

Agenda Report

April 7, 2014 City Council Meeting

April 7, 2014
Item No. 10

ISSUE: Approving Updates to Windsor Heights Personnel Policy Manual

BACKGROUND:

Staff has been working for the past year to recommend updates to the City's Policy Manual. The last time the manual was updated was 2010. I presented the recommended changes to the P & A Committee in February and March. The changes highlighted below are based on those discussions and what the committee recommends the council adopt. Most of the changes are based on the collective bargaining agreement with the police officers that was approved in December 13.

- **4.6 Residency Requirements**-Requires all fire fighters to live within 15 minutes of City Hall
- **5.13 PTO** – Follows union contract that allows employees to cash out unused PTO up to three times per year. This is up from the current twice per year. However, new language was added that requires employee to maintain a bank of 80 hours.
- **6.3 Pay Schedule**-language changed from 3 to 5 years for salary surveys. Currently the CA is required to conduct a salary survey every 3 years.
- **6.7 Compensatory Time**-Allows the CA to authorize up to 60 hours of accumulated comp time for PW employees during snow plowing season. The current 48 is too restrictive and will allow employees to take more comp time thus reducing overtime costs.
- **6.11 Educational Assistance**-Increases the overall maximum of education assistance by \$2,000. Also adds more restrictive language requiring longer tenure with the City after education reimbursement to avoid reimbursing the City for the costs.
- **7.3 Clothing Allowance**-Increases PW clothing allowance from \$275 to \$325. Also increases cell phone reimbursement from \$35 to \$50, but adds language that designates specific positions that can receive the reimbursement.
- **12.3 Harassment**-breaks out sexual harassment into its own subsection.
- **13.2 Travel expenses**-incorporates the City's travel policy into the employee manual as Appendix D. Also increases the amount the City will reimburse for hotel stays from

current \$75 to \$150. Leaves language in tact that requires anything above this amount to be authorized by the City Administrator.

- **Appendix B**-Physical Fitness Incentive-Inserts language from the Police Union Contract to allow for physical fitness incentives and programs.

RECOMMENDATION:

The Policy and Administration Committee along with staff recommends the council approve the policy manual updates.

STAFF CONTACTS:

Jeffrey A. Fiegenschuh, City Administrator Policy & Administration Committee

RESOLUTION 14-0411

CITY OF WINDSOR HEIGHTS, IOWA

APPROVAL OF THE CITY OF WINDSOR HEIGHTS PERSONNEL POLICY MANUAL

WHEREAS, the City of Windsor Heights, Polk County, State of Iowa, is a duly organized Municipal Organization; and

WHEREAS, the City strives to provide superior municipal services at the lowest cost possible; and

WHEREAS, the City Council wishes to adopt a new personnel policy manual regarding employee safety and best practices to ensure the public's money is spent in a prudent and lawful manner; and

WHEREAS, the City Council has determined that an updated policy manual is necessary and will promote the public good; and

NOW THEREFORE BE IT RESOLVED by the City of Windsor Heights City Council in session this 7th day of April, 2014 that it hereby adopts this revised personnel policy manual and that this policy shall be effective upon passage.

Passed and approved this 7th day of April, 2014.

Diana Willits, Mayor

Jeffrey A. Fiegenschuh, City Administrator/Clerk

CITY OF WINDSOR HEIGHTS, IOWA PERSONNEL POLICIES MANUAL

Property of the City of Windsor Heights

This manual has been prepared to acquaint you with the City of Windsor Heights' (the "City") policies, rules and benefits. Nothing in the language of this manual is to be construed as creating any form of contractual relationship between the City and its employees. This manual contains information pertinent to your responsibilities and needs as an employee. It is for information only and is not intended by the City to change the at-will nature of your employment relationship with the City. While the City believes in the policies of this manual, the City commits to reviewing them periodically and reserves the right to change or terminate any or all of them at sole discretion of the City.

You have the right to terminate your employment at any time, for any reason. The City also has the right to terminate your employment at any time, for any reason. No policy or practice of the City should be construed to change this relationship. Only the City Council has the ability or right to modify or change this practice, and such modification or change must be in writing and directed specifically to you.

This manual does not contain all of the information you will need during the course of your employment. You may receive additional information through various communications, both written and oral.

Please read this manual and keep it for future reference. If, at any time, you have any questions regarding any aspect of your employment, please do not hesitate to contact your supervisor.

This manual supersedes all previously issued Personnel Policies Manuals for the City of Windsor Heights.

Except as specifically provided, this manual applies to all employees of the City. This manual does not apply to elected officials; the City Attorney; members of City boards, commission and committees; volunteer personnel; paid per call personnel or temporary employees. In the event that the policies in this manual differ from terms of a collectively-bargained agreement, the Collective Bargaining Agreement (CBA) entered into pursuant to the Iowa Public Employment Relations Act (Iowa Code Chapter 20) shall apply for employees included in the CBA group.

By delivering a copy of this manual, the employer does not vest any right to employment. All employees are at will, except for employees covered by a Collective Bargaining Agreement.

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City of Windsor Heights
Personnel Policies and Office Procedures

1.0 AUTHORITY/POLICY STATEMENT

These policies and procedures are intended to meet the goals of uniformity in personnel administration and management practices, to protect and clarify the rights and responsibilities of employees, to promote communication among all levels of personnel, and to ensure that employment decisions are made on the basis of qualifications and fitness, and done in compliance with state and federal law. The authority for this personnel policy rests with the Mayor and City Council. Administration of the personnel policy and formulating Office Procedures shall be the responsibility of the City Administrator or designee, in conjunction with the Mayor and City Council. Revision of the Personnel Policies shall be approved in accordance with the foregoing authority.

2.0 PURPOSE

The purpose of this document is to provide the basic policy and necessary technical information for the administration of the personnel program. The City reserves the right to amend, rescind, or modify any of these policies, practices, or benefits at any time without prior notice. These policies and any other policies, practices or documents of the City are not intended to and do not create any contractual obligations on the part of the City. Each employee should read, understand, and comply with all provisions of the handbook, a document that describes many responsibilities of the employee and outlines the programs developed by the City that benefit employees.

3.0 STATEMENT OF PERSONNEL POLICY

The City of Windsor Heights recognizes that the attitude, efficiency, and productivity of employees depend in large part upon a pleasant working environment, where equitable treatment and respectful relationships exist. Employees shall be kept informed of policies and procedures, which affect their duties or conditions of employment and they shall be encouraged to offer suggestions for work improvement. Employees have certain responsibilities to the City. They are expected to work a full day and to do their part in maintaining good working relationships with supervisors and fellow employees. Employees are expected to preserve and respect the corporate image of the City. The City's reputation is a valuable corporate asset. Illegal, unethical, or inappropriate behavior will not be tolerated. Continued failure to meet these responsibilities by any employee of the City shall be cause for disciplinary action and ultimately leading to the possibility of dismissal.

4.0 CATEGORIES OF EMPLOYEES

4.1 Policy Applicability

The Personnel Policy shall apply to all employees of the City. This manual does not apply to elected officials; the City Attorney; members of City boards, commission and committees; volunteer personnel; paid per call personnel or temporary employees. In the event that the policies in this manual differ from terms of a collectively-bargained agreement, the Collective Bargaining Agreement (CBA) entered into pursuant to the Iowa Public Employment Relations Act (Iowa Code Chapter 20) shall apply for employees included in the CBA group.

4.2 Employee Categories

Employees of the City shall be classified in one of the following categories:

4.2(a) Permanent Full-time: Employees who are hired to work not less than a regular 40 hour week for a period of one (1) year or longer.

4.2(b) Regular Part-Time positions: Employees who are hired to work less than 40 hours per week, when computed on an annual basis, for a period of one (1) year or longer.

4.2(c) Temporary: Employees who are hired on a full or part-time basis to work on a specific project for a period of up to one hundred eighty (180) days or the pay limit established under IPERS. Additional time may be allowed with the approval of the Council. Temporary employees are not eligible for health care benefits.

4.2(d) Seasonal: Employees who are hired on a full or part-time basis to work on a specific project, which occurs on an annual basis. These positions are annual recurring positions, which may be filled by the same employee for consecutive years or by different employees over successive years. Seasonal employees are not eligible for health care benefits.

4.2(e) Intern: An individual hired on a temporary basis who receives educational credit for work performed. Interns may be eligible to receive monetary compensation and shall work the hours directed by the supervisor and City Administrator.

4.2(f) Temporary Full-time: Employees who are hired to work a regular, 40 hour work week for a period of less than two years.

4.2(g) Terminal: Employees who are retired and elect to have the balance of their accrued leaves paid in regular disbursements versus a lump sum.

4.3 Probationary Period

All new employees shall be considered to be on probation for a period of one (1) year from the date of employment. During this probationary period, the employee may be terminated by the City Administrator at any time. The reason for such termination shall be given to the employee in writing and will be effective immediately. Such decision shall be irrevocable and shall not be subject to the grievance procedure provided herein.

Former employees of the City who are re-hired shall be considered new employees. New employees may be required to take and pass a physical examination and drug test. A credit check may be required for an employee directly involved with the financial administration of the City.

Two performance evaluations may be held during the probationary period: one after six months and the second around the date of the employee's anniversary of employment. Employees shall not be eligible to use vacation until they have successfully completed six (6) consecutive months of employment with the City. Medical (sick) leave may be used as needed if an employee has accrued medical leave.

4.4 Hiring and Promotion

All employment opportunities at the City will be handled in a manner consistent with the City's hiring and recruitment policy (see appendix C). Employees hired by the City serve at the pleasure of the City Administrator & City Council.

It is the policy of the City to provide promotional opportunities for its employees when possible and practical. Promotions from one job classification to another may occur when an employee has met the minimum qualifications for that position, or when such a move is practical or warranted for the operation of the City. City growth may promote a need for additional positions or a more specialized classification. All new job classifications are at the discretion of the City Council with recommendation from the City Administrator. All appointments are at the discretion of the City Administrator, excepting department head positions which are appointed by the City Administrator with approval of the City Council.

4.5 Equal Employment Opportunity

All employees of the City will be given a copy of the City's Policy for Equal Employment Opportunity at the time of employment, which is incorporated herein by reference. All job advertisements for the City shall clearly state that the City is an equal opportunity employer. The City will not discriminate against any employee or applicant for employment because of race, color, age, sex, national origin, religion, or disability.

4.6 Residency Requirement

All City employees employed hired after January 1, 2008 in the Police and Street Departments, and all Department Heads and Chief Administrative Personnel must reside within twenty-five (25) minutes (traveling at normal speeds) of the building or facility to which they normally report to work. All Fire Department personnel must reside within fifteen (15) minutes of City Hall. The City Council has specifically found that the employees covered by this requirement provide essential services to the City in times of emergency, catastrophe, or other critical events and must be available for call-back to maintain these essential services. Exceptions to this policy may only be granted upon specific recommendation of the City Administrator that special circumstances and/or an undue hardship exist and the City Council then concurring therewith.

Any new employee hired and covered under the terms of the policy must comply not later than twelve month after he/she commences employment. For the purpose of this provision, the term "residence" means the physical place where the employee actually resides along with other members of his or her immediate family and would entitle the employee to become a registered voter at such residence and if owned by the employee, to homestead the property for real estate tax purposes.

The City has no restrictions regarding where other non-essential employees maintain their residence. The only requirement is that such employees be able to regularly report to work on time.

5.0 LEAVE

5.1 Annual Leave

Annual leave is a benefit conferred on all employees hired on or before January 1, 2008 of the City permitting them to be absent from duty for personal reasons without loss of pay. This section applies only to employees hired on or before January 1, 2008 who have not elected to change over to the Paid Time Off system as outlined in section 5.13 of this document.

5.1(a) Accrual of Annual Leave: Annual leave shall be credited to employees in accordance with the following schedule:

Permanent Full-time Employees:

First year through fifth year:	80 hours
Sixth through tenth year:	120 hours
Eleventh through twentieth year:	160 hours
After twenty years of service:	200 hours
City Administrator:	Negotiated with Council

Annual leave shall begin accruing at the start of employment with the City, but an employee may not take vacation until they have completed six (6) consecutive months of employment with the City (except with written approval of the City Administrator). Annual leave shall continue to accrue to an employee's credit during approved absences. An employee on leave of absence without pay shall not accrue annual leave. Terminal employees are not eligible for any additional accruals. Annual leave will be credited to an employee's accounts and shall be available for use as it is earned, subject to the conditions of 5.1(b) following. Annual leave shall be limited to the amounts set out in this section, subject to the additional provisions included in 5.2(b) and 5.2(d). Notwithstanding the above, credit for previous experience, service with the City, or education will be given at the discretion of the City Administrator, based on recommendations from the appropriate supervisor.

