

EMPLOYEE HANDBOOK



VISION

Burlington is a great place to live, work and play

- **Proud of our past, building for our future**
- **Community of pride and caring**
- **Commitment to financial responsibility**

**CITY OF BURLINGTON
EMPLOYEE HANDBOOK**

TABLE OF CONTENTS

Welcome to Burlington 1

City of Burlington Vision and Values 2

Introduction and At-Will Disclaimer 3

Equal Opportunity Policy 4

Harassment and Retaliation 4

Complaints, Investigations and Remediating Discrimination, Harassment
or Retaliation in the Workplace 6

Veteran’s Preference 7

Job Description 7

Appointments and Work Schedules 7

Physical Examinations 8

Employee Orientation 8

Probation 8

Promotions 9

Use of Medications 9

On-the-Job Injury or Illness 9

Telephone Use 10

Internet Use 10

Ethics 11

Weapons Policy 13

Drug and Alcohol Workplace Policy 13

Requirement of Driver’s License/Commercial Driver’s License (CDL) 17

Specific Requirements for Employees with Commercial Driver’s License (CDL) 18

Workplace Privacy 18

Workplace Violence 19

Secondary Employment 19

Solicitations 19

Political Activities Policy.....	19
Discipline	20
Performance Evaluations.....	22
Uniforms	22
Dress Code	22
Iowa Smokefree Air Act Policy/Use of Tobacco	23
Nepotism Policy.....	23
Residency Requirement Policy.....	23
Separations from Employment	24
Maintenance of Personnel Records.....	24
Timesheets.....	24
Pay Day.....	25
Payroll Deductions.....	25
Payroll Direct Deposit/Distribution of Paychecks	26
Sick Leave.....	26
Paid Vacations	28
Holidays.....	28
Cancellation of Vacation and Other Leaves.....	28
Transfer of Accrued Vacation Due to Catastrophic Events	29
Subpoenaed Employees/Jury Duty.....	29
Special Leaves	29
Accommodating an Employee’s Mental Health or Physical Disability	31
Family and Medical Leave Act.....	31
Severe Weather and Other Emergencies	36
Compensatory Time Accrual	37
Longevity... ..	37
Health Insurance	38
Dental Insurance	39
Wellness Program	39
Employee Assistance Program.....	39
I.R.S. Section 125 – Flexible Benefit Plan.....	40

Life Insurance/Death Benefit	40
Pension	40
Tuition Reimbursement	41
Burlington Municipal Credit Union.....	43
Benefits for Part-time Employees	43
Benefits for Temporary Employees.....	44
Damage to Personal Property	45
Recovery of Lost Property	45
Use of City Vehicles/Travel Expenses	45
Safety	46
Training Programs	46
Departmental Bulletin Boards and E-mail Monitoring by Employees	46
Newsletters.....	46
www.burlingtoniowa.org	46
CityNet	46
City of Burlington Acknowledgment	47



Welcome to Burlington!

As an employee of the City, you are part of a team which has the responsibility for developing and maintaining our wonderful community. Our goal is to continually improve the City of Burlington and to ensure it always remains a great place to live, work and play. Although our citizens may not see the role each employee plays in the delivery of City services, we measure our success by the level of citizen satisfaction.

I personally welcome your help and ideas. As a team, we are committed to listening to employee ideas and concerns and promptly addressing problems in the workplace. Although we may not be able to agree with every complaint or implement every idea, we believe the best policies result from the free exchange of ideas and information. We are committed to involving employees in the process of continually developing and improving City procedures and policies.

By agreeing to work for the City of Burlington, each employee commits to abide by an established value system which includes the Code of Ethics of the International City Management Association. In addition, this Employee Handbook describes some of the expectations of our team. Further, it outlines the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of this Handbook as soon as possible, for it will answer many questions about employment with the City.

We hope your experience here will be challenging, enjoyable and rewarding.

Again, welcome!

Sincerely,
Chad Bird
City Manager
City of Burlington



VISION

Burlington is a great place to live, work and play

- **Proud of our past, building for our future**
- **Community of pride and caring**
- **Commitment to financial responsibility**

VALUES

P ARTNERSHIP

We encourage teamwork between individuals and organizations to inspire innovation and effective service, creating a great place to live, work and play.

R ESPECT

We respond to the diverse views of the community and incorporate these into discussions and decision-making with consistent follow-through and accountability.

I NTEGRITY

We are transparent, honest, and ethical in our interactions and conduct our business in accordance with the highest standards of professional behavior.

D EDUCATION

We are passionate, progressive individuals striving for a cohesive community, enthusiastic about achieving excellence.

E FFICIENCY

We pursue continuous learning, adaptability, and fiscal responsibility to create a sustainable and safe community.

Introduction and At-Will Disclaimer

This is your Employee Handbook. It provides you with a brief summary of the personnel policies of the City.

DISCLAIMER

You are an “at-will” employee. You may resign your employment at any time and for any reason, and the City reserves the same right to discontinue your employment at any time and for any lawful reason or for no reason at all. Nothing in this Handbook changes the at-will nature of your employment with the City. This Employee Handbook is not intended to create any contractual rights in favor of you or the City. This Handbook is not to be construed as an employment contract or as a promise that you will be employed for any specified period of time.

At-will employees are not subject to the just cause standard for discharge. Further, the terms of this Handbook do not supersede the terms of any collective bargaining agreement negotiated with the City’s unions. When in conflict, the terms of the collective bargaining agreements will control, except to the extent this manual is determined to reflect the requirements of federal or state law which supersede the collective bargaining agreements.

This Handbook is provided for informational purposes only. The policies, procedures, benefits, and plans described in the Handbook may be revised by the City at any time without prior notice. The City retains the exclusive right to change, add to, eliminate, or modify any of the policies in the Handbook at any time at its discretion, with or without notice.

Any promises, representations or actions by a City official or employee which are contrary to this Handbook are not the official policy of the City and are of no force or effect. This Handbook supersedes and cancels the effect of any previous versions of this Employee Handbook.

You are responsible for reading this Handbook and any documents referred to herein which are posted on CityNet. Each City department has been provided a copy of these policies and, in addition, may also have departmental policies. **Please check with your supervisor or Department Head to obtain your department’s policies. Certain departmental procedures may take precedence over the general procedures in this Handbook.**

Employees are responsible for reading their email and other documents posted or distributed each workday or as often as practicable. Every attempt will be made to provide periodic updates to this document.

If you have any questions or need clarification on any policy, please contact your supervisor.

Equal Opportunity Policy

The City depends on the talents of all its employees. The City's future depends on how we recognize, value, and appreciate our differences. Because we appreciate the value of our differences, we dedicate ourselves to achieving a work environment that encourages and values the contributions of every employee. It shall be the policy of the City to act affirmatively and without discrimination regarding all terms, conditions, and privileges of employment in accordance with all applicable laws. Decisions regarding all employment terms, conditions, and privileges, including, but not limited to, recruitment, hiring, placement, training, promotion, and layoffs, shall be made without regard to race, creed, color, religion, sex, pregnancy, sexual orientation, gender identity, genetic information, national origin, age, disability, military or veteran status, or any other characteristic protected by applicable federal, state, or local law. Personnel procedures shall also be administered without regard to an individual's race, creed, color, religion, sex, pregnancy, sexual orientation, gender identity, genetic information, national origin, age, disability, military or veteran status, or any other characteristic protected by applicable federal, state, or local law.

Employment decisions are based on merit and business needs, not based on status as a protected class. The City complies with laws regarding reasonable accommodations for disabled employees. The City will not discriminate against qualified employees or job applicants because of physical or mental disabilities as set forth in the Americans with Disabilities Act (ADA). Equal Employment Opportunity notices are posted. These notices summarize the rights of employees and list the names and addresses of different government organizations that may be contacted in the event a person believes he/she has been discriminated against.

Any honorably discharged veteran, as defined in the Iowa Code, shall be entitled to preference in appointment, employment, and promotion over other applicants of no greater qualifications, consistent with the required definition in the Iowa Code.

Our City is committed to employing only United States citizens and aliens who are authorized to work in the United States. In compliance with the Immigration Reform and Control Act of 1986, we require all newly hired or rehired employees to complete an US Department of Homeland Security Employment Eligibility Verification Form I-9. The Human Resources Department is responsible for ensuring that applicable documentation is completed in compliance with this policy.

Harassment and Retaliation

Illegal harassment is defined as offensive verbal or physical conduct based on a person's race, creed, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, pregnancy, genetic information, or any other characteristic protected by local, state or federal 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 can also include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
The conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Sexual harassment may consist of a variety of behaviors, including, but not limited to, the following examples:

1. Verbal conduct such as sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, or threats
2. Non-verbal or visual materials such as derogatory posters, photography, graffiti, cartoons, drawings, or gestures
3. Physical conduct such as unwelcome touching, hugging, kissing, coerced sexual contact or assault
4. Threats or demands to submit to sexual requests in order to keep an employee's job or receive some job-related benefit

The City will not tolerate harassment. Harassment is prohibited under local, state, and federal employment laws and is also considered misconduct subject to disciplinary action, up to and including termination. Immediate action will be taken to resolve all complaints about discrimination and harassment. See Complaints, Investigations and Remedying Discrimination, Harassment or Retaliation in the Workplace section below for the complaint procedure.

Anti-Retaliation

Employees who report or file good faith claims of harassment or discrimination with the City or any local, state, or federal agency, or employees who in good faith file workers' compensation claims, request Family Medical Leave Act ("FMLA") leave or military leave, report occupational safety violations or wage violations shall not be subjected to retaliation. Witnesses, who in good faith, participate in any investigation, shall not be subjected to retaliation. Retaliation is penalizing an employee by demoting him/her, terminating the employee, or changing the employee's work conditions in a material way for making a complaint in good faith or for the employee's participation in an investigation conducted by the City.

The City will not tolerate retaliation. Immediate action will be taken to resolve all complaints about retaliation.

Complaints, Investigations and Remedying Discrimination, Harassment or Retaliation in the Workplace

A continuous two-way flow of information between supervisors and employees is essential to the achievement of organizational goals. Whenever possible, issues should be resolved through an informal communication process between employee and supervisor. When a problem arises, it is important to communicate in an open, calm, and honest manner and begin communicating when an issue first arises.

