

**CITY
OF
BETTENDORF**

**EMPLOYEE HANDBOOK AND
POLICY MANUAL**



Policies and Revisions July, 2020

INTRODUCTION

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 Bettendorf. This handbook is not the full and complete statement of the City of Bettendorf 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 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.

Please sign the acknowledgement in the back of the book and return that page to your supervisor as soon as possible.

If you have difficulty reading this manual, please ask your supervisor for assistance.

PRESENTATION

This Employee Handbook is presented to _____, on this
____ day of _____, 2____.

As an employee of the City of Bettendorf, you are appointed to the position of:
_____, in the _____ division of the
_____ department.

Your immediate supervisor is _____.

The director of your department is _____.

In case of an emergency or illness which prevents your scheduled attendance at work, please
call _____ at _____.

For the purposes of this handbook you are considered:

_____ Management

_____ Non-Union/Non-Management, Exempt

_____ Non-Union/Non-Management, Non-Exempt

_____ Union – AFSCME General (non-transit)

_____ Union – AFSCME Library

_____ Non-Union/Part-Time

_____ Temporary/Seasonal

Welcome to employment for the City of Bettendorf!

You have been selected to serve as a member of the City of Bettendorf employee team, a group of talented people that, together, provide essential services to the community in a conscientious and efficient manner.

We are happy to have you join us. So that you may be more fully informed and prepared to perform your job, this handbook has been prepared.

Please regard your employment with pride. The service and dedication you bring to the City will be reflected throughout the community.

Best wishes for a rewarding work experience.

Decker Ploehn, City Administrator

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ABOUT BETTENDORF

Bettendorf is located on the Mississippi River with a wide variety of recreational and educational opportunities making it a great place to live. City educational, cultural, and recreational opportunities include the Bettendorf Public Library Information Center, the Family Museum of Arts and Science, Palmer Hills Golf Course, and 20 City Parks. The Community Center and Life Fitness Center contribute to a broad recreational program.

Bettendorf has a mayor-council form of government. The Mayor and City Council Members are elected for four (4) year staggered terms. They are responsible for choosing a city administrator, a full-time salaried employee who manages the administrative functions of the city government. There are seven (7) members on the City Council, one for each of the five (5) wards in the City and two At-Large Council Members.

The Bettendorf City Council Committee of the Whole meets the Monday before the Tuesday City Council Meeting. The City Council Meetings are held the 1st and 3rd Tuesday of every month at 7:00 p.m. in the Council Chambers at City Hall, 1609 State Street. Meetings are open to the Public.

EMPLOYMENT STATUS

Nothing in this document should be construed to change the status of employment between the City and the employee as an "at will" relationship. That is, employment is not guaranteed, but is only at the sole discretion of the City. For example, due to limitations on funding, a position may be eliminated at any time. However, for employees in a bargaining unit, there may be procedures which provide for "bumping" rights in the event of layoff.

Both civil service employees and employees covered by bargaining contracts are afforded additional protections regarding terminations from employment. Please refer to Chapter 400 of the State Code, or the collective bargaining contract covering your job classification to review those safeguards.

CIVIL SERVICE

Most full-time City employees are covered by civil service, subject to those exceptions listed in Chapter 400 of the State Code. The procedures of Civil Service guarantee that employees are selected, promoted, or disciplined free of political pressures.

The Bettendorf Civil Service Commission, a three-person autonomous commission appointed by the Mayor and confirmed by the Council, is responsible for the uniform application of Civil Service Law.

Examinations are administered to determine basic qualifications of applicants for each Civil Service position, and examinations are developed to test the knowledge, skills, and abilities required for the particular position. Appointments to Civil Service position vacancies are contingent upon an

applicant's successful qualification and certification by the Civil Service Commission. The Civil Service Commission also approves all examinations administered.

Please refer to the grievance section of this manual for an explanation of how to appeal a matter to the Civil Service Commission.

The permanent official records are maintained for all Civil Service employees in the City Human Resources Office.

CONFLICTS OF INTEREST

Purpose of Policy:

Our government is a representative democracy. Those who are elected, appointed, hired or volunteer to serve the residents of Bettendorf accept a public trust, in which the power and resources of the City are given to public servants for use only in the public interest. In Bettendorf, this manifests itself in our desire to be a premiere city, in which the public trust is held in the highest regard and the actions of Bettendorf public servants are shown to be above reproach. Therefore, in Bettendorf, public servants are required to fulfill their duties faithfully and honestly, and to subordinate any personal interest which conflicts with the public interest.

In creating and sustaining Bettendorf as a premiere community, it is the responsibility of each public servant to act in a manner which contributes to cultivating public trust in the integrity of government. Public trust in the integrity of government is increased when individual public servants act with integrity and when the public is aware that its servants act with integrity. Therefore, public servants must not only act with integrity, but also choose to avoid even lawful activity when the appearance of impropriety would lessen the public's confidence in the integrity of its servants and the system.

Definitions:

(1) **Public Servant:** Any member of the governing body or of any city agency, board, commission, committee, department head, employee, official, supervisor, volunteer, or other person whether elected or appointed or authorized by contract to act in any capacity under the authority of the City.

(2) **Relative:** Any person, spouse to a public servant or related within two degrees of consanguinity living in the same home as the relative (parents, grandparents of the servant or spouse; children or grandchildren of the servant, or cousins, nieces or nephews of the servant), or any person taken as a dependent on the servant's State Income Tax Return.

(3) **Personal Interest:** A direct or indirect interest having value (whether monetary or not) which may accrue to the servant or servant's relatives as a result of approval or denial of any ordinance, resolution or other official action, or the performance or nonperformance of any duty normally imposed or expected of the servant. A personal interest is a type of conflict of interest in which the servant or relative may receive something of value by virtue of action taken.

For example, a police officer believes there are too many speeders on the block in which she lives. So, she decides on her own and without direction from a supervisor to run radar on her street to slow traffic. She has a direct, non-monetary interest in the result of her actions. She has a personal interest in the matter; this is a conflict of interest.

For example, a City planner lives near a park. A bike path connection to the park is planned; it may run through his property. The planner has a direct monetary interest in the location of the path; this too is a personal interest type of conflict.

(4) Conflict of Interest: The Iowa courts explain conflict of interest as the duty of public servants to exercise "complete loyalty to the public". That is, when circumstances place a servant in a position where a choice must be made between public duty and private advantage, there is a conflict. There can be many examples of conflict of interest. When a servant or servant's relative has a personal interest in the outcome of a matter, that is a conflict.

Most elected officials or volunteers serving on boards/commissions have outside employment. It is expected that one is committed to give loyalty and dedication of effort to both the public office and the private employer. When these expectations conflict, one is faced with pressures and choices to which no public servant should be exposed. A conflict of interest results, and should be disclosed and dictates withdrawal from participation in the decision making process.

For example, a councilmember works for a business which is requesting tax increment financing funds from the City. Even though the Council member will receive none of the money directly, there is an appearance that the Council member may be swayed in his/her decision making because of the employment relationship. There exists a non-personal interest conflict of interest which the Council member should recognize, and therefore recuse him/herself from discussion or vote on the decision.

Finally, Iowa Code 68B.2A restricts the ability of public servants to engage in any outside employment or activity which is in conflict with the person's official duties or responsibilities. All public servants are expected to know and follow the mandate of Iowa Code 68B.2A.

(5) Confidential Information: Information which has been obtained in the course of duties as a public servant, which not otherwise available to the public under freedom of information laws and which the servant is not allowed or expected to disclose.

Personal Benefits Prohibited:

(1) Except as otherwise allowed by law, no public servant shall have a personal interest in the outcome of any discussion, processing, vote, or other action taken by that person in their official capacity. If a law or policy permits a public servant to have such an interest, the servant must disclose the personal interest during any discussion or vote on the action taken.

(2) No person, including any vendor, contractor, business or board of the City shall offer or give any personal benefit to any public servant or relative of the public servant.

(3) No current or former public servant shall intentionally use or disclose confidential information gained in the course of or by reason of his/her position in any way which could result in the receipt of personal benefit.

Duty to Report; Duty to Cooperate:

(1) All public servants shall have a duty to report violations or suspected violations of this policy to the City Administrator. In the event the concern involves the City Administrator, then concern shall be reported to the Mayor and City Attorney. In the event the concern involves a person volunteering or working at the Library, the matter shall be handled as the Library Board, in its policies, shall establish.

(2) All public servants have a duty to fully cooperate with any investigation into a violation of this policy. Failure to cooperate shall be considered grounds for discipline or removal from office.

(3) The City Administrator shall contract to have the matter investigated, and shall receive the report of the investigation. If a conflict existed and was not disclosed, the following shall be done:

- a. If the person is a volunteer, they shall be removed from service with the city.
- b. If the person is an employee, the City Administrator shall take appropriate disciplinary action.
- c. If the person is an elected official, the Council shall be informed and the report of the conflict shall be made public.

Violation of this policy shall be grounds for discipline, removal from office, or other civil sanction.

EMAIL POLICY

Many employees of the City are given an e-mail address as a normal part of job duties, from which e-mail messages may be sent or received. It is in the public interest that employees regularly use their e-mail account to receive messages from the public and from other city users as a means of exchanging information or distributing information. Employees who use e-mail are expected to do so in an ethical and responsible manner.

Use of e-mail is not an absolute right and is subject to the following conditions and rules:

1. The e-mail system is the property of the City. The City may, at its sole option, refuse mail or other connections from outside lists that send unsolicited, mass, or commercial messages, messages that appear to contain viruses, and to filter, refuse or discard messages.
2. Employees have no right to privacy while using the City provided e-mail account. Any or all e-mails may be observed by others, and if subject to an open records request, could be released to the public at-large.

3. The e-mail system allows distribution to all users of the system. Prior to sending any e-mail to all users, the employee's department head, or that person's designee, shall approve the distribution.
4. Users should be aware that their "deletion" of electronic information will often not erase such information from the system's storage until it is overwritten with other data and it may, in any case, still reside in the City's network either on various back-up systems or other forms.
5. Remember that an e-mail you consider funny or cute may be offensive to co-workers. If there is any doubt about the propriety of forwarding or sending any e-mail, do not send it from the City e-mail account.
6. E-mails which a reasonable person could expect to be unwelcome by recipient are prohibited. Examples include emails that are: nuisance, chain letters, obscene, pornographic, harassing, or detail explicit references to religion, regardless of whether intended to further a particular religion or viewpoint. The examples provided are illustrative and not intended to be all inclusive.
7. All e-mails must identify the issuer. Hiding or attempting to hide the name of the person sending the e-mail is prohibited.
8. E-mails may not be sent which advocate for or against any candidate for office or ballot proposition.
9. Violations of the use and rules of e-mail as described in this policy shall result in discipline to the offending party.

EMPLOYEE CONDUCT

All City employees are expected to conduct themselves, both on and off the job, in a manner that will bring credit to the City.

City of Bettendorf employees are expected to represent their employer as responsible, friendly, courteous members of a public service. In addition, prompt and dependable work attendance is required. Because of our mission to provide public service to the community, consistent and positive commitment is necessary from each employee to both the City and to fellow employees.

DRUG FREE WORKPLACE

It is the policy of the City of Bettendorf to comply with the Drug Free Workplace Act of 1988 to insure a safe and drug free workplace. This policy is intended to prohibit the unlawful possession, use, dispensation, distribution, or manufacture of controlled substances and alcohol in the workplace. Violation of this policy will result in rehabilitation, or 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 the violator of this policy.

An employee must notify the City of any drug conviction for a violation occurring in the workplace no later than five (5) calendar days after the conviction. Within 10 days of this notification, the City will notify the Federal Government of the violation. The City will determine appropriate action within 30 days of receiving notice of conviction.

All employees must abide by the terms of the policy statement as a condition of employment.

Employees with commercial driver's licenses or in safety sensitive position are also governed by the requirements of the Federal Highway Administration and Federal Transit Administration Drug and Alcohol Use Regulations. For specific information, the Substance Abuse Policy is included in the Employee Handbook.

EMPLOYEE ASSISTANCE PROGRAM

To help those employees and their families with personal problems, the City of Bettendorf provides access to an Employee Assistance Program. The EAP offers confidential assistance in the areas of family counseling, marital counseling, emotional support, financial guidance, legal assistance and alcohol/drug counseling, referral and follow-up.

You may access this program by calling (563) 421-3660 or toll free (800) 475-1641.

EMPLOYEE PERFORMANCE APPRAISAL

City of Bettendorf employees are expected to perform the responsibilities of the position to which they have been assigned to the best of their ability. Work will be observed by a supervisor during the probationary period. Prior to regular appointment, the employee's performance will be evaluated.

After regular appointment, all full and part-time employee's work will be reviewed annually. This is intended to provide both the employee and the employee's supervisor an opportunity to jointly view performance in line with job responsibilities and to initiate planning, goal setting and identification of work efforts for the upcoming year. The annual evaluation also provides an outlet for employer/employee communication regarding the employee's work in conjunction with effective departmental operations and may be the basis of pay increase as a result of meritorious performance.

Evaluations shall be considered information personal to the individual and shall be kept in the employee's confidential personnel records along with any remedial documentation. Evaluations may be made available on an "as needed" basis to the employee's supervisors and to the Personnel Department.

EMPLOYMENT OF RELATIVES

To reduce the possibility of divided loyalties and the appearance of favoritism, applicants who are relatives of part-time and full-time employees or elected officials, shall not be hired, promoted or transferred to any position unless approved by the City Administrator.

Additionally, the City Council must approve any employment that would place an employee in a position where supervisory or administrative control would be exercised over or received from a relative.

EMPLOYMENT SEPARATION

Should you decide to leave City employment, you are asked to give reasonable notice of at least two weeks to your department head or supervisor, present a written resignation and complete an exit interview.

When employment separation is due to disciplinary action, no notice period will be required.

An employee may retire from service rather than quit. As Iowa law provides for extension of certain benefits, at the employee's costs, to retired public employees, the City recognizes an employee as retired only when an employee qualifies for retirement benefits under public employee retirement systems.

There is no mandatory retirement age, except for police and fire department personnel.

Upon separation, an employee may qualify for benefit continuation under the Federal C.O.B.R.A. law. The Human Resources Department will explain these options upon separation.

EQUAL EMPLOYMENT

It is the policy of the City of Bettendorf to employ, retain, promote, terminate and otherwise treat any and all employees and job applicants on the basis of merit, qualifications and competence. This policy shall be applied without regard to any individual's sex, race, color, religion, sexual orientation, gender identity, creed, national origin, age, marital status, or mental or physical disability and an environment free from intimidation or harassment shall be maintained based upon these grounds.

