



**EMPLOYEE HANDBOOK
PERSONNEL POLICY MANUAL**

ADOPTED BY COUNCIL OCTOBER 19, 2017

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SECTION I – INTRODUCTION

Welcome to the City of Norwalk. You have elected to become an employee with one of the fastest growing cities in Iowa and in a community that has more than just a typical job to do. You are part of a team effort that is committed to providing its best effort on behalf of the citizens for whom we work. It is their tax dollars and fees that pay us and allow us to plan and staff the right people to help meet their needs. As a public servant, there are many benefits to you for being a member of the City of Norwalk, the team of employees with which you are now associated.

The objectives of the City of Norwalk are to provide you with a competitive work environment, a safe workplace that respects the differences of all its employees, and a work site that is one you are pleased to work in. If you have any ideas on how to improve services or your job, please let your supervisor know. As Norwalk changes, so do our jobs and our responsibilities to the citizens of the community.

Please keep this handbook for future reference. The City will provide you with changes to the policy as they are adopted by the City Council. If you have any questions about certain policies or their interpretation in this handbook, contact the City Manager or his/her designee to get answers to your questions. The City is committed to having a positive environment with a teamwork approach.

The Mayor and City Council develop policy for the City, and serve as the elected representatives of the community. The City of Norwalk incorporates a multiple purpose organization consisting of Fire, EMS, Police, Public Works (Streets, Utilities and Buildings & Grounds), Library Services, Parks & Recreation, Community Development and Administrative Services.

Welcome to the City of Norwalk team and good luck on your job.

Introduction to the City

The City of Norwalk was founded in 1856. Norwalk had a low growth rate until the late 1970's, with a rapid growth caused by new construction and annexation. Currently an estimated 10,000 people reside in Norwalk.

The City exists to provide services to the citizens of the community. The City provides many services some of which are more traditional such as police protection, fire protection, water & sewer services and maintenance of safe and adequate streets. Other services are more recent such as community planning, maintenance of building standards, parks and recreational programs and economic development. Revenues to pay for many of these services are provided through the levying of taxes on the community, primarily property tax. Users provide revenues for other services such as water and sewer.

All of the services the City provides are important to the citizens of the community. The quality of life in Norwalk depends upon the services provided by the City and the quality of the services depends on how well we do our jobs.

The City of Norwalk operates under a Council/Mayor form of government with an appointed City Manager.

The City Council is the legislative and policy making body of the City and consists of five (5) members elected at large for staggered terms. The Council passes ordinances, adopts resolutions, approves a budget submitted by the City Manager, appoints the City Manager and the City Attorney and sets policies. The Council also appoints representatives of the statutory boards and commissions.

The Mayor is the chief elected official of Norwalk government and coordinates activities between the appointed officials and the Council.

The City Manager is the chief appointed administrative officer of the City and is responsible to the Mayor and Council and has the power or duties of carrying out certain functions.

New Employee Onboarding Process

Employee Name:

Onboarding process:

Step One, Interview Process

Task	Responsible Party	Notes
Review applications periodically as they are received and create candidate spreadsheet	Dept. Director or designee	
Route candidates to hiring manager/director as requested	Dept. Director or designee	To be completed once position has closed online
Notify candidates not chosen for interviews	Dept. Director or designee	
Prepare interview questions	Dept. Director or designee	Interview questions for all positions are provided by HR
Set up interviews with candidates	Dept. Director or designee	Inform candidates they must bring references to interview with them
Interview selected candidates	Interview team	Completed interview question forms must be given to HR for filing
Provide background check to interviewee if applicable	Interview team	Only applies to seasonal candidate interviewed
Inform HR of top candidates	Dept. Director or designee	
Call candidate references	Dept. Director or designee	To be completed after interviews and before initial offer
Discuss reference calls with hiring manager/director	Dept. Director or designee	
Determine employees specific rate of pay	Dept. Director or designee	budgeted, finance inform payroll of where employee will be paid from.
Make initial verbal offer to candidate	Dept. Director or designee	Depends on position
Notify interviewed candidates not chosen for position	Dept. Director or designee	To be completed only after chosen candidate has accepted

Step Two, Pre-Employment

Task	Responsible Party	Notes
Print application for personnel file	Dept. Director or designee	Make sure payroll gets a copy for file.
Create conditional offer letter	Dept. Director or designee	
Present offer letter with background check form	Dept. Director or designee	all FT and PT year round positions
Background check completion	HR	
Drug screen appointment	HR	
Wellness screen appointment - fulltime	HR	
Hepatitis B vaccination if applicable	HR	

	DOT/Fire/Police physical if applicable	HR	Will take place of the wellness screen if it is required for the position
	Credit check if applicable	HR	
	Personnel file creation	Payroll	
	Discuss completing of new hire paperwork with candidate	HR/payroll	Paperwork will include all health insurance, tax, direct deposit, and IPERS forms including signing the job description and all other applicable forms
	Email paperwork to new hire if applicable	HR/payroll	Will include all paperwork, dress code info, department location and work schedule
	Meet with new hire regarding paperwork	HR/payroll	Discuss paperwork, dress code, department location and work schedule

Step Three, Welcome!

Task	Responsible Party	Notes
Choose orientation / peer buddy	Department Director	

Department Preparation

Identify and prepare workstation and equipment	Department designee	
Order computer and organize desktop	Department designee	
Clear all unnecessary clutter, outdated materials and equipment from desk top	Department designee	
Follow up phone call	Department Director	Dress code, department location, recent events, current projects, upcoming plans, employee schedule, first day plans with department, first day lunch,
Submit request to Rankin for phone/phone number set up	Department designee	
Submit request to Tim Geyer for username, password and email address set up.	Department designee	
Order business cards if applicable	Department designee	
Order cell phone if applicable	Department designee	
Obtain new hire shirt size	Department designee	
Order work shirts	Department designee	
Order city credit card if applicable	Finance	Finance
Set up general systems training	Department designee	
Update relevant department listings and documents	HR/payroll	Add to emergency contact list, org chart, and employee number, make sure all departments have updates

Step Four, Day One Orientation

to be completed upon new hire's first day of employment

	Task	Responsible Party	Notes
<input type="checkbox"/>	Send email announcement of new employee arrival	Dept. Director or designee	
<input type="checkbox"/>	Meet with Payroll to turn in all new hire paperwork	Payroll	
<input type="checkbox"/>	Review current policies and handbook	HR	Social media admin rule, harassment policy, electronic usage policy, communications admin rule, handbook training, discuss/schedule 30 day appointment with HR
<input type="checkbox"/>	Take ID photo if applicable	Department designee	

Department Orientation

<input type="checkbox"/>	Arrange to greet new employee upon arrival	Dept. Director and peer buddy	
<input type="checkbox"/>	Provide new employee with facility access codes and keys	Department designee	
<input type="checkbox"/>	Review building security procedures	Dept. Director or designee	Evacuation plan, maps, emergency action plan, etc.
<input type="checkbox"/>	Show employee his/her new work space	Dept. Director	
<input type="checkbox"/>	Tour the office	Peer buddy	Restrooms, common areas, meeting spaces, supply room, mail delivery/pick up, copy room etc.
<input type="checkbox"/>	Review office policy, procedure, culture	Dept. Director	
<input type="checkbox"/>	Introduce employee to co workers	Dept. Director	
<input type="checkbox"/>	Orient employee to electronics	Dept. Director or designee	Phone, voicemail, email, shared drives/files etc.
<input type="checkbox"/>	Set up time sheet and train new hire	Dept. Director or designee	
<input type="checkbox"/>	Discuss work schedule and attendance policy	Dept. Director	
<input type="checkbox"/>	Review first weeks plans and provide employee with 1 or 2 assignments to fill downtime	Dept. Director	
<input type="checkbox"/>	Review department organizational chart and reporting structure	Dept. Director	
<input type="checkbox"/>	First day lunch	Dept. Director and peer buddy	

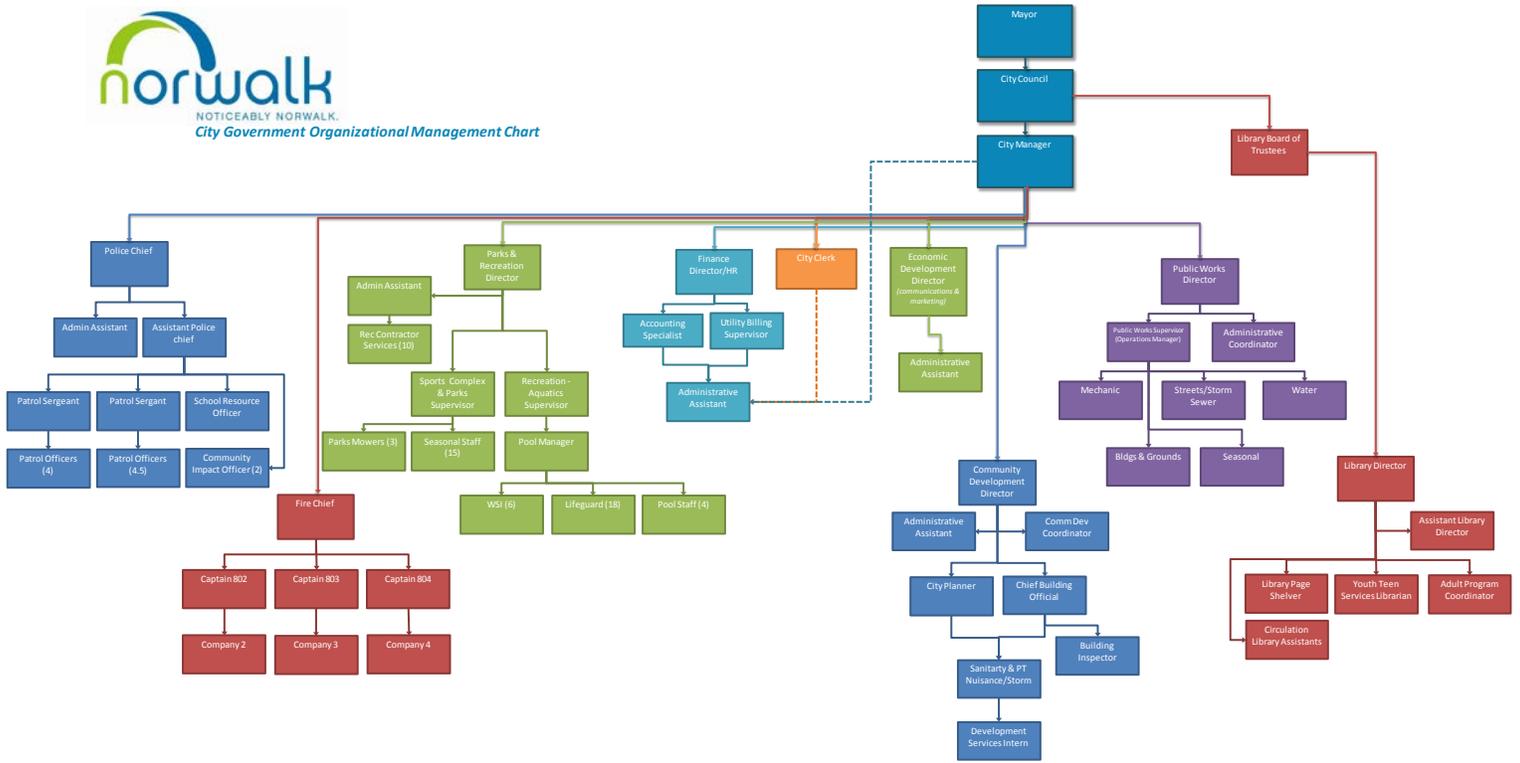
Step five, First 30 days

	Task	Responsible Party	Notes
<input type="checkbox"/>	Tour of the city	Dept. Director	
<input type="checkbox"/>	Meet members of all departments	Dept. Director	
<input type="checkbox"/>	Lunch with directors if applicable	Dept. Director	
<input type="checkbox"/>	Conduct 30 day follow up	Dept. Director	Complete on 30th day of employment

Step six, First 60 to 90 days

	Task	Responsible Party	Notes
<input type="checkbox"/>	Schedule follow up meeting with new hire	Dept. Director	60 to 90 days

City of Norwalk Organization Chart



Authority

Except as otherwise specifically provided, this manual applies to all employees of the City. This manual does not apply to elected officials, the City Attorney, members of City boards, commissions and committees or volunteer personnel. In the event that the policies in this manual differ from terms of a collectively bargained agreement, the Collective Bargaining Agreement (CBA) entered into pursuant to the Iowa Public Employment Relations Act shall apply for employees included in the CBA group.

Overview

Employees of the City shall be covered by the policies outlined in this handbook, except for specific exceptions to these policies granted by an individual contract or agreement with the City Council or hiring authority, either in writing or by resolution.

Standard operating procedures of the City of Norwalk may vary somewhat between departments. This is necessary because of various duties and hours required of some departments, and various state and federal regulations that must be followed.

Each Department Head may establish separate policies for the purpose of handling matters applicable to their specific department. Such policies shall not; however, conflict with the policies established by the City and must be approved by the City Manager.

The City of Norwalk recognized that the attitude, efficiency and productivity of employees depend in large part upon a pleasant working environment where equitable treatment and respectful relationships exist. Employees shall be kept informed of policies and procedures which affect their duties or conditions of employment and they shall be encouraged to offer suggestions for work improvement. Employees have certain responsibilities to the City. They are expected to work a full day and to do their part in maintaining good working relationships with supervisors and fellow employees. Employees are expected to preserve and respect the corporate image of the City. The City's reputation is a valuable corporate asset. Illegal, unethical or inappropriate behavior will not be tolerated. Continued failure to meet these responsibilities by any employee of the City shall be cause for disciplinary action and ultimately lead to the possibility of dismissal.

This Handbook is not an employment contract. It is intended solely to give employees a short description of the benefits and working conditions of the City. Any representations made by a City official that are contrary to this Handbook shall have no force or effect. The City of Norwalk is an employment-at-will employer. If, at any time, there should be conflict between a policy in this Handbook and a collective bargaining agreement or an applicable state or federal statute, or both, the terms of the Agreement or statute will govern. Personnel policies are at the discretion of the City of Norwalk and may be withdrawn, applied or amended at any time.

Equal Employment Opportunity

The City of Norwalk supports equal employment opportunity for all individuals without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, marital status, disability, status as a veteran, physical or mental disability and any other category protected by any applicable local, state or federal law. This policy extends to all terms, conditions and privileges of employment, as well as the use of all Employer facilities and participation in all Employer-sponsored activities as follows:

1. Recruitment, advertising and job application procedures;
2. Hiring, promotion, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
3. Rates of pay or any other form of compensation and changes in compensation;
4. Job assignments, job classifications, organizational structure, position descriptions, line of progression, and seniority lists;

5. Leave of absence, sick leave or any other leave;
6. Fringe benefits, available by virtue of employment, whether or not administered by the City.
7. Selection and financial support for training, including apprenticeships, professional meetings, conferences and other related activities and selection for leaves of absence to pursue training;
8. Activities sponsored by a covered entity including social and recreational programs; and
9. Any other term, condition or privilege of employment.