If an issue cannot be resolved through communication, employees covered by a bargaining unit agreement may utilize a formal grievance process and non-union employees may appeal a disciplinary action to the Human Resources Department.

In the case of sexual or other harassment, illegal discrimination, or similar concerns, the following steps should be followed by employees:

1. If comfortable doing so, employees are encouraged to express their objection to behaviors that could constitute discrimination, harassment or retaliation to the person engaged in the behavior.
2. Any employee who has a complaint of or observes conduct or overhears language that constitutes discrimination, harassment, or retaliation at work, by anyone (including managers or immediate supervisors, Department Heads, co-workers, clients, customers, contractors, members of the general public or visitors to the workplace), should immediately bring the problem to the attention of the employee's Department Head, the Human Resources Department, the City Manager, or the City Attorney.
3. The person receiving a complaint about discrimination, harassment or retaliation shall immediately notify the City Attorney or the City Manager, who may, as the situation requires, name an impartial investigator. Investigations will be conducted in a timely manner. Confidentiality will be maintained to the extent that is possible, but in no event shall the report be released to third parties outside of the City, unless ordered by an Arbitrator or Judge with competent jurisdiction over the matter.
4. Investigation of a complaint normally will include conferring with the parties involved and any named or apparent witnesses. Employees are required to fully cooperate with any member of management or the City Attorney who is conducting a work-related investigation. Retaliation against parties or witnesses shall not be tolerated.
5. Any employee determined, after investigation, to have discriminated against, harassed, or retaliated against another employee will be subject to appropriate disciplinary procedures depending on the severity of the behavior, up to and including termination. The City will take prompt action it deems appropriate to

remedy the situation and to prevent further discrimination, harassment, or retaliation.

6. In the event a non-employee subjects an employee to discrimination, harassment or retaliation in the workplace, the employee's manager or immediate supervisor, the City Attorney or the City Manager will inform the non-employee and (if appropriate) his/her employer of the City's policy against discrimination, harassment, and retaliation. The City will require the person (or, if appropriate, his/her employer) to take prompt action the City deems appropriate to remedy the situation and to prevent further discrimination, harassment, or retaliation.

Veteran's Preference

It shall be the policy of the City to comply with Iowa Code Chapter 35C. Honorably discharged persons from the military or naval forces of the United States, who are citizens and residents of the State of Iowa, are entitled to preference in appointment and employment over other applicants of no greater qualifications. Compliance with this policy is pursuant to and subject to the provisions and exceptions of Iowa Code Chapter 35C. In order to ensure qualified veterans are notified of open positions, it is the City's policy to post positions publically for a reasonable amount of time prior to hiring.

Job Description

The City has prepared job descriptions which list the essential functions and other responsibilities of each City position, and each employee is required to review and sign his/her job description. If an employee has not reviewed and signed his/her job description, the employee should contact his/her supervisor immediately. A job description is not intended to be an exhaustive list of all duties which could possibly be assigned to a position, nor does it limit the authority of the City to request an employee perform different or additional functions. As a provider of public services, the City requires employees to be flexible enough to fill in where necessary to ensure City services are provided at the level Burlington residents have come to expect.

While the City strives to ensure City job descriptions are regularly reviewed and revised as necessary, if an employee notices his/her job description does not accurately or adequately reflect his/her job, the employee should advise his/her supervisor so necessary revisions can be completed.

Appointments and Work Schedules

Many of the services delivered to the citizens of Burlington require around the clock attention. As such, schedules vary. Further, there are three classifications of employment: full-time, part-time, and temporary. The type of appointment determines the benefit levels allowed for a particular job. Please see sections on employee benefits, infra.

Full-time employees generally work at least 40 hours per week, whereas part-time employees work 29 hours or less per week. Temporary employees may work any number of hours, but the position will terminate on a date certain, which is communicated upon hire. An employee's supervisor will explain the work schedule required for the employee's position.

A full-time exempt employee is a salaried employee who is not covered by the overtime provisions of the Fair Labor Standards Act and is not eligible to receive overtime compensation in the form of time off (compensatory time) or cash. A full-time non-exempt employee is one who is covered by the overtime provisions of the Fair Labor Standards Act and is eligible to receive overtime compensation.

Physical Examinations

All new employees are given a conditional offer of employment before they are appointed to full-time positions. A conditional offer of employment is subject to passing a physical examination, a background investigation, and other stipulations. Part-time and temporary employees may or may not be subject to a physical examination, and this may depend upon several factors, including, but not limited to, the level of physical activity required, the responsibilities required and whether they are transferring into a full-time position.

Employee Orientation

The City recognizes the importance of developing successful working relationships from the first day of employment. As such, the City has designed an orientation program for new employees during which the employee will:

- be provided a copy of this Employee Handbook
- be provided a copy of the applicable job description
- attend a meeting with the Human Resources Department to explain various employment forms, policies, and applicable benefits
- attend initial safety training; and
- receive orientation instructions relative to the department in which the employee has been assigned.

Probation

All new full-time and part-time employees are subject to a probation period of six months to twelve months, depending upon the position. Temporary employees are not generally subject to probationary periods. The probationary period is designed to allow the City to evaluate the employee's job performance and for both parties to evaluation the fitness of the employee for the job. During this period, either the City or the employee may terminate the employment relationship with or without cause. Except as pre-approved at the time of hire, probationary employees may accumulate, but are not eligible to use, vacation leave. Any applicable collective bargaining agreement should be consulted regarding eligibility for other types of leave.

Promotions

The City encourages employee development and advancement. The City will consider internal applicants for promotion concurrent with candidates recruited externally.

Job postings and the selection process will comply with applicable collective bargaining agreements. When such opportunities become available, they are posted at City Hall and on departmental bulletin boards. All qualified employees responding to the announcement will be considered and, if found to be suited for the position, interviewed.

Use of Medications

Certain medications may have an adverse effect on an employee's ability to safely operate vehicles and other machinery and equipment. If an employee is taking a medication, either over the counter or prescription, that may impair the employee's safety or the safety of his/her co-workers or the general public, the employee is required to notify his/her supervisor immediately. The employee's supervisor will require the employee to provide the City's FMLA/HIPPA designated official in the Human Resources Department with documentation of the side effects of the employee's medication so the extent and effect of any impairment the medication may cause can be determined, and so, if appropriate and feasible, safe work can be assigned.

On-the-Job Injury or Illness

Work absences caused by on-the-job injuries and illnesses, including medical expenses caused by the same, are compensated as provided by Iowa law. If an employee becomes injured or has an accident while performing his/her job, the employee must notify his/her supervisor immediately and complete all required forms with the employee's supervisor within 24 hours.

An employee's failure to promptly report a job-related injury or illness may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize the employee's right to benefits in connection with the injury or illness.

Upon notification by an employee, the employee's supervisor will promptly notify Southeast Iowa Occupational/Business Health and the Human Resources Department to arrange authorized treatment.

Employees injured on the job are not permitted to seek immediate treatment on their own (i.e., without contacting their supervisor), except when an injury/illness appears to be life-threatening and there is not time or opportunity to contact the supervisor to arrange care.

Following a work-related injury, employees may be required to return to work within the restrictions set out by the authorized medical provider. If appropriate, light duty work may

be assigned. An employee's failure to report for reasonably suited light duty work offered by the City is grounds for termination of employment and may result in denial of workers' compensation benefits.

Employees must follow the authorized medical provider's orders at and away from work. Each employee's recovery will be monitored until the employee returns to full duty.

Generally, an employee who is eligible for workers' compensation may use sick leave for scheduled workdays lost during the first three days following the injury or illness. If the employee continues to be eligible for workers' compensation, the employee will be paid at the State of Iowa workers' compensation rate of pay starting on the fourth day of the disability. If the employee is off work for more than fourteen calendar days, the insurance carrier will then pay for the first three days following the illness or injury and the City will recover any overpayment of benefits as an offset against future benefits owed, if any. An employee may supplement workers' compensation benefits with accumulated sick leave, vacation, or compensatory time upon request. The City will then compensate the employee for the difference between his/her workers' compensation payment and the available sick leave, vacation or compensatory time payment. The employee's accumulated sick leave, vacation or compensatory time will be reduced accordingly.

A workers' compensation absence may constitute a leave covered by the Family and Medical Leave Act (FMLA). Workers' compensation leaves will run concurrently with applicable Family and Medical Leave Act leaves in cases where a temporary light duty assignment is not available, where (due to restrictions issued by a healthcare provider) a temporary light duty assignment is not appropriate, or where the employee has refused a temporary light duty assignment.

Telephone Use

The use of City telephones and personal cell phones to receive or make personal calls is discouraged, and employees will limit the duration of necessary calls so as not to interfere with work responsibilities. Use of City telephones for personal long-distance calls is prohibited.

Employees who are issued City cell phones must reimburse the City for the cost of personal calls when the employee exceeds the allotted call time, up to and including the amount of the cost of the minutes exceeding the monthly minute allowance. Reimbursement must be paid in full by the invoice due date.

Internet Use

1. The City owns and maintains several computer networks, internet and electronic mail systems, hereafter referred to as "system." This system is provided to the employees for the purpose of conducting City business.
2. The system hardware and software are owned by the City and as such are City property. Additionally, all documents and messages composed, sent, received, or

stored on the system are and remain the property of the City. They are not the private property of any employee, and employees should not consider any communication via the system confidential, personal and/or private.

3. The use of the system is for the conduct of City business. Personal business or other non-job-related activities should be minimized. Supervisors may further limit or restrict personal use.
4. The system shall not be used for commercial ventures, religious or political causes, outside organizations or other non-job-related activities.
5. The system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without specific prior authorization.
6. The system shall not be used to create or retrieve any offensive or disruptive messages or files. Among those which are considered offensive are any messages or files that contain any comment that offensively addresses someone's sex, sexual orientation, race, color, religion, national origin, age, disability, gender identity or marital status. Downloading of pornography or similar materials is strictly prohibited.
7. The confidentiality of any activity or message should not be assumed or expected. Deleting a message may not fully eliminate the message from the system. Further, the use of passwords for security does not guarantee confidentiality. The system automatically records information such as origin, destination, content, and time spent online. The City Manager or designee may direct Information Services staff to monitor sites accessed. The City Manager or designee also reserves the right to access, review and audit all messages and files created, received, stored on, or sent over the system for any purpose, even after said message or file is deleted. The contents of any electronic mail or file may be disclosed without the permission or prior notification of the employee who sent or received the message or created the file. The City is not responsible if "hackers" retrieve, and make public, employee system activity. Thus, privileged or confidential material shall not be communicated via the system due to potential monitoring.
8. Employees shall not use a code, access another employee's messages or files, or retrieve or modify any stored information, unless authorized to do so by a supervisor. All computer pass codes must be provided to supervisors upon request.
9. Use of the system is a privilege, not a right, and any violation of this policy or use of the system for improper purposes could subject the employee to discipline, up to and including discharge.