The City of Bettendorf recognizes the need to initiate and maintain affirmative personnel measures to ensure the achievement or equal employment opportunities in all aspects of the workplace. It shall be the responsibility of all employees to abide by and carry out the letter, spirit and intent of the City's equal employment commitment.

EXEMPT/NON-EXEMPT EMPLOYMENT STATUS

All employees of the City hold positions classified either as exempt or non-exempt under the Fair Labor Standards Act (FLSA). This Federal law requires that all non-exempt positions be paid overtime, or be given compensatory time, for each hour worked in excess of forty (40) during the work week. Each position has been reviewed and classified under FLSA and that information should be provided to the employee at the time of hire.

An employee can determine whether they hold exempt or non-exempt position from the job description, their supervisor or the Human Resources Officer. The Human Resources Office can explain how each job's status was determined.

ETHICS

The mission for the City of Bettendorf defines the purpose of the organization.

Bettendorf citizens value safety, education, families, cultural and recreational opportunities. They expect good communication, quick response, and quality services. They want wise planning and effective use of resources. The City of Bettendorf responds to these diverse community expectations by delivering the finest services making Bettendorf a Premier Place to Live.

Employees, volunteers, and elected officials demonstrate their commitment to the mission by observing the highest ethical standards in the conduct of City business. This commitment manifests itself in the following ways:

- 1) Treating elected officials, supervisors, subordinates, co-workers and the general public equally, with respect and civility.
- 2) Acquiring, maintaining, and demonstrating competence to perform the tasks which are entrusted to you.
- 3) Performing the tasks entrusted to the best of your ability, and exercising care with equipment provided.
- 4) In matters of policy or decision making, taking the time to become informed upon the matter, respectfully listening to competing interests, sharing information fairly and fully and basing decisions based upon what is best for the community and furthers the mission.
- 5) Adhering to the policies established by the elected officials (and those established by the Department Heads for the conduct of their respective departments).
- 6) Avoiding the appearance of or actual conflict of interest.
- 7) Supporting the decisions made, even when those decisions have been opposed or conflict with one's personal beliefs.
- 8) Complying with all laws of the Federal, State and City governments.

- 9) Respecting confidential information, and not disclosing such information without lawful authority.
- 10) Maintaining a positive work place environment by being friendly to co-workers and the public; not gossiping or making slurs or aspersions on the character of others.
- 11) Not using city provided equipment or information gained (when such information is not available to the public in general) in the course of city duties for private or personal gain.

Duty to Report; Duty to Cooperate:

- (1) All elected officials or city employees shall have a duty to report and any other person may report violations or suspected violations of this policy to the City Administrator. In the event the concern involves the City Administrator, then concern shall be reported to the Mayor and City Attorney. In the event the concern involves a person volunteering or working at the Library, the matter shall be handled as the Library Board, in its policies, shall establish.
- (2) All shall fully cooperate with any Investigation into a violation of this policy. Failure to cooperate shall be considered grounds for discipline or removal from office.
- (3) The Administrator shall contract to have the matter investigated, and shall receive the report of the Investigation. If a violation existed and was not disclosed, the following shall be done:
 - a) If the person is a volunteer, they shall be removed from service with the city.
 - b) If the person is an employee, the Administrator shall take appropriate disciplinary action.
 - c) If the person is an elected official, the Council shall be informed and the report shall be made public.
- (4) Violation of this policy shall be grounds for discipline or removal from office.

ACCEPTING AND REPORTING OF GIFTS

Under Iowa law and City policy, there are strict rules that govern the acceptance and reporting of gifts by a City official, employee or members of their immediate families from any person who has or is seeking to obtain business from the City or from any person whose business may be affected by the performance or non-performance of official duties. Complete guidelines regarding the accepting and reporting of gifts can be found in the City's Policy Manual under Gifts.

All elected officials, employees of the City, and persons appointed to City Boards and Commissions, whether serving in paid or unpaid status, shall adhere to the requirements of Chapter 68B of the State Code of Iowa.

Specifically, no person listed above and no spouse or minor child of a person listed above, may accept a gift from any person who:

Is currently doing business with the City or attempts to do business by responding to requests for proposals, bids, or general solicitations of business;

Who engages in a business or activity which is regulated by the City. (This includes people such as contractors or participants in softball leagues. The first is licensed by the City; the second plays in a league whose time of play, rules of conduct, etc. are regulated by the City);

Will be directly and substantially affected financially by the actions, or lack of action, of a Bettendorf official, employee, or board member, in a way different from the public as a whole.

A gift is anything of value which is not paid for by the recipient, except for:

1. Food/drink having a value of \$2.99 or less.
2. Anything available to the public generally.
3. Informational material given, such as book or report on a matter relevant to the person's duties.
4. Items received from people related to the recipient within four (4) degrees of consanguinity.
5. Inheritances.
6. Expenses of food, beverages, lodging and travel given in exchange for participation as a panelist or speaker at a conference but only for the day or days actually speaking.
7. Any other item defined as not a gift under Iowa Code Chapter 68B.

The value of a gift shall not be reduced if given on behalf of more than one person. That is, a \$10.00 meal shall not be considered four \$2.50 gifts if given by four people. Acceptance of such a gift would be improper.

This policy shall be construed to be in conformance with Iowa Code Chapter 68B and shall be deemed revised with any changes to such code.

HEALTH

In order to determine fitness for performance in jobs having a lifting requirements of 20 pounds, fifty percent of the time, or for police and fire entry positions, a pre-employment physical examination will be conducted which is arranged and paid for by the City and which may include

a drug test. Any position which requires a drug test will so indicate on the job advertisement. At any time during employment, the City may require a physical examination for the purpose of determining fitness to continue in a position, if a health problem is evident and affecting work performance.

Results of physicals are evaluated and retained in the employee's medical file.

The City places no restrictions on the ability of any employee to smoke, but does prohibit smoking in public buildings and vehicles.

HEALTH CARE BENEFITS

Regular full-time employees are eligible for and may participate in the City Health Plan which consists of medical (prescription), dental insurance, life, long-term disability and accidental death and dismemberment insurance and vision coverage.

Unless a collective bargaining agreement provides other-wise, regular part-time employees working 30 hours per week or more may elect to participate in the health and dental plan at the time of hire. Full and part-time employees who waive coverage upon initial employment will be allowed to enter into the health plan on July 1st of each year. Depending on the hours worked, a portion of the premium will be paid by the employee:

30 - 39.9 hours 25% of the premium is paid by the employee

The insurance program, coverage and eligibility will be subject to all terms and conditions of the contract with the insurance carrier selected by the City. Terms, conditions, benefit levels and covered expenses are explained in detail in the City of Bettendorf Summary of Benefits and Coverage.

The City of Bettendorf provides a voluntary Employee Wellness Incentive Program for all employees working 30+ hours per week and are on the City's Health Insurance. The incentive for participation is a percentage reduction in health insurance premiums beginning July 1st, 2020. The Wellness Program is reviewed and evaluated on an annual basis with the Insurance Committee.

Seasonal and temporary employees are not eligible for benefits under this section.

LIABILITY FOR YOUR ACTIONS

City employees are expected to be knowledgeable and competent in the performance of their job. It is unfortunate that sometimes accidents or mistakes occur. When that happens, the employee and the City may be sued. If the employee is served with legal papers of any sort due to a work-related experience, the department head must be notified at once.

Generally, the City will provide for defense of work-related claims and is required by law to pay all the judgment entered against an employee. Accordingly, the City will choose a lawyer to represent the employee, and may decide to settle or not to settle any claim.

There are exceptions to this general rule. For instance, if the employee is doing something outside the scope of the job (for instance, a secretary attempting to act as a peace officer), or if the employee does something on the job that is willful and wanton, the City need not defend the employee and in no event will the City pay punitive damages.

The odds of being sued are small. However, the possibility of being sued exists. Always be careful and alert on the job.

OUTSIDE EMPLOYMENT

All employees who wish to work in addition to their regular or part-time position with the City shall notify the department head in writing of that intent. All outside employment will be subject to the following conditions:

No adverse publicity should be brought to the City because of this outside employment.

City sick leave or health benefits supplied by the City shall not be used due to any injury that happened during outside employment.

The employee's work performance will be monitored and if it is adversely affected, discipline may result.

A City employee shall not allow outside employment to interfere with the performance of their duties.

No outside employment may be engaged in while on duty for the City.

PAYROLL INFORMATION

Pay day for all City employees occurs on alternate Fridays (the first Friday after the two week payroll period). The paychecks will be distributed in the employee's department, or at the request of the employee may be deposited directly into an account as directed by the employee. Paychecks are released after 2:00 p.m. on the Thursday before payday.

Wage ranges and job classification groupings are based on the Wage and Salary Administration Program adopted by the Bettendorf City Council or as established in collective bargaining agreements. All employees, whether full-time, part-time or temporary shall receive at least minimum wage.

Automatic payroll deductions normally occur for such items as health insurance, deferred compensation, union dues, credit union, United Way, etc. All amounts taken from your check through payroll deduction will be indicated on the paycheck stub.

Questions regarding paychecks should be directed to the department head who will contact the Finance Department to resolve the issue.

Compensation shall not be paid more than once for the same hours under any provision of this handbook.

HUMAN RESOURCES OFFICE

During employment, questions may arise regarding personnel practices, benefits, etc. These may be directed to the Human Resources Office for referral or resolution.

Employees may also view their own personnel and medical file by appointment during normal business hours.

POLITICAL ACTIVITY

City employees are free to engage in political activities such as campaigning for candidates and contributing money to candidates and/or parties of their choice during non-working hours. An employee may not make any political endorsement in connection with their job.

A City employee may not secure or attempt to secure a job appointment for another person with the City for the purpose of influencing the vote or political action of that person.

A City employee who supervises a person or persons shall not solicit said person or persons to contribute money, anything of value, or service to a candidate seeking election, or political party or a candidates political committee.

See also the Political Leave section of this manual.

RESIDENCY REQUIREMENTS

Effective July 1, 2016, full-time Civil Service employees of the City are no longer required to be residents of the State of Iowa (See Ordinance No. 15-16). Civil Service employees who are designated as emergency personnel must reside within Scott County, the corporate limits of the City of Bettendorf or within fifteen (15) miles within the corporate limits of the City of Bettendorf by the most direct street, road, or highway, as soon as practical after their date of employment or appointment, but within six (6) months of employment or appointment:

Emergency Personnel is classified as:

- Police
- Fire
- Light Equipment Operator – Streets, Storm/Sewer
- Heavy Equipment Operator – Streets, Storm/Sewer
- Sanitation Worker
- City Electrician

Department heads must live within the City Limits of Bettendorf.

Certain job classifications may be exempted by the City Administrator, depending upon the lack of need of the City to have the holder of that position available in emergency situations. This requirement shall not apply to any employee hired prior to March 19, 1991, provided that at such time as the employee changes residences, the employee must comply with this regulation.

RETIREMENT BENEFIT SYSTEMS

All City of Bettendorf employees, excluding Police and Fire personnel, participate in the Iowa Public Employees Retirement System designed by State Law to provide for retirement benefits after employment. The employee and City both contribute.

Benefits are paid to public employees at retirement or their beneficiaries in the case of death prior to retirement. Employees leaving City service before retirement may receive a refund of the employee's IPERS contributions in which case the employee will receive no retirement benefit.

To assist in understanding the system, an IPERS book is available from the Human Resources Office or online at www.ipers.org.

Qualified members of the Police and Fire Departments receive retirement funds through contributions into the Municipal Fire and Police Retirement System of Iowa and are exempt from IPERS. Contributions are paid by the employee and the City. Information for the Municipal Fire and Police Retirement System is located at www.mfprsi.org.

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 employee's 457 deferral, but does maintain a list of vendors who are currently providing 457 plans for employees.

Contact the Human Resources Office for more information about this system.

FAMILY MEDICAL LEAVE ACT

The City of Bettendorf provides for unpaid Family and Medical Leave in accordance with the Family and Medical Leave Act (FMLA) of 1993.

Under this policy, employees may be eligible to take up to 12 weeks of unpaid leave per each rolling 12 month period. To qualify, employees must have worked at the City for at least 12 months and at least 1,040 hours during the year preceding the start of the leave.

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

1. To care for the employee's child after birth or placement for adoption or foster care.
2. To care for the employee's spouse, son or daughter, or parent who has a serious health condition.
3. For a serious health condition that makes the employee unable to perform their essential job functions.
4. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is covered military member on "covered active duty" or
5. Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent or next of kin (military caregiver leave).

Employees in need of Family and Medical Leave begin by contacting their immediate supervisor in written form. Medical certification is required in some circumstances.

Employees may contact the Human Resources Office for additional information.

GARNISHMENTS

When so ordered, the City will withhold from the employee wages otherwise earned and will remit the funds with-held to the County Sheriff.

Examples of reasons to withhold wages include failure to pay child support or personal income taxes.

The employee will receive a copy of any order directing the withholding of wages.

RIGHT-TO-KNOW

Right-To-Know refers to the Occupational Safety and Health Administration (OSHA) Hazard Communication Federal Standard. This standard says that both the employee and the employer have a right-to-know about the hazards associated with materials in the work place. Material Safety Data Sheets are available at each facility for those materials handled within that facility.

In compliance with this standard, the City of Bettendorf maintains a hazard communications program administered by the Fire Chief. The supervisor will discuss with employees the hazardous materials they will be working with, if any, and will provide right-to-know training immediately upon active employment.

SAFETY

It is the expectation of the City that every employee is entitled to work under safe conditions. Reasonable efforts will be made to promote accident prevention.

The City will endeavor to maintain a safe and healthful work place by providing safe working equipment, necessary personal protection, and in the case of an injury, the best first-aid and medical services available. If all employees do their part and have a healthy attitude towards accident prevention, loss control and improved safety on the job, a safe work environment can be achieved.

In the event a noted hazard or safety problem is found that should be brought to the attention of the Safety Committee, please contact the Human Resources Office immediately.

SEXUAL HARASSMENT/DISCRIMINATION

The City's policy regarding sexual harassment/discrimination is as follows:

Acts of sexual harassment or different treatment of the employee based solely on the sex of the person, by any employee, supervisor, elected or appointed official, are prohibited employment practices and are subject to sanctions and disciplinary measures.

