

CITY OF MASON CITY



PERSONNEL POLICY MANUAL

POLICIES AND REVISIONS
REVISED JUNE 1, 2017

WELCOME & INTRODUCTION

Congratulations on being selected to join the City of Mason City employee team, which provides essential services to the community.

Please regard your employment with pride. Each employee of the City is responsible for maintaining a high standard of ethical behavior in order to secure and maintain citizen confidence and respect for their City government. The service and dedication you bring to the citizens of Mason City will be reflected throughout the community.

The Human Resources staff, with respect, concern and an advocate of fair and equitable treatment, is committed to providing the highest quality service to the applicants, employees and managers we serve, by developing and implementing policies, programs and services to attract, retain and motivate a highly qualified, diverse and competent work force.

This handbook provides general information on what an employee needs to know about the policies, practices, responsibilities and benefits that are part of working for the City of Mason City. This handbook is not the full and complete statement of the City of Mason City policy. There are also departmental rules and regulations with which you will be expected to comply. Further, this handbook is not a contract for employment or for providing any benefit.

Changes occur constantly and policies and procedures are often altered to keep pace. This handbook will be changed and/or added to from time to time as the City deems necessary. Changes will be posted or distributed. Employees are expected to update the personnel manual as pages are posted or distributed.

Employees are expected to become familiar with the contents of the handbook. Keep it handy for ready reference. If there are points that are not clear or if problems arise, please consult your supervisor. **This manual does not constitute a contract for employment.**

Please sign the acknowledgement in the front of the handbook and return that page to your supervisor.

If you have difficulty reading or understanding this manual, please ask your supervisor or the Human Resources department for assistance.

Best wishes for a rewarding work experience!

City of Mason City, Iowa Personnel Policies

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CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 1.01

Subject: Who is Covered By This Handbook?

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

WHO IS COVERED BY THIS HANDBOOK?

This manual shall be the official policy of the City of Mason City and applies to all employees, including regular, temporary, seasonal, full and part-time, and all employees of boards and commissions, except as described below.

A policy or practice may be the same or slightly different for employees who are working under contract terms, or employees working under a collective bargaining agreement.

Whenever the policies, terms, conditions, or language of this handbook are in conflict with those of a collective bargaining agreement or any other employment contract, the policies, terms, conditions, and language of the collective bargaining agreement or employment contract will supersede those of the handbook unless governed by Civil Service rules.

The authority to approve personnel policies is vested with the City Council. It is the responsibility of the City Administrator to recommend changes to the Mayor and City Council for approval. The City Council reserves the right to modify or abolish these policies, services, and benefits unless governed by the State or Federal laws, and reserves the right to adopt new policies, services, and benefits. The City Civil Service Commission likewise has the authority to modify Civil Service policies, rules, and regulations. This manual and its supplements shall remain in force unless amended by the City Council.

It is recognized that the Library Board and Airport Commission has been granted special statutory powers. The Human Resources Department shall review with the Governing Bodies and their Director's the benefits, policies and procedures outlined in this manual. It will be the responsibility of the Governing Bodies to ensure that any benefits, policies or procedures not contained herein that are adopted by the Governing Bodies are in compliance with federal and state law. Any policy change or addition by the Governing Bodies shall be forwarded in writing to the Human Resources Department. In the absence of the establishment of alternative and equivalent Personnel Policies for their employees, this Manual shall apply to employees of the Library and Airport.

The City Administrator is responsible for the day-to-day administration of the personnel program and has the overall authority and responsibility to administer the City personnel policy.

The Personnel Policy Manual is issued to Department Heads, supervisors, and employees as a means of providing a very important personnel tool. It is designed to serve as a source of information that can be looked to with authority and completeness. All regular full-time and part-time employees shall receive a personal copy of this manual, and all other employees shall have a copy available for their use in their respective department. All employees are required to sign a form stating they have been asked to read the manual, understand its contents, and agree to abide by it.

All other previously issued rules and procedures governing City personnel policies are hereby rescinded and superseded by this edition of the Personnel Policy Manual. Nothing in this section will prohibit the City Administrator, Department Heads, or supervisors from establishing standard operating procedures or protocol for the day-to-day operation of individual departments, provided the procedures are compatible with the Personnel Policy Manual.

Procedures and practices in the personnel policy are subject to modification and further development in the light of experience. Employees can assist in keeping the Personnel Policy Manual up-to-date by notifying their immediate supervisor whenever problems are encountered, or improvements can be made in the administration of the personnel policies. Employees or supervisors should consult with Human Resources for guidance on interpretation of personnel policies or suggesting improvements to the policies. The City Administrator will then propose any recommended change/s for consideration to the City Council. Revisions to the policies outlined in this manual must be approved by resolution of the City Council. The City Administrator must approve any procedural changes in the manual. The City Administrator will determine what is policy requiring City Council review, and what is an administrative procedural matter.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 1.02

Subject: Purpose and Intent

Effective Date: October 7, 2008 Amended Date:

PURPOSE AND INTENT

The City of Mason City's Personnel Policy Manual describes the official policies and procedures guiding the City's actions with regard to personnel matters. It is intended to guide and direct staffing and personnel management under routine situations. By providing clear policy and procedures, the manual will contribute to a professional working environment in which roles and responsibilities are understood and accepted.

THIS MANUAL DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT.

This manual does not constitute or create a contract of employment. Rather, this manual has been prepared to acquaint you with the City of Mason City's employment policies, your responsibilities as an employee, and the many benefits and privileges our employees may enjoy. While the City believes wholeheartedly in the plans, policies, and procedures described, it is committed to reviewing them continually, and reserves the right to change any or all of them at any time.

Iowa is an **at will employment** state subject only to the provisions of the Civil Service Law of Iowa and, where applicable, collective bargaining agreements. That is, an employee's employment may be terminated for any lawful reason that is not contrary to public policy, and in accordance with Iowa Code Chapter 372.15 and Iowa Code Chapter 400.18.

The personnel policies of the City of Mason City are intended to:

- Increase understanding and eliminate the need for personal decisions on matters of policy;
- Establish and maintain personnel practices for recruitment, classification, and change in employee status, assignment, and employee benefits. It is the responsibility of each and every member of management to administer these policies in a consistent and impartial manner;
- Establish and maintain timekeeping and payroll practices with regard to hours worked, deductions, and application of adjustment; and
- Assist in planning for the personnel requirements of current/future City departments.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 1.03

Subject: Definitions

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

Affirmative Action- Those actions appropriate to ensure Equal Employment Opportunity.

Anniversary Date- Shall be the date of initial employment or the date of promotion, transfer, or demotion to another position within the City. For vacation purposes, the anniversary date shall be the date of initial regular employment. No credit shall be given for service as a temporary employee when determining an employee's anniversary date for determining leave.

Appointment- The offer and acceptance of a position either on a regular or temporary basis. An appointment may be withdrawn at any time with or without cause during the probationary period.

Benefits- Employee compensation other than wages, such as, but not limited to: medical insurance, life insurance, holiday pay, vacation, sick/injury leave, retirement, court leave, emergency leave, military leave, bereavement leave, or deferred compensation.

City- The City of Mason City, Iowa.

Compensation- The wages and benefits earned by or paid to an employee.

Compensatory Time Off- Time off with pay to compensate non-exempt employees for overtime worked.

Critical Positions/Essential Positions- All appointed officials, certain selected head and principal assistant of each department and division, employees of the Street Division, Utility Division, Wastewater Reclamation Division (except the Lab Tech and Pre-Treatment Coordinator), Water Supply Division (except Meter Utility Person), sworn Fire staff, and sworn Police staff.

Demotion- The assignment of an employee to a position of employment requiring less responsibility or skill and having a lower salary than the former position.

Department- City Administrator, City Attorney, City Clerk, Development Services, Engineering, Finance, Fire, Human Resources, Operations and Maintenance, Park, Police, Recreation, Airport, Cemetery, Human Rights, Library, Museum, Youth Task Force.

Department Head- An employee who oversees a department.

Disability- The physical or mental condition of a person, which constitutes a disability or a disabling condition.

Discharge- An employer-initiated termination or separation of an employee.

Disciplinary Action- A warning, reprimand, suspension, demotion, transfer or termination intended to cause a change in future behavior and/or performance as a result of poor performance or personal misconduct.

Employee- All regular, temporary, seasonal, full and part-time employees of the City and employees of the City's administrative boards and commissions.

Equal Employment Opportunity- Employment decisions that are not unlawfully influenced in any manner due to an individual's race, creed, color, religion, sex, national origin, age, or disability.

Exempt Employee- Employees as defined by the Fair Labor Standards Act.

Fair Labor Standards Act (FLSA)- A federal law that guarantees a worker's right to be paid fairly. The FLSA defines the 40-hour workweek, sets out the federal minimum wage, and states requirements for overtime and places restrictions on child labor.

FMLA- Family Medical Leave Act of 1993 or as amended thereto.

Full-time Employee- An employee working at least forty (40) hours per week on a regularly scheduled basis.

Governing Body- City Council and Boards of Trustees or Commissions.

Grievance- A dispute between the employer and employee with regard to interpretation, application, or violation of any of the express terms and provisions of this manual.

Job Description- A group of specific duties, tasks, and responsibilities grouped and assigned to a position or job classification to be performed by an employee.

Layoff/Reduction in Force- The separation of an employee from the City because of a reduction in workload or funding.

Leave- An approved absence from work as provided by these rules and policies.

Lunch Break- Generally an unpaid period taken near the middle of the shift or workday.

Non-bargaining Employee- All non-union personnel.

Non-Exempt Employee- An employee who is not exempt under the Fair Labor Standards Act. Non-Exempt employees shall be paid not less than one and one-half (1½) times such employee's rate of pay for each hour worked in excess of forty (40) hours in a workweek.

Overtime- Authorized time worked by an employee in excess of forty (40) hours per week or as allowed under the City's compensation plan.

Part-time Employee- An employee who works less than forty (40) hours per week on a regularly scheduled basis. A part-time employee may be classified as regular or temporary.

Position- A group of specific duties, tasks, and responsibilities assigned by competent authority to be performed by an employee; a position may be part-time or full-time, temporary or permanent, occupied or vacant.

Promotion- The assignment of an employee to a position requiring greater responsibilities and/or skills than the former position.

Regular Employee- A regular employee is one who is hired for an unspecified term of employment and has completed the probationary period. A regular employee may be employed on either a full-time or part-time basis.

Resignation- The action taken by an employee terminating employment with the City.

Seasonal Employee – An employee hired for a short-term period of employment, and prohibited from working more than 1,520 hours per twelve (12) month period. As a standard practice, seasonal employees should generally not be scheduled to work over 28 hours per week unless otherwise approved by the City Administrator and Human Resources Director.

Supervisor- A person who oversees and gives direction to their staff.

Suspension- A temporary removal of an employee from duty without pay for disciplinary purpose.

Temporary Employee- An employee hired for a stated term of employment as determined by specific job assignments. Temporary employees are hired for a short period of time on a short term or emergency basis, not to exceed a twelve (12) month period. At such time that it is determined that the assignment will need to exceed a twelve (12) month period, it shall be posted as a regular vacancy. Temporary employees are not entitled to the benefits received by regular City employees, with the exception of health insurance benefits for temporary employees who are anticipated to be paid 1,560 hours or more in a twelve 12 month period. Temporary employees can be discharged from employment at any time without progressive discipline or cause.

Termination- The action taken by either an employee or employer ending employment with the City.

Transfer- The movement of an employee from one position to another that has the same salary range and level of responsibility.

Unmarried Domestic Partner- an employee's life partner of the opposite or same sex, provided: the partner is not in the armed forces of any country; and the partner is at least eighteen (18) years of age; and neither the partner nor the employee is married; and neither the partner nor the employee has had another Domestic Partner in the six (6) month period preceding the partnership; and the partner is not a blood relative of the employee; and the partner and the employee have shared the same residence for at least six (6) consecutive months and continue to do so; and the partner and the employee are each other's sole life partner and intend to remain so indefinitely.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 1.04

Subject: Mission Statement

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

MISSION STATEMENT

The Mayor and City Council adopted a City Mission Statement which outlines the quality of services that the City staff provides for residents and visitors.

“Our mission is to provide efficient and effective City services and infrastructure with sound fiscal policies that create an enjoyable quality of life in a safe and viable community.”

