



Employee Handbook

March 17, 2025

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I. INTRODUCTION

1. WELCOME

The City of West Branch would like to welcome you! We hope that you find the City of West Branch (hereinafter “City”) is a rewarding place in which to work and we look forward to a productive and successful association.

2. HISTORY

West Branch is a growing community with many great opportunities. You’ll find our town an inviting place for all ages to shop, live, dine, meet and visit often. The community’s pride in its architectural and cultural heritage is evident in our historic downtown where 14 buildings are listed on the National Register of Historic Places.

West Branch is the birthplace of Herbert C. Hoover, the 31st president of the United States. Visitors enjoy the Herbert Hoover Presidential Library-Museum and the Herbert Hoover National Historic Site and Prairie.

3. DEFINITIONS

- a. APPOINTMENT: The offer of and acceptance of employment. The appointing authority is the City Council.
- b. COMPENSATION: The salary, wage, allowances, and other forms of valuable consideration, earned by or paid to any employees by reason of service in any position, but does not include allowances authorized and incurred incident to employment.
- c. DEMOTION: The change of an employee from one classification/position to another having lower compensation.
- d. DISABLED PERSON: Any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment, as defined by applicable state law.
- e. DISCIPLINE: The practice of training people to obey rules or a code of behavior, using punishment to correct disobedience of performance, work habits, attitude or demeanor.
- f. EXEMPT EMPLOYEE: An exempt employee is someone who is not subject to the Fair Labor Standards Act’s (FLSA) minimum wage and overtime pay requirements. Exempt employees are usually paid a salary or fee, and are not eligible for overtime pay. They are typically paid the same amount each pay period, regardless of how many hours or days they work, with some exceptions. Exempt employees may also be required to work longer or inconsistent hours to fulfill their responsibilities, and may be obligated to work as many hours as needed to do so.
- g. FRINGE BENEFITS: Employee compensation other than wages, such as, but not limited to: medical insurance, holiday pay, vacation, sick leave, and other leaves granted under this handbook.
- h. FULL TIME EMPLOYEE: An employee working 40 hours per week, fifty-two weeks per year.

- i. GRIEVANCE: An expressed difference, dispute, or controversy between an employee and the appointing authority, with respect to circumstances or conditions of employment.
- j. LAYOFF: The involuntary, non-disciplinary separation of an employee from a position because of a reduction in forces or funds.
- k. LEAVE: An approved absence from work.
- l. NON-EXEMPT EMPLOYEE: A non-exempt employee is someone who is not exempt from the Fair Labor Standards Act (FLSA) and is entitled to overtime pay if they work more than a set number of hours, usually 40 per week.
- m. PART TIME EMPLOYEE: An employee who works less than 40 hours per week fifty-two weeks per year either on a regular schedule or intermittent basis.
- n. POSITION: A group of specific duties, tasks, and responsibilities assigned by an appointing authority to be performed by one employee. A position may be part time or full time, temporary or regular, occupied or vacant.
- o. ORIENTATION PERIOD: That period of time (one hundred eighty days from hire or reassignment) during which an appraisal of the new or reassigned employee's skills, aptitudes, and competence is made prior to appointment to a regular position.
- p. PROBATION PERIOD: A probationary period is a trial period of employment that allows an employer to evaluate a new hire's performance and competence for a role. It can also be used for existing employees, such as those who have been promoted or are having performance issues. Probationary periods are usually between one and six months long, but can vary depending on the circumstances.
- q. PROMOTION: The change of an employee from one classification/position to another having higher compensation.
- r. REGULAR EMPLOYEE: An employee who has successfully completed the orientation period.
- s. RETIREMENT: The City defines retirement as when employment terminates and the employee meets the requirements of retirement under the provisions of the Iowa Public Employees Retirement System.
- t. SAFETY-SENSITIVE EMPLOYEE: A safety-sensitive employee is an employee working in a position wherein an accident or an error could cause the loss of human life, serious bodily injury, or significant property or environmental damage, including a position with duties that include immediate supervision of a person in a job that meet the requirements of this paragraph.
- u. SUSPENSION: The temporary separation of an employee for disciplinary purposes.
- v. TEMPORARY EMPLOYEE: An employee who is hired for a specific period of time or work irregular hours, on an as-needed basis.
- w. TERMINATION: The separation of an employee from employment, to include: death, resignation, discharge, layoff, or retirement.
- x. TRANSFER: The movement of an employee from one position to another without a change in compensation.

4. AT-WILL EMPLOYMENT

This Handbook is designed to provide access to the City's policies on a continuing basis. The policies in this Handbook are subject to change or elimination at any time at the City's discretion. Any changes, including additions and eliminations, to this Handbook will be provided to employees in an official, written notice. This Handbook is presented as a matter of information only, it is not intended to form a contract between the City and the employee. Since departments vary in their duties and responsibilities, not all policies and regulations can be covered in this Handbook.

The policies and procedures outlined in this Handbook are applicable to:

- All employees responsible to the West Branch City Council.
- All volunteers, where applicable.
- All employees not directly responsible to the City Council and whose governing body has certified its applicability.

Whenever the provisions of this Handbook are in conflict with the Code of Iowa or City Code, the Code of Iowa or City Code will prevail.

Just as you retain the right to terminate your employment at any time for any reason, the City of West Branch retains a similar right. No policy or practice of City should be construed to change this relationship. Only the City Council, or appropriate governing board, has the right to modify or change this practice, and such action must be in writing.

This Handbook replaces all employee handbooks and amendments issued prior to **March 17, 2025**. Documents issued prior to this date should be discarded.

5. EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the objective of the City to encourage employment and advancement of all individuals in a way that will utilize their talents to the maximum and develop their skills most effectively in a work and community environment that is free from discrimination.

The City has a policy to provide equal opportunity for all where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, sexual orientation, disability, gender identity, pregnancy, genetic information, or any other protected characteristic as established by law.

This policy of equal employment opportunity applies to all terms and conditions of employment, including, but not limited to recruitment and hiring, training, compensation, benefits, promotion, termination, and layoffs.

Claims of discrimination should be brought to the attention of the employee's supervisor (or a higher supervisor or the City Administrator if the immediate supervisor allegedly is involved). If a claim is made to a supervisor regarding discrimination, the supervisor shall immediately notify the City Administrator. Immediate action will be taken by the City to resolve all claims of discrimination.

Normally, a determination as to whether a claim of discrimination has merit will be made within five (5) days of filing the claim. Under usual circumstances, the investigation will be completed

and a report issued within three (3) weeks of the filing of the claim. Efforts will be made to ensure the investigation and the report remain confidential.

Employees whose conduct constitutes a violation of this non-discrimination policy shall be disciplined up to and including discharge. The type of discipline will be determined on a case by case basis, contingent on the degree of the offense. Employment information, including discipline, shall remain confidential to the extent possible.

6. HARASSMENT

Illegal harassment is defined as offensive verbal, or physical conduct based on a person's race, color, religion, sex, age, national origin, sexual orientation, disability, gender identity, pregnancy, genetic information, or any other protected characteristic as established by law which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. It may also include unwelcome sexual advances, such as requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made, either directly or indirectly, a term or condition of employment.
- b. Submission to or rejection of such conduct is used as a basis for employment-related decisions, such as promotion, performance evaluation, pay, discipline, work assignment, etc.
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

The City will not tolerate harassment in any form. Any employee who is experiencing or is observing harassment by anyone, including supervisors, department director, co-workers, City Council members or visitors to the workplace, should immediately report the harassment to his/her supervisor or the City Administrator. If a claim is made to a supervisor, the supervisor shall immediately notify the City Administrator. Immediate action will be taken by the City to resolve all claims of harassment.

Investigation of a complaint normally will include interviewing the parties involved and any named or apparent witnesses. All employees are expected to cooperate with an investigation. All employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint under this policy, participating in an investigation, or filing a complaint with a state or federal agency. Normally, a determination as to whether a claim of harassment has merit will be made within five (5) days of filing the claim. Under usual circumstances, the investigation will be completed and a report issued within three (3) weeks of the filing of the claim. Efforts will be made to ensure the investigation and the report remain confidential.

Employees whose conduct constitutes a violation of this anti-harassment policy shall be disciplined up to and including discharge. The type of discipline will be determined on a case by case basis, contingent on the degree of the offense. Employment information, including discipline, shall remain confidential to the extent possible.

Through this policy, the City is affirming its commitment to create a work environment for all employees that is free of any form of harassment.

7. ANTI-RETALIATION

Employees who make good faith claims of discrimination or harassment shall not be subjected to retaliation. Witnesses who, in good faith, participate in any investigation regarding discrimination or harassment, shall not be subjected to retaliation. Retaliation is punishing an employee by demoting them, terminating them, or changing their work conditions in a material way. The City shall not tolerate retaliation. Claims of retaliation should be brought to the attention of the employee's supervisor (or City Administrator if the immediate supervisor allegedly is involved). If a claim is made to a supervisor, the supervisor shall immediately notify the City Administrator. Immediate action will be taken to resolve all claims of retaliation.

Investigation of a complaint normally will include interviewing the parties involved and any named or apparent witnesses. All employees are expected to cooperate with an investigation. All employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint under this policy, participating in an investigation, or filing a complaint with a state or federal agency.

Any employee determined after investigation to have retaliated against another employee will be subject to appropriate disciplinary procedures depending upon the severity of the behavior, up to and including termination.

8. AMERICANS WITH DISABILITIES ACT

It is the City's policy to comply with the Americans with Disabilities Act Amendments Act. The Americans with Disabilities Act Amendments Act ("ADAAA") prohibits discrimination against qualified individuals on the basis of disability. The City will not discriminate against any qualified employee or job applicant with respect to any terms, privileges or conditions of employment because of that person's physical or mental disability or a perceived disability. In compliance with the ADAAA and the Iowa Civil Rights Act ("ICRA"), the City will consider reasonable accommodations that do not pose undue hardship to the City to enable qualified applicants or employees with disabilities to perform the essential functions of a position.

