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HUMAN RESOURCES

To: Gregg Mandsager, City Administrator
From: Stephanie Romagnoli, Human Resources Manager
Date: April 23, 2013
Re: Approval of Employee Handbook

The employee handbook has been updated to reflect changes in both employment policies and legal requirements. It has been reviewed by City staff and by legal counsel. There were several changes to this version, and outlined here are the most significant.

Addition of Ethics Policy:

This handbook includes an ethics policy that incorporates several existing policies into one. In addition, the policy gives a clear expectation that City business be conducted in an ethical manner.

Prohibition Against Partisan Political Activity:

This policy is being updated in conjunction with the changes being made to the City Code.

Drug Testing Policy:

This policy has been updated to ensure compliance with legal requirements. The words "probable cause" have been changed to "reasonable suspicion", which is more accurate terminology. Finally, the policy has been changed to reflect the addition of random testing for Police Officers.

Social Media Policy:

This policy has been incorporated to the handbook.

Residency Requirement:

This policy has been updated to reflect changes previously approved by City Council.

There are several additional updates and wording changes to maintain compliance with various legal requirements. A copy of the manual is attached.

At this time, I am requesting approval of the employee handbook from the City Council. Please let me know if any additional information is required.

**"I remember Muscatine for its sunsets. I have never seen any
on either side of the ocean that equaled them" — Mark Twain**

Statement of Receipt

Please read and sign the Statement of Receipt and return it to the Human Resources Department for your official personnel record.

I have received my copy of the Employee Manual, which outlines policies and procedures for the City of Muscatine. I will familiarize myself with the material and understand that I am governed by its contents.

These policies and procedures affect all City employees. If I work under a collective bargaining agreement, I understand that policies and procedures may be different and, where the union agreement and this manual differ, the labor agreement controls.

I understand that nothing in the Employee Manual is considered as either an explicit or implicit employment contract between the City and me. In the absence of law or legal contract, employment with the City of Muscatine is terminable at the will of the employer. In addition, I may terminate my employment with the City at any time. I also understand that the City may change, rescind or add to any policies and procedures described in the Employee Manual at its discretion.

Signature

Date

Print Name

By signing underneath, I specifically acknowledge receipt, review and understanding of the City's Drug and Alcohol Policy.

Signature

Date

Print Name

By signing underneath, I acknowledge receipt, review and understanding of the City's Harassment Policy.

Signature

Date

Print Name

WELCOME TO MUNICIPAL EMPLOYMENT!

~~Our Mayor likes to say, "Good things are happening in Muscatine." Without dedicated, hard working employees great things would not be able to happen.~~

Each person in the organization provides a valuable service to the community and it is our goal to provide these efficiently and with the best interests of the citizens in mind.

This handbook is intended to provide you with a guide for what is expected of city employees. Please review and understand these policies. If you have any questions or concerns regarding items in the handbook, your supervisors and HR department staff will be happy to assist you.

Whether you are just beginning your career with the city or you are a long time part of our organization, we are happy to have you as a member of the team. Your commitment to the City of Muscatine is appreciated.

Mayor

City Administrator

**Introduction
To the
Organization**

INTRODUCTION TO MUSCATINE

The City of Muscatine, located in southeastern Iowa along the Mississippi River, was settled in 1833 and at that time was informally known as Casey's Woodpile. It was incorporated as the Town of Bloomington in 1839, and by 1849 the name was changed from Bloomington to Muscatine (name of Indian origin). It was reincorporated as a City and the original Charter adopted on February 1, 1851. Muscatine functions as a special Charter form of government under its City Charter that was enacted August 17, 1972.

As the county seat for Muscatine County, the city is the regional center for government function, shopping, professional and medical services, education and job opportunities. Muscatine represents the majority of the county population and had a population of 22,886~~697~~ as of the 2010~~00~~ U.S. Census.

Historically, Muscatine has made successful transitions in its growth and development. Initially, the community's economy was based on wood products and lumbering. During the early 1900's and through the 1940's, the focus was on the production of buttons. Today we benefit from a diverse economy based on manufacturing and agriculture.

A good transportation network involving the railroad, barge transportation along the Mississippi River, and Interstate 80 located 13 miles north of the city supports the economic base. The road system provides ready access throughout Iowa and Illinois. Scheduled air service is available from the Quad City International Airport located 30 miles away in Moline, Illinois. Locally, the city's public transportation system operates a fixed route system and a para-transit system for the disabled and elderly, as well as a variety of job access shuttles.

The public school system consists of one senior high school, two middle schools, and 810 elementary schools. In addition, there is one private elementary school. Muscatine Community College was established in-around 1929, and the University of Iowa is located 35 miles west of Muscatine. Muscatine supports numerous physicians and Trinity Health System.

Muscatine is also home to the Musser Public Library and the nationally accredited Muscatine Art Center. The original library was built in 1901 with funds from, and on the property donated to the City by, P.M. Musser. The library has an extensive book collection, magazines, newspapers, and a variety of audio-visual materials. Showcasing the 1908 Musser Mansion and the contemporary Stanley Gallery, the Muscatine Art Center offers eastern Iowa both decorative and fine arts associated with the original home and changing national art exhibits.

Muscatine's parks offer a wide range of recreational facilities. Weed Park, the largest, provides picnic areas and shelters, playground, fishing, and a state of the art aquatic center. In addition to Weed Park, there are a number of other parks with

playgrounds, tennis courts, a disc golf course and a variety of other amenities. Kent Stein Park, the City's softball complex, offers 17 ball diamonds. Muscatine also boasts an 18-hole municipal golf course, an 18-hole private course (Geneva Country Club), and a 9-hole privately owned public course.

The Muscatine Soccer Complex has been in operation since the fall of 1993. Located on South Houser Street, north of Kent Stein Park, this complex was a major addition to Muscatine's sports facilities. The 41-acre complex contains eight fields, two of which are lighted and internationally sized.

The Muscatine Community Y has an indoor pool facility. The Carver Swim Center ~~is~~, located at ~~the~~ Muscatine High School, ~~is open to the public.~~

The Mississippi, Cedar and Iowa rivers provide boating and fishing opportunities.

Community residents can be proud of Muscatine as a growing and progressive city.

YOUR CITY GOVERNMENT AS AN ORGANIZATION

Because of your appointment as a city government employee, it is beneficial to understand something about the city's organizational structure. Your employer, the City of Muscatine, ~~is a~~ municipality governed by a mayor and seven council members, who are elected by the citizens of Muscatine to serve regular terms on a non-partisan basis. Elections are held every two (2) years with Council members elected to hold four (4) year staggered terms. The City Council holds all legislative and policy-making authority. In Muscatine, the City Council has appointed a City Administrator to carry out the policies formulated by the Council and to administer the day-to-day operations of the City according to the municipal code and other regulations.

As a municipal employee, you are a representative of the City of Muscatine. You should be willing to uphold this obligation in a manner that will promote respect for city government.

The City of Muscatine consists of many departments, divisions, and boards and commissions, which serve to provide a variety of municipal services. An organizational chart is shown in Appendix A.

