

**Resolution 24-21
City of Calamus
Employee Personnel Policy**

A RESOLUTION ADOPTING REVISIONS TO THE PERSONNEL POLICY
FOR THE CITY OF CALAMUS, IOWA

WHEREAS, the City of Calamus has full and part time employees and has created a Personnel Policy for its employees;

WHEREAS, the City of Calamus works diligently to maintain a safe and professional workplace; and,

WHEREAS, the Personnel Policy for the City of Calamus is the governing manual for each employee; and,

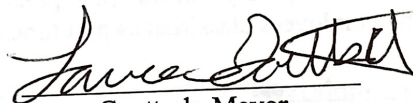
WHEREAS, the occasional revisions or clarifications to the Personnel Policy Manual may be necessary;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Calamus, Iowa, that the revisions as outlined in the attached exhibit "A" be adopted and effective immediately, replacing the applicable sections of the Personnel Policy Manual revised .

Introduced by Reed second by Leibold
Roll Call: Sprague Aye Leibold Aye Buckner Aye Griebel Aye Reed Aye

PASSED, ADOPTED AND APPROVED THIS 3rd DAY OF June 2024.

1st July


Lance Goettsch, Mayor

Attest:

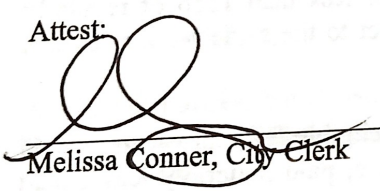

Melissa Conner, City Clerk

Exhibit A

City of Calamus Employee Manual

This manual contains the policies and regulations of the City of Calamus, Iowa relative to personnel administration.

In situations where the rules within sections of the Code of Iowa apply to the city employees, the provisions of the Code of Iowa shall supersede all others.

The City of Calamus operates under the Calamus City Council. The policies contained within this manual are established by the City Council and apply to all employees. Therefore, throughout the manual, when the term "City" is used, the City Council is included.

The use of masculine or feminine gender references or titles shall be considered to include both genders.

It was the intention of the City to provide a good working environment and to welcome comments and suggestions from interested parties.

Employment:

Each employee will serve a probationary period of six months unless waived by the City. An employee may be terminated for just cause during this probationary period.

Full Time Employees:

A full-time employee is one who holds a position providing 2080 hours or more of regularly scheduled work per fiscal year. Full time employees are eligible to participate in the City's fringe benefit programs.

Full time or part time employment is a classification that shall be designated by the City at the time an employee is appointed. Permanent, full-time positions should be filled by full time appointments. Temporary full time, temporary part time and permanent part time positions shall be filled by employees classified as part time.

Part Time Employees:

A part time employee is one who holds a position providing for less than 1556 of regularly scheduled work per calendar year. Part time employees are subject to the same work rules that govern full time employees.

Any employee working less than 30 hours per week, shall not be eligible for paid vacation, paid holidays, paid personal days, paid sick leave, paid maternity leave, paid maternity leave, paid funeral leave and paid jury duty.

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Part time employee continued:

A part time employee who is regularly scheduled 30 hours or more work per week and have been employed by the City for more than one year, shall be eligible for paid vacation, paid holidays, paid personal days, paid sick leave, paid funeral leave and paid jury duty.

If a part time employee works more than 1556 hours for one calendar year, the employee must bring this to the attention of the City. It will be the decision of the City at that time to either restrict the employee's hours to less than 1556 hours per calendar year or to put the employee on full time status, eligible for all benefits. Part time employees are required to remain under 389 hours per calendar quarter (Jan-Mar, April-June, July-Sept, Oct-Dec).

The Mayor or majority of the City Council is authorized to consider and make the final decision regarding an employees' request for extra part time help, except in emergency situations.

Hours of Work:

City Clerk Availability hours are 4:15 p.m. to 6:15 p.m. the 2nd and 4th Wednesday of each month. The City Clerk may flex these days as needed and shall post the changes at City Hall or the city website.