Ethics

Employees are subject to state laws which forbid governmental employees from accepting anything from an individual or organization doing business with the City or wishing to do business with the City with a value over \$2.99. Simply stated: Employees are prohibited from accepting any favor or gift of value from any person(s) or company doing business with the City. If an employee is uncertain about a potential conflict of

interest, the employee should notify his/her supervisor so a formal interpretation can be made.

The City of Burlington is recognized by the International City Management Association (ICMA). Employees will observe the following tenets of the ICMA Code of Ethics:

1. Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.
2. Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.
3. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
4. Recognize that the chief function of local government at all times is to serve the best interests of all the people.
5. Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.
6. Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies, responsibility for policy execution rests with the members.
7. Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.
8. Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.
9. Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
10. Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
11. Handle all matters of personnel based on merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.
12. Public office is a public trust. A member shall not leverage his/her position for personal gain or benefit.

Weapons Policy

The City of Burlington does not tolerate violence in any form or the threat or perception of violence by or against any employee while performing his/her official duties, or due to the employee's official duties, wherever those duties are performed. Therefore, no City of Burlington employee is permitted to possess or carry firearms or other lethal weapons in City buildings, at City work sites or in City vehicles. Firearms and weapons are defined in 702.7 Code of Iowa and 724.1 Code of Iowa and include, but are not limited to, guns of any description, long knives, etc. This policy excludes firearms and weapons carried by law enforcement employees as required by their employment.

An employee in violation of this policy will be subject to discipline, up to and including discharge.

Drug and Alcohol Workplace Policy

The City of Burlington is committed to ensuring its employees work in a safe, drug-free environment. Individuals under the influence of illicit drug or 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 it must try to ensure 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, where applicable, augments existing state or federal drug testing laws which already apply to some City employees. This policy applies to all applicants for City positions and all City 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 are subject to the federal and state laws requiring drug and alcohol testing, and those laws supersede this policy. The Federal Transit Administration has adopted drug and alcohol testing procedures covering safety-sensitive employees engaged in mass transit and those laws also supersede this policy.

Definitions

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 meets the requirements of this paragraph.

Reasonable Suspicion Drug and Alcohol Test: Drug or alcohol tests are based upon evidence that an employee is using or has used alcohol or other drugs in violation of this written policy drawn from specific, objective, and articulable facts and reasonable

inferences drawn from those facts in light of training and experience. For purposes of this paragraph, facts and inferences may be based upon, but not limited to:

- a. Observations while at work such as direct observation of alcohol or drug use or abuse, or of physical symptoms or manifestations of being impaired due to alcohol or other drug use as described in the educational materials provided to employees.
- b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- c. A credible source's report of alcohol use or the use of other drugs. The City Manager or designee will have the final determination of who is a credible source.
- d. Evidence that an individual has tampered with any drug or alcohol test during the individual's employment with the City.
- e. 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 resulted in damage to property, including equipment.
- f. 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.
- g. The employee's statement or admissions of drug use while he/she is a City employee.

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/she has a blood alcohol concentration equal to 0.040 or greater.

Illegal Drugs/Substances: Any illegal substance which 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 taking according to the prescription.

This policy prohibits the following behaviors:

It is the City's policy that an employee's use, sale, transfer, purchase or possession of drugs, alcohol, a controlled substance or drug paraphernalia, or any combination thereof, by an employee while in a City facility, vehicle, vessel or aircraft, or while performing City business, including official business conducted while in one's home, is prohibited.

City employees are prohibited from consuming alcohol on the job or reporting for work under the influence of alcohol.

This policy prohibits employees from using prescription drugs unless both of the following conditions are met:

- (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 essential job functions without endangering the employee's safety, the safety of co-workers, or the safety of the general public. Employees using personal prescription drugs must carry the medication in the original container and the container must be labeled with the name of the employee, doctor and the drug prescribed.

Substance Abuse Education

The City will notify applicants of this drug and alcohol testing policy at the time of their first interview. The City will provide FTA and CDL required 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, and drug and alcohol testing requirements. Each employee and applicant will sign a form acknowledging receipt of these materials.

Prospective Employee Testing

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. If a prospective, safety-sensitive employee refuses 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 drug test.

If an employee is transferred to a safety-sensitive position, drug and alcohol testing under this policy is a condition of the transfer.

Random Testing

The City may, without individualized suspicion, conduct random drug and alcohol testing on safety-sensitive employees who are covered by state or federal law, and where said random testing is required by the Iowa or Federal Department of Transportation, Federal Transportation Administration, or other agencies as a condition of licensing. The selection of such employees to be tested shall be done based on a computerized, randomly generated selection process in which each member of the employee pool has an equal chance of selection.

Post-Accident

Testing shall be conducted after an accident on employees whose performance could have contributed to the accident if (1) it is required by state or federal law; or (2) when reasonable suspicion exists. Any accident involving a City vehicle, or in a private vehicle on City business, which results in property damage or personal injury, or where a citation is issued, may be considered a basis for reasonable suspicion.

Reasonable Suspicion Testing

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

If reasonable suspicion testing is required, the employee may not drive to or from the testing or under any other circumstances 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.

Testing Procedures

- a. Drug and alcohol testing shall require a presentation of a reliable form of photo identification from the person being tested to the person collecting the sample.
- b. The City will designate the type of testing to be performed on the sample collected.
- c. Drug and alcohol testing shall normally occur during or immediately before working, or immediately after working hours. The time required for such testing shall be considered work time for the purpose of compensation and benefits.
- d. The City shall pay all testing costs for pre-employment, unannounced, reasonable suspicion, regularly scheduled, or follow-up drug or alcohol testing ordered by the City.
- e. All confirmatory drug testing shall be conducted at a laboratory certified by the United States Department of Health and Human Services' Substance Abuse and under rules adopted by the Iowa Department of Public Health.
- f. In conducting drug or alcohol testing under this policy, the laboratory, any medical personnel assigned to review the test, and the City shall ensure, to the extent reasonably feasible, that the testing will measure only the use of alcohol or drugs, that the records concerning the testing show only the use of alcohol or drugs, and that the City shall make use only of information regarding alcohol or drugs in the body.

Post-Testing

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.

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. 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.

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. All follow-up testing will be unannounced and without prior notice to the employee and will be at the employee's expense.

Retention of Records

The City shall maintain all drug and alcohol testing records in a secure location with controlled access. Secure computerized recordkeeping is permitted under this policy. An employee required to possess a Commercial Driver's License for his/her position is subject to complying with pre-employment and random drug and alcohol testing and additional rules and regulations per federal law.

Requirement of Driver's License/Commercial Driver's License (CDL)

Employees who are required to drive to perform the essential functions of their position must possess and maintain a valid Driver's License or Commercial Driver's License, depending upon the position. The City's insurance carrier requires an annual review of these employees' driving record.

An employee found to have an expired (beyond the 60-day grace period) Driver's License, or Commercial Driver's License (CDL) if required for the employee's position, or who has lost his/her license for any reason, may be removed from work assignments requiring a Driver's License/CDL, and may be subject to discipline. Said employee must obtain a valid Driver's License/CDL within seven (7) days of the notification date by the City. If an employee fails to obtain a valid Driver's License/CDL within this seven (7) day period, the employee may be suspended indefinitely, with or without pay, until the problem is rectified, or may be terminated, at the option of the City.

An employee who commits an offense and who knows, or has reason to know, the offense may result in a license revocation, shall notify the employee's supervisor within twenty-four (24) hours of said offense or, if incapacitated or prevented from doing so, as soon as practicable. An employee who does not report this potential to his/her supervisor

in accord with this provision may be immediately discharged. Further, employees charged with any offense which may lead to a license suspension or revocation shall keep the City apprised as to the status of conviction or acquittal. Failure to follow this notification policy may result in disciplinary action, up to and including discharge.

An employee who is required to possess a valid Driver's License/CDL to perform the essential functions of his/her position and who continues to drive for the City during a period of suspension or revocation will be immediately discharged.

Specific Requirements for Employees with Commercial Driver's License (CDL)

City employees who drive commercial motor vehicles and are required to have commercial drivers' licenses to perform the essential functions of their position must comply with the City's Substance Abuse Prevention Program, as required by Federal Department of Transportation Federal Highway Administration and Federal Transit Administration regulations.

Employees subject to this program are subject to pre-employment and random drug and alcohol testing and will receive appropriate training upon their appointment to any City position requiring possession of a Commercial Driver's License. In addition to the requirements set forth in the preceding section requiring notice to the City, employees are responsible for following all federal and state regulations regarding reporting of accidents to the Iowa Department of Transportation, regardless of the jurisdiction of the offense, and regardless of whether or not the employee is driving a commercial vehicle at the time of the offense.

Employees are required to register with the FMCSA Commercial License Drug/Alcohol Clearinghouse site and give consent for the City to conduct annual limited queries on the employee to determine any violations.

If employees have questions regarding this program, they should contact their supervisor or the Human Resources Department.

Workplace Privacy

Employees are advised they should have no expectation of privacy at their worksite. Any materials contained within an employee's worksite will not be kept private and will be subject to disclosure. From time to time, supervisors, co-workers, and other authorized persons have a legitimate need to enter an employee's worksite, including, but not limited to, offices, City vehicles, computers, cabinets, and desks to search for documents, files, and other work-related items. In addition, in cases of suspected employee misconduct or criminal activity, the City may search the worksite, including personal property brought to the worksite, which is used in the course of day-to-day business, for evidence of such misconduct and will cooperate with law enforcement officers in any criminal investigation.

Apart from these investigatory activities, the City reserves the right to monitor all computer use, email, internet access, telephone use or other activities of employees.