5.1(b) Use of Annual Leave: Use of annual leave shall be at the discretion of the supervisor or the City Administrator, except in the case of an employee whose leave is addressed in a collectively bargained agreement.

5.1(c) Accumulation of Annual Leave: No more than 40 hours of annual leave will be permitted to carry over beyond twelve consecutive months of employment (from the employee's anniversary date) with the City. The City Administrator may approve carrying over up to an additional 40 hrs past the anniversary date for an additional three months from the anniversary date with an approved Windsor Heights Personnel Action Form indicating when the carry over hours will be used.

If an employee has more than 40 hours of annual leave on his/her anniversary date and has not received approval for carrying forward additional leave for up to three months, the leave in excess of 40 hours, from the anniversary date, will be automatically cashed out.

The employee is responsible for monitoring his/her leave balances and proactively requesting the carry over of additional leave. If the authorization is not submitted to the payroll clerk in a timely manner, the clerk will automatically cash out the excess leave during the pay period following the employee's anniversary date. An employee may choose to cash out unused vacation days, but no more than 50% of the number of days that individual accrues annually per calendar year.

5.1(d) Approval of Annual Leave: The City Administrator or supervisor shall have annual leave approval authority. Annual leave must be requested and pre-authorized.

5.1(e) Annual Leave Disposition Upon Separation: Annual leave accrued and available to employees at the time they are separated from employment with the City may be taken as annual leave or in a lump sum payment. Deficit balances of other types of leave, if any, shall be deducted from leave payments made at this time.

5.1(f) Record of Annual Leave: A record of annual leave accrual will be maintained by the payroll clerk based on reports from the appropriate supervisor.

5.1(g) Advance Use of Annual Leave: Under certain circumstances, it may become necessary for an employee to use annual leave in advance of the accrual of said leave. Employees will, subject to the approval of the City Administrator, be allowed to use up to sixteen (16) hours of annual leave in advance of said leave being earned, when it is deemed by the City Administrator to be in the best interests of the City. Should an employee terminate employment or have employment terminated prior to the accrual of said annual leave, the dollar value of said annual leave shall be deducted from their final paycheck.

5.2 Medical Leave

Medical leave is a period of absence with pay granted to employees hired on or before January 1, 2008 in any of the following circumstances. This section applies only to employees hired on or before January 1, 2008 who have not elected to change over to the Paid Time Off system as outlined in section 5.13 of this document.

- When incapacitated for duty by sickness, injury, or confinement for medical, dental, or optical treatment.
- In the event a member of the immediate family; spouse, parents of spouse, child, mother, father, brother, sister, or grandparents of an employee is afflicted with a disease, illness, or disability, any of which, in the opinion of the employee's medical doctor, requires care and attendance of the employee.
- When, through exposure to contagious disease, the presence of the employee at work would jeopardize the health of others. "Contagious disease" is defined as a disease subject to quarantine or requiring isolation of the patient by health authorities having jurisdiction.

5.2(a) Accrual of Medical Leave: Medical Leave shall be accrued as follows:

Permanent Full-time Employees:	8 hours per month beginning on the first of the month after the start date of employment
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Medical leave shall continue to accrue to an employee's benefit during approved absences. An employee on leave of absence or leave without pay shall not earn medical leave. Terminal employees are not eligible for any additional accruals.

5.2(b) Accumulation of Medical Leave: A maximum of 1,200 hours of medical leave may be accumulated. An individual employee will be compensated for a maximum of 150 days upon separation of employment, if the employee is qualified to receive any compensation for said leave. See 5.2(c) for terms of medical leave disposition upon separation.

5.2(c) Medical Leave Disposition Upon Separation: Medical leave accrued and available to employees at the time they are voluntarily separated from employment with the City is forfeited, unless other contractual arrangements are made as negotiated with the City Council. In the event of a qualified retirement, an employee who was hired before December 31, 1998 or who is subject to an Iowa Code Chapter 410 plan is eligible for 100% of the cash value of the accrued medical leave. An employee who was hired after December 31, 1998 is eligible for 50% of the cash value of the accrued medical leave in the event of a qualified retirement. Accrued medical leave of employees who are involuntarily separated from employment with the City will be forfeited, unless other contractual arrangements are made as negotiated with the City Council.

5.2(d) Approval of Medical Leave: Medical leave is to be approved in all bona fide cases in which the employee has leave to his or her credit. Medical leave for dental, optical, or medical appointments should be requested in advance. In all other situations, the employee shall notify the immediate supervisor and/or the City Administrator as early as is practicable on the first day of absence. Failure to give such notice without good cause, as determined by the City Administrator, will result in loss of pay for days involved. A medical certificate must support an absence of three (3) working days. In cases of habitual use of medical leave, an employee's supervisor may request medical certification from an additional authority for any amount of medical leave taken.

5.2(e) Substitution of Medical for Annual Leave: When sickness occurs during the time an employee is on annual leave, medical leave may be granted to cover the period of the illness and the charge against annual leave shall be reduced accordingly. A medical certificate or other acceptable evidence may be requested to support application for a substitution.

5.2(f) Exchange of Medical for Annual Leave: Employees who have a minimum of 80 hours of medical leave accrued, may exchange 4 hours of medical leave for 1 vacation hour, as long as the minimum is maintained. Any requests made within 90 days of termination of employment will be denied, except in specific and negotiated circumstances. Employees should contact the payroll officer for this purpose.

5.2(g) Worker's Compensation – Medical Leave not paid: (Medical) Sick leave shall not be paid while worker's compensation benefits are payable. All employees of the City are covered by worker's compensation insurance. Light duty policy may apply to an employee after an incident covered by Worker's Compensation. See Light Duty policy for additional information.

5.2(h) Advance Medical Leave: Medical leave may be granted in advance and charged against medical leave subsequently earned, or against annual leave or compensatory leave available or subsequently earned. Indebtedness for such leave shall not exceed twenty-four (24) hours, and in no cases shall the indebtedness plus leave already used exceed the total amount available to an employee in a given calendar year. The City Administrator must be reasonably assured that the employee will not separate from employment before the leave can be earned. The employee must have a serious disability or illness, and any advance of medical leave in excess of 16 hours must be supported by a physician's statement attesting to the nature of the disability/illness and stating the period of time expected to be involved. The request will be denied if there is a reason to believe that the employee will not return to duty or if medical leave has been abused in the past. All accumulated medical and annual leave must be exhausted before advance leave is credited.

Deficit medical leave balances of separated employees shall be offset against earned salary, accumulated annual leave, compensation leave, or repaid in cash to the City. Repayment shall not be required in cases of death, retirement for disability, or an inability to return to duty due to disability as evidenced by an acceptable medical certificate. Employees shall not be compensated for unused medical leave upon termination of employment.

5.2(i) Medical Leave Paid Upon Retirement: An employee who is qualified to be compensated for medical leave upon separation from employment (see section 5.2(c)) will be paid accumulated sick leave as an additional pay check. An employee who is retiring after twenty (20) or more years of service will receive the cash value, based on their current rate of pay, for the unused hours of sick leave remaining in the account. Deficit balances, if any, shall be deducted from an employee's final paycheck. At the option of the City Council, medical leave may be paid upon early retirement or in other negotiated circumstances. The maximum number of hours of medical leave for which an employee can be compensated upon retirement is 1200.

5.2(j) Temporary Disabilities: Employees with medically certified temporary disabilities shall be entitled to a leave of absence according to the rules governing leave. Employees may be granted up to a maximum of ninety days (90) leave at the discretion of the City Administrator. When said employee gives notification to the City Administrator of the desire to return to work, along with a medical release to work, the City shall reinstate said employee within two weeks from receipt of notification. Employees on paid leave will accrue seniority and benefits according to the City's benefit provisions. Any employee who does not report back to work by the expiration date set forth in the leave of absence notice, or who accepts other employment while on leave from the City, will be considered to have resigned employment with the City.

The City of Windsor Heights self-funds a short-term disability program for employees who have applied for long-term disability and do not have enough PTO or medical leave to cover the ninety (90) day waiting periods. In such situations, the employee will be required to exhaust all types of his/her leave. If the employee does not have enough paid leave to cover the waiting period, the City will continue to pay the employee his/her salary until the ninety (90) day waiting period is complete. An employee becomes eligible for the short-term disability benefit upon experiencing a condition that initiates the application for long-term disability. The Employer will begin payment of the short-term disability benefit upon the eligible application for the long-term benefit.

5.2(k) Maternity Leave: Disabilities caused by or contributed to by pregnancy or the resolution of pregnancy and recovery therefrom are, for all job-related purposes, temporary disabilities, and are treated as such under the City's temporary disability policy. Any person requiring such leave shall notify the City Administrator at least three (3) months prior to the anticipated date of delivery. A medical certificate may be required.

5.2(l) Use of Medical Leave as Personal Leave: Employees may elect to use up to twenty-four (24) hours of medical leave as personal leave in conjunction with bereavement leave.

5.2(m) Donated Medical Leave: Employees are eligible to donate or receive donated leave for an absence from work that meets the definition of 5.2. Leave must be donated in increments of no less than one hour. An employee interested in donating or receiving leave should see his/her immediate supervisor to accomplish this.

5.2(n) Premium contribution waived: Information about employee premiums can be obtained through the payroll clerk or Chief Financial Officer. The City can waive the insurance premium for employees on long-term disability who expect to return to work.

5.3 Executive Leave

Executive leave time may not be carried over from one year to the next. Executive leave is defined as an absence from regular duty which has been administratively authorized, and which does not result in a charge against leave of any kind or a loss in salary. Salaried employees will receive 32 hours of executive leave on the first day of each fiscal year. Additionally, the City Administrator may approve Executive leave to any employee based on extenuating circumstances. The following are examples, which may warrant executive leave:

- Physical examination for employment with the City or for induction or enlistment in the active armed services;
- Employees volunteering as blood donors without compensation; and
- Employees who are pallbearers or are involved in the color guard or honor guard of any funeral will be granted necessary time off, up to one day, at the discretion of the City Administrator.
- Salaried employees may request additional executive leave for extenuating circumstances. Additional executive leave may be granted by the City Administrator or the Mayor.

5.4 Bereavement Leave

Bereavement leave is defined as an absence from regular duty which has been administratively authorized, and which does not result in a charge against leave of any kind or a loss in salary. An absence of this type is not entered on time and attendance records. The City Administrator shall verbally approve bereavement absences, but bereavement leave may not be unreasonably withheld. Eligibility for bereavement leave shall be restricted to the following:

- Death in the immediate family (parents, wife, husband, child, siblings, children of siblings, and in-laws of employee or spouse-maximum of five days); or
- Death in the extended family (grandparents, grandchildren, aunts/uncles-maximum two days.)

5.5 Holidays

Employees will not be charged with leave on City holidays. All permanent full-time employees, excluding those covered by a Collective Bargaining Agreement, shall receive 8 hours paid holiday leave on the following days. Police personnel may be required to work on established holidays. Holiday accrual and pay provisions for members of the Police Department are included in the collective bargaining agreement. City-approved holidays are:

- New Years Day;
- Memorial Day;
- Fourth of July;
- Labor Day;
- Thanksgiving;
- Day after Thanksgiving;
- Christmas Day; and
- The day before or the day after Christmas, as annually designated by the City Administrator.

Additionally, qualifying employees receive twenty-four (24) hours in “floating” holidays. Floating holidays may be used pursuant to the same policies as outlined for the use of annual leave. Employees who are hired under or elect to go to the PTO system do not received the floating holidays, as it is already included in the PTO calculation.

Regular part-time employees will be compensated based on the number of hours they usually work in a day. If a legal holiday falls on a Sunday, the following Monday will be observed. If the holiday falls on Saturday, the preceding Friday will be observed.

5.6 Leave for Injury in the Line of Duty

Any employee injured while performing the duties of his or her position, without fault or negligence on his or her part, shall be eligible for Worker’s Compensation. Notice of such injury shall be given to the City Administrator within 24 hours of the occurrence of the injury. Leave for injury in the line of duty shall not be equal with medical leave, annual leave, or compensatory leave.