EMPLOYMENT PRACTICES

The City of Muscatine has adopted an Equal Employment Policy and Affirmative Action Program that is administered in all employment areas. It requires that employees and applicants not be discriminated against because of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or any other factor prohibited by law. It is City policy not to discriminate against protected individuals with regard to the application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. In addition, any type of sexual harassment on the job will not be tolerated and should be reported promptly to a supervisor, department head, administrative office representative or elected official.

The Human Resources Department normally handles recruitment for city employment. Through a wide recruitment program, the city seeks qualified applicants to fill entrance positions.

Selection for city positions is determined based upon a variety of selection methods, and depending on the nature and status of the vacant position, examinations may be held under Civil Service guidelines. In addition, interviews are typically held to determine the candidate best suited to fill the vacancy. A job offer is made contingent upon the candidate passing [a](#) physical and [a](#) drug screen.

Postings of Civil Service examinations typically occur for a period of at least seven days prior to opening the vacancy up to outside recruitment. This allows for non-probationary Civil Service employees to apply with the Human Resources Department within the time limit.

ADA POLICY

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA)—as well as relevant state law—require employers to provide reasonable accommodations to allow qualified individuals with disabilities to perform the essential functions of their jobs. It is the policy of the City to comply with all Federal and state laws concerning the employment of persons with disabilities.

[City of Muscatine Ethics Policy](#)

[Our reputation as a city is based on the employee's ability to conduct themselves professionally, responsibly, and ethically. We expect all employees to act within generally accepted business, occupation, and professional standards while employed for the city. Sometimes it may be difficult in figuring out what is right in business situations so as an employee we encourage you to act upon the code of ethics set forth by your employer and to also remember these five rules for when faced with an ethical dilemma:](#)

1. The Golden Rule- Am I treating others the way I would want to be treated?
2. The Raised Eyebrow test- How would your co-workers, friends, or family react to your judgments or decisions?
3. Kid on your Shoulder Test-How would you feel if a child was on your shoulder while making the decision?
4. The Media Test- How would you feel and how would the city look if your actions appeared on the front page of the newspaper?
5. The Conscience Test- If it feels wrong, it usually is wrong!

City Property

City property is defined as a broad range of assets including all property that the city owns, property the City leases or borrows, and intangible property such as time, facilities, and confidential or proprietary information. Use of City property such as the use of time, facilities, supplies, equipment, funds, or confidential information use is intended for to be used for work related purposes. Any use for personal purposes without proper approval is strictly prohibited and may result in disciplinary action up to and including termination. You as an employee are responsible for providing honest and accurate information. Knowingly providing false, incomplete, or inaccurate information is improper and also may be illegal.

Conflict of Interest

The definition of conflict of interest is a situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self interest, professional interest, or public interest. While on duty for the city it will be your job as an employee to make sure you are serving for the city's interests and not your own personal gains. If a conflict of interest cannot be avoided immediately notify your supervisor to make them aware of the situation. While under city employment you shall not be directly or indirectly involved with any outside business that may jeopardize your interests with the city and interfere with the city's operations. Also, an employee may not directly or indirectly benefit from the sale of city property such as land, equipment, supplies, etc. Any employee involved in procurement must avoid conduct that would create a conflict of interest, or reasonable appearance of interest with vendors, suppliers, or consultants. Employees should also comply with the conflict of interest provisions as outlined in the city's purchasing policies.

Gifts

Under no circumstances should an employee give or offer a customer anything to influence a favorable customer action. Also, employees may not accept any gift from donors, vendors, contractors that could directly or indirectly financially benefit the employee's immediate family. If you are offered a gift you should refuse the gift upon delivery and if you are not able to refuse, immediately notify Human Resources about the gift so they can arrange the gift to be donated to an appropriate organization. If there are any questions about whether the gift is legal or should be rejected please refer to Appendix A, Chapter 68B.22 of Code of Iowa, Gifts Accepted or Received.

Outside Employment

While under employment with the city, no employee shall engage in outside employment other than with the city if it is proven to impede or prevent the employee from performing their duties with the city. In regards to future employment, all offers outside of city employment must be reported immediately with supervisor and it will be supervisor's discretion to decide if the offer will impede employee of decision making skills that are directly related to the company the offer came from.

Reporting and Disciplinary Actions

You have a duty as a city employee to report any unethical conduct or actions by any director, supervisor, or employee that does not directly comply with the code ethics. If it is found that you have violated the code or you failed to report a known or suspicious violation of the code, it shall result in disciplinary actions against you. No employee shall retaliate against another employee or person for submitting a complaint. If it is found that there has been retaliation for the complaint, there will be disciplinary measure taken toward the retaliator(s). If you want to file a complaint you can do so with complete confidentiality to a supervisor or human resources to resolve the problem. As an employee, you will be expected to operate under the code of ethic set forth by the city. Failure to do so will result in disciplinary measures that can result into termination or other consequences. It may also result in civil or criminal prosecution and/or suit by the city to recover losses or damages resulting from the violation. Also, anyone with the knowledge of any wrong doing must report it immediately or risk facing disciplinary actions for not acting upon the knowledge of the wrong doing.

IOWA ETHICS AND GIFT LAW (EMPLOYEE GRATUITIES)

~~By law, City officials and employees are prohibited from receiving gifts from people with a real or potential financial interest in City affairs. As a general rule, this means that City officials and employees should not accept a gift in excess of \$2.99 from a restricted donor. A violation of this law is a misdemeanor punishable by up to one year in jail and a fine of up to \$1,000, so if you have any questions regarding this law, or the definition of a restricted donor, contact your department head immediately.~~

CIVIL SERVICE

Civil Service covers all regular full-time employees with the exception of department heads/supervisors, confidential secretaries, library, and art center employees. Regular part-time, temporary, and seasonal employees, as well as elected officials are also excluded.

Civil Service examinations are administered to determine basic qualifications of applicants for each Civil Service position, and examinations are developed in line with the knowledge, skills and abilities required for the particular position.

Appointments to Civil Service position vacancies are contingent upon an applicant's successful qualification and certification by the Civil Service Commission. The Civil Service Commission also approves all examinations administered. In addition, the Civil Service code provisions set forth the procedures for employee appeals in cases of suspension, demotion and discharge.

The permanent official records are maintained for all Civil Service employees in the Human Resources Department.

PROHIBITION AGAINST PARTISAN POLITICAL ACTIVITY

1-15-5 Prohibitive Activities. All employees shall be hired without regard to political considerations. In accordance with this policy, City employees shall:

- A. Refrain from seeking or accepting to use any political endorsement or support in connection with appointment to a Civil Service or municipal position.
- B. Refrain from using their influence publicly in any way for or against any candidate for elective office in the municipal government.
- C. Not circulate petitions or publicly campaign on behalf of any local municipal elective official.
- D. Not engage in nor permit activity prohibited by Section 68A and 68B of the code of Iowa

A Civil Service or municipal employee who becomes a candidate for any elective public office shall, upon request of the employee and commencing thirty (30) days prior to any election and continuing until after the election, automatically be given a leave of absence without pay. An employee who is a candidate for an elective public office shall not campaign while on duty as a municipal employee. If elected, such employee is eligible to serve as a Civil Service or municipal employee only until qualification for the elective office, at which time the common law rule of conflict of interest would apply.