The employee or applicant claiming to have a disability and requesting an accommodation for that disability shall provide:

- 1) Documentation from their health care provider identifying the claimed disability and the claimed disability's impact on the employee's essential job functions (as defined by the employee's current job description or the position the employee is applying for).
- 2) A written statement of the means of accommodation that would enable the City employee or applicant to perform the essential functions of the job. The City and the employee or applicant shall meet to discuss the request and to engage in an interactive process regarding possible reasonable accommodations. If the employee or applicant rejects any alternate reasonable accommodation proposed by the City, they shall do so in writing and state the reason for any such rejection. Examples of potential reasonable accommodations include, but are not limited to temporary light duty, a modified work schedule, or temporary leaves of absence. Please contact the City Administrator with any questions or accommodation requests relative to this policy.

9. PREGNANCY WORKERS FAIRNESS ACT AND LACTATION POLICY

The City will provide reasonable accommodations to a qualified employee's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship. Employees seeking an accommodation shall notify the City Administrator of the known condition that the employee seeks an accommodation for. The employee shall then meet with the City Administrator to engage in an interactive process regarding possible reasonable accommodations. All accommodations shall be determined through the interactive process. Employees shall not be required to take leave, paid or unpaid, if another reasonable accommodation exists. The City will not discriminate against any qualified employee or job applicant with respect to any terms, privileges or conditions of employment because of that pregnancy, childbirth, or related medical condition.

For up to one year after birth of a child, any employee who is breastfeeding will be provided reasonable break times to express breast milk. Employees shall be provided a room that is private and shielded from view of others that is not a bathroom to express milk. Employees should contact their supervisor or the City Administrator to make arrangements for a space under this policy.

Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering. Breaks of more than 20 minutes in length will be unpaid, and recorded on timesheets where appropriate.

10. RELIGIOUS ACCOMMODATIONS

The City of West Branch recognizes the diversity of the religious beliefs of its prospective employees and employees. A reasonable religious accommodation is any adjustment to the work environment that will allow an employee to practice their religious beliefs. Examples include not only to schedule changes or leave for religious observances, but also to such things as dress or grooming practices that an employee has for religious reasons. State and federal law requires employers to reasonably accommodate the religious practice of an employee or prospective employee, unless doing so would cause an undue hardship to the employer. All employees may request an accommodation when their religious beliefs cause a deviation from the City's policies through a request to the City Administrator. The City Administrator and the employee will then engage in an interactive process to determine if the City can provide a reasonable religious accommodation without an undue hardship to the City.

II. ORGANIZATION

The following department descriptions are provided for your general information and do not completely describe any department or position's responsibilities or essential job functions. Employees should contact their supervisor or the City Administrator for a complete job description including a list of essential job functions. As with all provisions of this Handbook, any of the descriptions below are subject to change by the City at any time.

1. MAYOR and CITY COUNCIL

The Mayor and City Council of West Branch are elected to staggered 4-year terms. The City Council provides the policy setting function for the City of West Branch. The Mayor does not have any policy setting authority pursuant to the City Code, however, the Mayor is responsible for appointing various officials, presiding over City Council meetings, and signing, vetoing, or taking no action on an ordinance, amendment, or resolution passed by the City Council.

The City Council meets the first and third Monday of each month.

2. ADMINISTRATION / CITY OFFICE

Central Administration includes the offices of City Administrator, Finance Officer/Treasurer, City Clerk and Utility Billing/Deputy Clerk. The City Administrator, Finance Officer/Treasurer and City Clerk are appointed by the City Council and implement policy decisions of the Council and enforce City ordinances.

3. PUBLIC WORKS

The West Branch Public Works Department performs daily operations and maintenance of the City's municipal cemetery, water and wastewater systems, city facilities, and infrastructure as well as street infrastructure. They are also responsible for water and wastewater compliance and operating reports as required by state law.

4. PARKS AND RECREATION

It is the goal of West Branch Parks and Recreation to provide affordable recreation opportunities to all members of the community. West Branch Parks and Recreation will plan, coordinate, administer, supervise and evaluate recreation programs and facilities including but not limited to adult/youth programs, sports, wellness, seniors and special events.

5. PUBLIC LIBRARY

The West Branch Public Library serves the information and entertainment needs of the community of West Branch. The library provides free access to all materials including books, music, magazines, and movies as well as free computer and Internet access. Services including copying, printing, and faxing are available, but cost a minimal fee to maintain the service. The library also has programs available for all ages throughout the year including story times for preschoolers, family movie nights, and summer reading programs for all ages.

6. POLICE

The West Branch Police Department strives to provide professional law enforcement services intended to positively impact the quality of life of West Branch citizens through commitment, education, and community partnership. The City of West Branch Police Department, working with the community, looks for innovative approaches to community problems. The West Branch

Police Department has the responsibility of preserving the peace, responding to law enforcement service requests, engaging in crime prevention, protecting lives and property within its jurisdiction, and other related responsibilities as required.

7. FIRE AND RESCUE

The West Branch Fire Department serves as the community's primary fire, rescue, first responder medical unit and Haz-Mat response team. The Fire Department is an all-volunteer department that serves the City of West Branch and the neighboring townships. They also have mutual aid agreements with local communities, both supporting and being able to receive support from in the event of additional emergency aid. The Fire Department also partners with Johnson County Ambulance Service for primary medical transport, but can call on other medical transports, including the University of Iowa's Air Care. The Fire Department meets regularly for training and functions under its own Constitution and By-laws.

III. EMPLOYMENT

1. JOB OPENINGS

Whenever a vacancy occurs for a regular, full-time or part-time job, the City will post the job opening on the city website and social media sites, at the City Office, and advertise the position in the West Branch Times for at least 10 days. Current employees may indicate their interest in being considered for the vacancy by submitting an application for the position in writing to the Supervisor/Department Director within the stated posting period. The Supervisor/Department Director will make their recommendation to the City Council on who is to fill the opening depending on the nature and responsibilities of the position. The City reserves the right to use other recruiting sources to fill open positions at their discretion.

2. VETERANS PREFERENCE

Any honorably discharged veteran, as defined by Iowa law, shall be entitled to preference in appointment and employment over other applicants of no greater qualifications.

3. EMPLOYEE STATUS

Regular Full Time – Regular full-time employment status is granted upon satisfactory completion of the orientation period. Regular full-time employees are regularly scheduled to work 40 hours per week, 52 weeks per year.

Regular Part Time – Regular part time employment status is granted upon satisfactory completion of the orientation period to an employee regularly scheduled to work less than 40 hours per week, 52 weeks per year.

Temporary – Employees who are hired for a specific period of time or work irregular hours on an as-needed basis. Temporary employees are not entitled to any benefits as described in this handbook, but are subject to the same work rules governing regular employees.

4. IMMIGRATION LAW COMPLIANCE

The City complies with the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990, and is committed to employing only United States citizens and aliens who are authorized to work in the United States. As a condition of employment, each new employee must properly complete, sign, and date the first section of the Immigration and Naturalization Service Form I-9. Before commencing work, newly re-hired employees must also complete the form if the employee has not previously filed an I-9 with the City of West Branch, if their previous I-9 is more than three years old, or is no longer valid. At the time the form is completed, employees must show the original copies of two forms of legal identification, such as driver's license, Social Security card, Birth Certificate, or an Immigration and Naturalization "green" card.

5. PHYSICAL EXAMINATION

All safety-sensitive employees shall be required to pass a physical examination given by a qualified physician designated by the City, or the prospective employee's physician at the employee's expense. Such physical examination shall occur after an offer of employment has

been made to an individual. A final offer of employment will be contingent upon a satisfactory physical examination.

6. RESIGNATION

Employees shall present a written resignation at least two weeks prior to the effective date of the resignation.

7. PERSONNEL FILES AND DATA CHANGES

The City maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the City, and access to the information they contain is restricted. Generally, only management personnel of the City who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the City Administrator or City Clerk. With reasonable advance written notice employees may review their own personnel file in the appropriate office and in the presence of an individual appointed by the City Council. The City may charge a reasonable fee for each page of a copy made by the City for the employee of an item contained in the employee's personnel file.

It is the responsibility of each employee to promptly notify the City Clerk of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, marital status, etc. should be accurate and current at all times.

8. ETHICS – CONFIDENTIALITY

The City strives to maintain a high standard of business ethics. To assure that these standards of conduct are not violated, the City requires all employees to conduct their business in an ethical and legal fashion. This includes avoiding any activity outside of employment with the City that would adversely affect the employee's performance on the job or involve a possible conflict of interest.

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in personal gain for that employee or for a relative as a result of City business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood. No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to the City Administrator, as soon as possible, the existence of any potential conflict of interest so that safeguards can be established to protect all parties. Employees may not receive any kickbacks, substantial gifts (defined as gifts greater than \$2.99 in value), or special consideration as a result of any transaction or business dealings involving the City.

An employee shall never engage in any employment, activity, or enterprise that is inconsistent, incompatible, or in conflict with duties as an employee; or with the duties, functions, and responsibilities of the City.

The City's policy concerning business conduct also covers the protection of confidential information. It is the employee's obligation to keep such knowledge and information in strict confidence. Violation of this requirement of confidentiality is a serious matter and will result in disciplinary action.

9. DRUG AND ALCOHOL POLICY

The City is committed to ensuring that its employees work in a safe, drug-free environment. It is well recognized that individuals who use illicit drugs or use alcohol are more likely to have workplace accidents and perform their work in an inefficient and substandard manner.

To effectuate this commitment, the City has determined that it must take the necessary steps to ensure that City employees are free from the influence of drugs and/or alcohol while performing their duties. The City has developed the following Drug and Alcohol Testing Policy which covers all City employees not otherwise affected by state or federal drug testing laws. This policy is applicable to all applicants for city positions, all current employees at any time they are actually performing, preparing to perform, or immediately available to perform any paid function as designated by the City.

All employees in positions requiring Commercial Drivers Licenses (CDL) are subject to the federal and state laws requiring drug and alcohol testing, and those laws supersede the provisions of this policy. The City's DOT Drug and Alcohol Policy is attached to this Handbook as Appendix B. The Federal Transit Administration has adopted drug and alcohol testing procedures covering safety-sensitive employees engaged in mass transit and those laws also supersede the provisions of this policy.