Harassment, retaliation, coercion, interference or intimidation of any employee is strictly forbidden and any employee who experiences such behavior should report it immediately to his or her supervisor, Department Head or the City Manager.

Definitions

Full-time Employee: an employee who is normally scheduled to work at least forty (40) hours per week on a regularly scheduled basis and has successfully completed their probationary period. Full-time employees are eligible to receive all benefits provided in this Handbook.

Regular Part-time Employee: an employee who is normally scheduled to work less than thirty (30) hours per week on a regularly scheduled basis and has successfully completed their probationary period. Regular part-time employees are eligible for employee benefits in accordance with the following:

1. Regular part-time employees who regularly work more than twenty (20) hours per week but less than thirty (30) hours per week, are eligible to receive one half (1/2) of each of the following full-time related benefits: holidays, vacation, sick leave and personal time.
2. Regular part-time employees who regularly work more than thirty (30) hours per week but less than forty (40) hours per week, are eligible to receive three-fourths (3/4) of the following full-time related benefits: holidays, vacation, sick leave and personal time; and in addition, insurance benefits (health, dental and life), provided the employee authorized the premium be paid through his/her regular payroll deduction.

Seasonal/Temporary Employee: an employee who is appointed for a short-term or for a season. Seasonal/temporary employees are not eligible for any benefits due to full-time employees; however, seasonal employees are subject to the same work rules governing full-time employees. A seasonal/temporary employee does not become a regular employee by virtue of being employed longer than the agreed upon employment term.

FLSA Exempt Employee: an exempt employee is a salaried employee who is not covered by the overtime provisions of the Fair Labor Standards Act and is not eligible to receive overtime compensation in the form of time off (compensatory time) or cash.

Non-FLSA Exempt Employee: a non-exempt employee is one who is covered by the overtime provisions of the Fair Labor Standards Act and is eligible to receive overtime compensation.

Probationary Employee: a person newly appointed or promoted who is required, during their specified probationary period, to demonstrate his/her skills, aptitude, professionalism and adjustment to a position with the City based upon performance of the job and the duties associated with that position. An employee can also be placed on probation for disciplinary purposes, meaning that the employee has a certain amount of time to demonstrate skills, aptitude and professionalism prior to the decision of whether or not said employee is retained.

SECTION II – EMPLOYMENT

Expectations & Communications Protocol

Employees have certain responsibilities to the City. They are expected to work a full day and to do their part in maintain good working relationships with supervisors and fellow employees. Employees are expected to preserve and respect the corporate image of the City.

The City's reputation is a valuable public asset. As such, Employees are expected to utilize appropriate communications with respect to the City's corporate image both in and outside of the workplace. Employees should observe chain of command for the most effective and expeditious communications when discussing employment matters.

Employees are also required to follow the City's Social Media Policy, which can be found in Section XI – Operational Policies, of the handbook.

Physical

A pre-employment physical may be required if deemed appropriate by the City of Norwalk.

Layoff & Recall

In the event the workforce is to be reduced, the Employer agrees to provide affected employees as much advance notice as is administratively practical. Layoff and recall will not necessarily be based on seniority, but on skills and professional attributes needed by the organization. Layoff and recall regulations are address within the union contracts.

Reasonable Accommodation

It is the policy of the City to comply with the provisions of the Americans with Disabilities Act and subsequent amendments. A qualified individual with a disability may request a reasonable accommodation. Upon receipt of an accommodation request, the City will meet with the requesting individual to discuss and identify the precise limitations resulting for the disability and the potential accommodation that the City might make.

The Department Head, a physician, counselor or other appropriate professional will determine the feasibility of the requested accommodation, considering factors, including, but not limited to, the nature and cost of the accommodation requested, the availability of outside funding, the City's overall financial resources and the accommodation's impact on the operation of the City, including its impact on the ability of the requesting employee as well as other employees to perform their assigned duties.

The Department Head will inform the employee of the City's decision on the accommodation request or on how to proceed with the accommodation. If the accommodation request is denied, the employee will be advised of their right to appeal the City's decision to the City Manager by submitting a written statement to the City Manager along with the reasons for the request.

The City Manager will review all employee appeals. After reviewing an employee's appeal, the City Manager will notify the individual making the appeal of the City Manager's decision.

Veterans' Preference

As defined in Chapter 35C of the Code of Iowa, ~~in~~ every public department and upon all public works in the state, and of the counties, cities and school corporations of the state, veterans who are citizens and residents of the United States are entitled to preference in appointment and employment over other applicants of no greater qualifications. The preference in appointment and employment for employees of cities under a municipal civil service is the same as provided in section 400.10 of the Code of Iowa.

Employment-At-Will

Employment with the City of Norwalk is for an indefinite period and is terminable at any time by you or the City, with or without reason, and with or without notice, or at the completion of a special grant or project. The only exception to this provision is in the event of the existence of a written contract with an employee with provisions to the contrary. Nothing in these policies or in other rules or policies adopted by the City Council shall in any way be construed as creating an employment contract, either expressed or implied.

Probationary Period

All new employees are hired on a probationary period of one (1) year. Immediately prior to the end of the probationary period, the employee shall be given a comprehensive evaluation. The intent of the evaluation is to determine the effectiveness of the new employee, to improve performance and to determine whether the employee meets the City's needs.

Upon satisfactory completion of the probationary period, the employee will be placed on the seniority list and his/her seniority will be determined from their date of employment. Probationary employees may be terminated, demoted or laid off for any reason during their probationary period without any right of appeal. The City can extend an employee's probationary period.

Employment of Relatives

Two (2) or more members of the same immediate family (spouse, parent, child, sibling or corresponding in-law) may not be employed in a situation which would require one to supervise the other (s) or in which one has undue influence over the other's working conditions.

Employment of elected officials' immediate family is prohibited as, by virtue of the position, elected officials could have undue influence over the employee's working conditions. One or more such employees will be required to either terminate or transfer to a different City job.

Pre-Employment Physical

Prospective eligible employees may be required to submit to a pre-employment physical examination by a qualified physician designated by the City. This examination must be completed prior to a person being hired. The expense of the physical will be paid by the City.

Employment Physicals for Continuing Employment

The City may, from time to time, require certain employees to undergo a medical examination to demonstrate their ability to continue employment. The expense of the physical will be paid by the City. Any employee refusing to submit to an examination when requested shall be deemed to have voluntarily resigned from City employment.

Conflict of Interest/Outside Employment

An employee shall not become involved in any activity, which impairs attendance or efficiency in the performance of their duties as a City employee. An employee shall not engage in any employment, activity or enterprise which is inconsistent, incompatible or in conflict with duties as an employee of the City of Norwalk. Employees should apprise their supervisors of outside employment.

Residency Requirement

The residency policy is in effect beginning July 1, 2001 for all employees excluding part-time and seasonal positions. All employees, except the City Manager, Police Chief and Fire Chief will be allowed to reside out the city limits. The City Manager, Police Chief and Fire Chief must obtain residency in Norwalk city limits within 12 months of hire date.

Job Posting and Filling Vacancies

It is the policy of the City to fill job vacancies with the most qualified employee possible. All vacancies will be posted on employee bulletin boards for at least ten (10) calendar days prior to filling the position. Current employees will be given consideration for all vacancies. In the selection of an applicant to fill the vacancy, the City will consider the following (unless stated within an approved contract):

1. Qualifications, both physical and cognitive.
2. Aptitude, skill, ability and past performance.
3. Efficiency.
4. Disciplinary record.
5. Length of service.

SECTION III – HOURS OF WORK

Workweek

The normal workday for full-time employees shall consist of eight (8) hours; exceptions may be specified in union contracts or by department. Normally, there will be a thirty (30) minute unpaid lunch period available for each employee. All employees shall normally receive a fifteen (15) minute paid rest period during each one-half (1/2) shift. The 15 to 30 minute paid break period(s) will not be considered as work time as it pertains to Fair Labor Standards Act (FLSA). The times and arrangements for lunch and rest periods may vary, depending on the nature of the work being performed and will be granted at the sole discretion of the immediate supervisor. Flex scheduling may also be used at the discretion of the immediate supervisor, meeting the needs of the department.

Attendance

Attendance is an important part of job performance. All employees shall attend work as scheduled each day unless they receive authorized leave from the appropriate Department Head. Suitable documentation may be required. Call your supervisor prior to your normal start time or within the first one-half (1/2) hour if you will be late or not reporting to work.

Overtime/Compensatory Time

All non-exempt employee who work in excess of forty (40) hours, calculated in increments of one-quarter (1/4) or more, in any workweek shall be paid either in cash or granted compensatory time off at the rate of one and one-half (1 ½) hours off for each hour of overtime worked.

The determination of whether an employee receives cash or compensatory time will be at the discretion of the City. The City may choose to cash out compensatory balances at any time. The accumulation of compensatory time will be limited to forty (40) hours. All accumulated compensatory time will be cashed out prior to the commencement of a new fiscal year.

Compensatory time off will be granted at the discretion of the Department Head. Neither sick time, vacation time or other personal leave time be counted as working time for the purpose of determining overtime and/or compensatory time.

Except for emergencies, the employee's Department Head must approve any work in excess of the normal work period in advance. The workweek shall begin at 12:01 AM on Sunday and end at 12:00 Midnight the following Saturday.

Call-In

In the event a full-time or regular part-time employee is required to come in to work outside his/her normal workdays, the employee shall receive a minimum of two (2) hours of pay. This provision excludes regularly scheduled meetings or previously scheduled work time.

Executive Leave and Time for Exempt Employees

Exempt employees shall not receive overtime compensation either in the form of pay or time off. The City Manager or Department Head, if appropriate, may grant reasonable periods of time off to these employees when he/she feels that it is warranted in recognition of extra hours worked.

In recognition of the additional hours spent at council, commission, board and civic group meetings after hours on a regular basis, executive level members of the City's management team will accrue twenty-four (24) hours of executive leave annually, which must be used annually in the same manner as personal leave. Those employees on the PTE scale are not eligible for Executive Leave as it is calculated in their PTE leave rate.

SECTION IV – TIME OFF

Holidays

Eligible employees receive the following paid holidays:

New Year's Day	Memorial Day
Fourth of July	Labor Day
Veteran's Day	Thanksgiving Day
Day after Thanksgiving	Christmas Day

The Day before, or after Christmas, as annually designated.

Holidays and personal days are calculated at eight (8) hours each.

Holidays Falling on Weekends: when a holiday fall on a Saturday, it will be observed the Friday prior to the holiday. When a holiday falls on a Sunday, it will be observed on the following Monday.

Holidays Occurring During Leave of Absence: when a holiday comes during a leave of absence for which the employee receives compensation, the holiday will not be counted as part of the leave of absence.

Holidays for Shift Employees: employees engaged in shift work that are unable to observe a holiday will be permitted to take equivalent time off within twelve (12) months of the designated holiday.

Work on Holidays: employees required to work on recognized holidays shall be paid one and one half (1 ½) times their regular hourly rate for the hours actually worked on the Holiday.

Vacation

All eligible employees shall earn vacation time on the following schedule:

Full-Time Employees:

0-5 Years of Service: Three and eight-hundredths of an hour (3.08) per pay period, this equates to approximately eighty (80) hours per year;

Greater than 5-15 Years of Service: Four and sixty-two hundredths of an hour (4.62) per pay period, this equates to approximately one hundred twenty (120) hours per year;

Greater than 15 Years of Service: Six and sixteen-hundredths of an hour (6.16) per pay period, this equates to approximately one hundred sixty (160) hours per year.

Part-Time Employees working more than 20 hours per week but less than 30 hours per week:

0-5 Years of Service: One and fifty-four hundredths of an hour (1.54) per pay period, this equates to approximately forty (40) hours per year;

Greater than 5-15 Years of Service: Two and thirty-one hundredths of an hour (2.31) per pay period, this equates to approximately sixty (60) hours per year;

Greater than 15 Years of Service: Three and eight-hundredths of an hour (3.08) per pay period, this equates to approximately eighty (80) hours per year.

Part-Time Employees working more than 30 hours per week but less than 40 hours per week:

0-5 Years of Service: Two and thirty-one hundredths of an hour (2.31) per pay period, this equates to approximately sixty (60) hours per year;

Greater than 5-15 Years of Service: Three and forty-seven hundredths of an hour (3.47) per pay period, this equates to approximately ninety (90) hours per year;

Greater than 15 Years of Service: Four and sixty-two hundredths of an hour (4.62) per pay period, this equates to approximately one hundred twenty (120) hours per year.

It is recommended that employees with multiple weeks of vacation take at least one whole week at one time. Department Heads shall consider the needs of the City and grant vacation requests at the convenience of the employee, when possible.

An employee will automatically carry forward no more than the individual's annual accrual plus forty (40) hours of vacation leave on his/her anniversary date, unless so approved by the Department Head and City Manager. If a carryover is granted, the accumulated carryover hours must be used within six (6) months from the time the carryover was granted, otherwise the carryover hours will be automatically cashed out. If an employee has more than the permitted vacation leave on his/her anniversary date and has not received approval for carrying forward additional leave, the excess leave will be automatically cashed out. The employee is responsible for monitoring his/her leave balances and proactively requesting the carryover of additional leave. If the authorization is not submitted to the payroll officer in a timely manner, the clerk will automatically cash out the excess leave during the pay period following the employee's anniversary date.

Personal Leave

Eligible employees will receive twenty-four (24) hours of personal leave time (or the appropriate portion thereof) annually on January 1st. Personal leave must be taken in the same calendar year it was received.

Sick Leave

Sick leave will be granted to all eligible employees on the following basis:

1. Sick leave may only be used for bona fide sickness or non-work related accidental injury of the employee. Sick leave may be used for doctor and/or dentist appointments during work time.
2. Sick leave with pay shall accumulate for full time employees at the rate of three and seven-tenths (3.70) hours per pay period of continuous employment and may accumulate up to a maximum of eight hundred (800) hours.
 - a. Part-time employees working more than 20 hours per week but less than 30 hours per week shall accumulate 1.85 hours per pay respectively.
 - b. Part-time employees working more than 30 hours per week but less than 40 hours per week shall accumulate 2.78 hours per pay respectively.
3. No payment shall be made for unused sick leave upon termination of employment except in the case of the employee's death or bona fide retirement under the provisions of applicable Federal or State statutes or when contractual arrangements exist. In those instances of death or bona fide retirement, the employee, or the designated beneficiary, shall receive payment thirty (30%) of his/her unused sick leave credit based upon the employee's current rate of pay.
4. Any employee who requests sick leave shall contact the Department Head or designee prior to, or within one hour, of the start of the employee's scheduled shift.
5. A medical verification of illness or injury may be required by the City for the substantiation of the need for sick leave. An approved medical release may be required before the employee returns to work.
6. The Department Head may extend sick leave on a case-by-case basis.
7. A Department Head may order sick leave in the event that he/she has determined that an employee has exhibited an inability to safely perform his/her duties. The Department head may require an evaluation prior to the employee's return to work.
8. Sick leave may be used for the serious illness of the employee's child or spouse when such illness requires the attendance of the employee.
9. Sick leave may be used for the absence related to the birth or adoption of a child.
10. Abuse of the sick leave benefit will not be allowed. Verifiable uses where sickness or injury requires time away from work are to be expected. In contrast, if an employee misses several days over a twelve (12) month period, one (1) day at a time, then an attendance problem may exist. As a general rule of practice, excessive use of the benefit

will be considered if an employee has six (6) or more occurrences of absence using the sick leave benefit within a given twelve (12) month period. Should this situation take place, a counseling session will be scheduled to investigate the reason for the absences. Following the counseling session, a documentation of discussion will be drafted summarizing the conversation and identifying steps to be taken to reduce the number of absences in the future.