Employees who feel they have encountered sexual harassment or discrimination should report it to the department head, Human Resource Director, and/or City Attorney immediately.

All complaints will be investigated promptly, and if the allegations are found to be true, disciplinary action will be taken against the offending person, up to and including discharge.

PERSONAL AND CITY PROPERTY

Depending on the position with the City, an employee may be assigned a locker, a desk, a motor vehicle, or other City equipment. The employee may even have exclusive rights to the property while in the City's employ. However, the City retains the right to examine or reclaim such property at any time, for any reason.

Accordingly, no one should place or keep any personal property in a locker, desk, etc., that they would not want others to see. Further, the employee is expected to use normal care for that equipment provided.

The City is not responsible for any personal property lost or damaged as a result of storage in City equipment.

An employee leaving the service of the Employer, whether through resignation, retirement, layoff or discharge, is responsible for returning any City property which he/she may have in his/her possession. Failure to return City property may result in the employee's final check being held up with a deduction being made for the value of the property.

UNION ORGANIZATIONS

Various employees of the City of Bettendorf are represented by separate union organizations:

Bettendorf Peace Officers Association

All patrol officers and sergeants and communication/computer specialists

The American Federation of State, County and Municipal Employees, Council 61, City General Unit

Various regular full time and regular part time employees from Public Works, Community Development, Finance, Parks, and Police

The American Federation of State, County and Municipal Employees, Council 61, Public Library Unit

Various regular full time and regular part time Library employees

The Bettendorf Professional Firefighters Association, Local #3190

All paid firefighters, lieutenants, and captains.

City employees represented by these union organizations have a choice whether to become a dues paying member of a union.

Each union is represented by its own stewards. Questions regarding union provisions should be addressed to the union steward.

VOLUNTEERING

Due to Federal law, (Fair Labor Standards Act) an employee may not volunteer to do his or her job or volunteer to do work within the same department of the City. Unless exempt from the F.L.S.A., any work done by you or within your department must be paid for by the City.

RULES AND REGULATIONS

The rules on the following pages apply to all non-union and AFSCME General (non-transit) and Library union employees of the City. Union employees should refer to the appropriate collective bargaining contract to determine how the issue listed in this section of the manual is addressed.

ABSENCE WITHOUT LEAVE

Management

An employee absent from duty without authorization will be deemed to be absent without leave. Said absence shall be without pay.

An employee who is absent for three (3) consecutive days without authorization shall be deemed to have resigned.

Non-Union/Non-Management

Same as Management

Non-Union/Part-Time

Same as Management

Union – AFSCME General (non-transit) and Library

Same as Management

Seasonal and Temporary

Same as Management

ADMINISTRATION OF PAY AND SALARY PROGRESSION

Management

A pay grade and classification plan has been approved by the City Council and will be maintained by the Human Resources Office. A job classification and pay grade has been established for each employee.

When an employee is transferred, the employee shall receive the rate of pay appropriate to the new classification.

Non-Union/Non-Management

Same as Management

Non-Union/Part-Time

Same as Management

Union – AFSCME General (non-transit) and Library

Same as Management

Seasonal and Temporary

Same as Management

BEREAVEMENT LEAVE

Management

In case of death in the immediate family, defined as the employee's parent (including stepparents), spouse, child (including step-children), brother or sister (including step-brothers and sisters), legal ward or other resident family member of the employee's immediate household, bereavement leave with pay, of up to five (5) working days, may be granted by the City Administrator, Department Head or designee. Up to three (3) working days with pay may be granted to attend the funeral of the employee's mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparent, grandchild, aunts or uncles, nieces or nephews of the employee. Up to one (1) day with pay may be granted to attend the funeral of a City employee, friends or other family members.

For additional bereavement time, sick leave may be granted by City Administrator, Department Head or designee. Payment will be made for only those days absent which would have been worked by the employee.

An extension of up to two (2) additional days of bereavement leave may be granted at the discretion of the Department Head in extenuating circumstances and for good cause shown.

An employee may be required to submit documentation of the need for bereavement leave.

Non-Union/Non-Management

Same as Management, except leave and additions are granted by Department Head.

Non-Union/Part-Time

Same as Management, except leave and additions are granted by Department Head.

Union – AFSCME General (non-transit) and Library

Same as Management, except leave and additions are granted by Department Head.

Temporary and Seasonal

Same as Management, except that leave and additions are granted by Department Head and are unpaid.

BREAK

Management

Employees are provided fifteen (15) minute break periods for each four (4) hours worked as a relief from work routine and as an opportunity for rest and refreshment.

Breaks occur near the middle of half shift and are paid. Breaks may not be used to extend meal periods, leave work early or start work late.

Breaks cannot be accumulated or used to accrue compensatory time.

Non-Union/Non-Management

Same as Management

Non-Union/Part-Time

Same as Management

Union - AFSCME General (non-transit)

Refer to Department Policy

Union – AFSCME Library

Refer to Department Policy

Temporary and Seasonal

Same as Management

LETTER OF COUNSELING

A supervisor may issue, to the employee, a letter of counseling. While the letter is not discipline, it is kept in the personnel file.

The letter of counseling is intended to alert the employee to deficient performance or the violation of an existing department or City rule, to direct the employee's attention to that problem and to suggest a course of action to correct it.

DISCIPLINE OF EMPLOYEES

Management

The purpose of discipline is to make the employee aware of shortfalls in job performance and to give the employee an opportunity to improve. The discipline process will normally be progressive. Disciplinary actions or measures may include any of the following:

Oral Reprimand
Written Reprimand
Suspension (with pay)
Discharge

Typical causes of discipline include, but are not limited to, violations of this Manual or Department work rules, inefficiency, insubordination, negligence, excessive absence from work, abuse of sick leave, or use of the position to commit a crime.

Employees may receive an oral or written reprimand from their immediate Supervisor. Suspension or discharge can only be decided by the Department Head. Employees that are not Civil Service may appeal the decision of their Supervisor to the Department Head or may appeal the decision of the Department Head to the City Administrator.

Civil Service employees may appeal a suspension, demotion or discharge to the Bettendorf Civil Service Commission as provided by law.

Before any employee is discharged, the employee will be given a written explanation of the reasons why termination is being considered and an opportunity to present any evidence why the employee should not be terminated.

Records of discipline will be kept in the personnel file. The employee must receive a copy of all discipline.

Non-Union/Non-Management

Same as Management except that FLSA eligible employees may be subject to suspension without pay under appropriate circumstances.

Non-Union/Part -Time

Same as Management except that FLSA eligible employees may be subject to suspension without pay under appropriate circumstances.

Union – AFSCME General (non-transit) and Library

Same as Management except that FLSA eligible employees may be subject to suspension without pay under appropriate circumstances.

Temporary

Same as Management except that FLSA eligible employees may be subject to suspension without pay under appropriate circumstances.

CONFLICT IN THE WORKPLACE

From time to time, conflict in the workplace may develop. In keeping with our desire to have a workplace where each employee is free to perform at his or her best, from time to time investigations of employee conduct may occur.

Accordingly, it is expected that each employee will meet with and cooperate with any person designated by the employer to conduct an investigation into a workplace dispute, workplace environment concerns or criminal conduct.

No employee will be expected to waive any constitutional protections against self incrimination; however failure to respond and cooperate fully into any investigation will be deemed employee misconduct and subject the employee to discipline up to and including discharge.

GRIEVANCE PROCEDURES

Management

Employees may use the following grievance procedure:

The employee may present the complaint to the Department Head in writing. The Department Head shall investigate and determine if the grievance is justified. If so, the Department Head shall propose a solution to the City Administrator. If approved, the solution shall be implemented. If the grievance is denied, the employee may ask for a further review by the City Administrator, who shall decide the case anew.

The decision of the City Administrator shall be final.

Because this process may take longer than the statutory appeal time to the Civil Service Commission, Civil Service Employees are directed to file grievances within the jurisdiction of the Civil Service Commission to that body.

Non-Union/Non-Management

Same as Management, except that complaint should be presented first to Supervisor who has five (5) days to respond.

Union – AFSCME General (non-transit) and Library

Same as Management, except that complaint should be presented first to Supervisor who has five (5) days to respond.

Non-Union/Part-Time

Same as Non-Union/Non-Management.

Temporary

Same as Non-Union/Non-Management.

HOLIDAYS

Management

All full-time Non-union and AFSCME General (non-transit) employees as listed below shall receive for the following paid holidays:

- January 1st
- Martin Luther King, Jr. Day
- President's Day
- Friday before Easter
- Memorial Day
- July 4th
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- December 25th

If a holiday occurs on a Saturday, it shall be observed on Friday. If a holiday occurs on a Sunday, it shall be observed on Monday.

If an exempt employee is required to work on a holiday by a Department Head, the employee will receive, in addition to holiday pay, one and one-half (1.5) times their regular hourly rate of pay for all hours worked on the holiday. Upon the agreement of the employee and department head, an employee may be allowed to work on a City holiday in exchange for the right to take another day off as a "floating" holiday.

Employees shall be eligible for pay for any holiday providing the regular work day preceding and following said holiday have been worked by the employee, or unless employee is then on "authorized" vacation, "authorized" compensatory time, or "authorized" sick leave. An employee on an unpaid leave of absence or layoff is not eligible for holiday pay. An employee who is on layoff, or who is under suspension, is not eligible for holiday pay.

Any AFSCME General (non-transit) employee required to work on Christmas Day or Thanksgiving Day (defined as the time from midnight to midnight on such days), shall, in addition to the pay described herein, receive hour for hour snow time for so long as the employee is required to work. (For example, if an employee is required to work from 11:00 p.m. on Christmas Eve to 3:00 a.m. on Christmas Day, the employee would accrue three hours snow time in addition to the pay described above.)

Non-Union/Non-Management/AFSCME General – Non-Transit

When required to work on a holiday, the non-exempt employee will receive, in addition to their holiday pay, one and one-half (1.5) times their regular hourly rate of pay for all hours worked on the holiday. Exempt employees are the same as Management.

Non-Union/Part-Time

Pro-rated

Temporary/Seasonal

Not applicable.

AFSCME Library Holiday

All regular full time employees shall be paid for the following holidays. All regular part time employees working twenty (20) or more hours per week whose normal work schedules would include any day on which a holiday would fall shall be paid for the following holidays for the numbers of hours normally scheduled on the day of the week on which the holiday takes place. All employees shall not be required to work on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day before Christmas
- Christmas Day

In addition, employees regularly working twenty (20) or more hours per week shall be credited on January 1 with four (4) floating holidays which may be taken at any time during the year. These floating holidays are in lieu of time off for Martin Luther King Day, President's Day, Veteran's Day and the day after Thanksgiving. For employees working less than 40 hours per week, but otherwise eligible under this section, the four (4) floating holidays shall be awarded in hours of paid leave pursuant to this formula: For the preceding calendar year the total number of hours on paid status and the total number of days worked will be calculated. The first number will be divided by the latter, resulting in an average number of hours worked per day. That number will be multiplied by four (4), and this final number will constitute the appropriate floating holiday leave.

If a holiday falls on a day the Library is normally closed, the Library will close the following day to observe the holiday.

Floating holidays shall be considered as personal holidays to be taken during the calendar year at the employee's discretion with the approval of the Library Director or the Director's designee. Such approval shall not be unreasonably withheld.

Employees shall be eligible for pay for any holiday provided compensation has been paid for the last scheduled work day before and the first scheduled workday after the holiday.

Employees shall be eligible for pay for any holiday providing the regular work day preceding and following said holiday have been worked by the employee, or unless employee is then on "authorized" vacation, "authorized" compensatory time, or "authorized" sick leave. An employee on an unpaid leave of absence or layoff is not eligible for holiday pay. An employee who is on layoff, or who is under suspension, is not eligible for holiday pay.

Eligible employees who perform no work on a holiday shall be paid eight (8) hours at their regular hourly rate of pay unless their regular work day is more or less than eight (8) hours, in which case the employee will receive their regular rate of hourly pay for the hours normally worked.

Eligible employees who work on a holiday listed in Section 1 (except floating holidays) shall be paid one and one-half (1 1/2) times their regular hourly rates of pay for all hours worked on such holidays, plus their holiday pay described above within the AFSCME Library Holiday section.

All holidays, including floating holidays, shall be taken in no less than four hour amounts.

JURY DUTY

Management

The City of Bettendorf grants employees leave with pay when they are required to be absent from work for jury duty. Compensation received for jury duty must be paid to the City in order for the employee to draw his/her regular pay. The employee retains mileage and is required to notify his/her supervisor as soon as possible after notice of jury duty is received.

Non-Union/Non-Management

Same as Management.

Non-Union/Part-Time

Same as Management.

Union – AFSCME General (non-transit) and Library

Same as Management.

Temporary

Same as Management.

WITNESS/DEPOSITION LEAVE

Management

Some employees, by virtue of their employment, will from time to time be required to testify in court. When a subpoena is issued directed an employee to appear in court in fulfillment of job duties, the employee will be allowed to leave work to testify with no loss of pay.

At other times you may receive a subpoena to testify for private parties as an expert witness. If this occurs, you will not be given paid leave, but may be allowed unpaid leave to respond to the court order. You will receive and keep witness fees as provided by law. If an employee is required to appear in court for personal reasons, compensatory time or vacation leave may be approved by Department Head or Supervisor.

Non-Union/Non-Management

Same as Management.

Union – AFSCME General (non-transit) and Library

Same as Management.

Non-Union/Part-Time

Same as Management.

Temporary

None provided.

LAYOFF

A City employee may be laid off because of shortage of work, lack of funds, the elimination of the position or changes in the organization. Ten (10) working days before the effective date of the layoff, the employee will be given written notice, including the reason(s) for the layoff and a copy of that notice will be filed with the Human Resources Office for placement in the employee's personnel file.

The order of layoff within a classification shall be temporary employees first, probationary employees second, part-time employees third and full-time employees last. Full-time employees shall be laid off according to criteria which may include date of hire and merit.

Civil Service law will dictate criteria for Civil Service employees. Temporary employees may not receive the aforementioned ten-day notice.

Non-Union/Non-Management

Same as Management.

Non-Union/Part-Time

Same as Management.

Union – AFSCME General (non-transit) and Library

Same as Management.

Temporary

None provided.

LEAVE OF ABSENCE WITHOUT PAY

Management

Department Heads, with the approval of the City Administrator, may grant leaves of absence, up to thirty (30) days, without pay. A request for an unpaid leave of absence of more than thirty (30) days must be approved by the City Council.