Maintenance hours will typically run 7:30 a.m. to 4:00 p.m. unless emergency event requires a change of hours. Monday through Friday, with one unpaid ½ hour for lunch.

The maintenance person scheduled to complete weekend water and sewer checks will be paid 2 hours minimum per day for checking water and sewer plants. The employee is recommended to take off early during the remainder of the work week to offset the amount of hours equal to the time spent completing the checks on the weekend to ensure no overtime is accumulated.

Hourly employees shall keep a detailed daily timesheet, which shall include: clock in time, clock out time, number of hours worked in each department, lunch, and breaks. Timesheets will be present at each regular council meeting for review upon request.

Employees are expected to have a representative of their department attend regular City Council meetings. This employee will be paid to attend the meeting.

Flexible Scheduling:

As the need arises, the department head may change normal work hours. Whenever possible, a three-day notice will be given to the affected employees. Such scheduling will not exceed five working days.

Non Discrimination:

As provided in federal and state law, no appointment, recruitment, training, promotion, discipline, termination, or any other aspect of personnel administration for any position with the

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City shall be affected or influenced in any manner by any consideration of race, creed, sex, age, national origin, religion, color or disability, unless based upon nature of the occupation. Discrimination shall be prohibited based on physical or mental disability except where specified occupational qualities are demonstrable necessary for proper and efficient operation and administration of a job.

Payroll Dates:

Checks will be issued by Friday each week for work performed up through the previous week. Work weeks will run Saturday through Friday, with checks issued the following Friday. Timesheets are required to be sent by text or email to the City Clerk & Mayor by the end of the working day for that pay period (Friday). Payroll will be issued by direct deposit ACH the following Friday. I. E. Saturday May 18th, 2024 through Friday May 24th, 2024's timesheet will be due by the end of the day Friday May 24th and payroll will be directly deposited by ACH on Friday May 31st, 2024.

Overtime/Compensatory Time Off:

Overtime hours shall be worked for emergency events only. Overtime shall always be pre-approved by the Mayor for those hours worked beyond the employee's normal work hours, if this exceeds 45 hours. It is the policy of the city that overtime shall be held to a minimum consistent with efficient operation and provision of essential services to the public.

Hours worked over forty hours in one work week (Saturday through Friday) will be earned as compensatory time off or paid in cash. Compensatory time is earned at a rate of 1.5 hours for each hour of employment over the 40-hour workweek.

The maximum amount of compensatory time allowed to be accrued is 80 hours (§ Iowa Code: 11—53.11 (8A) Overtime). Hours worked beyond the 80-hour limit allowed by the Iowa overtime laws and FLSA (which is 53.33 hours of actual overtime worked) will automatically be paid at a rate of 1 ½ times the employee's regular hourly pay rate during the next pay period. No overtime will be included in vacation pay, holiday pay, comp time, sick leave or funeral leave.

Example: a non-exempt public employee earns comp time off at a rate of 1.5 hours for each overtime hour worked. Therefore, 10 hours of overtime worked is banked as 15 hours of comp time that can be paid out at a regular pay rate or utilized as 15 hours for actual time off, instead of pay.

If the employee works beyond the "80-hour compensatory time off" limit then each hour worked beyond a 40-hour workweek will then be paid at a rate of 1 ½ times the employee's regular hourly pay instead of being added to compensatory time off.

Comp time can be paid as wages to the employee per the employee's request or utilized with no more than twenty-four (24) hours used per work week.

The following guidelines shall apply to before/after regular business hours or overtime:

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Emergency work shall be conducted by full or part time employees whenever possible. Emergency events include but not limited to: snow removal, that impedes the traveled portion of a street or alley, water main repairs, sewer related issues (pumps, backups, etc.), storm related damage that impedes flow of traffic, cemetery, and/or burials, or affects any city provided service.

