

City of Des Moines Employee Handbook



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About this Document

This handbook is designed to provide an overview of the various policies and benefits that apply to you in your position. This document is meant to provide assurance that necessary information is included. It may be revised from time to time as appropriate. This is neither a labor agreement nor a contract of employment. It should not be construed as either. This document is merely a guide and resource to provide you basic information or to direct you to a more definitive source. Subject only to the provisions of the Civil Service Law of Iowa (Iowa Code Chapter 400) and Collective Bargaining Law (Iowa Code Chapter 20), your employment is at will. That is, your employment may be terminated for any reason or no reason.

The guidelines regarding your employment, workplace, compensation and benefits included in this document are applicable to all employees unless otherwise provided for or deemed by law as a negotiable item through collective bargaining.

Welcome

Welcome to the City of Des Moines. We hope your employment with the City provides you an opportunity to gain satisfaction in your career by knowing that you are improving the quality of life for more than 215,000 citizens. The City provides vital services to the community indispensable to its well-being and growth. We are proud to have you as a part of our team.

The City values the innovative contributions you will make to the organization. New ways of doing things will promote efficiency and service. We look to our employees to be a driving force for change and innovation. To support change, we will work within our abilities to assure that you have sufficient resources and training to fulfill the goals and objectives set out for you. The City is committed to providing a competitive compensation package consistent with our fiscal responsibilities. We annually review our salary structure and make adjustments that maintain our ability to retain talented staff. We want your employment with our team to be rewarding.

We all bring different perspectives and experiences to the organization and we can all learn from one another. We do not tolerate harassment of any kind and seek to promote a workplace where our differences are valued and respected. We strive to attract a diverse workforce, through inclusive policies.

The City is committed to excellence in job performance and in your service to our customers. Promotion of excellence will make us a more efficient provider of services to the benefit of our citizens and fellow employees.

Policies contained in this Handbook are intended to provide guidance in performing work in a timely, safe and competent manner. Embracing innovation, efficiency and inclusionary policies benefits the citizens of Des Moines. We, as employees of the City, will gain more satisfaction from our work by following the policies in this Handbook. Your presence at work when scheduled and familiarity with this Handbook are essential for the City in achieving its goal of superior service delivery.

Again, we would like to welcome you to our organization and wish you a long, prosperous career.

Scott Sanders
City Manager

General Policies

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Business Conduct and Ethics	The City is committed to the core values of Service Excellence, Performance, Integrity, Respect, Innovation, and Teamwork, which you are encouraged to incorporate into your work. Refer to Administrative Policy 1.12 (Code of Business Conduct and Ethics) for specific expectations of your conduct while employed with the City of Des Moines.
Equal Employment Opportunity	The City supports equal employment opportunities to all applicants and employees and prohibits decisions or actions regarding employment, promotions, training, transfers, termination and Family Medical Leave to be based on race, religion, color, creed, national origin, gender identity, transgender status, sex, age, marital status, mental or physical disability, political affiliation, or sexual orientation. All selection, hiring, and promotion decisions will be based on valid job-related requirements consistent with performance of the essential functions of the position.
Alcohol and Drug Abuse	Use of drugs and alcohol off the job can take its toll on job performance. The presence or use of drugs and alcohol on the job, and being under their influence during work hours, is prohibited for all City employees. Please refer to Administrative Policy 5.27 (Alcohol and Drug Abuse) for further information.
Positive Public Relations	If you have a great story to tell or if you anticipate media inquiries, you are encouraged to contact the Public Information Office (283-4795) for assistance. Administrative Policy 9.1 (Positive Public Relations) and Policy 9.2 (Press Conferences) can provide you with guidance in dealing with the media.
Smoke Free Environment	A smoke-free environment helps create a safe and healthy workplace. Smoking cigarettes and vaping electronic cigarettes is not permitted on grounds of public buildings and facilities and City vehicles. For employees who choose to smoke, normal meal and break periods remain unchanged and employees are not provided additional time away from work to smoke. Please refer to Iowa Code 142.D and Administrative Policy 1.16 (Smoke Free Environment) for further information on the City's smoking policy.