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 2.01

Subject: Equal Employment Opportunity

Effective Date: October 7, 2008 **Amended Date:** June 1, 2017

EQUAL EMPLOYMENT OPPORTUNITY

The City of Mason City is an equal opportunity employer and is committed to fair and equal treatment of all employees or applicant for employment without regard to age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or pregnancy that does not interfere with job performance with reasonable accommodation.

State or federal law shall take precedent over this policy manual in the event that a conflict between municipal and state or federal law occurs. Ordinances of the City shall supersede this policy manual in the event that a conflict occurs. Nothing in these policies and procedures shall be construed to interfere with or supersede Civil Service rules. The City refrains from using policies that discriminate in such matters as employment, promotion, demotion, transfer, compensation, benefits, training, and education.

Any applicant presenting a false statement of material facts, attempting deception or fraud in their application, shall be rejected for the position for which the applicant is applying.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 2.02

Subject: Affirmative Action

Effective Date: October 7, 2008 **Amended Date:** June 1, 2017

AFFIRMATIVE ACTION

The City of Mason City is committed to a continuing program to assure that unlawful discrimination does not occur in the services it renders to the public. It is the policy of the City of Mason City not to discriminate against any employee or applicant for employment because of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or pregnancy that does not interfere with job performance with reasonable accommodation. The City of Mason City shall take affirmative action to insure that applicants and employees are treated fairly regarding their age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or pregnancy. An Affirmative Action Plan is a set of specific procedures covering all phases of the City's employment policies to advance the objectives of Equal Employment Opportunity.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 2.03

Subject: Civil Service

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

CIVIL SERVICE

The Iowa Code identifies certain positions as Civil Service positions. The provisions of Section 400.6 govern these positions. By definition of Section 400.6 of the Iowa Code, the following are not Civil Service positions:

- The Mayor, City Council, persons appointed to fill vacancies, elective offices, members of Boards and Commissions, and clerk to the Civil Service Commission.
- The City Clerk, Deputy City Clerk, City Attorney, City Finance Director, City Engineer and City Assessor.
- The City Administrator.
- The Chief of Police and Fire Chief (Sections 400.13 and 400.14 of the Iowa Code do apply to both positions).
- The Head and principal assistant of each department and the head of each division. This exclusion does not apply to the principal assistants in the Fire and Police Departments.
- Assistant to the City Administrator and the principal Administrative Assistant to each Department Head.
- Employees of boards of trustees or commissions established pursuant to state law or City ordinances.
- Employees whose positions are funded by state or federal grants or other temporary revenues.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 2.04

Subject: Recruitment/Hiring/Promotion Process

Effective Date: October 7, 2008 Amended Date: October 21, 2013

RECRUITMENT/HIRING/PROMOTION PROCESS

A. General Provisions

The City's recruitment and hiring policy is to recruit and employ qualified applicants. Recruitment activities are designed to reach and attract job candidates from all sources. The City will comply with the applicable provisions of all Veteran's Preference statutes.

Advertisements for positions may be published in written or online media as deemed appropriate by the Human Resources Department and the individual Department Head.

All regular full or part-time vacancies will be posted as provided for in this policy. Existing employees who have completed their probationary period and interested candidates possessing the minimum qualifications required for the vacant position and wishing to apply for the vacancy shall file an application with the Human Resources Department. Employment applications will be reviewed in accordance with the selection procedures applying to all applicants. The City will consider qualified applicants both internally and externally in accordance with the job posting, the provisions of the Civil Service regulations and the applicable collective bargaining agreement.

Current City employees shall be released from duty with pay to participate in selection examinations and the interview process for City positions. Off-duty employees will not be compensated.

The appropriate Department Head, Human Resources representative, or interview team shall provide input to the Hiring Manager to help determine who is the best qualified applicant from those interviewed for a position, including consideration of experience and education, job-related performance tests, if applicable, oral interviews, background check, or any combination thereof, which is appropriate for the position being filled. The measurement criteria shall relate to those matters that will fairly test the capacity and fitness of the applicant to perform the duties of the position. Selection for employment by the Hiring Manager shall be based on education, experience, competency, training, and other qualifications as outlined in the job description, and will conform to the City's Equal Employment Opportunity policy.

B. Civil Service Positions

Job vacancies in Civil Service positions, whether entry level, transfer, promotion or demotion, shall be filled from the lists of eligible candidates, certified by the Civil Service Commission, in accordance with Chapter 400 of the Iowa Code. If there is no certified list for the job class, the Civil Service Commission will authorize the creation of a new internal and/or external Civil Service list. For Civil Service promotional classes, an internal promotional certified list shall have precedence over an external certified list of eligible candidates for that job class.

An examination announcement for the creation of a new internal or external list will be posted for ten (10) working days. At the time of the creation of a new internal Civil Service list, Civil Service employee's who have completed their probationary period can apply to participate in any required Civil Service examination for the job class by submitting a written internal application to the Human Resources Department. This can be a voluntarily demotion, lateral transfer, or promotion into a Civil Service position. Candidates who meet the minimum qualifications may be required to satisfactorily complete a Civil Service examination for Civil Service positions. Any Non-Civil Service City employee who believes they meet the minimum qualifications of the classification and wishes to be considered for the vacancy, shall submit a written application to Human Resources to participate in Civil Service examinations that are open to the general public.

C. Non-Civil Service Positions

Job vacancies in regular full or part-time non-Civil Service positions will be posted for at least ten (10) working days. Such postings may be posted initially only internally, or run concurrently with an external posting at the discretion of the Human Resources Manager and Department Head. Existing Civil Service and non-Civil Service employees and interested candidates possessing the minimum qualifications required for the vacant position may submit an application with the Human Resources Department. Employee applications will be reviewed in accordance with the selection procedures applying to all applicants. The City will consider qualified applicants both internally and externally in accordance with the job posting

Civil Service rights shall not be retained when a Civil Service employee accepts a non-Civil Service position.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 2.05

Subject: Physical Examination and Drug Screening

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

PHYSICAL EXAMINATION AND DRUG SCREENING

Candidates for regular full-time positions within the Operations and Maintenance Department, Park Department, and Water Supply division (except for the Administrative Assistant) must pass a medical examination and drug screen following a conditional offer of employment.

All candidates for positions within the Museum are required to pass a drug screen following a conditional offer of employment.

All candidates applying for other positions requiring a Commercial Driver's License are required to pass a drug screen following a conditional offer of employment.

Fire and Police sworn personnel must pass the Municipal Fire and Police Retirement System of Iowa (MFPRSI) medical protocol and drug screening after a conditional offer of employment has been accepted. A physician designated by the City of Mason City conducts physical examinations.

Candidates for the position of Police Officer shall also be required to pass a Polygraph Exam and an MMPI after a conditional offer to hire is accepted.

Other candidates for employment may be required to pass a drug screen before hiring is finalized in compliance with our drug testing policy (See the City of Mason City Safety Manual, Drug and Alcohol policy).

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 2.06

Subject: Minimum Qualifications

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

MINIMUM QUALIFICATIONS

Employees are expected to meet all minimum qualification requirements to be hired as an employee of the City. Once hired, employees are expected to maintain all necessary minimum qualification standards which are part of their classification requirements. Should an employee fail to meet the minimum qualifications of the classification, the employer may, at their sole discretion, reassign the employee to another classification, or the employee may be terminated from employment.

The supervisor, with the assistance of the Human Resources Department, shall be responsible for evaluating the qualifications of all applicants, giving consideration to previous experience, training, performance, and ability to meet the qualifications of the position.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 2.07

Subject: Citizenship and Residence

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

CITIZENSHIP AND RESIDENCE

General Personnel- For general personnel, United States citizenship is not an absolute requisite for City employment. However, all employees must show proof of eligibility for employment in compliance with federal law.

Sworn Personnel- United States citizenship or proper documentation of resident alien status is required for all applicants for full- and part-time sworn positions within the Police Department and Fire Department. Applicants for Police and Fire may be required to pass security clearances as the need arises.

Residency Requirements- All regular employees of the City of Mason City shall become residents of the State of Iowa in compliance with state law and shall, at all times, remain residents of the State of Iowa during their employment.

Critical Employee Requirements- All "critical" employees, as defined in their job description, shall reside within the ten (10) -mile radius of the corporate limits of the City. Employees hired after March 18, 1992, shall comply with this policy in accordance with Iowa Code Chapter 400 and the job description.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 2.08

Subject: Nepotism

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

NEPOTISM

To reduce the possibility of divided loyalty and the appearance of favoritism, relatives will not be hired within the same department. Likewise, no employee shall be promoted or transferred into a department if such a promotion or transfer will mean the employment of two or more family members within the same department. If a family relationship is created by a marriage or unmarried domestic partner of two employees in the same department, the employees must comply with changes required under Administrative Policy 1.21 entitled Nepotism. Family members are defined as mother, father, brother, sister, spouse (including unmarried domestic partner), children, aunts, uncles, nieces, nephews, first cousins, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepbrother, stepsister, stepchild, half-brother, half-sister, grandparent, grandchild, and legal guardian. Relationships created by adoption are included. For more information, please refer to the Administrative Policy 1.21 entitled Nepotism.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 2.09

Subject: Probationary Period

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

PROBATIONARY PERIOD

The probationary period shall be regarded as an integral part of the evaluation process and shall be utilized for observing the employee's work and for securing the most effective adjustment of the employee to their position. During the probationary period, the employee has an opportunity to demonstrate proper attitude and abilities for the position in which they are employed. If during the probationary period it is determined that the employee is not fulfilling the requirements of the position, the employee will be discharged.

With the exception of temporary employees, all other employees shall be required to serve a probationary period of a minimum of six (6) consecutive months immediately upon appointment or rehire, promotion, transfer, or demotion. This period may be extended if deemed necessary by the Department Head. Police Officers serve a probationary period of nine (9) months following the later of either appointment to the position or successful completion of training at the Iowa law enforcement academy. Firefighters serve a probationary period of one (1) year.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 2.10

Subject: Seniority

Effective Date: October 7, 2008 **Amended Date:**

SENIORITY

Seniority is the employee's length of continuous service since the latest date of permanent full-time City employment. If more than one (1) person started work on the same day, a toss of a coin will select the seniority unless expressed differently in union contracts. Employees who successfully serve a probationary period and are retained in regular employment will have seniority dating back to the beginning of their probationary period.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 2.11

Subject: Re-Employment

Effective Date: October 7, 2008 **Amended Date:**

RE-EMPLOYMENT

All former employees are considered new hires and have no accumulated rights or benefits from previous employment. A former employee is one who has broken continuous service with the City by voluntary resignation, discharge, termination, or retirement.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 3.01

Subject: Hours of Work/Work Day

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

HOURS OF WORK/WORK DAY

Normal business hours for City Hall offices are 8:00 am-4:30 pm Monday through Friday. Hours of work for other departments such as Police, Fire, Museum, Library, and Airport may vary. The Department Head will individually inform employees of their hours of work. Any changes in working hours will be announced as much in advance as practical. The City retains the right to alter work schedules as required. These policies shall not be considered as a guarantee of hours to be worked or paid for.

Employees are expected to be at their work place in accordance with approved hours of work, holidays, and leaves. All employees must record their time, indicating regular hours worked and hours absent on each time record.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 3.02

Subject: Work Breaks

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

WORK BREAKS

Lunch Break- Each full-time employee, or any employee working more than five (5) consecutive hours, shall be allowed an unpaid lunch period, which shall generally be scheduled in the middle of the work shift. The Department Head, who shall give appropriate consideration to department needs and regulations, shall schedule lunch periods. Lunch is thirty (30) minutes per day, with the exception of the Museum where it is sixty (60) minutes per day. An employee's supervisor will advise each employee of his or her assigned time, as the City must maintain adequate work coverage. Lunch hours cannot be accumulated or used to accrue compensatory time off.