5.7 Military Leave

Any employee engaged in military training as a member of the National Guard, any branch of the Armed Forces Reserve, or the Coast Guard Reserve, shall for this purpose be granted up to thirty (30) days leave in any calendar year. Approval of military leave shall follow the pattern for annual leave, subject to acceptable proof that such duty is required. A period of military leave shall be counted as full service with the City for the purpose of assessing annual leave accrual rights. The City will pay the employee the difference between the “duty” pay received and the normal (40 hours) pay received from the City of Windsor Heights. Military leave for police officers shall be scheduled for by the Police Chief or designee, and compensation shall be set according to policy set by the department.

5.8 Civil Leave

Any employee who is subpoenaed as a witness in a court of law, or is called to serve on a Grand or Trial jury in a court of law, may be granted paid leave for that period of time he or she is actually required to be away from City employment. The amount paid shall be the difference between his or her jury duty salary and his or her regular pay (based on a 40-hour week).

5.9 Leave Without Pay

Leave without pay is defined as an approved absence from duty in a non-pay status. It may be granted by the City Administrator at the employee’s request, and is distinguished from suspension initiated as disciplinary action. The authorization of such leave without pay is a matter of administrative discretion and shall not be approved unless there is a definite expectation that the employee will return at the end of the approved period.

5.10 Unauthorized Leave

This is defined as any absence from duty, which has not been granted or approved in accordance with established policy or procedure. In such cases, pay shall be denied for the entire period of absence, in addition to any other discipline, up to and including discharge, to be determined by the City Administrator or appropriate supervisor. However, where the City Administrator determines that conditions rendered prior approval impractical, annual or medical leave shall be charged.

An unauthorized absence by an employee of three (3) or more working days shall be considered a voluntary resignation. Instances of unauthorized leave shall be grounds for discharge from employment. Any verified cases of an employee knowingly claiming pay for hours worked that they were actually absent from duty shall be grounds for immediate termination.

5.11 Family and Medical Leave

Eligible employees are entitled to leave in accordance with the Family Medical Leave Act. For more information, including eligibility requirements, contact the City Administrator.

5.12 Return from Leave – Light Duty Policy

The City maintains a “Light Duty” policy, which is applicable to employees who are unable to perform the duties of their regular job because of a temporary physical impairment. The purpose of this policy is to allow the employee to return on a restricted basis to productive labor while recovering/rehabilitating from an illness or injury. Any employee requesting permission to return to work on light duty status must provide his or her department head with a physician’s release. The employee’s attending physician must also approve a proposed light duty work list and schedule and specify an anticipated recovery period.

While an employee is on light duty, the employee must report to his or her immediate supervisor at the beginning and end of each work day. In addition, the employee must report to his or her immediate supervisor any time the employee leaves work during the day. Once the employee has recovered or rehabilitated to the point the employee is able to return to the duties of his or her regular position, the light duty position will terminate. Light duty is for temporary impairments only, and there are no regular full-time or part-time light duty positions. If it is determined that an employee’s restrictions are permanent rather than temporary, the employee will be ineligible for light duty work. A copy of the entire policy is attached as Appendix A.

5.13 Paid Time Off (PTO)

5.13(a) Accrual of Paid Time Off: Paid Time Off shall be credited to all regular, full-time employees hired after January 1, 2008 or current full-time employees who elect to switch to PTO as follows:

Years of Service	Accrual Per Pay Period
1 through 5	5.85 hours
6 through 10	7.38 hours
11 through 20	8.92 hours
21+	10.46 hours

Permanent Part Time Employees will accrue PTO at the following rate:
For every 520 hours worked: 12 hours

The maximum accrual of PTO shall be 400 hours. If an employee reaches this maximum (including any compensatory time), the employee shall not be credited with any additional accrual until such time as the employee reduces his/her PTO bank. An employee may elect to cash out 40 hours of PTO three times per year, but must have a minimum balance of 80 hours after the cash out. The employee shall notify his or her supervisor of this election.

PTO may be used in increments of one-half (1/2) hour. PTO requests will be made in writing to the employee's department head using the City's Personnel Action Request form. PTO requests of one (1) week duration or more should normally be made not less than thirty (30) days in advance. PTO request of four days or less can be made at any time but should normally be made 48 hours in advance. PTO requests shall be acted upon within five (5) days if made thirty (30) or more in advance and within two (2) days if made less than thirty days in advance. If two or more employees request PTO at the same time and staffing levels will not permit all requests, seniority shall prevail in granting the request of employees in like job classifications. An employee's scheduled PTO will not be cancelled during periods of normal operations of the City.

PTO time used for an employee's illness or for an illness in the employee's immediate family, shall be scheduled in advance when possible. The City recognizes that in certain instances it is impossible to schedule PTO in advance when an illness occurs. The City reserves the right to require a physician certification for PTO time used for illness, when in the discretion of the City; it is suspected the employee is abusing the benefits of PTO. Upon resignation or termination, an employee shall be paid for all unused PTO left at the time of separation from employment.

Donated PTO: Employees are eligible to donate or receive donated leave for an absence from work that meets the definition of 5.2, Medical Leave. Leave must be donated in increments of no less than one hour. An employee interested in donating or receiving leave should see his or her immediate supervisor to accomplish this.

6.0 HIRING AND COMPENSATION (Including pay and miscellaneous benefits)

6.1 Pay Periods

The pay periods shall be two weeks in length. Pay periods shall begin Saturday and end Friday, two weeks later. Pay day for full-time employees shall be the Friday following the end of every pay period. The City offers all of its employees direct deposit in up to three separate accounts; however paychecks will be available in City Hall for employee collection on the date of issue and should be picked up by the employee. Where employees may have to come a considerable distance, or in some cases of part-time help, checks may be sent by mail to that individual, upon written authorization by the employee. No checks can or will be mailed without written authorization.

6.2 Pay Increases

All City employees may be eligible for merit pay increases annually. Service by employees who have been voluntarily separated from employment and then returned to employment with the City may be considered at the discretion of the supervisor and with the approval of the City Administrator. Merit increases may be withheld or postponed based on recommendations from the appropriate supervisor and approval of the City Administrator. Salary adjustments are included in the annual budget and voted on by the City Council. Annual cost of living pay increases are determined by the City Council, but may be withheld or postponed if an employee is evaluated with below-average performance or for market assessment reasons.

6.2(a) Evaluation Procedures: Employees shall complete a self-evaluation in an honest, objective manner not more than one (1) month prior to their anniversary date. Where applicable, the employee's direct supervisor shall also prepare an evaluation of the employee in the same manner. The City Administrator or supervisor shall then prepare an evaluation of the employee, as applicable. If requested, a joint evaluation session with the City Administrator and supervisor will be scheduled; otherwise, the supervisor shall conduct the evaluation. Recommended pay increases, if any, shall be effective at the beginning of the fiscal year. With the exception of the City Administrator whose evaluation is conducted by the City Council, it is the responsibility of the employee to initiate the evaluation procedure.

6.3 Pay Schedule

All employees must fall within the parameters of the pay schedule established by the City Council, after consultation with the Administrator, for each position. Starting pay for a new employee is generally at the bottom of the scale unless the employee meets or exceeds the requirements of Section 6.4 herein.

All pay schedules shall be updated once every five years by the City Administrator based on the annual cost of living increase and comparison with cities of similar size, service, and conditions. Compensation adjustments may be recommended based on the preceding factors and the City's financial condition. If appropriate, compensation for some positions may be frozen if they are above market, until such time as the market reaches equity with the City's pay.

6.4 Credit for Previous Experience

Employees may be hired above the minimum pay provided it becomes necessary in the recruitment of personnel who exceed the minimum qualifications designated for and required for the position. Employees so hired may be given credit for service if they have experience in excess of twenty-four (24) months of the minimum required for the position. Credit for previous experience, service with the City, or education will be given at the discretion of the City Administrator, based on recommendations from the appropriate supervisor.

6.5 Overtime Pay

Permanent full-time employees, excluding the Police Department, will receive pay in the amount of 1.5 times their normal wage for hours worked in excess of forty (40) per week. Annual leave used in excess of 16 hours as a consecutive block shall be considered part of the 40 hours worked in a given week. Annual leave shall be considered part of the 40 hours worked in a given week. Holidays and medical leave are NOT considered as part of the 40 hours worked in a given week. All hours worked in excess of 40 due to an emergency shall be paid at the rate of 1.5 times normal wage. Overtime pay provisions for Police Department personnel are included in the collective bargaining agreement. A normal work day for staff not covered by a collective bargaining agreement is considered 8 hours, except for flex scheduling. An employee may choose to work more than 8 hours in a day due to voluntary flex scheduling. Special scheduling arrangements with various groups of employees may be made within the confines of applicable State and Federal laws. Those arrangements should be memorialized in a letter of agreement.

6.6 Flex Scheduling

Employees may, with the approval of their supervisor, participate in "flex scheduling." Flex scheduling enables employees to work more than 8 hours in a day in order to compress the 40-hour work week into less number of days or in order to permit them to take time off later in the week. Any flex scheduling requested by an employee is completed at the discretion of the supervisor. Flex scheduling may not be available to all employees due to the nature of their work characteristics.

6.7 Compensatory Time

A maximum of 48 hours of compensatory time may be accrued by an employee, excluding members of the Police Department. Compensatory time provisions for Police Department personnel are included in the collective bargaining agreement. Compensatory time will be tracked and verified by supervisors and reported to the payroll officer. The City Administrator has the authority to allow Public Works employees up to 60 hours of compensatory time during winter months due to snow removal. Salaried employees are not eligible for compensatory time, but may request additional executive leave for extenuating circumstances. Additional executive leave for department heads may be granted by the City Administrator or the Mayor if the City Administrator is not available.

6.8 Pay Change for Temporary Assignment

During the course of normal City operations, it may become necessary for an employee to perform the duties of an employee in a higher classification due to an extended absence or turnover in the position. Any person with the qualifications to temporarily fill a vacancy in a position of higher pay grade shall receive the rate of pay of the higher classification after performing such duties of the higher classification for 30 (thirty) consecutive workdays. The employee shall receive the lowest pay rate in the higher classification or the most immediate step in the classification range, which is higher than the employee's regular wage. In no event shall the employee receive less than the employee's normal hourly wage. This is subject to the approval of the City Administrator. However, unless a permanent change of classification is made for the employee performing the duties, s/he shall return to the original rate of pay at the end of the temporary assignment. A temporary assignment may last no longer than 120 working days.

6.9 Compensation for Fire Fighters

Compensation for Fire Fighters is adopted annually as a part of the City's Budget process. A detailed listing is available from the Fire Chief.

6.10 On-Call Pay

The City Council may, at their discretion, institute a system of employees being on-call during hours normally outside the normal work week. Hours, responsibilities, and rate of pay for these cases shall be set by the Council and are incorporated into this document by reference.

6.11 Educational Incentive

The Employer shall reimburse any employee for the actual cost of college tuition, provided the employee has declared a work related major, according to the following schedule:

<u>Maximum Credit Hour Reimbursement</u>	<u>Minimum Required GPA</u>
\$225 per credit hour*	3.0
\$150 per credit hour*	2.5
\$50.00 per credit hour*	2.0

*The maximum reimbursement shall not exceed \$8,250 for each degree (Associate's, Bachelor's, or Master's). Course work shall be reimbursed at the appropriate dollar amount equal to the grade earned as listed above on a per credit basis.

Should the employee leave the employment of the City for any reason during the twelve month period immediately following the semester for which reimbursement is made, said employee shall repay the reimbursement amount in full to the Employer. The incentive is provided pending available funding, as determined by the department supervisor or City Administrator.

6.12 Deferred Compensation

The City shall contribute the following percentage of salary to a deferred compensation plan in which the City participates for employees pursuant to the following schedule:

% of salary	Years of Service
1.0%	3 through 5
1.5%	6 through 10
2.0%	11 through 20
2.5%	21+

To enroll in this benefit, employees must complete forms provided by the City. It is the employee's responsibility to initiate the paperwork to access this benefit.

6.13 Individual Retirement Account (IRA)

Employees may voluntarily utilize a payroll deduction to fund a qualified individual retirement account (IRA) approved by the city.

7.0 EMPLOYEE EXPECTATIONS AND COMMUNICATIONS PROTOCOL

7.1 Expectations

As previously stated, Employees have certain responsibilities to the City. They are expected to work a full day and to do their part in maintaining good working relationships with supervisors and fellow employees. Employees are expected to preserve and respect the corporate image of the City.

