provisions.

Following a drug or alcohol test, but prior to receipt of the final results of the drug or alcohol test, the employee may be suspended, with or without pay, pending the outcome of the test. An employee who has been suspended shall be reinstated, with back pay, and interest on such amount at eighteen percent per annum compounded annually, if applicable, if the result of the test is not a confirmed positive test result for drugs or alcohol which indicates a violation of this policy.

The following progressive discipline is specifically outlined in order to ensure a fair and consistent application of this policy.

## PROGRESSIVE DISCIPLINE FOR DRUG AND ALCOHOL ENFORCEMENT

### ALCOHOL

#### Alcohol Concentration > 0.04

<b>“Beginning of Work Shift”</b>	
1st Offense	Suspension for balance of day + mandatory Substance Abuse Professional (SAP) assessment
2nd Offense	Suspension for balance of day + 3 day suspension + mandatory SAP assessment + 1 year random testing in addition to required follow-up testing
3rd Offense	Discharge
<b>“During or End of Work Shift”</b>	
1st Offense	Suspension for balance of day + 5 day suspension + mandatory SAP assessment + 1 year random testing in addition to required follow-up testing
2nd Offense	Discharge

### REFUSAL TO COMPLY WITH POLICY REQUIREMENTS

1st Offense	Suspension for balance of day + 5 day suspension + mandatory SAP assessment + 1 year random testing in addition to required follow-up testing
2nd Offense	Discharge

### CONTROLLED SUBSTANCES

1st Offense	Suspension for balance of day + 5 day suspension + mandatory SAP assessment + 1 year random testing in addition to required follow-up testing
2nd Offense	Discharge

- Twenty-Four (24) hour Shift Personnel

A normal shift for an employee shall consist of twenty-four (24) hours paid time starting at times established by the Fire Chief. The normal schedule of work will be: twenty-four (24) hours on duty followed by forty-eight (48) hours off duty without a work reduction day component. In accordance with Section 7(k) of the Fair Labor Standards Act, the work period for twenty-four (24) hour shift personnel shall consist of fourteen (14) days, and, for any regularly scheduled hours in excess of one hundred and six (106) hours, employees shall be paid at the overtime rate of one-half (1/2) times the employee's regular rate of pay for each such hour.

Annual wages are based upon a regular work year of 2912 hours at straight time hourly rate. In addition, 156 of these 2912 hours are scheduled to be compensated at a FLSA overtime rate of one-half of the regular rate. Annual wages are the wages that will be reported to the MFPRSI for pension purposes in addition to other pension taxable earnings as defined by MFPRSI.

All leave taken within any specific pay period constitutes hours worked for purposes of calculating overtime.

- Full-time shift firefighter/paramedics will not be eligible to accrue compensatory time off.
- Sick leave will be accrued at the rate of 16.8 hours per month after the first 30 days of employment up to a maximum allowed of 1,600 hours. Full-time shift personnel can use up to 56 hours of sick leave per calendar year for health and medical needs of immediate family members.
- After the successful completion of one year of service, full-time shift personnel can take vacation leave according to the following schedule:
  - 
  - After one year of service – 120 hours of vacation leave per year
  - After five years of service – 168 hours of vacation leave per year
  - After ten years of service – 216 hours of vacation leave per year
  - After 15 years of service – 288 hours of vacation leave per year
  - After 25 year of service – 336 hours of vacation leave per year

There will be no carryover of accrued vacation leave unless approved by the fire chief and the city manager. Vacation leave must be taken in a minimum of 12 hour increments.

- Each year on July 1, full-time shift employees shall receive five (5) 24 hour shifts off for paid personal leave/floating holidays to be taken off at the employee's discretion at

anytime during the fiscal year. There will be no carryover of these paid personal leave days. Personal leave must be taken in a minimum of 12 hour increments. Employees hired between July 1 and October 1 shall receive five (5) 24 hour shifts off for paid personal leave; after October 1 but prior to January 1 shall receive four (4) 24 hour shifts off for paid personal leave; after January 1 but prior to April 1 shall receive three (3) 24 hour shifts off for paid personal leave; after April 1 but prior to July 1 shall receive two (2) 24 hour shifts off for paid personal leave.

- Full-time shift employees will be expected to work all official holidays, at their regular hourly pay rate, that fall upon their regular shift day, unless authorized in advance to use vacation or personal leave time on that day.
- Full-time shift employees will be granted one (1) 24 hour shift off for bereavement leave in the event of a death in the immediate family of the employee. The definition of immediate family found in the main body of this handbook applies. In most cases, the bereavement shift should be taken within one week of the death of the immediate family member.



The following series should answer most common questions but is not intended to be exhaustive. If in doubt in any circumstance, remember that: (1) The Gift Law relates to non-monetary items. (2) The law is intended to be restrictive and it prohibits the appearance of impropriety. (3) The safest course is the most conservative.