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Workplace Environment	<p>The City Manager has established the Equal Opportunity Advisory Committee to design and implement a means to create and preserve a workplace free of harassment and the effects of discrimination. The product of the Committee's work is the Employee Work Place Policy Handbook. The Work Place Policy can be stated succinctly:</p> <p>The City of Des Moines does not and will not tolerate harassment or discrimination of its employees or applicants for employment.</p> <p>You are expected to read the Employee Work Place Policy Handbook to become more familiar with the City's policy. Periodic training will be offered to refresh your understanding of this foundational value.</p>
Workplace Violence	<p>Administrative Policy 5.29 (Violence Prevention Policy) states:</p> <p>The City of Des Moines is committed to providing a safe and productive work environment for its employees. To that end, a violence prevention and response policy has been developed. This policy makes clear that verbal threats, physical acts of violence or any unwanted and ongoing behavior, which induces fear, will not be tolerated.</p> <p>The policy booklet with explanatory questions and answers is included as an addendum to this handbook.</p>

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Workplace Safety	<p>The City of Des Moines believes in the dignity and importance of each employee and the value in providing a safe and healthy work environment. The prevention of occupational injuries and illnesses must therefore always be given serious priority.</p> <p>Safety is the shared responsibility of management, supervisors and employees. Commitment and cooperation among all staff will create a work environment that protects the well-being of individuals and the City.</p> <p>Injuries arising out of and in the course of employment with the City of Des Moines will be administered in accordance with the City's Employee Safety Manual and any related compensation and or benefit from the work related injury or illness will be administered in accordance with applicable state of Iowa workers' compensation laws (Chapter 85 or 411).</p> <p>You can serve as a good role model to your co-workers for work practices and behaviors by:</p> <ul style="list-style-type: none">• Following established safety policies and procedures.• Maintaining your personal work area in a clean and orderly manner.• Wearing, maintaining and properly storing your personal protective equipment.• Using safe work practices to eliminate slips, trips and falls.• Lifting safely and helping others do the same.• Knowing evacuation procedures and the location of weather refuge locations.• Completing all safety training assigned to you.
Workplace Safety – Reporting Accidents and Emergencies	<p>All City personnel are responsible for understanding and observing safety standards established to prevent injury to themselves, co-workers, the public, equipment and/or property. You play an important role in promoting workplace safety. If you notice an unsafe act or condition, become injured and/or are involved in an on-the-job accident, contact your Supervisor immediately. Employees will not be disciplined for reporting an injury. Please refer to the City's Employee Safety Manual for specific City of Des Moines Safety policies and injury reporting procedures.</p>

Benefits

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General	The City provides a competitive total compensation package. Below is a summary. For specific information, please consult with Human Resources.
Deferred Compensation	You are eligible to defer a portion of your income into a deferred compensation plan. The City's deferred compensation plan allows you to invest in your retirement. The City matches one-hundred percent of the first 2.5% of your salary deferral. Regular full-time and regular ¾-time employees are eligible to participate. Contribution limits and plan administration are subject to change in accordance with the Internal Revenue Code and City policy.
Employee Wellness and Appreciation	The City provides employee opportunities designed for the cultivation of employee well-being and enrichment of workplace culture. These opportunities target the social, financial, physical, emotional, career and community well-being of our employees. Contact wellness@dmgov.org for further information.
Employee Assistance Program (EAP)	From time-to-time, all of us feel the stresses of daily living. Most of the time we manage successfully; however, there are times when some outside help might be welcomed. If you are faced with such problems or need assistance and you don't want to deal with it alone, call EAP to speak with someone directly or arrange a visit with a counselor. All involvement is confidential, and initial evaluation and referral services are offered to you at no cost. If you need help, call day or night at (515) 244-6090 or 1 (800) 327-4692. These services are available to you, your spouse, your dependents or anyone else living in your immediate household.
Flexible Spending Account	Regular full-time and regular ¾-time employees can participate in Flexible Spending Accounts (FSA) for qualified medical expenses and dependent care expenses.
Health and Dental Care	<p>Regular full-time and regular ¾-time employees who average at least thirty (30) hours per week are offered a comprehensive health care plan designed to help employees and their family receive the best possible care. Employees should consult the Human Resources Department and/or their City of Des Moines health insurance plan summary description for benefit coverage.</p> <p>Please refer to the Employee Benefits Summary found on the City of Des Moines Portal for specific coverage and employee cost participation.</p>