7.2 Communications Policy

The City's reputation is a valuable public asset. As such, Employees are expected to utilize appropriate communications with respect to the City's corporate image both in and outside of the workplace. A communication flow chart is attached to this document. Employees should observe chain of command for the most effective and expeditious communications. This applies to all employees, including members of management. Failure to observe the appropriate flow of communications may result in disciplinary action, as found in section 10.2(e) of this document. Clearly, the communications flow does not include conversations which may be considered "whistle blowing."

In addition to observing appropriate chain of command, it is imperative for employees to support in public the policy decisions made by the City. Derogatory statements regarding official policy decisions to members of the public are detrimental to the corporate image and will not be tolerated. Should an employee feel a policy decision is detrimental to the City or the community at large, procedures exist through which the employee can voice his or her concerns, by using the appropriate chain of command or, if necessary, addressing the Policy and Administration Committee.

Employees who fail to observe the City's communications policy and are not engaging in what a reasonable person could consider to be "whistle blowing" activities, will be subject to disciplinary measures identified in this document. City employees are expected to act in an ethical manner and understand the contents of this manual. A communication is not considered "whistle blowing" when a reasonable person would not conclude that the individual about whom an accusation is being made has committed a wrongful, fraudulent or illegal act.

- 7.3 Clothing Allowance (Steel-Toed Safety Shoes/Boots/Clothing Allowances-Public Works)**
The City will provide regular, full time Public Works employees up to \$325.00 per year to be used at the discretion of the employee for the purchase of steel-toed safety shoes/boots or winter clothing. The City will provide the full time City Inspector up to \$225.00 per year to be used at the discretion of the employee for the purchase of duty specific footwear. Items purchased with this allocation must be purchased at vendors designated by the City and is for use in positions that require the designated articles of clothing. Any amounts over the maximum amounts will be the responsibility of the employee at the time of purchase.

Cellular Phone Reimbursement

The City shall reimburse the following positions up to \$50 per month for use of their personal cell phones. The City Administrator, CFO/Accounting Clerk, Police Chief and two designees, Fire Chief and two designees, Public Works Director and one designee.

8.0 PAYROLL DEDUCTIONS AND HEALTH BENEFITS

8.1 Payroll Deductions

The following deductions shall be made from the paychecks of all employees:

- Federal Income Withholding Tax
- State Income Tax
- Federal Social Security (FICA)
- Iowa Public Employee's Retirement (IPERS)
- Insurance Coverage Costs (based on the City Health Plan)
- Flexible Spending Account funds (optional)
- Deferred Compensation through the International City/County Management Association Retirement Corporation, Lincoln Life or any company approved by the Iowa Department of Administrative Services Retirement Investors' Club (optional) (three or more employees must sign up for one company in order to make that company viable for use)
- Additional life insurance (optional)
- Disability insurance, as applicable

Deductions from employee's pay shall be based upon the amounts required by Federal and State governments. The following deductions may be made from the paycheck of all permanent full-time employees as requested by the employee: insurance, flexible spending account, and retirement plans. Voluntary payroll deductions requested by the employee shall be made at the employee's risk. The City administrative staff, City Council, nor the City of Windsor Heights shall be liable in any way for losses incurred by the employee in any program for which said employee requests a payroll deduction be made. Other deductions, such as garnishments, may be made as they are ordered by the court system or mandated by law.

8.1(a) Deductibles: The City annually self funds a portion of employees' deductible. The employee deductibles are \$100 for single and \$200 for family. The City self funds the difference between the \$100/\$200 levels and the deductible amounts that are included as part of the insurance policy. The coverage period is based on a calendar year. To submit for reimbursements, employees should submit explanation of benefit statements to the Chief Financial Officer. Reimbursement will be based on date of service unless the date the claim was processed in a different year.

Note: Inactive employees or those former employees continuing with the City's insurance through COBRA, are subject to the plan deductible and are not eligible for reimbursement.

8.1(b) Annuity: The City pays \$75.00 per month towards an annuity or deferred compensation account for employees who have employee-only health insurance coverage. To access this benefit, employees should contact the Chief Financial Officer for paperwork.

8.1(c) Premium: Effective July 1, 2013, employees shall pay 10% of their elected coverage, in an amount not to exceed \$45.00 per month for single coverage, \$55.00 per month for employee + child coverage, \$65 per month for employee + spouse coverage or \$75.00 per month for family coverage.

8.2 Hepatitis B Vaccination

The HST shot series is available to all City staff and provided by the City. Each staff person has the option to receive or not to receive this series. If an eligible staff person elects not to receive the series, he or she must sign an authorization form stating their refusal. If an eligible employee elects to receive the series, they may do so from a provider of their choice or a public health organization. Upon documentation of the series initiation, the employee or the provider will be compensated for the series cost. If the private provider is chosen, reimbursement will not exceed the amount of the cost to the City of providing the injection. Any additional cost in such case must be borne by the employee. Failure to proceed with the series of HST injections within 30 days of serum order waives the City's offer to pay for the series. In this case, the employee must reimburse the City any HST-related fees paid to the employee or any provider on their behalf, or such fees shall be withheld from the employee's subsequent paycheck.

The City is not responsible for any claim, warranty, or guarantee of HST serum, effectiveness thereof or for potential side effects, nor does it acknowledge need for the series as prevention from infection-related employment with the City.

8.3 Wellness and Morale

The City may from time to time sponsor activities, which are aimed at improving the overall physical and mental health and wellness of its employees. These activities may be provided at the discretion of the City Administrator and/or any employee committees so established for that purpose. Examples of such activities include but are not limited to: flu shots, dissemination of information, periodic presentations by wellness specialists, group activities, maintenance of the fitness center/workout room, break room supplies etc. The City's wellness plan is Appendix B of this document. No employee is permitted to use the fitness center without first signing a waiver. An employee should check with the City Administration office for this form.

9.0 OUTSIDE ACTIVITIES

9.1 Political Activities Prohibited

No employee of the City shall:

- Solicit political contributions while on the job, or while using employer's equipment or when performing job duties;
- Engage in any political activity during working hours which impairs the efficiency of the employee's position or presence during working hours; or,
- Seek to use any political endorsement in connection with obtaining a job with the employer.
- 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, campaigning for office, or filling 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.

9.2 Political Activity Not Affected

Regulations in Section 9.1 do not prevent any employee from:

- Becoming or continuing to be a member of a political club or organization;
- Attending a political meeting;
- Enjoying entire freedom from all interference in casting his or her vote;
- Seeking signatures to any initiative or referendum petition directly affecting his or her rates of pay, hours of work, retirement or other working conditions; or,
- Distributing badges, pamphlets, dodgers, or handbills or other participation in any campaign or campaign in connection with a petition, if the activity is not carried on during hours of work or on city property.

10.0 SEPARATIONS

10.1 Voluntary Separations

10.1(a) Resignation: An employee who intends to resign shall notify the City Administrator in writing at least 10 working days prior to the last day of work. Supervisors, department heads, and administrative personnel shall notify the City Administrator in writing at least 15 working days prior to the last day of work. An employee who resigns without sufficient notice is subject to having his or her separation designated as unsatisfactory service unless there is a valid reason for not being able to give sufficient notice.

10.1(b) Retirement: Employees intending to retire shall notify the City Administrator in writing of their intent to retire at least 20 working days prior to the last day of work. Employees may retire at the age when he or she becomes eligible for social security or retirement benefits or retirement benefits if the employee's physical condition warrants this action for the City's protection. If the employee's physical condition is deemed satisfactory by a qualified physician or other specialist, the employee will be permitted to continue work on a full or part-time basis.

Employees may elect at retirement to be paid for unused leave balances for which they qualify for payment in one lump sum or to use the remainder of the leave in increments of the normal 40-hour work week, with all applicable withholdings deducted. However, if an employee hired after December 31, 1998 chooses to use the remainder of the leave in 40-hour increments, s/he will need to pay the full amount of any continuing insurance coverage. Employees hired prior to December 31, 1998 and electing to use the remainder of their leave in 40-hour or other increments as may be negotiated will continue to receive health insurance coverage. An employee who chooses to be paid for the balance of qualifying leave time in the increments will be considered an "inactive" employee and does not qualify for the accrual of additional leave time.

Employees who retire may elect to remain on the City's insurance plan at their own expense after all leave time has expired, until such time as the employee becomes eligible for Medicare.

10.2 Involuntary Separations

10.2(a) Reduction in Work Force: An employee may be laid off when his or her position is abolished, or when there is a lack of funds or lack of work. In the event the work force is to be reduced, the Employer agrees to provide affected employees as much advance notice as is administratively practical. The Employer will assess skill, ability, qualifications and performance in an affected job classification. The employee with the least skill, ability, and qualifications and least desirable performance in the job classification affected shall be the first laid off. On recall from layoff, employees will be returned to work in the reverse order in which they were laid off, if they are qualified to perform the work available. Probationary employees have no recall rights. Employees to be recalled after being laid off shall be notified at least ten (10) days in advance by notice in writing sent by certified mail, return receipt requested, to the last address shown on the employee's record.

10.2(b) Dismissal: There are certain standards of behavior that the City expects all employees to observe. These are intended for the protection and welfare of each and every employee and are also necessary for the City to conduct its business in a consistent and orderly manner. It is not possible to list all forms of behavior that are considered unacceptable in the workplace, but a partial listing of unacceptable behavior is outlined below. The City will make every effort to uniformly enforce these rules.

Violation of these standards may, at the City's discretion, subject an employee to disciplinary action, including discharge from employment. This is consistent with and not intended to modify the principle of employment at will. An employee may be dismissed for violating established policies and procedures of a major nature. Prior to such termination of employment, an employee shall receive at least 5 working days notice, in writing, stating that dismissal is being considered and the reasons therefore, unless in the judgment of the City Administrator the violation is so flagrant as to render such notice inappropriate. An employee to whom notice is given may be directed to take remaining annual leave, at the discretion of the City Administrator.

At the discretion of the City Administrator, the employee will not be dismissed in such cases unless s/he has received written warning by his or her supervisor or the City Administrator and have been granted a reasonable period of time to reach the standards desired. In all cases of dismissal, the employee shall be paid for service up to that day.

10.2(c) Disability: An employee may be separated when for physical or mental reasons s/he can no longer perform the duties for which s/he was employed. In determining an employee's ability to perform, s/he may be required, at the discretion of the City Administrator, to submit to a physical or psychiatric examination. The results of such examination shall be the basis for determining an employee's fitness for duty.

10.2(d)Disciplinary Action: A disciplinary action occurs when there is an infraction of City rules or policies by an employee. The employee's immediate supervisor and/or the City Administrator shall discuss the employee's infraction of the rules or policies with the employee. The City Administrator shall place appropriate documentation in the personnel file of the employee concerning the notification and subsequent discussion of the infraction. Disciplinary action may include one or more of the following:

Oral Reprimand/Warning

Verbal warnings will be documented and placed in the employee's personnel file:

Written Reprimand/Warning: The supervisor and/or City Administrator may formally reprimand the employee in writing. Such reprimand shall become part of the employee's personnel records and a copy of the reprimand shall be given to the employee. The employee shall be required to sign the written reprimand acknowledging receipt. One copy of the warning will be placed in the employee's personnel file. The employee shall have the right to inspect his or her personnel file at a time convenient to the employee and employer. The employee shall have the right to enter into his or her personnel files written response to any critical comments or reprimands contained in the file;

Suspension: Upon infraction of City rules and policies, or if the employee's work habits, attitudes, production, or ability to handle the duties of the position fall below the desired standards for continued employment, the City Administrator may suspend the employee. The length of suspension shall be based on the nature of the offense and the number and length of previous suspensions. Notification of a suspension shall be in writing to the employee and shall become part of the employee's personnel file. All suspensions shall be unpaid;

Demotion: Demotion is permanent removal from one job to a job in a lower classification or a pay decrease. This may occur as a result of a violation of a standard of behavior and a preservation of the City's corporate image that the City expects all employees to observe. See section 10.2(e) for examples of causes for disciplinary action.

Probation: Probation is a period during which an employee will be expected to achieve certain goals or meet certain performance expectations as specified to the employee. Employees placed on probation shall be notified in writing and will be required to meet with their supervisor and/or the City Administrator to formulate performance goals. Once the goals have been presented to the employee, he or she will be given 90 days to improve their job performance and be released from probation. In the employee is not making satisfactory progress toward the attainment of the identified goals, he or she may be dismissed under the guidelines established in Section 10.2(b);

Termination: Termination is permanent removal from the job and may occur at any time.