1-15-6 Permitted Activities. Nothing in Section 5 of this Chapter shall prevent employees from belonging to any political party, club, or organization; from attending political meetings; from expressing their political views in private or outside of working hours and off City premises; or from voting with complete freedom in any election.

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~~All employees shall be hired without regard to political considerations. In accordance with the City Code, employees shall:~~

~~A) Not seek or attempt to use any political endorsement in connection with appointment to a Civil Service or municipal position.~~

~~B) Not use their influence publicly in any way for or against any candidate for elective office in the municipal government while on duty as a municipal employee.~~

~~C) Not circulate petitions or publicly campaign on behalf of any elected official while on duty as a municipal employee.~~

~~Any municipal employee who becomes a candidate for any elective public office shall, upon request of the employee and commencing thirty (30) days prior to any election and continuing until after the election, automatically be given a leave of absence without pay. An employee who is a candidate for an elective public office shall not campaign while on duty as a municipal employee. If elected to any City of Muscatine elected office, such employee is eligible to serve as a municipal employee only until qualifications for the elective office take effect.~~

~~These provisions do not prevent employees from belonging to any political party, club or organization; from attending political meetings; from expressing their political views in private or outside of working hours and off city premises; or from voting with complete freedom in any election.~~

EMPLOYEE EFFICIENCY AND ORGANIZATIONAL EXPECTATION

City of Muscatine employees are expected to represent their employer as responsible, courteous and efficient members of public service. In addition, prompt and dependable work attendance is required. Because of the obligation to provide public service to the community, a consistent and positive commitment is necessary from each employee.

Attendance is an essential function of all City positions and, as such, tardiness and chronic absenteeism will not be tolerated. Paid sick leave is intended to protect against loss of pay when needed and not as guaranteed "time off" for the employee. Work operations depend on teamwork and each employee is needed on the job to fulfill the city's commitment to public service.

As part of the employer's right to maintain efficiency in all departmental operations, the City retains the right to discipline, suspend, and discharge employees and does so through the use of a formal discipline policy that is uniform in all departments. A copy of the official discipline policy is posted in each department and you as an employee should be aware of the causes for discipline, the methods of discipline, and the methods of discipline administration.

UNION ORGANIZATIONS

Various employees of the City of Muscatine are represented by one of the three separate union organizations

City employees are given a choice of whether they wish to become dues paying members of a union. Following the probationary period, new employees may be contacted by the appropriate union steward regarding membership in the union. Questions regarding union provisions should be addressed to a steward.

Employees covered under a collective bargaining agreement need to understand that that policies and procedures governing his/her employment may be different from those stated in this manual and, where the union agreement and this manual differ, the labor agreement controls.

Salary and Payroll Information

PAYROLL INFORMATION

Payday for all employees occurs on a bi-weekly basis with paychecks being released from the Finance Department every other Friday. Your paycheck will be distributed in your own department. If you choose, you may participate in the “direct deposit” program offered to employees. In compliance with state law, employees who do not use direct deposit and wish to have their paychecks mailed must complete a mailing authorization form.

In addition to deductions required by law (i.e., FICA, Social Security, etc.) automatic payroll deductions may occur for such items as health insurance, dental insurance, life insurance, deferred compensation, union dues, credit union, safety equipment and the United Way. All amounts taken from your checks through payroll deductions will be indicated on the paycheck stub. Questions regarding paychecks are to be directed to the Finance Office or the Human Resources Department.

PROBATIONARY PERIOD

A probationary employee is one who has not completed six (6) months of continuous service. During the first six months of employment, the employee may be disciplined or discharged by the employing person or body without right of appeal. [In certain circumstances, the City may elect to extend the probationary period beyond six \(6\) months with review by Human Resources and the approval of the City Administrator.](#)

HOURS OF WORK

The normal workweek for employees is 40 hours (2,080 hours per year) exclusive of unpaid lunch periods. For designated 24-hour shift supervisory personnel at the Fire Department, a normal workweek will be considered at least 56 hours (2,912 hours per year).

Regular Part-time Hours are less than 40 per week on a year-round basis.

TEMPORARY ASSIGNMENTS

Employees of this status assigned to a higher or lower job classification on a temporary basis shall receive his/her own pay or the pay designated for the temporary classification, whichever is higher, provided that the higher pay in the temporary classification shall not be applicable until after the employee has served more than twenty (20) consecutive days in the temporary classification. However, the City Administrator may approve payment for temporary services at a higher rate prior to the twenty (20) day requirement

~~The above provision does not apply to seasonal employees.~~

EMPLOYEE PERFORMANCE APPRAISAL PROGRAM

As a new employee, you will be expected to perform the essential functions and responsibilities of the position to which you have been assigned to the best of your ability. Your supervisor will observe your work during your probationary period. Prior to receiving your regular appointment status, your performance will be evaluated signifying the successful completion of your probationary period and the move into regular employment in your classification.

After your initial probationary period evaluation and as part of your ongoing city employment, your work performance will be periodically reviewed. It is the intent that each employee has a performance review at least once each year. This provides an opportunity for employees and supervisors to jointly review performance in line with job responsibilities and effectiveness, and to initiate planning, goal setting and identification of work efforts for the upcoming year. The annual evaluation also provides an outlet for employer/employee communication regarding the employee's work in conjunction with effective departmental operations.

PROMOTIONS, DEMOTIONS, TRANSFERS

Promotional positions within the city departments shall be filled through internal promotions where possible in accordance with Civil Service law and city policy. When an employee is promoted to a classification having a higher pay range, the employee shall receive a salary increase to the pay step in the new range closest to the employee's former step. When circumstances warrant, the City Administrator may make an exception to this policy.

Transfers of employees from one department to another within the same classification may occur when it has been deemed to be in the interest of the City to do so. When an employee transfers, no salary increase shall be granted because of the transfer and longevity pay is retained.

Demotions applied in employment will bring the salary of the demoted employee to within the range established for the classification to which he/she is demoted.

If an employee hired before July 1, 1982 is promoted or transferred to a critical position, the residency requirement will not be applied provided that the employee complies with the requirement on the next change of residence.

This policy is not applicable to seasonal or regular part-time employees.

LONGEVITY PAY

Non-union/non-supervisory regular employees shall, in addition to their regular compensation, be paid longevity pay in the amount of \$13.00 per month for each five (5) year increment of continuous city employment in an eligible employment status. Pro-rated benefits for longevity are provided for certain regular part-time personnel.

ADMINISTRATION OF PAY PROGRESSION

A non-union/non-supervisory pay and classification plan has been approved by the City Council and is maintained by the City Administrator. All employees will be compensated within the established salary range for his/her classification.

Employees will advance through the steps as follows:

- Step 1 Normal entry rate
- Step 2 After 6 months in position
- Step 3 1 1/2 years in position
- Step 4 2 1/2 years in position
- Step 5 3 1/2 years in position

Those employees who begin their employment with the city above Step 1 shall proceed through the remaining steps within the pay range until Step 5 is reached. Once an employee has reached step 5, he/she may be eligible for increases each budget year as dictated by the City Council.

Comment [GM1]: Do we want to address the inability to reach the max?