The approval or disapproval of an unpaid leave of absence will depend on the reasons for the request as well as the operational needs and scheduling requirements of your department. Said leave is without sick leave or vacation and no sick leave or vacation will accrue while on a leave of absence without pay.

In order for health benefits to continue during an unpaid leave of absence, employees will be eligible for C.O.B.R.A. coverage in which the employee would be required to pay the applicable premiums.

See the City of Bettendorf Health Plan Booklet for C.O.B.R.A. details.

Non-Union/Non-Management

Same as Management.

Non-Union/Part-Time

Same as Management.

Union – AFSCME General (non-transit) and Library

Same as Management.

Temporary

Same as Management.

MATERNITY LEAVE

Management

Maternity leave is a specialized use of sick leave. There is no independent leave for maternity purposes.

A request for maternity leave should be made to the employee's supervisor as far in advance as possible and should be accompanied by a statement from the doctor stating the approximate date of delivery and estimated return to work date. The City will treat a request for maternity leave as a request for extended sick leave.

During the time that the doctor says the employee is unable to work accrued sick leave may be used. After accrued sick leave is used, the employee may choose to use any available vacation leave. After exhausting sick leave and vacation leave up to a balance of 40 hours, Family Medical Leave may be requested.

Non-Union/Non-Management

Same as Management.

Non-Union/Part-Time

Same as Management.

Union – AFSCME General (non-transit) and Library

Same as Management.

Temporary

None provided.

MILITARY LEAVE

Management

The City allows an employee, who is a member of the National Guard or Reserves and who is ordered by the proper military authorities, up to thirty (30) calendar days per calendar year off for military duty, even if it results in double pay.

The City can request a schedule of such military leave and may make a temporary appointment to fill any vacancy created by this leave.

Any additional time off is taken without pay. In order for health benefits to continue during military leave (after 30 days), employees will be eligible for C.O.B.R.A. coverage, in which the employee would be required to pay the applicable premiums. (See the City of Bettendorf Health Plan Booklet for details).

Upon honorable discharge and return from service, providing the employee reports to the employer within thirty (30) days after being released from service that he/she is ready to return to work, the employee shall be reinstated to their former position. The employee must pass a physical examination, if applicable.

Non-Union/Non-Management

Same as Management.

Non-Union/Part-Time

Same as Management.

Union – AFSCME General (non-transit) and Library

Same as Management.

Temporary

Same as Management.

OVERTIME - COMPENSATORY TIME

Management

Because management and/or exempt employees work generally other than forty (40) set hours per week, the City Administrator or Department Head may give time off with pay to compensate

them for time worked beyond forty (40) hours. This compensation will not appear on any time sheets for accumulation or use purposes.

Overtime will be paid to exempt employees, excluding Department Heads and Division Heads, at one and one-half (1.5) times their regular straight time hourly pay, if the Department Head requires the exempt employee to work beyond the forty (40) hour set work week. Or, the employee may receive compensatory time off, computed at the applicable overtime rate. Compensatory time may be accrued up to the maximum of forty (40) hours.

The decision to pay overtime or allow accrual of comp time for required overtime for exempt employees, will only be made by the Department Head at the time earned.

Non-Union/Non-Management

Exempt employees may be given time off with pay to compensate them for time worked beyond forty (40) hours that has been approved by the Department Head and will also be eligible for overtime payment if required to work (same as Management).

Non-exempt employees shall receive one and one-half (1.5) times their regular straight time hourly rate of pay for all hours worked in excess of forty (40) hours per week. Or, the employee may receive compensatory time off, computed at the applicable overtime rate.

Compensatory time can be accrued up to the maximum of forty (40) hours. The scheduling of these hours away from the job shall be by mutual agreement between employee and supervisor. On January 1st of each year, any accrued and unused compensatory time will carry over to the new year.

Non-Union/Part-Time

Same as for Non-Union/Non-Management/Non-Exempt employees.

Temporary

Not applicable, except if specific approval has been provided for overtime hours. Allowance will then be made for payment of the time and one-half (1.5) rate of pay for hours worked over forty (40) per week.

AFSCME – General – non-transit

An employee may elect to receive compensatory time off in lieu of overtime pay. Compensatory time off shall be computed in hours at the applicable overtime rate and shall be scheduled by mutual agreement between the employee and the supervisor. When work is slow, the Employer may request employees use accrued compensatory time off. Comp time must be used in one (1) hour increments, unless otherwise approved by the Department Head.

Employees may not accumulate more than one hundred twenty (120) hours of compensatory time per calendar year. Employees will be paid for any unused compensatory time upon layoff

exceeding thirty (30) days or at termination. Any comp time held as of the end the first pay period in November each calendar year will be paid to the employee on the first paycheck of December. The employee's bank will then be set to zero.

Employees shall have the option to convert all or part of their accumulated compensatory time on any payday provided they notify the Finance Department at least ten (10) calendar days prior to the payday. Compensatory time may only be converted in ten (10) hour increments, with a minimum of ten (10) hours per conversion. The employee will receive payment at the rate of pay the employee is earning as of the date of the election with payment to be made on the next scheduled payday. Payment shall be made as a separate direct financial institution deposit transaction. Manual checks will not be issued. Alternatively, the employee may designate to have this payment deposited into their city individual deferred compensation account.

POLITICAL LEAVE

Management

An employee who becomes a candidate for any elected public office, upon request of the employee and commencing any time within thirty (30) days prior to the primary, special or general election and continuing until after the day following that election, will automatically be given a leave of absence without pay.

An employee who is elected to an elective office shall, upon written application to the City, be granted a leave of absence without pay. This leave shall not exceed six (6) years and shall be granted without loss of net credited service earned.

In order for health benefits to continue during an unpaid leave of absence, employees will be eligible for C.O.B.R.A. coverage in which the employee would be required to pay the applicable premiums. (See the City of Bettendorf Health Plan Booklet for details.)

An employee shall not be prohibited from returning to employment before the time expires for which the leave of absence was granted.

Non-Union/Non-Management

Same as Management.

Non-Union/Part-Time

Same as Management.

Union – AFSCME General (non-transit) and Library

Same as Management.

Temporary

Same as Management.

PROMOTION, DEMOTION AND TRANSFER

Management

Vacancies occurring within City departments are posted and current employees are given equal consideration with outside applicants. The promotional salary must be within the range for the position classification and is approved by the City Administrator.

Demotions in employment will result in a red circling (defined as "freezing" the employee's salary or wage) of the demoted employee's salary until the salary is within the range of the newly held position.

Transfers of employees from one department to another within the same classification may occur when it has been deemed to be in the interest of the employee and the City to do so. No salary increase occurs.

For all Civil Service positions, the City will follow Iowa Chapter 400 – Civil Service.

Non-Union/Non-Management

Same as Management.

Non-Union/Part-Time

Same as Management.

Union – AFSCME General (non-transit) and Library

Same as Management.

Temporary

Same as Management.

PROBATIONARY PERIOD

A newly hired employee shall serve a probationary period of six (6) months. Probationary employees may be disciplined, demoted or terminated during the probationary period without right of appeal.

Upon satisfactory completion of the probationary period and performance review, the employee is entitled to all rights and privileges granted full-time employees.

Benefits, vacation and sick leave will accrue as of the initial employment date. Vacation may not be used until completion of probation. If terminated, accrued vacation will be paid to the employee with the last paycheck.

Non-Union/Non-Management

Same as Management

Union – AFSCME General (non-transit) and Library

Same as Management

Temporary

Not applicable.

RETURN TO WORK POLICY

Temporary light-duty assignments, when available, shall be offered to eligible personnel in the City of Bettendorf who, because of injury or illness, are temporarily unable to perform their regular assignments but are capable of performing alternative duty assignments. Use of temporary light-duty can provide employees with an opportunity to remain productive while convalescing as well as provide a work option for employees who may otherwise risk their health and safety or the safety of others by remaining on duty when physically or mentally unfit for their regular assignment. Therefore, it is the policy of the City of Bettendorf that eligible personnel be given a reasonable opportunity to work in temporary light-duty assignments when available and consistent with this policy.

If a temporary light-duty position/assignment is available, the employee will be assigned to that position/duty as soon as medically feasible. A temporary light-duty position/assignment may be either within the employee's department, if available, or within another department, as coordinated by the Department Head and Human Resources Director.

No specific position within the City shall be established for the use as a temporary light-duty assignment, nor shall any existing position be designated or utilized exclusively for personnel on temporary light-duty.

An employee in a light-duty position/assignment will continue to receive the salary and benefits of his/her job classification. The temporary position/assignment will be reviewed and potentially modified after each medical appointment, to verify the medical restrictions of the injured employee. Temporary positions/assignments shall not exceed three months (90 calendar days). In exceptional circumstances, and for good cause, a temporary light-duty assignment may be extended with the approval of the Department Head and Human Resources Director.

A light-duty assignment can either be requested by the employee, or directed by the Human Resources Director and appropriate Department Head for work related injuries/illnesses. To request a light-duty assignment, an employee shall notify the Human Resources Director of the documented inability to perform all the essential functions of his/her job. This request must be accompanied by a statement of medical certification to support the requested reassignment, which must be signed by the treating physician. The Human Resources Director, along with the Department Head, shall then determine whether a light-duty assignment is available that can accommodate the documented restrictions. Once a light-duty assignment is made, the employee may not choose to decline the assignment except upon a documented change in medical condition.

The Police Department and Fire Department have adopted their own light-duty policies. Where inconsistent, the departmental policy shall be followed for those employees within that department.

Non-Union/Non-Management

Same as Management

Union – AFSCME General (non-transit) and Library

Same as Management

Temporary

Not applicable.

SICK LEAVE

Management

The City of Bettendorf grants sick leave accrual at the following rates:

40-hour employees 3.077 hours per pay period 30-39.9 hour employees 2.255 hours per pay period 20-29.9 hour employees 1.503 hours per pay period

The maximum accumulation is 960 hours.

Sick leave continues to accrue while an employee is on any paid sick leave and vacation leave, for example.

Approval of sick leave is not automatic. With appropriate approval, sick leave may be used for injury or illness of the employee, required medical, dental or ocular treatment or examination which cannot be scheduled during non-working hours or for treatment of exposure to contagious disease if determined by a physician or health officer.

Employees covered by this Handbook shall be entitled to sick leave with pay at the rate as described. Sick leave shall not be considered as a right which an employee may use at his discretion, but shall be allowed only as outlined. In order to receive compensation while absent on sick leave, the employee shall notify the department head or his/her designee prior to the time set for beginning his/her daily workday. If such notification is not forthcoming, the employee shall be considered absent without leave. If any employee becomes ill after starting his workday and it is determined by his supervisor that the employee cannot perform his work duties, the employee shall be entitled to sick leave with pay for the remainder of the workday.

Any employee may, with authorization from their Supervisor, use sick leave for absence necessitated by death, serious illness or injuries of the immediate family (spouse, child under the age of eighteen (18), or relatives living in the employee's household) and birth of an employee's child, or legal adoption of a child. Such leave shall not exceed seven (7) days per incident.

No sick leave may be taken until it is accrued.

Sick Leave Policy

1. A doctor's excuse shall be required for the following:
 - a. Absences of three or more consecutive days of work due to illness.
 - b. When an employee has missed a cumulative total of six (6) days in a calendar year for which no doctor's slips have been provided. (Including illness in the immediate family.)
 - c. At the discretion of the department head upon reasonable suspicion of abuse.
2. Sick leave with pay for absences because of illness in the immediate family shall be granted only after review by the department head or their designee. An employee may use up to forty (40) hours of accumulated sick leave per calendar year for this purpose.

After twenty-four (24) hours, additional use will require a medical certification unless waived by the Department Head. The Department Head reserves the right to investigate abuse at any point or to allow the Department Head to waive the forty (40) hour requirement upon a showing of unique circumstances justifying an exception thereto.
3. When an employee uses sick leave, it will not be converted to vacation or compensatory time after the fact unless accumulated sick leave is exhausted.

An employee who is injured while performing assigned duties is entitled to benefits under the provisions of the Worker's Compensation Act. Sick Leave or Vacation may be used until a determination of coverage under the Worker's Compensation Act is made.

Sick leave shall not be available to an employee for use in circumstances involving personal injury sustained by an employee in the course of paid supplemental employment by an employer other than the City of Bettendorf.

All time taken on authorized sick leave shall be deducted from available sick leave which has been accrued by the employee and shall be charged in a minimum of one-half hour increments.

An employee who has exhausted all of his/her sick leave may then elect to use any vacation (or comp) leave to which they are entitled for sick leave purposes.

No leave with pay shall be granted to an employee in anticipation of future service.

Sick leave payments are based on the straight time earnings of the employee at the time such leave is taken. Pay for the result of a general wage increase or job reclassification, the rate of employee's position is increased during their sick leave absence, the higher rate will be used in computing the balance of their sick leave payments commencing on the date of increase.

Any employee accruing sick leave will have the option to exchange 20% of their accrued and unused sick leave hours over the prior twelve (12) months for pay. On or about December 1st of each calendar year, the City will calculate the amount. Payment shall be made no later than January 1st of the following year.

For an employee with less than twenty (20) years of employment with the City, upon termination of employment from the City's service, all sick leave shall be canceled. Remuneration for unused sick leave during any year and/or termination with the City of Bettendorf will not be allowed.

For an employee with at least twenty (20) years of employment with the city, upon termination of employment from the City's service, such employee shall receive a payout in an amount equal to 30% of the employee's sick bank (which equates to 288 hours of sick time if at maximum sick bank) at time of separation.

In order to be eligible for sick leave with pay and in order to receive compensation while absent on sick leave, an employee shall:

Notify their Supervisor or Department Head as to the reason for absence prior to the start of the shift of the first day's absence from duty, unless departmental rules state otherwise.

Keep their Supervisor or Department Head informed of their condition.

Upon return to work submit a statement signed by attending physician for absences of three (3) days duration or longer. This physician's statement may be requested for shorter absences at the discretion of the Department Head. The certificate must state the kind and nature of the sickness or injury and whether the employee has been incapacitated for work for said period of absence.

Where a question exists as to the returning fitness or sick leave abuse, the employee may be required to be examined by the City's doctor to substantiate the illness or injury. The required doctor's visit shall be arranged and paid for by the City.

Abuse of sick leave is subject to disciplinary action.

Sick leave shall not accrue while on leave without pay. If any employee is laid off from their position for reasons that are not attributable to them and if re-appointed within twelve (12) months, they shall have available for their necessary use any unused sick leave existing at the time of their lay off.