Workplace Violence

The City is committed to providing a workplace free from acts or threats of violence and to effectively respond in the event that such acts or threats do occur. Therefore, the City has a policy of zero tolerance for any violent acts or threats directed by or toward any City employee, resident, or visitor while on City property. Acts of violence, including any physical assault, threatening behavior, or verbal abuse occurring in the work setting. This includes, but is not limited to, beatings, stabbing, suicide, shootings, near suicides; psychological trauma, such as threats, obscene phone calls, an intimidating presence and harassment of any nature, such as pursuing a person, cursing, and shouting. Threatening behavior against employees, visitors, guests or other individuals will lead to disciplinary action, up to and including termination, and the City will cooperate with law enforcement, as appropriate, to ensure arrest and criminal prosecution of responsible individuals. Employees who become aware of workplace violence, or any threat of violence, whether by an employee or non-employee, shall immediately report such knowledge to their supervisor or other member of City management and complete the workplace violence incident report form located on CityNet.

Secondary Employment

Employees of the City may engage in secondary employment (i.e., other jobs in addition to their full- or part-time employment with the City) so long as such secondary employment: 1) does not interfere with their employment with the City, including their availability for mandatory overtime work; 2) does not create a conflict of interest with their employment for the City; or 3) does not bring discredit upon the City.

Solicitations

Employees are prohibited from conducting private business solicitations or collections on City property. Employees may solicit for fund raisers on behalf of community not-for-profit organizations away from normal work areas (i.e., in approved lounge or break room areas) and on the employee's own time. Employees may post fundraising solicitation notices in approved lounge or break room areas. Employees are prohibited from fundraising solicitation outside of approved break times, and any aggressive verbal solicitation will be terminated by management. Department Heads may, at their discretion, remove any notices construed to have the potential for adversely affecting employee productivity.

Political Activities Policy

City employees, other than elected officials, shall be appointed without regard to political affiliation. However, City employees will not:

1. Use their influence, in any way, for or against any candidate for any elected office while on paid duty as an employee of the City
2. Circulate petitions, distribute any political literature or campaign on behalf of any person running for any elected office while on paid duty as an employee of the City; or
3. Work at the polls in any capacity for any election while on paid duty as an employee of the City.

Nothing in this policy prevents or limits an employee from joining or continuing to belong to any political party, club or organization; from attending political meetings on his/her own time; from expressing his/her view on any political matters, outside of working hours and off of City premises; or from voting with total and complete freedom in any election.

Discipline

Employees shall not engage in any of the following:

1. Unprofessional conduct, including, but not limited to, gossip, criticism, obscene or abusive language. This behavior is considered even more serious when in the public view.
2. Sleeping during working hours or giving the impression of sleeping.
3. Dishonesty of any kind concerning any work-related matter. From time to time the City may conduct workplace investigations of an employee's conduct, and any dishonesty under such circumstances is particularly serious.
4. Failure to perform duties as outlined in the employee's job description or carry out reasonable assignments or instructions.
5. Willful failure to follow the proper procedures or policies of the City.
6. Reckless horseplay.
7. Disorderly, subversive, insubordinate, immoral or indecent conduct.
8. Physical assault of fellow employees.
9. Excessive absenteeism or tardiness.
10. Threatening, intimidating, coercing, or discriminating against citizens, fellow employees, or others.
11. Violation of safety and health rules.

12. Operating or caring for any equipment or vehicles in a negligent or reckless manner.
13. Theft, willful destruction and/or unauthorized use or altering of property or equipment belonging to the City or any employee.
14. Disobedience, insubordination, or refusal to comply with reasonable instructions of an authorized supervisor.
15. Deliberately falsifying, altering, or supplying false information on City records, including payroll records and timecards.
16. Falsifying sick leave claims.
17. Unauthorized copying or disclosure of confidential City records or information without permission.
18. Failure to report an accident or serious incident as required by this Personnel Manual.
19. Working on personal jobs or carrying on secondary employment on City time.
20. Pleading guilty to, being convicted of, or being granted a deferred judgment of a felony offense.
21. Pleading guilty to, being convicted of, or being granted a deferred judgment of a misdemeanor offense which involves theft, fraud, dishonesty, or moral turpitude involving a minor, such that continued employment would call into public question the fitness of the employee to hold a position with a public employer.
22. Failure to keep necessary licenses and/or certification due to employee neglect.
23. Failure to maintain insurability if required as a condition of employment.

This is not an exhaustive list of prohibited misconduct. Employees must be aware of all rules and requirements applicable to their specific department and all standards applicable to the individual position they hold. The City further reserves the right to discipline employees for behavior which conflicts with the reasonable expectations of the City.

Generally, the City follows a progressive discipline policy roughly as follows:

1. Verbal warning
2. Warning documented in writing and referencing the prior verbal warning
3. Written reprimand referencing all prior warnings
4. Suspension
5. Termination

Any or all of these progressive steps may be skipped entirely or repeated in appropriate circumstances. Each situation is different and will be based on the totality of the circumstances, the severity of the conduct, and the employee's past record. Severe offenses will likely result in suspension or termination without any warning or reprimand.

Performance Evaluations

The development of the employee and the organization as a whole is best achieved through annual performance evaluations between the immediate supervisor and employee. Reviews of job performance occur near the end of full-time and part-time employees' probationary periods and at least once annually thereafter. Temporary employees are normally evaluated at the end of the season or period of temporary employment and a satisfactory evaluation is required for future employment with the City. Evaluations are designed to identify and communicate to the employee his/her strengths and weaknesses and also serve as a forum for discussing other employment-related issues.

Uniforms

When required, uniforms are either issued and maintained by the City or purchased by the employees using expense accounts. The employee's supervisor will explain the procedure used in the employee's department, if uniforms are required.

Dress Code

The City provides uniforms for many of its employees. In such situations, the uniform must be laundered regularly and be worn appropriately. Damaged, heavily stained, or torn/unserviceable uniforms should be promptly repaired or brought to the attention of a supervisor.

Employees who are not required to wear uniforms must dress neatly and appropriately, to properly represent their position and authority within the City organization. In addition, employees are required to have good personal hygiene. As representatives of the City who serve many types of citizens, it is important to dress in a reserved manner which projects a professional appearance.

Employees will not wear shirts, buttons, hats, or other clothing with obscene or offensive words, terms, logos, pictures, cartoons, curses, racial slurs or similar slogans.

At the discretion of Department Heads, denim jeans/pants and shorts are acceptable attire, provided they are clean and not torn or frayed. City Hall office personnel will not wear jeans, except on casual Fridays or other days when approved by the City Manager.

Iowa Smokefree Air Act Policy/Use of Tobacco

The Iowa Smokefree Air Act greatly restricts smoking in the State of Iowa. Smoking is prohibited in all City buildings, in all City vehicles, and on all City property, except where specifically designated. Employees who smoke in designated areas, or who use smokeless tobacco, will not do so in view of the public and will remain sensitive to the appearance it portrays to the general public. Employees who smoke are required to limit smoking to the break and meal periods. If an employee sees someone violating this law or is told that someone is violating this law, the employee must investigate and inform the person of the law. If a smoker fails to comply with the law after being so informed, employees must call the police.

Employees who use tobacco pose a serious health risk to themselves, and their secondhand smoke poses a serious health risk to others. City employees who smoke and use smokeless tobacco are strongly encouraged to quit by enrolling in smoking cessation classes or taking over the counter or prescribed smoking cessation medication or both.

Nepotism Policy

The City of Burlington is committed to a work environment that is free of the appearance of favoritism based on family relationships. Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

- Create a direct supervisor/subordinate relationship with a family member, or
- Have the potential for creating an adverse impact on work performance, or
- Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. A relative shall include spouse, child, grandchild, grandparent, brother, sister, uncle, aunt, nephew, and niece, as well as the spouses of such relatives and half and step relationships of these levels and their spouses. Notwithstanding the foregoing, the strictures of this provision may be modified or waived by the City Manager under circumstances where the anticipated potential problems are minimal and where reasonable precautions are in place to avoid direct supervisory conflicts.

Residency Requirement Policy

City employees must reside within fifteen (15) air miles of the City limits.

The City Manager may grant temporary exceptions to this policy for new or seasonal employees.

Separations from Employment

When an employee wishes to separate from City employment, a minimum of two weeks' notice is required. With such notice, separating full-time and part-time employees shall receive compensation for accrued vacation and other accrued benefits due the employee upon separation. Part-time and temporary employees will receive a paycheck for pay through their last day of work.

Maintenance of Personnel Records

Employees will promptly notify the Human Resources Department using city change of name or address form located on CityNet or from department head, of any changes in name, address, telephone, or familial/marital status so the appropriate record changes may be made.

In addition, full-time employees enrolled in the City/County Health Care Plan are specifically required to report life status changes (for example, birth or adoption of a child or marriage) within thirty (30) days of the event, to the City's insurance administrator/agent, World Insurance Services. If the notification of the change is not made within this timeframe, no changes of benefits or allocation will be permitted until the next open enrollment period. Questions may be directed to World Insurance Services, at 758-8443.

Personnel files are maintained by the Human Resources Department. Personnel files include original employment data relating to application, compensation, performance evaluations, discipline, and commendations. Additions to these files may be made by City management as appropriate. General access to employee files is limited to the Human Resources Department, HIPPA-certified manager, or other managers with authorized access.

Employees may review their personnel files upon request. Employees may request a copy of their complete personnel file while employed with the City. There may be a nominal charge to cover the cost of duplicating the file.

Timesheets

All non-exempt employees are required to properly complete, sign and timely submit timesheets per departmental policy. Any deliberate falsification of timesheets will result in immediate termination.

Pay Day

City employees are paid bi-weekly, every other Friday. When a regular payday is an observed holiday, payday will occur on the preceding Thursday. Full-time employees who work a regular schedule receive a biweekly salary based on their annual salary. There is no holdback of wages for full-time employees; therefore, full-time employees are paid regular wages for work performed up to and through the Saturday following payday and for any overtime, wage and/or shift differential due for the preceding pay period, which allows time for such information to be approved and submitted to payroll. Part-time and temporary employees receive paychecks on the next payday following the pay period (i.e., part-time, or temporary employees who are hired prior to a payday must wait until the payday in the next pay period to receive their first paycheck). This allows time for completion, submission, approval, and processing of the timesheet.