Comment [F&R2]: Think this sentence addresses your above comment – you think we should add something more

A pay plan for seasonal employees will be approved by the City Council and maintained by the City Administrator. Appointment in a classification will be at the pay grade assigned to the classification of work. Appointments may occur above the initial appointment wage if approved by the City Administrator.

An employee may be denied a step increase due to inadequate performance upon the approval of the City Administrator.

In the case of promotion to a step above Step 1, consideration may be given for a step increase after six months of employment in the new pay grade upon written request of the department head and approval by the City Administrator.

In the event an employee takes a period of unpaid leave, the date for pay increase will be delayed for a period of time equal to the time of unpaid leave. Subsequent increases will not be delayed but will return to the employee's original pay progression schedule.

**Employee Health
& Wellness**

EMPLOYEE PHYSICALS AND WELLNESS

Physicals

In order to determine physical fitness for performance of essential job responsibilities, new employees are provided a physical examination, which is arranged and paid for by the City after a job offer is made. The City may also require a physical examination for the purpose of determining fitness to perform the essential functions of a position if a problem is evident that is affecting an employee's work. The City may also require a return-to-work physical following a period of illness or injury [and also may require a physical for movement from one classification to another.](#)

Wellness program

The city also provides its employees an opportunity to participate in a wellness program.² The wellness programs includes several facets including fitness scholarships to assist with the cost of joining a health club, the ~~Genesis-Wellpower~~[annual comprehensive wellness screening](#) program, and Employee Assistance Program (EAP), [annual hearing tests](#), and a variety of other safety, fitness, or wellness programs. A smoking cessation program is also available through the wellness program. Information on any other available options can be obtained by contacting the Human Resources or Parks and Recreation departments.

EMPLOYEE ASSISTANCE PROGRAM POLICY

The City of Muscatine provides an Employee Assistance Program (EAP) as part of the wellness program. This program offers free and confidential counseling visits to employees and their dependents.

The goal of the Employee Assistance Program is to maintain and enhance employees' well-being and work productivity. The EAP provides confidential, professional assistance to employees and family members. Assistance is provided for such problems as alcohol [abuse](#), substance abuse, marital or family distress, [and](#) financial, legal, and emotional concerns. Genesis EAP can be contacted by calling 563-264-2725.

DRUG AND ALCOHOL POLICY

The City of Muscatine has a Drug and Alcohol Testing Policy.

Employees are hereby notified that the use, sale, purchase, transfer or possession of a controlled substance except as prescribed by a licensed physician in a legitimate treatment of illness is hereby prohibited. Employees are also prohibited from being under the influence of an alcoholic beverage during hours of

employment, or at any time the employee is in a city facility, vehicle, [piece of equipment](#), or when the employee is performing work on behalf of the city.

City employees are required, as a condition of continued employment with the City of Muscatine, to comply with the laws on controlled substances. Any known work-related violation of said laws must be reported to the employee's supervisor within five days of occurrence. Any employee convicted of violating any controlled substance law, operating while intoxicated, or public intoxication, must notify their supervisor of the conviction within five days of the conviction. Employees are responsible for notifying their supervisor of any use or suspected use of controlled substances or alcohol by any person or employee that may affect work performance.

The City of Muscatine tests in the following situations: Pre-Employment, Post Accident and [Reasonable Suspicion Probable Cause, and random testing for certain classifications of employees](#).

Record Keeping

The records of testing activity and testing results are maintained in a records file separate from the employee's personnel file. Results of screens and other test results are sent directly to the City Administrator or designated representative. Efforts will be made to treat all such information as confidential.

New Employees

Drug screening is a required part of the pre-employment health physical that is provided to all regular new employees of the city. Approval of new hire and/or continued employment is based on a successful report in this screening. New hires testing positive in the City's drug screen taken as part of the pre-employment physical process are automatically disqualified from employment.

Current Employees

No testing of current employees is planned except in the following situations:

[Reasonable Suspicion Probable Cause Testing](#) - The city may require a test of an employee suspected of being under the influence of a drug or alcohol in the workplace when the City has [a reasonable suspicion probable cause to believe](#) that the employee's faculties are impaired or when 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, property of the City or when impairment is a violation of a known work rule.

Post Accident Testing - Employees involved in on-the-job accidents when circumstances involve a death or reportable injury, involve damage to city or private property in excess of \$1,000, or when employees engage in unsafe on-duty activity

are subject to post accident testing. Alcohol testing will be performed within 8 hours and drug testing will be performed within 32 hours of the incident.

Comment [F&R3]: No! I actually think it's too low, but it seems to work. A fender bender can be close to \$1000.

Department of Transportation (DOT) Regulations - Two classes of city employees are required to submit to drug and alcohol testing under DOT regulations and are as follows:

- 1) All safety-sensitive employees of the Transit Division (whether or not they hold a Commercial Driver's License).
- 2) All employees holding a Commercial Driver's License who could potentially drive City vehicles/equipment which require a CDL.

A copy of the DOT regulations can be obtained from the Human Resources Department.

Assistance for substance abuse problems is provided to employees through the City's EAP Program. This assistance may be sought through supervisory referral or by the employee voluntarily. An employee with a positive drug test will be required to undergo an evaluation with a substance abuse professional and comply with resulting recommendations. A second positive drug test may result in discipline, up to and including termination.

A complete copy of this policy is available in the Human Resources Department.

SMOKING POLICY

The State of Iowa prohibits smoking in public places and provides a penalty for non-compliance.

Smoking and use of tobacco products is prohibited in all buildings and on the grounds of buildings owned and operated by the City of Muscatine*. Smoking and use of tobacco products is prohibited inside the fenced areas and on the grounds immediately adjacent to the Muscatine Soccer Complex, Kent Stein Park, Weed Park Aquatic Center, and Musser Skateboard Park. In addition, smoking is prohibited on playground equipment and a ten (10) foot buffer zone around the playground equipment, at park shelters and inside Riverview Center, Pearl City Station, and the Municipal golf course club-house and on the grounds immediately adjacent to these facilities. Smoking will be allowed for members of the general public on the golf course itself and in open areas of the park. Employees may not smoke in these areas during regular duty hours, but may do so during break periods. (**Public housing units are governed by policies set forth by the Housing Authority*)

Smoking and use of tobacco products is prohibited in all city vehicles. Smoking in parking lots is also prohibited, unless the employee is inside his/her personal vehicle. Leased parking lots and metered parking are excluded from this policy. The

only exception to this policy will be certain undercover police vehicles that are excluded from the law.

Employees are expected to refrain from smoking during their normal work hours. Smoking during breaks and lunch periods must take place off of city property (except open areas of the City parks) or inside personal vehicles.

Employee Smoking Cessation Assistance

The City of Muscatine will provide financial assistance to employees and spouses who are currently smokers but wish to become non-smokers by participating in a smoking cessation class.

The City will reimburse employees for 100% of the total cost and reimbursement to a spouse for 50% following successful completion of the program. The reimbursement applies only to classes and not to other smoking cessation aids.

SAFETY POLICY

Recognizing that safety, health, and economic opportunity are of great importance to every employee of the City of Muscatine, the City Council is dedicated to the protection and conservation of its human, physical and financial resources. Safety is an integral part of all facets of employment of the City of Muscatine. Each department's goal will be to have zero injuries.