Breaks- Full-time employees are provided twenty (20) minute break periods for each four (4) consecutive hours worked as a relief from work routine and as an opportunity for rest and refreshment. Breaks occur near the middle of half the shift and are paid. Breaks may not be used to extend meal periods, leave work early, or start work late, unless prior approval is made by the Department Head. Breaks cannot be accumulated or carried over to a different workday, or used to accrue compensatory time off. If not used, it will be lost. In the event an employee is required to work through his or her break, the time will accrue to the next break period, but shall not carry over to the next workday. Employees of the Museum often work an independent professional schedule, and are advised to take breaks for relief and refreshment as needed throughout the workday.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 3.03

Subject: Overtime/Compensatory Time

Effective Date: October 7, 2008 **Amended Date:** June 1, 2017

OVERTIME/COMPENSATORY TIME

The overtime compensation policy for the City of Mason City is to provide paid time off in lieu of overtime cash payments to eligible employees who worked overtime hours in excess of forty (40) hours per week or as otherwise provided. All overtime should be approved by the Department Head unless it is an emergency situation. All overtime must be rounded to the nearest quarter ($\frac{1}{4}$) hour (example: 5:07 pm would be rounded to 5:00 pm, and 5:08 pm would be rounded to 5:15 pm).

It is the intent of this policy to comply with the Fair Labor Standards Act (FLSA) to the extent that the act is applicable to the City of Mason City. For sworn Police and Fire Department personnel, please refer to the Collective Bargaining agreement.

Overtime compensation will be paid to all non-exempt employees in accordance with the FLSA. If any of the provisions of this policy conflict with federal statutes, the Code of Iowa, or current City collective bargaining agreements, the provisions of those laws and agreements will prevail.

For the purpose of this policy, certain terms and words are hereby defined as follows:

- "Compensation" means any amount of payment earned for hours worked by hour, by day, or by week.
- "Compensatory time" means any amount of earned and accrued hours worked in excess of a normal workweek that is paid time off the job, in lieu of overtime cash payment.
- "Exempt personnel" means all elected and appointed City officials, executives, administrators, and professional employees, and any other positions qualifying as an exempt position under the FLSA guidelines.
- "Non-exempt personnel" means all City employees not exempted by the FLSA.
- "Overtime" means all hours covered by the FLSA as time worked in excess of forty (40) hours per week. Paid leaves of absence such as vacations, holidays, sick leave, personal days, and others will not be considered hours worked for purposes of performing overtime calculations.

- "Overtime Compensation" means any amount of cash payment or compensatory time given employees for hours worked in excess of forty hours per week. This definition shall not apply to employees who are consistently scheduled to work irregular hours outside the regular five (5) day, forty (40) hour workweek.

A non-exempt employee shall be paid overtime hours worked at a rate of one and one-half times (1½) the employee's regular hourly rate of compensation.

The non-exempt employees may elect compensatory time, in lieu of cash payment. The rate of compensation shall be at the same rate as cash payment. The employee shall request approval of compensatory time off in advance. The appropriate Department Head/supervisor shall approve said request in order to maintain a viable work schedule.

Non-exempt employees may not accumulate more than sixty (60) hours of compensatory time. If more than sixty (60) hours compensatory time have accumulated, cash payment will be made for all hours in excess of sixty (60) hours accrued compensatory time.

When the employee has established a compensatory time bank, the usage of the time is at the employee's discretion in accordance with 29 C.F.R. Section 553.25 of the FLSA. Cash payments for overtime worked shall be paid in the same period in which the overtime is earned and shall not be averaged or "pyramided". Any employee called back shall receive a minimum of two (2) hours overtime payment beginning from the time they report to work if the hour does not run concurrently with the regular hours.

Employees who are required to work on scheduled days off, or on holidays, or in emergency situations, shall receive time and one half in pay or in compensatory time for all hours worked. The appropriate Department Head or supervisor shall determine emergency situations.

Overtime records and FLSA compliance shall be administered in the following manner:

RECORDKEEPING: Department Heads and supervisors must approve all regular and overtime hours for non-exempt employees on the appropriate timesheet and submit to the payroll clerk in the Finance Department on a bi-weekly basis. Earned overtime hours for non-exempt employees shall be processed through the City payroll system and shall be paid to the employee through their regular paycheck on a bi-weekly basis.

If compensatory time off is chosen by the employee, it too shall be reported and entered into the City payroll system and shall have all compensatory time taken recorded in the same manner. Compensatory time off shall not be granted until such hours have been recorded in the payroll system and in addition, shall not utilize compensatory time in excess of those recorded as accumulated, and shall not be permitted to maintain a negative compensatory time bank.

COMPLIANCE WITH FLSA: The Human Resources Manager shall be responsible for administering the City's overtime policy and monitoring its compliance with FLSA. The Human Resources Manager shall maintain a current listing of the FLSA exemption status of all City job classifications.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 3.04

Subject: Time Records

Effective Date: October 7, 2008 **Amended Date:** June 1, 2017

TIME RECORDS

To ensure proper procedures are being met for the Fair Labor Standards Act (FLSA) and payroll recordkeeping, all employees must sign and submit an accurate written or electronic timesheet to their appropriate Department Head in a timely manner as required by the Finance Department each pay period.

All employees are required to comply with the directives contained within the most current version of the Finance Department's Timekeeping Policy Guide. Failure to follow those directives could result in disciplinary action and/or delay of payment.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 3.05

Subject: Pay Periods & Paychecks

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

PAY PERIODS & PAYCHECKS

Payday is every other Friday (bi-weekly) totaling twenty-six (26) pay periods per year. Pay periods begin on Monday and end on Sunday prior to the Friday payday.

The City prefers that paychecks be electronically deposited into one (1) account designated by the employee. Electronically deposited paychecks are deposited on Friday morning for the prior two (2) week period. The Finance Department's designee distributes non-electronically deposited paychecks to employees on Friday for the prior two (2) week period. If the payday falls on a holiday, paychecks will be electronically deposited or manually distributed on the last day of work before the regularly scheduled payday.

Employees have the option, and are strongly encouraged, to have their paychecks automatically deposited in either their checking or savings account on payday. The City will deposit an employee's check directly into a checking or savings account, as long as that financial institution is a member of the National Automated Clearing House Association. Contact the Human Resources Department for information.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 3.06

Subject: Credit Union

Effective Date: October 7, 2008 **Amended Date:** June 1, 2017

CREDIT UNION

CENT Credit Union serves a wide variety of employees throughout North Iowa, including city, county, some state and federal employees, health related employees, and employees from some additional businesses within the private sector. It is owned by, governed by, and exists for its members. The objectives are to provide economical and quality financial services to meet member's needs. Payroll deduction is available to all regular employees.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 3.07

Subject: Non-Bargaining Compensation Plan

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

NON-BARGAINING COMPENSATION PLAN

The City of Mason City Compensation Plan covers all non-bargaining employees. This compensation plan is divided into two (2) categories. One is a salaried exempt employee and the other is a non-exempt hourly wage employee. Salaried exempt employees receive an annual salary regardless of additional hours that may be necessary to perform their duties. Non-exempt employees receive an hourly wage and receive overtime pay for hours worked beyond the normal work week. Salary schedules for union employees are reflected in the respective union contract.

The City job classification plan for non-bargaining employees shall consist of classifications and titles as approved and adopted by the City Council and the governing body. The plan shall be administered by the City Administrator with the assistance of the Human Resources Director to ensure that the class specifications are accurate and current.

An employee's classification, working hours, and benefits depend on the job requirements of the position and whether the position is a regular, temporary, seasonal, full or part-time, or an exempt or non-exempt employee. If an employee is promoted, transferred, or demoted, that employee's classification, working hours, and benefits may change.

Each classification shall be assigned to the appropriate salary range. Newly appointed employees will normally be hired at the minimum entry pay level approved annually for each position. Initial appointments may be made above the minimum pay level based upon the individual's qualifications and experience as recommended by the Department Head and approval by the City Administrator and City Council or governing body.

Adjustments to the non-bargaining classification plan and salary ranges is subject to update upon recommendation by the City Administrator and approved by the City Council. Step level increases are incorporated in the salary ranges and provide increases based on satisfactory performance at set intervals of:

- Step 2 - two (2) years
- Step 3 - four (4) years
- Step 4 - seven (7) years
- Step 5 - ten (10) years

from the date of appointment to the employee's current position. Accelerated step increases may be approved by the City Administrator up to Step 3 and by the City Council or governing body for Steps 4 and 5. Accelerated step increases do not change the schedule for future step increases. A Cost of Living Adjustment (COLA) may be granted on a fiscal year basis, based on consideration of City Council and each governing body.

If an employee's duties are expanded temporarily, the City Administrator and governing body may grant an increase in pay to the employee during the time the employee is responsible for the additional duties.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 4.01

Subject: Health Insurance

Effective Date: October 7, 2008 **Amended Date:** June 1, 2017

HEALTH INSURANCE

Currently the City provides health insurance coverage for all regular full-time employees and their dependents.

Effective 1/1/14 the City will provide health insurance coverage for all regular employees scheduled to work thirty (30) hours or more per week, or any regular or temporary employee who has worked at least 1,560 hours during a twelve (12) month period, and their eligible dependents.

The premium cost, employee contribution, and coverage will be determined on an annual basis by the City Administrator and subject to approval by the City Council. Eligibility is effective the first day of the month following one (1) month of employment.

Eligible employees may request coverage or changes in coverage when initially eligible, during the designated annual enrollment period, or during qualifying life event changes. Contact Human Resources for more details.

Seasonal employees are not eligible for benefits under this section.

It is the responsibility of the employee to notify their supervisor and/or Human Resources within 10 days of any changes to address, phone number, marital status, dependents or beneficiary designation.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 4.02

Subject: Life Insurance

Effective Date: October 7, 2008 **Amended Date:** June 1, 2017

LIFE INSURANCE

The City will provide all full-time regular employees with Basic term life insurance of \$10,000 coverage for employees and \$2,000 on each eligible dependent. Initial eligibility is effective on the date of employment. City will pay 100% of the cost of Basic life insurance coverage.

Effective 1/1/14, employees may purchase additional supplemental term life insurance for themselves in increments of \$10,000 up to a maximum of \$500,000, at employee-paid age-rated group rates.

Eligible employees may request supplemental term life insurance coverage or changes in coverage when initially eligible, during the designated annual enrollment period, or during qualifying life event changes. Approval of supplemental life coverage amounts may require approval by the insurance underwriter. Contact Human Resources for more details.

It is the responsibility of the employee to notify their supervisor and/or Human Resources within 10 days of any changes to address, phone number, marital status, dependents or beneficiary designation.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 4.03

Subject: Dental Insurance

Effective Date: October 7, 2008 **Amended Date:** June 1, 2017

DENTAL INSURANCE

Regular full-time employees may purchase single or family dental coverage at a cost to be determined on an annual basis by the City Administrator and subject to approval by the City Council. Eligibility is effective the first day of the month following one (1) month of employment.

Eligible employees may request coverage or changes in coverage when initially eligible, during the designated annual enrollment period, or during qualifying life event changes. Contact Human Resources for more details.

It is the responsibility of the employee to notify their supervisor and/or Human Resources within 10 days of any changes to address, phone number, marital status, dependents or beneficiary designation.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 4.04

Subject: Cobra Insurance Continuation

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

COBRA INSURANCE CONTINUATION

In the event of termination of a covered employee, COBRA law provides that health insurance may be continued at the option of the terminated employee or the employee's dependent at the applicable cost specified by COBRA law. Information will be sent to all terminated employees who were covered under health and benefit plans of the City informing them of their rights to COBRA and the enrollment procedure.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 4.05

Subject: Retirement Plans

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

RETIREMENT PLANS

The retirement program for all regular full-time, part-time, and certain seasonal/temporary employees (except full-time police officers and fire fighters) is the Iowa Public Employee Retirement System (IPERS). For full-time police officers and fire fighters, the retirement system is the Municipal Fire and Police Retirement System of Iowa (MFPRSI). Information about both systems is available from the Human Resources Department.

It is the responsibility of the employee to notify their supervisor and/or Human Resources within 10 days of any changes to address, phone number, marital status, dependents or beneficiary designation.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 4.06

Subject: Deferred Compensation

Effective Date: October 7, 2008 **Amended Date:**

DEFERRED COMPENSATION

Employees may elect to defer a portion of salary under Section 457 of the Internal Revenue Code. The City does not oversee or select any one provider to administer the employees 457 deferral, but does maintain a list of vendors who are currently providing 457 plans for employees. Contact the Human Resources Department for more information.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 4.07 **Subject:** Holidays

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

HOLIDAYS

Regular full-time employees shall be allowed the appropriate number of holidays recognized by the governing body. The City recognizes the following holidays for all employees with the exception of the Library, Museum and Airport:

New Year's Day	Independence Day	Day after Thanksgiving
President's Day	Labor Day	Christmas
Good Friday	Veteran's Day	Personal Day
Memorial Day	Thanksgiving Day	

Each Department Head will notify their employees of the specific paid holidays observed by their department. The Department Head must give prior approval before the employee may take the personal holiday.