Payroll Deductions

Certain payroll deductions are mandated by law. Iowa law requires most full-time, part-time and some temporary employees to participate in the Iowa Public Employees Retirement System (IPERS), which requires that employees (except fire and police) and the City contribute a set percentage of gross pay. Full-time sworn police department employees, firefighters and fire officers are required to contribute a set percentage of gross pay to the Municipal Fire and Police Retirement System of Iowa (MFPRSI). The increases/decreases to the contribution percentages are set annually and changes occur effective July 1. Current and, if available, future contribution rates are posted on www.ipers.org and www.mfprsi.org.

When an IPERS employee leaves employment prior to being eligible for retirement, the employee has the option of receiving a full refund of the employee's contribution plus interest and, if vested, a portion of the City's contribution, or the employee may leave contributions in the IPERS fund and receive guaranteed retirement benefits. A MFPRSI employee has similar options and may call MFPRSI at 888-254-9200 for more information on MFPRSI options. Other mandated deductions include tax withholdings, Social Security and Medicare deductions, and wage garnishments when authorized by a court of law.

MFPRSI participants are exempt from participation in Social Security; however, those hired after 1/1/86 are required to contribute 1.45% to Medicare.

Full-time and part-time employees have the option of making voluntary payroll deductions to the International City Management Association's Retirement Corporation (ICMARC) or through Two Rivers Investment Services. Both are subject to the rules and regulations of Section 457 of the Internal Revenue Code, which is similar to a 401(k) plan or an IRA. Additional information is included in the new employee packet.

The City also offers a Section 125 plan through payroll deduction for full-time employees to set aside pre-tax money each pay period throughout the year to pay for qualified health

care and/or dependent care expenses. Full-time employees will receive information regarding this option during their insurance orientation meeting.

Part-time employees may purchase health insurance with pre-tax wages after their probationary period is successfully completed. Employees should contact the Human Resources Department.

Payroll Direct Deposit/Distribution of Paychecks

Employees are required to use direct deposit to electronically transfer their paycheck to the bank or credit union of the employee's choice, provided it is EFT equipped. To arrange for payroll direct deposit, complete the form provided in the new employee packet or on CityNet. Paychecks are distributed to employees by the Department Head or his/her designee each payday.

Sick Leave

The City's sick leave benefit for full-time employees consists of hours accrued each month, up to 2160 hours for fire command officers and firefighters and 1440 hours for all other full-time employees. Library part-time employees see their applicable collective bargaining agreement. The benefit is designed to encourage employees to properly care for themselves or their immediate family members (spouse, children, stepchildren, ward, parent or stepparent) where a medical professional deems the presence of the employee to be necessary during periods of sickness or injury, which are not a direct result of their employment. Employees are encouraged to build their sick leave accrual to ensure paid leave is available to them if they develop a serious illness or injury. Sick leave may only be used for genuine illnesses or injuries and is closely monitored by the City. The City reserves the right to demand, at any time, medical documentation of illness in order to ensure honest use of sick leave. Fraudulent use of sick leave shall be grounds for disciplinary action, up to and including termination.

Any medical records or similar confidential materials required by the City will be provided to the City's HIPPA-authorized personnel in the Human Resources Department.

Sick Leave will be monitored by the City:

1. All sick leave requests will be filled out by employees on the City's Leave Request form and submitted to the supervisor for approval.
2. Sick leave use will be reviewed every six months, or more often in the case of obvious or repeated violations. Employees who exceed sick leave of twenty-four (24) hours or two shifts/forty-eight (48) hours for fire personnel in a six-month period without medical documentation in non-FMLA-

- protected circumstances may be required to provide medical documentation for a certain amount of time in the future.
3. Employees who exceed their accrued sick leave in non-FMLA-protected circumstances will be subject to disciplinary action, up to and including termination. In the City's sole discretion, employees who require more sick leave than allotted may be allowed unpaid leave.
 4. If a doctor's excuse is required by the City, employees must direct the doctor to specify the primary nature of, or the familiar term for, the illness or injury, as well as the dates such illness or injury is expected to prevent the employee from being at work. Additionally, in the case of sick leave used to care for an immediate family member, such required excuse shall specify the reason why the assistance of the employee is recommended by the doctor. In the instance of a protracted illness or injury, the doctor's excuse should give an expected date of return.
 5. Usage:
 - a) Sick Leave Usage shall be charged in 15-minute increments.
 - b) Employees are strongly encouraged to schedule medical/dental appointments shortly after their workday begins or at the conclusion of their workday to minimize disruption of an employee's workday. If an appointment during these periods is not available, the City encourages employees to schedule appointments just before or after meal periods.
All sick leave is subject to supervisor approval.

All medical documentation submitted to verify sick leave usage must be placed in a sealed envelope and sent directly to the Supervisor/Department Head, who will review it and forward it to the Human Resources Department in a sealed envelope. Medical documentation is defined as written verification which states diagnosis or nature of illness to determine eligibility for sick leave usage. This information is of confidential nature and will be placed in a secured file. However, Return to Work releases must be presented to an employee's immediate supervisor prior to their return to work. When an employee submits medical documentation for sick leave, the employee shall note on the corresponding Leave Request "See medical documentation" and submit such Leave Request to their supervisor/department head for initial approval and the Human Resources Department for final approval.

Employees submitting Leave Requests for sick leave usage without medical documentation must continue to note illness description/ symptoms directly on the Leave Request. While on sick leave, employees are expected to be at home, medical care facility, pharmacy, or place of convalescence, unless traveling expeditiously from one of these places to another. The intent of this provision is to prohibit employees from engaging in activities while in a sick leave status which are inconsistent with the nature of the illness, or inconsistent with work restrictions imposed by a doctor.

The U.S. Department of Health & Human Services Privacy rule does not prevent your supervisor, human resources worker or others from asking you for a doctor's note or

other information about your health if your employer needs the information to administer sick leave, workers' compensation, wellness programs or health insurance.

Paid Vacations

Paid vacation accrual for full-time employees is dependent upon the number of years of continuous service worked. On their anniversary date, part-time employees receive a prorated number of vacation hours based upon the number of years of continuous service and the number of hours paid during the previous twelve-month period. Temporary employees do not receive vacation leave benefits.

Employees should review their applicable collective bargaining agreement or Personnel Manual for Non-Union Employees for their particular vacation accrual and usage.

All vacation leave is subject to approval by an employee's supervisor and Department Head according to the needs of the department. Seniority may take precedence in cases where two employees request vacation at the same time. Leave may be charged in fifteen-minute increments where such incremental usage does not disrupt departmental operations.

Holidays

The City observes ten paid holidays for employees who receive paid holidays: New Year's Day, Presidents' Day, Memorial Day, the Fourth of July, Labor Day, Veterans' Day, Thanksgiving and the following Friday, Christmas, and Christmas Eve Day or New Year's Eve Day. Some employees who are assigned to shifts which require continuous coverage do not receive paid holidays. Refer to the bargaining unit agreement or Personnel Manual for Non-Union Employees for further information on holidays.

Cancellation of Vacation and Other Leaves

Vacation and other applicable leaves may not be cancelled due to illness or family death unless the employee requests cancellation prior to the start of the vacation period. Cancellation of vacation and other leaves is also subject to supervisor approval. For purposes of this section, the vacation period commences at the time on the first workday the employee normally reports to work. For example, if an employee has a vacation scheduled Monday through Friday and the employee normally reports to work at 8 a.m., the employee is required to cancel his/her vacation prior to 8:00 a.m. on Monday. If the employee becomes sick after 8:00 a.m. on Monday, the employee will be charged vacation leave until the employee's scheduled return on the following Monday. Continuous days off constitute one leave period.

Transfer of Accrued Vacation Due to Catastrophic Events

Upon approval by the Department Head, Human Resources Department and City Manager, an employee with accrued vacation hours may voluntarily transfer a specified number of accrued vacation hours to another employee who has experienced a catastrophic event and has exhausted all available paid leave.

A request must be made, and the following must be confirmed before approval can be granted:

1. Paid leave (applicable to event) is exhausted
2. A catastrophic event has occurred
3. Total number of transfer hours

Transfers are strictly voluntary and will be submitted on a leave request form marked "Other" with number of hours to transfer and the recipient's name in the "Description." The recipient will complete a Leave Request form in the standard manner. Transfers will be kept confidential.

Eligibility will be determined on a case-by-case basis and no case will set precedent.

Subpoenaed Employees/Jury Duty

Employees compelled during working hours to appear before a court or other public body or who are required to perform jury duty shall be paid their regular wages for each day of court or jury duty. Employees will endorse any check received for such service over to the City. Employees appearing on matters in which they are personally involved (i.e., plaintiff or defendant) must take an appropriate paid leave or take unpaid leave for the period of time away from work due to their court appearance.

Special Leaves

Special leaves are provided for such events as a death in the family, jury duty, and military duty. Extended paid or unpaid leave for medical reasons may also be provided and approved. Refer to the bargaining unit agreement or the Personnel Manual for Non-Union Employees, whichever is applicable, for more information regarding other special leaves.

If an employee is in need of a leave of absence and the employee's position is not subject to the terms of a bargaining unit agreement or Personnel Manual for Non-Union Employees, the employee should contact his/her supervisor or the Human Resources Department.

Per Iowa Code Section 29A.28, the City of Burlington grants a leave of absence to employees for state or federal military service without loss of pay for thirty days of leave in a calendar year. Unused military hours during a calendar year are not allowed to be

carried over to the next calendar year. However, the annual hours shall be available at the first of the year. When a military member is called to active duty, the “first thirty days of leave” is paid during the first 30 consecutive calendar days of active duty as if the military member was working.

Military-related service leave includes, but is not limited to:

- a) active duty
- b) active duty for training
- c) inactive duty training (such as drills)
- d) initial active-duty training
- e) funeral honors duty performed by National Guard and reserve members
- f) an examination to determine fitness to perform any such duty
- g) the time period for which the military member is absent from City employment for the purpose of receiving treatment for a military-related injury, or
- h) the time period during which the military member is absent from City employment and receiving military compensation, including NCAP pay.

After the thirty days of paid military leave are exhausted within a calendar year, the military member may request paid vacation leave, applicable personal leave or paid compensatory time. Military-related illnesses or injuries, which require medical treatment after a military member is released from active duty and result in leave, are considered military-related service leave and upon the exhaustion of an employee’s thirty paid military leave days in a calendar year, the employee may be eligible for sick leave.