DEFINITIONS:

- A. **Safety-Sensitive Employee:** A safety-sensitive employee is an employee working in a position wherein an accident or an error could cause the loss of human life, serious bodily injury, or significant property or environmental damage, including a position with duties that include immediate supervision of a person in a job that meet the requirements of this paragraph. However, the City reserves the right to add or remove positions from its list of safety-sensitive positions at any time. This includes part-time safety-sensitive employees.
- B. **Reasonable Suspicion Drug and Alcohol Test:** Drug or alcohol tests based upon evidence that an employee is using or has used alcohol or other drugs in violation of this written policy. Evidence in support of such a violation is drawn from specific objectives, articulable facts, and reasonable inferences drawn from those facts in light of training and experience. For the purposes of this paragraph, facts and inferences may be based upon, but are not limited to, any of the following:
 - 1. Observations while at work, such as direct observation of alcohol or drug use or abuse, or physical symptoms or manifestations of being impaired due to alcohol or drug use as described in the educational materials provided to employees.
 - 2. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.

3. A credible source's report of alcohol use or the use of drugs. The City Administrator will have the final determination of who is a credible source.
 4. Evidence that an individual has tampered with any drug or alcohol test during the individual's employment with the City.
 5. Evidence that an employee has caused an accident while at work which resulted in an injury to a person for which injury, if suffered by an employee, a record or report could be required under Chapter 88 of the Iowa Code, or an accident that resulted in damage to property, including equipment, in an amount reasonably estimated at the time of the accident to exceed One Thousand Dollars (\$1,000.00).
 6. Evidence that an employee has manufactured, sold, distributed/solicited, possessed, used or transferred drugs while on the employer's premises, or while operating the employer's vehicle, machinery, or equipment.
 7. The employee's statement or admissions of drug use while he or she is a City employee.
- C. Positive Test: An employee tests positive for drugs if any trace of an illegal substance is detected following a drug test. An employee tests positive for alcohol if he or she has a blood alcohol concentration equal to 0.04 or greater.
- D. Illegal Drugs/Substances: Any substance that is illegal by law, has not been legally obtained, or which cannot be legally obtained. This includes prescription medication for which the employee does not have a prescription and/or is not taken according to the prescription.
- E. City Official: Elected officers of the City including the Mayor and City Council members.

POLICY STATEMENT/PROCEDURES:

- A. Prohibited Activity:
1. No employee shall illegally use, sell, transfer, purchase, or possess drugs, alcohol, controlled substances, or drug paraphernalia, or any combination thereof while in a City facility, vehicle, vessel, or aircraft or while performing City business, including business conducted in the employee's own home.
 2. No employee shall report for work while under the influence of illegal drugs or alcohol. Furthermore, no employee shall report to work within four (4) hours of consuming alcohol even if the employee does not believe he or she is under the influence of alcohol during that time.
 3. No employee shall use illegal drugs or consume alcohol while at work.
 4. No employee shall use prescription drugs unless: (1) a doctor has prescribed the medication to the employee; and (2) the doctor has advised the employee that the drug will not adversely affect the employee's ability to perform the essential duties of his or her job without endangering the public's, coworkers', or the employee's safety.
 - a. Any employee using properly prescribed drugs that may impair the employee or affect the employee's job performance shall notify his or her immediate supervisor about the use of the drug. A drug may impair an employee or affect an employee's job performance if it may cause the employee dizziness or drowsiness or the employee or the employee's doctor

believe the drug will impair the employee or affect the employee's job performance in some way.

b. If an employee is using a prescription drug and his or her doctor has advised him or her that the drug may adversely affect the employee's ability to perform the essential duties of his or her job, the employee shall advise his or her supervisor of the adverse effects and the prescribed period of use.

c. Supervisors shall document this information through the use of an internal memorandum and maintain this memorandum in the medical file of the employee maintained by City Administrator, Finance Officer/Treasurer or City Clerk. See subsection G for information regarding the storage of drug test results and other medical information.

d. Any employee using properly prescribed prescription drugs must carry the medication in its original container and the container must be labeled with the employee's name, employee's doctor, dosage, and the name of the drug prescribed.

5. Any employee who unintentionally ingests or is made to ingest a controlled substance shall immediately report the incident to his or her supervisor so that appropriate medical steps may be taken to ensure the employee's health and safety.

B. Notification:

1. The City will notify applicants of this drug and alcohol testing policy at the time of his or her first interview.
2. The City will provide all employees with drug and alcohol education, including the effects of drugs and alcohol, signs and symptoms of drug and alcohol use, assistance available for those abusing drugs and alcohol, drugs and alcohol to be tested, and drug and alcohol testing requirements.
3. All drug testing results and other confidential information will be kept confidential.
4. Each employee and applicant will sign a form acknowledging receipt of these materials.

C. Prospective Employee Drug Testing:

1. All prospective, safety-sensitive employees who have been extended a conditional offer of employment with the City shall be informed that a condition of employment includes passing a drug test as part of the pre-employment process.
2. If a prospective, safety-sensitive employee refuse to take a pre-employment drug test when scheduled or tests positive for a substance, that employee is ineligible for City employment for one (1) calendar year from the date of the drug test.
3. If an employee is transferred to a safety-sensitive position, drug and alcohol testing under this policy is a condition of the transfer.
4. For part-time prospective employees, if the prospective employee is covered under another Law Enforcement Agency's drug test policy, the prospective employee may bring proof that he or she is covered under the other policy and the City Administrator may waive the requirement that the prospective employee be drug tested.

D. Employee Drug Testing:

1. Random Testing

a. Because of the safety-sensitive nature of their employment, employees with safety-sensitive job duties may be required to take a drug test as a condition of continued employment in order to ascertain prohibited drug use, as provided below:

- i. The City may conduct random drug and alcohol testing on safety-sensitive employees who are not covered by another drug/alcohol testing policy mandated by the state or federal government without individualized suspicion.
- ii. The selection of employees to be tested from the pool of employee's subject to testing shall be done based on a computerized randomly generated selection process administered by a third-party, in which each member of the employee pool has an equal chance of selection.
- iii. All random drug testing will be uniform and unannounced.
- iv. For part-time employees covered under another Law Enforcement Agency's drug testing policy, those employees may bring proof that they are covered under the other policy to the City Administrator who may then waive the requirement that the employee be drug tested. The City Administrator shall keep a copy of the policy in the employee's personnel file and if at any time the employee is no longer subject to drug testing, he or she shall notify the City Administrator immediately.

2. Post-Accident Testing

a. After an accident, testing shall be conducted on employees whose performance could have contributed to the accident if (1) it is required by state or federal law; or (2) reasonable suspicion exists.

3. Reasonable Suspicion Testing

a. When any supervisor, manager or city official has reasonable suspicion that an employee is under the influence of drugs or alcohol while on duty, or otherwise violating the terms of this policy, that supervisor, manager, or city official shall require reasonable suspicion testing.

b. If reasonable suspicion testing is required, the employee will not be permitted to drive to or from the testing or while at work until the test is returned, and then, only if the test produces negative results. The City will provide transportation to/from the testing at the City's expense if necessary.

E. Drug Testing Procedures:

1. Drug and alcohol testing shall require the employee to present a reliable form of photo identification to the person collecting the sample.
2. Drug testing will be conducted at a location designated by the City.
3. The City will designate the type of testing to be performed on the sample collected.
4. Drug and alcohol testing shall normally occur during or immediately before working hours begin or immediately after working hours. The time required

for such testing shall be considered work time for the purpose of compensation and benefits.

5. A specimen testing positive will undergo an additional test to confirm the initial result.
6. The drug screening tests selected shall be capable of identifying every major drug likely to be abused including but not limited to; marijuana, cocaine, heroin, amphetamine, and barbiturates. Personnel utilized for testing will be certified as qualified to collect urine samples or adequately trained in the collection process.
7. Any employee who breaches the confidentiality of testing information shall be subject to discipline.
8. The City shall pay all testing costs for pre-employment, reasonable suspicion, regularly scheduled, or follow-up drug or alcohol testing ordered by the City.
9. In conducting drug or alcohol testing pursuant to this policy, the laboratory, the Medical Review Officer, and the City shall ensure, to the extent feasible, that the testing records maintained by the City show only such information required to confirm or rule out the presence of prohibited alcohol or drugs in the body.

F. Post-Testing Procedures:

1. Employees having negative drug test results shall receive a memorandum stating that no illegal drugs were found. The employee may request a copy of the memorandum be placed in the employee's medical file.
2. An employee who has a positive drug or alcohol test, either from random testing or reasonable suspicion testing, shall be subject to disciplinary action up to and including discharge.
3. If the employee is permitted to return to work, the employee may be required to submit to evaluation by a Substance Abuse Professional and undergo treatment recommended by the Substance Abuse Professional prior to returning to work. If the employee successfully completes the treatment, no further disciplinary action will be taken against the employee. If the employee refuses to submit to the evaluation or fails to successfully complete treatment, the employee will be subject to further discipline up to and including discharge.
4. If the Substance Abuse Professional determines that the employee has a drug or alcohol related problem the employee will be required to do follow-up testing upon the employee's return to work. All follow-up testing will be unannounced and without prior notice to the employee and will be at the employee's expense.

G. Drug Test Results:

1. All records pertaining to required drug tests shall remain confidential and shall not be provided to other employees or agencies, with the exception of the City Administrator, Finance Officer/Treasurer or City Clerk, without the written permission of the person whose records are sought. The City Administrator, Finance Officer/Treasurer or City Clerk shall have access to the records for purposes of employment decisions. Computerized record keeping shall comply with this provision of the policy.
2. Drug test results and records shall be securely retained for an indefinite period in an employee medical file maintained by the City Administrator, Finance Officer/Treasurer or City Clerk.

H. Responsibility:

1. It shall be the responsibility of the City Administrator to enforce this policy. Employees are expected to report any suspicious behavior or suspected drug abuse of an employee.
2. It is the responsibility of each employee to abide by the procedures as outlined. Any employee refusing to submit to a drug test request made under this policy will be subject to discipline up to and including discharge.

10. DRESS CODE POLICY

The City's dress code policy aims to define how employees should dress at work and ensure a consistent and professional appearance for employees. As employees represent the organization, how we dress shapes the impression of our City and our culture.

This policy applies to all City employees.