If the holiday occurs on a day which is an employee's regularly scheduled day off, the employee shall receive another day off with pay. If an employee is required to work on a holiday, the employee will be paid time and a half per hour or compensatory time of time and a half per hour for each hour worked. If the holiday occurs during an employee's vacation, the day will be treated as a holiday. Holiday pay is not included in calculating overtime pay.

An employee shall forfeit the right to payment for any holiday if there is an unexcused absence on the working day immediately preceding or following such holiday. No holiday granted to an employee by this section can be considered as vacation time and shall not be included in the amount of vacation to which an employee is entitled. Holidays occurring on Saturday will be observed the previous Friday, and holidays occurring on Sunday will be observed on the following Monday. The Personal Day cannot be carried over into a new calendar year. The Personal Day will be granted upon the completion of the probationary period.

The Library, Museum and Airport will be responsible for designating the holidays that will be included for regular full-time or part-time employees of those departments.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 4.08

Subject: Vacation

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

VACATION

Regular full-time employees shall be entitled to a paid vacation at their regular rate of pay. Department Heads will have control of the scheduling of all vacations. All vacation requests must be in one (1) hour increments. The immediate supervisor needs to approve all vacation leaves in advance. Employees covered under union contract should refer to their contracts for an explanation of their current vacation policy.

If a paid holiday occurs during an employee's vacation, the holiday will not be counted as part of vacation time.

At the discretion of the Department Head, an employee may carry over a maximum of five (5) vacation days to the next calendar year. The City Administrator reserves the right to authorize an exception if a situation occurs that would merit allowing an employee to carry over more than five (5) vacation days to the next calendar year. Library employees hired prior to March 20, 2012 may carryover a maximum of 176 vacation hours to the next calendar year. Only Youth Task Force employees hired prior to 10/1/13 will be granted 80 hours of vacation upon hire.

The City does not make cash payments in lieu of not taking paid vacation.

An employee who terminates or is laid off, discharged, resigns, retires, or dies shall be compensated in cash for all unused and accrued vacation earned at the time of such event. An employee who is terminated for cause shall not be compensated for accrued vacation.

Non-bargaining employees are granted vacation on an annual basis, based on years of service with the City. No employee shall be granted vacation until his/her six (6) month probationary period has been completed.

6 mos.	1 Year	2-7 Years	8-13 Years	14-21 Years	22+ Years
20 hours	20 hours	80 hours	120 hours	160 hours	200 hours

Vacation is granted on January 1 of the calendar year in which the year of service is completed, with the exception of the Museum, which is granted on the anniversary date of the employee in the year in which the year of service is completed.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 4.09

Subject: Employee Assistance Program

Effective Date: October 7, 2008 **Amended Date:** January 1, 2015

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) provides free, short-term and confidential counseling for employees and immediate family members who are having personal concerns such as family conflicts, stress, depression, or concerns regarding substance abuse.

Five free counseling sessions are provided each year.

Effective 1/1/2015 our EAP provider will be Connections Inc.

They can be reached at:

Connections Inc.
24 hour Toll-free Phone: 800-779-6125
www.connectionseap.com.

Any questions can be directed to the Human Resources Department.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 4.10

Subject: Retiree Health Insurance

Effective Date: October 21, 2013 **Amended Date:**

RETIREE HEALTH INSURANCE

An employee who retires from regular full-time employment with the City of Mason City and receiving a City-sponsored pension will be provided a one-time enrollment opportunity at the time of retirement to continue their existing single or family healthcare insurance coverage under the City's available retiree medical plan(s). The retiree is responsible for payment of 100% of the required premium on a monthly basis, due by the end of the month prior to the effective coverage. Retiree health insurance coverage may remain in effect until the first of the month of the retiree's 65th birthday, at which time coverage will end for the retiree. A covered retiree's spouse may continue coverage until the first of the month of the retiree spouse's 65th birthday, at which time all remaining health coverage will end.

Effective January 1, 2015, retiree health insurance coverage may remain in effect until the first of the month of the retiree's 65th birthday, at which time all health coverage will end for the retiree and family.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 5.01

Subject: Family and Medical Leave

Effective Date: October 7, 2008 **Amended Date:** June 1, 2017

FAMILY AND MEDICAL LEAVE

The City, in compliance with the Family and Medical Leave Act of 1993 or as amended thereto (FMLA) provides up to twelve (12) weeks or 480 hours of unpaid, job protected leave to employees for certain family and medical reasons. To qualify, employees must have worked for the City for at least one (1) year, and have worked 1,250 hours during the previous twelve (12) month period.

Family and Medical Leave may be granted for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's son/daughter after birth or placement for adoption or foster care (must be taken within one year after the birth or placement of the child);
- To care for the employee's spouse, son or daughter, or parent who has a serious health condition;
- Employee's own serious health condition that makes the employee unable to perform the functions of their job;
- For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter or parent is on active military duty or called to active duty as a member of the National Guard or Reserves or individuals deployed to a foreign country.
- Eligible employees may take up to twenty-six (26) weeks of job-protected leave in a "single 12-month period" to care for a covered service member with a serious injury or illness.

Spouses who are both employed by the City will be limited to an aggregate of 12 weeks or intermittent leave of 480 hours during a 12-month period for all categories except when an employee's own illness requires spousal leave.

Employees potentially qualifying for FMLA leave are encouraged to notify Human Resources or their immediate supervisor when the need for an absence from work is identified as early as possible. The employee ordinarily must provide thirty (30) days advance notice for births, adoptions, planned treatments and other qualifying foreseeable conditions.

Medical certification is required whenever a leave is requested for the employee and family member's serious health condition. For medical conditions that are obvious or well documented, the City may elect to place the employee on FMLA leave without the employee making a formal request. Human Resources will provide the employee with a Medical Certification Form when required to be completed. The certification must be returned to Human Resources on a timely basis. Approval of leave requests may be delayed or denied if the requirements are not met. The City may require recertification at reasonable times and on a reasonable basis.

An employee may request leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition or because of a serious health condition of the employee. The employee should try to reach an agreement with the City before taking intermittent leave or working a reduced hour schedule, and if not possible then must prove that the use of the leave is "medically necessary". "Medically necessary" means that there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule. For the birth, adoption or foster care of a child, the City and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule.

The employee is required to report periodically on the status and intention of the employee to return to work. Such schedule will be established on a case-by-case basis.

The employee is required to provide the City with a return to work certification from the employee's healthcare provider no less than 24 hours prior to returning to work, which certifies the employee's ability to perform the essential functions of the employee's job, and documents any written work restrictions.

Upon approval of the FMLA leave, the employee is required to use all eligible paid leave (sick leave, vacation, compensatory time) before being placed in an unpaid leave status. Sick leave may only be used in accordance with the provisions of the Sick Leave and Family Sick Leave policies.

For the durations of FMLA leave, the City will maintain the employee's health coverage as outlined under the group health plan and non-voluntary life insurance, subject to payment of required employee contributions. Employees that exhaust FMLA leave may continue the City's health coverage and life insurance upon payments of appropriate premiums. Upon return to work, the employee will be placed back into their original or equivalent position with equivalent pay, benefits, and other employment terms. If the employee chooses not to return to work the City may require the employee to reimburse the health insurance premiums it paid during the leave period, unless for reasons due to the serious health condition or other circumstances beyond the employee's control.

The failure of an employee to return to work upon the expiration of the twelve (12) weeks may subject the employee to immediate termination unless an extension is granted. An employee who has exhausted their FMLA leave and is requesting additional paid or unpaid leave, must submit a written leave request prior to the expiration of the FMLA leave to their Department Head, and receive approval of the City Administrator.

The City will give employees written notice of their rights and obligations while on FMLA. This notice will also contain the date of commencement of the leave and an estimated date of the termination of the leave, based on whether the leave request is for a continuous leave or an intermittent leave.

Definitions of terms under the FMLA policy are:

Twelve-Month Period- Defined as a rolling twelve (12) month period measured backward from the date the leave is taken.

Immediate Family Member (FMLA ONLY)- includes spouse, child, or parent. In-laws and unmarried domestic partners are not included.

Child- a child under eighteen (18) years of age, or eighteen (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 day-to-day responsibility for care and include biological, adopted, foster, or stepchild.

Parent- a biological parent or an individual who stands or stood in place of a parent (in loco parentis) to an employee when the employee was a son or daughter as defined above. The term does not include parents-in-law.

Spouse- is a husband or wife, as defined or recognized under state law, for purposes of marriage in the state where the employee resides.

Serious Health Condition- an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Employees may contact the Human Resources Department for additional information regarding FMLA.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 5.02

Subject: Employee Sick Leave

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

EMPLOYEE SICK LEAVE

Regular full-time employees shall start to earn sick leave from their first day of continuous service. No more than nine hundred-sixty (960) hours of sick leave may be accumulated. Once an employee has accumulated nine hundred-sixty (960) hours, they will be granted nine hundred-sixty (960) hours each year on January 1 to be used in that calendar year. Employees covered under union contract should refer to their contract for explanation of benefits.

IF YOU WORK....	SICK LEAVE PER MONTH
40 hr/wk	12 hours

New Employees: During the first month of employment, if your start date falls by the 15th day of the month, you will earn twelve (12) hours of sick leave for the month in which you began employment. You will earn six (6) hours of sick leave for the month in which you began in employment if your start day falls after the 15th day of the month.

Sick leave will be deposited into your sick leave bank on the first of the month following the month it was earned. This leave can not be used until it has been credited to your sick leave bank.

Sick leave used shall be deducted from sick leave credit. The appropriate increments of sick leave each month shall continue to accrue during illness, until such time as nine hundred-sixty (960) hours have accumulated. Sick leave will continue to accrue during any paid leave taken.

Sick leave may be used by the employee for personal medical appointments. If it is necessary to be absent for any reason, the employee should notify the Department Head as far in advance as possible. In case of unexpected absence due to illness or emergency, the Department Head should be notified as soon after the normal starting time as possible.

Upon retirement or termination, employees shall not receive compensation for accrued or unused sick leave.

All physically able employees must notify his or her supervisor of a non-work related injury or illness prior to the approval of sick leave benefits.

Accrued vacation time may be used for sick leave absences after sick leave credits have been exhausted.

An employee found guilty by the Department Head of abusing the sick leave provisions contained in this policy shall be subject to disciplinary action.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 5.03

Subject: Family Sick Leave

Effective Date: October 7, 2008 **Amended Date:** June 1, 2017

FAMILY SICK LEAVE

If necessary, the Department Head may grant an employee the right to use sick leave benefits to care for members of the immediate family (including parent, spouse, unmarried domestic partner, spouse's parent, unmarried domestic partner's parent, employee's grandparent, child, child's spouse, grandchild, brother, sister, or step-parent) or to accompany such family members to a health related appointment, up to a maximum of four (4) days per calendar year. As previously permitted, Museum employees may request up to a maximum of six (6) days per calendar year. All absences due to family sick leave will be deducted from employee's accumulated sick leave.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 5.04

Subject: Funeral Leave

Effective Date: October 7, 2008 **Amended Date:**

FUNERAL LEAVE

In the case of a death of a person in the immediate family (including parent, spouse, unmarried domestic partner, spouse's parent, unmarried domestic partner's parent, employee's grandparent, child, child's spouse, grandchild, brother, sister or step-parent), an employee may be allowed time off with pay, not to exceed four (4) working days.

In the event of the death of a current or former City employee or elected official, or close family, paid leave may be granted not to exceed four (4) working hours to attend the funeral. Additional time off with pay for attendance at such funeral in distant areas may be granted upon request to the Department Head.

In the event an employee is requested to act as a pallbearer at a funeral, paid leave may be granted not to exceed four (4) working hours to honor such request. This leave may be limited to two (2) times per year per employee.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 5.05

Subject: Military Leave

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

MILITARY LEAVE

A full-time regular employee who is in active service in the Armed Forces of the United States of America while in the service of the City shall be granted a leave of absence for the period of military service, provided that the employee applies to the City for work ninety (90) days from the date of honorable discharge.