The military member is required to provide written verification authorizing all military-related leave. In the event written verification is not immediately available, the City allows the military member up to thirty calendar (30) days to present said documentation. An extension may be granted for good cause. However, if the military member does not provide acceptable verification within a reasonable time period, the leave may be considered unexcused, at the sole discretion of the City, and the military member may be subject to discipline, up to and including discharge.

Military members are required to report back to work as follows:

- a) Military service of 1 to 30 days: At the beginning of the next regularly scheduled workday that falls at least eight hours after the military member returns home.
- b) Military service of 31 to 180 days: Application for reemployment must be submitted to the employee’s supervisor no later than 14 days after completion date of the military member’s service.
- c) Military service of 181 or more days: Application for reemployment must be submitted to the employee’s supervisor no later than 90 days after completion of the military member’s service.

Accommodating an Employee's Mental Health or Physical Disability

Any qualified employee with a physical or mental impairment (including an employee who has suffered a work-related injury) which substantially limits one or more major life activities or who has a record of a substantially limiting physical or mental impairment and who cannot perform an essential job function, is entitled to a reasonable accommodation. A reasonable accommodation is an adjustment or modification provided by the City to enable an employee to continue to perform his/her essential job functions. What constitutes a reasonable accommodation varies depending upon the needs of the employee and the essential job function at issue.

Any employee who believes he/she requires a reasonable accommodation should make his/her request to his/her Department Head or the Human Resources Department. Any manager, immediate supervisor or Department Head who believes he/she has an employee who requires a reasonable accommodation or who has an employee make a request for an accommodation should contact the Human Resources Department.

Employees who believe they require a reasonable accommodation need not use the words "ADA" or "reasonable accommodation" and said accommodation requests may be made verbally.

Family and Medical Leave Act

It is the City's policy to provide unpaid family and medical leave in accordance with the federal Family and Medical Leave Act (FMLA). Whether a particular situation is covered by FMLA depends on whether the law's requirements have been met, not on whether an employee actually requests FMLA leave. The City will designate leave as FMLA leave if the employee is eligible for FMLA leave and if the law's other requirements are satisfied, even if the employee has not requested FMLA leave.

Leaves Available

An eligible employee will be granted up to twelve work weeks of unpaid, job-protected leave in a rolling twelve-month period for any of the following qualifying reasons:

1. The birth of and/or need to care for a newborn child
2. The placement of a child with the employee for adoption or foster care
3. The need to care for a spouse, child, or parent with a serious health condition
4. A serious health condition that makes the employee unable to perform the functions of his/her job; or
5. A "qualifying exigency" due to the employee's spouse, parent or child being called to or service in active-duty United States Armed Forces. This means leave to deal

with childcare, financial, or legal arrangements due to deployment, leave to address issues arising from the death of his/her covered service member, or leave to spend time with a covered service member who is on short-term temporary rest and recuperation leave during deployment, among other things.

Additionally, an eligible employee will be granted up to twenty-six work weeks of unpaid, job-protected leave in rolling twelve-month period if he/she is caring for a service member who incurred a serious injury or illness while on active duty in the United States Armed Forces.

Finally, an eligible employee may be granted up to twelve work weeks of intermittent (non-continuous leave) or a reduced work schedule for any qualifying reasons identified in the above paragraphs 1-5.

Eligibility Requirements

To be eligible for FMLA leave, an employee must have worked for the City for at least twelve months, and for at least 1,250 hours during the twelve months immediately preceding the start of the leave.

General Provisions

For purposes of this policy:

“Child” means a son or daughter under 18 years of age, or a child 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee’s child is one for whom the employee has actual daily responsibility for care and includes a biological, adopted, foster or stepchild.

“Parent” does not include parents-in-law.

“Serious health condition” means an illness, injury, impairment or physical or mental condition that involves:

- a) an overnight stay in a hospital, hospice, or residential medical care facility
- b) a period of incapacity that requires absence from work for more than three consecutive calendar days AND involves either two or more treatments by a healthcare provider, or at least one treatment by a healthcare provider plus a regimen of continuing treatment
- c) any period of incapacity due to pregnancy or for prenatal care
- d) a chronic serious health condition that results in periods of incapacity and sometimes requires treatment
- e) permanent or long-term conditions which require medical supervision; or multiple treatments and recovery therefrom.

“Spouse” does not include an unmarried domestic partner.

The “**12-month period**” during which the leave entitlement occurs is designated as the 12-month period measured forward from the first date of the leave.

Married employees: If the employee and the employee’s spouse are both employed by the City, and are both eligible for family and medical leave, the employee and the employee’s spouse will be limited to a combined total of twelve weeks of family and medical leave a year taken for any one or all of the following reasons: birth of a child or to care for the child after birth; placement of a child with the employee for adoption or foster care, or to care for the child after placement; or to care for the employee’s parent with a serious health condition. This limitation does not apply in cases of leave to care for the serious health condition of the employee’s spouse or child, or because of the employee’s own serious health condition.

How and When Leave May Be Taken

Family and medical leave is taken either in consecutive workweeks; intermittently in separate blocks of time; or by reducing the number of days the employee works per week, or hours per day.

Intermittent or reduced schedule leave may be taken when medically necessary to care for an employee’s spouse, child, or parent with a serious health condition, or because of the employee’s own serious health condition. The employee must provide the City with medical certification of the need for intermittent or reduced schedule leave, and must attempt to schedule his/her intermittent or reduced schedule leave so as not to disrupt City operations. The employee may be transferred temporarily to an alternative position or schedule, with equivalent pay and benefits, which better accommodates the intermittent leave or reduced schedule.

Leave for childbirth, adoption or foster care placement may be taken intermittently or on a reduced leave schedule only if the employee’s Department Head agrees to the proposed intermittent or reduced leave schedule.

Leave for the birth of a child or placement of a child for adoption or foster care must be taken within twelve months of the birth, adoption, or placement.

Notice Requirements

If an employee knows in advance that he/she will be taking leave because of birth, adoption, or placement of a foster child in the employee’s home, or because of planned medical treatment for the employee or a covered family member, the employee must notify his/her manager or immediate supervisor in writing using a “Request for Family/Medical Leave” form at least thirty days in advance. This form is available on CityNet.

If circumstances require that the leave begin in less than thirty days, the employee must notify his/her manager or immediate supervisor as soon as is practicable.

When the need for leave is foreseeable based on planned medical treatment for an employee or an employee's covered family member, the City expects the employee to consult with his/her manager or immediate supervisor or Department Head and to make a reasonable effort to schedule the treatment so as not to unduly disrupt City operations.

Medical Certification

The City reserves the right to require written medical certification from the appropriate healthcare provider when leave is requested to care for a child, spouse, parent or covered service member with a serious health condition, or because of the employee's own serious health condition. Medical certification forms will be provided to the employee by the Human Resources Department. Employees should complete and return to the City the certification form within fifteen days of the City's request. Certification will include the date of onset, the probable duration, type of treatment and other appropriate medical facts concerning the condition. If an employee is seeking leave for his/her own health condition, the certification must also state that the employee is unable to perform the essential functions of his/her position. For leave to care for a family member, the certification must state that the employee is needed to care for the family member, and an estimate of the amount of leave time the employee will need. Other certification requirements apply in the case of intermittent or reduced schedule leave.

The City also may require periodic reports from an employee during FMLA leave regarding his/her status and the employee's intent to return to work.

The City reserves the right to require an employee to provide recertification for the need for leave depending on the amount of leave required.

Fitness for duty medical certification may also be required when an employee is returning to work after leave for his/her own serious health condition.

Exigent Circumstances Certification

The City reserves the right to require a copy of the covered service member's active-duty orders or other documentation issued by the military which indicates the service member is on active duty or called to active-duty status and the dates of the covered service member's active-duty service. This information need only be provided to the City once.

Use of Paid Leave

The City will require an employee to use paid leave as part of his/her FMLA leave as follows:

1. The employee must use any accrued, but unused, sick leave or dependent sick leave, vacation, and personal days, for any portion of the twelve-week leave for birth, adoption, foster placement or to care for a child, spouse, or parent with a serious health condition. However, this section shall not allow any person to take paid sick leave if that person is not otherwise qualified for sick leave under the City's sick leave policy. If you do not qualify for sick leave

other leave such as vacation and personal days must be used for the twelve-week FMLA period.

2. For the birth of a child the mother is allowed to use paid sick leave and the spouse or domestic partner is allowed to use paid sick leave for 80 hours of parental FMLA leave (120 hours for firefighters). Parental leave may be taken at any time during the 6-month period immediately following birth, adoption, or foster placement. Parental leave may not be used or extended beyond the 6-month time frame. Definition of domestic partner is an unrelated and unmarried person who shares common living quarters and lives in a committed, intimate relationship that is not legally defined as marriage by the state in which the partners reside. The partnership consists of two people of either the same or opposite gender.
3. The employee must use any accrued, but unused, sick leave, vacation, and personal days for any portion of the twelve-week leave to care for his/her own serious health condition.

When an employee has used all required paid leave for any portion of an FMLA leave, the balance of the leave will be without pay.

Rights and Benefits During Leave

Seniority, sick leave, and vacation will accrue only during periods of paid leave, in accordance with policies on accrual of paid leave.

Under FMLA regulations, when a holiday falls during a week when an employee is taking a continuous week of FMLA leave, the entire week is counted as FMLA leave. When a holiday falls during a week when an employee is taking intermittent or reduced schedule FMLA leave, the holiday is not counted as FMLA leave unless the employee was scheduled to and expected to work that day and used FMLA leave, instead. When the City closes operations for a week or more, this time cannot be included in the employee's FMLA leave.

All benefits which an employee has accrued before taking leave will be retained after returning from an approved FMLA leave, if not depleted during the leave.

While an employee is on FMLA leave, whether paid or unpaid, the City will continue the employee's group health insurance coverage at the same level and under the same conditions that coverage would have been provided had the employee continued working. The employee will be required to pay the same cost of coverage as if he/she were actively at work. The employee will be informed in writing of the amount and method of payment at the beginning of the leave. Loss of insurance coverage may result if the premium amount is more than thirty days late. If the employee misses a premium

payment and the City pays the employee's contribution, the employee will be required to reimburse the City for delinquent payment upon return from leave.

Under certain circumstances, if an employee fails to return to work after an approved FMLA leave, the City may require the employee to reimburse it for the amount the City paid for the employee's health insurance coverage during the leave, except in certain circumstances prescribed by law.