Each employee must develop a positive attitude toward safety, accepting accountability for personal safety and the safety of fellow employees. This will result in a commitment to:

- Viewing rules and procedures as a means of accomplishing safe results rather than a roadblock to overcome.
- Showing of mutual concern for employees by constantly looking for unsafe work practices and stopping unsafe acts.
- Continuing a high degree of communication with peers, supervisors, and subordinates by discussing safety on a regular basis as well as reporting all injuries and emergencies.
- Accepting the responsibility to work safely and to extend this concern for personal safety to fellow employees.

Employees are expected to follow all City and departmental rules regarding the use of safety equipment. Reimbursement programs are available for safety shoes and

safety eyeglasses. Information on these programs is available in each department and in Human Resources.

POLICY FOR WORKPLACE THREATS AND VIOLENCE

The safety and security of its employees is important to the City of Muscatine. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on city property will not be tolerated. Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on City property shall be removed from the premises as quickly as safety permits and shall remain off City premises pending the outcome of an investigation. The City of Muscatine will initiate an appropriate response, which may include, but is not limited to, suspension and/or termination of any business relationship, assignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

All City personnel are responsible for notifying their supervisor of any threats they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or otherwise connected to the City or City-owned property. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If the supervisor is not available, personnel should report the threat to their department head, Human Resources Manager, City Administrator or an elected official.

All employees who apply for or obtain a protective or restraining order which lists City locations as being protective areas, must provide to the designated management representative a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

WEAPONS OR OTHER INSTRUMENTS OF VIOLENCE

Possessing, using, or threatening to use a weapon in City facilities or on City property is forbidden. Weapons are defined as, but not necessarily limited to, the following:

- Firearms or ammunition;
- Knives;
- Explosives; or
- Any other implement, when used or when the use of the implement as a weapon is implied or threatened.

Exceptions to this policy are firearms, ammunition, knives, explosives, or other instruments either issued or approved by the City Administrator department as being necessary for the employee in the performance of their job requirements.

HARASSMENT POLICY

Sexual Harassment

Sexual harassment in the workplace will not be tolerated.

The definition of sexual harassment is an unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature, when

- a) submission to such conduct is made an implicit or explicit condition of an individual's employment;
- b) submission to or rejection of such conduct affects employment opportunities;
or
- c) such conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

Other Harassment

In addition to sexual harassment, the City also prohibits any employee from harassing another employee based on ethnicity, race, gender, national origin, religion, age, disability or other characteristic protected by law. Such harassment may include derogatory remarks, epithets, offensive jokes, the display of offensive printed or visual material, or offensive physical actions that unreasonably interfere with an individual's work performance or create an abusive work environment.

All harassment claims must be made in good faith.

Non-Retaliation Policy

The City prohibits retaliation against any employee who, in good faith, raises concerns about harassment or inappropriate behavior or anyone who, in good faith, has aided in providing information during an investigation. Retaliation could include, but is not limited to spreading rumors, committing acts of discrimination or harassment, disparaging their work or character, or the like. Such retaliation can be an independent justification for the imposition of disciplinary action up to and including termination, regardless of whether the original concerns raised are substantiated.

Reporting Claims

Situations, incidents and environments, including harassment from persons not employed by the city, should be reported promptly to a supervisor or department head. Any employee may also report an incident to the Human Resources Manager or City Administrator. Employees may also speak to the City Attorney if none of the previously mentioned people are available or if said people are involved in the

harassment. A prompt, impartial and discreet investigation will be held and if a violation is found, corrective action will be taken by the employer.

Miscellaneous Policies

EMPLOYMENT SEPARATION

Should you decide to resign or retire from City employment, you are asked to give reasonable notice to your employer. Your resignation date will be your last actual working day. Vacation or other paid leave may not be used to “extend” that date. In addition, City employees wishing to resign are expected to provide at least two weeks’ notice to the department head or department supervisor and to sign a Voluntary Resignation form stating the complete reason for your resignation. Sometime after your resignation notice, an exit interview will be held.

In the event of layoff, the City will provide the employee with as much notice as practical and attempt to provide at least two weeks’ notice. In the case of layoff of Civil Service employees, a Certificate of Preference in the employee’s classification will be issued, providing rehire rights and preference.

When employment separation is due to appropriate disciplinary action, no notice period will be provided.

DISCIPLINE POLICY

This discipline policy has been established to maintain consistent guidelines for all departments in their enforcement of employee conduct in work situations. If the employer has reason to discipline an employee, it will be done in a manner that does not embarrass the employee before other employees. Discipline will be administered for infractions by the employee of city policies, regulations, management goals, and other guidelines as set forth by the city, and it is the policy of the city that discipline shall be administered in a firm and fair manner.

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

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;
- Theft, disobedience or insubordination, refusal to perform an assigned job;
- Willful destruction or defacing of City property;
- Deliberate falsification of information;
- Alteration of timecard, including punching another employee's timecard;
- Unexcused or excessive absenteeism or tardiness or abuse of sick leave;
- Sleeping while on duty (not applicable to on duty fire fighters during permitted sleeping periods);

- Leaving the City premises during working hours without permission;
- 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.

The above is provided for illustrative purposes only and is not an all-encompassing list. Other violations may be grounds for discipline, up to and including ~~termination~~ discharge. In addition, 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.

EXIT INTERVIEW

An exit interview will be scheduled with a terminating employee prior to the last day of work. This will provide a continued review and record of employee turnover, and each employee leaving the City of Muscatine employment will be asked to fill out an exit questionnaire.

~~USE OF CITY EQUIPMENT~~

~~State law prohibits public employees from using City equipment for personal use. If you have any questions regarding this policy, you are to consult with your department head.~~

~~Any misuse or personal use of City equipment will lead to disciplinary action up to and including termination.~~

OPERATION OF CITY VEHICLES

The City of Muscatine is strongly committed to the safe operation of the vehicles in its fleet, of its motorized equipment, and to personal safety. In order to help ensure the safe and legal operation of these vehicles, the following policy has been adopted.

Applicants for positions that require driving will not be considered if their driving records exceed these standards.

- More than three (3) moving violations in the past 12 months or more than five (5) moving violations in the past 24 months.*
- Two (2) or more accidents reportable under the laws of the State of Iowa, and in which the potential employee received a citation, in the past 36 months.
- A violation for Operating While Intoxicated (OWI) in the past 48 months or multiple violations in the past ten (10) years.

Employees who operate city vehicles are expected to adhere to the following guidelines:

- Vehicles are to be used for City business only.
- No other passengers are to be allowed in City vehicles except when such individual is involved with City business.
- Vehicles are to be driven only when necessary, and drivers are to be energy conscious at all times.
- Vehicles should be cleaned inside and out on a regular basis.
- The vehicle shall be properly maintained at the appropriate intervals and emergency repairs made as needed.
- All vehicles must have City of Muscatine stickers and vehicle numbers on them at all times with the exception of vehicles that, by their use, would exclude the use of such stickers or markings.
- No smoking is allowed in City vehicles at any time.
- Seat belts are to be worn at all times except as exempted in Iowa Code 321.445.
- The City Administrator must approve any exceptions to these guidelines.

