

An aerial photograph of downtown Chicago, Illinois. The image captures a dense urban environment with a variety of architectural styles, including historic brick buildings and modern commercial structures. A prominent feature is a large, light-colored, multi-story building with a central tower and clock face. To the left, a tall, thin church spire rises above the trees. The foreground shows a busy intersection with several parking lots filled with cars and a few buses. A large, open green space with trees is visible in the lower right. The background is dominated by a thick canopy of green trees, suggesting a park or forested area. The sky is a clear, pale blue.



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WELCOME

A Message from City Manager David Fierke:



Welcome to the City of Fort Dodge! We're excited to have you join our team. Here at the City, we're committed to delivering high-quality, user-friendly services that exceed expectations while staying within our budget. This dedication is made possible by our talented and committed employees, who contribute to a positive and supportive work environment.

As a valued team member, you play a key role in enhancing the daily lives of our residents. We expect you to perform your duties efficiently and effectively, always with a friendly attitude. We also encourage you to contribute to a positive workplace culture where teamwork and respect are at the core of our operations.

Everyone, regardless of their position, has the potential to lead by actively addressing challenges and seeking improvements. Your ideas and feedback are important to us, and we're dedicated to supporting your professional development through training and career growth opportunities. We want you to feel invested in and cared for as part of our team.

Please take some time to review the benefits and policies detailed in this handbook. If you have any questions, don't hesitate to reach out to management or our HR team.

We're looking forward to the positive impact you'll make and are confident that your potential will bring great results for the residents of Fort Dodge.

Welcome aboard!

A handwritten signature in blue ink, which appears to read "David Fierke". The signature is stylized and fluid.

David Fierke
City Manager

CITY OF FORT DODGE MISSION: "Guided by the 'Six Pillars of Character,' we aim to build a global community that fosters economic development and improves the quality of life for our citizens, partners, and investors.

The six pillars of character are fundamental ethical values that serve as a foundation for creating a positive and effective work environment. By embracing these pillars of character, City of Fort Dodge employees enhance their professionalism, strengthen communities, and improve the efficiency of public service.

PILLARS OF CHARACTER



TRUSTWORTHINESS: Be truthful in all your communications and actions. Transparency builds trust with the community and among colleagues. Stand up for your beliefs and do what is right, even when difficult. Consistency in your actions and decisions fosters reliability. Keep your promises and commitments. Dependability is crucial in government work, where people rely on you for services and support. Show loyalty to the City and its mission while maintaining fairness and impartiality in your duties.

RESPECT: Treat all individuals with dignity and respect, regardless of their position or background. Politeness can go a long way in fostering a positive work environment. Be open to different viewpoints and cultures. Embracing diversity enhances teamwork and public service. Resolve conflicts peacefully. Use negotiation and communication to address issues constructively.

RESPONSIBILITY: Accept responsibility for your actions and their consequences. Being answerable to the public and your colleagues ensures a higher standard of service. Strive to perform your duties to the best of your ability. Continuous improvement and professional development are key to effective governance. Manage your emotions and behavior, particularly in stressful situations. Rational decision-making benefits the entire community.

FAIRNESS: Apply rules and policies consistently. Treat all individuals equitably, ensuring that everyone receives fair treatment. Be transparent about decision-making processes. Clearly communicate how decisions are made and how they impact the community. Avoid favoritism and bias. Decisions should be based on merit and evidence, not personal preferences.

CARING: Show empathy and concern for the well-being of others. This includes listening to community members and addressing their needs. Engage in acts of kindness and support for colleagues and community members. Small gestures can significantly impact morale and community trust. Share your time, skills, and resources to help others. Volunteering and supporting community initiatives reflect a caring attitude.

CITIZENSHIP: Participate actively in community affairs. Understand local issues and contribute to their resolution. Promote and practice sustainability. Protecting the environment ensures a better quality of life for current and future generations. Respect and uphold laws and regulations. Compliance with legal standards is fundamental to maintaining order and public trust.



INTRODUCTION

This handbook is intended to provide City of Fort Dodge employees with information about working conditions, employee benefits, and employment policies. All employees are expected to read, understand, and adhere to all the guidelines in the handbook. It contains the official city-wide policies adopted by the City of Fort Dodge and describes employee responsibilities and the programs available to benefit employees. We aim to offer a work environment that supports personal and professional growth.

It's important to note that while this handbook aims to cover a wide range of policies, it may not address every possible scenario. As the City of Fort Dodge evolves, it reserves the right to revise, supplement, or rescind any policies or sections of the handbook as necessary. Employees will be informed of any changes that occur. In the event of a conflict between the policies in this handbook and those outlined in a collective bargaining agreement or other employment contract, the latter will take precedence unless governed by Civil Service rules.