<p>Defined Benefit Pension Plan</p>	<p>For non-public safety employees, the City of Des Moines participates in the state mandated Iowa Public Employees' Retirement System, IPERS. This defined benefit plan provides a lifetime retirement benefit in accordance with a formula based on age, years of service, and the average highest five years of wages. By law, the City withholds a percent of employees' biweekly earnings from their paycheck and contributes an additional percent on their behalf to IPERS. Refer to https://www.ipers.org/ for additional information and current contribution rates.</p> <p>For sworn Police and Fire employees, the City of Des Moines participates in the state mandated Municipal Fire and Police Retirement System of Iowa (MFPRSI). This defined benefit plan provides a lifetime retirement benefit in accordance with a formula based on years of service and salary. By law, the City withholds a percent of employees' biweekly earnings from their paycheck and contributes an additional percent on their behalf to MFPRSI. Refer to http://www.mfprsi.org/ for additional information and current contribution rates.</p>
<p>Life Insurance</p>	<p>You and your dependents rely on your income to help meet your financial commitments. To give you peace of mind and to protect your survivors, regular full-time and regular three-quarter time employees receive term life insurance coverage. Supervisory, Professional or Management (SPM) employees receive a life insurance benefit equaling two-times their annual salary; and employees in non-public safety bargaining units receive a life insurance benefit equaling one-times their annual salary. Additionally, these employees are eligible to purchase supplemental life insurance for themselves and their dependents. You must elect the supplemental life plan within 30 days of appointment or during open enrollment. Supplemental life insurance must be purchased for yourself to elect dependent insurance and the dependent life insurance cannot exceed 100% of your supplemental life insurance. Proof of good health may be required based on the amount of coverage elected and/or when an election is made.</p>

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Long Term Disability	<p>A long-term disability (LTD) benefit is provided for income replacement if you become ill or injured and cannot perform your job. Following a 90-day waiting period, you will receive 66 2/3 percent of your base pay and longevity for up to two years, if qualified under the plan. Under certain circumstances, benefits may be payable beyond two years, in accordance with the LTD plan. Employees receiving LTD benefits will continue to receive health insurance benefits at the same contribution rate and coverage as if fully employed during the first two-years of LTD benefits. Sworn public safety employees are not eligible for the long-term disability benefit.</p>
Professional Development - Educational Expense (Tuition) Reimbursement	<p>The City of Des Moines believes in the value of professional growth through educational efforts. Employees are encouraged to pursue individual plans of action with their supervisors or Human Resources.</p> <p>Regular full-time employees can be reimbursed up to \$2,400 per fiscal year for expenses relating to continuing their education. In accordance with Administrative Policy 5.6 (Employee Development), expenses will be reimbursed upon successful completion of courses where employees acquire credit toward a high school diploma or equivalent, college degree, graduate degree, law degree, CPA recognition or related professional or education certification. Degree or certification must relate to City business. Administrative Policy 5.6 (Employee Development) provides specific information relating to eligible courses for reimbursement, the application process and reimbursement procedure.</p>
Transit Subsidy	<p>Employees and retirees can receive a free bus pass for local and express DART bus routes, shuttles and Bus Plus Paratransit Service. The pass excludes DART-sponsored vanpools and special event services. Employees should contact Human Resources at 283-4213 for further information.</p>

Communication

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Access to City of Des Moines Information and Records	Iowa law and City policy govern the access to City of Des Moines records and information. Please refer to Chapter 22 (Open Records), Iowa Code, Administrative Policy 1.06 (Payment of Expenses for Records Search and/or Copies) , and the Open Records Coordinator in the legal department for guidance on this matter.
Charitable Organizations Solicitation	The City of Des Moines allows employees the opportunity to learn about and contribute to eligible charitable organizations once a year through our Combined Charities Campaign. Please refer to Administrative Policy No. 5.26 (Charitable Organizations Solicitation) for further guidance on this item.
Electronic Forms of Communication	The City of Des Moines embraces the effective use of technology. This opportunity to use technology at work brings an added responsibility to use your phone, voice mail, e-mail, the Internet, mobile devices and other applications in a professional and productive manner. Electronic forms of communication including, but not limited to, e-mail, text messages and other forms of social media shall only be used in the manner prescribed in applicable City of Des Moines policies and shall never be used to promote harassment, discrimination or a hostile work environment. Please refer to chapter 13 of the Administrative Manual for specific guidance.
Political Activity for City Employees	Employees as well as candidates for political office are prohibited from using City equipment, personnel or City facilities that are not normally accessible to the public for electing or defeating any candidate running for office. Please refer to Administrative Policy No. 5.30 (Political Activity for City Employees) for further guidance.