Non-Union/Non-Management

Same as Management.

Non-Union/Part-Time

Same as Management.

Union – AFSCME General (non-transit) and Library

Same as Management

Temporary

Not applicable.

AFSCME General (non-transit) and AFSCME Library Only:

Accrued hours that are used for a personal day shall not be deducted from an employee's eligible bank under this section.

Sick Leave Accrual – AFSCME Library Employees

Employees who regularly work twenty (20) - forty (40) hours per week shall accrue 0.0384 hours of sick leave per each hour actually worked or each hour of paid leave with a maximum accumulation of eighty (80) hours per year. Maximum accrual of sick leave shall be nine hundred sixty (960) hours of sick leave for employees working 40 hours per week, 720 hours of sick leave for employees working 30-39 hours per week and 480 hours of sick leave for employees working 20-29 hours per week. Employees working less than 20 hours per week are not eligible for paid sick leave.

Of the hours accrued above, each fiscal year an employee may designate 8 hours if working 40 hours per week, 6 hours if working 30-39 hours per week, or 4 hours if working 20-29 hours per week, as "personal leave" hours. Personal leave hours may be used for any purpose, but shall be charged as sick leave usage. Personal leave hours shall not be used in less than the blocks listed above, and shall not be used to extend vacation or holiday leaves. Personal leave shall be requested at least 24 hours in advance, and shall be granted subject to departmental staffing needs.

Authorized holidays occurring within a period of sick leave, for which an employee is normally not required to work and for which he/she receives holiday pay, will not be counted as work days in computing sick leave.

Sick Leave Accrual – AFSCME General (non-transit) Employees

Employees who work forty hours (40) per week shall be entitled to accrue 3.077 hours of sick leave per pay period, with a maximum accumulation of eighty (80) hours per calendar year. Probationary employees (0-6 months of service) shall be eligible to use sick leave benefits as they are accrued during the probationary period. Maximum accrual of sick leave shall be nine hundred sixty (960) hours of sick leave under this Section. Employees working thirty to thirty-nine (30-39) hours per week shall be credited with 2.769 hours of sick leave per pay period, with maximum accumulation of seventy-two (72) hours per year. Employees working twenty to twenty-nine (20-29) hours per week shall be credited with 1.5385 hours of sick leave per pay period, with maximum accumulation of forty (40) hours per year.

Of the hours accrued above, each fiscal year an employee may designate 8 hours if working 40 hours per week, 6 hours if working 30-39 hours per week, or 4 hours if working 20-29 hours per week, as "personal leave" hours. Personal leave hours may be used for any purpose, but shall be charged as sick leave usage. Personal leave hours shall not be used in less than the one-half blocks listed above. Personal leave shall be requested at least 24 hours in advance, and shall be granted subject to departmental staffing needs.

Supplemental Sick Leave Bank – AFSCME General (non-transit) and Library

Should an AFSCME General (non-transit) or Library Union employee exhaust all paid sick leave covered in this handbook in addition to all accrued vacation and compensatory time and need further sick leave for an extended non-work related illness, the employee may be awarded supplemental sick leave. This leave can be granted for a maximum of 30 working days or one-half of the accrued leave bank, whichever is less. The minimum amount of leave that can be granted is for three working days. This leave will only be available to an employee one time during their employment career with the Library and it cannot be used for paternal childbirth cases. The employee need not have exhausted his/her FMLA leave before requesting this leave.

The employer shall establish the supplemental sick leave fund with a balance of 250 hours. Additional hours will be credited to the fund by using the accrued hours that bargaining unit employees would have received each pay period, but which were not accrued due to the employee being at the maximum limit of accrual. No bargaining unit member will receive any reduced sick leave buy-back payment by virtue of this assignment of accrual.

TEMPORARY ASSIGNMENTS

Management

An employee assigned to a higher or lower job classification on a temporary basis shall continue to receive their regular rate of pay. Payment at a higher rate for temporary services may be approved by the City Administrator.

Non-Union/Non-Management

Same as Management.

Non-Union/Part-Time

Same as Management.

Union – AFSCME General (non-transit) and Library

Same as Management.

Temporary

Same as Management.

TRAINING

Management

If the employee is required to participate in training sessions, the employee's tuition costs and registration fees shall be paid by the City. The City shall also compensate the employee for work hours and travel time at their straight time hourly rate, based on a normal eight (8) hour day. The City shall furnish a car or pay mileage and shall pay meal and lodging expenses in accordance with the Travel Policy of the City.

Non-Union/Non-Management

Same as Management.

Non-Union/Part-Time

Same as Management.

Union – AFSCME General (non-transit) and Library

Same as Management.

Temporary

Same as Management.

VACATION

Management

Employees shall accrue vacation from the date of hire (as listed in the schedule below) but no vacation can be used until the successful completion of the six (6) month probationary period. No employee will accrue more than 300 hours of vacation.

Vacation accrual is calculated based upon the following table. Hours accrued are per pay period.

HRS/WEEK	<u>ACCRUAL PER PAY PERIOD</u>			
	<u>0-4.9 YRS</u>	<u>5-10.9 YRS</u>	<u>11-17.9 YRS</u>	<u>18+YRS</u>
40	3.0769	4.6135	6.1538	7.6923
30-39.9	2.3076	3.4615	4.6153	5.7692
20-29.9	1.5384	2.3076	3.0769	3.8461

Accrued unused vacation shall only be paid at an employee's separation from employment. Vacation accrued may be taken in increments determined by departmental needs.

An employee may donate up to forty (40) hours of vacation leave to a co-worker who has used up all paid leaves (sick, vacation, comp), but cannot work due to the employee's or the employee's family member's illness. The donating employee shall fill out the appropriate form and the amount donated shall be debited against the accrued total of the donor and credited to the receiving employee's total.

Non-Union/Non-Management

Same as Management.

Non-Union/Part-Time

Same as Management.

Temporary

None Provided.

Vacation – AFSCME General (non-transit)

Employees regularly working twenty (20) hours per week or more shall accrue vacations on a bi-weekly basis and shall receive vacations according to the following schedule:

Years of Service	0-4	5-9	10-19	20+
Employees working 40 hours per week	3.076 hrs.	4.615	6.152	7.682
Employees working at least 30 but less than 40 hours per week	2.307 hrs.	3.461	4.614	5.769
Employees working at least 20 but less than 30 hours per week	1.538 hrs.	2.307	3.076	3.846

Employees shall accrue vacations from date of hire, provided they successfully complete their probationary period. No employee may accrue more than 300 hours of vacation. Accrued, unused vacation shall be paid at an employee's termination of employment.

Employees are encouraged to submit vacation requests to the City at least sixty (60) days in advance. Vacations of street, sewer, mechanic and sanitation employees must be taken between April 1 and November 14. Vacation requests submitted with less than sixty (60) days notice will be granted on a first come, first served basis. Except in the event of unforeseen circumstances, no vacation request shall be granted on less than 24 hours advance notice. Vacation requests made on sixty (60) days notice will be granted by order of seniority, with the City reserving the right to limit the number of employees on vacation at any time to maintain operational efficiency. Vacation shall be taken in no less than one (1) hour increments.

In the event a paid holiday falls during an employee's vacation period, said holiday will not be charged against employee's vacation time.

In the event an employee becomes eligible for and applies for any other paid leave provided by the City during the Employee's vacation period, such time will be charged to the appropriate leave and the employee's vacation time will be restored accordingly. In the case of sick leave the employee must produce evidence of a hospital stay due to a serious illness or injury, or a physician ordered quarantine of the employee or a member of the employee's immediate family.

Vacation - AFSCME Library

Employees regularly working twenty (20) hours per week or more shall accrue vacations on an hourly basis and shall receive vacations according to the following schedule:

<u>Years of service</u>	<u>0-4</u>	<u>5-9</u>	<u>10-19</u>	<u>20+</u>
Professional employees with MLS	0.0769		0.0962	
All other employees working at least 20 hours per week	0.0385	0.0577	0.0769	0.0962

Employees shall accrue vacations from date of hire, provided they successfully complete their probationary period. Accrued, unused vacation shall be paid at an employee's termination of employment.

The vacation pay shall be the employee's regular rate of pay in effect immediately preceding the employee's vacation leave times his/her regularly scheduled hours.

Vacations must be scheduled with and approved by the Library Director or his/her designee. Vacations may be taken in increments of 1/2 day. Less than 1/2 day increments may be allowed with permission of Library Director or his/her designee and when work load permits. No vacation requests will be honored when an operational hardship would result for the employer. No employee may accrue more than three-hundred (300) hours of vacation at any one time.

In the event a paid holiday falls during an employee's vacation period, the employee will receive holiday pay for the day and the charge against the employee's vacation time will be reduced accordingly.

In the event an employee becomes eligible for and applies for any other paid leave provided by the City during the employee's vacation period, such time will be charged to the appropriate leave and the employee's vacation time will be restored accordingly. In the case of sick leave the employee must produce evidence of hospitalization, physician ordered quarantine of the employee or a member of the employee's immediately family.

In addition to any other leaves of absence that an employee working less than 20 hours per week may be eligible for, regular part time employee working less than 20 hours per week with 0-9 years of service shall be allowed to schedule off 2 weeks of unpaid leave per year. Those part time employees with 10 or greater years of service shall be allowed to schedule off 3 weeks of unpaid leave per year. One week equals the number of days/hours typically scheduled per week. Time away from work related to illness does not count towards this unpaid leave time. Additional unpaid leave may be available, for unusual or extraordinary circumstances, upon approval of the division manager and Library Director.

DONATION OF VACATION LEAVE FORM

Person Donating: _____

Person Receiving: _____

Number of Hours Donated: _____

Signature: _____

Date: _____

The hours donated shall be taken from the donor as of the date listed above and shall be available for use by the Person Receiving as of the same date. Hours shall be exchanged one for one without regard for differing pay rates. No employee may donate more than forty (40) hours per fiscal year.

Forms should be forwarded to the Human Resources Office.

VOTING LEAVE

Management

Any employee who works during all hours that the polls are open will be given time off with pay to vote. The maximum time off is two (2) hours. Time off must be scheduled with Supervisor.

Non-Union/Non-Management

Same as Management.

Non-Union/Part-Time

Same as Management.

Union – AFSCME General (non-transit) and Library

Same as Management.

Temporary

Same as Management.

WORK HOURS

Management

The normal work week is forty (40) hours with total yearly hours being 2,080. The work week, except for public safety workers, ends midnight on Saturday. Approved paid leave time counts toward a forty (40) hour week but is not used in the computation for overtime.

Up to eight (8) hours of work shall constitute a work shift.

When practical, as determined by the Employer, variations in the normal work schedule may be implemented to facilitate the needs of a particular employee. Such scheduling shall not result in inconvenience to the public, loss of operational efficiency or increased overtime expenditures, and shall require approval of the department head or his/her designee.

Non-Union/Non-Management

Same as Management.

Non-Union/Part-Time

Same as Management.

Union – AFSCME General (non-transit) and Library

Same as Management.

Temporary

Hours will vary.

Library Employee Scheduling

The Employer agrees to make a good faith effort to continue its present scheduling practices. Work schedules showing the employee's work days and hours shall be made available using the Library's scheduling software. In other than emergency situations, revised schedules shall be made available using the Library's scheduling software at least two (2) weeks in advance of the commencement of the new schedules. Employees agree to work regularly scheduled shifts and attend all meetings and such other meetings as are called by the employer, unless excused prior to the meeting by the Library Director or his/her designee.

Library Part-time employees work days in any given work week need not be consecutive, they are required to attend the monthly staff meeting, and their hours may be less than eight (8) hours per day.

WORKER'S COMPENSATION

Management

Worker's Compensation is a statutory method of paying employees the equivalent of their wage while off work due to injury occurring on the job.

When an employee is injured on the job, the employee shall receive Worker's Compensation pay. No employee shall receive a combination of Worker's Compensation and sick leave or vacation pay.

Non-Union/Non-Management

Same as Management.

Union – AFSCME General (non-transit) and Library

Same as Management.

Non-Union/Part-Time

Worker's Compensation is applicable for medical treatment necessitated by on the job illness or injury.

Temporary

Worker's Compensation is applicable for medical treatment necessitated by on the job illness or injury.

CITY WIDE POLICIES

The following policies are intended to be City-wide and apply to all City employees. For employees covered by a collective bargaining contract, several policies may have been modified or were implemented after other provisions of that agreement are utilized. Employees covered by collective bargaining contracts are reminded to read those documents in conjunction with these policies.

FAMILY MEDICAL LEAVE ACT

Implementation Policy, Family Medical Leave Act

The Family Medical Leave Act mandates unpaid leave to certain employees for up to a twelve (12) week period to attend to family needs as defined below:

Employee Eligibility

(A) In order to qualify for the twelve (12) week unpaid leave, an employee must:

- 1) Be employed by the City of Bettendorf for at least twelve (12) months (need not be the immediately preceding twelve (12) months) and
- 2) Work at least 1,250 hours during the preceding twelve (12) months.

Use of Leave

(A) The employee may use the unpaid leave for any of the following reasons:

- 1) To care for a newborn child.
- 2) For placement of a child with the employee for adoption or foster care.
- 3) To care for a spouse, minor child (child also includes a child 18 years or older who is "incapable" of self-care because of a mental or physical disability), or parent with a serious health condition.

- 4) To allow the employee to recover from a serious health condition rendering the employee unable to perform the job's essential functions.
- 5) Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent or next of kin (military caregiver leave).

"Serious Health Condition" is an illness, injury, impairment, or physical/mental condition involving:

- 1) In-patient care.
- 2) Incapacity requiring an absence of more than three (3) calendar days from work or other regular daily activities that also involves continuing treatment by a health care provider, or
- 3) Continuing treatment by a health care provider for a long chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three (3) calendar days.

Family Medical Leave Act

- A. When foreseeable, the employee must give thirty (30) days notice of a request to use this leave. If not foreseeable, the employee must give notice as soon as is practicable. Such notice shall be directed to the Department Head in whose department the employee works.
- B. The notice to use this leave shall be accompanied by a medical certificate from a health care provider that the employee, spouse, child or parent has a serious health condition. At the City's cost, a second opinion may be sought by the City. In the event the two opinions disagree, a third opinion may be sought.
- C. Such leave may be used only once in a twelve month period. The twelve month period shall begin upon the date of first use.
- D. The employee shall exhaust all sick leave, when applicable, all comp time and all vacation hours up to but not exceeding a balance of 40 vacation hours prior to the leave. It is not the purpose of this policy to change the current policy and practice regarding sick leave usage, only to require the use of paid leave when it is available under current policy, prior to use of this leave. When an employee takes paid leave, the employer may ask about the purpose of the leave to determine whether it can be counted against the employee's leave entitlement under the Family Medical Leave Act.
- E. In cases where an employee is off work under Workers Compensation, Family Medical Leave will automatically run concurrently with this leave.