Returning to Work

At the conclusion of an employee's FMLA leave, if the employee took the leave for his/her own serious health condition, the employee may be required to provide certification from his/her healthcare provider that the employee is able to resume work and is fit for duty. If the employee can perform the essential functions of his/her job, the employee will be restored to his/her former position, if that position is vacant, or one with equivalent pay, benefits, and conditions of employment, provided the employee has complied with the requirements of this policy.

If the employee's healthcare provider states that he/she may return to work, but that the employee has have certain restrictions which limit his/her ability to perform certain essential job functions, then such work restrictions shall be analyzed in accordance with the Accommodating an Employee's Mental Health or Physical Disability section, above.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) protects employees and applicants who have known limitations related to pregnancy, childbirth, or related medical conditions. Covered employers are required to provide reasonable accommodations to such employees and applicants.

The City will not require an employee to accept an accommodation without discussion between the employee and the employer. The City will not deny a job or employment opportunity to a qualified employee or applicant based on the person's need for a reasonable accommodation under the PWFA. The City will not require an employee to take a leave if a reasonable accommodation can be provided that would allow the employee to continue working.

See your supervisor to discuss any requested accommodations under this Section.

Severe Weather and Other Emergencies

Most City employees provide vital services during severe weather and other emergencies and are required to work during these conditions.

When severe weather or other emergencies prevent employees from performing their usual duties, employees will be assigned other work either in their normally assigned departments or in other departments where help is needed. If it is determined no work is

available for employees during severe weather or other emergency, supervisors may, upon the City Manager's approval, direct employees not report to work. When full-time or part-time employees have already reported to work, employees may be sent home. Under such circumstances, employees will be paid their regular rate of pay for the number of hours previously scheduled. Under such circumstances, temporary employees will be paid only for hours actually worked.

Compensatory Time Accrual

Compensatory time for non-exempt employees may be accrued in lieu of overtime wages, subject to Department Head approval. An employee's balance of comp time hours accrued may not exceed twenty-four (24) hours, with the exception of certain fire department employees who may exceed twenty-four (24) hours in a single year by approval of the Fire Chief. However, when scheduling leave for the following calendar year, eligible fire department employees must schedule compensatory time carried over from the previous year before scheduling vacation to ensure that no more than the maximum allowable compensatory time is accumulated.

BENEFITS FOR FULL TIME EMPLOYEES

Longevity

Annual longevity payments shall be made on November 30 of each year in accordance with the longevity pay plan set forth below for all permanent full-time employees who shall have completed at least five (5) years of continuous service, and who are in the employment of the City as of November 30 of the year in which the longevity payment is made. Whenever November 30 falls on Saturday or Sunday, the annual longevity payment shall be paid on the succeeding Monday. In the case of an employee who would have been eligible for longevity on November 30 of a given year, but died, resigned, or retired before this date, such employee shall receive a pro-rata longevity payment for that year based on the number of full months of employment from the last December 1 to the date of the employee's death, resignation, or retirement.

The following are the longevity pay schedules at the flat rate for continued service:

<u>Years of Continuous Service</u>	<u>Amount</u>
After five (5)	\$300
After ten (10)	\$450
After fifteen (15)	\$550
After twenty (20)	\$750
After twenty-five (25)	\$850
After thirty (30)	\$950

Permanent part-time union library employees shall receive fifty percent benefit for longevity.

Health Insurance

The City participates in a partially self-funded, preferred provider health care plan, which is governed by City of Burlington/County Health Care Plan “COBCO” which is managed by a local Board of Trustees. Employee Benefit Systems 214 North Main Street, Burlington, Iowa 52601, 752-3200, administers the plan. Its website, which includes the Wellmark Preferred Provider listing link as well as other valuable information, is <http://www.ebs-tpa.com>. Participating agencies include the City of Burlington, Des Moines County, Burlington Municipal Waterworks, Southeast Iowa Regional Airport Authority, Des Moines County Regional Solid Waste Commission, Two Rivers Levee, and Drainage District Association, DESCOM, City of Danville and City of Mediapolis. The Trustees include the City Manager, Director of Administrative Services, one City Council Member, two County representatives, one representative selected by the remaining entities and a labor representative.

Full-time employees are required to participate in one of five health care plans or, if eligible, the “Wrap Plan.” Coverage is effective on the first day of the month following the employee’s date of hire. The City offers a cafeteria-style benefit plan, which allows employees the freedom to select from a list of plans and benefits. Employees are informed of the monthly allocation amount each May and are allowed “to spend” their allocation on the options which best meet their needs, which then become effective July 1.

Employees who are covered by their spouse’s health care plan must, at minimum, select the Wrap Plan option. The Wrap Plan covers deductibles and co-pays not paid by the spouse’s health care plan, up to \$1000 per family member and subject to the primary insurance’s customary and reasonable charges, so that the primary insurance and Wrap Plan pay no more than 100% of the primary insurance’s billed and customary reasonable charges. Employees eligible for the Wrap Plan may opt to invest their allocation balance in an integrated health reimbursement account (HRA), purchase other types of insurance or contribute to their Flexible Spending Account.

All new full-time employees must attend an insurance orientation and enrollment meeting with World Insurance. Employees must call 758-8443 to schedule an individual appointment as soon as practicable after hire.

In addition, full-time employees enrolled in the City/County Health Care Plan are specifically required to report life status changes (for example, birth or adoption of a child or marriage) within thirty (30) days of the event, to the City’s insurance administrator/agent, World Insurance Services. If the notification of the change is not made within this timeframe, no changes of benefits or allocation will be permitted until the next open enrollment period. Questions may be directed to World Insurance Services, at 758-8443.

Upon separation from employment, health care benefits continue through the last day of the month of the employee’s date of separation. Employees may be permitted to continue

their participation in the COBCO Plan at their own costs through COBRA continuation coverage and should contact Employee Benefit Systems to arrange for continuation of health care benefits prior to the employee's retirement/resignation date.

Dental Insurance

As part of the cafeteria-style COBCO Plan, the City provides optional dental insurance to full-time employees. Dental insurance is explained at the Insurance Orientation Meeting.

Wellness Program

The City provides \$150 to each full-time employee each fiscal year to promote good health among employees and help employees live a healthy lifestyle. This \$150 may be spent on various medical tests, fitness programs, weight loss programs and related activities. For example, it may be used for a fitness club membership, swimming pool pass, golf course membership, physical, vaccine, smoking cessation, or weight loss. For a complete list of options, see Wellness Program, Article VI, on CityNet.

Employee Assistance Program

The City offers an Employee Assistance Program (EAP) to help all full-time and part-time employees and their immediate families cope with personal problems which may interfere with work performance. This voluntary program operates under confidential self-referral as well as supervisor referral. Professional counselors help employees find ways to deal with problems related to physical, mental and/or emotional illness or stress. This help includes concerns related to chemical dependency, marital, personal, financial and/or family situations and also provides limited legal assistance. Employees in need of these services are strongly encouraged to seek help through this program. Counselors may be reached at 877-851-1631. EAP counselors provide short-term counseling and referral services without charge. Expenses beyond those covered by the EAP program incurred by the employee or the employee's immediate family member for recommended extended diagnosis or treatment may be eligible for some reimbursement in accordance with the City's health care plan.

Whenever an employee voluntarily uses the EAP program, employee concerns are kept in the strictest confidence by EAP counselors. This confidentiality means no City official, or employee will be informed that the employee has used this program. The only exception to this confidentiality requirement is when an employee is required to seek counseling by the City due to documented disciplinary issues and accordingly signs a release as part of an employment agreement. In such cases, the employee's supervisor and the Human Resources Department must be kept apprised of compliance with the counselor's recommended treatment plan.

Employees' immediate family members are also eligible to seek help from this program and may do so without the employee's knowledge. An office site outside the community is available for confidential meetings.

I.R.S. Section 125 – Flexible Benefit Plan

The City offers a Flexible Benefit Plan (125 Plan) in which all full-time employees may participate on a voluntary basis. This plan allows employees to set aside pre-tax money to pay for health-related costs that are not covered by insurance (e.g., deductibles, co-pays, contacts and contact solutions, eyeglasses, mileage reimbursement for medical appointments, etc.) and to pay for dependent care, such as childcare services. Employees must elect to participate in this program each year effective July 1. Any money an employee sets aside, in addition to the monthly allocation, is automatically deducted from each paycheck. This benefit can result in a substantial tax savings to employees, but careful planning is necessary before determining whether to participate in this program as money set aside that is not spent within the July 1-June 30 fiscal year, or by the following September 15, will be lost (in compliance with Internal Revenue Service regulations) and mid-year changes in contributions may only be made during major life event changes. More information is available at the Insurance Orientation Meeting.

Life Insurance/Death Benefit

The City provides each full-time employee with life insurance, and the cost of the premium is paid by the City. Refer to the bargaining unit agreement or Personnel Manual for Non-Union Employees for further information on life insurance.

Full-time employees may purchase additional life insurance coverage through the cafeteria plan. Also, employees who participate in IPERS or MFPRSI may be eligible for death benefits and should review www.ipers.org or www.mfprsi.org for more information.

Pension

Full-time employees are required to participate in the Iowa Public Employees Retirement System (IPERS), except full-time sworn police department employees, firefighters and fire officers are required to participate in the Municipal Fire and Police Retirement System of Iowa (MFPRSI). For more information, see Payroll Deductions on page 23 or go to www.ipers.org or www.mfprsi.org.

Tuition Reimbursement

Full-time employees of the City may apply for tuition reimbursement for job-related courses or degree programs. Formal approval must be obtained from the Department Head, Human Resources Department and City Manager at least 14 days prior to the first day of class. Approval is subject to budgetary limitations.

The City recognizes the importance of continuing education for personal and career growth. In order to provide support toward such educational opportunities for City of Burlington employees, the following guidelines will apply:

I. Educational assistance shall not be considered an employee right but shall be granted at the discretion of management and shall be a privilege/fringe benefit subject to available funding.

II. Provisions

Educational assistance will be considered for employees who seek to:

- 1) complete their work-related undergraduate degree
- 2) work toward an advanced degree which is work-related; or
- 3) take technical or skill-related courses that are directly job-related and are not offered in-house.