- Central Administration office employees are expected to wear casual business attire, unless specific tasks require a different dress code.
- All employees are expected to be well-groomed and wear clean clothing without any visible signs of wear, such as holes or tears.
- Employees should wear clothes suitable for their work environment.
- Religious or ethnic grooming styles are respected and not restricted.
- Clothes that are overly revealing, offensive, or inappropriate are not allowed.
- Safety-sensitive employees must wear appropriate protective gear/attire required by safety rules, regulations, and as directed by their supervisor.

Disciplinary consequences:

- If an employee doesn't follow the dress code, supervisors will inform the employee.
- Employees who violate the dress code will be expected to comply with the dress code immediately. Should the employee be sent home to change, the employee will not be compensated for his/her time away from work.
- Repeated violations may lead to disciplinary action, ranging from warnings to termination of employment.

11. TRAVEL EXPENSE REIMBURSEMENT

Employee will be reimbursed for reasonable, customary, and necessary expenses incurred in connection with City business. In appropriate cases, reimbursable expenses will include food, lodging and travel expenses. Under no circumstances will alcoholic beverages or tips be reimbursable. Meal reimbursement shall not exceed forty (\$40) dollars per day.

Request for reimbursement must include receipts and shall be submitted to the Finance Officer on an expense form, signed by the employee and approved by the Supervisor. Payment will be made to the employee by check issued after approval by the City Council.

All travel outside the City must be approved in advance by the Supervisor/Department Director and/or City Administrator. If a private vehicle is used for the purposes of City business or to attend out-of-town training, the employee will be reimbursed for mileage at a rate established and modified from time to time by the IRS standard mileage reimbursement rate.

12. INCLEMENT WEATHER

In the event of inclement weather, employees who choose not to report to work shall be required to provide notice to their immediate supervisor prior to the start of their scheduled shift and shall be required to use vacation time or unpaid time for work missed.

13. WORK WEEK / WORK PERIOD (Res. 2024-106)

A normal work schedule for regular, full-time employees consists of forty (40) hours each work week. Different work schedules may be established by the City to meet specific job assignments and provide necessary City services. Each employee will be advised of his or her work schedule.

- For regular full-time employees, (excluding public safety employees) the work week is defined as starting on Monday at 12:00 a.m. and ending Sunday at 11:59 p.m. (40-hour work week)
- For public safety employees (police and fire), the work period is defined as starting on Monday at 12:00 a.m. and ending on the second Sunday at 11:59 p.m. (80-hour work period)

14. ATTENDANCE

The City relies on you to report to work regularly and on time. If you are going to be late or absent, you must contact your Supervisor immediately. If you have to leave early, you must obtain approval from your Supervisor/Department Director. Your Supervisor/Department Director may require that you make up any lost work time.

The City will take disciplinary action, up to and including discharge, where attendance and punctuality is unacceptable. This policy shall not be construed to conflict with the American with Disabilities Act, the Family and Medical Leave Act, the Iowa Civil Rights Act, and other applicable federal and state laws.

15. COMPENSATION

Employees shall be paid according to the City's current pay scale for the position. The West Branch City Council or appropriate governing board may elect to grant a cost of living allowance (COLA) for all employees on an annual basis. In addition, proficiency pay increases may be provided to employees who show exemplary qualities.

Public works employees shall earn a pay increase of \$.75 per hour for Grade I water treatment, distribution, and sewer certifications. All certifications must be completed within four years of hire date

Public works employees shall earn a pay increase of \$.75 per hour for Grade II water treatment, distribution, and sewer certifications. Such certifications are optional for non-water/sewer positions.

Public works employees shall earn an increase of \$1.00 per hour for Grade III water treatment, distribution, and sewer certifications. Grade III certifications are optional for all.

City Clerks and Finance Directors shall earn a pay increase of \$.50 per hour for each year of Iowa Municipal Institute and Academy (Clerk School) attended to earn Certified Municipal Clerk (CMC) designation.

City Clerks and Finance Directors shall earn a pay increase of \$.75 per hour for completion of the Iowa Certified Municipal Clerk certification. Certification must be completed within four years of hire.

City Clerks and Finance Directors shall earn an increase of \$.75 per hour upon completion of Iowa Certified Municipal Finance Officer certification. Certification must be completed within six years of hire.

Parks and Recreations Directors shall earn a pay increase of \$1.00 per hour upon completion of Certified Park and Recreational Professional certification. Certification must be completed within four years of hire.

Pay increases go into effect on the first payroll after obtaining certification.

16. PAY PERIODS

All employees shall be paid bi-weekly. Employees are required to have payroll funds deposited via ACH into a bank account of their choice. Paystubs will be emailed to the employee's personal email account.

17. CALL BACK & COURT

All employees are subject to Call Back as needed by the City to provide necessary services to the public. Employees attending court proceedings on behalf of the City and employees on Call Back will be paid for actual hours worked (minimum of two hours) at their current rate of pay for hours worked, or overtime rate if applicable.

18. WEEKEND DUTIES

Public Works Department employees are scheduled for rotating weekend duties, including recording water and waste water usage, and responding to emergency calls involving city services. Employees will be paid a minimum of two (2) hours at their current rate of pay for hours worked, or overtime rate if applicable.

19. TIME RECORDS (Res. 2025-19)

All employees shall provide an accurate record of their work time on a daily basis. Timesheets are to be completed and signed by the employee and submitted to their Supervisor at the end of each pay period. Falsifying timesheets is subject to discipline up to and including termination. Time worked should be entered on your timesheet in the following manner:

Enter time worked in full hours or ¼ hours as follows:

15 minutes = .25

30 minutes = .50

45 minutes = .75

60 minutes = 1.00

If the time worked doesn't equal a full quarter, round to the nearest quarter of hour.

20. TRAINING

The City shall reimburse employees for pre-approved, work related training and tuition expenses. Appropriate documentation is required. Employees shall be trained annually on harassment,

discrimination, and retaliation and policy/handbook updates in addition to any OSHA-required trainings for their specific positions.

21. OVERTIME (NON-EXEMPT EMPLOYEES ONLY) – (Res. 2024-106)

Periodically, overtime work is necessary to maintain City operations. All overtime must be approved in advance by the Supervisor/Department Director and/or City Administrator. All overtime will be paid in the applicable pay period. If an employee fails to obtain approval prior to working overtime he or she shall be subject to discipline up to and including termination.

- All regular, non-exempt employees working over forty (40) hours in a work week shall be paid overtime for all hours worked in excess of forty (40) hours.
- All non-exempt, Public safety employees (police and fire) working over eighty (80) hours in a work period shall be paid overtime for all hours worked in excess of eighty (80) hours.

Non-Exempt employees are not entitled to compensatory time for overtime worked. For the purposes of calculating overtime, holidays shall be counted as hours worked. Those employees required to work on a holiday shall be paid time and one half for all hours worked on a holiday.

(As an example, if an employee works 8 hours on a City observed holiday, that employee shall receive 8 hours of holiday pay, plus overtime for all hours worked.)

22. FLEX TIME (EXEMPT EMPLOYEES ONLY)

Flex Time is only for Exempt Employees. Exempt employees are expected to work whatever hours are necessary in order to meet the performance expectations outlined by the City Administrator. To meet these expectations, an exempt employee may need to work 40 or more hours per week. Exempt employees do not receive extra pay for hours worked over 40 in one work week.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of the work performed. Additionally, exempt employees receive their full weekly salary for any week in which work is performed.

Exempt employees must be considered to be a Department Director/Supervisor or in some form of management. Exempt employees are allowed to flex their hours during a pay period, but will not be able to flex hours that would be used in future pay periods. Instead, the only hours allowed to be earned and used in different pay periods are banked Flex Time. In order to gain banked Flex Time, the employee must request to do so prior to accruing the Flex Time and receive approval from the City Administrator.

Flex Time will be granted for extra ordinary, or unforeseen operational demands that occur for reasons outside of the Supervisor/Department Director's control. Examples of such events could be, but are not limited to: covering duties for unforeseen employee departures, major workload increases for reasons unforeseen, major weather events or emergency management crisis, and/or other high-profile events that require an exorbitant number of hours to respond.

Flex Time cannot exceed eighty (80) hours annually. Employees are encouraged to use banked hours in times of slowdowns of operations. Banked Flex Time cannot be rolled from one fiscal year to the next. If they are not used, they will be lost. These hours have no cash value.

23. CONFLICT RESOLUTION PROCEDURE

It is the policy of the City to treat all employees equitably and fairly in matters affecting their employment. Each employee will be provided ample opportunity to understand and resolve matters affecting his/her employment which the employee believes are unjust. The complaint procedure established in this policy shall be available to all regular city employees not covered by a collective bargaining agreement and who have completed their initial orientation period with the city. Employees shall have the right to present complaints without fear of reprisal.

Note, complaints involving discrimination, harassment or retaliation shall be handled under those provisions of this handbook or under any procedures offered under state and federal law. Any other complaint of an employee shall be handled in accordance with the following procedure:

Step 1. If comfortable doing so, employees are encouraged to express their objection to behaviors to the person engaged in the behavior.

Step 2. If an employee is uncomfortable discussing his or her complaint directly with the person engaged in the behavior, or if that is unsuccessful, the employee shall discuss any alleged violation with her/his immediate supervisor. The employee should discuss his or her complaint with the employee's immediate supervisor within seven days of the date of the incident. The immediate supervisor shall respond to the employee in writing no later than seven days after the initial discussion. Every effort should be made to resolve the complaint at Step 1.

Step 3. If the Step 2 response fails to resolve the matter, the aggrieved employee may present the complaint in writing to the City Administrator within seven days following receipt of the Step 2 response. The employee should include the complaint, the date of the complaint, suggestions on ways to resolve the complaint, and a copy of the supervisor's Step 1 response in the employee's submission to the City Administrator. Within seven calendar days following receipt of the complaint, the City Administrator will issue a written decision. The City Administrator's decision shall be final and binding.

24. FAILURE TO APPEAL

If a complaint is not presented within any of the time limits specified in this complaint procedure, the employee's complaint shall be waived and the employer's last answer shall be final and binding.

25. DISCIPLINE

If your performance, work habits, attitude or demeanor are deemed to be unsatisfactory in the judgment of the City, based on violations of the City of West Branch policies, rules, procedures or expectations, you will be subject to disciplinary action, up to and including termination. Certain offenses, depending upon the nature and circumstances of each situation, may be corrected using progressive discipline. Situations that the City believes will respond to corrective discipline may be handled as follows:

1. **Counseling:** The Supervisor/Department Director or the City Administrator may give the employee a verbal warning.