Use of reduced or intermittent leave (e.g., taking one day off of work per week to care for a parent) will be allowed only when medically necessary, and shall not be available for new childcare. In the event of such partial leave, the City retains the right to transfer the employee to an alternative job with equal pay/benefits that better accommodates the recurring periods of leave.

Other:

- A. The employee shall continue on the City's health plan on the same terms and conditions as existed prior to the leave. However, all other benefits shall cease while on such leave.
- B. Upon return to work, the City shall return the employee to the employee's former position or to an equivalent position.
- C. Upon the expiration of the leave, the employee shall return to the job. Failure to return shall be deemed as a resignation by the employee.

CERTIFICATION OF PHYSICIAN OR PRACTITIONER (Family and Medical Leave Act of 1993)

- 1. Employee's Name:
- 2. Patient's Name (if other than employee):
- 3. Diagnosis:
- 4. Date condition commenced:
- 5. Probably duration of condition:
- 6. Regiment of treatment to be prescribed (indicate number of visits, general nature and duration of treatment, including referral to other provider of health services. Include schedule of visits or treatment if it is medically necessary for the employee to be off work on an intermittent basis or to work less than the employee's normal schedule of hours per day or days per week.
 - A. By Physician or Practitioner:
 - B. By Another Provider of Health Services, if Referred by Physician or Practitioner:

IF THIS CERTIFICATION RELATES TO CARE FOR THE EMPLOYEE'S SERIOUSLY ILL FAMILY MEMBER, SKIP ITEMS 7, 8, AND 9 AND PROCEED TO ITEMS 10 THRU 14 ON REVERSE SIDE. OTHERWISE, CONTINUE BELOW:

Check Yes or No in the spaces below, as appropriate:

Yes No

7. ___ ___ Is inpatient hospitalization of the employee required?
8. ___ ___ Is employee able to perform work of any kind? (If "No", Skip Item 9)
9. ___ ___ Is employee able to perform the functions of employee's position?
(Answer after reviewing statement from employer or essential functions of employee's position, or if none provided, after discussing it with employee)
10. ___ ___ Is inpatient hospitalization of family member (patient) required?
11. ___ ___ Does (or will) the patient require assistance for basic medical, hygiene, nutritional needs, safety or transportation?
12. ___ ___ After review of the employee's signed statement (See item 14 below) is the employee's presence necessary or would it be beneficial for the care of the patient?
(This may include psychological comfort.)
13. Estimate the period of time care is needed or the employee's presence would be beneficial:

ITEM 14 IS TO BE COMPLETED BY THE EMPLOYEE NEEDING FAMILY LEAVE

14. When Family Leave is needed to care for a seriously ill family member, the employee shall state the care he or she will provide an estimate the time period during which this care will be provided, including a schedule if leave is to be taken intermittently or on a reduced leave schedule:

Employee Signature: _____

Date: _____

FUND RAISING BY EMPLOYEES

Employees may fund raise (including the writing of grants) when the funds generated will go to the City for use of the employee's department, or to a nonprofit corporation, organized and existing solely to provide financial support or endowment funds for the employee's department.

No employee who fund raises pursuant to this policy may receive any compensation beyond the employee's City compensation.

No employee who fund raises pursuant to this policy may expend more than nominal City equipment or supplies toward the effort, unless permission is received from the City Administrator.

No employee may fund raise to the detriment of the delivery of services by the department to the public.

No employee may solicit funds for any other charitable endeavor while on City time or in City uniform.

By Council Resolution, employees may solicit for United Way.

(See Resolution No. 281-94; 282-94)

RECRUITMENT POLICY

It is the policy of the City of Bettendorf, in order to attract qualified candidates for Department Head positions, to allow and reimburse reasonable expenses that are directly related to the application process and the subsequent relocation of the candidate that is chosen.

Application Process

The City will pay for the interview and application expenses for up to five (5) candidates. The expense would include hotel/motel, travel, meals and other related expenses.

The City shall also pay the expenses for the selected candidate and their spouse to make one visit to the Community.

Relocation

The selected candidate will be reimbursed for allowable expenses incurred that are directly related to the relocation of the candidate and their family to the City of Bettendorf. Reimbursements will be made only if the selected candidate moves to the City of Bettendorf and does so within a six (6) month time period from the date of hire. Invoices for reimbursement requests shall be submitted to the City Administrator for approval. Actual expenses, verified by receipts, will be reimbursed and shall not exceed ten (10) percent of the candidates starting salary.

Allowable Expenses

1. Movement of household goods - costs that are associated with the packing, unpacking, transportation, and shipping of all personal belongings and household effects from the candidate's old residence to their new residence.

2. Transportation expenses - expenses directly related to the travel from the candidate's new residence; air transportation and/or personal auto, motel, meals and mileage and other related expenses. Travel arrangements should be made via the most economic means possible.

Exclusions

1. Expenses incurred in purchasing a new home.
2. Any damages incurred to personal property while relocating.
3. Any other expenses not previously agreed upon and approved in writing by the City Administrator.

As needed, this policy may be applied to Division Heads and/or other professional positions with Council approval.

For the purposes of this policy, the position of City Attorney will not be considered a department. (See Resolution 313-91)

SUBSTANCE ABUSE POLICY

To comply with Federal Law, the following policy applies to all persons in safety-sensitive positions, transit workers, and holders of commercial driver's licenses. Police and firefighters are currently exempt.

Policy

The City of Bettendorf employees are a valuable resource and it is our goal to provide a healthy, satisfying work environment. In meeting this goal, it is our policy to (1) assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner; (2) create a workplace environment free from adverse effects of drug abuse and alcohol misuse; (3) prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and (4) to encourage employees to seek professional assistance any time personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties.

Purpose

The purpose of this policy is to assure worker fitness for duty and to protect our employees, passengers, and the public from risks posed by the use of alcohol and prohibited drugs. This policy is also intended to comply with all applicable Federal Regulations governing workplace antidrug and alcohol programs. The Federal Transit Administration (FTA) of the U.S. Department of Transportation, has enacted 49 CFR Part 655 that man-date urine drug testing and evidential

breath alcohol testing for safety-sensitive positions and prevents performance of safety-sensitive functions when there is a positive test result. The U.S. Department of Transportation (DOT) has also enacted 49 CFR Part 40 that sets standards for the collection and testing of urine and breath specimens. In addition, the U.S. Department of Transportation (DOT), Federal Highway Administration (FHWA) has also published 49CFR, Part 29, "The Drug-Free Workplace Act of 1988", which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

This policy incorporates those requirements for safety-sensitive employees and others when so noted. All drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended. Copies of Part 40 are available in the office of Director of Human Resources or at <http://www.dot.gov/ost/dapc/index.html>.

Applicability

This policy applies to all safety-sensitive employees, supervisors, paid part-time, seasonal or temporary employees, volunteers, contract employees and contractors when performing any related safety-sensitive business requiring a commercial driver's license. Visitors, vendors, and contractor employees are governed by this policy while on transit premises and will not be permitted to conduct transit business if found to be in violation of this policy. A safety-sensitive function is any duty related to the safe operation of mass transit service, including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), dispatch, maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, and any other employee who holds a Commercial Driver's License (CDL). A list of positions is attached to this policy.

Prohibited Substances

"Prohibited Substances" addressed by this policy include the following: Illegally Used Controlled Substances or Drugs: any illegal drug or any substance identified in Schedules 1 through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.5. This includes, but is not limited to, marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited.

However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to supervisory personnel and medical advice must be sought by the employee, as appropriate, before performing work-related duties. A legally prescribed drug means that the individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing safety-sensitive duties is prohibited.

Prohibited Conduct

Any employee is prohibited from engaging in unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances on City premises, in City vehicles, in uniform, or while on City business. Employees who violate this provision will be subject to disciplinary action up to and including termination. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

Behavior that Constitutes a Refusal to Submit to a Test

Any employee who refuses to take a test, is unable to provide sufficient quantities of breath or urine to be tested without a valid medical explanation, fails to undergo a medical exam when required, engages in conduct that obstructs the testing process, does not report to the collection site in the time allotted by employer (excluding pre-employment), provides a substituted or adulterated specimen, leaves the collection facility prior to test completion, fails to permit an observed or monitored collection when required, fails to take a second test when required, leaves the scene of an accident without a valid reason before the tests have been conducted or fails to follow observer's instructions to raise or lower clothing to permit observer to determine if any type of prosthetic or other device that could interfere with the collection proves, or possess or wear a prosthetic or other device that could be used to interfere with the collection process, or admit to the collector or MRO that the specimen was adulterated or substituted or fails to cooperate with any part of the testing process, will be considered to have a positive test result and will be subject to disciplinary procedures, up to and including discharge.

All drug and alcohol testing procedures will be conducted in accordance with 49 CFR Part 40, part 40.191, as amended.

Alcohol Use

No safety-sensitive employee should report for duty or remain on duty when their ability to perform assigned safety-sensitive functions is adversely affected by alcohol or when their breath alcohol concentration is 0.02 or greater. No safety-sensitive employee shall use alcohol while on duty, in uniform, or while performing safety-sensitive functions. A safety-sensitive employee shall not consume alcohol within four (4) hours of reporting for duty, or during the hours that they are on call; or immediately following the performance of said functions; and up to eight (8) hours following an accident or until the employee undergoes a post-accident test, whichever comes first (Part 655). Testing is permissible just before an employee performs safety-sensitive duties, during and just after the performance. Violation of these provisions is prohibited and punishable by disciplinary action up to and including termination.

Compliance with Testing Requirements

All safety-sensitive employees will be subject to urine drug testing and breath alcohol testing. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and may be subject to disciplinary action up to and including discharge. Any safety-sensitive employee who is suspected of providing false information in connection with a test, or who is suspected of falsifying test results through tampering, contamination, adulteration, or substitution will be required to undergo an observed collection. Refusal can include inability to provide a

sufficient urine specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.

Treatment Requirements

All employees are encouraged to make use of the available resources for treatment for alcohol misuse and illegal drug use problems. Under certain circumstances, employees may be required to undergo treatment for substance abuse or alcohol misuse. Any employee who refuses or fails to comply with requirements for treatment, after care, or return to duty shall be subject to disciplinary action, up to and including termination. The cost of employer selected treatment or rehabilitation services will be paid in the first instance directly by the employer or the insurance provider. Subsequent treatment shall be at the employee's sole cost. Employees will be allowed to take accumulated sick leave and vacation leave to participate in the prescribed rehabilitation program.

Notifying City of Bettendorf of Criminal Drug Conviction All safety-sensitive employees are required to notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace within five (5) days after such conviction. Failure to comply with this provision shall result in disciplinary action, up to and including termination.

Proper Application of the Policy

The City is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

Testing Procedures

Analytical urine drug testing and breath testing for alcohol may be conducted when required by Federal Regulations. All safety-sensitive employees shall be subject to testing prior to employment, for reasonable suspicion, and following an accident as defined in this policy.

In addition, all safety-sensitive employees will be tested prior to returning to duty after failing a drug or alcohol test and after completion of the substance abuse professional's recommended treatment program. Those employees who perform safety-sensitive functions as defined in the attachment to this policy shall also be subject to follow up testing on a random, unannounced basis. Follow up testing will be conducted for a period of one to five years, with at least six tests performed during the first year. Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures put forth in 49 CFR, Part 40, as amended. A drug test result of a negative dilute will be retested.

The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. An initial drug screen will be conducted on each urine specimen. For those

specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GS/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFR, Part 40, as amended.

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved evidential breath testing device (EBT) operated by a trained breath alcohol technician (BAT). If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test.

A safety-sensitive employee who has a confirmed alcohol concentration of greater than 0.02 but less than 0.04 will be removed from their position for eight hours (transit) and 24 hours (CDL) unless a retest within that period of time results in a concentration measure of less than 0.02.

The inability to perform safety-sensitive duties due to an alcohol test result of greater than 0.02 but less than 0.04 will be considered an unexcused absence subject to disciplinary action. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy and a violation of the requirements set forth in 49 CFR, Part 654, for safety-sensitive employees.

Confidentiality of records of substance abuse testing will be maintained in accordance with 49 CFR 655. Test results may be released only under the following circumstances:

- Upon written request, an employee may obtain copies of records pertaining to his or her use of prohibited drugs, including any records pertaining to his or her drug tests.
- The City of Bettendorf shall disclose data for its substance abuse program when requested by the Secretary of Transportation or any DOT agency with regulatory authority of the City of Bettendorf or any of its employees.
- The City of Bettendorf is required to permit access to all facilities utilized in complying with the requirements of its DOT mandated substance abuse program to the Secretary of Transportation or any DOT agency with regulatory authority over the City of Bettendorf or any of its employees.
- When requested by the National Transportation Safety Board as part of an accident investigation, the City of Bettendorf shall disclose information related to its administration of a drug test following the accident under investigation.
- Records relating to substance abuse testing of an employee shall be made available to a subsequent employer upon receipt of a written request from the employee. Subsequent disclosure by the City of Bettendorf is permitted only as expressly authorized by the terms of the employee's request.
- The City of Bettendorf may disclose information required to be maintained as part of its substance abuse policy which pertains to an employee either to the employee or to the decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual, and arising from the results of a drug/alcohol test administered under the DOT's required drug and alcohol testing program.

- The City of Bettendorf shall release information regarding an employee's record as directed by the specific, written consent of the employee authorizing release of the information to an identified person.

Consequences of a Positive Test Result

Any safety-sensitive employee that has a confirmed positive drug or alcohol test will be removed from their position, informed of educational and rehabilitation programs available, and referred to a substance abuse professional for assessment. For employees who fall under the FTA regulations, they will be sent home for a period of at least eight (8) hours, all other employees covered by the FHWA regulations will be sent home for a period of 24 hours. A positive drug and/or alcohol test will also result in disciplinary action up to and including termination. Any employee with a BAT of .04 or greater or a positive drug test will be referred to the substance abuse professional even if the employee is terminated. The City of Bettendorf affirms the need to protect individual dignity, privacy and confidentiality throughout the testing process.