11. An employee who is receiving workers compensation may not use sick leave.
12. An employee who is on bereavement leave may use twenty-four (24) hours of sick leave in conjunction with the bereavement leave.
13. Exchange of Sick Leave for Vacation Leave: Employees, who have a minimum of eighty (80) hours of sick leave accrued, may exchange four (4) hours of sick leave for one (1) vacation hour as long as the minimum sick leave balance is maintained. Requests made within 90 days of termination of employment will be denied, except in specific and negotiated circumstances. Employees should contact the payroll officer for this purpose.
14. Exchange of Vacation for Sick Leave: Employees may exchange vacation leave for sick leave at a one-to-one ratio at any time, as long as the sick leave maximum is not exceeded. Employees should contact the payroll officer for this purpose.

Employees are eligible to donate or receive donated leave for an absence from work that meets the definition of Medical Leave. Leave must be donated in increments of no less than one (1) hour. An employee interested in donating or receiving leave should see his/her immediate supervisor to accomplish this.

Advance Sick Leave

Medical leave may be granted in advance and charged against medical leave subsequently earned, or against annual leave or compensatory leave available or subsequently earned. Indebtedness for such leave shall not exceed twenty-four (24) hours, and in no case shall the indebtedness plus leave already used exceed the total amount available to an employee in a given calendar year. The Department Head or City Manager must be reasonably assured that the employee will not separate from employment before the leave can be earned. Any advance of sick leave in excess of sixteen (16) hours must be supported by a physician's statement attesting to the nature of the disability/illness and stating the period of time expected to be involved. The request will be denied if there is a reason to believe that the employee will not return to duty or if sick leave has been abused in the past. All accumulated sick and annual leave must be exhausted before advance leave is credited.

Deficit sick leave balances of separated employees shall be offset against earned salary, accumulated annual leave and compensation leave or repaid in cash to the City. Employees shall not be compensated for unused medical leave upon termination of employment.

Paid Time-Off (PTO)

Paid Time-Off shall be credited to all eligible employees hired after July 1, 2015 and to current eligible employees who elect to switch to PTO as follows:

<u>Years of Service</u>	<u>Accrual Per Pay Period</u>	<u>Accrual Per Pay Period</u>	<u>Accrual Per Pay Period</u>
	<u>FT Employees</u>	<u>PT Employees working more than 20 hours per week but less than 30 hours per week</u>	<u>PT Employees working more than 30 hours per week but less than 40 hours per week</u>
0-5 Years	5.85 hours	2.93 hours	4.39 hours
6-15 Years	7.38 hours	3.69 hours	5.54 hours
16-20 Years	8.92 hours	4.46 hours	6.69 hours
21+ Years	10.46 hours	5.23 hours	7.85 hours

The maximum of accrual of PTO shall be 360 hours for full-time employees, 180 hours for part-time employees working more than 20 hours per week but less than 30 hours per week and 270 hours for part-time employees working more than 30 hours per week but less than 40 hours per week. If an employee reaches this maximum (including any compensatory time), the employee shall not be credited with any additional accrual until such time as the employee reduces his/her PTO bank. An employee may elect to cash out no less than 40 hours of PTO anytime as long as sufficient notice is given to the payroll clerk. If two or more employees request PTO at the same time, and staffing levels will not permit all requests, seniority shall prevail in grant of the request of employees in like job classifications.

PTO time used for an employee’s illness or for an illness in the employee’s immediate family shall be scheduled in advance when possible. The City recognized that in certain instances it is impossible to schedule PTO in advance when an illness occurs. The City reserves the right to require a physician’s certification for PTO time used for illness, when in the discretion of the City it is determined the employee is abusing the benefits of PTO.

Upon resignation or termination, an employee shall be paid for all unused PTO left at the time of separation from employment.

Current eligible employees wishing to switch to PTO accrual will be able to transfer vacation and personal leave bank balances at a rate of one hundred percent (100%). Sick leave bank balances above 80 hours will freeze at 80 hours until such time that bank is depleted.

Employees are eligible to donate or receive donated leave for an absence from work that meets the definition of Medical Leave. Leave must be donated in increments of no less than one hour. An employee interested in donating or receiving leave should see his/her immediate supervisor to accomplish this. A maximum of 40 hours per employee may be donated. An employee on the sick leave accrual schedule adopted prior to July 1, 2015 may donate sick leave to a person classified under the new Paid Time Off (PTO) policy adopted July 1, 2015 at a ratio of 2:1. An example is 20 hours of sick time donated would transfer to 10 hours paid time off to the employee receiving the donation. If both employees are on the same leave policy, hours will be transferred 1:1.

Benefit Accruals

The employee must work or be on approved paid leave for a minimum of eighty (80) hours in the calendar month in order to receive accrued benefits for that month – i.e. sick, vacation.

Jury Duty

An employee required to serve as a juror shall receive his/her regular wages. In order to receive payment for such duty, the employee must submit certification of service and assign all fees to the City, excluding travel and meal expenses. When released from jury duty during working hours, the employee will report to work within two (2) hours.

Bereavement Leave

Bereavement leave is defined as an absence from regular duty, which has been administratively authorized, and which does not result in a charge against leave of any kind or a loss in salary, although is noted on time cards for recordkeeping purposes. The Department Head or City Manager shall verbally approve bereavement leave; bereavement leave may not be unreasonably withheld. Eligibility for bereavement leave shall be restricted to the following:

1. Death in the immediate family (parents, spouse or domestic partner, child, siblings, grandparents and grandchildren and corresponding in-laws) of the employee will be granted a maximum of three (3) days, provided the employee attends the funeral/memorial service of said relative; or
2. Death in the extended family (aunts/uncles, nieces/nephews and corresponding in-laws of the employee will be granted a maximum of one (1) day, provided the employee attends the funeral/memorial service of said relative.

Military Leave

Eligible employees may be granted a military leave of absence for a period of up to thirty (30) working days with pay as described by Section 29.A28 of the Code of Iowa. The City of Norwalk will pay the difference between the military pay and what the employee would have received if working.

The City of Norwalk recognizes an employee's re-employment right in accordance with the Uniform Services Employment and Re-employment Act.

The first thirty (30) calendar days of military leave, each calendar year, shall be without loss of regular pay. The employee shall submit a copy of their orders with the City Clerk's office. The dates indicated on the orders will be the basis for counting towards the 30 days, regardless of the number of days scheduled to work. The City will continue and pay for health/dental coverage for employees called to active military duty for a period of up to twelve (12) months, with the employee maintaining voluntary deductions.

Workers Compensation & Continued Coverage Provision (COBRA)

Sick leave shall not be paid while worker's compensation benefits are payable. All employees of the City are covered by worker's compensation insurance. Light duty policy may apply to an employee after an incident covered by Worker's Compensation. Reference the Light Duty policy for additional information. If the employee does not return to work after twelve (12) weeks, COBRA will automatically go into effect.

In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), the City will offer covered employees, spouses and dependent children the opportunity to continue their group medical coverage under the City's current plan. Employee shall pay premiums monthly in advance. Employees who wish to retire before attaining sixty-five (65) years of age shall be allowed to continue participation in the City's health/medical plan under the group contract at the employee's own expense until the employee attains age sixty-five (65) and is eligible for Medicare. (Chapter 509A13 Code of Iowa.) An employee who wishes continuation of such coverage must request it in writing within thirty (30) days of the date the group insurance would otherwise terminate.

Leaves Without Pay (Family and Medical Leave)

In accordance with the Family and Medical Leave Act of 1993, it is the policy of the City to grant up to 12 work weeks of family and medical leave during a 12-month period to eligible employees. The 12-month period means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.

Any leave time normally accrued by an employee on FMLA will stop accruing until the employee returns to work.

Eligible employees are entitled to leave in accordance with the Family Medical Leave Act (FMLA).

Am I Eligible to Take FMLA Leave?

According to Iowa Legal Aid: To be eligible to take FMLA you must meet all of the following requirements:

- Work for a covered employer;
- Have worked for that covered employer for at least twelve (12) months (your 12 months of employment do not have to be consecutive);
- Have worked at least 1,250 hours over the previous twelve (12) months. (**This is actual hours worked and does not include vacation, sick leave or anytime that you did no actual work even if you were receiving pay**); and
- Work at a location where your employer has at least fifty workers within seventy-five miles.

How Much Leave Can I Take Under The FMLA?

If your employer is covered and you are eligible for FMLA leave, you are entitled to twelve (12) weeks of unpaid leave in a twelve (12) month period.

You are entitled to FMLA leave if any of the following things happen:

- You have a baby;
- You adopt a child or take in a foster child;
- You have to care for a child, spouse or parent with a serious health condition; or
- You cannot come to work because of a serious health condition.

For more information regarding the above listed terms, please visit www.iowalegalaid.org

SECTION V – BENEFITS

Health Insurance

The City of Norwalk offers health insurance to its eligible employees. Coverage begins the first day of the month following the date of hire. Employees are given the opportunity to select plan designs available for single and/or family coverage. For a level of coverage, the employee is responsible for a portion of the monthly insurance premium as deemed by the City.

The City annually self-funds a portion of employees' deductible through an HRA. The current plan states the employee is responsible for the individual or family deductibles based on the current plan design. Thereafter, the City's self-funded HRA begins to reimburse deductibles up to the deductible limits that are included as part of the City's Health Insurance Policy.

The coverage period is based on a calendar year. To submit for reimbursements, employees should submit explanation of benefit statements to the City's chosen provider. Reimbursement will be based on the date of service.

The City may from time to time, enlist the assistance of an employee health insurance committee to explore other options for health care coverage and to make a recommendation on coverage to the City Council.

Employees opting not to have any City of Norwalk health insurance coverage must provide proof of other coverage and will receive a \$75 monthly annuity.

The City also provides wellness benefits to full-time and regular part-time employees. The wellness plan is dedicated to promoting good health and overall wellness to all City employees. Healthy employees can result in long-term lower health care costs and improved overall productivity. Interested employees can become members of a Wellness Committee. Wellness benefits are available to employees (full-time and regular part-time employees), elected officials and family members if they are covered by the City insurance.

The City may from time-to-time sponsor activities which are aimed at improving the overall physical and mental health and wellness of its employees. These activities may be provided at the discretion of the City Manager and/or any employee committees so established for that purpose. Examples of such activities include but are not limited to: flu shots, dissemination of information, periodic presentations by wellness specialists, group activities, maintenance of the fitness center/workout room, break room supplies, etc.

Flu Shots: Employees, elected officials and family members covered by the City's insurance can receive a flu shot free of charge.

Workout Facilities/Equipment: The City has a workout facility located in the Public Safety Complex and workout equipment at other locations. It is the purpose of the Wellness program to maintain the facility at the Public Safety Complex as well as equipment at other locations. A waiver of liability (attached) must be signed by employees and their family members to utilize the Public Safety Complex facility. Only employees are permitted to use the equipment available at other locations. Each year, the City will budget appropriately for the purchase and maintenance of equipment. Members of the Wellness Committee will make recommendations on the best and most needed use of the funds. No one is permitted to use the fitness center or any fitness equipment without first signing a waiver. An employee should check with the City Clerk's office for this form.

City of Norwalk Public Safety Building Workout Room Rules

- Anyone under the age of 16 must be accompanied by a City employee.
- No food, tobacco, gum, glass or open beverage containers. Only plastic bottles allowed.
- Horseplay, offensive or obscene gestures or language, and inappropriate behavior will not be tolerated.
- Proper attire is required at all times. No revealing clothing, excessively loose or torn attire. Closed-toed athletic shoes (no spikes, bare feet, sandals or unlaced shoes).
- Music must be at an acceptable volume without profane or obscene language.
- Do not drop weights unless for safety reasons (i.e. failed lift, jerk, etc.)
- Weights and equipment should be replaced to the exact position found. Weight plates should be placed lip-out on the storage rack.
- When finished with a station, bench, etc., make sure to clean up after yourself (disinfect the station, replace weights to their proper position).
- Do not lean plates on the weight room walls, posts or equipment.
- No equipment is to leave the weight room without prior approval.
- Observe all posted signs and instructions.



RELEASE OF ALL CLAIMS

WAIVER OF LIABILITY

In consideration of permission granted to me by the City of Norwalk, Iowa, to use exercise facilities and equipment owned by the City, I hereby release and discharge the City of Norwalk, its agents, employees and Officers from all claim, demands, actions, judgments and executions which the undersigned may ever have, or which the undersigned's heirs, executors, administrators or assigns may have or claim to have against the City of Norwalk, its successors or assigns, for all personal injuries and injuries to property and other damages caused by, or arising out of, the above described activity.

I have not received instruction from or relied upon any instruction from the City, or any representative of the City regarding the use of the above facilities. I agree it is my responsibility to obtain all necessary medical advice prior to beginning an exercise program or using the facilities. Failure to seek proper medical advice prior to exercise may be harmful to my health. It is also my responsibility to see proper expert help to learn proper exercise techniques and usage of the facilities.

I, the undersigned, have read this release and understand all its terms. I execute voluntarily and with full knowledge of its significance.

The undersigned also agrees to indemnify the City of Norwalk from any loss, liability, damage or cost it may incur due to the presence to the undersigned in or upon the above described penalties.

Date

Name (Signature)

Date of Birth

Name (Printed)

(Please provide a digital photo for building access card. These cards are non-transferable.)

Tobacco Cessation: While the City encourages all employees to avoid the use of tobacco products, we realize that this can be a difficult and expensive process. In order to help employees cover the costs associated with quitting, the City offers employees a cost-sharing program where the City pays up to \$10 per month for up to 6 months per calendar year for the use of prescription or over the counter products that assist in tobacco use cessation.

RUNorwalk Participation: Employees wishing to participate in RUNorwalk will have the registration costs covered by the City. This promotes healthy employees and a good City image.

Live Healthy Iowa: Employees wishing to participate in the Live Healthy Iowa Challenge Norwalk team, they will receive a free registration.

Special Programming: From time-to-time, the Wellness Committee will coordinate special programming, such as nutritional education; exercise classes, etc. This programming could be open to all city employees depending on the program.

Wellness Benefits: The City recognized that the organization is harmed when city employees report to work when ill. Therefore, the City offers sick leave as outlined in the Personnel Policy Handbook in order to promote wellness. Additionally, the City recognizes the value and importance of relaxation and that taking a physical as well as mental break from work promotes wellness and productivity. To that end, the City offers vacation and floating holidays as outlined in the Personnel Policy Handbook.