Employees in positions which require a Commercial Driver's License (CDL) or the operation of a City vehicle will be subject to an annual review of their motor vehicle report (MVR). Employees required to drive as part of their duties are expected to notify the City of all traffic citations, whether received on or off duty, within 24 hours of receipt. Any license suspensions should be reported immediately.

Employees required to drive City vehicles must remain insurable by the city's automobile insurance carrier. If an employee is no longer insurable by the city's carrier, said employee will no longer be eligible to drive a company vehicle, which may result in termination of employment.

Any questions regarding this policy should be directed to the department head or Human Resources Department.

[*Note: Violations of The Iowa Code, Section 321.210 \(2\) \(d\) are not applicable as moving violations](#)

ELECTRONIC COMMUNICATIONS – INTERNET, E-MAIL AND VOICE MAIL

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.

The City provides both e-mail, computer, voice mail and in some cases cell phone 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, or to his designee. The City has the ability to access and monitor all such communications.

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. Employees should keep in mind that electronic communications have been used against employees and employers in legal proceedings.

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. 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.

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 in a manner inconsistent with this policy and/or 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 or his/her designee.

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.
- Using the equipment for personal, political or religious purposes.

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.

SOCIAL MEDIA POLICY

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To address the fast changing way community members obtain information online, the City of Muscatine authorizes the use of social media tools to reach a larger audience. The purpose of social media will be to give information from the city, about the city, to the citizens of Muscatine. The City of Muscatine encourages the use of social media where appropriate.

The City of Muscatine has strong interests and expectations as to what is communicated on behalf of the City on social media websites which include, but are not limited to Facebook and Twitter. This policy is to be used as a guideline for social media usage for employees of the City of Muscatine.

The City of Muscatine's guidelines for social media

1. Information posted on social media sites should act in accordance with with all City policies and standards.
2. Informational items posted on City social media sites should be available on the main city website. The City website will continue to serve as the main information source. <http://www.muscatineiowa.gov>
3. An employee representing the City of Muscatine using social media sites must conduct themselves at all times as a representative of the City of Muscatine, and be in accordance with City polices. As examples, employees posting on behalf of the City should utilize appropriate and professional language, attire, and profile pictures. Employees who fail to conduct themselves in a positive and professional manner will be subject

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to Disciplinary Action Procedures, ~~which are located in the Employee Manual.~~

4. An employee should be respectful and behave professionally to fellow employees, businesses, community members, and the City of Muscatine, when using social media sites.
5. An employee should refrain from excessive commenting, adding comments that are not related to the subject, ~~comments containing profane language or comments that promote, foster, or encourage~~ discrimination on the basis of race, age, religion, gender, marital status, national origin, sexual orientation, or disability.
6. As stated in the Employee Manual, it is assumed that predominate use of the World Wide Web and electronic mail will be for work use, and that any personal use of these resources will be limited; never a priority over work matters. This includes social media sites. If an employee is found using these resources for an excessive amount of time for personal use, the employee would be subject to disciplinary action, up to and including termination.

It is important to recognize that an employee should not post anything that could either damage the City's or any City employee's credibility with the public, or the City's reputation. Everything that is posted on social media sites is public information.

The City of Muscatine reserves the right to restrict or remove any content. ~~that is deemed in violation of this City's social media policy.~~

CELL PHONE/WIRELESS COMMUNICATIONS POLICY

Requests for wireless communications equipment and services must be made to the Department Director. The Department Director, subject to City Administrator approval, will determine if and what communication equipment will be needed by an employee. The Department Director has the authority to determine, at any time, whether or not a cell phone is a justified communication device. If it is determined by the Department Director that a cell phone is a necessary communication device for an employee, two options are available for service.

Option 1: City-Provided System

- A City-provided phone is to be administered by the Department.
- The Department will investigate plan options, administer distribution of phones and maintenance issues, audit charges, and process invoices for payment.

- City cell phones are **not to be used for personal communication either outgoing or incoming.**
- The cell phone number must be supplied to the City Administrator's Office.
- Any change in cell phone number(s) or cell phone assignment(s) must be supplied to the City Administrator's Office.
- The City's Finance Department will audit each employee's cell phone calls at least once per year. For that month, each employee will be required to identify calls as to whether they are business or personal.
- Employees must acknowledge and agree to this policy by their signature on the attached form.

Option 2: Allowance System

- A \$30 monthly allowance is given to the employee. (This is a **taxable** benefit.)
- The employee is to purchase their own plan and phone.
- The employee is responsible for maintenance and/or loss of the phone and for payment of invoices.
- There is no restriction of calls and no City audit of charges. However, if there is a performance issue or concern of illegal activity arising out of use of the phone during work hours, the City reserves the right to review personal cell phone statements.
- The cell phone number will be supplied to the City Administrator's Office.

Personal Cell Phones

The use of personal cell phones for personal communications, should be limited, to the extent possible, to break times and before or after work. [Excessive personal use during work periods could lead to disciplinary action.](#)

ACCESS TO HUMAN RESOURCES

During your time of employment, questions may arise regarding human resources practices, city benefits, or other employment matters. These questions may be directed to Human Resources for referral, resolution or service.

In addition, any employee may view his/her own personnel file by appointment during the business hours of the office.

RESIDENCY REQUIREMENTS

All employees of the City must reside within 30 air miles of City Hall ~~the State of Iowa during their term of employment. Other employees, designated as critical employees, must reside within Muscatine County~~ within six months of hire or promotion.

~~The residency requirements do not apply to seasonal employees.~~

OUTSIDE EMPLOYMENT

An employee working in any position in addition to his/her full-time position with the City must notify the department head of such outside employment. Outside employment shall be subject to the following conditions:

- It must not interfere with the employee's effectiveness in performing his/her duties for the city.
- It shall not be a conflict of interest with City employment or interfere with any response to City emergency calls.
- It must not cause adverse publicity to the City or the employee.

The above requirements do not apply to seasonal or regular part-time employees.

EMPLOYMENT OF RELATIVES

No individual may be hired or transferred into a position in which the employee would be supervised by a member of the immediate family or in which the family member would have administrative discretion over the individual's terms and conditions of employment; or in which the individual would supervise a member of the immediate family or have administrative discretion over the family member's terms and conditions of employment. For purposes of this paragraph, immediate family consists of spouse, mother, father, brother, sister, children, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, or cousin.

DRESS CODE POLICY

All employees are expected to exercise discretion and good taste in the matter of dress. Cleanliness and good grooming is expected of all personnel. Employees are expected to be appropriately dressed for the type of work they are performing. Each department may [with City Administrator approval](#) determine its definition of acceptable appearance standards balanced by public impression, comfort, health, and safety. A department head may require an employee to leave his/her job without pay when the attire or the employee's general appearance is considered inconsistent with [Citydepartmental](#) policy.

All employees who are supplied with uniforms are to report to work each day in a clean uniform.

Employees may purchase shirts, sweatshirts, and jackets with the City logo for their own use, which may be worn only while working for the City or elsewhere with prior approval of the City Administrator.

Any questions regarding appropriate work attire should be directed to the department head.