Part time employees may be used instead of full-time employees when:

1. The work to be done is a continuation of the part time employee's regular assignment.
2. The shift of job is normally manned by part time personnel.
3. When full time personnel are not readily available for duty.

53.9(2) Call back. If an overtime eligible employee is directed to report to work during unscheduled hours that are not contiguous to the beginning or the end of the employee's assigned shift, the employee shall be paid a minimum of three hours. These hours shall not count as standby hours if the employee is in standby status. Employees in overtime exempt classes may be eligible for call back pay, if a request is first submitted in writing and approved by the director.

It is highly encouraged to let phone calls go to voicemail after regular business hours and then return the phone calls during normal business hours. Only respond to voicemails if there is an emergency.

Termination:

Employees and the City are responsible for giving fourteen days written notice of termination of employment.

Insurance:

The City shall pay each employee full time one individual health insurance policy. A family policy will be offered at a rate of 75% reimbursement. An Employee may choose to have all or a portion of a policy paid directly to the insurance carrier by the City. The percentage of the policy being paid will be at the discretion of the City Council.

Education and Training:

Training is an important aspect of every employee's job. The following guidelines shall apply to training:

1. The City shall approve requests from employees desiring job related training. In the event there is not sufficient time allowed for the employee to address the Council, the Mayor may approve training requests.


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2. The City shall pay for transportation, subsistence and tuition. An itemized expense report (including receipts) shall be filed with the City Clerk for reimbursement.

Paid Time Off and Vacations:

All full-time employees shall be entitled to one week of vacation after one year of employment from the date of hire (anniversary date). After three years, full time employees shall receive two weeks of vacation, after ten years, three weeks.

Vacation is based on the anniversary date of the employee. Five working days constitutes one week of vacation. Vacation may be taken in half day increments, but whole days are preferred. Vacation time should be scheduled two weeks in advance, if possible.

An employee may not carry over more than ten days (80 hours) of vacation time from one anniversary date to the next. Unused vacation time may be paid out at a rate of 50% of the total hours unused up to a max of two weeks (80 hours) All unused vacation time in excess of this limit shall be forfeited.

Sick Leave:

Full time employees receive 40 hours of sick leave annually. Sick leave may accumulate up to 480 hours. Any unused sick leave in excess of 480 hours will be forfeited.

Use of Sick Leave: You are eligible to use accrued sick leave for any illness, injury, or temporary disability, which includes pregnancy, which prevents you from performing your essential job functions. A request of more than forty (40) hours or more may require you to submit a doctor's note providing objective medical evidence of the need for your leave. An employee on sick leave shall receive the employee's regular rate of pay.

Abuse of Sick Leave: If sick leave appears to be abused as evidenced by a pattern of use not necessitated by proven illness or injury, the employer may require you to provide a doctor's note providing objective medical evidence of the need for your leave. The City may require this even if you have not missed three (3) or more consecutive days. Abuse of sick leave privileges will constitute grounds for disciplinary action up to and including termination

Conversion of Sick Leave Upon Termination: You will not be paid for any unused accumulated sick leave should your employment with the City be terminated for any reason.

Holidays:

The following shall be paid holidays for the City of Calamus:

New Year's Day
Presidents' Day
Memorial Day (as observed in Iowa)
Independence Day (Fourth of July)

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Labor Day
Veteran's Day
Thanksgiving Day
Christmas Day

If Christmas Eve and or New Year's Eve fall on a regular work day, one half day off unpaid will be allowed on that day.

An employee shall forfeit his right to payment for any holiday if he has an absence that has not been approved by the Mayor on the working day immediately preceding or following such holiday.

Holiday pay continued:

Depending on your job classification, you may be required to work on a holiday. Regular full-time employees who work on a holiday will receive their holiday pay at straight time and any hours worked would be counted as overtime which is calculated at one-and-one-half ($1 \frac{1}{2}$) times the regular wage. Regular Part-time employees who work on a holiday will receive only one-and-one-half ($1 \frac{1}{2}$) times their wage.