**Can the prohibition against receiving gifts apply to me if I make no decisions and no one would listen to me if I did express an opinion?**

Yes. It applies to you because you are a “public employee.” Your position, job title and salary level is not important. In fact, if you are simply an unpaid member of a Board or Commission, the law would cover you because your membership on the board or commission makes you a “public official.”

**Who can't I take gifts from?**

A “restricted donor.” While the category may be broader for employees with broader discretionary authority, for most employees, it is basically any company or person who is or wants to do business – such as buying or selling products or services – with the City.

**The engineering firms we deal with bring the office a tin of nuts or poinsettia every Christmas. Can we accept that?**

Yes. Assuming the nuts or food and poinsettia are for the office to share, the value would be below the \$3 per person daily maximum.

**The XYZ Company does not give gifts but they invite me to their Christmas party. Can my wife and I attend?**

No, not as XYZ Company's guests. A party normally would include food and beverages costing more than \$3. The \$3 “food and drink” limit pertains to any social event.

**Well, my wife and I really want to go. How about I give them a check for my portion of the cost?**

Assuming you are paying the actual true per person cost over \$3, you could give them a check. However, you must also pay for your wife. The prohibition includes gifts and services to your wife and immediate family members.

**My wife works at the XYZ Company. You mean she has to pay?**

If the party is really for employees of XYZ Company and you are invited only because your

wife is an employee of XYZ Company, the event would be outside of the scope of the Gift Law since you did not get the invitation, your wife did and she – not the company – decided you would be attending, so you would not have to pay for either of you. However, if your wife is an “employee” of XYZ Company in name only and provides no services and employment is really a way to give you – the public employee – money, that situation would go beyond the Gift Law into more serious crimes.

**Does this law provide an excuse for my brother-in-law to leave me off his Christmas list?**

No. The law provides no obstacle to your brother-in-law giving you a gift. The law exempts gifts from those within the 4th degree of kinship. However, you cannot accept a gift from your brother-in-law or even your sister if they are really just acting as the intermediary for a company or someone who would be a restricted donor.

**I have been invited to attend the Annual Meeting of the ZZ Industry Conference. They have offered to pay all my expenses including travel, room, meals, and registration for a 5-day conference so I can attend. The conference will be on a topic related to my job for the City, so it would not be a gift to me but to the City. Is there any problem with me accepting?**

Yes, there is a problem. The Gift Law allows you to accept only “actual expenses for food, beverages, registration, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which you have participation or presentation responsibilities.”

However, you would be free to accept written, audio, or video materials from the Conference or from the ZZ Industry related to your job.

**I won a drawing for a new big screen TV at the annual conference for my professional organization. The City pays for my membership and conference dues, can I keep the gift?**

If the prize was vendor related or donated by a vendor you must give your prize to the City and are not allowed to keep it for yourself. This is especially true if you put your name in for a drawing at a vendor’s booth during the conference. However, if you pay for your membership and conference dues for the professional organization you are allowed to keep the prize.

**Can I accept the plaque for “Excellence in Public Service” given by a neighborhood group?**

Yes. Plaques or items of negligible resale value which are given in recognition for public services can be accepted.

**The ABC Reporting Service did not know about the Gift Law and gave me a nice pen set which had my initials engraved on it. They cannot return it and it would have no value since my initials are on it. What do I do?**

You cannot keep the pen set. You should apprise the giver of the prohibition of the Gift Law (it is a violation both to give and to receive). Although the Gift Law gives you a grace period of 30 days in which to turn over the gift to the City (for the City to dispose of), the wisest course would be for you to immediately turn it over to the Human Resources Office with a written memo explaining what it is you are turning over and why, giving a copy of the memo to the donor.

**What if I die. Does my spouse have to send back flowers and memorial contributions to the church?**

No. The Gift Law provides exception for funeral flowers and memorial contributions.

**I have genuine friends in companies that do business with the City. I lost my spouse three years ago and they proved the best friends I had. Do I have to return the wedding gift they gave me when I remarried last month?**

No. The Gift Law allows you to accept wedding gifts, 25th and 50th wedding anniversary gifts. However, you cannot solicit any gifts.

**Can I accept special offers or deals advertised for public employees?**

No. A City employee cannot accept something being offered to them due to their public employment and not normally offered to the general public. An example of this would be if as a public employee you are offered tickets to a sporting event, you are not allowed to accept those tickets under the Gift Law since that same offer hasn't been extended to the general public.

**What are the penalties for violating the Gift Law?**

An employee can be found guilty of a serious misdemeanor and may be reprimanded, suspended, or dismissed from their position or otherwise sanctioned.