**Solicitations,
Distributions, Use
of Bulletin Boards**

As a public employer, the City of Des Moines must maintain an objective and unbiased stance when considering the use and solicitation of private products and services. Thus, purchase of private goods and services must adhere to state law and the purchasing policies of the City of Des Moines. Unsolicited distribution and/or advertising of a company's goods or services is generally prohibited.

Bulletin boards, including the City's web-site and internal web-portal, maintained by the City of Des Moines are to be used only for posting or distributing material of the following nature:

Notices containing matters directly concerning City business and/or announcements of a business nature which are equally applicable and of interest to employees.

All posted material must have authorization from the City Manager or his/her designee. All employees are expected to check these message boards periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees are not to remove material from the message boards without prior approval.

Employees shall not endorse commercial products or services by agreeing to the use of a photograph, endorsement or quotation in paid advertisements or sales efforts, whether for compensation or not. If an employee is uncertain as to the applicability of any contemplated activity in relation to this provision, the employee shall request and receive a determination from the City's Ethics Officer before proceeding. The Deputy City Manager serves as the City's Ethics Officer.

Compensation

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General	<p>The City seeks to balance the need to be prudent with public funds and the compensation needs of its employees. The City recognizes that the demands placed upon you, require talent, dedication and creativity. The City competes for this workforce in the same labor market as private sector employers. Accordingly, the City frequently assesses the labor market to determine the competitiveness of our pay. Most likely, the City will not be the highest paying employer in the area. However, we do offer a competitive total compensation package and work in a sector where you can feel good about your contribution in improving the community where you live.</p> <p>Refer to Administrative Policy 5.37 (Salary Administration) for the City of Des Moines Salary Guidelines for SPM employees.</p>
Payroll	<p>You are paid bi-weekly. Your paycheck covers the two-week period prior to the week it's received. Pay information is available through Employee Self Service (ESS).</p>
Overtime Pay	<p>There may be times when your responsibilities require you to work more than 40 hours in a week. Some employees are eligible for overtime according to the Fair Labor Standards Act (FLSA). These employees are referred to as non-exempt employees, as they are not exempt from the provisions of the FLSA. Other employees are considered exempt and therefore paid a weekly salary and not for hours worked.</p> <p>The City pays overtime to non-exempt employees for work in excess of forty hours in a week. Non-exempt employees who are required to work their second day off or on a holiday are compensated at two times their regular hourly rate.</p> <p>Overtime is normally not paid in cash earnings. Normally an employee is credited with "Compensatory Time" ("C Time"). "C Time" is a bank of hours an employee may draw upon when they are absent from work. Federal law permits "C Time" to accumulate up to 240 hours for most City employees. There may be lower limits in your department's division. You should consult your supervisor regarding the limit applicable to you. If an employee accumulates 240 or more hours of "C Time", any additional overtime incurred is paid in cash within the appropriate biweekly pay cycle.</p>
Safety Shoe Allowance	<p>Employees who are required to wear safety boots/shoes shall receive an annual allowance each July in the amount of \$200. New employees receive a shoe allowance upon hire, then annually in July following the year of hire.</p>

Tool Allowance

Employees who are required to provide their own tools to perform the duties of their position will receive a tool allowance of two hundred dollars (\$200) per year for the purchase of required tools. Employees who are provided tools by the City to perform the duties of their position will not receive a tool allowance.

Employee Relations

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Appearance and Conduct	<p>The City of Des Moines provides many services to the residents of the community. Our citizens expect prompt, efficient and competent service. Dressing and conducting yourself in a neat, professional and appropriate manner will promote a positive image to our citizens. Failure to meet this expectation can result in the employee being sent home on his/her own time to change into more appropriate attire as well as potential disciplinary action.</p>
Attendance, Punctuality and Dependability	<p>Citizens depend upon the services provided by City employees; you must attend work as scheduled. Tardiness and absenteeism diminish our ability to serve our citizens and reduces the level of professionalism we seek to create. Dependability, attendance, punctuality, and a commitment to do the job right are essential always.</p>
Mobile Device Assignment	<p>A mobile device may be assigned to you or otherwise made available for use when a business need exists. Please refer to Administrative Policy 6.3 (Mobile Device Policy) for specific information.</p>
Conflict of Interest	<p>Employment with the City of Des Moines is highly valued. On occasion, situations will arise where your judgment may be questioned.</p> <p>Iowa Code Chapter 65B and City of Des Moines Ordinance (§ 2-423) limit gifts. Acceptance of gifts may be viewed as an attempt to influence your judgment or how you exercise discretion. It is also important that you do not hold a position or engage in a business that may conflict with the proper performance of your job.</p> <p>These precautions are designed to protect you from issues of conflict and to preserve your ability to exercise discretion and judgment free from undue influence. Your reason for being a City of Des Moines employee is to work for the City and its citizens. This should be your primary focus.</p> <p>Refer to the City's Administrative Policy No. 1.12 (Business Code of Conduct) for further guidance on this item.</p>