The City of Fort Dodge operates as an "at will" employer, meaning employees have the right to resign at any time, and the City can terminate employment for any reason not specifically prohibited by law. This handbook does not alter the at-will nature of employment.

Organizational Expectations

City of Fort Dodge employees are professionals with the skills, behaviors, and qualities expected in a professional setting. They should be able to exercise independent judgment and accept responsibility and accountability for their actions and outcomes.

All City of Fort Dodge employees are expected to:

- Strive for excellence.
- Obey the law and City policies.
- Provide customer-oriented service.
- Ensure effective department operations.
- Stay informed.
- Protect welfare and City property.
- Maintain job-related skills.
- Organize time wisely.
- Support colleagues positively.
- Be fair and proactive.
- Communicate honestly.
- Implement decisions positively.

All City of Fort Dodge department supervisors are further expected to:

- Act as mentors and trainers, acknowledge and support good performance, and help employees looking to advance in their careers.
- Advocate for decisions on a personal level.
- Provide accurate information, address rumors with facts, and actively listen to others.
- Demonstrate positive and effective leadership through your actions.
- Empower employees, provide necessary assistance, take charge when appropriate, and fulfill managerial responsibilities.
- Engage as participants and aim for consensus whenever possible.
- Foster a safe, professional and courteous work environment.

All City of Fort Dodge department directors are further expected to:

- Actively engage with the community to promote the city.
- Communicate effectively with other departments and organizations.

- Form partnerships and alliances with both public and private sectors.
- Explore innovative approaches to conducting business.
- Focus on personal development while also supporting the growth of team members.
- Prioritize the health and safety of employees at all times.

Decision-Making Model

City of Fort Dodge employees use five questions to guide their decision-making process:

1. Is the decision consistent with the adopted vision for the City of Fort Dodge?
2. Is the decision ethical?
3. Is the decision legal?
4. Is this the right thing to do?
5. Does the decision promote a positive image of the City?



CODE OF ETHICS

The purpose of the Code of Ethics is to establish norms of behavior to give city officials and employees a general guide for confronting ethical issues in their day-to-day business activities. The City expects that every employee will act in compliance with all laws and with the highest ethical standards. The City believes there should never be a conflict between good business practices and proper ethical conduct, although the issues involved may sometimes make it difficult to choose the best course of action.

City managers and supervisors are responsible for assuring their employees' understanding of and compliance with the Code of Ethics. They should actively encourage employees to learn and use the Code of Ethics. The goal is to instill the Code firmly in employees' minds so it becomes second nature to them. Employees should act in the City's best interests. Those best interests lie in obeying the law and upholding the highest ethical standards. Employees should avoid any activity that may compromise these interests. Employees should not be subjected to influences, outside interests, or relationships that might jeopardize the City's integrity.

The City strongly believes its employees represent one of its most valuable resources. We intend to provide employees with the opportunity to achieve their individual goals through their efforts to help the City uphold its ethical standards and accomplish its goals.

The City's Code of Ethics holds that officials and employees of the City shall:

- Be dedicated to honor and integrity in all public and personal relationships.
- Conduct themselves to maintain public confidence in the performance of their job duties.
- Make it their duty to improve operations and productivity and use time wisely so that all citizens know they receive full value for each tax dollar spent.
- Exercise great care in following applicable laws, proper procedures, and correct record-keeping in the handling of money, property, evidence, timekeeping records, and other transactions that occur during the course of duties.
- Seek no favors, nor use the prestige of office for private gain, nor use confidential information or government equipment or supplies to secure a profit or enhance wealth. Confidential information is considered City property and may be used or disclosed only with proper authorization and in the exercise of official City business.
- Ensure that expenditures made by the City are in the interest of the City, for the betterment of the City, and only for appropriate City business. The City expects its employees to submit accurate, honest expense accounts. "Padded" expense accounts are considered an inappropriate use of City funds. Employees who disobey this rule may be liable for federal penalties, and the City may be held liable for unpaid withholding taxes on the undeclared income.
- Avoid conflicts of interest by refraining from participating in decisions or being involved in transactions in which they or their family has an interest and make full disclosure of association when involvement cannot be avoided.
- Address constituents' concerns and needs, striving to provide the highest level of service with equity, neither granting special favor nor discriminating against any citizen.
- Work in full cooperation with other officials and employees, unless prohibited by law or recognized confidentiality of material, to perform the operations of government, but not to exceed their authority or encroach on another's professional responsibilities.
- Refrain from assisting and representing the private interests of another before any commission, board, council, or agency of the City when they have any official involvement with respect to the determination of the private interest.
- It is the City's policy not to contribute to any political campaign or to solicit or encourage contributions for political purposes, even in cases where to do so would be legal. The City does, however, encourage employees to exercise their rights as individuals to register to vote, and it respects the rights of employees to participate in political activities, providing they do not use any City resources, including time or premises, to do so.
- 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. See Iowa Code Chapter 68B. Avoid the appearance of improper influence; refrain from ever receiving, soliciting, or accepting gifts, gratuities,