Parks and Recreation Programs/Facilities: Parks and Recreation programs are offered at a 30% discount to employees (employees only) covered by the Wellness benefit. City employees (employees only) may use the Norwalk Aquatic Center at no charge.

Health Screenings: Employees are offered occasional health screenings as part of the wellness program.

Employee Morale: The following guidelines are approved by the Norwalk City Council for the purpose of purchasing flowers and supplies for events. The City may send flowers, a plant or some other type of physical memorial for the employees or family members of employees, elected officials, appointed officials or former City of Norwalk associates in a similar role who are suffering illness or family death in the immediate family. Immediate family is designated in personnel policy handbooks, and the gift shall be for a one-time purchase per event. The maximum expenditures shall not exceed seventy-five dollars (\$75) including delivery charges for either event, unless extenuating circumstances occur which are specifically approved by the City Manager. Each department head is responsible for their department. The City Manager may approve for others as deemed appropriate.

The City may also purchase sustenance supplies for their departments including plates, cups, utensils, napkins, coffee, soda, tea, filters and sweeteners deemed necessary by the department head and bearing the necessity of providing supplies for events, meetings or other activities directly associated with City business activities and events.

The City may also schedule and fund one annual Employee Recognition Event.

Dental Insurance

The City will provide each eligible employee a group dental insurance policy. Employees are given the opportunity to select their level of coverage for single or family. The City will pay the entire single premium, regardless of coverage chosen. The employee will be responsible for the family monthly premium.

Vision Insurance

Employees are given the opportunity to enroll in Vision insurance and select their level of coverage. For any level of coverage, the employee is responsible for the total monthly premium.

Disability Insurance

The City will provide each eligible employee a long-term disability policy chose by the City.

The ability to purchase a short-term disability policy will also be offered as long as a minimum amount of eligible employees are enrolled.

Life Insurance

The City will provide each eligible employee a group life insurance policy. Additional coverage may be purchased at the employee's expense.

Flexible Spending Plan

IRS Section 125 (Flexible Spending Reimbursement Plan) is available to you as an employee benefit of the City of Norwalk. The flexible spending plan allows you to pay for certain expenses through a pre-tax payroll deduction, which can result in significant tax savings. There are three types of eligible expenses: health plan premiums, medical/dental expenses and dependent care expenses. This process is an annual election.

IPERS

The Iowa Public Employees' Retirement System (IPERS) is a defined benefit plan and has a "qualified plan" status under Federal Internal Revenue Code § 401(a). The principal purpose of IPERS is to provide an adequate retirement plan for public employees. Contributions are made to IPERS for an employee's public service by both the member and employer. Employees are

required to contribute to IPERS through payroll deductions. An employee's position or job classification determines the contribution rate applied to the member's covered wage.

Safety Shoes and Clothing

The City of Norwalk provides reimbursements or direct distribution for various articles of clothing, including safety shoes, safety glasses and uniforms. Specific uniform policies may be adopted by individual departments.

Vision Support Device Policy

Once every two years, an employee may submit a request for reimbursement of prescription vision support devices, which assist the employee in performing work-related duties, in an amount not to exceed two-hundred dollars (\$200). Note that certain jobs require OSHA-approved safety glasses that must be shatterproof with flexible frames. Anti-reflective coating and tinting will be allowed if part of the prescription or assists the sight of the employee. Second sets of glasses and eye examinations are not eligible for reimbursement under this policy. It is suggested that City employees use Optometric Associates, located at 1228 Sunset Dr., Suite A, whenever possible. This allows the City the benefit of a 15% discount on the eyeglasses, while promoting the local business community and providing accessibility to ongoing eye care. If the employee uses the local vendor, he/she will be reimbursed up to two-hundred fifty dollars (\$250) every two years.

Educational Incentive

The employer may reimburse any employee for the cost of obtaining a work related degree/certification as determined by the employer. The amount will be agreed upon by the city and employee and established in writing. Proof of completion of coursework is required prior to any reimbursement from the city.

Should the employee leave the employment of the City for any reason during the two year period immediately following the semester for which reimbursement was made, said employee shall repay the reimbursement amount in full to the employer. The incentive is provided pending available pre-approval and funding as determined by the department supervisor or City Manager.

SECTION VI – COMPENSATION

Pay Period

All employees will be paid on a bi-weekly basis. Paydays are every other Friday. The workweek starts on Sunday at 12:01 a.m. and ends on Saturday at midnight.

Deductions from Paychecks

In addition to the required withholding from paychecks for Federal and State taxes, Social Security (FICA), Medicare and IPERS, employees may authorize deductions for the following items: Deferred Compensation (section 457 plan), withholding savings accounts, long term disability premiums, union dues, health insurance premium share, family dental insurance premiums, vision insurance premiums, additional life insurance premiums, flex plan deductions and child support payments. Other legally required deductions may be made upon notice to the affected employee.

Deferred Compensation

Deferred Compensation is a voluntary retirement savings program that allows regular full-time and exempt employees (non-union) to set aside a portion of your salary for use as income in retirement along with IPERS and Social Security benefits. Through automatic payroll deduction, an employee may choose how much to save per paycheck (up to IRS annual limits). Effective July 1, 2015, the City offers a monthly pre-tax match benefit to all regular employees of the City, whose positions are not subject to a collective bargaining agreement, of \$1.00 for every \$1.00 an employee contributes to the deferred compensation plan, up to the maximum match amount of \$25.00 per pay period.

In order to receive the full \$25.00 match per pay period, eligible employees must contribute \$25.00 to the deferred compensation plan per pay period. If an employee contributes less than \$25.00 per pay period to the plan, a match contribution on the amount contributed will be deposited to the employee's account.

To enroll in this benefit, eligible employees must complete forms provided by the City. It is the employee's responsibility to initiate the paperwork to access this benefit.

SECTION VII – SAFETY AND HEALTH

Employee Injuries or Work Related Illnesses

Employees should immediately report all work related injuries or illnesses to his/her supervisor. The employee should complete all work related documentation within 24 hours of the incident. If the employee is unable to complete the documentation, his/her supervisor will complete it for them.

Workers' Compensation

The City provides workers' compensation for on-the-job injuries. Below is workers' compensation information:

What do I do if I am injured on the job? Notify your supervisor immediately. Your supervisor will then evaluate the situation and for a non-emergency injury will either transport you to Unity Point Health or direct you to the clinic on your own, depending on the severity of the injury. If the injury is an emergency, you will be transported either by your supervisor or by ambulance to an emergency room at any area hospital. Your immediate medical attention is the first priority.

Where do I go for medical treatment?

Unity Point Health
801 Colonial Circle
Norwalk, Iowa 50211
515.285.3200

After hours emergencies should be treated at an emergency facility nearest you. If not an emergency, employees should make an appointment on the next day.

How do I report my injury? If an injury is not a medical emergency, the supervisor and the employee will immediately notify the City Clerk or designee who will telephone **Company Nurse at 1-888-770-0928** and speak with the medical professional who will assist the employee with his/her medical needs and expedite the claims processing. The medical professional will talk to the supervisor first and then the employee to assist in determining what kind of treatment, if any, is necessary for the employee based upon their conversation with the injured worker and the supervisor.

If the injury is a medical emergency, the supervisor and employee will have to telephone Company Nurse following the emergency treatment.

What types of injuries are covered by workers' compensation? In Iowa, "injury" is defined very broadly to include any health impairment arising out of, and in the course of

employment. An employee is not entitled to benefits for a pre-existing injury or disease unless it is aggravated, or worsened, by the employment.

Can I choose my own medical care? No. The City provides medical care reasonably suited to treat the employee's injury, and has the right to choose the medical care. If you are dissatisfied with the care offered, you should discuss the problem with the Human Resources Office or the City's workers compensation insurance carrier.

What if I choose to go to my own family doctor? You must realize that if you have a work related injury, your health insurance through the City will not cover your visit unless it is later decided not to be work related. You must go to the clinic provided by the City. If you choose to do otherwise, you may end up paying for the cost of the appointment.

What if I am injured severely and need to be transported by ambulance? If an ambulance is needed to transport you to the emergency room, you may decide which hospital but must follow up with the City designated physician. If you are not able to make a decision, the ambulance personnel will take you to the ER best suited to treat the injury, depending on proximity and availability.

Do I get paid for my lost time from work if the doctor says I can't go back to work? Workers' compensation will pay benefits if an injury results in more than three calendar days of disability. There is a three-day waiting period and benefits will begin on the fourth day and continue until the employee has returned to work. The three-day waiting period will be paid by the City and charged to accrued sick leave. The three day waiting period becomes payable by workers' compensation insurance if the disability period exceeds fourteen calendar days. During the leave, the City pays you your full wage or salary less any amounts paid to you by workers' compensation insurance for lost time, unless union contract states otherwise, which will be charged to your accrued sick leave.

Light Duty: Return to Work/Temporary Alternate Duty Program

It is the purpose of this program to provide guidelines for employees who are unable to perform the duties of their regular jobs because of a temporary physical impairment, including injuries and illnesses, on-the-job and otherwise, who are unable to return to his/her regular job classification upon returning to work.

Policy

- A. It is the policy of Norwalk to provide modified or alternate work for employees who are recovering/rehabilitating from an illness or injury, including work-related injuries, who are unable to temporarily or permanently return to his/her regular job

classifications. Regular modified and alternate work will be provided as available in compliance with the American's with Disabilities Act (ADA) and Iowa Workers' Compensation Act.

- B. Norwalk will make reasonable accommodations to a disability unless the accommodations would impose an undue hardship on the employer. The disabled employee must be able to perform the essential functions of the job with or without reasonable accommodation.
- C. The feasibility of reasonable accommodations shall be determined on a case-by-case basis taking into consideration the employee, the specific physical or mental impairment, the essential functions of the job, the work environment and the ability to provide accommodations.
- D. Objectives:
 - 1. To return employees who are recovering/rehabilitating from an illness or injury as soon as possible when there is not significant risk of substantial harm to themselves and others.
 - 2. To minimize financial hardship and emotional stress to the employee who is recovering/rehabilitating from an illness or injury.
 - 3. To assist employees in returning to work at a level as close as practicable to his/her pre-injury earnings and productivity.
 - 4. To retain qualified and experienced employees.
 - 5. To reduce to cost of disability benefit programs.
- E. Temporary Alternate Duty (TAD):
 - 1. TAD is defined as modified duties or hours assigned to a worker recovering/rehabilitating from a work-related injury, when the physician indicates he/she can return to work but who is not yet physically capable of handling the entire job duties normally assigned, and his/her injury/illness has not reached maximum medical improvement.
 - 2. The purpose of TAD is to provide temporary work, within medical restrictions, for employees, recovering/rehabilitating from an illness or injury. TAD may be available when medical prognosis indicates that the employees are expected to return to full duty following a course of medical treatment.
 - 3. If an alternate duty position is available, employees must be provided with TAD as soon as medically feasible. TAD should be consistent with the employee's physical/mental abilities.
 - 4. Employee in TAD capacity will continue to receive the salary and benefits of his/her job classification. These will be proportionately adjusted in the case of part-time work. Status of TAD assignment should be reviewed after each medical appointment, normally every 7 to days. TAD will not normally exceed three months.
 - 5. TAD Procedures:

The City of Norwalk's City Manager or Workers' Compensation Designee:

- Informs physician about the TAD program.
- Informs employee about the TAD program.
- Informs Workers' Compensation Adjuster of employee's availability to the TAD program.
- Obtains information regarding ability and limitations of employee to fulfill job responsibilities from physician(s).

Department Representative and/or Employee's Supervisor, along with Workers' Compensation Designee:

- Develops work assignments on a case-by-case basis, if available, depending on medical restrictions.
- Develops appropriate TAD assignments and monitors on-going medical and work adjustment.
- May meet with employees to review TAD status.

Employee:

- Reviews and signs "Return to Work Program Statement of Acknowledgment:
 - When the physician has determined that Maximum Medical Improvement has been reached and the employee is able to perform the essential job duties of his/her job with or without reasonable accommodations, the employee shall return to the job classification and duties held prior to the injury or illness.
 - When the physician has determined that Maximum Medical Improvement has been reached and the employee is unable to perform the essential job duties of his/her job with or without reasonable accommodations, the employee will be assigned to a Ninety (90) Day Modified Duty Assignment.
6. Modified Duty Assignment: An employee assigned to a Modified Duty Assignment will report to his/her regular department. The employee shall be assigned to do whatever work he/she is able to do, under the restrictions that the physician has placed on the employee.
 7. Employees placed on Ninety (90) Day Modified Duty Assignments shall continue to receive the salary and benefits of his/her job classifications.

8. During the ninety (90) day period, employees on Modified Duty Assignment will be encouraged and afforded opportunities to bid on or apply for other jobs for which they are able to perform the essential function of the job.
9. At the conclusion of his/her ninety (90) day Modified Duty Assignment period, employees who have been unsuccessful in obtaining other jobs for which they are qualified and for which they are able to perform the essential functions, can be laid off. Laid off employees shall be afforded all rights and benefits included in applicable collective bargaining contracts and/or personnel policies in effect at the time of the layoff.
10. Permanent Restriction Resulting From Personal Injury/Illness:
 - Employees who are off work due to personal injuries/illnesses may be required to complete functional capacity examinations before they can return to his/her former jobs. The cost of such examination will be paid for by the employer.
 - When an employee's personal injury/illness has reached maximum medical improvement and there are restrictions that prohibit the employee from performing the essential functions of the employee's job, the City will return the employee to work in his/her former job if the restrictions can be reasonably accommodated.
 - If the permanent restrictions resulting from an employee's personal injury/illness prohibit the employee from performing his/her job's essential functions with or without reasonable accommodation, the employee can be laid off. Laid off employees shall be afforded all rights and benefits included in applicable collective bargaining contracts and/or personnel policies in effect at the time of layoff.
 - While the employee is laid off and eligible for recall to his/her former job, the City Manager or designee will provide the employee of available job notices.
 - The City will assist employees laid off as a result of permanent restrictions to apply for permanent disability from Social Security and IPERS when it is appropriate.
11. Responsibilities of the Employee:
 - The laid off employee is responsible for notifying the City of any changes to his/her current mailing address. Job vacancy notices will be mailed to the last address shown on the City's records.
 - To determine appropriateness of job assignment, the employee who is unable to return to work without restriction is responsible for keeping his Department Head (or the Department Heads designee) informed of the status of the employee's medical condition.

- If the employee rejects any assignment, which is compatible with medical restrictions, the employee shall not be compensated by the City of Norwalk or the City's Workers' Compensation Carrier with temporary, partial, temporary total or healing period benefits during the period of refusal (Cod of Iowa, Section 85.53).

The employee assumes responsibility for contacting the Human Resources Department to apply for a bid on available jobs.

Training

The City of Norwalk will provide all employees with the required safety training to perform their job in a safe manner. Employees will be required to attend mandatory safety training.