Council Relationships	<p>The City of Des Moines operates under the council-manager form of government. Under this form of government, the City Council employs a City Manager to provide administrative leadership and to implement policy formulated by the Council. The Manager is responsible for most of the day-to-day operation of the City governmental organization. The City Council issues most orders and directives through the City Manager. Conversely, whenever the City Council or a member of the City Council raises a policy or procedural question to you, it should be brought to the attention of the City Manager. Other Council requests, such as requests for information, ordinance enforcement, and/or complaints you receive should be handled quickly, competently and courteously. You will need to familiarize yourself with Administrative Policy 1.1 (Administrative Council Relationships) to ensure proper communication with City Council members.</p>
Disciplinary Process	<p>All supervisors/employees are encouraged to address performance deficiencies and improvement plans with their immediate supervisor before there is a need for discipline. If deficiencies continue, employees and supervisors should contact Human Resources for consultation.</p> <p>The City of Des Moines considers employee discipline as corrective action. The disciplinary process is a serious matter for both the employee and the City. Unacceptable conduct will result in disciplinary action. Employees in positions covered by Chapter 400 (Civil Service) of the Iowa Code may have appeal rights to the City of Des Moines Civil Service Commission, unless otherwise stipulated in a collective bargaining agreement. For further information regarding rights addressed under Chapter 400, please contact Human Resources for assistance. Employees in positions excluded from Chapter 400 have no such appeal rights.</p>
Disclosure of Rental Property	<p>One of the many functions the City performs is the inspection and issuance of rental certificates. To avoid possible conflicts regarding rental property holdings, all City officers and employees shall file a Rental Housing Property Disclosure Statement with Human Resources. Should you hold any interest in any rental property located in the City, either personally or through a spouse or dependent family member, you are required to file a disclosure statement. Please refer to Administrative Policy 5.16 (Disclosure of Rental Housing Property Interests) and Section 14-27.01 of the Municipal Code for the specific requirements of this provision.</p>

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Employee Status: At-Will	Subject only to the provisions of the Civil Service Law of Iowa (Iowa Code Chapter 400) and Collective Bargaining Law (Chapter 20), your employment is at-will. That is, your employment may be terminated at any time for any reason or no reason by the applicable appointing authority.
Human Resources Records	The Human Resources Department keeps a personnel file for all employees. Documents in this file will include your application(s), Personnel Action Forms (PAF), Performance Reviews, letters of commendation and letters regarding discipline. You may review your file to examine the contents. You must do this in the Human Resources Department and will need to provide identification to preserve the security of your information. You may add explanatory materials if you desire, but you may not remove any item from the file. Contact the Human Resources Department for more information regarding the contents of your personnel file. Copies of your file are available from Human Resources for a fee.
Identification Cards	Employees are required to wear identification (ID) badges while at work to provide a safe and secure workplace for all employees. Refer to Administrative Policy 5.3 (Identification Cards) for additional information regarding a Des Moines identification card.
Initial Employment Period (Probation)	<p>The Civil Service Law (Iowa Code Chapter 400) covers most jobs in the City. This law provides for a minimum of a six- (6) month probationary period for full-time employees. This initial employment period is the opportunity for the City to determine if you will be successful in your job. With satisfactory performance, at the end of the six months, you will be considered a regular employee with all rights provided under the Civil Service law. These include recognizing your length of service, the ability to pursue other Civil Service jobs, and the right of appeal to the Civil Service Commission in the event the City demotes, suspends, removes or terminates your employment.</p> <p>Certain other jobs at the City including part-time employees, are exempted from Chapter 400 and not covered by Civil Service. Non-civil service, non-represented employees are considered at-will and do not serve an official probationary period.</p>