BENEFITS

Leave Policies

JURY DUTY

The City of Muscatine will pay all regular employees called to serve on any jury (or subpoenaed to testify as a witness for the City) the difference in wages between any court pay and their regular earnings for regular working hours absent due to jury service, which is defined as time of examination, selection, or actual service on a jury or as a subpoenaed witness. The City retains the right to adjust the work schedule of the called employee for pay purposes for the tour of jury or witness duty.

The above provision does not apply to seasonal employees.

HOLIDAYS

The following are declared to be legal holidays for City employees with the exception of Library employees:

New Year's Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Thanksgiving Friday
Independence Day	Christmas Eve Day
Labor Day	Christmas Day

For Library employees the following shall be declared legal holidays:

New Year's Day	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day	Floating Holiday
Labor Day	Floating Holiday
Thanksgiving Day	Floating Holiday

The Library Board, may from time to time, designate additional floating holidays to facilitate maximum service of the public, provided the number of holidays given do not exceed 10 in each calendar year. The holiday schedule will be reviewed and set by the Library Board in advance of each calendar year.

Non-Union Regular Part-time personnel receive holiday benefits at the following rates:

20-29 hours	1/2 benefits
30-39 hours	3/4 benefits

When a holiday falls on a Sunday, Monday shall be observed as a regular holiday. When a holiday falls on a Saturday, Friday shall be observed as regular holiday. The City Council may designate additional days as paid holidays. In order to be eligible to receive holiday pay, an employee must report to work on the employee's last scheduled workday before the holiday and the first scheduled workday after the holiday, unless the absence has been pre-approved.

Non-Union/Non-Supervisory personnel who are required to work on a holiday will receive one and one-half his/her normal rate of pay in addition to the holiday pay allowed.

The above provision does not apply to seasonal employees.

VACATION

Non-Union/Non-Supervisory employees must reduce their vacation hours to the maximum accumulation earned by their anniversary date each year. Vacation may be used as earned following the first six (6) months of employment. Following the first year of employment, employees are required to take at least one full workweek of vacation each year. Vacation hours over the maximum accumulation may be carried over with the approval of the department head and the City Administrator. Employees in these classifications accumulate vacation at the following rates:

	Full - time	3/4 time	½ time
First Anniversary Date	80 hours	60 hours	40 hours
Fifth Anniversary Date	120 hours	90 hours	60 hours
Thirteenth Anniversary Date	160 hours	120 hours	80 hours
Twentieth Anniversary Date	200 hours	150 hours	100 hours

Vacation benefits do not apply to seasonal employees.

BEREAVEMENT LEAVE

Employees shall be allowed time off with pay in the event of a death in the family as follows:

- 1) Up to five (5) days to arrange and attend funeral of spouse and children, including stepchildren.
- 2) Up to three (3) days for funeral of parents, step-parents, parents-in-law, grandparents, grandchildren, brother, sister, son-in-law, daughter-in-law or any relative within the first degree living in the household.

3) The department head may allow an employee the necessary time off with pay to attend the funeral of members of the family not included above or of a close family friend.

4) Because of extraordinary factors necessitating additional time off, supplementary funeral leave with pay may be accorded to the employee at the discretion of the ~~department head or~~ City Administrator.

Benefits not applicable to seasonal employees.

PERSONAL LEAVE

Personal leave is defined as leave with pay for personal reasons during working hours. Personal leave is intended for matters that cannot be delayed to an off day such as attending to legal business, admitting or discharging an immediate family member from the hospital, etc. This leave may be granted by a department head for a period of less than the regularly scheduled work shift and shall be requested with as much advance notice as possible by the employee. As personal leave is granted for part of a work shift only, the employee shall be required to report for work prior to or after the business for which the personal leave has been granted.

Non Union/Non Supervisory personnel shall be granted 8 hours of personal leave each year, beginning on July 1 provided the employee has completed the probationary period by that date. Half-time employees will receive 4 hours of personal leave, $\frac{3}{4}$ time employees will receive 6 hours of personal leave each year beginning on July 1.

Personal leave does not apply to regular part-time or seasonal employees.

VOTING LEAVE

Employees required to work for all of the hours which the polls are open on an election day shall be given sufficient time off with pay to vote.

MILITARY LEAVE

The City will grant leave of absence for military pay in compliance with the provisions of State and federal law.

SICK LEAVE

Paid sick leave is intended to protect against loss of pay when needed and not as guaranteed "time off" for the employee. Employees of the City shall be granted eligibility for leave of absence from their employment with full pay for any cause due ~~to qualified FMLA reasons (see below)~~, personal illness, injury, or for personal or immediate family medical, dental or optical appointments that cannot be scheduled during non-working hours or legal quarantine. Hours earned during

a pay period are credited the last day of any pay period and are not available for use until the first day of the next pay period. Sick leave credit accumulated during the time spent on sick leave will not be available for use during the current illness but will be counted as part of new accumulation of sick leave beginning one (1) week after return to full time service.

The sick leave benefit provision is as follows:

- Full-time employees (40 hours/week) accrue sick leave at a rate of 4.62 hours per pay period.
- Part-time employees (30-39 hours/week) accrue sick leave at a rate of 3.46 hours per pay period.
- Part-time employees (20-29 hours/week) accrue sick leave at a rate of 2.31 hours per pay period.

Maximum accumulation of sick leave for any employee not covered by a collective bargaining agreement shall be 1,120 hours. Request for extension for unpaid leave after the exhaustion of the above-listed benefits will be determined upon the recommendation of the department head and approval by the City Administrator.

VALID USES OF SICK LEAVE:

- Personal illness or injury.
- Dental appointments.
- Eye examinations.
- Doctor appointments and medical testing.
- Approved visits to medical facility as part of a rehabilitation program.
- Health-related counseling or examination.
- Up to five (5) days per calendar year for medical or dental care of an employee's spouse, child, parents, or family member living in the employee's immediate household.

Termination of employment for any reason other than retirement shall terminate any obligation of the employer in connection with unused sick leave and shall not entitle an employee to provide any payment upon termination for any accrued but unused sick leave

Benefits do not apply to seasonal employees.

FAMILY AND MEDICAL LEAVE POLICY

Employees, who have been employed for at least one (1) year, and have worked at least 1,250 hours during the preceding 12-month period, are eligible for family and medical leave.

Family or medical leave will consist of appropriate accrued paid leave and, if paid leave is insufficient, unpaid leave. Depending on the need for the leave, the employee must use accrued sick leave (if appropriate), vacation, and/or compensatory time. Upon expiration of available paid leave, the remainder of the leave will consist of unpaid leave.

Eligible employees are entitled to up to 12 weeks of family and medical leave during any 12-month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA), or possibly up to 26 weeks of leave in any 12-month period in compliance with The Support for Injured Service members Act of 2007, for one or more of the following reasons:

1. To care for the employee's child after birth, or placement for adoption or foster care;
2. To care for the employee's spouse, son or daughter, or parent who has a serious health condition;
3. For a serious health condition (as that term is defined by law) that makes the employee unable to perform the employee's job;
4. For a covered family member's active duty or call to active duty in the Armed Forces; or
5. To care for an injured or ill service member.

The entitlement to leave for the birth or placement of a child for adoption or foster care will expire twelve (12) months from the date of the birth or placement.