entertainment, favors, or anything of value for themselves, their family, or others which are intended or have the appearance or effect of influencing the performance of their duties; and never lobby or attempt to influence others in performance of their duties by any means which are not part of their authorized duties. Likewise, under no circumstances will an employee offer or give anything to a customer to influence a favorable customer action.

- City employees may be offered honorariums as a result of speaking engagements or conducting seminars. A reasonable fee for time actually spent in preparation or participation may be accepted as long as the City is not also compensating the employee for the time, then the honorarium will be rejected.
- Any gift not authorized by this subsection may be returned to the donor, transmitted to the Finance Director/City Clerk, or turned over to the City to be used by the City or to be sold with the proceeds of such sale deposited into the general fund of the City. The Finance Director/City Clerk for the City shall be notified within seven days of the receipt of any monetary property not authorized by this subsection.

CODE OF CONDUCT

The City of Fort Dodge has established a Code of Conduct for all City employees. Public trust is our foundation, and the following statements are to be considered carefully and followed. All City policies, rules, regulations, and standards of conduct also apply to the employees' web interactions. Employees are expected to follow the same standards of conduct and behavior online as they are expected to follow in person. Employee misconduct (online and offline) may subject employees to discipline up to and including termination. The following list is intended to provide examples of conduct and misconduct and is not exhaustive.

- Employees must treat all citizens and fellow employees fairly and equally.
- Employees should not give special considerations, treatment, or advantage to any citizen or fellow employee beyond what is available.
- Employees should not engage in any business or transaction that conflicts with their duties or would impair their judgment or independence.
- Employees must avoid the appearance of improper influence and never accept gifts, favors, or anything of value that could influence their performance of duties.
- Employees with a financial or private interest in any City ordinance, contract, or development must disclose the nature and extent of the interest.
- Employees must not use information gained through City employment for personal gain and should not disclose non-public information obtained through their employment.
- Employees must not engage in private employment or render services for private interests that conflict with their duties.
- Employees should not sell or barter anything to the City or purchase anything from the City that is not offered generally to the public and on the same terms.
- Employees should not remain in their current positions after becoming candidates for City office or soliciting monetary contributions for City office candidates.
- Employees should not request or permit using City-owned property or equipment for personal gain.
- Employees should not misuse their authority to secure employment or other advantages within the City.
- Employees should not deceive or obstruct anyone's right to employment or furnish special or confidential information to affect someone's rights or prospects.
- Employees should not have personal social media sites that indicate noncompliance with City policies and/or standards.

All employees are expected to avoid any conduct that may be disruptive in the workplace or negatively impact services or operations. They should also comply with all state statutes, laws, ordinances, and regulations on and off duty. Committing any felony and all misdemeanors involving dishonesty, false statements, or violence will be grounds for disciplinary action, up to and including termination.

CITY OF FORT DODGE

Employee Code of Conduct

- 1 We greet & acknowledge each other.
- 2 We say "please" & "thank you".
- 3 We treat each other equally & with respect no matter the conditions.
- 4 We acknowledge the impact of our behavior on others.
- 5 We welcome feedback from each other.
- 6 We are approachable.
- 7 We are direct, sensitive & honest.
- 8 We acknowledge the contributions of others.
- 9 We respect each other's time commitments.
- 10 We address incivility.

*Adopted by the Employee Advisory Committee
January 7, 2024*



SECTION 1: POLICY ADMINISTRATION

1-1. RESERVATION OF MANAGEMENT RIGHTS

The City has the right to independently update, modify, or discontinue the policies and benefits described in this document without prior notice, and to implement all policies as it deems appropriate. Detailed information about certain topics, such as benefit plans, is covered in official policy documents. Please refer to those documents for specific information, as the terms of the written insurance policies take precedence, and this handbook only provides a brief summary of those benefits.

1-1.A. CITY MANAGER

The City Manager has the authority and responsibility to uphold the rules outlined in this handbook. This includes the ability to create administrative procedures as needed to clarify and enforce the rules in the handbook, or to assign these responsibilities to chosen staff members.