Emergency Procedure

Any employee observing an apparent theft, accident, fire, fight or altercation (involving employees) or any incident of an emergency nature will call 911 and then contact their supervisor or the City Manager's office immediately.

SECTION VIII – EMPLOYEE CONDUCT

Harassment

The City of Norwalk is committed to providing all of its employees with a work place free from harassment. The City maintains a strict policy prohibiting sexual harassment and harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, age, national origin, marital status, disability, veteran status, physical or mental disability and any other category protected by any applicable local, state or federal law. This prohibition applies to all employees, volunteers, vendors, residents or citizens of the City. No employee of the City of Norwalk is expected to tolerate any conduct prohibited by this policy from anyone while at work or engaged in City business.

Sexual Harassment Defined

Sexual harassment prohibited by this policy includes any unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

Submission to such conduct is made a term or condition of employment; or submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

The following is a partial list of conduct that would be considered sexual harassment:

1. Unwanted sexual advances.
2. Offering employment benefits in exchange for sexual favors.
3. Making or threatening retaliation after a negative response to sexual advances.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars, or posters.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, sexual banter or innuendoes, or comments about an employee's body or manner of dress.
6. Written communications of a sexual nature distributed in hard copy or via a computer network.
7. Verbal sexual advances or propositions.
8. Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations.
9. Physical conduct such as touching, assault, impeding or blocking movements.

10. Retaliation for making harassment reports, threatening to report harassment or participating in a harassment investigation.

Sexual harassment can occur between employees of the opposite sex or of the same sex. It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females. Sexual harassment can occur between supervisors and subordinates, employees and non-employees and between co-workers.

Other Types of Harassment

The City also prohibits other forms of harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, age, national origin, marital status, disability, veteran status, physical or mental disability and any other category protected by any applicable local, state or federal law. Such prohibited harassment includes, but is not limited to, the following:

1. Verbal conduct such as threats, epithets, derogatory comments or slurs;
2. Visual conduct such as derogatory posters, photographs, cartoons, drawings or gestures.
3. Written communications containing statements that may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or caricatures.
4. Physical conduct such as assault, unwanted touching or blocking normal movement.
5. Retaliation for making harassment reports, threatening to report harassment or participating in a harassment investigation.

Harassment Complaint Procedure

Any employee who believes he or she has been subjected to harassment prohibited by this policy should immediately report that behavior to the City Manager, City Clerk or any Department Head with whom the employee works.

If an employee becomes aware of harassing conduct engaged in or suffered by a City employee, regardless of whether such harassment directly affects that employee, the employee should immediately report that information, preferably in writing, to the City Manager, City Clerk or any Department Head with whom the employee works.

A complaint of harassment will be reviewed in a manner that considers both parties. The HR Director will review the complaint with the City Attorney and conduct a consultation with the complainant. The consultation will help summarize the process to be conducted if the complaint moves forward for full investigation. The consultation will also seek to determine if the complaint is of a level that constitutes a full investigation. If the HR Director and City Attorney agree that a full investigation is justified then the following process shall be followed. In some instances the Administration and Policy Committee may be consulted for assistance in this determination.

After the consultation noted above and if the complaint is found to be valid the City will conduct an immediate, thorough and objective investigation of the harassment claims. If the claims are not determined to be harassment then HR should consider Section IX – Right of Review and Appeal.

If the City determines that prohibited harassment has occurred, it will take appropriate action against any person found to have engaged in prohibited harassment. A determination regarding the alleged harassment will be made and communicated to the person claiming harassment as soon as practical. The type of discipline administered will be dependent upon the severity of the conduct, as well as any other factors presented in the particular circumstances. Employees violating this policy are subject to discipline up to and including termination.

The City strictly prohibits retaliation against any person by another employee or by the City for using this complaint procedure, reporting harassment or for filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by the City or a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

The City does not consider conduct in violation of this policy to be within the proper course and scope of employment and does not sanction such conduct on the part of any employee, including management employees.

Workplace Violence

The City has adopted this Zero Tolerance Policy for workplace violence because it recognizes that workplace violence is a growing nationwide problem that needs to be addressed by all employers. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment and/or coercion which involve or affect the City or which occur on City property will not be tolerated.

Acts or threats of violence include conduct that is sufficiently severe, offensive or intimidating to alter the employment conditions at the City or to create a hostile, abusive or intimidating work environment for one or several City employees. Examples of workplace violence include, but are not limited to:

1. All threats or acts of violence occurring on City premises, regardless of the relationship between the City and the parties involved in the incident.
2. All threats or acts of violence occurring off the City premises involving someone who is acting in the capacity of a representative of the City.

3. All threats or acts of violence occurring off the City premises involving an employee of the City if the threats or acts affect the legitimate interest of the City.
4. Any acts or threats resulting in the conviction of an employee or agent of the City, or of an individual performing services for the City on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence that adversely affect the legitimate interests of the City.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to:

1. Hitting or shoving an individual
2. Threatening an individual or his/her family, friends, associates or property
3. The intentional destruction or threat of destruction of City property
4. Harassing or threatening phone calls
5. Harassing surveillance or stalking
6. The suggestion of violence is appropriate
7. Unauthorized possession or inappropriate use of firearms or weapons

The City's prohibition against threats and acts of violence applies to all persons involved in the City's operation, including, but not limited to, City personnel, contract and temporary workers and anyone else on City property by any individual acting off of City property when his/her actions affect the City's interest. Violation of this prohibition will lead to disciplinary action, up to and including termination, and/or legal action as appropriate. No provision of this policy shall alter the at-will nature of the employment relationship with the City.

Every employee and every person on City property is encouraged to report incidents, threats or acts of physical violence. The report should be made to the City Manager, City Clerk or any Department Head. Nothing in this policy alters any other reporting obligation established in City policies or in state, federal or other applicable law.

Drug Free Work Place Policy

The use of controlled substances, either on or off the job, is inconsistent with the behavior expected of City employees, subjects all employees and the public to unacceptable safety risks or undermines the City's ability to operate effectively and efficiently; therefore, the policy of the City is to maintain a drug-free workplace. A drug-free workplace means the unlawful manufacture, distribution, dispensing, possession, sale or use of alcohol or a controlled substance (drugs in any unauthorized form as defined in Section I through V of Section 202 of the Controlled Substances Act 21 U.S.C. 81 and as further defined in regulation 21 C.F.R. 1308.11-1305.15, as well as any applicable Iowa statutes regulating alcohol and controlled substances) is strictly prohibited.

The use of drugs or alcohol during the typical work day, reporting to work under the influence of drugs or alcohol or possessing opened containers of alcoholic beverages on City premises, City vehicles or in private vehicles while on City business is prohibited. Additionally, the use of alcohol within the prohibited time frame before work (“Safety Sensitive” employees, employees who hold a Commercial Driver’s License and employees whose duties include operation of a City vehicle or who carry a firearm) is prohibited. Employees in those circumstances are restricted from reporting to work within four hours after having consumed alcohol, unless expressly permitted by a supervisor.

Employees may attend conferences or business meeting away from their work site. When they are conducting business or representing the City and where alcoholic beverages are served, discrete use of a moderate amount of alcohol under the circumstances described in this section is not a violation of policy provided that employees shall minimize their consumption of alcoholic beverages and do not operate a City motor vehicle after having consumed alcohol.

They only exception to the foregoing pertains to employees who are not on an official on-call roster or status but who are called in to work outside their normal duty hours to perform emergency or unscheduled work. No such employee shall be disciplined for off-duty consumption of alcohol that results in reporting to duty with alcohol in his or her system so long as the employee first reports that consumption of alcohol to the supervisor making the work request. Police officers working undercover are exempted from this rule, with supervisor approval.

The Drug-Free Workplace Act of 1988 requires employees to report any conviction under a criminal drug statute for violations occurring on the Employer’s premises, or off the Employer’s premises while conducting official City business. A report of a conviction must be made to your Department Head within five (5) workdays after conviction. Failure to do so will result in immediate discharge from City employment.

Norwalk Drug Policy

Possession, purchase, distribution, selling or use of alcohol, drugs or drug paraphernalia on City premises or during the working hours is prohibited. As use in this policy “drug test” means any blood, urine, saliva, breath or skin tissue test conducted for the purpose of detecting the presence of chemical substance in an individual. In the event the City has reason to believe that an employee’s faculties are impaired on the job in violation of this policy, the employee shall be required to submit to chemical testing of blood, breath or urine sample.

The test sample withdrawn from the employee shall be analyzed at a laboratory testing facility approved under the rules adopted by the Iowa Department of Public Health, or in the case of alcohol breath testing, the City of Norwalk Police Department.

If the test results are positive, the employee has the right to request an alternated method of analysis at their own expense. When possible and practical, a second test shall use a portion of the same test sample withdrawn from the employee for use in the first test.

An employee shall be accorded a reasonable opportunity to rebut or explain the results of a blood test. They City may request additional testing to confirm those explanations.

The first time an employee's drug test indicates the presence of alcohol or drugs, the City will provide substance abuse evaluation and treatment if recommended, with the cost apportioned as provided under the city's employee benefit plan. No disciplinary action against the employee due to the employee's positive drug test shall be taken. If the employee fails to undergo substance abuse evaluation required or fails to successfully complete substance abuse treatment when recommended, the employee shall be discharged. Any substance abuse evaluation and treatment provided by the City shall take place under a program approved by the Iowa Department of Public Health or accredited by the Joint Commission on Accreditation of Hospitals. An employee must sign a waiver to release the evaluation and or treatment results.

An employee who refuses to sign such release will be subject to immediate discharge.

An employee who refuses to consent to or to submit to testing will be subject to immediate discharge. An employee having a second positive test will also be subject to immediate discharge.

Any employee charged with a criminal drug violation, or operating while intoxicated, must inform the city within five (5) days. An employee who fails to report within the designated time will be subject to immediate discharge.

Acceptance of Gifts

In accordance with the Code of Iowa, City employees shall not, directly or indirectly, solicit, accept or receive any gift that is in any way related to their employment with the City.

Personal Financial Interest

City employees must avoid participating financially, directly or indirectly, in any business enterprise that might influence or appear to influence their official decisions or actions as City employees.

Personal Code of Conduct

The employment of every employee shall be contingent upon acceptable conduct, satisfactory performance of duties, and compliance with personnel rules and regulations. An employee has demonstrated conduct unbecoming an employee of the City while on or off duty if:

1. That the employee is incompetent, negligent, or inefficient in the performance of his/her duties;
2. That the employee has been abusive in his/her attitude, language or has been abusive in his/her conduct toward fellow employees, superiors or the public;
3. That the employee has violated any lawful or official regulation, order or rule or failed to obey any lawful and reasonable direction given to him/her by his/her supervisor;
4. That the employee, through negligence or willful misconduct, has caused damage to public property or waste of public supplies;
5. That the employee has made a false statement in his/her application for employment;
6. That the employee has hindered the regular operation of the department because of unauthorized absenteeism, tardiness, or has absented himself/herself from duty during regular working hours;
7. That the employee has been involved and at fault in an avoidable accident on the job in a city vehicle or on city property;
8. That the employee has misappropriated city funds, appropriated city property for personal use without permission, or illegally disposed of city property;
9. Insubordination – refusal to follow orders and instruction directly related to the performance of his/her job;
10. Refusal to work overtime when a reasonable request is made that allows the employee sufficient time to alter personal plans. If the request to work overtime is due to an emergency situation, the employee needs to be made aware of the importance of the request and barring extreme personal circumstances, they are expected to report to work;
11. Representing their personal opinion/s as those of the City of Norwalk;
12. Creating strife, discord and disharmony among other city employees by constant and repeated negative statements, criticism or attitude;
13. Sleeping while on duty;
14. Failure to follow established safety policies and guidelines established by his/her department;
15. Engaging in actions that would damage the City's corporate or public image.

Employee Appearance

All employees are required to attire themselves in a fashion that will reflect a positive image based upon the departments standard operating procedure. Uniforms shall be required when specified. Casual or business attire for non-uniform employees shall conform to standards of good taste. The Public Works Uniform policy is included on page 91 of this document.

Employee Assistance Program

The City provides a benefit to employees and their family members through an Employee Assistance Program (EAP). The EAP can help prevent or solve personal problems that might occur in your life. The EAP is available to provide you with free, confidential and professional services to deal with problems before they begin to affect your job performance and health.

Inclement Weather

This policy is applicable to all full-time and regular part-time employees. Any closings will be at the discretion of the City Manager.

Some City offices, facilities or operations may, on occasion, be closed due to inclement weather or other causes. On occasions when City offices are closed by the City Manager, employees will be allowed to make up their work hours as approved by the Department Head. When an employee is unable to report to work due to inclement weather, they will be permitted to use accumulated leave time such as vacation, holiday or compensatory time to make up to their regular pay for the time not worked. An employee may not use sick leave for such occurrences unless that person was on sick leave the last workday immediately preceding, and the first workday immediately following the closing.

It is the responsibility of each Department Head to ensure his or her operations are open in the event he/she is unable to report to work.

Political Activity

No employee of the City shall:

1. Solicit political contributions while on the job, while using employer's equipment or when performing job duties;
2. Engage in any political activity during working hours which impairs the efficiency of the employee's position or presence during working hours; or,
3. Seek to use any political endorsement in connection with obtaining a job with the employer.
4. If you are a regular employee of the City and become a candidate for any city elective office, you automatically receive a leave of absence without pay. The leave without pay begins upon either an announcement of your candidacy, campaigning for office or filing of a petition for office. However, this will not be later than 30 days before the primary or general election day and it continues until you are no longer a candidate.

These regulations do not prevent any employee from:

1. Becoming or continuing to be a member of a political club or organization;

2. Attending a political meeting;
3. Enjoying entire freedom from all interference in casting his or her vote;
4. Seeking signature to any initiative or referendum petition directly affecting his or her rates of pay, hours of work, retirement or other working conditions; or,
5. Distributing badges, pamphlets, dodgers, handbills or other participation in any campaign or campaign in connection with a petition, if the activity is not carried on during hours of work or on City property.

Work Rules and Disciplinary Action

The City reserves the right to discipline employees as it may be deemed by the Department Head to be necessary and appropriate. Such discipline measures may include:

1. Verbal Counseling – the employee’s supervisor may give the employee a verbal warning, a record of which will be placed in the employee’s personnel file.
2. Written Reprimand – if unsatisfactory conduct continues, the employee’s supervisor may issue a written warning and a possible referral to EAP.
3. Suspension – if sufficient improvement has not been made, the conduct continues or the situation warrants, the employee may be suspended without pay. The maximum number of hours an employee may be suspended without pay is forty (40) hours by the Department Head and eighty (80) hours with the approval of the City Manager.
4. Demotion – demotion is permanent removal from one job to a job in a lower classification or a pay decrease. This may occur as a result of a violation of a standard of behavior and a preservation of the City’s corporate image that the City expects all employees to observe.
5. Termination – if conduct continues or the severity of the situation warrants, the City may terminate employment.