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Nepotism Policy	All candidates for City employment are considered based on their qualifications. However, candidates may not be appointed, if such employment with the City would create a direct supervisor/subordinate relationship with a family member. In addition, the City Manager, the Police Chief and the Fire Chief or those acting in their absence are prohibited from appointing a family member to employment. Refer to Administrative Policy 5.21 (Nepotism) for additional direction on nepotism.
Open Door Policy	The City of Des Moines promotes an atmosphere where you can talk freely with members of the management staff. You are encouraged to discuss openly with your supervisor new ideas that promote productivity and efficiency that enhances the level of service the City provides. You are also encouraged to discuss openly with your supervisor any problems encountered or any problems you have witnessed, so that appropriate action can be taken. If you are unable to resolve the situation or need assistance, contact Human Resources for consultation and guidance. The City of Des Moines desires an environment that promotes success and we therefore welcome the opportunity to encourage and help employees whenever possible.
Performance Management	Employees should expect informal, ongoing feedback regarding their performance and expectations. Generally, a formal written evaluation consisting of the previous period's performance and upcoming goals and expectations should be conducted at least annually.
Personal Property Replacement	Occasionally, through the course of working for the City, your personal property may be damaged. Personal property (exclusive of clothing), required while on duty, such as a watch or eyeglasses may be replaced or repaired at a reasonable cost as determined by the department director. Please refer to Administrative Policy 5.19 (Personal Property Replacement) for reimbursement procedures.
Employment Verification	Inquiries by outside agencies or persons will be made regarding an individual's employment status. These inquiries must be referred to Human Resources. The City's Human Resources Department will furnish an employee's name, dates of employment, job title, department and salary and other information required by law. No other data or information regarding any current or former City employee, or his/her employment with the City, will be furnished unless authorized by the employee or as otherwise required by law.

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Residency Requirement	<p>Employees in Civil Service classifications must reside in the state of Iowa. Public Safety (Police and Fire) employees must reside no more than one-hour travel time from the City limits.</p> <p>Non-Civil Service employees (except for employees hired before April 15, 1984) must reside <u>within</u> the City limits of Des Moines. Employees have up to one month following completion of their probationary period to meet this residency requirement. If you have any questions on the residency requirements please contact Human Resources. (Refer to § 2-486 of the Des Moines Municipal Code).</p>
Resignation	<p>Should you plan to terminate your employment in good standing, please notify your department director at least two weeks prior your termination date. Exit interviews are conducted by Human Resources at the employee's request.</p>
Transfers and Promotions	<p>The City values the experience and expertise you gain as an employee. Often that experience is transferable to other areas of the City. To encourage your growth in the organization, the City normally posts all job vacancies. You are encouraged to check the job postings on the City's web site. Additionally, you may feel free to consult Human Resources staff regarding your career advancement plans. Human Resources staff will assist you in identifying a means for you to improve your skills to become qualified for the position you desire.</p>

Work Hours

The City has a few functions that operate around the clock, seven days per week. However, most employees work a normal eight-hour shift during regular business hours (8:00 a.m. to 5:00 p.m.). Typically, a workweek for a full-time employee will total 40 hours. On occasion, depending on your job, you will need to work additional time or additional days to fulfill your responsibilities. Whether this will impact your pay is covered in the Compensation section of this handbook.

All employees shall be allowed a lunch period of at least thirty (30) minutes but no more than one (1) hour, which shall be scheduled generally in the middle of the workday. Employees may also be provided one (15) minute rest period during the middle of the first half of their day and another during the middle of the second half of their day. Missed breaks shall not be cause for additional compensation nor shall breaks be used in conjunction with the start or end of the workday allowing the employee to start late or leave early.

Employees participating in a Wellness activity may extend their lunch break by 15 minutes. Employees can, with supervisor approval, extend their work-day at either the beginning or end of their day or use one of their breaks to cover the additional 15-minutes used during lunch.

The City has developed a plan to permit flexible work hours in some areas. This program allows you to vary your schedule from the normal 8:00 a.m. to 5:00 p.m. five days per week with appropriate approval. Check with your Supervisor to determine whether you may participate in this program. Flexible work schedules must be approved and documented by the Department Director. Business needs determine your work schedule.

Regular and consistent attendance is an essential job function for all employees. Any absence of any employee from duty, including any absence for a single day or any part of a day that is not requested and authorized may be grounds for disciplinary action up to and including termination.