10.2(e) Causes for Disciplinary Action:

Causes for disciplinary action include, but are not limited to items listed under this section. The following conduct is unacceptable and will subject the employee to discipline, which may include oral and/or written reprimand, suspension, discharge, other appropriate measures such as probation or required training and/or a combination of the aforementioned, without previous warning or notice:

- Engaging in activity which disparages or damages the City's corporate image;
- Theft, disobedience or insubordination, refusal to perform an assigned job;
- Willful destruction or defacing of City property;
- Actions which result in damage to the reputation of the City or monetary costs due to error or omission of a serious nature;
- Deliberate falsification of information in an employment application;
- Alteration of timecard, including punching another employee's timecard;
- Verbal threats or inflicting bodily injury to another person;
- Possession of weapons, loaded or unloaded, on City property without prior authorization from the City;
- Willful performance of unsafe acts or willfully directing an employee to perform an unsafe act;
- Willful or reckless negligence resulting in a safety hazard;
- Unexcused or excessive absenteeism or tardiness or abuse of sick leave;
- Sleeping while on duty (except fire fighters if appropriate);
- Claiming pay for hours the employee was not performing his or her duties;
- Harassment of another employee, including use of abusive or obscene language or gestures toward another person;
- Leaving the City premises during working hours without permission;
- Providing false or misleading documents or information to the City;
- Use of alcohol during the work day or reporting to work under the influence of drugs or alcohol or possessing opened containers of alcohol beverages on City premises (NOTE: This provision does not apply to an employee who is using the park or shelter house while off duty.);
- Use of alcohol within the prohibited time frame before work ("Safety Sensitive" employees, employees who hold a Commercial Drivers License and employees whose duties include operation of a City vehicle or who carry a firearm) are prohibited from reporting to work within four hours after having consumed alcohol.);
- Using tobacco products in City facilities, except where designated;
- Violation of the City's drug use policy;
- Violation of the City's communication or ethics policy;
- Revealing, disclosing or making available any confidential information to any person not authorized or entitled to receive it.

This is not meant to be an all-encompassing list. Other violations may be grounds for immediate discipline or discharge at the discretion of the City Administrator. An employee may be dismissed for unsatisfactory work performance whenever work habits, attitude, production, or ability to handle the duties of the position fall below the desired standards for continued employment.

Since employment is at will, termination may occur at any time, with or without reason or notice. The City does not implement disciplinary action in any particular order. The City will review each disciplinary case individually and issue disciplinary action as deemed necessary and appropriate in each individual circumstance.

11.0 DRUG-FREE WORKPLACE

11.1 Policy

The City of Windsor Heights is committed to a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by an employee is strictly prohibited at or in any City facilities, whether owned or rented. These activities are also prohibited at functions or meetings where the employee is representing the City, in or during the operation of City-owned vehicles, or at any time the employee is carrying out official acts of the City.

Any employee found in violation of this policy is subject to suspension from official City duties until the time an evaluation by a medical professional is conducted. The employee is required to abide by and follow all recommendations of said evaluation. If found to be in violation of these recommendations, that employee may be terminated or placed on unpaid suspension at the discretion of the City Administrator. If found to be in violation a second time of the drug-free workplace policy, that employee may be terminated immediately or required to undergo additional review by a medical professional.

The legitimate use of controlled substances prescribed by a licensed medical provider is not prohibited. Employees in sensitive safety positions should inquire of their physicians, and notify the City Administrator or appropriate supervisor, of the use of prescription medications which may adversely affect job performance or impair abilities or delay reactions in any way.

11.2 Substance Abuse Rehabilitation Program

The City recognizes that substance abuse can be an illness, which can and should be treated. Substance abuse/addiction is defined as an illness in which the employee's job performance is impaired through a direct result of alcohol or drugs. Substance abuse itself is not cause for dismissal, save in cases of repeated offense. An employee, through an established program of education, treatment, and rehabilitation, will be given an opportunity to avail himself or herself of the service, referral resources, and continuing support of the program to improve his or her position relative to substance abuse. Benefits for treatment will be available as provided for the City's health insurance plan. No employee to whom the program applies will have his or her job jeopardized by a request for counseling or referral service. Medical leave and/or annual leave will be granted for treatment or rehabilitation on the same basis that it is granted for other illness. Although maximum assistance through rehabilitation will be extended, if job performance is not raised to an acceptable level, appropriate disciplinary action will be taken.

Personnel records of employees with substance abuse problems will be given the same degree of confidence of all other personnel records.

11.3 Drug Testing Policy and Procedures

The City operates a drug testing program and has established procedures for the application, implementation, and operation of this program. Information about drug testing is contained in “Drug and Alcohol Testing Policy-Section I” and “Drug Testing Procedures-Section II”, which are hereby incorporated by reference. These documents are to be provided to all employees of the City along with periodic updates, which may be approved by the City Council.

12.0 GRIEVANCES AND APPEALS

12.1 Definition of Grievance

A grievance is a wrong, real or imagined, considered by an employee as grounds for complaint. All employees shall have the right to file a grievance if they believe an injustice has been done because of:

- Lack of or a policy that is unfair;
- A deviation from or misinterpretation of, an official policy;
- A disagreement with another employee or supervisor; or
- An unfair application of procedures or regulations.

Grievances of the nature described above shall be presented to the City Administrator, whose responsibility it shall be to consider any grievance presented, or initiate corrective action, and to resolve the problem for the employee. If the grievance to be filed is against the City Administrator, the grievance shall be presented to the Administrator, who will ask the Policy and Administration Committee of the City Council to hear the matter.

12.2 Options for Redress of Grievances

It is the purpose of this policy to provide a formal vehicle for employees to bring a complaint, problem or disagreement, i.e. grievance, before management in an orderly manner. It is the intent of management to resolve the grievance in a reasonable and timely fashion. Any matter or dispute that may arise between the management and an employee regarding an established work rule, personnel policy, or management practice shall be handled in accordance with the following procedures:

Step 1: An employee shall discuss a grievance verbally with the employee’s immediate supervisor (if different than the department head) within twenty-four (24) hours of the event(s) creating the grievance in an effort to resolve the problem in an informal manner.

Step 2: Within five (5) working days after the decision in Step 1, or if no decision has been made, the employee shall then present the written grievance to the department head. The department head shall respond in writing within ten (10) work days.

Step 3: Within ten (10) work days after the decision in Step 2, or if no timely decision has been made, the employee shall then present the written grievance to the City Administrator, who shall respond within twenty (20) working days.

Step 4: If not resolved, the grievance may be submitted to a hearing before the City Council within five (5) working days after the decision in Step 2, or if no decision has been made, said grievance may be submitted to the City Council by submitting written notice to the City Administrator. Such notice shall specify the nature of the grievance. The hearing shall be held at the next regularly scheduled council meeting following the submission. The hearing may be closed to the public at the request of the employee. The City Council has the option to decide and respond immediately or within ten (10) work days following the hearing. Regardless, the council's decision shall be final.

All grievances must be taken up promptly and awards and settlements thereof shall in no case be made retroactive beyond the date on which the grievance was first presented in written form as provided in Step 2 of the grievance procedure. If a grievance is not presented within the specified time limits, it shall be considered waived. If a grievance is not appealed to the next step within the specified time limits, it shall be considered settled on the basis of the management's last answer. If a grievance at Step 2 is not timely answered by the department head, it may automatically be referred to Step 3.

With exception of Step 4, grievance meetings shall be automatically closed to the public and all related documents shall be confidential.

The time limits at any step of the grievance and arbitration meeting procedure may be extended on a specific case basis, upon mutual agreement of the employee and the management representative.

If the employee files any claim or complaint, in any form other than under this grievance procedure, then the management shall not be required to process the same claim or set of facts through the grievance procedure.

12.3 Policy on Harassment

Harassment will not be tolerated at the City. All harassment undermines the mission of the City through its insidious and detrimental impact on individual staff and the City as a whole. It stifles the realization of the victim's full potential as an employee. It is especially serious when it threatens relations between supervisor and subordinate by unfairly exploiting the power differential between the parties in the relationship. Likewise, the City does not tolerate any type of harassment between people of similar position status.

12.4 Sexual Harassment

Sexual harassment in the workplace is prohibited. Sexual harassment is harassment directed solely at members of one sex and includes, but is not limited to, making unwanted sexual advances; unwanted verbal, physical or visual conduct of a sexual nature; and requests for favors where either explicitly or implicitly submission to such conduct is made a condition of employment or submission to or rejection of such conduct by an individual influences employment decisions affected the individual or such conduct intentionally or substantially interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

This policy prohibits any type of sexual harassment, verbal, physical or visual, by coworkers, supervisors, vendors, officers and agents.

Defining sexual harassment precisely is difficult, but conduct that may constitute sexual harassment includes:

- Unwelcome requests for sexual favors; lewd or derogatory comments or jokes; comments regarding sexual behavior or the body of another employee; sexual innuendo and other vocal activity, such as cat calls or whistles; or leering and making gestures.
- Obscene letters, notes, invitations, photographs, cartoons, articles or other written or pictorial matters of a sexual nature.
- Continuing to express sexual interest after being informed that the interest is unwelcome.
- Retaliation or threatening retribution against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to the City or any government agency.
- Offering or providing favors or employee benefits, such as promotion, favorable evaluations, favorable assigned duties or shifts, or similar employee decisions, in exchange for sexual favors.
- Any unwanted physical touching or assault or blocking or impeding movement.
- Any demeaning treatment of another due to that person's gender.

Employees are responsible for respecting the rights of coworkers. Management is responsible for establishing a workplace environment free from all discrimination, coercion or harassment. The City provides the following guidelines for handling a harassment complaint:

1. All harassment complaints must be reported as soon as possible. The complaint should be made to the City Administrator.
2. All harassment complaints will be promptly and thoroughly investigated. Confidentiality will be maintained to the extent possible. The investigation will be objective and complete; all those with pertinent information on the subject will be interviewed.
3. No employee will suffer reprisals for reporting sexual harassment or any other unlawful conduct, or for initiating or assisting in any action or proceeding regarding unlawful harassment or discrimination. Any incidents of further harassment or retaliation should be reported immediately to the City Administrator.
4. When the investigation ends, a determination will be made and the results will be communicated to the complainant, the alleged harasser and, as appropriate, to all others directly concerned.
5. If sexual harassment is proven, prompt and effective remedial action will result. The action includes the following: discipline of the harasser, steps taken to prevent further harassment, and other appropriate remedial action to be taken as deemed necessary.

12.4(a) Sanctions

Remedial actions shall depend on the severity of the incident. Because of the private nature of sexual harassment incidents, and the emotional and moral complexities surrounding such issues, every effort will be made to resolve problems on an informal basis. A confidential record of the investigation and settlement will be kept on file in the office of the City Administrator. If formal charges are pursued, sanctions will be applied in accordance with the disciplinary procedures applicable to the person charged. As a result of the investigation process the City Administrator may recommend that the designated City official initiate hearings and the appropriate grievance procedures.

Examples of possible sanctions include, but are not limited to, participation in educational programs relating to sexual harassment; warning letters; poor job performance ratings impacting upon salary, work assignment, promotion, and contract renewal; and suspension, expulsion, or termination. The sanction or penalty administered under this policy will depend on all circumstances, including, but not limited to, the offending party's prior record and the specific nature of the violation.

12.4(b) Anti-Retaliation

Retaliation of any kind against anyone filing a complaint of sexual harassment is prohibited. It is important for the employees who feel they have been harassed to report incidents to management. Initiating a complaint of sexual harassment will not affect the complainant's employment, compensation or work assignments.

Distinguishing between sexual harassing conduct and conduct that is purely personal or social without a discriminatory work effect requires a determination based on all of the facts pertaining to the situation. False accusations of sexual harassment can seriously injure innocent people. Initiating a false sexual harassment complaint or initiating a sexual harassment complaint in bad faith may result in disciplinary action. A finding for the accused does not constitute a finding that the complaint was in bad faith.

12.4(c) Implementation

To assure that all employees are aware of this policy and the City's commitment to the establishment of a working environment free from sexual harassment, copies of this policy will be placed on designated bulletin boards and included in handbooks.

12.5 Policy on Discrimination

It is the City's policy to strive to maintain a work environment free from verbal, physical visual or other harassment because of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other basis, especially those protected by applicable federal, state or local laws. Full cooperation of every employee in making this policy effective is expected. If necessary, however, appropriate disciplinary action will be taken for violation of this policy.

The City strictly prohibits unlawful harassment based on age, race, creed, color, sex, national origin, religion or disability. Any infraction of this policy will be considered a serious violation and will result in disciplinary action, up to and including termination.