In the event an investigation is undertaken, an employee may be placed on administrative leave with pay. This does not constitute a disciplinary action, but the investigation may lead to a disciplinary action.

While discipline is normally progressive in nature, each case shall be considered in conjunction with the severity of the offense or conduct and need not follow the progression.

Unpaid suspensions of employees who are exempt under the Fair Labor Standards Act shall be for periods of complete workweeks in accordance with the provisions of the act.

The following work rules address examples of what could be considered unsatisfactory conduct, but are not necessarily the only cases in which disciplinary action may be taken if conduct or instances require. These rules may be modified by the City as changing conditions warrant.

Each case shall be considered on its own merits with due consideration as to the nature of the offense, the cause, the background, the likelihood of repetition and the attitude of the offender. These rules are only examples and as always, you may terminate your employment at any time, with or without cause, and the City retains that same right.

Class I Work Rules

Class I work rules are examples of work rules, which if violated for the first time, are considered minor infractions unless a continuous pattern of behavior is established.

1. Dishonesty.
2. Work performance not up to standards.
3. Loafing or lackadaisical performance of job assignments or disturbing others at work.
4. Failure to begin work at starting time.
5. Tardiness, absenteeism or leaving work early without authorization or good reason.
6. Working unauthorized hours or violation of work hours, rest periods or lunch periods.
7. Unauthorized extension of breaks and/or lunch periods.
8. Working overtime hours without prior approval of the supervisor.
9. Leave the work place during work hours without authorization.
10. Unnecessary socializing or extended visiting during working hours.
11. Loitering or wasting time during working hours.
12. Unauthorized or unnecessary time spent away from the assigned workstation.
13. Obscene or abusive language.
14. Conduct or appearance not in keeping with a professional image and/or position.
15. Poor hygiene.
16. Failure to wear prescribed uniform or proper work apparel.
17. Creating or contributing to unsanitary conditions.
18. Minor violations as determined by the Department Head of City policies and/or procedures.
19. Sleeping during working hours or giving the impression of sleeping.
20. Posting, altering or removing any material on City bulletin boards unless specifically authorized to do so.
21. Failure to observe the City's policies.
22. Any other violation as found by the City Manager to be similar to one of the above named violations, and in his/her opinion, conforms to the intent of this section.

Class II Work Rules

Class II work rules are examples of work rules that are of a more serious nature than CLASS I and, if violated, may result in more serious disciplinary measures, up to and including discharge.

1. Being absent without notifying the supervisor.
2. Unauthorized disclosure of confidential information.
3. Negligence, including leaving duty station without authorization.
4. Working on personal jobs or carrying on secondary employment on City time.
5. Failure to perform duties as outlined in the employee's job description or failure to carry out reasonable assignments or instructions.
6. Failure to follow the proper procedures or policies of the City.
7. Refusal to work, without a good reason, when needed due to call-in, disaster, weather emergency, etc.
8. Horseplay.
9. Excessive absenteeism or tardiness.
10. Failure to notify your supervisor that you will be absent from work.
11. Making untruthful or capricious statements about a fellow employee.
12. Poor driving record (both on and off the job) for employees required to use a motor vehicle while on City business. If off job, record directly involves work performance.
13. Obtaining employment or promotions under false pretenses.
14. Failure to complete City records.
15. Violation of safety and health rules.
16. Failure to perform routine maintenance on assigned equipment.
17. Negligence in the operation or care of any equipment or vehicles.
18. Violation of the chain of command or engaging in actions that would damage the City's corporate or public image.
19. Utilizing city equipment or property for personal gain or a non-public use.
20. Any other violation as found by the City Manager to be similar to one of the above named violations, and in his/her opinion, conforms to the intent of this section.

Class III Work Rules

Class III work rules are examples of such a serious nature that violations may result in immediate discharge.

1. Fighting, disorderly, subversive, insubordinate, immoral or indecent conduct.
2. Physical assault of fellow employees.
3. Violation of safety standards that could result in harm to residents, employees or damage to equipment.
4. Threatening, intimidating or coercing residents, fellow employees or others.
5. An act of sexual or other form of harassment, either verbal or physical.
6. Theft, willful destruction and/or unauthorized use of altering of property or equipment belonging to the City or any employee.
7. Consuming, having unauthorized possession of, using intoxicants, narcotics, controlled substances, or other non-medically prescribed drugs while on the work premises or on work related activities.
8. Disobedience, insubordination or refusal to comply with reasonable instructions of authorized supervision.
9. Deliberately falsifying, altering or supplying false information on City records, including payroll records and time cards.
10. Falsifying sick leave claims.
11. Unauthorized copying of confidential City records.
12. Violation of safety and health rules which may endanger the employee, other employees or the public, including failing to wear seat belts while driving or riding in a City vehicle or a personal vehicle while conducting City business.
13. Failure to report an accident/incident.
14. Unauthorized possession of weapons, firearms, knives or explosives on City premises or on other premises while conducting City business.
15. A guilty plea to, been convicted of or granted a deferred judgment of a felony offense.
16. Failure to maintain necessary licenses and/or certifications.
17. Failure to maintain insurability. Loss of insurability may be the result of moving violations and/or accidents both on the job and on an employee's own personal time.
18. Smoking in restricted areas.
19. Incompetence.
20. Operating City equipment or motor vehicles recklessly which has the potential to lead to damage.
21. Illegally manufacturing, possessing, using, distributing or transporting alcohol or controlled substances.

22. Any other violation as found by the City Manager to be similar to one of the above named violations, and in his/her opinion, conforms to the intent of this section.

SECTION IX – RIGHT OF REVIEW AND APPEAL

Right of Review and Appeal Procedure

A grievance is defined as any dispute between the Employer and the employee concerning the application of these rules and policies. All grievances and responses to grievances must be in writing and signed by the affected parties.

The following procedure shall apply to all employees, except subject covered by a collective bargaining agreement shall be covered by the grievance procedure provided for in said agreement:

1. An employee shall discuss a complaint or problem orally with his/her supervisor within five (5) workdays following its occurrence in an effort to resolve the problem in an informal manner.
2. Within five (5) workdays after the discussion at Step 1, or if no timely decision has been made within five (5) workdays following the discussion at Step 1, the employee shall then present the written grievance to the City Manager or Mayor, if the employee reports directly to the Mayor, who shall respond within five (5) workdays. The grievance shall state the nature of the complaint, the facts and witnesses as they are known to be and the remedy sought. The City Manager or Mayor's decision will be final.

SECTION X – TERMINATION

Removal of Appointees

Removal of appointees shall be accomplished in accordance with the requirements of Section 372.15, the Code of Iowa. Prior to the filing of the Notice of Removal with the City Clerk, the employee shall be given notice of proposed action containing a statement of reasons for the proposed action and provided an opportunity for an informal hearing before the officer or body proposing the removal and all issues connected with the removal. Following that hearing, the officer or body may file the written order of removal with the City Clerk. The employee shall be afforded the appellate rights set forth in Section 372.15, the Code of Iowa.

Employee Resignation

Any employee wishing to terminate employment for any reason is encouraged to give a minimum of two (2) weeks' notice prior to the effective date of the resignation. Resignation notice must be in writing to your supervisor with the reason and the effective date; your supervisor will then notify the City Manager, if necessary. An employee giving a two week notice of his/her resignation will be given the opportunity to work until the effective date; if his/her work performance is at a competent level, he/she may be allowed to work longer than two weeks at the discretion of the supervisor.

Exit Interviews

A Human Resource representative will conduct an exit interview during an employee's last five days of employment. The general purposes of this interview are to:

1. Explain the employee's rights to continue or convert health insurance coverage, where applicable;
2. Obtain the correct address of the employee, spouse and dependents covered by health insurance;
3. Arrange to collect keys, City credit cards, equipment, City ID or any other City property (uniforms upon request) on the last day of employment;
4. Explain the City's policy on references.

Final Paycheck

The employee's final paycheck will be available on the normal payday for the last pay period or as required by State Law. The final paycheck will include the applicable amount of leave time to be paid out.

Termination

An employee's employment relationship shall be broken and terminated as follows:

1. Employee quits or retires.
2. Employee is discharged.
3. Engaging in other work while on leave of absence or giving false reason for leave.
4. Falsification of employment application.
5. An employee absent from work one (1) day without notice to Employer without cause for not calling in.
6. Failure to report for work at the end of leave of absence.
7. Failure to report to work within five (5) days after being notified to return to work following layoff, when notice of recall is sent by certified mail to employee's last known address, according to Employer records.
8. An employee is off for any reason for twelve (12) months or the length of the employee's service, whichever is shorter.

It is the employees' responsibility to keep the Employer informed of their current address and phone number.

SECTION XI – OPERATIONAL POLICIES

Privacy

In collecting, maintaining and disclosing personnel information, the Employer makes every effort to protect employees' privacy rights and interests and prevent inappropriate or unnecessary disclosures of information from any worker's file or record. Except as otherwise required by law, the Employer treats personnel information about employees as confidential and respects the need for protecting each employee's privacy by enforcing secure information handling procedures on the part of all personnel whose job duties involve gathering, retaining, using or releasing personal information about the organization's employees.

The Employer collects and retains only such personal information, as it needs to effectively conduct business and administer its employment and benefit programs. The Employer takes steps to make sure that all personal and job related information about employees is accurate, complete and relevant for its intended purposes.

In response to an information request from an outside organization, individual or entity, the Employer normally verifies only the employment status and dates of employment of former or present employees. The Employer does not provide any other information unless and until it has received from the employee or former employee a written request that it disclose or confirm additional specific information.

Desks, storage areas, work areas, file cabinets, lockers, credenzas, computer systems, office telephones, modems, facsimile machines, duplicating machines and any vehicles or equipment are the Employer's property and must be maintained according to this policy. All such areas and items must be kept clean and are to be used only for work purposes. The Employer reserves the right, at all times, and without prior notice, to inspect and search any and all of the Employer's property for the purpose of determining whether this policy or any other policy has been violated, or whether such inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state or federal laws. Such inspections may be conducted during or outside of business hours.

The Employer's computer systems and other technical resources, including any voicemail or e-mail systems, are provided for use in the pursuit of the Employer's business and are to be reviewed, monitored and used only in that pursuit, except as otherwise provided in this policy. As a result, computer data, voicemail and e-mail are readily available to numerous persons. During the course of employment as you perform or transmit work on computer systems or other technical resources, your work may be subject to investigation, search and review in accordance with this policy. In addition, any electronically stored communications that employees either

send to, or receive from, others may be retrieved and reviewed whenever the Employer chooses to do so, with or without the employee present.

Employees have no right of privacy as to any information or file maintained in or on the Employer's property or transmitted or stored through the Employer's computer systems, voicemail, e-mail or other technical resources. While e-mail and voicemail may accommodate the use of passwords for security, the reliability of passwords for maintaining confidentiality is not guaranteed. Moreover, all passwords/user ID's must be made known to the City Manager or designated representative as requested.

Electronic Media, Internet and Cell Phone Use

Basic Policy

The City currently uses a variety of electronic forms of communication and information exchange. City employees have access to one or more forms of electronic media and services such as computers, e-mail, telephones, voicemail, fax machines, external electronic bulletin boards, on-line services, wire services and the internet.

The City encourages the use of these media and associated services because these communications and access to information are very useful in conducting City business. It remains, however, that the electronic media and services provided on or through City devices are City property and their purpose is to facilitate City business.

With the rapidly changing nature of electronic media, this policy cannot establish rules to cover or anticipate every possible situation. This policy is intended to express the City's philosophy and establish general principals to be applied in the use of electronic media and services on City property or with City-owned devices.

The following procedures apply to all electronic media and services that are accessed on or from City premises; accessed using City computer equipment, or via City-paid access methods or facilities; and/or are used in a manner, which identifies the individual user with the City.

The City Manager and Department Heads are responsible for the implementation and enforcement of the policy including designating City personnel and/or consultants who are authorized to manage the City's computer resources.

Only persons presently employed by or serving in an official capacity with the City of Norwalk are permitted to use computer resources owned, rented, leased or otherwise under the control of the City with the exception of the computer resources offered to the public by the library. The use of the computer resources offered to the public by the library is controlled by the library's computer use policy.

Unless expressly authorized by the IT Department, installing computer hardware and/or software on the City's computer systems or on City property is strictly prohibited.

Procedures

Electronic Media/Cell phones may not be used for knowingly transmitting, retrieving, or storage of any communications of a discriminatory or harassing nature, or which are derogatory to any individual or group, or which are obscene or X-rated communications, or are of a defamatory or threatening nature, or for "chain letters", or for any other purpose which is illegal or against City policy or contrary to the City's interests.

Electronic media and service are primarily for City business use. Limited, occasional or incidental use of electronic media (sending or receiving) for personal, non-City purposes is understandable and acceptable, as is the case with the occasional receipt or placement of personal phone calls.

Electronic information created and/or received by an employee using e-mail, word processing, utility programs, spreadsheets, databases, voice-mail, Internet/BBS access, or any such similar means, is the sole property of, and may be monitored by the City. The following conditions should be noted, however:

- The City routinely monitors usage patterns for both voice and data communications for a variety of purposes including cost analysis/allocation and the management of our connection to the internet.
- The City also reserves the right, in its discretion, to review any employee's electronic files and message and usage to the extent necessary to ensure that electronic media services are being used in compliance with the law and with this and other City policies.
- Since electronic communications are not secure from possible intentional or inadvertent misdirection and interception, sensitive information about personnel or municipal business should be sent utilizing other, and more secure, forms of communications.
- Employees must respect the confidentiality of other people's electronic communications and may not attempt to read, access other employee's communications, or breach computer or network security measures or monitor electronic files or communication of other employees or third parties except by explicit direction of the City Manager or designated representative.
- No e-mail or other electronic communications may be sent which attempts to hide the identity of the sender, or represent the sender as someone else or as being from another city or business.
- Electronic media and services should not be used in a manner, which is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

- Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.
- Any messages or information sent by an employee, through the internet or any other electronic media, are statements identifiable and attributable to the City. Even personal "disclaimers" in such messages that still identify the individual as being connected with the City and the statement could still be legally imputed by the City. All such communications sent by employees must comply with this and other City policies, and may not disclose any confidential or proprietary City information subsequent to performing job duties.
- Any employee who violates this policy or is found to be abusing the privilege of City-facilitated access to electronic media or services will be subject to corrective action including termination and/or may risk having the privilege of access and use of electronic media removed from him/her and possibly other employees.
- Files downloaded from the Internet or any other device must be scanned with virus detection software before installation or execution.
- All appropriate precautions should be taken to detect for virus and, if necessary, to prevent its spread.
- E-mail may constitute as a public record under certain circumstances, may be accessible or obtainable by individuals, agencies and others and may be subject to state law and City policy pertaining to record retention and destruction.
- Employees are required to cooperate with any investigation regarding the use of the City's computer equipment.
- City employees who are issued cellular telephones are expected to have them with them for response on a regular basis. In recognition of the expectation that an employee with a city-issued cellular phone is permanently on call, the City acknowledges and expects that the phone may be used for personal phone calls as well as City-related phone calls. If personal calls exceed a reasonable volume or involve roaming charges, the employee will be expected to reimburse the City. It is the responsibility of the City Clerk to contact an employee if an overage is noticed on the cellular phone bill and request reimbursement.
- An employee who has a personal cellular phone shall limit the number of calls received in the workplace. If a supervisor determines that the number of calls being received on a personal cellular phone is unreasonable, the employee may be asked to turn the phone off or leave it outside of the workplace. If a problem persists, misuse of it may be grounds for disciplinary action.