Leaves

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General	<p>The City recognizes that employees occasionally need time away from work for a variety of reasons. Accordingly, the City has developed several leave policies addressing different needs.</p>
Bereavement Leave	<p>The City recognizes that the loss of a family member requires time to grieve and to handle matters. You are provided up to seven (7) calendar days of leave with pay should your spouse, child or parent pass away. Under special circumstances, the Department Director may grant additional leave. If additional time is necessary, you may request use of accrued time (vacation, "C Time" or holiday). You are provided up to four (4) calendar days without loss of pay should your sister, brother, father-in-law, stepfather, mother-in-law, stepmother, brother-in-law, stepbrother, sister-in-law, stepsister, grandparent of the employee or spouse, grandchild of the employee or spouse, or any other relative residing in your household passes away. You are provided up to one (1) calendar day without loss of pay should your aunt, uncle, niece or nephew pass away.</p> <p>Bereavement leave is generally consecutive calendar days beginning with the day of or the day following death of the family member. Department Directors may grant an adjusted start date and grant non-consecutive use of leave; however, leave must be used within thirty-one (31) calendar days of death.</p> <p>In addition to the bereavement leave described above, you may use other forms of leave (excluding sick leave) to attend the funeral or memorial service of any other person.</p>
Family Medical Leave	<p>The Family Medical Leave Act (FMLA) allows employees time away from work for serious personal/family illness, childbirth or adoption, or for a qualifying exigency for active military duty.</p> <p>Please refer to Administrative Policy 5.28 (Family Medical Leave) for specific guidance.</p>

<p>Holidays</p>	<p>The City provides full-time employees with twelve (12) paid holidays per year. They include:</p> <ul style="list-style-type: none"> • New Year's Day • Martin Luther King Jr. Birthday • Memorial Day • Juneteenth • Independence Day • Labor Day • Veteran's Day • Thanksgiving Day • Day after Thanksgiving • Christmas Day • One additional day either before or after Christmas Day (see below) • Your birthday <p>Your birthday holiday is added to your Holiday bank during the pay-period in which your birthday falls. When a holiday falls on a Saturday it is normally observed the preceding Friday. If the holiday falls on a Sunday, it is normally observed on the following Monday. When Christmas falls on Tuesday, Wednesday, Friday or Saturday, in addition to the legal holiday observance, the preceding workday shall also be observed as the holiday. When Christmas falls on Sunday, Monday or Thursday, in addition to the legal holiday observance, the following workday shall also be observed as a holiday.</p> <p>Employees who have a schedule that includes Saturday and/or Sunday observe the holiday on its actual or observed date, but not both. Employees, if they are required to work, are paid for the holiday and may also be compensated at the double time rate if they are non-exempt. Exempt employees who are required or authorized to work a holiday will be paid their normal pay and receive 8 hours of holiday time in their holiday accrual.</p> <p>Regular three-quarter time employees receive three-quarter credit of a full-time employee when a holiday falls on a day on which the employee would normally be scheduled to work. Regular half-time employees receive one-half credit of a full-time employee when a holiday falls on a day on which the employee would normally be scheduled to work. If you are on vacation, sick leave or other paid absence when a holiday is observed, you will be paid the holiday in lieu of the other paid leave time. If you are on Family Medical Leave (FMLA), paid or unpaid, you will be paid</p>
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**Inclement Weather/
Emergencies**

the holiday in lieu of the other paid leave time. If you are on an unpaid leave other than FMLA that is longer than seven calendar days, you will not receive holiday pay for holidays occurring during the leave.

City services are rarely interrupted during times of inclement weather and other emergencies because City services are needed more than ever. Employees should assume unless they receive notice that certain operations will close, the City will continue “business as usual” during inclement weather or other emergencies.

Employees who come in late, leave early, or are absent because of weather conditions may either make up the lost time during the same workweek or, if that is not possible, charge the time lost against available personal leave. Employees who are unable to come to work because of severe weather conditions should notify their supervisor as early as possible. Employees who want to leave early because of the weather must request the permission of their supervisors.

A decision to curtail operations and/or close a facility may only be made by the City Manager or his/her designee. Employees will be notified of curtailed operations and/or facility closures as early as possible by means of all available media. If the City chooses to close certain operations because of inclement weather, employees will receive their regular scheduled pay for the period of closure. Employees already on leave during the period of closure will continue the use of the leave approved for their absence.