An employee requesting leave must complete the appropriate form(s) and return them to the Human Resources (HR) Department. Forms are available in the HR Department.

Employees must provide as much advance notice as possible and is requested to provide at least thirty (30) days' notice of the need to take FMLA leave when the need is foreseeable. When notice of at least thirty (30) days is not possible, the employee must provide notice as soon as practicable and generally must comply with normal leave request procedures.

The City reserves the right to designate leave as Family and Medical Leave and employees may be required to complete the medical certification forms for leave in excess of three (3) days and as outlined in the Act. For leave in excess of ten (10) days, a medical certification will be required. Failure to comply with this request could result in disqualification of the leave.

During a period of family medical leave, an employee will be retained on the City health plan under the same conditions that applied before leave commenced. To continue health coverage, dental coverage or life insurance coverage the employee must continue to make any contributions that he or she made to the plan before taking leave. An employee is not entitled to the continuation and/or accrual of any other employment benefits that would have occurred if not for the taking of the FMLA leave.

The City, at its discretion and expense, may require a second medical opinion and periodic recertification. If the first and second opinions differ, the City, at its expense, may require the binding opinion of a third health care provider, approved jointly by the City and employee.

Prior to returning to work from FMLA leave for the employee's own serious health condition, the employee must present a certification from the health care provider that he/she is able to resume work with or without medical restrictions. If certification is not received, return to work may be delayed.

The Clinic may require an employee on FMLA leave to report periodically on his/her status and their intention to return to work, and also periodic recertification of the medical condition.

Employees who return to work from family or medical leave of absence within or on the business day following the expiration of the twelve (12) or, if eligible, twenty-six (26) weeks are entitled to return to their job or an equivalent position without loss of benefits or pay.

ABSENCE WITHOUT LEAVE

If an employee is voluntarily absent from duty without proper authorization for part or all of a workday or work shift, such absence may be grounds for disciplinary action, up to and including termination. Voluntary absence without leave for a period of two (2) workdays shall generally result in immediate termination of employment.

LEAVE OF ABSENCE WITHOUT PAY

Employees who, desire to secure temporary leave from their regular duties may, with the approval of the department head and the City Administrator, be granted a special leave of absence without pay for a period not exceeding one month for each year of service.

Requests for special leave of absence shall be submitted in writing and shall state the reasons for such request, the need for such leave, the date when the leave is to begin and the date of return to work.

During a leave of absence without pay, the employee must pay any group hospitalization and dental premiums that come, pay for premiums for coverage under the group life insurance policy, and shall not receive any other job benefits during the period of absence.

BENEFITS
Other

WORKER'S COMPENSATION

All employees of the City are covered by worker's compensation with the exception of employees covered under provisions of the Code of Iowa for Police and Fire disability. No employee shall be eligible for the duplication of Worker's Compensation and sick leave benefits; however, upon written request the City Administrator will consider allowing an employee to receive normal pay during the illness or injury leave time by the use of employee's accumulated sick leave.

HEALTH INSURANCE

Full-time employees will receive a single policy of hospitalization/health insurance with the City providing a contribution of 95% of the premium and the employee is responsible to pay 5% of the cost. Dependent coverage by the employee is also available with the City providing a contribution of 95% dependent coverage cost with the employee responsible to pay 5% of the cost.

Regular part-time employees may purchase health insurance at the group rate.

Benefits do not apply to seasonal employees.

DENTAL INSURANCE

Dental Insurance is provided to all full-time employees with the cost for the dental insurance paid for by the City. Employees may elect dependent coverage through the group policy, if desired, at the employee's cost.

Regular part-time employees may purchase dental insurance at the group rate.

Benefits do not apply to seasonal employees.

LIFE INSURANCE

Full-time employees will receive a term life insurance policy, which will remain in effect during employment with the City. The City pays the premium for single coverage under the policy. The amount of insurance is one (1) time the annual salary to the next higher thousand dollars.

Full-time employees may choose to purchase additional insurance on their own lives. Some additional life insurance is also available for dependents at the employee's expense.

Benefits do not apply to regular part-time or seasonal employees.

LONG TERM DISABILITY

Long-term disability insurance has been purchased for non-union full-time employees. This benefit is designed to replace a portion of an employee's income when he/she cannot work on a full-time basis because of injury.

This benefit applies to non-union full-time employees only.

FLEXIBLE BENEFITS ACCOUNTS

Employees are offered the opportunity to select a medical reimbursement account and/or a dependent care reimbursement account at the beginning of each calendar year. The medical reimbursement account offers the ability to pay for out-of-pocket medical expenses with pre-tax payroll deductions. The dependent care reimbursement account allows pre-tax payroll deductions for payment of childcare or care of a disabled dependent parent or spouse. Information regarding this benefit is available in the Human Resources Department.

EDUCATIONAL BENEFITS

The City of Muscatine provides educational assistance for employees as outlined below. An application form must be filled out for every course. For purposes of this policy, course work must be taken from an accredited college or university and approval for course work by the employee's Department Head, City Administrator and Human Resource Department is required prior to registration or enrollment.

The courses taken must be shown to benefit the City by giving employees a better understanding of their current positions or preparing them for possible future positions within the city. Funding must be budgeted for or available within the department's budget prior to beginning coursework.

Employees will be reimbursed following the completion of courses taken with the prior approval of the City as outlined above. The City will reimburse the cost of registration, tuition, and lab fees. All other fees and book costs are at the expense of the employee. In order to be eligible for reimbursement, an employee must be employed at the start and completion of their course work and a copy of the employee's transcript showing a letter grade "C" or better (i.e., an average or above average grade) along with an invoice from the institution must be forwarded to the Human Resources Department.

Classes should be scheduled outside of the normal working hours. If extenuating circumstances occur, management may consider alternative work schedules.

The city will not pay for courses which are not completed, or for course work in which a grade of "C" or better is not obtained. For example, the City will not pay for course work where an employee receives a "pass" in a pass/fail grading scale.

An employee who leaves employment will be required to repay the city for tuition and lab fees reimbursed to them during the last 24 months of employment.

RETIREMENT BENEFITS

As an employee, you will be participating in the Iowa Public Employees' Retirement System (IPERS) designed by state law to provide retirement benefits after employment service. In order to assist you in understanding this program, IPERS information explaining your rights and benefits under this system is available in the Human Resources Department.

Certain employees may be eligible for benefits in an Early Retirement Program, which has been adopted by the City. Additional information on this program is available in the Human Resources Department.

Sworn police officers and full-time fire department personnel receive retirement benefits through contributions to the Municipal Fire and Police Retirement System of Iowa.

All regular employees (full- or part-time) may participate in a deferred compensation program offered by ICMA Retirement Corporation or by Nationwide Retirement Systems. An option for a Roth IRA is also available. The employee provides 100% of the participation funding.

RETIREMENT HEALTH SAVINGS ACCOUNT

The Retirement Health Savings program (RHS) is a fund that provides tax-free money for health care expenses following employment with the City. An annual contribution is made for each employee in a participating group on July 1st of each year. At retirement 2/5 of accrued sick leave is placed in this account for use to pay health care premiums.

This money is available for employees' use following termination of employment.

Complete information about the RHS is available in the Human Resources Department.