2. **Written warning:** If the unsatisfactory conduct continues, the Supervisor/Department Director or City Administrator may issue a written warning.
3. **Suspension:** If sufficient improvement has not been made, or if the conduct continues, the employee may be suspended with or without pay.
4. **Termination:** If the conduct continues, the City may terminate the employment of the employee.

The City may escalate the progressive discipline policy depending on the nature of the employee's violating conduct. The City will retain all documentation regarding employee discipline in the employee's personnel file.

26. GROUNDS FOR DISCIPLINARY ACTION

Each of the following work-related infractions may be just cause for disciplinary action, up to and including dismissal. This list is provided as general guidance for employees and is not intended to provide a complete list of all violations an employee could commit.

1. Violating City policies related to discrimination, harassment, and retaliation.
2. Violating any of the policies provided in this Handbook or any policies as provided by the City or city departments.
3. Insubordination.
4. Destruction or loss of city property, including abuse of tools, equipment and/or clothing allotments.
5. Absence from duty without permission, proper notice, or satisfactory reason or failure to return from an approved leave of absence.
6. Dishonesty, stealing, and other criminal acts, including, but not limited to, misuse of city time, supplies, vehicles, computers, and other technology.
7. Possession of any type of firearms, explosives, or concealed weapons (without specific authority) while on city property or during working hours. Possession includes, but is not limited to, on your person, in any locker, desk, or other storage receptacle on city property, or in your vehicle if parked on city property.
8. Conviction of a crime involving moral turpitude, casting doubt on the individual's ability to perform his/her city job effectively.
9. Incompetence, ineffectiveness, inefficiency or wastefulness in the performance of assigned duties.
10. Disregard for safety policies, procedures, reporting requirements, and/or proper use of safety equipment.
11. Horseplay, loafing, or lackadaisical job performance of job assignment or disturbing others at work.
12. An attendance record which demonstrates a consistent or continual lack of availability for work to the extent that ineffectiveness or inefficiency of services results. This includes, but is not limited to, frequent tardiness, absenteeism, and leaving work early without just cause.
13. Threat or physical assault on another individual while on city property or during working time.
14. Failure to cooperate, impeding, or obstructing any inquiry or investigation conducted by a representative of the city. "Obstructing" includes, but is not limited to, threatening, intimidating, or coercing other individuals who may be contacted by a representative of the city, and discouraging other individuals who may be contacted by a representative of the city from responding to or

cooperating with the City. “Failing to cooperate” includes, but is not limited to, failing to provide information, documents, or materials requested by a representative of the City, and providing information, documents, or materials to a representative of the City which are dishonest, misleading, inaccurate, or incomplete.

15. Working unauthorized hours or violations in work hours, rest periods, or lunch periods.
16. Attending to personal affairs during working hours.
17. Tobacco and/or nicotine use.
18. Altering another employee’s timecard, including punching in or out for that employee if applicable, or asking another employee to alter your timecard for you.
19. Gambling on the premises or while on working time.
20. Sleeping or giving the impression of sleeping during working hours.
21. Making untruthful or malicious statements about other employees.
22. Discourteous treatment of any kind to members of the public.
23. Violating any of the policies in this handbook.

The Supervisor/Department Director or City Administrator may elect to place an employee on investigative leave before making any determination of corrective or disciplinary action.

27. REQUESTS FOR LEGAL WORK

Any request for legal advice from the City Attorney should be forwarded to the City Administrator or Mayor prior to the request, unless otherwise approved.

28. PERFORMANCE EVALUATIONS

Frequency of Evaluations: Employees shall be evaluated by the employee’s supervisor at least once annually, and at such other times as deemed appropriate by the Supervisor/Department Director. Supervisors should strive to have quarterly discussions with their staff to provide feedback. Additionally, Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal day-to-day basis.

Each year, Supervisor’s/Department Director’s will make a recommendation regarding wage increases based on the employee’s performance in the prior year.

Evaluation Conference: A conference regarding the evaluation will be held between the employee and the evaluator following the completion of the written evaluation. A copy signed by both parties will be given to the employee.

Response: All evaluation reports will be placed in the employee's personnel file. The employee has the right to respond to the evaluation report, and such response will become part of the evaluation report.

All evaluation records shall be kept confidential.

29. INFORMATION TECHNOLOGY AND TELEPHONE/CELL PHONE USAGE

Information Technology is defined as computers, computer files, wireless internet, mobile devices (including cell phones and tablets) and software furnished to employees that are West Branch property and intended for City-related use. The content of all communications created or

disseminated using any City information technology is the property of City and shall comply with all policies. Employees should not access files or retrieve any stored information or communications without authorization. Employees should access those files only as necessary for the performance of their duties. Employees shall not download any software to City technology without receiving prior approval from their supervisor. Employees shall not use information technology in a manner that inhibits the efficiency of the network, computer system, or other information technology used by the City. Employees using City information technology shall not attempt to exceed the access rights granted by the City.

Sharing user identification, passwords, or other personally identifiable information for any City information technology is prohibited, unless directed by an employee's immediate supervisor or the City Administrator for legitimate business reasons. Employee passwords shall be changed at a minimum every ninety (90) days. All employee passwords shall include upper- and lower-case letters, numbers, and special characters.

The City prohibits the use of information technology in ways that are disruptive, offensive to others, or harmful to others. Sending, transmitting, storing or accessing offensive, derogatory, defamatory, discriminatory, harassing, pornographic or illegal content on West Branch's information technology is prohibited. Employees have no reasonable expectation of privacy with regard to information technology owned by the City and used during working hours.

Information technology is provided to employees for performing City business. The City reserves the right, in its sole discretion to block access to offensive, malicious, and non-business-related web content or websites. However, employees may use City information technology for personal purposes such as e-mail, internet surfing, or using personal devices on wireless internet where available to employees, only if it is of reasonable duration and frequency; does not interfere with the performance of City business and the employee's work and job duties; does not cost the City any additional expense; it is not related to any illegal, discriminatory, offensive, derogatory, defamatory, pornographic, or harassing behavior or business; would not cause the City public embarrassment and does not compromise the City security or confidential information. Employees shall not use City information technology for fund raising or other non-City related marketing matters. The City reserves the right, in its sole discretion, to define what is a reasonable or permissible personal use.

Employees that are provided information technology for use in their jobs shall take the utmost care to ensure that the information technology is secure and properly cared for. This includes, but is not limited to taking action to prevent the theft of or damage to information technology. All employees shall sign an acknowledgment upon receipt of any information technology and shall identify any present damage to or flaws with the information technology on that acknowledgement. If an employee's recklessness causes information technology to be stolen or damaged or an employee intentionally damages or allows information technology to be stolen, the City shall take all action available to it under the law.

To assure effective telephone communications with callers to the City, employees should always identify themselves to the caller and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

Personal use of office telephones for long distance or toll calls is prohibited. Employees may use City office telephones or their own private cellular telephones during work hours to make

personal calls of a reasonable duration and frequency; when they do not interfere with the performance of City business; if it is not related to any illegal, discriminatory or harassing behavior or business; if it would not cause the City public embarrassment and does not compromise the City security or confidential information. Families and friends should be encouraged to call employees only when urgent or necessary, and such calls must be kept to a minimum. Employees are requested to make personal calls, when necessary, during their breaks or meal periods. The City reserves the right, in its sole discretion, to define what is a reasonable or permissible personal use. If an employee's cell phone use is unreasonable in frequency or duration or violates this policy in another manner the City may discipline the employee up to and including termination.

30. SOCIAL MEDIA POLICY

DEFINITIONS:

- Posting: any writing, image, video, download, audio file, and hyperlink to other websites, or media which is downloaded, referenced, inserted, or placed upon any City of West Branch social media site.
- Social media or site: includes, but is not limited to, electronic communication through which users create online communities to share information, ideas, personal messages, photographs, videos, and other content. Examples of the types of social networking sites covered by this policy include, but are not limited to: blogs, LinkedIn, Facebook, Google+, Twitter, YouTube, Instagram, Pinterest, Snapchat, YikYak, photo and video sharing sites, micro-blogging, podcasts, wikis, news sites, as well as viewable comments posted on Internet sites. This policy is not meant to address only certain forms of social media, but rather social media in general as advances in technology will occur and new tools will emerge that are also expected to be used in accordance with this policy.

All City employees are expected to use City computers, tablets, mobile phones, computer applications and programs, internet resources and network communications in a responsible, professional, ethical, and lawful manner always. This includes use of all social media utilizing these devices. Employees should be aware that all content, including social media, on these devices is not private and the employer could access any information saved to, accessed by, created on, transmitted on, downloaded to, exchanged over, or discussed on these devices, including social media, at any time. Consequently, employees have no reasonable expectation of privacy when engaging in these activities and employees should use common sense in all communications, particularly on a website or social networking site accessible to anyone.

In addition, employees are expected to follow all other City policies with regard to their use of social media. Any employee who violates this policy may be subject to disciplinary action up to and including termination.

PROCEDURES:

The procedures for using Social Media are presented in two categories: (1) City sponsored sites used to provide citizens with official, accurate, and unbiased information, and (2) procedures governing employees' conduct while on social media sites.