Jury Duty

From time to time, you may be called to serve the community as a member of a jury. If you are called to serve on a jury, you will incur no loss of pay. You are, however, required to return to the City any payment received from the Court for jury service other than travel or expense allowances.

Military Leave

If you are a member of the National Guard or Reserves, you are allowed up to 30 days per year of leave with pay for service to these organizations. Consult [Administrative Policy 5.32 \(Military Leave\)](#) regarding this leave.

Parental Leave

All regular full-time and regular part-time SPM (excluding Police Sergeants, Lieutenants, and Captains), MEA, CIPEC and AFSCME employees who are eligible to take leave under the City's Family and Medical Leave Policy and state law as applicable are eligible for up to eight (8) weeks for the birthing parent and six (6) weeks for the non-birthing parent(s) of City paid leave for the birth or adoption of a child. Refer to [Administrative Policy 5.36 \(Parental Leave\)](#) for details regarding this leave.

Sick Leave

Sick leave is accrued at the rate of one day per month for regular full-time employees, regardless of length of service and can be used upon accrual.

Regular employees who average at least 30 hours per week but less than 40 (3/4-time) are eligible for sick leave benefits at a proration of three-quarters (3/4) of the accrual for regular full-time employees.

Regular employees who average at least 20 hours per week but less than 30 (half-time) are eligible for sick leave benefits at a proration of one-half the accrual for permanent full-time employees.

Sick leave may be used for your own illness or incapacity to work. You may also use accrued sick leave for the illness or injury of your immediate family (spouse, child, parent or sibling). Sick leave may be used in increments of not less than one-hour.

It is important to use your sick leave for only the uses listed herein. Sick leave is intended to provide income replacement for periods when you are not able to work due to illness or injury. Using your sick leave sparingly and only when absolutely needed will allow your sick leave accrual balance to accumulate hours and provide you with income in the event of a serious illness. If you improperly use your sick leave or show a pattern of abuse, you may be required to provide medical certification for subsequent approval for the use of sick days and you may be subject to disciplinary action if sick leave abuse is determined.

Employees may also receive donated sick leave time from other employees. Details of this option can be obtained from the [Guidelines for Donating and Receiving Donated Sick Leave](#).

Your sick leave continues to accrue without limit. You will receive one-half of your accrued sick leave up to a maximum payout of 750 hours should you terminate your employment with 20 years or more of service, or retire (regular or disability) through a bona fide retirement system (i.e., IPERS or 411) or death. If you are terminated for cause, you are not eligible for any sick leave payment.

Vacation

Vacation is a benefit to provide employees an opportunity to have a respite from work. In general, it is expected that all employees will schedule and take their annual vacation accruals.

As a new full-time employee, you will begin to accrue vacation time at a rate of 10 hours per month to total 120 hours or fifteen (15) days per year. You are not eligible to use or receive compensation for this vacation leave until you complete the probationary period. Your rate of vacation accrual will increase as listed below.

- 0 - 5 years (0 – 59 months) of service: 15 days / 120 hours
- 5 - 10 years (60 – 119 months) of service: 20 days / 160 hours
- >10 years (120+ months) of service: 25 days / 200 hours

SPM Directors will follow the accrual rates below.

- 0 - 5 years (0 – 59 months) of service: 20 days / 160 hours
- >5 years (60+ months) of service: 25 days / 200 hours

You must get approval in advance from your supervisor and/or department head to use vacation leave. Vacation leave must be used in increments of not less than four (4) hours for exempt (salaried) employees and one-quarter (1/4) hour for non-exempt (hourly) employees. The maximum vacation accrual balance is four hundred (400) hours.

Regular employees who average at least 30 hours per week but less than 40 (3/4-time) are eligible for vacation leave benefits at a proration of three-quarters (3/4) of the accrual for regular full-time employees.

Regular employees who average at least 20 hours per week but less than 30 (half-time) are eligible for vacation leave benefits at a proration of one-half the accrual for permanent full-time employees.

When you end your employment following completion of your initial probationary period with the City, you will be paid for your vacation leave accrual at that time at your last rate of pay.

Refer to [Administrative Policy 5.34 \(Vacation Accrual\)](#) for additional guidelines on vacation administration.

Voting

State law requires that you have time to vote either before or after your workday. If your schedule on an Election Day appears to not permit time to vote, contact your supervisor so an accommodation can be made.