The kinds of conduct prohibited by this policy include, but are not limited to, actions by any employee who directly or indirectly threatens any employee's employment, promotion, wages or other working conditions or environment. Such unacceptable conduct includes verbal abuse (such as offensive racial, ethnic, disability or sexual "jokes") and unwanted physical contact.

Any employee who feels he or she is being subjected to discriminatory behavior should object to the behavior and must report it to his/her immediate supervisor or the City Administrator. Any supervisor who receives a complaint about discriminatory behavior or who has reason to believe discriminatory behavior is occurring shall promptly report those concerns to the City Administrator.

The City will investigate complaints of discriminatory behavior promptly and will, when the facts warrant such action, take prompt and appropriate remedial action as outlined in section 11.3(a.) Section 11.3(b) regarding anti-retaliation, also applies to the City's policy on discrimination.

13.0 GENERAL OFFICE POLICIES

13.1. Work Hours

The general hours of operation for City offices are from 8:00 a.m. until 5:00 p.m. Monday through Friday, excluding holidays. Specific work hours for individual employees may vary based on the needs of the City and of the employee, as determined by the appropriate supervisor. Hours may be further determined due to factors such as temperature, at the discretion of the appropriate supervisor. Work break schedules shall be determined on a departmental basis and shall be the responsibility of the department superintendent to oversee. Any non-standard schedules or non-traditional work arrangements must be approved by the City Administrator.

13.2 Travel and Expenses

Employees may, from time to time, need to travel on City business. Specific travel policies are available in the City's administrative policies. Generally, employees may claim reimbursement for lodging, meals, and incidentals at actual costs in accordance with the following:

- Charges for lodging for a conference, seminar, meeting, etc. for those nights when the event is actually in session and the night immediately preceding or following the session if travel to or from the site is not practical on the day of the session. Lodging reimbursement will be made if the accommodations were specifically reserved for, and in the same facility as, the event. In all other situations the City will reimburse up to \$150.00 per day for lodging expenses, unless specifically approved by the City Administrator.
- Meals shall be reimbursed at a maximum of \$55.00 per day, unless specifically approved by the City Administrator.
- Expenditures for alcoholic beverages are not eligible for reimbursement.
- The Travel Policy is included as Appendix D

Documentation of expenditures is necessary for any type of reimbursement.

13.3 Conflict of Interest

No paid employee of the City shall engage in any outside activities which could be construed as being in conflict with the goals and objectives of the City, or which may deter the accomplishment of the purposes established for the City by the Council. No employee shall hold any public office within the City government, or any other office, which may create a conflict of interest. The employment of an immediate relative or domestic partner of administrative personnel or council member shall not be allowed. "Immediate relative" for determining conflicts is defined as father, mother, sibling, child, or spouse. A domestic partner is defined as a legal or personal relationship between individuals who live together and share a common domestic life but are not joined in a traditional marriage or in a civil union. Should the employee or the employee's relative or partner file papers or campaign for elected office for the City of Windsor Heights, the employee who is the relation or partner to or the candidate, will be required to take an immediate, unpaid leave of absence until after the election. Should the employee or employee's relative or partner be elected, said employee will be separated from employment effective with the elected official's oath of office.

13.4 Uniforms and Uniform Allowances

Uniforms are furnished to employees of certain City departments. Wearing uniforms and safety equipment may be required depending on the position. Requirements issued by appropriate supervisors regarding uniforms and safety equipment must be observed at all times.

13.5 Electronic Communications – Internet, E-mail and Voice Mail

The City provides both e-mail and voice mail systems for employees to communicate with one another and persons outside of the City. In order to protect the confidentiality of communications, each employee has a distinct password and security code to access his or her computer and telephone messages. These passwords must be provided to the City Administrator. All employees should be aware, however, that the City has the ability to access all e-mail and voice mail.

E-mail and other means of electronic communications are business tools to permit rapid and efficient communications with a large audience. This City system is a business system, and not a personal communications network or bulletin board. Users of these tools should apply good judgment and common sense. Electronic communication should be conducted as if it were done in a public meeting following the rules of ethical conduct and non-discriminatory behavior.

Employees will be expected to take full responsibility for their electronic communications. All communications shall be made with the acknowledgment that there is minimal control over what the recipient does with it. In some situations, electronic communications have been used in legal proceedings.

The City recognizes that there will be some incidental personal use of the email system, but personal use should be extremely limited. In the event the City receives information that an employee is abusing the system or is sending harassing, damaging, or defamatory messages, an investigation will be conducted and the employee will be informed at the beginning of the investigation. If any employee has abused E-mail, s/he may be disciplined in any manner consistent with the Section 10.2(e). Use of the City's e-mail system, voice mail, and other computer facilities shall comply with all laws and regulations and shall exhibit the highest moral and ethical standards of business conduct.

Use of the City's Internet facilities includes use of the City's domain name and as a result reflects upon the corporate image. The City's reputation is a valuable corporate asset. Illegal, unethical, or inappropriate behavior will not be tolerated, and the employee(s) will be subject to discipline or termination. Internet access is to be used to communicate with fellow employees and citizens regarding matters within an employee's assigned duties, to acquire information related to or designed to facilitate the performance of regular assigned duties, and to facilitate performance of any task or project in a manner approved by an employee's supervisor. No one shall use any City computer hardware, software, network facilities, or information without proper authorization. No one shall assist in, encourage, or conceal from the City any unauthorized use, or attempt at unauthorized use, of any City computer hardware, software, network facilities, or information.

Virus-checking software is made available to users of the City's network environment and should be used with all electronic files or other software loaded onto City equipment or introduced by any means (i.e., Internet, floppy disk, CD-ROM, file transfer, or other sources). No one shall copy, install, or use any software or data files in violation of applicable copyrights or license agreements. No software shall be installed on City equipment without prior authorization of the City Administrator.

In the use of City Internet access, the following is prohibited:

- Dissemination or printing of copyrighted materials (including articles and software) in violation of copyright laws;
- Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets or other confidential information, including any information of the City in violation of policy or proprietary agreements;
- Offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious, or political beliefs;
- Sending or soliciting sexually oriented message or images;
- Operating a business, usurping business opportunities or soliciting money for personal gain, or political lobbying activities; and,
- Sending chain letters, gambling or engaging in any other activity in violation of local, state or federal law.

The City at its own expense provides Internet, E-mail, and voice mail technology and it is the private property of the City. All communications over and activity conducted on the City-owned systems and equipment are the property of the City. The employee should have no expectation of personal privacy when using City-owned systems or equipment. The City may review, audit, or download messages that employees send or receive and may monitor Internet access.

It is permissible to use City technology for incidental personal purposes. This permission does not extend to uses requiring substantial expenditures of company time or any use that would violate company policies. The system may not be used for personal political or religious purposes. Use of the City technology systems is a revocable privilege. Should an employee wish to clarify whether or not the use of any City technology is questionable, it should be discussed with the City Administrator for approval.

13.6 Cellular Communications

The purpose of this policy is to provide guidelines regarding the acquisition and use of cellular phones by Employees authorized for such use by the City of Windsor Heights. The use of cellular phones should address the needs of the City, the user, and should provide economic or functional benefits beyond other means of mobile communication. These services are financed by the City to support the access and exchange of information. Employees represent the City during their use, and such use should reflect ethical behavior and appropriate use of government resources. Following are general guidelines for cellular phone usage.

- An employee authorized to use a cellular phone for City business is expected to use the equipment in the same manner and with the same care and stewardship as conventional, stationary phone equipment.
- An employee's cellular phone number should not be given to the public except at the discretion of the Department Director or the City Administrator.
- Cellular phones shall be used for calls as may be necessary. Upon the determination of the Department Director or City Administrator, unjustified or excessive calls or roaming use on the cellular phone shall be reimbursed by the employee.
 - City employees who are issued cellular telephones are expected to have them with them for response on a regular basis. In recognition of the expectation that an employee with a city-issued cellular phone is permanently on call, the City acknowledges and expects that the phone may be used for personal phone calls as well as City-related phone calls. If personal calls exceed a reasonable volume or involve roaming charges, the employee will be expected to reimburse the City. It is the responsibility of the City Treasurer to contact an employee if an overage is noticed on the cellular phone bill and request reimbursement.
- The employee shall surrender all related cellular phone equipment upon termination or upon the direction of the Department Director or City Administrator. Any costs accrued following the surrender or termination date will be withheld in accordance with the City's payroll policy, reimbursement policy, or law enforcement policy.
- An employee issued a cellular phone for City business or any employee using a personal cellular phone while operating a City-owned vehicle is expected to use hands-free technology or cease motor vehicle operations during the course of the conversation. The City deems it unsafe to hold a cellular phone while driving and therefore requires the use of hands-free technology. Any use of a hand-held cellular phone while driving should be kept to an absolute minimum and only during emergency situations. Further, any use of a cellular phone, including hands-free technology, while in a vehicle, public or private, is strongly discouraged.

- An employee who has a personal cellular phone shall limit the number of calls received in the workplace. If a supervisor determines that the number of calls being received on a personal cellular phone is unreasonable, the employee may be asked to turn the phone off or leave it outside of the workplace. If a problem persists, misuse of it may be grounds for disciplinary action.

14.0 DRUG AND ALCOHOL TESTING POLICY

Section I

GENERAL STATEMENT

The City of Windsor Heights (hereinafter "The City") has a vital interest in maintaining safe, healthful, and efficient working conditions for its employees. Being under the influence of a drug or alcohol poses serious safety and health risks, not only to the user, but to all those who work with, or come into contact with the user. The possession, use, or sale of an illegal drug or alcohol in the workplace poses unacceptable risks for safe, healthful, and efficient operations.

The City recognizes that its own health and future is dependent upon the physical and psychological health of its employees. It is the right, obligation, and intent of the City to maintain a safe, healthful, and efficient working environment for its safety sensitive employees and to protect the public, as well as public and private property, equipment, and operations.

The City also maintains an Employee Assistance Program which provides help to permanent employees who seek assistance for alcohol or drug abuse and other personal/emotional problems.

With these basic objectives in mind, the City has established the following with regard to use, possession, or sale of alcohol or drugs.

DEFINITIONS:

1. "DRUG TESTS" means any blood, urine, saliva, chemical or skin tissue test conducted for the purpose of detecting the presence of a chemical substance in an individual.
2. "ILLEGAL DRUG" means any drug,
 - A. Which is declared illegal by law, or
 - B. Which has not been legally obtained, or
 - C. Which cannot be legally obtained

This section also applies to prescribed drugs that are not being used as prescribed. Prescribed drugs must be in their original container, which contains the name of the doctor and the drug prescribed. This section also includes look-a-likes or any mind altering substance that impair motor functions, senses, or responses, or otherwise modify the employee's behavior during the scope of employment.

3. "LEGAL DRUG" means any drug,
 - A. Which has been obtained legally, and
 - B. Is being used for the purpose prescribed or manufactured.
4. "PROBABLE CAUSE" (reasonable suspicion) means facts and circumstances known to the observer that would logically lead a prudent person to believe an offense may have been committed.
5. "PROHIBITED SUBSTANCE" are the following substances specified in Schedule I or Schedule II of the Controlled Substances Act, 21 U.S.C. 801 et. seq. and published at 21 CFR 1308.11 and 21 CFR 1308.12: marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines.

This is also to include alcohol, illegal drugs, and other controlled substances as referenced in the City Personnel Policies Manual Section 10.1 – Drug-Free Work Place.

6. "SAFETY SENSITIVE EMPLOYEE" is an individual who performs a duty related to the safe operation of City equipment, including contractors that "stand in the shoes" of safety sensitive employees. Safety Sensitive duties include the following:
 - operation of a service department vehicle;
 - operation of any vehicle when such operation requires the operator to have a Commercial Driver's License; and
 - security personnel who carry firearms
7. "UNDER THE INFLUENCE" means that an employee is affected by a drug or alcohol, or a combination, in any manner, that demonstrates a disregard for life or property, or impairs his/her ability to perform his/her job or assignment.

Symptoms of being under the influence of drugs or alcohol are not restricted to misbehavior, obvious impairment, or physical and/or mental ability, slurred speech, or difficulty in maintaining balance.

POLICY:

The policy as stated below pertains to all The City employees. Further descriptions of procedures, testing , and circumstances requiring testing, which may be necessary for Safety Sensitive employees are listed under section titled “DRUG TESTING PROCEDURES”.