1. City-Sponsored Sites:

- A. The City's social media are limited public forums, with the exception of its YouTube page. The sites are not an editorial page or blog for visitors and they are subject to the commenting restrictions listed below in this policy. The City does not intend by its social media sites to create or allow the creation of an unlimited public forum for the public to post comments of any kind.
- B. The City's YouTube page is administered to provide coverage of Council Meetings to citizens. It is provided as an informational resource, not a place or forum for anyone, including the City, to comment. The City's YouTube page has never been opened up to allow for public comments on the YouTube page, and instead citizens are encouraged to use the Council Meetings to provide public comment.
- C. The establishment and use by any City department of City social media sites are subject to approval by the City Administrator. At the time such site is approved, the City Administrator must determine who will be responsible for developing this site including establishing an administrative profile, designating who will have authority for speaking on behalf of the City, and who will keep the site up to date, including answering questions in a timely manner.
- D. City social media accounts will only become affiliated with (i.e., "like," "follow," etc.) another social media page if it is related to official City business, services, and events. The City Administrator shall have the final determination if another social media page is related to official City business, services, and events.
- E. Wherever possible, City social media sites should link back to the official City website for forms, documents, online services, and other information necessary to conduct business with the City.
- F. The City Administrator or his/her designee will monitor the City's social media accounts to ensure that the social media cites further the City's policies, interests, and goals. Comments containing any of the following inappropriate forms of content will not be allowed on the City's social media sites and are subject to removal by the City:
- Comments unrelated to the original topic;
 - Comments that are obscene, vulgar, or profane;
 - Content that promotes, fosters or perpetuates discrimination of any protected class under local, state, or federal law;
 - Defamatory or personal attacks;
 - Threats to any person or organization;
 - Comments in support of, or in opposition to, any political campaigns or ballot measures;
 - Solicitation of commerce, including but not limited to advertising of any business or product for sale;
 - Conduct in violation of any federal, state or local law;
 - Encouragement of illegal activity;
 - Information that may tend to compromise the safety or security of the public or public systems; or
 - Content that violates a legal ownership interest, such as a copyright.
 - Comments that are threatening in nature will be forwarded as appropriate to law enforcement.
- G. The City reserves the right to restrict or remove any content that is deemed in violation of City policy, including this policy, or applicable law. Any content

removed based on these guidelines must be retained by the City Administrator or his/her designee for a minimum of 90 days, including the time, date, and identity of the poster, when available.

- H. Comments posted by the public on the City's social media site express the opinions of the commentators or posters. Such comments do not necessarily reflect the opinions or policies of the City, and the publication of such comments does not imply endorsement or agreement by the City.
- I. The City is not responsible for and has no control over the accuracy, subject matter, content, information or graphics when viewing links attached to its social media sites. The City also does not endorse any organizations sponsoring linked websites or the views or products they offer.
- J. The City is not liable for the content of postings by individuals employed by the City or third parties not affiliated with the City on any City social media sites.
- K. The City reserves the right to deny access to its social media site for any individual who violates the City's policies or the law, at any time and without prior notice. The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable local, state or federal law.
- L. The City's website at <http://www.westbranchiowa.org/> will remain the City's primary and predominant Internet presence.
- M. Employees representing the City via social media accounts must conduct themselves at all times as representatives of the City and must identify themselves as representatives of the City when doing so. Employees that fail to identify themselves and/or conduct themselves in an appropriate manner shall be subject to discipline up to and including dismissal.

2. Employees' Personal Use of Social Media:

- A. Employees should limit their use of social media during working hours or on equipment provided by the City unless such use is work-related or authorized by a supervisor. Employees shall not use City-provided e-mail addresses to register on social networks, blogs or other websites for personal use. Employees should note that this provision is not meant to prohibit employees from engaging in concerted protected activity where prohibited by law.
- B. Employees may not, unless expressly authorized in writing, make statements on behalf of the City on the employee's social media accounts. If an employee wishes to make a work-related statement on his/her social media, the employee should consider including a disclaimer indicating that the opinions are the employee's personal opinions not the opinion of the City.
- C. Employees shall not use City-provided email accounts to sign up for or access social media unless expressly authorized to do so by the employee's supervisor.
- D. Employees shall have no expectation of privacy if they access their social media using City e-mail, City networks, City servers, City devices, and/or any other City resources when accessing social media.
- E. Employees shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment with the City unless expressly authorized. In addition, employees are expected to respect the privacy of their co-workers and citizens and must take steps to protect the privacy and confidentiality of others.
- F. Employees are not to use the City's intellectual property such as trademarks, logos,

letterhead, *etc.* when posting on social media or in any other actions, unless expressly authorized in writing. This includes posting pictures of yourself or others wearing City uniforms or other apparel bearing the City's name or logo.

- G. Employees are not allowed to use photographs or other depictions related to City business, including as discussed in the paragraph above, unless expressly authorized in writing. This includes, but is not limited to posting, transmitting, and/or disseminating any photographs or videos of City training, activities, or work-related assignments.
- H. Employees shall not post material that is abusive, obscene, libelous, threatening, profane or otherwise inappropriate about the City, its employees, or citizens.
- I. Employees shall not post material that may be construed to be discriminatory, harassing, or retaliatory under local, state, or federal law about the City, its employees, or citizens.
- J. Nothing in this policy is intended to infringe upon any employee's legitimate First Amendment rights and employees are free to express themselves as private citizens on social media sites. The intent of this policy is to prevent employees from engaging in unlawful speech, improperly impairing the working relationships of this City, impeding the performance of City duties and/or negatively affecting the public perception of the City. As public employees, employees are cautioned that speech made pursuant to an employee's official duties is not protected speech under the First Amendment and may form the basis for discipline.

The City of West Branch's social media sites may be considered public records under Iowa Public Records laws. If requested, the City may be compelled to disclose public records to third party requestors. The City in its sole discretion shall determine whether postings on its social media websites are public records and whether exemptions from disclosure apply.

31. VEHICLE USE POLICY (Res. 2025-27)

City vehicles may be available for use by employees for city business only. Non-City employees shall not be transported in City vehicles without the express permission of an employee's supervisor or the City Administrator.

A qualified non-personal use vehicle is a vehicle that an employee is not likely to use more than a minimal amount for personal purposes because of its design. The IRS regulations determine what is a qualified non-personal use vehicle.

Clearly marked police vehicles are qualified, non-personal use vehicles if the employee using the vehicle is required to use the vehicle for commuting and are on-call at all times. A police vehicle is clearly marked if painted insignia or works make it readily apparent as a police vehicle. West Branch police officers (subject to prior approval from the Police Chief) may be permitted to take home their police vehicle provided the following occur: (1) the officer lives within an thirty (30) mile radius of the City limits; if the officer lives beyond an thirty (30) mile radius of the City limits he or she must leave his or her car at the City limits and drive his or her personal car home; and (2) the officer does not use the vehicle for any other personal use other than commuting to and from work.

Employees shall promptly and accurately complete all records required by the employer to substantiate both business and personal use of City vehicles to meet Internal Revenue Service

requirements. The City shall report an employee's personal use of a City vehicle as taxable income to the employee as required by the Internal Revenue Service.

Employees shall take all appropriate steps to ensure that they are not distracted by a mobile device while driving. If use of a mobile device will distract an employee while driving, the employee should safely pull over before using the device. Under no circumstances shall employees view or engage in texting, emailing, internet surfing, social media use, or similar while driving.

Employees shall wear seat belts at all times while in a moving vehicle being used for City business, whether driving or riding as a passenger. Employees shall require that all passengers they are transporting wear seat belts while in a moving vehicle.

32. TOBACCO FREE POLICY

The Iowa Smoke Free Air Act of 2008 prohibits smoking within the confines of any public building owned, operated, leased, or controlled by the City, and all City-provided vehicles and roads-related equipment. No tobacco use is allowed anywhere inside any City-owned building, structure, or facility, including but not limited to entry areas parking lots, grassed areas, sidewalks, and docks.

Notwithstanding these provisions, the use of tobacco products inside a privately-owned vehicle legally parked on City-owned, operated and/or leased grounds is permitted.

IV. BENEFITS

The City of West Branch has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. This portion of the employee handbook contains a very general description of the benefits to which you may be entitled as an employee. Please understand that this general explanation is not intended to and does not provide you with all the details of these benefits. Therefore, this handbook does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination.

The City reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, the City reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

Coverage takes effect the first day of the month following the employees hire date. Once your election is made, your election is generally fixed for the remainder of the plan year. However, if you undergo a qualifying event you may make a change in coverage provided you do so as soon as possible of that event. Please contact the City Clerk to determine if the change qualifies as an event under the plan document. During open enrollment, you are allowed to change your elections whether or not you have a qualifying event.

1. GROUP HEALTH INSURANCE

The City offers health insurance for all regular, full-time employees, part-time employees, duly appointed Fire Chief, and their spouse/dependents. Please refer to the current Employee Benefits Guide for benefits and contribution amounts. Part-time employees pay 100% of the premiums (if elected).

2. GROUP DENTAL INSURANCE

The City offers dental insurance for all regular, full-time employees, part-time employees, duly appointed Fire Chief, and their spouse/dependents. Part-time employees pay 100% of the premiums (if elected).

OPT-OUT

You may be eligible to opt out of employer health and dental insurance and receive a monthly stipend if you are a full-time (40 or more hours per week) benefit-eligible employee and have other health insurance. You must provide proof of insurance coverage that meets federal requirements under the Affordable Care Act.

3. GROUP LIFE, ACCIDENTAL DEATH & DISMEMBERMENT, SHORT-TERM AND LONG-TERM DISABILITY

The City provides all regular full-time employees, an employer-paid basic group term life, AD&D, short-term and long-term disability insurance coverage.

V. TIME OFF BENEFITS

1. VACATION

Regular full-time employees shall accrue vacation leave based on regular full-time equivalent service and pro-rated on a per pay period basis as follows:

Years of Service	Hours Per Pay Period
Hire date up to 5 years	4.0
5 years but less than 10 years	4.92
10 years or more	7.07

Vacation time may not be accumulated to more than 240 hours. All hours above 240 will be forfeited (use it or lose it). Vacation usage is subject to approval by the Supervisor or City Administrator and should be scheduled in advance when possible.

******Employees who have worked in the same role with another City may be eligible for vacation leave years of service credit, subject to pre-employment approval.

****** Part-time employees who move to full-time status will get credit for one-half of the number of years employed with the City. Example: part-time for five (5) years equals 2.5 years of full-time service credit.

2. SICK LEAVE

All regular full-time employees shall be entitled to accrue sick leave. Employees shall accrue sick leave at a rate of 3.69 hours per pay period to a lifetime maximum of 560 hours. All hours above 560 will be forfeited.

For regular full-time employees, the pay for a day of sick leave will be at the employee's regular rate of pay for eight hours or for their regularly scheduled hours of work, if that number of hours is different than eight. An employee continues to accrue sick leave time even while on sick leave.

Sick leave accruals may be used for the following reasons:

1. Personal illness or injury which renders the employee unable to perform the duties of his/her position.
2. Illness of a member of the employee's family, including spouse, child, parent or legal ward necessitating the employee to be in attendance.
3. Medical, dental or optical appointments which cannot be scheduled during non-working hours.