Pursuant to Chapters 29A.28 and 29A.43 of the Code of Iowa, when ordered by proper authority to active state or federal service, the employee shall be entitled to a leave of absence from such employment for the period of such active state or federal service, without loss of status or efficiency rating, and without loss of pay during the first thirty (30) calendar days of such leave of absence. Said leave of absence, after the first thirty (30) days, shall be classified as unpaid leave. Overtime pay is not included in the compensation.

Health insurance, dental insurance and flexible spending account benefits will be terminated at the end of the month following the first thirty (30) consecutive calendar days of military leave. The employee will be offered COBRA coverage for these benefits, if desired.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 5.06

Subject: Jury Leave/Court Leave

Effective Date: October 7, 2008 **Amended Date:** June 1, 2017

JURY LEAVE/COURT LEAVE

Any full-time regular employee, who is selected for jury duty or is called as a government witness, shall receive a paid leave of absence for the actual time spent on such duty. It is the responsibility of the employee to submit in full to their supervisor all compensation amounts received by the Court (excluding mileage).

If an employee is summoned as a plaintiff or defendant or subpoenaed as a witness in a proceeding involving or arising from outside employment or personal business, the employee shall not be entitled to a leave with pay, but may use accrued vacation to offset the lost time.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 5.07

Subject: Voting Leave

Effective Date: October 7, 2008 **Amended Date:**

VOTING LEAVE

Reasonable time off with pay to vote will be available to employees who otherwise would be unable to reach the polls during the time the polls are open. Voting leave must be granted and approved by the Department Head.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 5.08

Subject: Volunteer Policy

Effective Date: October 21, 2013 Amended Date:

VOLUNTEER LEAVE POLICY

The City of Mason City recognizes the value of the work that volunteers perform in the community. We encourage our employees to become involved in their community, lending their voluntary support to programs that enrich the quality of life and opportunities for all citizens.

Employees may volunteer for appropriate activities under the following guidelines.

Guidelines

- Volunteer time should not conflict with the peak work schedule, other work related responsibilities, create need for overtime, or cause conflicts with other employees' schedules.
- Time away from work for volunteering purposes may occur during the workday, lunchtime, before work, after work, or on the weekends depending upon the type of volunteer program the employee is involved in.
- Volunteer activity requires prior approval of the City Administrator.
- The volunteer services must be outside of those normally performed in the employee's job, not result in compensation to the volunteer from the program being supported, and must not exceed four (4) hours of absence from their job.
- Employees must use vacation or comp time at the time of the volunteer service, and shall be provided 50% matching paid time-off, up to a maximum of two (2) hours. This time paid-off shall be added to the employee's personal holiday bank.
- This personal holiday time must be used within one year of the completion of their volunteer service with the approval of their supervisor.

Eligibility/Request Process

- All regular full-time employees are eligible.
- Interested employees should meet acceptable performance levels.
- Employees must submit a Volunteer Request Form to the City Administrator a minimum of one week in advance of the volunteer activity. The request must include the date and time of the requested absence, a specific description of the volunteer activity to be performed, and the community organization that it will

benefit. The approved request should be routed to the employee's supervisor, Human Resources and payroll. Blank Volunteer Request Forms are available in Human Resources.

Upon return to work, employees must provide their supervisor with documentation of their volunteer activities. If possible please include a photograph of the volunteer activity. The supervisor should forward this information to Human Resources.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 5.09

Subject: Leave of Absence Without Pay

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

LEAVE OF ABSENCE WITHOUT PAY

Leaves of unpaid absence over ten (10) days, but not to exceed one (1) year, may be granted to full-time regular employees for any reasonable purpose. Such leave shall be granted only with the consent of the Department Head and City Administrator and shall not be granted for seeking or accepting other employment. All vacation and compensatory time must be used prior to beginning a leave of absence. While on an unpaid leave of absence extending beyond ten (10) days, the employee will not accrue vacation or sick leave benefits.

The requesting employee shall state the reasons why the request should be granted, the date when he/she desires the leave to begin and the probable date of return. Any request for extension of leave shall be subject to all requirements of the original request.

The City Administrator, upon the recommendation of the Department Head, may approve or reject such request on the basis of the operating requirements of the Department, availability of temporary employees, the performance and attendance record of the individual and the reason for the request.

Employees wishing to take such leaves of absence must realize that all positions in the City are subject to elimination. Thus, absolute assurance of reinstatement cannot be given. However, if the position is still in existence and is vacant at the conclusion of the period, the employee may resume the same status therein. If the position no longer exists or is filled, an attempt will be made to place the employee in a comparable position as soon as possible.

The employee must pay the City (in advance of the month due) all group health and dental insurance premiums paid while on leave as well as all applicable flexible spending account and supplemental life insurance deductions, if coverage is desired to be continuous and the leave of absence exceeds ten (10) days. If the unpaid leave of absence extends beyond 30 days, all group insurance will be ended and COBRA continuation coverage will be offered. This provision does not apply to those persons taking unpaid leave under FMLA.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.01

Subject: Code of Ethics

Effective Date: October 7, 2008 Amended Date: June 1, 2017

CODE OF ETHICS

The employment of every employee shall be contingent upon acceptable conduct, satisfactory performance of duties, and compliance with personnel rules and regulations. The following list is not exhaustive or exclusive, but rather examples of actions that may result in the employee receiving disciplinary action:

- The employee is incompetent, negligent, or inefficient in the performance of duties.
- The employee has been abusive in attitude, language, or has been abusive in conduct toward fellow employees, superiors, or the public.
- The employee has violated any lawful or official regulation, order or rule, or failed to obey any lawful and reasonable direction given by a direct supervisor.
- The employee has taken for personal use a fee, gift, or other valuable things in the course of work or in connection with employment without reporting its receipt to the Department Head.
- The employee, through negligence or willful misconduct, has caused damage to public property or waste of public supplies.
- The employee has been absent without leave or has failed to report upon the expiration of an approved leave of absence.
- The employee has directly or indirectly participated in local political campaign in any manner as to violate any of the regulations set forth in the political activity section of this manual.
- The employee has solicited private business for personal reasons during working hours or has used a City position to try to secure or to conduct private business.
- The employee has made a false statement in the City's employment application.
- The employee has hindered the regular operation of the department because of unauthorized absenteeism or tardiness.
- Reporting to work under the influence of alcohol or a controlled substance/s, possessing, distributing or consuming alcohol or a controlled substance/s while on duty. If an off-duty employee is called in to work, and advises the supervisor that they have been socially consuming alcoholic beverages or taken a medication that may diminish their capacity, the employee shall not be required to report to duty.
- The employee has used City vehicles or equipment without proper authorization.

- The employee has been involved and at fault in an avoidable accident on the job in a City vehicle or on City property.
- The employee has operated City vehicles in an unlawful or hazardous manner.
- The employee has misappropriated City funds, appropriated City property for personal use without permission, or illegally disposed of City property.
- The employee has demonstrated conduct unbecoming of a City employee while on- or off-duty.
- The employee has submitted a false report.
- A specific failure to meet certain standards of conduct and or work performance, or a general lack of performance in an area of employment.
- Dishonesty, theft, or fraud.
- Punching someone else's time record, permitting someone else to punch your own time record, or failure to punch in or out on the time clock as directed.
- Outside employment that is inconsistent with the City's goals, objectives, and policies, and/or that reflects negatively on the City's operations.
- Violation of the state gift laws as they apply to public employees.
- Unauthorized use of computer-related resources belonging to the City, which include, but is not limited to, computers, computer-related equipment, computer programs, computer systems, or modems.
- Unauthorized use of City telephones/fax for personal business.
- Accepting unauthorized employment while on leave-of-absence.
- Creating unsafe or unsanitary conditions.
- Refusal to work overtime when a reasonable request is made that allows the employee sufficient time to alter personal plans. If the request to work overtime is due to an emergency situation, the employee needs to be made aware of the importance of the request and, barring extreme personal circumstances, is expected to report for work.
- Unauthorized removal of City or a fellow worker's property.
- Failure to follow procedures outlined in this Personnel Policy Manual or the City's Safety Manual.
- Fighting or horseplay on the job.
- Representing personal opinion/s as those of the City of Mason City.
- Creating strife, discord, and disharmony among other City employees by constant and repeated negative statements, criticism, or attitude.
- Disclosure of confidential information protected by federal, state, or City law, or commonly recognized as privileged or confidential information.
- Sleeping while on-duty.
- Any other action or failure to act which adversely affects the City, its officers, or employees.
- Failure to maintain an appropriate Iowa driver's license as required by the employee's job description.

- Failure to follow established safety policies and guidelines established by the employee's department.
- Failure to maintain an acceptable attendance, including having a record that shows a pattern or incidents of poor attendance or tardiness.
- All employees shall be courteous at all times in dealing with the public. Employees should listen carefully to complaints and refer them to the proper person for appropriate action.
- Any employee involved in a reportable accident involving City equipment should immediately notify the police and the Department Head. Vehicles should not be moved until the police arrive and take charge of the scene.
- Uniforms provided for employees shall be worn only during working hours or for official City business outside working hours. Uniforms may be worn to and from work, unless department rules specify otherwise, but are not to be worn on any personal activity.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.02

Subject: Reporting Violations

Effective Date: October 7, 2008 **Amended Date:**

REPORTING VIOLATIONS

No employee shall conceal or fail to report to the Human Resources Manager misconduct or the commission of a crime. Employees shall be protected against retaliation for the lawful disclosure of information, which an employee feels or believes reasonably evidences the violation of any law, procedure, or policy of the City.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.03

Subject: Conflict of Interest

Effective Date: October 7, 2008 **Amended Date:**

CONFLICT OF INTEREST

An employee shall not have a direct or indirect financial interest that conflicts substantially, or appears to conflict substantially, with the employee's City duties and responsibilities or engage in, directly or indirectly, a financial transaction as a result of, or primarily relying on, information obtained through City employment. Employees may be required to divest themselves of such conflicting interests.

Employees shall not give competitive advantage to any member of the public, including former employees or elected officials of the City.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.04

Subject: Campaign Activities

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

CAMPAIGN ACTIVITIES

The City encourages all employees to vote as an expression of personal opinion. No candidates, committee members or any other person may solicit contributions for election or political purpose or receive political support from any employee during work hours, nor in any other way violate Section 721.3 of the Iowa Code.

Employees may participate in, or contribute to, the election or appointment of public officials. Political activity, however, must not interfere with an employee's normal work duties. No City employee will be forced or compelled to take part in political campaigns to favor the appointment or election of candidates for any office.

If an employee becomes a candidate for any City of Mason City elective office, the employee automatically receives a leave of absence without pay. The leave without pay begins upon either an announcement of the employee's candidacy or filing of a petition for office. However, this will not be later than thirty (30) days before the primary or general election day, and it continues until the employee is no longer a candidate.

If elected, an employee would be required to resign their regular City position.

However, an employee may be a candidate for a non-partisan office that is not related to the employee's employment. If this is the case, an employee will not be required to take the leave of absence without pay, as long as the employee does not campaign while on duty as an employee or let campaigning for such non-partisan office interfere with the employee's job responsibilities to the City.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.05

Subject: Use of Credentials & Uniforms

Effective Date: October 7, 2008 **Amended Date:**

USE OF CREDENTIALS & UNIFORMS

Credentials and other City identification are for use only in establishing identity or authority in connection with official duties. Such credentials and identification of an employee's official position, status or designation shall not be used by employees to exert influence to obtain, either directly or indirectly, privileges or rewards for themselves or others.

City employees who wear authorized uniforms shall wear their regulation uniform only when on duty or when proceeding to and from duty. Off duty employees shall not use the uniform, or any part thereof, for the purpose of identifying themselves as an employee of the City. Off duty City employees may wear regulation uniforms for community service events when approved by the Department Manager.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.06

Subject: Gifts or Gratuities

Effective Date: October 7, 2008 **Amended Date:**

GIFTS OR GRATUITIES

Employees shall not accept a fee, compensation, honorarium, gift, payment of expense, or any other thing of monetary value in any circumstances in which acceptance may result in, or create the appearance of, a conflict of interest.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.07

Subject: Gambling, Betting and Lotteries

Effective Date: October 7, 2008 **Amended Date:**

GAMBLING, BETTING AND LOTTERIES

No employee shall participate while on City owned or leased property, or while on duty for the City, in any gambling activity as defined by the Code of Iowa.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.08

Subject: Solicitation

Effective Date: October 7, 2008 **Amended Date:**

SOLICITATION

Unless authorized by a Department Head, all solicitation among City employees during working hours for charitable or any other purpose, and selling of tickets, chances, magazines, or merchandise of any kind are prohibited. This restriction applies to all solicitation, selling, or peddling of every nature, whether by City employees or non-employees. No posting of advertisements on City premises is allowed unless authorized by the Department Head.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.09

Subject: Outside Employment

Effective Date: October 7, 2008 **Amended Date:**

OUTSIDE EMPLOYMENT

Employees who engage in secondary employment must notify their Department Head and disclose the type, place, and schedule of secondary work. If secondary employment interferes with proper and effective City job performance, or results in a conflict of interest or subjects the City to public criticism or embarrassment, the employee must choose between the City job and the secondary job.