Employee Requested Testing

Any safety-sensitive employee who questions the results of their required drug test under this policy may request that an additional test be conducted. This test must be conducted on the split sample that was provided by the employee at the same time as the original sample. All costs for such testing are paid by the employer. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49, Part 40, as amended. The employee's request for a split sample test must be communicated to the Medical Review Officer within 72 hours of notice or the original sample verified test result. Requests after 72 hours will only be accepted if the delay was due to documented facts that were beyond the control of the employee.

Pre-Employment Testing

All safety-sensitive position applicants shall undergo urine drug testing immediately following the offer of employment or transfer into a safety-sensitive position at the expense of the City of Bettendorf. Receipt by the transit system of a negative drug test result is required prior to employment. Failure of a pre-employment drug or alcohol test will disqualify an applicant for employment. In the event an applicant reapplies, they will need to provide a statement from a substance abuse professional that meets with the approval of the City, and will be required to prove, prior to consideration for employment, of the absence of drug dependency. When a covered employee is on extended leave for a period of ninety days or more regardless of reason, and is not in the random testing pool, the employee will be required to take a drug test and have a negative test result prior to the conduct of the safety-sensitive job functions. The cost for the assessment and any subsequent treatment will be the sole responsibility of the individual.

Reasonable Suspicion Testing

All safety-sensitive employees may be subject to a fitness for duty evaluation and urine and/or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of

documented objective facts and circumstances which are consistent with the short-term effects of substance abuse or alcohol misuse. Examples of reasonable suspicion include but are not limited to the following:

1. Physical sign and symptoms consistent with prohibited substance use or alcohol misuse.
2. Evidence of the manufacture, distribution dispensing possession or use of controlled substances, drugs, alcohol or other prohibited substances.
3. Occurrence of a serious or potentially serious/ accident that may have been caused by prohibited substance abuse or alcohol misuse.
4. Fights (meaning physical contact), assault and flagrant disregard or violations of established safety security, or other operating procedures.

Reasonable suspicion referrals must be made by a supervisor who is trained to detect the signs and symptoms of drug and alcohol use and who reasonable concludes that an employee may be adversely affected or impaired in their work performance due to possible prohibited substance abuse or alcohol misuse.

Post-Accident Testing

All employees who perform safety-sensitive duties or who are required to hold a CDL are subject to post accident alcohol and drug testing for the following reasons:

1. An individual dies.
2. An individual suffers an injury requiring treatment away from the scene of the accident.
3. One or more vehicles have disabling damage that requires a tow from the site. Damage Includes damage to a vehicle which could be driven, but would be further damaged if driven. It does not include (1) damage which can be remedied temporarily at the scene of an accident without special tools or parts, (2) tire disablement without other damage, even if no spare tire is available, (3) headlight or taillight damage or, (4) damage to turn signals, horn, or windshield wipers which make them inoperative.
4. The driver receives a citation for a moving traffic violation. This is for **FHWA** covered employees only.
5. The supervisor believes the employee could have contributed to the accident (see description of damage in #3 above)

Following an accident, the safety-sensitive employees will be tested as soon as possible, but not to exceed eight (8) hours for alcohol testing and thirty-two (32) hours for drug testing. Any safety-

sensitive employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident until they undergo a post- accident alcohol test. In reference to an alcohol test, if the employee is not tested within two hours, documentation must be submitted as to why the test was delayed, including documentation for continued attempts to obtain specimen. Attempts to obtain specimen must cease after eight hours. Any safety-sensitive employee who leaves the scene of the accident without justifiable explanation prior to submission to drug and alcohol testing will be considered to have refused the test and will be subject to discipline up to and including discharge. The safety-sensitive employee that is involved in an accident will be readily available for post accident testing, unless resolution/medical attention is required. When an accident involves a transit vehicle, the employees tested under this provision will include the driver, and any other covered employee whose performance could have contributed to the accident.

Random Testing

Employees in safety-sensitive positions will be subjected to random, unannounced testing. The selection of safety-sensitive employees for random alcohol testing will be made using a scientifically valid method that ensures each covered employee will have an equal chance of being selected each time selections are made. The random tests will be immediate, unannounced and spread on all days and hours throughout the year.

Return-To-Duty Testing

All safety-sensitive employees who previously tested positive on a drug or alcohol test must test negative (below 0.02 for alcohol) and be evaluated and released to duty by the substance abuse professional before returning to safety-sensitive work.

Follow Up Testing

Safety-sensitive employees will be required to undergo frequent unannounced random urine and/or breath testing following their return to duty. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year.

Employment Assessment

Any safety-sensitive employee, who tests positive for the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CFR, Part 40, as amended, will be referred for evaluation by a substance abuse professional. A substance abuse professional is a licensed or certified physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol-related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited drug use or alcohol misuse. Assessment by a SAP or participation in the City's Employee Assistance Program, does not shield an employee from disciplinary action or guarantee employment or reinstatement with the City. If a safety-sensitive employee is allowed to return-to-duty, the employee must properly follow the rehabilitation program pre-scribed by the SAP, the employee must have negative return-to-duty drug and alcohol tests, and be subject to unannounced followup tests for a period of one to five

years. The cost of any first treatment or rehabilitation services will be paid directly by the employer. The cost of any second or subsequent treatment shall be borne by the employee. Employees will be allowed to take accumulated sick leave and vacation leave to participate in the prescribed rehabilitation program.

Re-Entry Contracts

Employees who re-enter the workforce must agree to a re-entry contract. That contract may include (but is not limited to):

1. A release to work statement from the substance abuse professional.
2. A negative test for drugs and/or alcohol.
3. An agreement to unannounced frequent follow-up testing for a period of one to five years with at least six tests performed the first year.
4. A statement of expected work-related behaviors.
5. An agreement to follow specified after care requirements with the understanding that violation of the re-entry contract is grounds for termination.

System Contacts

Any questions regarding this policy or any other aspect of the drug-free and alcohol-free program should be directed to the following representatives:

Program Manager:
Director of Human Resources
City of Bettendorf
1609 State Street Bettendorf, Iowa
Phone: (563)344-4000
Fax: (563) 344-4012

Transit Program Manager: Director of Public Works
4403 Devils Glen Road
Bettendorf, Iowa 52722
Phone: (563) 344-4088
Fax: (563) 344-4104

Medical Review Officer: Dr. Rick Garrels
2407 40th Avenue
Moline, Illinois 61265

Substance Abuse Professional:
Genesis Employee Assistance Program
430 West 35th Street
Davenport, Iowa 52806

Phone: (563) 386-4004 Fax (563)386-4026

Release of Information & Record Keeping

Upon the conclusion of the required testing, a report shall be generated by the testing laboratory and shall be interpreted by the MRO and BAT. This report shall be distributed to the Director of Human Resources. The Director of Human Resources may disclose the results to the person tested, and as necessary, to the Transit Program Manager. Unless mandated by law, any other release will be made only after written permission is received from the person tested.

In the absence of the Human Resources Director, the results may be released to the City Administrator of the City of Bettendorf. The Director of Human Resources shall keep the results of any test in a file, segregated from other personnel information, on the person tested. The file thus kept shall be secured at all times with access only by the Director of Human Resources. Results of tests shall be retained for five years or for such other length of time as FTA shall require. At the end of the retention period, the files containing such results shall be destroyed.

CITY OF BETTENDORF SAFETY SENSITIVE POSITIONS

Public Works

Director, Operations
Supervisor, Streets & Sanitation
Lead Mechanic
Mechanic
Mechanic's Helper
Mass Transit Driver
Substitute Transit Driver
Operations Coordinator Secretary
Transit

Lead Equipment Operator
Heavy Equipment Operator
Light Equipment Operator
Sanitation Worker
Sign Technician
Supervisor, Streets & Sanitation

Parks &. Recreation

Parks Manager
Golf Course Manager
Foreman
Equipment Operator
Maintenance Foreman

TRAVEL EXPENSE - PROCEDURE AND GUIDELINES

Purpose

To establish a standard procedure for handling the advance or payments of funds to employees/officials who travel on City business.

Policy

1. The City shall reimburse employees/officials for travel and related expenses incurred in connection with City business in such a manner that the individual will not suffer, nor gain financially as a result of such travel or expense.
2. Each City traveler shall submit expense reports designating expenses actually incurred and reimbursable under the established procedure if reimbursement is desired.
3. All expense reports shall be prepared by the individual requesting reimbursement.
4. All expense reports and travel requests shall be approved by the Department Head and reviewed by the Finance Department for conformance with policy.
5. In some cases, American Express cards have been issued to personnel who have a need to purchase authorized items for the City of Bettendorf. The American Express card can be used for allowable travel expenses as long as the cardholder has read and signed the user agreement and abides by its content. Cardholders should also follow all applicable guidelines and procedures outlined in this policy.

Travel Request

City employees planning to travel out of the Quad Cities (more than 50 miles) may submit a travel request to the Department Head. One day meetings will be reimbursed by petty cash using receipts for authorized expenses without the use of a Travel Request form.

Travel Advance Request

City employees traveling on authorized official business may request a cash advance to cover estimated meal and incidental expenses. Advance monies shall not exceed an amount equal of the number of scheduled conference days times the meal per diem rate for that area. Except in emergency situations, all airline tickets should be ordered at least thirty (30) days in advance to secure reduced rates. Requests for advances shall be submitted on Travel Request and Advance forms.

Travel Expense Reports

City employees shall submit to the department head, a travel expense report on the original Travel Request and Advance form within seven (7) working days upon returning from travel. All

appropriate receipts shall be attached; i.e., registration fees, hotel/motel bills, meals and transportation tickets. All expenses must be detailed on the expense report section of the Travel Request form. Upon approval, the form will be forwarded to the Finance Department.

Authorized Travel Expenses

I. Transportation

A. Inter-City Travel (Mode of travel shall be up to the employee and as approved in the travel request.)

1. Air, Train, Bus

The cost of a round-trip, coach ticket. A receipt must be provided. All air travel must be booked at the lowest rate.

2. Personal Vehicle

Use of private vehicles will be allowed when a City owned vehicle is not available and upon the approval of the Department Head. Reimbursement for mileage allowance will be computed on the basis of the standard allowance accepted by the Department of Internal Revenue, but in no instance will reimbursement exceed the cost of coach air fare. If more than one City employee travels in the same vehicle, mileage will be paid only to the owner of the vehicle (City follows current Internal Revenue Rates)

3. City Owned Vehicle

When travel is by City-Owned vehicle, the cost of gasoline and oil will be allowed. Other expenditures related to automobile operations will be allowed when justified. Travelers using a City Owned vehicle are expected to leave the City with a full tank of gasoline. Spouses are allowed to accompany City travelers in City owned vehicles with the approval of the Department Head.

4. Expenses incurred while at the destination city shall be reimbursed on an actual basis. This includes taxicab, bus, limousine, parking fees, bridge and toll fees, and transportation to and from air, train, and bus terminals. Receipts are to be provided whenever possible. When an auto mobile is needed, employees are encouraged to rent cars at the lowest fare based on their needs, with approval of the Department Head and opt for the additional insurance coverage.

B. Intra-City Travel

Expenses incurred while on City business within the City of Bettendorf and the Quad City Metropolitan Area will also be reimbursed on an actual basis. This includes the standard mileage allowance accepted by the Internal Revenue Service if a personal vehicle is used, parking fees, bridge and toll fees, plus the cost of meals, etc.

II. Destination City - Reimbursable Expenses

- A. Reimbursement for lodging on actual basis. Hotel receipts must be submitted with the expense report. For ease of transportation and safety lodging should be at the conference hotel or a hotel that is recommended for conference attendees by the sponsoring entity. Many hotels have government rates, before departure call the hotel to see what documentation you will need to show in order to secure the lower rate. Lodging charges must concur with the scheduled conference or meeting dates with the following exception:
 - 1. Lodging for one night prior to and/or after the authorized meeting shall be allowed if the schedule or location is such that it is inconvenient for the traveler to arrive or depart the same day the conference begins or terminates. In such a case, supportive documentation will be required.
- B. Meal Allowance, this policy will authorize the full amount, within reason, for all meals to include the first and last day of travel. If you are unsure what a reasonable meal expense should be please consult your department head. No reimbursement will be provided for the purchase of alcoholic beverages.
- C. Calls to City Hall Offices. Employees required to call their office while out of town are to charge the call or call collect.
- D. Registration Fees. Registration fees for the conference or meeting (exclusive of meal tickets purchased which are reimbursed under the cost of food).
- E. Fees for Special Events: Fees for special events directly related to the purpose of the conference or meeting.
- F. One personal phone call per day.
- G. Per Diem for meals. In lieu of reimbursement for meals as provided in paragraph B above, a request may be made for a meal per diem. The per diem shall be \$55.00 per day, with \$30 intended for dinner, \$15 for lunch and \$10 for breakfast. A person shall choose reimbursement or per diem for the entire trip; per diem is not intended to give the employee the opportunity to receive the greater of reimbursement or per diem on a daily bases.

Unallowable Expenses

The following is a list of unallowable expenses:

- 1. Travel insurance
- 2. Laundry, cleaning, pressing of clothes
- 3. Personal grooming (haircut, sauna baths, etc.)
- 4. Expenses for events for personal enjoyment or entertainment not connected with the conference (golf, theatre, sporting events, etc.)
- 5. Expenses incurred by the City employee's spouse
- 6. Loss of personal property

7. Gifts and items for personal use
8. More than one personal phone call per day
9. Alcoholic beverages

Discounts

Many hotel or motel chains and automobile rental agencies offer 10-20% discounts to persons on government business. Employees should inquire about these discounts prior to traveling so they can be prepared to show the proper documentation. (See Resolution No. 283-88)

Upon Return

Upon return to their city office, the traveler should issue a memo to their immediate supervisor on what was gained from the trip and how they will incorporate what they learned into their operation.

USE OF PERSONAL VEHICLE

It is the policy of the City that employees not use personal vehicles for transportation during the work day. This policy is for all volunteer staff and full-time, part-time, temporary, or seasonal employees. Employees should request access to and use a City vehicle for employment- related transportation needs.

Use of vehicles may be prioritized and each department shall establish procedures governing the use of vehicles assigned to it.

While using City vehicles, all employees shall be expected to obey all traffic and safety laws, including wearing safety belts. No smoking shall be allowed in City vehicles.