Employees who are unable to report for work because of illness are to notify their Supervisor/Department Director before the regular work day begins. If the employee is sick for more than 3 consecutive days, a doctor's note will be required to be submitted to the City Administrator.

3. HOLIDAYS (Res. 2025-19) & (Res. 2025-30)

The City observes the following holidays. Full-time employees will receive eight hours compensation for the following City holidays:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Christmas Eve Day
Christmas Day

Those employees whose regular work week is Monday through Friday, if the holiday falls on a weekend, it will be observed on either the preceding Friday or following Monday.

4. PREGNANCY AND PARENTAL LEAVE

Pregnancy Leave: As required by the Iowa Civil Rights Act, an employee who is disabled because of the employee's pregnancy, childbirth, or related medical conditions will be granted an unpaid leave of absence during the period of the disability up to a maximum of eight weeks. There is no minimum service requirement for this leave. The employee may apply for Short-Term Disability benefits by contacting the City Administrator.

Parental Leave: The City provides eighty (80) hours (or the equivalent of two weeks' leave for full-time employees) to any employee following the birth of a child or the placement of a child in connection with adoption, guardianship, or foster care. This leave will run concurrent to Family Medical Leave Act. (See Section VI (7) Family Medical Leave Act (FLMA) eligibility requirements).

Employees requiring additional pregnancy/parental leave may use their accrued sick leave or vacation time as applicable pursuant to those policies. Employees may also apply for short- and long-term disability benefits where applicable. These leaves will run concurrently with Family Medical Leave Act.

5. BEREAVEMENT LEAVE (Res. 2025-19)

Full-time employees may be granted time off with pay for five (5) days in the event of the death of their spouse or child.

Full-time employees may be granted time off with pay for three (3) days off in the event of the death in the employee's *immediate* family.

Full-time employees may be granted time off with pay for one (1) day for the employee's *extended* family.

For the purposes of bereavement leave **immediate** family includes the following: mother, father, step-parents, foster parents, son, daughter, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, step-children, foster children, grandparent, grandchild.

Extended family shall include the following: uncle, aunt, niece, nephew or first cousin, and step-family members.

6. JURY DUTY (Res. 2025-19)

Full-time Employees may be granted time off with pay for a period not to exceed three (3) calendar months in any one calendar year for the purpose of jury duty. The employee will be granted time off only for that portion of the workday necessary to serve duty. The employee is responsible to turn over jury or witness fees, excluding mileage fees, to the City Administrator or City Clerk when the length of jury duty service requires the hiring of temporary staff to cover operational effectiveness of the department.

7. MILITARY LEAVE

Employees with military obligations will be granted leaves of absence in accordance with applicable federal and state laws.

8. UNPAID LEAVE OF ABSENCE

It is the policy of the City to grant unpaid leaves of absence to its employees when the requests are compatible with a department's operational needs and scheduling requirements. Unpaid leaves shall only be granted where an employee has exhausted all other leave available to the employee. Employees may request an unpaid leave of absence for public service leave, extenuating medical circumstances, unpaid bereavement leave, or other personal reasons.

An employee desiring an unpaid leave of absence shall make a written request to his/her Supervisor/Department Director setting forth the reason(s) for the request and the duration of the requested leave. A request for an unpaid leave of thirty days or less will be approved or disapproved in writing promptly by the Supervisor/Department Director.

A request for an unpaid leave of more than thirty days will be forwarded with recommendation by the Supervisor/Department Director to the City Council or appropriate governing board. In no event shall unpaid leave, under the provision of this policy, be approved for more than six months by the City Council or appropriate governing board unless provided by law.

Upon return from an unpaid leave of absence, the City will attempt to place the employee in his/her former position at the salary and step occupied at the time such leave began, provided however, that the employee is able to perform the essential functions of his/her position. In the event the former position is not available or, the employee is not able to perform the essential functions of his/her position, the City will attempt to place the employee in another position consistent with qualifications, ability, and staffing requirements. Employees utilizing this policy are not guaranteed a position upon return from an unpaid leave of absence.

An employee who fails to return from an unpaid leave of absence on the date specified in the request shall be considered to have resigned his/her position, unless a written request for extension has been submitted by the employee, recommended by the Supervisor/Department Director, and approved by the City Council.

While on an unpaid leave of absence, an employee shall not (1) receive any compensation, (2) earn any leaves, and (3) receive any contribution to IPERS or contribute to IPERS. Nor shall time spent on an unpaid leave of absence be considered time worked for receiving an in-grade wage increment. The employee must pay his/her own group health and life insurance premiums for that portion of an unpaid leave of absence in excess of thirty (30) days. The employee shall make arrangements to pay group health and life insurance premiums, if necessary, with the City Administrator or his or her designee prior to taking the unpaid leave of absence. The employee and the City Administrator shall, at a minimum, agree on a date each month that the employee is to provide reimbursement for his or her group health and life insurance premiums. If the employee fails to provide payment and more than ten (10) days past the agreed-upon date have passed, the employer shall have the option to terminate the employee's health insurance.

VI. ADDITIONAL BENEFITS

1. VISION

The City offers full-time employees vision coverage for themselves, their spouse and their eligible dependents.

2. EMPLOYEE ASSISTANCE PROGRAM (EAP)

The EAP provides a confidential assessment, consultation, and referral program to help employees and their family members deal with personal problems before they affect their health, happiness or well-being. EAP services are provided by MetLife <https://metlifeeap.lifeworks.com>

3. FLEXIBLE SPENDING ACCOUNT

The City offers an employee-funded flexible spending account to full-time employees to pay for eligible dependent care and health care expenses on an annual basis. Contact the City Clerk for enrollment information.

4. WELLNESS BENEFIT

The City recognizes the importance of promoting health, well-being, healthy eating, and exercise among its employees. It is the City's desire to encourage health, well-being and exercise through a Wellness Program designed to help ensure a healthy work environment for City employees. Participation in the Wellness Program is voluntary and encouraged.

Regular full-time, part-time employees and volunteer firefighters are eligible to participate in the program. Temporary employees and reserve police officers are not eligible to receive reimbursement benefits under this policy.

Full-time employees and volunteer firefighters may be reimbursed up to \$30 for a wellness program or gym membership. Part-time employees may be reimbursed up to \$15. Examples of such benefits include but are not necessarily limited to subscription to health programs like Weight Watchers, membership fees to gyms or health facilities, or participation in a sports club of some kind. Receipts for purchase/payment or proof of payment must be provided to the City Clerk by close of business on the last day of the month for reimbursement the following month.

5. PARTICIPATION IN RECREATION EVENTS

In addition to healthy activities, the City would like to promote activity with the community and in our recreation programs and events. As such, participation in health classes provided by the West Branch Parks & Recreation department will be provided at no cost to full-time employees, part-time employees and volunteer firefighters. These are offered solely for sports and physical fitness classes and are not eligible for events that offer prizes or rewards issued from the participation income. Some programs may be ineligible based on the decisions of the program instructor.

6. WORKER'S COMPENSATION COVERAGE

Worker's compensation is part of the Iowa Code designed to provide certain benefits to employees who sustain injuries, occupational illnesses or occupational hearing loss in the course of and arising out of their employment. Benefits are administered according to Iowa law. All accidents, injuries, illnesses, and hearing loss occurring at work or in the course of employment must be reported to your supervisor or the City Administrator, even if no medical attention is

required.

All reports of injury or illness or hearing loss should be filed within twenty-four (24) hours of the injury, illness, or hearing loss. Said employee shall notify his/her Supervisor immediately and file an injury report within twenty-four hours of the injury. Any employee who is unable to return to work due to an injury shall present the City Administrator with a doctor's statement that outlines the extent of the injury, the employee's work limitations, and duration of medical leave or restricted work requirements. The City believes all involved are better served by the injured employee's quick return to work. Therefore, an injured employee may be temporarily reassigned to work that is suitable according to the restrictions and/or limitations outlined by the physician. Employees injured on the job are required to use the City's company physician. If an employee chooses to use his or her personal physician, the expense of the treatment and care shall not be covered by the City. The City will comply with all federal and state regulations regarding the Occupational Safety and Health Act.

7. FAMILY MEDICAL LEAVE ACT (FMLA)

In compliance with the Family and Medical Leave Act of 1993 ("FMLA") as amended, the City grants up to twelve weeks of unpaid leave to an eligible employee during a rolling 12-month period and 26 weeks for service member illness or injury sustained in the line of duty in active duty.

This policy is designed to offer assistance by providing job-protected leave to eligible employees for certain family and medical reasons in accordance with the FMLA. The leave may be unpaid, paid or a combination of unpaid and paid depending on the circumstances as specified in this policy.

Eligibility: In order to qualify for FMLA leave, the employee must meet both of the following conditions: 1) the employee must have worked for the City for at least 12 months, or 52 weeks, and 2) the employee must have worked at least 1,250 hours in the twelve (12) months prior to the commencement of the leave.

FMLA leaves of absence can be requested for any of the following reasons:

- (a) Any qualifying exigency arising out of the active duty or call to active duty status of a spouse, son, daughter, or parent;
- (b) To care for a spouse, son, daughter, parent, or next of kin of a service member recovering from serious illness or injury resulting from line of duty on active duty;
- (c) The birth of a child and in order to care for that newborn child, within one year of the birth;
- (d) The placement of a child for adoption or foster care, within one year of the initial placement;
- (e) To care for a spouse, child, or parent with a serious health condition; or
- (f) The serious health condition of the employee that renders the employee unable to perform the essential functions of his/her position.

The City will require an employee to provide a health care provider's certification of the serious health condition.

The City requires that applicable accrued PTO be substituted for any (otherwise) unpaid FMLA leave until such paid leave runs out. Any applicable accrued PTO must be used before unpaid

leave. Substitution of paid leave will be required only to the extent the circumstances meet the City's usual requirements for the use of the paid leave. The substitution of paid leave for unpaid leave does not extend the 12 or 26-week FMLA leave period.

Duration of Leave: FMLA leave may be taken in consecutive days or weeks, may be used intermittently, or, in certain circumstances, may be used to reduce a workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 weeks or 26 weeks (depending on the type of FMLA leave approved) over a rolling 12-month period and must be properly documented.

Leave to care for a newborn or for a newly placed child must be taken all at once and may not be taken intermittently or on a reduced work schedule.