Social Media Policy

The City of Norwalk employees may use social media for business-related purposes subject to the restrictions set forth in this policy. These restrictions are intended to ensure compliance with legal and regulatory restrictions and privacy and confidentiality agreements. Social media includes items such as blogs, podcasts, discussion forums and social networks.

Purpose

The City of Norwalk wants to engage in the industry conversation and promote web-based sharing of ideas and exchange of information. Social media is to be used to convey information about company products and services, promote and raise awareness of the City of Norwalk's brand, search for potential new leads, communicate with employees and customers to brainstorm, issue or respond to breaking news or negative publicity, and discuss corporate, business-unit and department-specific activities and events.

The City of Norwalk must ensure that use of these communications maintain our brand identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace. It is the right and duty of the City of Norwalk to protect itself and its employees from unauthorized disclosure information. The City of Norwalk's social media policy includes rules and guidelines for company-authorized and personal forms of social media.

Scope/Coverage

This policy applies to the City of Norwalk employees and the City's social media.

Definitions

Blog – short for “web log”, a site that allows an individual or group of individuals to share a running log of events and personal insights with online audiences.

Microblog – differs from a traditional blog in that its content is typically much smaller, limited in both characters and actual size. A microblog entry could consist of nothing but a short sentence fragment with an image link or embedded video.

RSS feeds or Syndication feeds – A family of different formats used to publish updated content such as blog entries, news headlines or podcasts and “feed” this information to subscribers via e-mail or by an RSS reader. This enables users to keep up with their favorite Web sites in an automated manner that's easier than checking them manually (known colloquially as “really simple syndication”).

Social Media – Includes but are not limited to blogs, micro-blogs, podcasts, discussion forums, on-line collaborative information and publishing systems that are accessible to internal and external audiences (i.e., Wikis), RSS feeds, video sharing and social networks like Facebook, Twitter, Instagram, etc.

Video sharing website – Allows individuals to upload video clips to an Internet website like YouTube, Viddler or Vimeo. The video host will then store the video on its server, and show the individual different types of code to allow others to view this video.

Corporate Rules and Guidelines

The following apply to the use of all social media tools on behalf of the City of Norwalk.

- Employees must be authorized by the City of Norwalk City manager to engage in work-related social media forums.
- Only the City of Norwalk Public Affairs Department, and those authorized by the City Manager based on their job responsibilities, can prepare and modify content for the City of Norwalk site located at <http://www.norwalk.iowa.gov>.
- For all other social media sites, content must be relevant, add value and meet the specified goals or purposes listed above. If uncertain with any information, material or conversation, discuss the content with the City Manager.
- Any copyrighted information requires written reprint authorization before it can be posted.
- Departments are responsible for ensuring all information complies with the City of Norwalk written rules and guidelines. The City Manager is authorized to remove any content that does not meet the rules and guidelines of the policy or may be illegal or offensive. Removal of such information will be done without permission of the author or advance warning.
- The City of Norwalk expects all guests (interns and/or part-time employees) to abide by all rules and guidelines of the company policy and holds the right to take same action as above in removing content.

Web Posting Response Assessment

Once you discover a post about the organization, use the following as a process to determine if and how to respond to the post.

Positive or balanced – A factual and well-cited response, which may agree or disagree with the post, but is not factually incorrect, a rant or rage, or negative in nature.

- Response – you can agree with the post, let it stand or share the positive review and thank the poster.

Trolls – A site or post dedicated to bashing and degrading others.

- Response – Monitor only. Avoid responding to specific posts, but monitor the comments and notify the City Manager.

Rager – A site or post that is a rant, rage or satirical in nature.

- Response – Monitor only. Avoid responding to specific posts, but monitor the comments and notify the City manager.

Misguided – A post that contains misinformation or incorrect facts that could be potentially harmful to your reputation.

- Response – Fix the facts by responding with the correct information directly/publicly within the comments section of the post.

Unhappy Customer – A post that is the result of a negative experience.

- Response – Correct the situation by responding and providing customer service and/or a reasonable solution.

Best Practices for Posting and Responding

All employees must identify themselves as employees of the City of Norwalk when posting comments or responses.

- Cite your sources by providing hyperlinks, video, images or other resources – give credit where credit is due.
- Respond in a timely manner (within 48 hours if possible), but take your time crafting a quality response – don't rush.
- Respond in a tone that reflects the reputation and personality of the City of Norwalk.
- Exercise common sense and good judgment when responding to posts.
- Avoid using language that is considered offensive, demeaning or inflammatory.
- Abide by any copyright or intellectual property laws.
- Protect confidential and proprietary information.
- Add value by sharing interesting and relevant content.

Personal Rules and Guidelines

The City of Norwalk respects the right of employees to use social media forums for self-publishing and self-expression on personal time. Employees are expected to follow the guidelines and policies set forth below to provide a clear line between you as the individual and you as the employee.

- You are personally responsible for your commentary. You can be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, not just the City of Norwalk.
- You cannot harass, threaten, discriminate or disparage against employees, anyone associated with, or doing business with the City of Norwalk.

- If you choose to identify yourself as a City of Norwalk employee, please understand that some readers may view you as a spokesperson for the City of Norwalk.
- You cannot post the name, trademark or logo of the company or any company-privileged information, including copyrighted information or company-issued documents.
- You cannot post photographs of other employees, clients, vendors, suppliers or company property and activities, nor can employees post photographs of persons engaged in the City of Norwalk business or at company-sponsored events.
- You are to contact the Public Relations Specialist or City Manager immediately if contacted by the media or press about any post that relates to the City of Norwalk business.

Employer Monitoring

Employees are cautioned that they should have no expectation of privacy while using the Internet. Your postings can be reviewed by anyone, including the City of Norwalk.

The City of Norwalk reserves the right to monitor comments or discussions about the City of Norwalk, its employees and clients and the industry, including products and competitors, posted by anyone. The City of Norwalk reserves the right to use content management tools to monitor, review or block content on sites.

Discipline for Violations

The City of Norwalk investigates and responds to all reports of violations of the social media rules and guidelines and other related policies. Violation of this policy may result in disciplinary action up to and including immediate termination. The City of Norwalk reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

Acknowledgment

Employees are required to sign written acknowledgement that employees received, read, understood and agreed to comply with the company's social media rules and guidelines and any other related policy, including electronic policies, discrimination and harassment, ethical conduct and confidentiality, renewals and trade secrets.

Signed acknowledgement, found at the back of this manual, to be on file in the clerk's office upon starting work with the City of Norwalk.

Contact with the Media

A City employee shall not give any statements, written or oral, or any City documents or papers to a member of the press or broadcast media without permission of the City Manager. The City Manager may give a Department Head or other employee permission to speak with the media on certain matters without prior approval.

Change of Address

Employees must advise their Department Head of any changes in their address or telephone number and advise the payroll officer of any changes in their name, marital status or number of dependents.

Confidentiality of Files and Personnel Records

The City respects each employee's right to privacy and protects the confidentiality of all information in employees' personnel files.

Official personnel records are retained by the City Clerk. Personnel records include all forms, applications, agreements, written notes and memos documenting any decisions relating to an individual's employment with the City.

Employee personnel records are stored in locked file cabinets in the City Clerk's office. Only authorized individuals have access to personnel records.

Employees may not discuss or release any confidential information from an employee's file unless authorized to do so.

Information in an employee's file will not be released to any unauthorized person without the written consent of the employee. Authorized persons include the City Manager, Department Head or designated representative. For credit and employment purposes, the City Clerk will verify an individual's employment and provide information about dates of employment and job title. The City will cooperate with any federal, state or local law enforcement agency that has authority to investigate an employee.

Separate confidential files including employee medical information are maintained by the City Clerk.

Access to Personnel Files

Employees have the right to review their own personnel files by making an appointment with the City Clerk.

If an employee disagrees with something in his/her file or wants to add any information to the file, it is recommended that the employee notify the Department Head or designated representative. The information should be submitted to the City Clerk in writing. Employees may not remove any information from their files.

Copies of an employee's file will be provided to the employee, within a reasonable period of time, after the employee requests the information.

Intellectual Property

The City retains ownership of all documents, forms, media, programs, etc., both digital and paper-based created by any employee, regardless of employment status created on City equipment. An employee must have written approval to sell, share or openly publish media to personnel outside of the City. Any contractor or employee must provide the City with access to all material (digital or paper-based) once the contract has been fulfilled or employment has been terminated.

Tobacco/Clean Air Policy

These rules apply to all employees and visitors that enter grounds of City-owned or leased building and offices including parking lot areas.

1. Vending machines that contain cigarettes or other smoking tobacco will not be permitted on City-owned or leased property.
2. Tobacco use and Smoking, including the use of electronic cigarettes (e-cigarettes or vapor), electronic vaping devices, personal vaporizer (VP), and/or electronic nicotine delivery systems (ENDS) will be prohibited at all times on the grounds of any public owned building, any building leased by the City of Norwalk, or any building operated by or under the control of the City of Norwalk, except as designated below.
3. Tobacco-free and smoke-free areas will include:
 - a. All buildings owned, leased or controlled by the City of Norwalk.
 - b. All City-owned trucks, automobiles and equipment at any time.
4. Department Heads/elected officials and City managers are responsible for ensuring and actively maintain compliance within their respective departments/offices.

Vehicle Policy

1. Only authorized persons are to drive City Owned vehicles. Authorized persons include current employees and current officials sitting on council, boards or commissions.
2. Only authorized persons are to be passengers in a car operated on city business. Authorized persons include customers, vendors and fellow employees. Immediate family members should only be included upon prior approval of management.
3. An employee's department supervisor should know of intended travel plans by way of an itinerary or other equivalent method. This also allows a means of contact during an emergency.
4. Employees who are assigned city vehicles are responsible for keeping the interior clean, reporting any vehicle problems or defects and maintaining the vehicle according to city policy.
5. Employees not assigned city vehicles are not allowed to use one without prior management approval.

6. All vehicles must be returned in the same condition, according to department policy, reporting any problems to the supervisor.
7. A copy of the employee's driver's license must be produced and will be inspected for validity annually or more frequently if the driver is under disciplinary action, probation or suspension. Additionally, an employee must report any violation that could lead to a driver's license suspension or revocation immediately to his/her supervisor. The following are considered minimal guidelines for new employees and could place current employees under disciplinary action if not in compliance:
 - a. No more than three convictions for moving traffic violations within any 12-month period in the last 5 years.
 - b. Conviction of any traffic violation that is defined as serious by Iowa Code in the last 5 years.
 - c. No OWI convictions in the last 5 years.
 - d. No designation of being a "Habitual Offender" within the last 5 years.
8. All accidents must be reported to your department supervisor immediately. The City police department shall be called to the scene and required to prepare a report. The Auto Physical Damage/Auto Liability Claim report in the glove box should be filled out regardless of fault and will help speed the insurance process. Additionally, the driver should take photographs of the vehicles involved and surrounding area. The driver of the city vehicle involved in the accident should provide all the necessary identification and insurance information to the other party involved. Drug testing of the employee must occur if there is a death, the employee receives a ticket, or if there is reasonable suspicion that the employee is under the influence of drugs or alcohol. The driver may be held accountable for the deductible if the driver is found in violation of the driving policy.
9. Seat belts are required to be worn in Iowa and must be used at all times; and the driver is responsible for making sure all passengers are also wearing their seatbelts. This includes all vehicles, which have factory-installed seat belts including skid loaders, utility carts, backhoes and mowers which have an operator restraining system.
10. Drivers are responsible for promptly paying all tickets received while driving any city vehicle.
11. The driver is responsible for locking the vehicle when parking and may be held responsible for any items stolen from the vehicle if not properly secured.
12. Use of any tobacco products or any electronic cigarette is prohibited in City vehicles and equipment.
13. Drinking alcohol or illegal drug use while driving or prior to driving a city vehicle or on city business is prohibited and can result in immediate termination.
14. Drivers are required to inform their supervisor of any OWI tickets, suspensions or revocation of driving privileges immediately, regardless of which state they are received. Continuing to drive a city vehicle while under suspension can result in termination.

15. Any employee using a cellular phone or similar electronic device while operating a City-owned vehicle is expected to use hands-free technology or cease motor vehicle operations during the course of the use. The City deems it unsafe to hold a cellular phone while driving and therefore requires the use of hands-free technology. Any use of a hand-held cellular phone or similar electronic device while driving should be kept to an absolute minimum and only during emergency situations. Further, any use of a cellular phone or similar electronic device, including hands-free technology, while in a vehicle, public or private, is strongly discouraged.

Personal Vehicle on City Business

In addition to the above rules, employees driving their personal vehicle on city business are subject to the following:

1. All employees using their personal vehicles for city business on a regular basis will provide a photocopy of the proof of insurance card.
2. Employees will be reimbursed for mileage pursuant to IRS reimbursement rates.

Commercial Driver's License (CDL)

Additional controls are required by the state for drivers of vehicles requiring a Commercial Driver's License (CDL) according to the Commercial Motor Vehicle Safety Act of 1986. A CDL is required to operate any of the following vehicles:

1. A single vehicle with Gross Vehicle Weight Rating (GVWR) over 26,000 pounds.
2. A trailer with GVWR over 10,000 pounds if the gross combination weight is over 26,000 pounds.
3. A vehicle designed to transport more than 15 people.
4. Any vehicle requiring hazardous material placards.

Firefighters are excluded from this requirement.

Employees are prohibited from driving a vehicle that may fall into one of the above categories without approval from the head of the department. Transporting hazardous materials or a regulated load weight without the proper CDL license can subject the driver and city to significant liability.

Inspection of Equipment

1. The driver shall report any defects that may have developed during the day. If the brakes are not working properly, they shall be adjusted or repaired before the vehicle is put in operation. Other items that affect safety shall be repaired before continue vehicle operation.

2. All lights and reflectors of vehicles shall be inspected by the driver, and if found defective, they shall be repaired immediately.
3. The driver shall inspect windshield wipers frequently and see that they are in good operating condition and that the windows and windshield give sufficient visibility for safe operation of the vehicle.

Operation

1. Before leaving a parked vehicle unattended, off City property, the ignition key shall be removed to prevent theft or unauthorized starting of the vehicle.
2. Vehicles are to be driven in a manner such s to create a favorable impression on the public. Drivers shall exercise special precaution when:
 - Children are playing on the roadway, alley or near the curb.
 - Passing schools or playgrounds.
 - Approaching persons on bicycles.
 - Driving during inclement weather.