1. PROHIBITED CONDUCT:

- A. Any employee engaging in the manufacture, distribution, dispensing, possession, or use of prohibited substances on City premises, in City vehicles, or while on City business, will be subject to disciplinary action up to and including termination. Law enforcement agencies will be notified as appropriate where criminal activity is suspected.
 - B. Any employee who is reasonably suspected of being impaired or under the influence of a prohibited substance shall be suspended from job duties pending an investigation and verification of condition. Employees found to be under the influence of a prohibited substance or who fail to pass a drug test shall be subject to disciplinary action up to and including termination.
 - C. All the City Safety Sensitive employees as defined herein, are subject to federal drug and alcohol testing regulations while performing City work functions and/or on or operating City vehicles. Refusal to comply with a request for drug or alcohol testing, the providing of false information in connection with a test, or attempts to falsify test results through tampering, alteration, contamination, or substitution are considered insubordination and are grounds for discipline to include termination.
 - D. Any City employee who fails to notify the City of any criminal drug or alcohol statute conviction for a violation occurring in the workplace no later than 5 days after such a conviction shall be subject to disciplinary action up to and including termination.
 - E. The City is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore manager/supervisors must use and apply all aspects of this policy in an unbiased and impartial manner. Any manager/supervisor who knowingly disregards the requirements of this policy, or who has been found to deliberately misuse the policy in regards to subordinates, shall be subject to disciplinary action, up to and including termination.
2. INITIAL TEST: The City will require each new safety sensitive employee to undergo a drug test as part of a physical required prior to the commencement of their duties with the City. Satisfactory results of the physical and of the drug test will be required in order to start work.

3. ROUTINE PHYSICALS:

- A. The City *will not* require a drug test as part of any regularly scheduled physical for those employees who undergo such physicals as a condition of employment.
- B. Specific physicals may be required for those employees who have been exposed to toxic or other unhealthy substances during the course of their work. These tests shall be limited to those specific substances.

4. PROBABLE CAUSE (Reasonable Suspicion) SITUATIONS for Drug and Alcohol Testing:

Probable Cause (reasonable suspicion) cause observations must be witnessed by a supervisor and a witness who must each sign a checklist or a written observation sheet . Witness should be the employee's immediate supervisor if possible. Observations made by legal authority are to be considered as a valid reason to ask for a drug and/or alcohol test.

The City may require a drug test of those employees suspected of using or being under the influence of a drug or alcohol on the workplace where The City:

- A. Has probable cause (reasonable suspicion) to believe that the employee's faculties are impaired, on City jobs, and
- B. The employee is in a position where such impairment presents a danger to the safety of the employee, another employee, a member of the public, or the property of the City, or when impairment, due to the effects of alcohol/drugs, is a violation of a known work rule of the City.
- C. All test procedures prescribed by law are as followed.

- 5. WORKERS COMPENSATION: The City may require drug testing to determine if an employee is ineligible to receive Workers Compensation in accordance with 85.16 Subsection 2 of Iowa Workers Compensation Law.
- 6. ALCOHOL: The use of, or being under the influence of alcohol by any employee while performing City business, or while in a City facility, vehicle, or other vessel, is prohibited.
- 7. LEGAL DRUGS: The use of, or being under the influence of any legal drug by any employee while performing City business, or while in a City facility, vehicle, or other vessel, is prohibited if the drug impairs the employee's ability to perform his/her job or assignment.
- 8. ILLEGAL DRUGS: The use, sale, purchase, transfer, or possession of an illegal drug by any employee while in a City facility, vehicle, or other vessel, or while performing City business is prohibited.
- 9. DEPARTMENTAL WORK RULES: Nothing in these rules and regulations precludes management of any particular City department from establishing work rules which apply to that department. Such work rules cannot be less stringent than this policy.

10. **EMPLOYEE ASSISTANCE AND/OR DISCIPLINE:** The City shall provide substance abuse evaluation, and if treatment is recommended, the City will provide names and phone numbers of substance abuse professionals for further consultation. Reference Section 10 of the City Personnel Policy Manual.

The City is under no financial obligations beyond what the minimum requirements are as stated in the federal laws. Benefits may be available through the employee's insurance coverage.

If subsequent violations occur, the City may take disciplinary action in accordance with the Personnel Policy.

Nothing in this section shall prohibit an employee from seeking assistance on his/her own through the Employee Assistance Program (EAP) prior to any detected violation.

11. **TESTING:** All drug or alcohol testing will be conducted by a laboratory or testing facility that has been approved under the rules of the Department of Public Health of the State of Iowa. At its discretion, the City may contract with a third party for the administration of all phases of the Drug and Alcohol policy.

City Safety Sensitive employees will be offered the opportunity to review and sign a consent form prior to any drug testing being done. Should the employee refuse to sign a consent form for testing, it shall be considered the same as a positive test and all restrictions stated in the federal law of this policy statement shall apply.

- A. If a test result indicates the presence of alcohol or an illegal drug, a second test using an alternative method of analysis shall be conducted. If this test also indicates positive, a portion of the original sample will be made available for the employee to have his/her own test made at his/her expense.
- B. An employee shall be accorded a reasonable opportunity to rebut or explain the results of a drug test.
- C. In conducting those tests designed to identify the presence of chemical substances in the body, the City shall ensure, to the extent feasible, that the tests only measure, and that the records of the tests only show, or make use of information regarding chemical substances in the body which are likely to affect the ability of the employee to perform his/her duties safely while on the job.
- D. Upon positive test results, the employee will be offered the opportunity to undergo treatment and evaluation in compliance with City policy. In the event the employee, for any reason, refuses the treatment offered, they must sign a waiver notice stating they understand their refusal may lead to disciplinary measures that could lead to termination.

12. **CONFIDENTIALITY OF TEST RESULTS:** The City shall protect the confidentiality of all employees and will follow guidelines established by federal law. The results of the test may be recorded in the employee's personnel records, however, if the employee has undergone substance abuse evaluation, and, when treatment is indicated under the substance abuse evaluation, successfully completed treatment for substance abuse, the employee's personnel records shall be expunged of any reference to the test or its results when the employee separates from employment.

The City contact person for the Drug and Alcohol Testing Procedure shall be:

City Administrator (Primary)
City of Windsor Heights
(515) 279-3662

Deputy City Clerk (Secondary)
City of Windsor Heights
(515) 279-3662

The primary contact person is not a safety sensitive employee and will refer any information to the secondary contact person for proper direction. The primary contact person's main function is to provide internal control for the agency.

NOTICE OF WAIVER

I was offered the opportunity for evaluation and treatment and have refused.

I understand that my refusal to be evaluated shall result in disciplinary action up to and including termination.

(Signature)_____ (Date)_____

(Witness)_____ (Date)_____

(Witness)_____ (Date)_____

15.0 DRUG AND ALCOHOL TESTING PROCEDURES

SECTION II

The City Safety Sensitive Employees are subject to Federal Drug and Alcohol Testing Rules and Guidelines per 49/CFR Part 382, also known as the Omnibus Transportation Employee Testing Act of 1991. All employees must conform to the testing requirements and procedures as established in 49 CFR Part 382 while operating a publicly owned or administered vehicle. All employees with a CDL are also subject to Federal Highway Administration Testing requirements when operating other vehicles in addition to being subject to the FTA regulations previously stated. The above regulations are available either through the local library or upon written request to the City.

Due to the complexity of the requirements and procedures involved with complying with the Drug and Alcohol Testing Laws, The City has elected to work with a “third party administrator” to provide collecting, lab and other medical requirements, breath alcohol testing, random testing, and other necessary functions required by the laws. The City will be working with a consortium of public agencies in Iowa and is contracting with the following party:

Concentra
11144 Aurora
Windsor Heights, Iowa 50322
278-6868

Drug Testing will done through the collection of an urine specimen under controlled circumstances set down by the Federal Guidelines. Breath Alcohol Testing will be done by a trained professional at the prescribed collection point using certified equipment. Alcohol testing may be done using other procedures as they are approved if they are determined to be appropriate.

1. INITIAL TEST:

- A. All Safety Sensitive employees, whether full-time, or part time, who are covered by the City's Workers Compensation Policy, shall be tested prior to the start of their duties with the City.
- B. A person must test drug free to be eligible to commence actual duties with the City or to continue to work in a safety sensitive position.

2. ROUTINE PHYSICALS:

- A. Employees who have routine physicals as part of the course and scope of their employment **shall not** be required to undergo a drug or alcohol test at that time.

3. PROBABLE CAUSE (Reasonable Suspicion):

- A. Employees suspected of being under the influence of drugs or alcohol shall be transported to a designated laboratory for the purpose of drug testing.
- B. Probable cause incidents shall be documented by a supervisor and one other person.

4. POST-ACCIDENT:

- A. Drug and alcohol testing will be considered routine and must be performed under the following conditions:
 - 1. Any accident that has resulted in an injury or damage to a vehicle.
 - 2. Any accident in which either vehicle has to be towed away.
 - 3. At any point at which there is probable cause (reasonable suspicion).

5. RETURN TO DUTY

Safety Sensitive employees who have previously tested positive on any of the drug tests must test negative and be evaluated by a Medical Review Officer before returning to work. Employees may be subject to monitored random testing during the period of their re-entry waiting period.

Safety Sensitive Employees who have previously tested at .02 to .04 on a Breath Alcohol Test will be removed from duty for 24 hours. They must then be re-tested and have a negative breath test of .02 or lower before returning to duty.

Safety Sensitive Employees who are shown to have a Breath Alcohol Test of .04 will be removed from duty at no pay and referred to a Substance Abuse Professional.

6. RANDOM

In order to deter prohibited drug and alcohol use, the City is required to establish and follow random drug testing procedures. Random testing will follow established procedures based on a computerized method or a random number table as federally approved.

The number of tests conducted each year shall be equal to a minimum of 50 percent of the maximum number of safety sensitive, covered employees for random drug testing and 10 percent for random alcohol testing. The number of safety sensitive employees can be altered by the City joining a consortium. The total number of tests will remain at 50% for drug testing and 10% for alcohol testing.

The random tests shall be spread throughout the year and shall not constitute a pattern (such as the 2nd Monday of every other month). The City shall conduct the testing at approximately equal numbers of tests per each testing period (such as 5 or 6 every period month or quarter).

To assure confidentiality, the City will contract the random selection process with an outside firm who will work with the covered employees.

A random test can only be requested while the employee is performing safety sensitive functions, just prior to performing those functions, or just after performing safety sensitive functions. Upon notification that a random test is required, the employee shall cease their safety sensitive job duties and immediately proceed to the collection site for testing.

The approved testing site for the City's Safety Sensitive Employees is MECCA at 430 Southgate Avenue in Iowa City, who will be responsible for all required Drug and Alcohol testing. In the event testing is needed at a remote site, either a MECCA or City contact person will provide an alternate test site. Testing after a personal injury accident or where the vehicle(s) must be towed may be performed at any authorized testing site if necessary.

Personal injury or large property damage accidents will require (when possible) the supervisor or drug and alcohol contact person to take the driver to be tested at an approved site.

Regular random testing will be accomplished by a phone call or correspondence from the secondary drug contact person informing the individual of the test and allowing so much time to come in to the office or to get to the testing site.

If results of the drug tests are positive, the employee being tested shall receive notification from the City. Concurrently, the City will notify the respective department head of the initial test results. The City will advise the employee that he/she has tested positive and that a sample of the original specimen is available at the designated testing laboratory for re-testing at the employee's expense.

The City will offer the employee the opportunity to utilize the City's Employee Assistance Program (EAP). If the employee refuses the EAP, he/she will be required to sign a "notice of waiver", (sample attached).

The laboratory selected shall meet federal and state laws and guidelines for drug testing.

The City Drug and Alcohol Policy is designed to provide a safe working environment for all of our employees. The policy also is designed to help provide safe transportation for all of the passengers that ride our vehicles.

Safety sensitive personnel are subject to all provisions in this policy because of the public services we offer.

The Drug Testing Policy provisions will not affect non-safety sensitive employees of The City until there is probable cause (reasonable suspicion). In an instance of probable cause (reasonable suspicion) for a non-safety sensitive employee, the procedures for the testing will be the same as those listed in Section II of the Drug and Alcohol Testing Policy for safety sensitive employees.

All the City employees are also covered under the Drug Free Workplace Policy previously established.

The City will act as the contact for all of the participating sub-contractors and will administer the program so as to the satisfactory completion of the federal requirements. All charges for the testing of sub-contractor employees will be passed through the City to the perspective subcontractor.