If an employee takes leave intermittently or on a reduced work schedule basis, the employee must, when requested, attempt to schedule the leave so as not to unduly disrupt the City's operations. When an employee takes intermittent leave or reduced work schedule leave for foreseeable planned medical treatment, the City may temporarily transfer the employee to an alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave.

Procedure for Requesting FMLA Leave: When leave is foreseeable for childbirth, placement of a child, planned medical treatment for the employee's or family member's serious health condition, or family members' active duty or sustaining serious illness or injury in the line of duty, the employee shall provide the City with at least 30 days' advance notice, or such shorter notice as is practicable (i.e., within 1 or 2 business days of learning of the need for the leave). If leave is to begin in less than 30 days, the employee must give notice as soon as the necessity for the leave arises. When the timing of the leave is not foreseeable, the employee must provide the City with notice of the need for leave as soon as practicable (i.e., within 1 or 2 business days of learning of the need for the leave). Notice of leave necessity must be given to the City Administrator.

Health Care Provider Certification: The City of West Branch will ask for certification of the serious health condition from the appropriate health care provider. The employee must provide such documentation within 15 days of the request for leave. Additional medical information may be required depending upon the information provided by the health care provider. All such additional information shall be required in accordance with the provisions of the FMLA.

If the City has reason to doubt the employee's initial certification, it may direct the employee to obtain additional information from his/her doctor; with the employee's permission, have a designated health care provider contact the employee's health care provider in an effort to clarify or authenticate the initial certification; and/or require the employee to obtain a second opinion by an independent City designated provider at the City's expense. If the initial and second certifications differ, the City may, at its expense, require the employee to obtain a third final and binding certification from a jointly selected health care provider.

During FMLA leave, the City may request that the employee provide recertification of a serious health condition as often as every 30 days or sooner if there is a change in condition. If the employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the City with

reasonable notice (i.e. within two business days) of the employee's changed circumstances and new return to work date.

FMLA leave or return to work may be delayed or denied if the appropriate documentation is not provided in a timely manner. Also, a failure to provide requested documentation of the reason for an absence from work may lead to discipline for unexcused absences, up to and including termination of employment.

Designation of Leave: The City Administrator will notify the employee that leave has been designated as FMLA leave. The employee's leave may be provisionally designated as FMLA leave if the individual designating the leave has not received medical certification or has not otherwise been able to confirm that the employee's leave qualifies as FMLA leave. If the employee has not notified the City Administrator of the reason for the leave, and the employee desires that leave be counted as FMLA leave, the employee must notify the City Administrator within 2 business days of the employee's return to work that the leave was for an FMLA qualifying reason.

Employee Benefits During FMLA Leave: While an employee is on leave, the employee is entitled to continue to receive his/her health benefits during the leave period at the same level and under the same conditions as if he/she had continued to work. While an employee is on paid leave, the employee's portion of health insurance premiums will be deducted from the employee's salary. While on unpaid leave, the employee must pay the employee's portion of health insurance premiums. The employee shall make arrangements with the City Administrator of his/her designee to ensure that the employees' portion of the insurance premium is paid and the date payment is required. If the employee's payment of health insurance is more than 30 days late, the City may discontinue health insurance coverage upon notice to the employee. If the employee chooses not to return to work for reasons other than a continued serious health condition, the City may require the employee to reimburse the City the amount it paid for the employee's health insurance premium during the leave period.

If the employee contributes to a life insurance, disability, or retirement plan, the City will continue to make payroll deductions/reductions while the employee is on paid leave. While the employee is on unpaid leave, the employee must continue to make those payments. If the employee does not continue these payments, the City will recover the payments at the end of the leave period, in a manner consistent with the law. For purposes of pension or retirement plans, FMLA leave periods are counted as continued service for vesting and eligibility determinations. When the employee returns to work from an unpaid FMLA leave, his/her benefits will be resumed in the same manner and at the same levels as provided when the leave began, subject to any changes in benefit levels that may have taken place during the period of FMLA leave.

During an unpaid leave of absence, an employee shall not be eligible to accrue PTO or other fringe benefits.

Employee Status During Leave: While on leave, an employee may be required to provide the City Administrator with periodic reports regarding his/her leave status and intention to return to work. The City Administrator will determine the frequency of the reports at the time of approving the employee's FMLA leave.

Employee Status After FMLA Leave: An employee who takes leave under this policy will be able to return to the same job or a job with equivalent status, pay, benefits, and other employment

terms. The City may require that an employee present a medical certification of fitness for duty prior to returning to work when the absence was caused by the employee's own serious health condition(s). The release to work also must address in detail any period of restrictions in the work activity. The City may delay restoring the employee to employment without such certification.

An employee is entitled to reinstatement to his/her position or an equivalent position only if he/she would have continued to be employed had FMLA leave not been taken. Thus, an employee is not entitled to reinstatement if, because of layoff, reduction in force or other reason, the employee would not be employed at the time job restoration is sought.

If an employee fails to return to work upon the expiration of FMLA leave, he/she will be considered to have "quit" his/her employment unless the employee requests and receives an additional non-FMLA leave of absence from the City Administrator. The City may recover the employee's health insurance premiums that it paid on behalf of the employee during any unpaid FMLA leave, except that the City's share of such premiums may not be recovered if the employee fails to return to work because of the employee's own serious health condition or because of other circumstances beyond the employee's control. In such cases, the City may require the employee to provide medical certification of the serious health condition.

FMLA Compliance: This policy is intended to comply with the FMLA and 29 C.F.R. Part 825, as amended from time to time. Where questions arise in regard to the provisions of this policy or its application, the actual provisions of the regulations shall be controlling.

VII. RETIREMENT BENEFITS

1. SOCIAL SECURITY

The City contributes for all eligible employees to the Social Security System in addition to those contributions made by the employee through FICA payroll deductions, in compliance with federal and state laws.

2. IOWA PUBLIC EMPLOYEE RETIREMENT SYSTEM (IPERS)

All regular full-time and eligible part-time employees are covered under the Iowa Public Employees Retirement System (IPERS). Benefit levels and contribution rates are set by IPERS.

3. MEDICAL COVERAGE CONTINUATION

Individuals who are employed by the City and are eligible to participate in the group health plan are eligible to continue healthcare benefits upon retirement. Retired participants must be age 55 or older at retirement, with the exception of special service participants who must be age 55 with 22 years of services.

4. SICK LEAVE PAYOUT

Upon retirement, full-time employees will be paid out for any unused sick leave hours as follows:

- If hired after January 1, 2009, payout is 25% of the remaining sick leave hours based on the employee's current hourly base salary.
- If hired after August 1, 2020 there will be no sick leave payout. (Res. 1906 – June 2020)

VIII. CONCLUSION

This Handbook is intended to answer the major questions you may have about the City of West Branch's employment policies and benefits, and provide certain general information. This handbook does not, and is not intended to, cover these matters in complete detail or serve as a contract between you and the City of West Branch. Many of the statements in this handbook are subject to change without notice. Should there be any conflicts between this handbook and the terms and conditions of applicable labor agreements, benefit plans, insurance policies, etc., the official text of the labor agreement, plan, or policy will govern. If you have any questions not answered here, please contact your Supervisor/Department Director or the City Administrator who will get the information for you or refer you to the appropriate person or department. We hope your employment with the City of West Branch will be a long and rewarding experience for you.

These Policies were reviewed and approved by the following City officials:

By: _____

Mayor

Date: _____

By: _____

City Administrator

Date: _____

APPENDIX A

WEST BRANCH FIRE DEPARTMENT VOLUNTEER CADETS

Fire Department volunteer Cadets are not covered by the City's health insurance or worker's compensation programs. For any injury sustained or health related concern associated with the Cadet's volunteer service on the West Branch Fire Department, the Cadet and his/her family agree to submit any such claim through their own health insurance provider.

Any out-of-pocket expenses that remain after the claim has been submitted and processed by the Cadet's insurance provider will be submitted to the City of West Branch insurance provider and general liability insurance provider. The City of West Branch will not provide any other relief for out-of-pocket expenses that remain after payment is made by the City of West Branch insurance provider and general liability insurance provider.

In the case that the Cadet and his/her family do not have health insurance coverage, the City of West Branch will submit the entire claim of any injury sustained or health related concern associated with the Cadet's volunteer service on the West Branch Fire Department to the City of West Branch Fire-Pak insurance provider and general liability provider. The City of West Branch will not provide any other relief for out-of-pocket expenses that remain after payment is made by the City of West Branch Fire-Pak insurance provider and general liability insurance provider. Although the City is providing this benefit to Cadets, the Cadets are volunteers and receive no compensation from the City. Cadets are not employees for purposes of workers' compensation nor are they eligible for workers' compensation under Iowa law.

The Fire Chief, in cooperation with the City Clerk, shall make each Volunteer Cadet and the parents and/or guardians aware of this policy prior to the Volunteer Cadet's appointment to the West Branch Fire Department. The Cadet and their parents and/or guardians shall sign a waiver provided by the City Attorney to incorporate the terms of this policy for the Volunteer Cadets.

APPENDIX B

CDL DRUG & ALCOHOL TESTING POLICY

(See attached separate policy)

APPENDIX C

EMPLOYEE ACKNOWLEDGEMENT FORM

This Employee Handbook describes important information about employment with the City of West Branch ("City"). It has been prepared to make me aware of what I can expect in the way of privileges and benefits; and what the City will expect of me in terms of behavior and performance during my employment.

Since departments vary in their duties and responsibilities, not all policies and regulations can be covered in this handbook. I understand that I may direct inquiries for additional information to my supervisor or the City Administrator.

The use of masculine or feminine gender in references or titles shall be considered to include both genders and is not a sex limitation.

No policies in this handbook shall supersede any provisions of state or federal law. The policies in this handbook are intended to apply to all City employees.

Since the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions may occur; and that such changes will be communicated to me through official notices. Only the City Council can adopt any revisions to the policies in this handbook.

I have entered into employment with the City voluntarily and acknowledge there is no specified length of employment. Iowa law allows me, or the City, to terminate the employment relationship "at will" at any time. Furthermore, I acknowledge this handbook is neither a contract of employment nor a legal document. I have received the handbook and I understand it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee Name (Printed)

Employee Signature

Date