Activities that are incompatible with City employment include, but are not limited to:

- Work which identifies the City or any employee in his/her official capacity with any organization commercializing products or services relating to operations of the City or work performed under such circumstances as to give the impression that it is an official act of the City or represents an official City point of view.
- Performing contract work for goods or services for the City or for anyone who is performing contract work for goods or services for the City. This includes working for a temporary employment agency or subcontracting for any other independent contractor who is under contract with the City to perform contract work for goods or services.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.10

Subject: Americans with Disability Act

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

AMERICANS WITH DISABILITY ACT

It is the policy of the City of Mason City to provide access to services for all citizens, including those with special needs due to disabilities. To the extent possible, access will be facilitated in such a manner that persons with disabilities will be able to enjoy the full array of City services with dignity and in the mainstream of the community.

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that require employers to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the City of Mason City to comply with all federal and state laws concerning the employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC) and the Iowa Civil Rights Act. Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When an individual with a disability is requesting accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, they will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

The City of Mason City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the City. Contact Human Resources with any questions or requests for accommodation.

All employees are required to comply with the company safety standards. Current employees who pose a direct threat to the health and/or safety of themselves or other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employees' immediate employment situation.

An applicant or employee with a disability and requesting an accommodation for that disability is responsible for requesting the accommodation from the Human Resources Manager and providing medical documentation when requested. Once medical documentation is received, Human Resources and the Department Head will work with the applicant or employee to identify possible reasonable accommodations and to assess the effectiveness of the accommodation in allowing the individual to perform the essential functions of the job. A request for reasonable accommodation may be denied if it would create an undue hardship for the City.

Individuals who are currently using illegal drugs are excluded from coverage under this ADA policy.

The Human Resources Manager shall serve as the City's coordinator for compliance with the Americans with Disabilities Act. Each Department Head, or designee, shall serve as coordinator for the respective Department.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.11

Subject: Electronic Mail

Effective Date: October 7, 2008 **Amended Date:**

ELECTRONIC MAIL

With the increasing utilization of communication technology, the City of Mason City recognizes the need for City employees to use electronic communication devices to provide superior services to the community in a more timely and efficient manner. Any information sent, stored or received on such devices shall be considered the property of the City of Mason City and shall be subject to complete inspection by City officials. City employee's reasonable expectation of privacy shall not be abridged in the normal course of conducting City business. The City reserves the right to conduct surveillance or monitoring of employee communications when the City is investigating possible work place misconduct or when the City has individualized suspicion that misconduct is occurring.

The City may also find it necessary to access any and all information stored on a City employee's electronic communication equipment in the case of the employee's absence, transfer, vacation, or termination. All electronic communication records shall be subject to complete inspection by the City Administrator and shall be accessible twenty-four (24) hours a day so as to continue a level of efficient and responsive government services. For more information, please refer to Administrative Policy 6.01 entitled Electronic Communications Policy.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.12

Subject: Confidentiality

Effective Date: October 7, 2008 Amended Date: October 21, 2013

CONFIDENTIALITY

As an employee with the City of Mason City, you will recognize and acknowledge that you may become aware of, or into the possession of, confidential information concerning citizens and/or official business of the City organization. Accordingly, it must be understood that information regarding official business should be disclosed *only* to those for whom it is intended. You may be required to sign a confidentiality agreement as a condition of continued employment.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.13

Subject: Destruction of City Records

Effective Date: October 7, 2008 **Amended Date:**

DESTRUCTION OF CITY RECORDS

City personnel shall not knowingly, willfully or unlawfully conceal, remove, mutilate, falsify or destroy a City document or record. However, this does not preclude the discarding and/or destruction of City records and documents accomplished through a department/division record retention program, which is in compliance with applicable local, state, or federal requirements.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.14

Subject: Use of Public Funds and Resources

Effective Date: October 7, 2008 **Amended Date:**

USE OF PUBLIC FUNDS AND RESOURCES

An employee has a positive duty to protect and conserve City property, including vehicles, equipment, supplies, and other property entrusted or issued to the employee. No employee shall directly or indirectly use, or allow the use of City property of any kind, including property leased to the City, for other than officially approved activities.

The failure to account for public funds and property or the private use of public funds and property are criminal offenses punishable under the laws of the State of Iowa.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.15

Subject: Use of City/Personal Telephones

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

USE OF CITY/PERSONAL TELEPHONES

Employees shall observe the rule of telephone courtesy in receiving and placing calls. Employees are permitted to use City telephones or personal cell phones for personal reasons where it does not interfere with work duties for the City. This is a privilege and not a right and may be withdrawn by the Department Head if abused through excessive use, or if telephoning causes interference with work duties. Long-distance telephone calls for personal reasons may be made only with the approval of the Department Head and at the employee's expense. Employees shall discourage persons from telephoning them at work for personal matters. For more information, please refer to Administrative Policy 6.01 entitled Electronic Communication Policy.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.16

Subject: City Vehicle Policy

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

CITY VEHICLE POLICY

This policy does not apply to emergency vehicles of the Police and Fire Departments. Exceptions may be made on a case-by-case basis, upon recommendation of the Department Head, subject to the approval of the City Administrator.

All vehicles and equipment owned by the City are for official use only and cannot be used for personal business. All City vehicles shall be parked at the place of employment at the end of the workday and will be picked up for use at the start of the next workday.

Under no conditions should City employees while on personal time utilize City vehicles. The exception would be for lunch or rest breaks only if at a public eating establishment, and if that establishment is closer to where the employee suspends his or her work in the field, rather than returning to the primary place of employment for a break.

At no time shall any employee carry personnel in City vehicles unless for City business or City sponsored activities.

If an employee is required to operate a motor vehicle as part of his or her job duties, that employee must maintain a valid operator's license, be insurable under the City's liability policy as a condition of continued employment, and adhere to Administrative Policy 5.03.

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

- Vehicles are to be used for City business only.
- No family members are to be transported in City vehicles at any time unless it is related to the duties of the employee or permitted under Administrative Policy 3.07.
- No other passengers are to be allowed in City vehicles except when such individual is involved with City business, the transportation passenger is related to the duties of the employee, or the passenger is participating in a City Administrator approved ride-along program.
- Vehicles are to be driven only when necessary.
- Vehicles should be cleaned inside and out on a regular basis.
- The vehicles must have City of Mason City stickers and vehicle numbers on them at

all times with the exception of vehicles that, by their use, would exclude the use of such stickers or markings.

- Seat belts are to be worn at all times except as exempted in Iowa Code 321.445.
- Employees must maintain a valid driver's license.
- Promptly report all accidents and damage to City vehicles in accordance with Administrative Policy 3.03.
- Employees shall refrain from all activities while driving that could cause distracted driving, including texting while driving.

For more information, please refer to Administrative Policy 5.03 entitled Operation of City Vehicles.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.17

Subject: Personnel Records

Effective Date: October 7, 2008 **Amended Date:**

PERSONNEL RECORDS

The Human Resources Department shall maintain a personnel record for each employee in the service of the City showing the name, title of position held, the department to which assigned, salary, changes in employment status, and such other information as may be considered pertinent.

Each employee shall promptly report all changes of name, address, telephone number, marital status, and persons to be notified in the event of an emergency to the Supervisor and/or Human Resources within ten (10) days of the change.

The Department Head shall report to Human Resources any assignment change in the employment status of an employee on forms designed for that purpose.

Medical and drug files shall be kept separately from the personnel record.

Payroll registers shall be kept permanently.

Employees have the following rights as they pertain to their own personnel file. The right to:

- Have access to the file at any reasonable time and with proper supervision.
- Have a copy of items placed in his/her personnel file.
- Have the opportunity to respond to unfavorable information.
- Know how information is being used internally.
- Reasonable precautions, assuring the employee that the information will not be misused.

An employee shall not have access to employment references written for the employee. Employees may examine their personnel files and obtain copies of its contents by contacting the Human Resources Manager. Appointments for reviewing an employee personnel file will be set at a date and time that is reasonable and convenient for both the employee and the Human Resources Manager. Requests for such examination shall be in writing and the examination shall be in the presence of the Human Resources Manager.

Any and all copies made for the employee shall have each page marked "copy".

The employee shall sign a form stating the date the employee examined the file. At no time can the personnel file be removed from City Hall. No employee or former employee is to be allowed to remove or alter the contents of any file.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.18

Subject: Employee Training

Effective Date: October 7, 2008 **Amended Date:**

EMPLOYEE TRAINING

The City of Mason City encourages its regular employees to attend conferences, seminars, and training sessions of benefit to the employee in enhancing job performance, skills, and knowledge.

A request for approval to attend conferences, seminars, or training sessions must be submitted on proper forms and signed by the Department Head. For more information, please see Administrative Policy 3.07 entitled Travel Regulations for Out of City Travel.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.19

Subject: Performance Reviews

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

PERFORMANCE REVIEWS

Performance reviews give an employee an opportunity to discuss their development with their supervisor. This will allow employees to know where they stand in relation to the job requirements.

Each Department Head and supervisor is responsible for the timely and proper completion of an employee performance review.

Performance reports shall be made on the standard form provided by the Human Resources Department and must be submitted at the specified times:

- At the end of the probationary period.
- Annually on the employee's anniversary date.

A list of the expectation elements evaluated for a performance review can be obtained from the Human Resources Department.

In the event the supervisor does not do performance reviews timely, it is the employee's responsibility to bring this to the attention of the supervisor. If the appraisal is not done within ten (10) days after the employee's notification, the employee shall bring the matter to the attention of the Human Resources Manager.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.20

Subject: Personal Appearance/Dress Code

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

PERSONAL APPEARANCE/DRESS CODE

Each employee is a representative of the City of Mason City, and, as such, it is important that the employee's dress be neat, clean, and modest.

Under the direction of the Department Head, appropriate holiday dress is permitted.

Acceptable work attire is as follows:

- All attire, footwear, hair, and fingernails will be clean.
- Clothing will allow sufficient room so as not to reveal and outline undergarments and be of sufficient length to accommodate bending and reaching. Dresses, pant suits, slacks, dress shorts, or dress capri pants are acceptable.
- Department Heads are expected to dress in a manner appropriate for the leadership roles in the organization.

Unacceptable work attire is as follows:

- Tank Tops, lightweight t-shirts, novelty t-shirts, sweat pants, shorts, spandex clothing, and worn or soiled clothing.

Fridays are designated as casual dress day, which can include clean, non-worn blue jeans. Appropriate and clean attire should still be observed on this day. Additional casual dress days may be designated by the City Administrator or Library Director or Museum Director. Museum personnel may be permitted to observe additional casual days and should consult with the Museum Director to confirm appropriate attire as needed.

Tattoos and Body Piercing should not be unsafe, disruptive, offensive, or otherwise inappropriate when considering job duties and work environment. If a member of the public makes a complaint, the employee's Department Head will determine whether or not the tattoo or body piercing is inappropriate for the circumstances of the job.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.21

Subject: Clothing Allowance

Effective Date: October 7, 2008 **Amended Date:**

CLOTHING ALLOWANCE

For positions that require an employee to wear a uniform, a clothing allowance will be given. Such allowance will be distributed in accordance with applicable policies and collective bargaining agreements.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.22

Subject: Attendance

Effective Date: October 7, 2008 **Amended Date:** June 1, 2017

ATTENDANCE

Employees are expected to report promptly at their designated starting time at their assigned workstation and be ready to begin work at that time.

If an employee knows that they will be late, the employee must notify their immediate supervisor prior to coming to work, if possible, and state the reason for being late and the approximate time when he/she expects to return to work.