Backing procedures

1. Backing situations shall be avoided when practical, however, when the vehicle must be backed, the following procedures shall be observed:
 - The backing maneuver shall be accomplished upon arrival at site when possible.
 - A safety zone shall be established before the vehicle is moved. Establishing a safety zone requires completing a 360-degree visual inspection around the vehicle looking for potential hazards. NOTE: The visual inspection shall include all sides of the vehicle and the intended travel path.
 - Where possible, back from the driver's side.
2. Backing operations involving an obstructed view to the rear shall:
 - Be equipped with a reverse signal (backup alarm) audible above the noise level of the surrounding area.
 - Be backed with the assistance of a ground observer, whenever a second employee is available, stationed at the rear of the vehicle.
3. During all vehicle operations, the vehicle operator shall:
 - Keep a constant lookout during the entire time.
 - Carefully check any blind areas.
 - Back or move ahead slowly until clear of obstructions.
 - Watch both sides. Do not depend entirely on mirrors.
 - Enlist the aid of other employees to act as a guide whenever a second employee is in the vehicle or available at the job site.

Travel Policy and Forms

Officials and employees shall be entitled to reimbursement for expenses, which may lawfully be incurred when they are required to make necessary out-of-pocket expenditures within or without the City of a nature beyond those normally associated with the performance of the routine official duties of such individuals, for purposes, which principally promote, develop or publicize the City's best interests.

Transportation, lodging, meals and other related expenditures which may lawfully be incurred by officials and employees of the City means expenses, which are actually incurred while attending to the business of the City. Such expenses must be approved by the appropriate supervisor.

Purchasing Policy

The purchasing function involves the procurement of materials, supplies, education and training and equipment and services at the lowest possible cost consistent with the quality needed for proper operation of various municipal departments. The intent of this policy is to promote fiscal responsibility and operational efficiency regarding the accounts payable process.

General Practices

1. Department Directors are responsible for the proper approval of all accounts payable paperwork, however, may delegate (except employee reimbursements) such duties for certain activities to a designee if that individual is responsible for preparing and managing that particular activity's budget. Approval from this level of management or higher is required on all invoices, store receipts, disbursement claims and requests for payment.
2. All applicable documents must be properly approved, coded and forwarded to the Finance Department by 12:00 p.m. the Thursday prior to a City Council meeting.
3. Requests for payment not received by the due date will be held until the next scheduled City Council meeting.
4. Vendor payments are authorized at City Council meetings on the first and third Thursday of each month. The Library payments authorized by the Library Board will be submitted on one or both council meeting dates and processed in the same manner as all other city departments.
5. Accounts payable checks/electronic payments will be processed the day following the City Council meeting unless otherwise authorized.
6. No purchase made by an employee shall bind the City to receive and/or pay for the goods or service procured, unless authorized by the purchasing methods described in the purchasing policies.
7. Noncompliance with these policies and procedures may result in the return of improperly authorized or prepared documents, nonpayment of vendor invoices or other sanctions as

determined necessary after consultation with the department director and/or City Manager.

8. The City does not prepay for goods or services or utilized prepaid devices such as gift cards. If a vendor requires prepayment for goods or services, authorization must be obtained from the City Manager's office or the Finance Department.
9. Employee reimbursements should be kept to a minimum (i.e. emergencies and travel/training).
10. Any non-budgeted purchase over the amount of \$5,000 once approved by the department head or authorized individual and reviewed by the Finance Director, shall be forwarded to the City Manager for approval. The City Manager may approve up to \$5,000 for unbudgeted items, and up to \$15,000 for budgeted items. Any item over these amounts will go before the City Council.

Other Purchasing Policies

1. Centralized purchasing of office supplies – supplies are ordered on the first of the month. Consideration shall be given to purchasing goods or services from locally owned businesses located within the City of Norwalk if these goods or services and other considerations are relatively equal.
2. When materials and equipment are determined to be obsolete, the department head shall notify other departments to see if the item could be of use to them. If no other department can use the item, disposal of the property will be approved by the City Council via resolution.
3. Upon seeking competitive quotes for equipment (i.e., vehicles, supplies, materials, etc.), local vendors within 10% of the lowest, and most reasonable purchase price may be considered to encourage purchases from Norwalk businesses/vendors.

Credit Card Policy

The City of Norwalk Credit Card Policy is to provide a means to provide specific employees of the City, to charge specifically identified costs on a bank issued major credit card. The procedure provides controls to ensure proper charges and payments are made, as well as an audit trail to assist the City in its annual audit.

Cards for the Mayor and department heads will be issued individually in the name of the employee with the City of Norwalk identified. Each department head will be responsible for the safekeeping of his or her card. The department head shall only make necessary purchases with the City credit card issued in his or her name. Cards will also be issued to other employees as deemed appropriate by the City Manager, in the name of the employee with the City of Norwalk identified.

Loss of a City credit card should be reported to the Finance Department immediately. Only detailed receipts will be acceptable for payment. The individual shall not use the City of Norwalk credit card for any personal use.

All receipts must be brought into the Finance Department upon charging any item and will support all eligible expenses. Receipts will be submitted for payment in a timely manner to the Finance office by the department. Failure to turn in receipts to the Finance Department will result in an individual being required to reimburse said expenses to the City. Any altered receipts will not be accepted. A detailed receipt is mandatory for documentation.

Misuse of City credit cards, failure to secure or to report stolen or missing credit cards immediately upon discovery could result in disciplinary action toward the employee and possible termination of employment. Employees may be held responsible for any unauthorized purchases on their card while the card is in their possession. Employees would not be held responsible for any charges to the credit card after it has been reported missing or stolen.

Each individual issued a purchasing/procurement card will be required to sign an affidavit acknowledging responsibility for the safe keeping and proper use of the card. Upon employee termination, both voluntarily and due to disciplinary action, the purchasing/procurement card shall be returned to the Finance Department and all purchases will be suspended and reconciled.

Lost or stolen cards must be report immediately to ELAN Financial Services at 1-866-552-8855. After reporting to ELAN Financial Services, you must inform the Finance Department at 515-981-0228. Any cost associated with the replacement of cards could be the responsibility of the employee. The card will be automatically suspended and a new card will be sent to the program administrator. It is extremely important to act promptly in the event of a lost or stolen card to avoid company liability for fraudulent transactions. As with a personal charge card, you will no longer be able to use the account number after notifying the bank. A new card should be issued within 48 hours of notice to ELAN Financial Services.

Purchasing using the City credit card may be made by telephone, fax or secure internet sites. Precautions shall be made in all cases to ensure security and protection from theft or unauthorized use. When using the card for orders placed via phone, fax, mail or online, you must request a receipt, detailing merchandise price, sales/use tax, freight, etc. be included with the goods mailed/shipped.

CARDHOLDER USE AGREEMENT

You are being entrusted with a City of Norwalk purchasing credit card. The card is provided to you based on the need to purchase service or merchandise for the City of Norwalk. The card may be revoked at any time without your permission. Your signature below indicates that you have read and will comply with the terms of the City of Norwalk Purchasing Policy and this agreement.

1. I understand that I will be making financial commitments on behalf of the City of Norwalk and will do so following the requirements of the Purchasing Policy.
2. I have read and will follow the Purchasing Card Policies and Procedures. Failure to do so could be considered a misappropriation of City funds. Failure to comply with this Agreement may result in either revocation of my use privileges or other corrective action, up to and including termination.
3. I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for myself or for others. Using the card for personal charges could be considered misappropriation of City funds and could result in corrective action, up to and including termination of employment.
4. The Purchasing Card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.
5. The Purchasing Card is City property. As such, I understand that I may be periodically required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the card to validate its existence and account number. I understand I am required to turn in the detailed receipts for all transactions.
6. If the card is lost or stolen, I will immediately notify ELAN Financial Services by phone at 1-866-552-8855 and the Finance Department.
7. I will report all purchasing activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, if necessary I will assist in reconciling the statement each month and resolve any discrepancies myself.
8. I understand that if I do not have adequate receipt/documentation for all charges, I will be personally responsible for reimbursing the City for the amount of the charges for which I am unable to produce the documentation. Should I fail to do so within 30 days from the due date of the original credit card invoice, I agree the amount will be deducted from my paycheck.
9. I agree to surrender the Purchasing Card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.

Name (Print)

Last 8 Digits of Card Number

Signature

Date

Uniform Policy

The City of Norwalk and the Public Works Department are committed to the safety, health and welfare of their employees; protecting workers whose duties take them onto our streets and roadways is fundamental to that commitment. It is recognized that maintenance and construction activities taking place in the roadway result in the highest level of injuries and fatalities of all public employees.

In order to protect a professional environment and to represent the City in a positive manner, City of Norwalk Public Works employees are expected to maintain a good general appearance at all times. In an effort to achieve this goal this policy is also meant to standardize the attire of employees within the Department.

Definitions

“ANSI compliant” refers to ANSI/ISEA 107-2004, *American National Standard for High-Visibility Safety Apparel*. For the purposes of this policy, Class II shall be a minimum standard and Class III shall apply when appropriate. Any reference to “vest” means upper body apparel conforming to the ANSI/ISEA standard.

“Highly visible” refers to bright lime/yellow shirts, suitable for normal daytime use, and vests that are required for low-light circumstances.

“Traffic work zone” is defined as any roadway and right of way or adjacent area where vehicular traffic occurs.

Employer Supplied Equipment

Personal Protective Equipment (PPE) is important for employee protection. All necessary PPE is provided for employee use and must be used. This includes but is not limited to hearing protection, safety glasses, face shields, slip on mud boots, goggles, rain wear, chemical protective gloves, hard hats, safety vests, chainsaw chaps, etc.

Employees are charged with the responsibility of notifying their supervisor of any defects found with any safety equipment.

These items will be replaced on an as needed basis. The immediate supervisor will inspect the equipment and determine if the equipment is no longer serviceable and whether it needs replaced.

All PPE equipment included in this policy will be owned by the employer, maintained by the employee and kept in good condition.

Employee Uniform Disbursement

All Public Works employees, permanent and temporary, and all other personnel assigned to Public Works shall wear clothing specified within this policy.

The employer will reimburse each employee up to \$705 per year to replace worn and/or damaged uniform clothing and articles. Employees may select the supplier of such articles.

Once these items have been obtained, it is understood that items designated to bare the City emblem be the property of the Norwalk Public Works Department.

- Shirts and T-shirts shall be bright lime/yellow shirts and labeled ANSI compliant. They shall display the City logo on the upper left front of the shirt and “Public Works” in large black letters on the rear of the garment.
- Jackets and Coats shall be bright lime/yellow and labeled ANSI compliant. They shall display the City logo on the upper left front and “Public Works” in large black letters on the rear of the garment.
- Sweatshirts shall be bright lime/yellow and labeled ANSI compliant. They shall display the City logo on the upper left front and “Public Works” in large black letters on the rear of the garment.
- Pants and Shorts shall be hemmed and of a heavy weight material such as denim or canvas. They shall be blue, black or khaki brown in color.
- Coveralls & Bib Overalls shall be dark blue, black or khaki brown in color. These items may be purchased with funds from the employee’s uniform account in the same manner as shirts and pants. Coveralls and Bib Overalls may not be required to be ANSI compliant when covered by a compliant safety vest.

General Guidelines

These guidelines apply to all employees within the Public Works Department involved with field duties and activities.

Employees within traffic zones shall wear highly visible garments, which include bright lime/yellow shirts and/or ANSI compliant vests of fluorescent colors and retro reflective material appropriate for light conditions at the time. Employees shall wear clothing appropriate to their respective position and activity being performed.

When representing the Public Works Department at outside functions (training, meetings, seminars, etc.) employees shall dress in attire appropriate to the function (i.e. what others would be wearing).

Employees must follow guidelines set forth in the department’s Safety Manual in regards to personal protective equipment. (i.e. steel toed shoes/boots, vests, ANSI compliant attire.)

All clothing worn shall be in good condition and fit appropriately. Examples of unacceptable clothing are as follows:

- Frayed or torn clothing
- Clothing with holes
- Shirts with sleeves or collars cut off
- Excessive staining, fading or discoloration
- Shirts or pants that are too large or too small that may hinder an employee's movement

Conservative jewelry is permitted but must not be worn while performing jobs where it might present a hazard or a distraction to the employee.

Traffic Zone Guidelines

Workers are expected to wear their highly visible garments whenever working in the field. Short duration work duties do not affect the requirements of this policy. This policy also extends to Public Works employees at contractor sites.

Office/Public Contact Employees

All office/public contact employees are expected to be appropriately dressed and well-groomed in order to reflect a professional, businesslike appearance. Office/public contact employees shall abide by traffic zone requirements when in the field.

Unacceptable attire will be determined by the department director.

Building/Grounds and Custodial Employees

Employees engaged in activities outside of the field and primarily within buildings shall be attired as follows:

Shirts and t-shirts shall be of a neutral color. They shall display the City logo on the upper left front of the shirt. Whenever these employees are engaged in outside activities, they shall be attired in the same manner as other field employees.

Reimbursement for Uniforms & Safety Glasses

The City shall pay up to \$200 for one (1) pair of safety glasses every two (2) years, not to include contact lenses or the examination by the doctor.

Each employee shall be provided with a uniform account of up to \$705 per year to replace worn and/or damaged uniform clothing and articles.

Each employee must submit a list of requested items on a form provided prior to the issuance of a purchase order.

Upon approval of the requested items, a purchase order will be issued for those specific items.

After the purchase is made, the employee shall return a copy of the store invoice to the supervisor for final approval, coding, and submittal for payment.

Acceptable Articles for Reimbursement

Will be considered personal property:

- Safety shoes and boots
- Bibs and Coveralls
- Pants
- Gloves and mittens

Will be considered City property with the City logo:

- Shirts and t-shirts
- Jackets and coats
- Sweatshirts

Administrative Policy

Within the Public Works Department, there are many different situations requiring different levels of dress. Employees should use good judgement in regards to their appearance and attire depending on the activity being performed.

Unusual circumstances as approved by the employee's supervisor such as, weather conditions, special work assignments, worksite conditions and/or non-normal working hours and situations, may be sufficient reasons to grant an exception to the dress code.

Supervisors are responsible for interpreting and enforcing the dress code in their areas of responsibility. This includes counseling employees who are inappropriately dressed.

If an employee dresses inappropriately, he or she will be counseled by a supervisor. If the clothing is unduly distracting or unsafe, the employee may be sent home, without pay, to change clothes.

Employees violating this policy will be subject to disciplinary action.

SECTION XII – ACKNOWLEDGEMENTS

The following acknowledgement is to be signed and on file in the clerk’s office upon starting work with the City of Norwalk.

By signing below, I hereby acknowledge receipt of the following City of Norwalk policies contained in this Employee Handbook Personnel Policy Manual. In addition, I confirm that I have read the policy and understand my rights and responsibilities as an employee of this company.

- Safety Policy
- Drug Policy
- Electronics Policy
- Vehicle Policy
- Purchasing Policy
- Sexual Harassment Policy
- Privacy Policy
- Social Media Policy
- Uniform Policy

Employee Signature

Date