In the event a City vehicle is unavailable and the employee desires to use their personal vehicle, such use shall be allowed on the following conditions:

1. The department head shall approve the use.
2. The employee shall submit a mileage reimbursement.
3. The employee shall obey all rules and regulations of the City while using the personal vehicle on City business.
4. City insurance will provide liability coverage (only), with the coverage secondary to (excess of) the employee's auto insurance.

In all accidents involving an employee driving a personal vehicle in the course of employment, the vehicle policy on accidents shall be followed.

Driving to or from the work site (City Hall, Annex, Library, etc.) or to where directed or dispatched at the start/end of the day shall not be deemed being on City business for purposes of this policy.

VEHICLE ACCIDENT POLICY

Accident

1. Upon involvement in a motor vehicle accident (which is defined as contact between a City-owned and operated vehicle and another vehicle, person, or property, regardless of amount of damage, or knowledge of City vehicle damage, the employee shall do the following:
 - A. Determine if medical assistance is needed by any party, and request such help as appropriate. THE EMPLOYEE SHALL IMMEDIATELY NOTIFY THE POLICE TO INVESTIGATE THE ACCIDENT. If the accident occurs outside the city limits of the City of Bettendorf, notify the police department in that jurisdiction.
 - B. Notify your immediate supervisor or their representative.
 - C. Wait at the scene until directed otherwise by police or the supervisor. If a police officer does not respond to the scene, the employee will exchange information with the other party and then turn the information over to the police so they can complete an accident report. A POLICE REPORT WILL BE COMPLETED ON EVERY ACCIDENT INVOLVING A CITY VEHICLE.

If the accident involves a non-licensed vehicle; i.e., tractor, mower being operated off the road way; parks, golf course, etc., an accident investigation form needs to be completed with police investigating only accidents involving personal injury.

2. Do not move the vehicles until told to do so by the police, or to prevent needless traffic congestion.

Use of Accident Investigation Form

Upon return to the employee's work site, the employee shall complete an "accident with vehicle" form explaining what happened. The completed form must be returned to their supervisor prior to leaving work that day.

The employer will document the accident in the employee's personnel file. Documentation shall not be considered discipline.

In the event the employee was involved in an accident and/or a work rule or traffic law was violated, the department head may:

1. Initiate progressive disciplinary proceedings of oral reprimand, written reprimand suspension or discharge.
2. Require physical examination of the employee to verify there are no physical impediments to continued operation of City vehicles.

3. Require the employee to participate in a defensive driving program.
4. Require the re-testing of the employee's ability to drive, either in-house or through a request to the Iowa Department of Transportation.

All employees who, by nature of their position or by driver's license certification, are required to undergo post-accident drug and alcohol testing shall comply with those procedures as required by law.

TELEPHONE USAGE

It is the policy of the City of Bettendorf to have telephones available throughout all City facilities for the purpose of conducting City business. Personal phone calls at work should be brief, infrequent and should not disrupt the work flow. Supervisors and Department Heads will monitor phone use and take the appropriate disciplinary action in the case of abuse. Employees may use City telephones for personal business if necessary, in accordance with the guidelines below:

1. Personal use shall be limited.

Personal long distance telephone calls charged to the City shall not be allowed. This policy pertains to all City owned telephones and cellular telephones.

AMERICANS WITH DISABILITIES ACT (ADA)

Employees who have or are perceived to have a physical or mental impairment which impacts a major life activity are entitled, under the Americans With Disabilities Act, to reasonable accommodations so that they can begin or continue employment with the City.

Further, users of City facilities or programs are likewise entitled to reasonable accommodation.

If you believe you are a qualified individual with a disability and you need a reasonable accommodation, contact your department head and fill out the appropriate form. (An example of the form is on the following pages of this handbook.)

If a person asks for your assistance to fill out the form, or asks for an accommodation to be able to use a City facility or service, please direct the person to the appropriate building facility manager or department head.

ADA Grievance Form

Any person has the right to file an ADA complaint, whether directly affected or on behalf of another. You should verify that the person can understand and complete the form. The completed form should be placed in an envelope and sent to the City Attorney. The person may call the City

Attorney's office to check on the status of the complaint. A written response to the person will be made in approximately fourteen (14) days.

If the person cannot understand or complete the form, you should assist the person in filling out the form. If you assist, please sign where it says "Assisted By" and indicate you are a City employee.

You have the right to bring to the attention of the City any matter which you feel has an adverse impact or discriminates against a person with a disability.

Your complaint will be sent to the City Attorney, who has been designated as the ADA compliance officer. The City Attorney will review your complaint, investigate as necessary, and issue a resolution report to you and the City Administrator. Normally, this process will take fourteen (14) days from the receipt of the complaint, although in some cases it may take slightly longer.

The complaint will be investigated without any cost to you. The City appreciates employees bringing concerns to the attention of City Officials.

ADA GRIEVANCE FORM

Date: _____

Location: _____

Please describe the concern. It may be based upon a structure problem (for instance, a door in a building is too hard to get open) or a service problem (I cannot participate in a play without assistance). Please be as specific as you can:

How would you like the City to remedy this problem? Again, please be specific:

Are there any alternatives to your solution that you would like the City to consider?

Signed: _____

Name: _____

Address: _____

Phone: _____

Person Assisting in Completing Application: _____

Assistant's Phone: _____

HARASSMENT/ DISCRIMINATION

All employees have an expectation of a work area which is free from offensive behavior. Offensive behavior can be described as harassment of another, or behaviors in the workplace which offends co-workers. Such acts may be by employees (one to another), supervisors (to subordinates), business invitees (vendors or repair workers performing in the work place) or the public (when using City services and dealing with employees).

State and Federal law make it an offense to create a hostile environment based upon an individual's sex, race, color, religion, sexual orientation, gender identity, creed, national origin, age, marital status, or mental or physical disability. A hostile environment may exist when actions of others requires an employee to endure a work environment that substantially affects a term or condition of employment.

A hostile environment may occur when a co-worker, witnessing the behavior, is offended even if the persons directly involved say nothing and do not intend to offend the co-worker. Thus, lewd jokes can create a hostile environment when overheard by an offended co-worker, even if not told to that person. So, too "pin-ups" or explicit photographs can constitute an offensive or hostile environment, even if nothing more is said or done. All employees are expected to conduct themselves and keep work places under their control, in such a manner as will not cause offense.

Further, no person shall discriminate against another in workplace behaviors or employment decisions on the basis of race, creed, color, sex, age or disability.

Employees who are subject to unwelcome sexual advances, unwelcome verbal or physical contact, or feels the workplace has become offensive (hostile} are directed to contact their department head or the City Attorney. To the extent possible, any complaints will be kept confidential and will be promptly, impartially and thoroughly investigated. If a violation of this policy has occurred, the City shall take immediate and appropriate corrective action.

It is likewise prohibited to take any action of retaliation against a person who files a complaint of discrimination or harassment.

WORKER'S COMPENSATION POLICY

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.

The City's occupational medicine provider is:

Genesis Occupational Health
4017 Devils Glen Road
Bettendorf, IA 52722
563-421-0660

Any employee who is injured while performing their job and needs medical assistance is required to seek treatment at Genesis Occupational Health.

If any injury occurs after hours, which is considered to be 8:00 a.m. until 5:00 p.m., Monday through Friday, the employee should go to:

Trinity Terrace Park
Emergency Department Entrance
4500 Utica Ridge Road
Bettendorf, IA 52722
563-742-4100

TUITION REIMBURSEMENT POLICY

Purpose

The Tuition Reimbursement Policy has been established to encourage employees toward continued self-development, training and education. This program of Individual focused learning is intended to enhance productivity, improve employee skills, encourage advancement and retention, and attract desirable new employees.

Employee Eligibility

All permanent full-time employees with a minimum of one year of continuous service are eligible for the program.

Submission of Requests

Applications shall be available in the Human Resources Department and shall be given to the Department Head for approval. Upon approval, change or denial, the Department Head shall return the request to Human Resources for final approval by the City Administrator. To assure timely notice of approval or denial of requests for tuition reimbursement program, applications must be received in the Human Resources Office at least three (3) weeks prior to the first session of the course(s). Applications for tuition reimbursement must be submitted for approval or denial every quarter or semester.

Approval of Tuition Assistance Requests

Requests for tuition reimbursement will be reviewed and a recommendation made by the requestor's Department Head who will evaluate whether or not the course(s) relates to the employee's current position or promotional career path. Requests will then be forwarded to the Human Resources Department for verification of funding availability. The requested amount may be approved, changed, or denied by the Department Head, Human Resources Director or City Administrator based upon the standard criteria established in this policy by the City Council. Funding approval shall be on a first come, first serve basis. In the event of insufficient funding to

meet all of the requests, the City Administrator shall determine the distribution of the funds available. Employees denied tuition reimbursement shall receive a written explanation of denial by the City Administrator. This is a decision that cannot be grieved or appealed by the employee or Department Head.

Internal Revenue Service (IRS) Reporting

The Finance Department will notify the employee of any changes to the Internal Revenue Code related to the taxability and reporting of Tuition Reimbursement payments by listing the benefit on the employee's W-2 form. The Finance Department will maintain the records necessary to file the required IRS reports. Any tax liability is the responsibility of the employee.

Eligible Institutions

Any North Central Regionally Accredited Educational Institutions (junior or community college, college or university) or approved technical educational institutions are eligible under the program.

Course of Study

Program classes must be:

1. Directly related to an employee's present job or a reasonable promotional objective within the City or
2. A class that is a requirement of a degree program in a field directly related to an employee's present job or a reasonable promotional objective within the City.

Classes which are not part of a specific degree or certificate program, but which are determined by the Department Head and City Administrator to be in the interest of the City, may qualify for this program. Professional development programs offered internally and by training vendors, professional organizations and various agencies do not qualify under the tuition reimbursement program.

Class Hours

Classes shall not be taken during an employee's regular working hours unless approved by Department Head and sufficient vacation or comp time is available or unpaid leave is taken.

Grade Requirements

Employee must achieve a grade of "C" or higher in any approved undergraduate course and a grade of "B" or higher for a graduate level course. A copy of the employee's grade report will be made a permanent part of the employee's personnel file.

Disbursement of Tuition Reimbursement

The City will reimburse 50% of the tuition, books, fees and labs of all approved courses successfully completed by the employee. Reimbursement will be determined by the achievement of grade requirement and the reimbursement payment will be limited to 50% of the employees out-of-pocket approved educational expenses. An official copy of the employee's grade report and a copy of the employee's cancelled check and employee's paid in full receipt (for both tuition and books) shall be submitted to the Human Resources Department within four (4) weeks of course completion to secure reimbursement. A check will be issued to the employee at the next available bill processing cycle.

ALL INITIAL COSTS (TUITION, BOOKS, FEES, AND LABS) ARE TO BE PAID IN FULL BY THE EMPLOYEE IN ADVANCE.

UNION ITEMS

This section applies to specific Union (AFSCME General – non-transit and AFSCME Library employees).

Bulletin Board

The Union shall be provided reasonable posting space on the central bulletin board for the posting of Union notices and other materials. Copies of all such notices shall be provided at the time of posting to the department head or designee. Notices shall not contain partisan political information.

Labor/Management Meetings.

Representatives of the Union and the Employer may schedule up to four (4) meetings annually, at a mutually agreeable time, the purpose of which shall be to provide a forum for open communications between the parties. Agenda items shall be exchanged at least one week in advance of the meeting. Up to two (2) employees shall be allowed to attend. Employees shall be in pay status if the meeting is held during the attending employees working hours.

Union Bargaining Team.

When contract bargaining sessions between the parties are scheduled to take place during normal working hours, employees who are members of the Union's bargaining team (up to two (2) members) shall be given such time off without loss of pay to attend such sessions. The time off granted for bargaining sessions shall not be considered as hours worked for overtime eligibility.

Union Visitation

An authorized representative of the Union may visit the Employer's premises for purpose of Union business, provided such activities do not unduly interfere with the operations of the City and that meetings between staff and union representatives occur away from public areas.

Union Orientation

A union representative may, at his/her option, be allowed to meet with any new employee eligible for inclusion into the bargaining unit, to orient the employee on AFSCME and its role. Such orientation shall be on pay status for the union representative, and shall occur away from public areas.

Strikes

The Union agrees that it will not participate directly or indirectly in any strike against the Employer.

Lockouts

The Employer agrees that it will not participate directly or indirectly in any lockout against the Union.

Union Conferences and Meetings

An employee shall be allowed time off, without pay, in order to attend two Union conferences or meetings per fiscal year, unless such absences would interfere with the normal operation of the Employer.

Commercial/Driver's License

If an employee is required to possess a Commercial Driver's License in order to perform work for the city, the employer shall reimburse the employee for the cost of such license beyond the cost of a driver's license.

When an employee is required to have either a driver's license or a Commercial Driver's License as an essential function of the job, the employee shall present the license to the Department Head upon request, and shall notify the Department Head of any circumstances which places the license at risk of suspension or revocation.

If the loss of the CDL or driver's license is related to a disability covered under the American's With Disabilities Act (ADA), the employer shall make reasonable efforts to accommodate the employee by placing the employee in a light duty position at no loss of pay for no longer than two months. The employee shall thereafter be allowed to use accrued leave (vacation/comp time) and thereafter be placed on unpaid leave for a period not to exceed four (4) months. If at the end of that time, the employee does not have a CDL or driver's license, the employer will give the employee preference in any position open or coming open within the next year for which the employee qualifies and the employee shall receive the pay appropriate with that position's grade.

Seniority

Seniority shall be based on employee's last date of hire and shall accrue accordingly based on Chapter 400 – Iowa Civil Service Rules.

Union Pay

Library Personal Day

Each employee shall be entitled to one day personal leave day per year, paid at the employee's regular rate of pay for hours normally worked, to be taken in a one-half (1/2) day increment and scheduled with the approval of the Library Director or the Director's designee.

Library Sunday Premium

Any employee working on a Sunday shall be paid at one and one-half (1 1/2) times his/her regular hourly pay for all work performed.

Library Shift Premium

An employee who regularly works 40 hours per week or more shall receive a shift premium of \$1.00 per hour in addition to regular pay for each hour worked after five o'clock p.m. or for each hour worked on Saturday.

ACKNOWLEDGEMENT

I hereby acknowledge receipt and retention of a copy of the City of Bettendorf's Employee Handbook. I understand that this is a summary of the City's policies rather than a detailed, official statement and that it is not a contract for employment or for provision of any benefit.

Employee Signature

Date