If an employee fails to furnish the supervisor with a reasonable explanation for missing work or for tardiness, the absence will be recorded as an "unexcused" absence in the employee's personnel file. If an absence is unexcused, the employee will not be allowed to utilize any accrued vacation days, personal days, or sick days to receive pay for that day, and therefore, will not be paid for the unexcused absence.

All employees absent from work due to injury or illness in excess of three (3) consecutive work shifts are required to provide their supervisor with a written return to work release from their treating medical provider at the time they return to work.

Regular attendance is an expectation and requirement for all employees. Failure to maintain acceptable attendance will be addressed as a performance issue. Employee attendance records that show a pattern or incidents of poor attendance or tardiness are to be reviewed by the supervisor or Department Head, and may subject the employee to disciplinary action up to and including discharge.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.23

Subject: Separation of Service

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

SEPARATION OF SERVICE

This section is intended to establish guidelines for proper termination. When covered by collective bargaining agreements, the rules of those agreements apply.

REDUCTION IN FORCE

If and when it becomes necessary to reduce the number of employees because of a shortage of work or limitation of funds, layoff of employees will be accomplished with due consideration to status, performance evaluations, length of service, and Civil Service mandates on seniority.

VOLUNTARY TERMINATION

Voluntary terminations are defined as resignations that occur at the employee's request. Employees desiring to resign in good standing shall provide written notice to their Department Head, with a copy to Human Resources, at least two weeks in advance of the effective date of the resignation. Resignation notices should include the date the resignation is submitted, the reason for leaving, the last day of work, and be signed by the employee.

If the employee fails to complete a written resignation, the Department Head shall draft a letter documenting the facts of the resignation, and forward it to Human Resources to be placed in the employee's personnel file.

An employee who terminates employment for reasons other than retirement may not use unused or accrued vacation to extend their termination date. The last day that the employee actually worked shall be considered the employee's termination date for purposes of benefit accruals and the employee's permanent record.

AUTOMATIC TERMINATION

Employees, who are not on an approved absence and have not been engaged in productive work hours for the past twelve (12) months, will have their employment terminated subject to approval of the Department Head.

BENEFITS UPON TERMINATION

For voluntary terminations, retirements and permanent lay-offs, unused and accrued vacation hours are paid to employees on their final paycheck.

EXIT INTERVIEW

It is our intention to conduct an exit interview for all terminating employees. The exit interview will be held on or near the employee's last workday. The Human Resources Department will conduct the interview. This is an opportunity for employees to evaluate their conditions of employment within the City organization. Other matters reviewed or collected during this interview are keys, computer access authorization code, telephone identification code, insurance conversion and benefits continuation rights, and forwarding address.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.24

Subject: Harassment

Effective Date: October 7, 2008 Amended Date:

HARASSMENT

The City of Mason City will not tolerate or condone harassment of or by its employees. The City will take all necessary steps to prevent its occurrence, and, where it exists, to stop it. All personnel are directed to create a working environment free from such behavior. Behavior constituting harassment will be deemed grounds for disciplinary action, including dismissal.

Harassment is a form of unlawful discrimination that includes all types of physical or verbal conduct showing hostility toward a person because of that person's sex, race, color, religion, national origin, age, disability or any other "legally protected status." A legally protected status is a personal characteristic (such as sex and race) that may not be used as a basis for employment decision, or any other negative treatment in the workplace. Various federal laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act and the Americans with Disabilities Act, protect the characteristics listed above. Harassment is prohibited whether it occurs in person, in writing, by telephone, fax, and e-mail, via the Internet or any other means of communication. Harassment can be verbal, physical or visual.

Employee Responsibility: To help the City of Mason City maintain a productive and harassment-free workplace, it is every employee's responsibility to: (1) understand and abide by the City's no-harassment policy; (2) refrain from engaging in inappropriate conduct; and (3) promptly inform the City of all incidents of harassment. If you are a victim or a witness to harassment, report the conduct to your direct supervisor or the Human Resources Manager. In order to assist an investigation of a complaint, employees may be asked to prepare a written summary of what happened that lead up to the complaint.

All harassment complaints will be promptly and thoroughly investigated. Harassment complaints will be kept confidential to the extent possible under the circumstances. Although it may be the best intentions of the City organization, it is almost impossible for any organization to guarantee complete confidentiality. It may be necessary to inform the alleged harasser of the complainant's identity and the nature of the allegations, to notify the supervisor/s of the parties involved and to share relevant information with other officials and advisors on a need-to-know basis.

Federal law protects employees from retaliation for filing a complaint or participating in an investigation, proceeding or hearing relating to alleged harassment. Retaliation includes negative personnel actions, such as an undesirable transfer, demotion or termination. If you feel you are being retaliated against, report it directly to the Human Resources Manager at City Hall, 10 1st Street NW, Mason City, Iowa 50401 or call: 641-424-7130.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.25

Subject: Disciplinary Policy

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

DISCIPLINARY POLICY

The most important resource to the City of Mason City is our employees. Inevitably, problems in the work place will surface. The City has a problem-resolving procedure that will reassure all employees that problems will be heard and appropriate actions will be implemented. Therefore, please direct all problems to Department Heads who will help employees resolve them. Conduct of a severe nature can result in immediate discharge. All disciplinary actions remain a permanent part of the employee's personnel file. Disciplinary actions will generally be used for progressive discipline purposes only for the twelve (12) month period following the date of the warning, unless otherwise noted in the warning.

When any disciplinary action is administered, the employee and supervisor should meet to discuss:

- The reason for the disciplinary action
- The supervisor's expectations of what needs to be improved
- Any specific goals that are desired and the time frame to meet those goals

The supervisor may encourage the employee to voluntarily utilize the Employee Assistance Program (EAP) to address any underlying issues potentially impacting the employee's performance.

VERBAL WARNING

All verbal warnings will be documented on the employee disciplinary form and copies given to the employee and Human Resources Department.

WRITTEN WARNING

The written warning is generally issued following a verbal warning. At times, the verbal warning may be bypassed when it is determined the problem area is serious enough to warrant more serious action.

Copies of the written warning should be given to the employee and the Human Resources Department.

DISCIPLINARY SUSPENSION

If goals are not met or performance has not improved, a disciplinary suspension not to exceed three (3) to six (6) working days without pay will be invoked. A disciplinary suspension may follow a verbal and written warning; however, certain actions may result in suspension without prior warnings. The City Administrator and Human Resources Manager must be notified prior to a disciplinary suspension. Following the employee's return to work, a meeting should be held to reaffirm the goals established to ensure improved performance, the consequences if these actions are not met, and encourage the employee to voluntarily utilize the Employee Assistant Program (EAP).

DISCHARGE

As the final step in the disciplinary process or when the disciplinary process has failed to resolve the problem, discharge will be used only as a last resort. To ensure proper documentation of the facts surrounding the discharge, it is advisable to suspend the employee pending further investigation of the incident. The Human Resources Manager and City Administrator or Board/Commission Chair must be consulted prior to a discharge.

A meeting should be held with the employee, the employee representative (if applicable), Department Head and Human Resources Manager to discuss the rule violation or issues surrounding the discharge and provide the employee with a written reason for the termination.

In some situations, the Employee Assistance Program may at the sole discretion of the City be offered as an alternative to discharge. The employee accepting Employee Assistance Program services will then be allowed a reasonable opportunity to demonstrate an improvement in their performance. A release of information will be required authorizing the Employee Assistance Program, Human Resources Department, and referral resources (e.g., treatment programs) to disclose information to the City of Mason City regarding the employee's progress, outcome, and aftercare plan, if any. If improved performance has not been demonstrated, the employee may be discharged even though the Employee Assistance Program has been, or is in the process of being, utilized.

PERFORMANCE IMPROVEMENT PLAN

When recurring problems in performance (i.e. reduction in quantity of work, change in quality of work) require a concentrated period of review, an employee may be placed on a performance improvement plan not to exceed ninety (90) days. The employee and Department Head should meet initially to discuss the problem areas, goals for achieving improved performance, a time frame to meet the agreed upon goals, and the consequences if the goals are not met. During the performance improvement plan, the employee and Department Head should discuss the progress in meeting the goals.

CAUSES FOR DISCIPLINE

Actions which may result in suspensions or discharge without prior warning include:

- Theft of property belonging to another employee of the City of Mason City, from the City of Mason City, or any on-duty theft.
- Possession of a dangerous weapon during regularly assigned working hours.
- Willful damage of the City of Mason City property during regularly assigned working hours.
- Absence of three (3) or more days without notifying the employee's supervisor or Department Head.
- Insubordinate conduct toward a supervisor or Department Head, refusal to carry out the reasonable instructions of a supervisor or Department Head, or leaving the job without permission during regularly assigned working hours.
- Harassment of a visitor, citizen or another employee.
- Falsification or unauthorized altering of City records, employment applications, etc.
- Willful or negligent behavior that endangers the welfare of a visitor, citizen, or another employee, this includes violent, assaulting, or threatening behavior.
- Unauthorized disclosure of confidential information contained in personnel files or other City maintained files and records.
- Excessive number of formal disciplinary warnings. Under progressive discipline, three (3) will be considered an excessive number of formal disciplinary warnings (verbal and written). The circumstances and the severity of incident will be taken into consideration.
- Sleeping while on duty.
- Drinking or being under the influence of alcoholic beverages while on duty.
- Use or possession of an illegal drug or controlled substance while on duty.

Actions that may result in discharge following verbal warnings, written warnings, and suspension include:

- Unexcused absences.
- Excessive absences or tardiness.
- Abuse of break and meal periods.
- Unsatisfactory, negligent or careless work performance.
- Failure to follow safe practices
- Unauthorized distribution of literature during work hours.
- Wearing unauthorized buttons or badges.
- Poor personal hygiene.
- Failure to follow policies regarding employee appearance.
- Discourtesy or conduct creating discord.
- Inappropriate conduct toward a visitor, citizen, or another employee.

Please see the Code of Ethics for more examples of actions that may result in the employee receiving disciplinary action.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.26

Subject: Grievance Procedure

Effective Date: October 7, 2008 **Amended Date:** October 21, 2013

GRIEVANCE PROCEDURE

An employee or group of employees (does not apply to employees covered by a labor agreement) who feel they have not been fairly treated in keeping with the policies of the City should first discuss the problem with their immediate supervisor. If the problem is not settled to the employee's satisfaction, the following procedures should be used:

Step 1: The employee shall, within five (5) working days of the date of the event giving rise to the grievance, or of the date of the employee learning of the event, present the grievance in writing to the Department Head. The Department Head shall reply in writing within five (5) working days of receipt of the grievance, informing the employee of the decision. If the employee believes that the Department Head is directly responsible for the event giving rise to the grievance, the employee may proceed directly to Step 2.

Step 2: In the event that the Department Head's decision is not satisfactory to the employee, the employee, within five (5) working days, may present the grievance in writing to the City Administrator or Board/Commission or designee (whichever is applicable). The City Administrator or Board/Commission shall, within five (5) working days of receipt of the grievance, arrange to meet with the grievant, the Department Head, and witnesses called by either party. The City Administrator or Board/Commission shall hold an informal hearing and shall issue a written decision within five (5) working days of the close of the hearing. The decision of the City Administrator or Board/Commission shall be final and binding.

In the event the employee holds a Civil Service position, Chapter 400, Code of Iowa, will supersede this procedure. In the event action involves termination of an employee, Chapters 372.15 or 400, Code of Iowa, will supersede this procedure.

Written Presentation: All grievances presented at Step 2 of the procedure in this policy shall set forth: the facts giving rise to the grievance; the provision(s) alleged to have been violated; the name(s) of the aggrieved employee(s); and the remedy sought. All grievances at Steps 1 & 2 of this policy shall be signed and dated by the aggrieved employee. All written answers submitted by the City shall be signed and dated by the appropriate City representative.

Time Limitations: The time limitations set forth in this policy are the essence of this policy. The City shall accept no grievance unless it is submitted or appealed within the time limits set forth in this policy. If the grievance is not timely submitted at Step 1 and Step 2, it shall be deemed waived. If the City fails to answer within the time limits set forth in this policy, the grievance shall automatically proceed to the next step.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.27

Subject: Lactation Policy

Effective Date: March 1, 2013

Amended Date:

LACTATION POLICY

In recognition of the well documented health advantages of breastfeeding for infants and mothers and the 2010 Patient Protection and Affordable Care Act, the City of Mason City seeks to provide a supportive environment to enable breastfeeding employees to express their milk during work hours (as defined below) for their nursing child for one (1) year following the child's birth, or longer with management approval.