The following are guidelines that will assist in regulating the program for all The City employees:

1. In the event of a positive test, the employee will be given the name and address of a counselor or agency to assist the employee with their problem.
2. In the event of a positive test, the employee may request a second test be done using the second part of the split sample. The expense of the second test will be borne by the employee who requested the test.
3. The City will be responsible for the return to duty test once an employee has been released from an assistance program to return to duty.
4. The employee will be responsible for the cost of administering the required 6 follow-up tests required over the next 12 months and any further testing that may be required for up to 60 months after return to duty.
5. Any refusal to take a test will be viewed as a positive test with all of the restrictions and requirements immediately taking affect.

**CITY OF WINDSOR HEIGHTS, IOWA
PERSONNEL POLICIES MANUAL APPENDIX A**

RETURN TO WORK/LIGHT DUTY PROGRAM

PURPOSE: It is the purpose of this program to provide guidelines for employees who are unable to perform the duties of their regular jobs because of a temporary physical impairment, including injuries, on-the-job and otherwise and illnesses, which are unable to return to his/her regular job classification upon returning to work.

POLICY

- 1.** It is the policy of Windsor Heights to provide modified or alternate work for employees who are recovering/rehabilitating from an illness or injury, including work-related injuries, who are unable to temporarily or permanently return to his/her regular job classifications. Regular modified and alternate work will be provided as available in compliance with the Americans with Disabilities Act (ADA) and Iowa Workers' Compensation Act.
- 2.** Windsor Heights will make reasonable accommodations to a disability unless the accommodations would impose an undue hardship on the employer. The disabled employee must be able to perform the essential functions of the job with or without reasonable accommodation.
- 3.** 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.
- 4.** Objectives:
 - a.** To return employees who are recovering/rehabilitating from an illness or injury as soon as possible when there is not significant risk of substantial harm to themselves and others.
 - b.** To minimize financial hardship and emotional stress to the employee who is recovering/rehabilitating from an illness or injury.
 - c.** To assist employees in returning to work at a level as close as practicable to his/her pre-injury earnings and productivity.
 - d.** To retain qualified and experienced employees.
 - e.** To reduce the cost of disability benefit programs.
- 5.** Temporary Alternate Duty (TAD):
 - a.** TAD is defined as modified duties or hours assigned to a worker recovering/rehabilitating from a work-related injury, when the physician indicates s/he can return to work but who is not yet physically capable of handling the entire job duties normally assigned, and his/her injury/illness has not reached maximum medical improvement.
 - b.** The purpose of TAD is to provide temporary work, within medical restrictions, for employees, recovering/rehabilitating from an illness or injury. TAD may be available when medical prognosis indicates that the employees are expected to return to full duty following a course of medical treatment.
 - c.** If an alternate duty position is available, employees must be provided with TAD as soon as medically feasible. TAD should be consistent with the employee's physical/mental abilities.

- d.** 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.
- e.** TAD Procedures:
 - i.** The City of Windsor Heights' City Administrator 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 ability and limitations of employee to fulfill job responsibilities from physician(s).
 - ii.** Department Representative and/or Employee's Supervisor, along with Workers' Compensation Designee:
 - 1.** Develops work assignments on a case-by-case basis, if available, depending on medical restrictions.
 - 2.** Develops appropriate TAD assignments, and monitors on-going medical and work adjustment.
 - 3.** May meet with employees to review TAD status.
 - iii.** 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 injury or illness.
 - 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.
 - a.** An employee assigned to a Modified Duty Assignment will report to in 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.
 - b.** Employees placed on Ninety (90) Day Modified Duty Assignments shall continue to receive the salary and benefits of his/her job classifications.
 - c.** 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.

APPENDIX B CITY OF WINDSOR HEIGHTS WELLNESS

The City of Windsor Heights is dedicated to promoting good health and overall wellness to all City employees. Healthy employees can result in long term lower health care costs and improved overall productivity. Interested employees can become members of a Wellness Committee. Wellness benefits are available to employees and elected officials as well as immediately family members, in certain cases.

Flu Shots

Employees, elected officials and immediate members can receive a flu shot free for charge.

Workout Facility

The City has a workout facility located above the garage located at City hall. Employees and their immediate family are allowed to utilize the exercise equipment after signing a waiver of liability. It is the purpose of the Wellness program to maintain this facility. Each year the City will budget appropriately for the purchase of new equipment or upgrades for the workout facility. Members of the Wellness Committee will make recommendations on the best and most needed use of the funds.

Smoking Cessation

While the City encourages all employees to avoid the use of tobacco products, we realize that this can be a difficult and expensive process. In order to help employees cover the costs associated with quitting, the City offers employees a cost sharing program where the City pays up to \$25 per month for up to 6 months per calendar year for the use of prescription or over the counter products that assist in smoking cessation.

WHAMM participation

Employees wishing to participate in the Windsor Heights Annual Mini-Marathon will have the registration costs covered by the City. This promotes healthy employees and good city image.

Live Healthy Iowa

Employees wishing to participate in the Live Healthy Iowa Challenge Windsor Heights team will receive a free registration.

Special Programming

From time to time, the Wellness Committee will coordinate special programming, such as nutritional education; exercise classes; etc.

PHYSICAL FITNESS INCENTIVE

Once per fiscal year, upon successfully completing the City administered annual physical fitness test, any employee passing the ILEA approved Cooper Test standard (age and gender appropriate), shall receive a \$100 fitness bonus at the next available pay period. Employees who maintain a passing standard for five or more consecutive years shall receive an annual fitness incentive of \$250 per year.

APPENDIX C PAY FOR PERFORMANCE POLICY

In an effort to provide superior municipal services to its residents, the City of Windsor Heights is committed to having an excellent workforce. As such, effective July 1, 2014, the City shall adopt a “Pay for Performance” system for all full-time non-union employees.

APPENDIX D TRAVEL POLICY

This policy addresses travel and conference participation both in and out of state.

Effective immediately, any travel outside of a 50 mile radius will need pre-authorization either from the Department Head or the City Administrator. Any out-of-state travel needs both the approval of the appropriate department head and the City Administrator. Any discretionary employee travel, whether in or out of state that exceeds three days in duration and/or is in excess of \$1,250 must have prior authorization of the Policy, Administration and Finance Committee of the City Council. Any elected official travel in excess of \$150 must first receive approval of the City Council. Following travel for training purposes, individuals participating may be asked to give a presentation to the appropriate committee or the City Council about the contents of the training or provide a written report.

In-state travel needs approval from the Department Head, unless the traveling employee is the department head, who would need approval from the City Administrator. The attached form should be used for this purpose. It shows the date, purpose, location, and cost projections for travel. Please note that non-exempt employees traveling for business may be required to alter their regular work schedules to accommodate travel and meetings at their travel destinations. The employee will be credited with the amount of time it would take to reasonably travel to and from the meeting in the manner authorized towards their work day.

Following completion of travel, a travel expense report will be submitted within 30 calendar days and must be signed by the City Administrator prior to any reimbursement. The expense report form is also attached. Also, plane reservations must be made at least three weeks prior to traveling in economy class. Please note that the least expensive mode of travel is the amount for which an individual will be reimbursed

Policy

The policy and conditions for reimbursement are as follows:

Officers and employees shall be entitled to reimbursement for expenses which may lawfully be incurred when they are required to make necessary out-of-pocket expenditures within or without the City of a nature beyond those normally associated with the performance of the routine official duties of such individuals, for purposes which principally promote, develop or publicize the City's best interests.

Transportation, lodging, meals, and other related expenditures which may lawfully be incurred by officials and employees of the City means expenses which are actually incurred while attending to the business of the City.

- 1) Expenses for lodging, air fare, auto rental, registration fees shall be supported by a bill, statement, or other evidence of such expenses incurred and attached to the claim voucher submitted by any such official or employee. Lodging expenses shall not exceed \$150 per day unless specifically authorized by the City Administrator. Expenses for meals shall not exceed an average of \$55 per day, unless specifically authorized by the City Administrator.
- 2) Transportation shall be by the most reasonable and economical method of travel considering: distance, travel time, number of persons making trip, duration of stay, other commitments, and other factors as may be appropriate.
- 3) Travel outside the state should normally be by commercial air coach, except where conditions require an alternate mode of transportation.
- 4) Travel to convention and education meetings outside of the region will be authorized only upon special circumstances, demonstrating that no similar opportunities closer to Windsor Heights are available.
- 5) Upon returning from travel for educational seminars/workshops, conventions, or professional meetings, each person may be required to complete a one-page evaluation indicating the value to the job and organization. This form must be submitted with the Travel Expense Voucher to qualify for reimbursement.
- 6) Authorized expenses shall be those related to the operation of the City and shall include but not be limited to the following:
 - Meal costs incurred as a result of a meeting for the conduct of City business.
 - Meal costs incurred as a result of attendance at a meeting conducted during the meal time where the City has an interest.
 - All miscellaneous costs including loss of personal property or damage to personal property incurred as a result of travel on City business only.

- All transportation costs incurred for the business of the City including car rental insurance for property damage or loss to rental vehicles.
- Miscellaneous equipment and materials purchased for the use of the City, viz., books and/or pamphlets purchased at a conference.
- Expenditures for alcoholic beverages are not eligible for reimbursement.

APPROVAL AND PRIOR AUTHORIZATION

For all travel outside the City approval shall be by prior written authorization as follows:

- 1) Prior to the commencement of travel, all out-of-state or overnight travel must be approved on the travel authorization form found as Attachment A.
- 2) Department directors approve in-state travel for all their employees.
- 3) The City Administrator approves out-of-state travel involving overnight accommodations for all department directors and all out-of-state travel and travel involving more than two (2) overnight accommodations for all employees.
- 4) Prior written authorization is hereby given to the City Department Directors when traveling in- state and within the metropolitan area, involving less than overnight accommodations, for all authorized official expenses incurred while attending to the business of the City, subject to final approval on submission of a travel expense voucher.

REIMBURSEMENT FOR EMPLOYEE TRAVEL

Expenses for travel which are lawfully incurred shall be reimbursed to the employee subject to the following provisions:

- 1) Reimbursement will be made only upon completion and processing of a travel expense voucher (Attachment B).
- 2) Expenses such as hotel, auto rental, air travel, conference registration fees, etc., must be supported by receipts attached to the travel expense voucher.
- 3) Receipts will be required for such items as meals, taxi fares, or miscellaneous expenses of a minor nature when costs of an individual amount exceed \$10.00 for each item.
- 4) Whenever an employee travels with family members, the reimbursable motel rate shall be the single room rate for the occupied unit. This is an administrative policy intended to help reduce the City's liability and to prevent creation of a negative public image.
- 5) The total daily reimbursable expense for both lodging and meals (including tips and gratuities) shall not exceed two hundred dollars (\$205), except when approved by the City Administrator.

- 6) All travel by private automobile shall be reimbursed on the following basis:
 - a. Mileage reimbursement shall be based the current IRS rate in effect when using a privately-owned automobile.
 - b. Mileage reimbursement for out-of-state travel shall not exceed appropriate mileage as calculated using the IRS rate in effect when the travel occurs or total costs for commercial air coach travel, whichever is less, when using a privately-owned automobile.
 - c. En Route travel costs, such as meals and lodging will be reimbursed for each travel day or part day, not to exceed costs which would be reimbursed for a corresponding amount of time required for commercial air coach travel.

- 7) NO reimbursement requests will be processed without the appropriate authorizing signatures.

**CITY OF WINDSOR HEIGHTS PERSONNEL POLICIES MANUAL RECEIPT AND
ACKNOWLEDGMENT**

I, the undersigned, hereby acknowledge receipt of a copy of the Personnel Policies Manual, which is the property of the City of Windsor Heights. I understand it is my obligation to read and follow the provisions of the Manual which apply to me during my employment with the City. I understand that, if I am a member of a collective bargaining unit, that the provisions of the collective bargaining agreement may affect certain policies in this handbook and it is my responsibility to read and follow the provisions of the bargaining agreement as well.

I understand that this Manual is provided to me for information purposes only and is not intended to change the at-will nature of my employment relationship with the City. I recognize that either the City of Windsor Heights or I may terminate the employment relationship at any time for any reason. Upon termination, the copy of the Personnel Policies Manual shall be returned to the City Clerk's office. I understand the Manual is intended solely as a means of clarifying the current operation of the City of Windsor Heights and its policies, practices and procedures. I further understand that the City of Windsor Heights is committed to reviewing these policies on an ongoing basis and reserves the right to change or eliminate any of the policies at any time.

Employee Signature

Date

Employee Name (printed)

Witness Signature

Date

Witness Name (printed)