An institution selected for classes when working toward a degree must be an accredited two-year or four-year college/university which has allowable transfer of credits. Skill development or job-related courses must be taken through adult education, correspondence or other usual sources which are approved by the City in advance of registration.

This policy shall not apply to educational, or training programs or courses required by the City or initiated at the request of the City.

III. Eligibility

Assistance in technical or skill-related courses requires at least one year of continuous full-time City employment with average or above average performance evaluations.

Assistance in an undergraduate degree program requires at least two years of full-time continuous City employment with average or above average performance evaluations.

Assistance in a graduate program requires at least three years of continuous full-time City employment with consistent above average performance evaluations.

All course and degree programs selections must relate directly to the employee's current position or a logical career-directed position within the City.

The maximum reimbursement for college/university-related education per employee will not exceed a total cost of \$1,000 per fiscal year. Skill courses will be considered to a maximum reimbursement of \$300 per fiscal year. Educational assistance shall not be reimbursed for books (or similar class materials), lab fees, computer fees or other incidental expenses.

IV. Procedures

At least 14 days prior to school/course first day of class, the employee shall submit a Request for Educational Assistance form located on CityNet for approval to the employee's direct supervisor outlining the intended course of study, time commitment and related expense. This request must also detail the manner in which the proposed course of study will directly benefit the employee and the City. This request will then be submitted to the Department Head with a copy to the Human Resources Department before being submitted to the City Manager for final approval.

A dollar amount will be annually budgeted to fund the educational assistance program and approval of educational assistance requests will be limited by the City's budgeted amount for such assistance. If requests exceed the City's budget, selection will be based on seniority, business necessity, mandates, previous coursework and reimbursement for education assistance, and completion status.

The employee will be responsible for paying the cost of the course tuition initially. After successful completion of the course and presentation of a copy of the official transcript, an employee with a grade of a "C" (2.0) will receive 50% reimbursement, a "B" (3.0) will receive 75% reimbursement, and an "A" (4.0) will receive 100% reimbursement. The employee must submit the original bill/invoice for tuition to his/her immediate supervisor for approval by the City Manager and reimbursement by the Finance Department. The City will follow all IRS guidelines concerning educational assistance as taxable income.

Courses and study will be completed on the employee's own time. Individual department/division flex time type arrangements can be accommodated with Department Head approval and as long as City services/citizen responses do not suffer.

The City reserves the right to ask for an employee signed release to review Registrar's office transcripts on a periodic basis to evidence achievement toward degree programs approved.

If an employee who has received financial educational assistance terminates City employment within two (2) years of completion of a course, an amount equal to the full reimbursement received by the employee for all courses within the preceding 24 months must be repaid to the City. A total permanent disability termination or layoff at the City's request will not require reimbursement.

Burlington Municipal Credit Union

Full-time and part-time employees may be eligible to open savings accounts and apply for loans from the Burlington Municipal Credit Union. Temporary employees may be eligible for Credit Union services. Call 752-8412 for more information.

Benefits for Permanent Part-time Employees

Pension

Part-time employees are required to participate in the Iowa Public Employees Retirement System (IPERS). Employee and employer contributions are set by the State of Iowa. Employees are required to contribute the percentage set by the State and cannot contribute any more or any less amounts. New employees must enroll and designate a beneficiary. The enrollment form is included in the new employee packet. For more information, go to: www.ipers.org.

Employee Assistance Program

The City offers an Employee Assistance Program (EAP) to help all full-time and part-time employees and their immediate families cope with personal problems which may interfere with work performance. This voluntary program operates under confidential self-referral as well as supervisor referral. Professional counselors help employees find ways to deal with problems related to physical, mental and/or emotional illness or stress. This help includes concerns related to chemical dependency, marital, personal, financial and/or family situations and also provides limited legal assistance. Employees in need of these services are strongly encouraged to seek help through this program. Counselors may be reached at 877-851-1631. EAP counselors provide short-term counseling and referral services without charge. Expenses beyond those covered by the EAP program incurred by the employee or the employee's immediate family member for recommended extended diagnosis or treatment may be eligible for some reimbursement in accordance with the City's health care plan.

Whenever an employee voluntarily uses the EAP program, employee concerns are kept in the strictest confidence by EAP counselors. This confidentiality means no City official, or employee will be informed that the employee has used this program. The only exception to this confidentiality requirement is when an employee is required to seek counseling by the City due to documented disciplinary issues and accordingly signs a release as part of an employment agreement. In such cases, the employee's supervisor

and the Human Resources Department must be kept apprised of compliance with the counselor's recommended treatment plan.

Employees' immediate family members are also eligible to seek help from this program and may do so without the employee's knowledge. An office site outside the community is available for confidential meetings.

Vacation Accrual

Part-time employees are eligible for pro-rated vacation accrual, based on seniority and number of hours paid in previous anniversary year.

Benefits for Temporary Employees

Temporary employees receive the following benefits:

Pension

Temporary employees, to the extent required by criteria set by the State of Iowa, are required to participate in the Iowa Public Employees Retirement System (IPERS). Employee and employer contributions are set by the State of Iowa. Employees are required to contribute the percentage set by the State and cannot contribute any more or any less amounts. New employees must enroll and designate a beneficiary. The enrollment form is included in the new employee packet. For more information, go to: www.ipers.org.

Employee Assistance Program

The City offers an Employee Assistance Program (EAP) to help all full-time and part-time employees and their immediate families cope with personal problems which may interfere with work performance. This voluntary program operates under confidential self-referral as well as supervisor referral. Professional counselors help employees find ways to deal with problems related to physical, mental and/or emotional illness or stress. This help includes concerns related to chemical dependency, marital, personal, financial and/or family situations and also provides limited legal assistance. Employees in need of these services are strongly encouraged to seek help through this program. Counselors may be reached at 877-851-1631. EAP counselors provide short-term counseling and referral services without charge. Expenses beyond those covered by the EAP program incurred by the employee or the employee's immediate family member for recommended extended diagnosis or treatment may be eligible for some reimbursement in accordance with the City's health care plan.

Whenever an employee voluntarily uses the EAP program, employee concerns are kept in the strictest confidence by EAP counselors. This confidentiality means no City official, or employee will be informed that the employee has used this program. The only exception to this confidentiality requirement is when an employee is required to seek

counseling by the City due to documented disciplinary issues and accordingly signs a release as part of an employment agreement. In such cases, the employee's supervisor and the Human Resources Director must be kept apprised of compliance with the counselor's recommended treatment plan.

Employees' immediate family members are also eligible to seek help from this program and may do so without the employee's knowledge. An office site outside the community is available for confidential meetings.

Damage to Personal Property

In the event of damage to personal property while on duty, employees must submit to their supervisor by the end of the workday, or as soon as practicable thereafter, a written statement describing the circumstances surrounding the damage of the item(s). If it is determined the item(s) were reasonable for the employee to have at the work site (e.g., eyeglasses, modestly priced wristwatch, etc.) and the damage was the direct result of a work assignment during which the employee exercised reasonable care, the Department Head may authorize payment for repair or replacement of the item(s).

Recovery of Lost Property

City employees who find lost property must immediately present it to their supervisor. Per Sections 556F.3 and 556F.4, Code of Iowa, the property must be turned over to the City Auditor and advertised, per statutory language, to seek out the rightful owner. If no person claims the lost property, the property will be returned to the City employee, if valued under \$20.00. If the property is valued over \$20.00, the property will be delivered to the Sheriff's office, sold at public auction to the highest bidder, and proceeds will be paid to the City.

Use of City Vehicles/Travel Expenses

Employees may be assigned vehicles for use on City business. City vehicles shall be operated for City business only. Mileage reimbursement for use of private vehicles for City business requires prior approval. See the City's travel policy on CityNet for details. Employees may receive reimbursement for reasonable lodging and per diem for meal expenses incurred during out-of-town travel on City business. A Travel Expense Report must be submitted at least two weeks in advance of any travel in accordance with the City's travel policy, and all reimbursement must be approved by the Department Head and the Finance Department.

Safety

The City is committed to providing and maintaining a safe and healthy work environment. Each and every employee is responsible for knowing and complying with all safety policies, regulations and rules which apply to his/her job. All employees are required to take appropriate safety precautions, including wearing and using safety equipment. Employees will be subject to discipline, up to and including discharge, for violating safety rules. All new employees will receive initial safety training.

Training Programs

The City may require or permit employees to attend training programs (which have immediate job-related benefits) on the job or at various public or private facilities. Attendance is subject to the requirements of employees' positions, needs of the department, budgetary constraints, and Department Head approval.

Departmental Bulletin Boards and E-mail Monitoring by Employees

All City employees are responsible for reviewing information posted on bulletin boards in their work areas each workday, and for reviewing their email messages each workday. The City periodically posts information of interest to City employees, including safety-related and other critical information, on departmental bulletin boards and in email. Failure to monitor these notices may lead to disciplinary action, up to and including termination.

Newsletters

All City employees are responsible for reading the "City Unlimited." This newsletter serves as a means to communicate new and important information about a variety of subjects to employees.

www.burlingtoniowa.org

The official City of Burlington internet website is www.burlingtoniowa.org. This is an informative website for public viewing and includes links to the City's Code of Ordinances, recorded City Council meetings and work sessions, agendas and minutes, employment opportunities, contact information, upcoming events, and other City-related information.

CityNet

All employees have access to CityNet through our website at www.burlingtoniowa.org. Click on Intranet on the bottom of page. This website includes employment-related forms, documents, contracts, and other information useful to employees. A copy of this Handbook is also posted on this website. Employees are encouraged to check this site often for updates regarding City employment.

CITY OF BURLINGTON
ACKNOWLEDGMENT

I, _____, an employee of the City of Burlington, hereby certify that I received the City of Burlington Employee Handbook, Revised January 16, 2024, and completed reading said Handbook on the date following my signature below.

I understand that all employees of the City are subject to, and shall comply with, all rules, policies and procedures contained in the Employee Handbook.

Lack of knowledge of the rules, policies and procedures will not be considered an excuse for non-compliance, and it is with this understanding that I read all of the contents of this Employee Handbook and will read newsletters, payroll inserts and departmental bulletin board postings to stay current with policies and other notices to employees. I understand failure to comply with any of the work rules, policies or procedures may result in discipline, up to and including discharge.

If a particular City rule, policy or procedure conflicts with the collective bargaining agreement, the collective bargaining unit agreement will prevail.

Employee's Signature

Date