Organizational Responsibilities

- **Milk Expression Breaks:** Breastfeeding employees shall be allowed to express milk during work hours; the employee should discuss the situation with their supervisor and the supervisor may consider granting the employee flexible working arrangements.
- **A Place to Express Milk:** A clean room or other location (not a toilet stall or restroom) shall be available for employees to express milk. The room will be private and will have an electrical outlet, as well as being easily accessible to a refrigerator and sink. Human Resources will work with each nursing mother and their Department to determine a private and secure area where they may express milk. If employees prefer, they may also express milk in their own private offices or in other comfortable locations agreed upon in consultation with the employee's supervisor.

Employee Responsibilities

- **Communication with Supervisors:** Employees who wish to express milk during the work day shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the City of Mason City.
- **Maintenance of Lactation Rooms:** Employees shall be responsible for keeping the general lactation room they use clean for the next user.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.28

Subject: Travel Policy

Effective Date: October 7, 2008 **Amended Date:**

TRAVEL POLICY

If an employee is required to use private transportation to fulfill the job requirements of the City, a mileage allowance is authorized for all trips approved by the Department Head. Lodging, meal expenses, and other fees may also qualify for payment. For more information, please refer to Administrative Policy 3.07 entitled Travel Regulations for Out of City Travel.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.29

Subject: Reimbursable Expenses

Effective Date: October 7, 2008 **Amended Date:**

REIMBURSABLE EXPENSES

Certain expenses incurred on behalf of the City of Mason City may qualify for reimbursement. Please check with your Department Head for approval prior to making any expenditure.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.30

Subject: Wage Garnishments

Effective Date: October 7, 2008 **Amended Date:**

WAGE GARNISHMENTS

The City expects all employees to meet their financial obligations. Wage garnishments against an employee's salary cause extra work, time, and expense for the City. The City encourages employees to prevent wage garnishments.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 6.31

Subject: Social Media Policy (Personal/Professional)

Effective Date: June 1, 2017

Amended Date:

SOCIAL MEDIA POLICY (PERSONAL/PROFESSIONAL)

Online social media platforms such as Facebook, LinkedIn, and Twitter are an evolving gathering place for hundreds of millions of people, encompassing a broad sweep of online activity, including social networks (such as Facebook, Yelp, and Twitter) and professional networks (such as LinkedIn, blogs and webinars). Because such media is a far-reaching means of communication, every City employee engaged in social media is expected to use it responsibly. Social media and social networks includes all activities that integrate technology, social interaction and communication, and content display, dispersal, or creation, including but not limited to professional and personal social networks referenced below. This policy applies to all such social media.

Purpose

In establishing a formal social media policy the City of Mason City is hoping to provide employees with a clear, set of standards to guide personal and professional social media behavior. As social media use and tools evolve, so will this policy. It will be evaluated and amended as needed.

Social Media Guidelines

The City will not place restrictions on which social media sites its employees can join during their personal time. The City hires talented people, and, therefore, trusts each employee to conduct themselves in a professional manner. If an employee is clearly identified as an employee of the City, the employee has a responsibility to consistently and professionally act in a manner that maintains the City's business reputation when using social media. Any communications concerning the City or its employees that are posted using social media sites must not violate any guidelines set forth within this policy, or in **Administrative Policy 6.15 – City Social Media Policy**, or any departmental policy/procedure, especially as it relates to discrimination, unlawful harassment or safety issues.

Employees need to be wary of posting anything that might constitute a violation of personal privacy laws (HIPAA, etc.). Doing so could expose the employee and the City to serious legal trouble. If an employee is commenting on a professional site, a disclaimer should be issued clearly stating that the opinion is solely of the employee, and not representative whatsoever of the City (i.e. the views expressed are mine alone and do not necessarily

reflect the views of the City). The City reserves the right to remove potentially sensitive material from any of its own social networking pages (i.e. specific information on a stakeholder, something that is inappropriate or offensive, SPAM, etc.).

While an employee may disagree with City actions, you may not personally attack or post material that is malicious, obscene, threatening or intimidating or that might constitute bullying or harassment. Examples of such posts might include pictures that are meant to harm a person's reputation or that contribute to a hostile work environment on the basis of age, race, sex, religion, disability, or any other status protected by law.

Professional Social Networks and Business-Related Blogs

In general, employees are free to participate in professional networking and business websites (e.g. LinkedIn), and may identify themselves as employees of the City when doing so. Because the employee's professional online identity reflects directly on the City, all such communications must meet the standards of professionalism expected of City employees and align with the City's Code of Ethics per the city personnel policy. In addition, employees should ensure their online profile, including biography and credentials, is accurate and unembellished.

Personal Social Networks (such as Facebook, Twitter, Yelp)

When using personal social networks, employees should recognize that the information they post can impact their career and personal and professional reputations. Accordingly, employees should exercise judgment and discretion with the information that they post, as well as giving consideration to the appropriateness of inviting other employees to participate in posting, sharing, or creating content or comment.

When using a personal or non-work-related social network, employees may not use a City email address. Communications should not be attributed to the City nor appear to be endorsed or originated from the City. The City reserves the right to investigate and identify the authors of inappropriate posts or comments that may be related to the City, its constituents or employees.

Free Speech/Concerted Activity

Nothing in this policy is intended to infringe upon any employee's First Amendment rights, or an employee's right to engage in concerted activity aimed at affecting a change in the workplace, as protected by the Public Employment Relations Act.

Policy Enforcement

Any known or suspected violations of this policy will be investigated and may result in disciplinary action up to and including termination of employment.

CITY OF MASON CITY
PERSONNEL POLICY

Policy Number: 7.01

Subject: General Safety Policy

Effective Date: October 7, 2008 **Amended Date:**

GENERAL SAFETY POLICY

It is the responsibility of every Department to ensure a safe and healthful atmosphere, safe working conditions, tools, equipment, and work methods for all of its employees. Employees are expected to comply with all safety and health equipment policies, procedures, and laws whether established by management or by federal, state, or local law.

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers. Employees have a responsibility to report any unsafe working conditions or practices to a supervisor or safety committee.

Employees violating recognized safety rules, procedures, or standards, or acting in such a manner as to endanger their own or another's personal safety shall be subject to disciplinary action including warning, suspension, or discharge. For disciplinary actions, please refer to the Safety Manual. For more information regarding general safety, please refer to Administrative Policy 4.01 entitled General Safety Policy Statement.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 7.02

Subject: On-the-Job-Injuries

Effective Date: October 7, 2008 **Amended Date:**

ON-THE-JOB INJURIES

All on-the-job injuries or illnesses, whether requiring medical attention or not, shall be reported by the employee to the Department Head as soon as possible, but no later than twenty-four (24) hours after the accident occurred. The Department Head shall report the incident to Human Resources as soon as possible. Within twenty-four (24) hours, the employee, with the assistance of the supervisor, shall fill out the necessary form/s for reporting the injury or illness. If an employee is immediately hospitalized as a result of an injury or illness incurred while on the job, the Department Head shall notify the Human Resources Manager as soon as possible. Any employee failing to report such an injury or illness, as described in this paragraph, shall be subject to disciplinary action.

When seeking medical care or prescriptions for on-the-job injury or illness, the employee must inform the attending Physician or Pharmacist that the injury or illness is a worker's compensation incident to eliminate any confusion about financial responsibility.

For more information, please see Worker's Compensation portion of this manual.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 7.03

Subject: Worker's Compensation

Effective Date: October 7, 2008 **Amended Date:** June 1, 2017

WORKER'S COMPENSATION

Protection of workers is assured under Iowa State Law, which requires employers to provide worker's compensation coverage for all workers, including part-time, temporary, and seasonal workers. Also under Iowa Law, the employer has the right to designate a physician that employees will use to seek medical treatment in the event of a work-related injury.

All employees except those covered by Municipal Fire and Police Retirement System of Iowa (MFPRSI), can receive paid injury leave when they incur an injury or occupational disease that happened while performing work duties for the City. During the leave, the City pays the employee's full wage or salary less any amounts paid by workers compensation insurance for lost time. The workers compensation carrier's unpaid waiting period of three days will be compensated to regular employees by the City. All of the payments compensated by the City under this policy shall be calculated and charged to a worker compensation pay code.

The City's occupational medicine provider is:

HealthWorks
1501 4th St SW
Mason City, IA 50401
641-428-5244 or 800-622-6352.

*A phone call should be placed to HealthWorks prior to receiving medical attention without an appointment.

If any injury occurs outside the hours of 8:00 am-4:30 pm Monday through Friday, the employee should go to:

Mercy Medical Center-North Iowa
1501 4th St SW
Mason City, IA 50401
641-428-7000-General Number
641-428-7234-Emergency Center

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 7.04

Subject: Commercial Driver's License (CDL)

Effective Date: October 7, 2008 **Amended Date:**

COMMERCIAL DRIVER'S LICENSE

If possession of a commercial driver's license (CDL) is a specific requirement for a given position, the City will reimburse the employee for the cost difference between a regular driver's license and any required chauffeur's license or commercial driver's license. The City policy covering CDL is outlined under Administrative Policy 5.03 entitled Operation of City Vehicles.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 7.05

Subject: Driver's License

Effective Date: October 7, 2008 **Amended Date:**

DRIVER'S LICENSE

For employees who are required to drive as part of their job, motor vehicle driving records will be checked prior to employment and then annually after that. Being able to maintain an acceptable driving record may be required for an employee to keep their job. For more information, please see Administrative Policy 5.03 entitled Operation of City Vehicles.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 7.06

Subject: Drug-Free Workplace

Effective Date: October 7, 2008 **Amended Date:**

DRUG-FREE WORKPLACE

It is the policy of the City of Mason City to prohibit the unlawful possession, use, dispensation, distribution, or manufacture of controlled substances in the workplace. Violation of this policy will result in disciplinary action up to, and including, termination of employment. Depending upon the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken against any violator of this policy.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 7.07

Subject: Substance Abuse – Drugs and Alcohol

Effective Date: October 7, 2008 **Amended Date:** June 1, 2017

SUBSTANCE ABUSE PROGRAM - DRUGS AND ALCOHOL

It is the policy of the City of Mason City to require all employees to comply with the most recently adopted drug and alcohol programs, including those contained within the Mason City DOT Drug and Alcohol Policy for FMCSA and FTA-covered employees, and any additional drug testing policies that become enacted.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 7.08

Subject: Smoke-Free Workplace

Effective Date: October 7, 2008 **Amended Date:**

SMOKE-FREE WORKPLACE

In compliance with the Iowa Smoke-free Air Act, smoking will be prohibited within City owned or leased buildings, including offices, hallways, waiting rooms, restrooms, lunch rooms, elevators, meeting rooms, and any grounds of any public building, which is defined as an outdoor area of a public building that is used in connection with the building, including but not limited to, a sidewalk immediately adjacent to the building; a sitting or standing area immediately adjacent to the building; a patio; a deck; a curtilage or courtyard; a swimming or wading pool; or a beach, or any other outdoor area as designated by the person having custody or control of the public building. Smoking will also be prohibited in City vehicles and outdoor areas. This policy applies to all employees, customers, contractors, and visitors.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 7.09

Subject: Violence-Free Workplace

Effective Date: October 7, 2008 **Amended Date:**

VIOLENCE-FREE WORKPLACE

The City of Mason City is concerned and committed to its employees' safety and health and will make every effort to prevent violent incidents from occurring in the workplace. A Workplace Violence Program has been established to provide uniform guidelines for the prevention or intervention related to violent or threatening behavior involving employees, visitors, or contractors. Please refer to the Safety Manual for more on the Workplace Violence Policy.

CITY OF MASON CITY PERSONNEL POLICY

Policy Number: 7.10

Subject: Inclement Weather

Effective Date: October 7, 2008 **Amended Date:**

INCLEMENT WEATHER

During severe weather conditions, City operations will never officially be closed. If an employee cannot make it into work because of the weather, the employee should notify their supervisor that they are unable to make it to their job site. According to the contracts and this manual, the employee should make that call as soon after the normal starting time as possible. The employee will need to use vacation or comp time, if applicable, for the time used.