Regular full-time employees working 40 hours per work week shall be granted 8 hours holiday pay @ regular rate.

Only those hours actually worked on a holiday will be paid, in addition to the normal holiday pay. For example, an employee working 4 hours on a holiday would receive one-and-one-half ($1 \frac{1}{2}$) their regular pay rate for the 4 hours worked, plus normal pay for an entire holiday, as specified in the preceding paragraph.

If a holiday would fall during an employee's Paid Time Off, it may be taken immediately before or immediately after that period. If employment with the City is terminated for any reason, that employee shall not be eligible for any unused holidays.

Other Leave Time:

Military Leave:

Any permanent employee who requires military leave will, upon showing his orders to the Mayor, be given a paid leave of absence for up to 30 days pursuant to the Code of Iowa. Employees returning from military service shall have such reemployment rights as are accorded by applicable state and federal laws.

Maternity Leave:

Employees may take up to six weeks leave for a birth in the immediate family or the adoption of a child. Sick leave accruals may be used during this time. In the event sick leave accruals are exhausted, the employee may use other available leave accruals prior to being placed on leave without pay.

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Funeral Leave:

Each regular employee shall be eligible for a paid leave of absence up to 24 hours for a death in the immediate family. Immediate family shall be defined as including spouse, child, step-children, father, step-father, father-in-law, mother, step-mother, mother-in-law, son-in-law or daughter-in-law. Any additional time off required will be charged against employee's accrued compensatory time off, PTO, or will be unpaid leave.

Jury Duty:

A full time employee shall be granted a paid leave of absence for assigned work time lost when called to serve on a jury. Employees will be paid their straight hourly rate (up to 40 hours). An employee shall submit certification of jury service to the City and shall assign that part of all compensation received for jury service which can be reasonably described as duplicate compensation.

Discipline and Sexual Harassment:

Sexual harassment, intimidation or coercion of any employee by any other employee will not be tolerated. If investigation of a complaint of sexual harassment, intimidation or coercion produces evidence that such harassment has occurred, appropriate disciplinary actions will be taken. (Iowa Code 708.7, 718.4, 19B.12 and 602.1401)

Use of Equipment and Vehicles:

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using City property, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

If you drive on City business (City vehicle or your own, on a regular or occasional basis), you are required to have a valid driver's license with the proper endorsement and be insurable. We also expect you to observe area traffic laws and wear seat belts. Tickets that result from an infraction of traffic laws or parking violations are your own responsibility.

Use of Equipment and Vehicles continued:

Notify your direct supervisor or City management if any equipment, machines, tools or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of these situations could prevent deterioration of equipment and possible injury to employees or others. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles can result in disciplinary action, up to and including termination.

Employees are not to use City equipment and vehicles or authorize their use to others for non-work related reasons. Employees using City equipment or vehicles for personal reasons may be subject to disciplinary action, up to and including termination and be held responsible for reimbursing the City for any damage that occurs during such use.

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The City will reimburse each maintenance department employee and the City Clerk forty dollars (\$40.00) for cell phone use on a monthly basis. Each employee will purchase a plan of his choice, phone and replacement insurance for the phone under a private account in his name. The employee will have discretion regarding the company, type of plan and type of phone he will purchase providing the company chosen has adequate reception within the City limits. The employee will be responsible for making payments directly to the cell phone company and keeping the account current.

The cell phone must be charged and turned on during normal business hours of 7:30 a.m. and 4:00 p. m. Monday - Friday for the public works department. Voicemail must be active and calls should be returned within 1 business day of a non-emergency message being received.

It is highly encouraged to let phone calls go to voicemail after regular business hours and then return the phone calls during normal business hours. Only respond to after-hour voicemails if there is an emergency.

The Mayor, Council Members and City Clerk will have access to the cell phone numbers so they may reach the employee during normal business hours. The Mayor, Council Members and City Clerk will be allowed to reach the employees beyond normal business hours in emergency situations only.