The City Manager also has the right to review and change any decision made by a department director regarding hiring, promoting, transferring, assigning, demoting, disciplining, laying off, suspending, terminating, or removing any subordinate officer or employee. Acknowledgment of these rights and privileges of the City Manager is a condition of employment and continued employment.

1-1.B. CITY BOARDS & COMMISSIONS

The Fort Dodge Municipal Code outlines the powers and duties of each City board and commission. The Regional Airport Commission, Blanden Memorial Board of Trustees, and the Public Library Board of Trustees have been granted special statutory powers. The Regional Airport Commission operates under Chapter 330 of the Iowa Code and Municipal Code 2.84. The Blanden Memorial Board of Trustees operates under Municipal Code 2.60, and the Public Library Board operates under Municipal Code 2.64. These governing bodies have the authority to establish policy and oversee operations within their designated areas. Members of City boards and commissions are appointed by the Mayor with approval from the City Council.



The Human Resources Director will review the benefits, policies, and procedures outlined in this handbook with the above-mentioned governing bodies and their directors. It is the responsibility of the governing bodies to ensure that any benefits, policies, or procedures adopted by them are in compliance with federal and state law. Any policy changes or additions made by the governing bodies should be submitted in writing to the Human Resources Department. If there are no alternative or equivalent personnel policies established for their employees, this Handbook will apply to employees of the Regional Airport, Blanden Museum, and Public Library.

1-1.C. DEPARTMENT DIRECTORS

Department directors have the following responsibilities in managing personnel within their department:

- Developing work rules, regulations, and department-specific personnel policies that are consistent with the employee handbook.
- Ensuring that the Director of Human Resources reviews department personnel policies before implementation to align with City policy, the employee handbook, and relevant laws.
- Providing each employee in the department with a copy of the department policy on their first day of work.
- Communicating any policy changes to all employees before implementation.
- Applying disciplinary action, including termination, for failure to adhere to policy.
- Approving all personnel actions within their department (City Manager will approve actions related to department directors).
- Delegating authority to supervisors for administering the policy, work rules, and regulations.
- Communicating performance objectives to supervisors and ensuring these objectives are communicated to individual employees.
- Establishing objectives and programs to enhance personnel management and create a safe, professional, and courteous environment within the department.
- Encouraging employee involvement in planning, evaluating work, and suggesting ways to improve departmental performance and safety objectives.
- Approving allowances and reimbursement of employee expenses.

1-1.D. SUPERVISORS

The supervisors are accountable to the department directors for effectively administering this policy and any related rules or programs. They act as a bridge between the department directors and the employees and are expected to understand, comply with, and convey the City's objectives and policies to the employees under their supervision. Additionally, they are responsible for communicating their employees' attitudes, behaviors, suggestions, and complaints to the department directors.

Supervisors are required to offer leadership and guidance to all employees, in line with the guidelines provided. These guidelines should not be viewed as a contract or promise, either explicit or implied, to the employees. While supervisors are expected to treat employees in similar circumstances consistently, each situation must be approached individually, and employees will not always be treated identically.

Beyond understanding the technical skills necessary within their work units, supervisors should be capable of leading and motivating their employees to perform at their best. For this reason, supervisors are encouraged to complete training successfully and share their knowledge.

Supervisors are accountable for ensuring that City objectives for employee conduct and performance are met, and that policies and procedures are put into practice.

Their supervisory responsibilities include, but are not restricted to:

- Striving to enhance communication and teamwork between themselves and their employees.
- Motivating and guiding their employees to achieve the stated department and City objectives.
- Reviewing and evaluating their employees' performance.
- Reviewing and evaluating the work within their area and making changes or suggestions to enhance departmental safety and effectiveness.
- Recommending disciplinary actions, promotions, demotions, transfers, and dismissals.
- Providing support and discipline to employees as necessary and addressing their grievances.
- Treating employees fairly and consistently, with respect and understanding considering their individual circumstances.
- Acknowledging good performance and providing guidance when improvement is needed.
- Explaining in advance the reasons for the necessary changes.
- Recommending employees with potential for growth for other opportunities, even if it means losing them to other departments.
- Explaining the reasons for decisions to employees.
- Setting work goals and standards for employees to enhance engagement.
- Leading by example by holding themselves to the same conduct and performance standards that they demand of their employees.
- Recommending personnel hiring and overseeing specialized job training.
- Keeping employees informed about their work assignments, work progress, and opportunities for advancement.
- Scheduling vacations, meals, and rest breaks.
- Managing absenteeism and tardiness and approving requests for time off.
- Verifying employee time records and scheduling overtime when necessary.

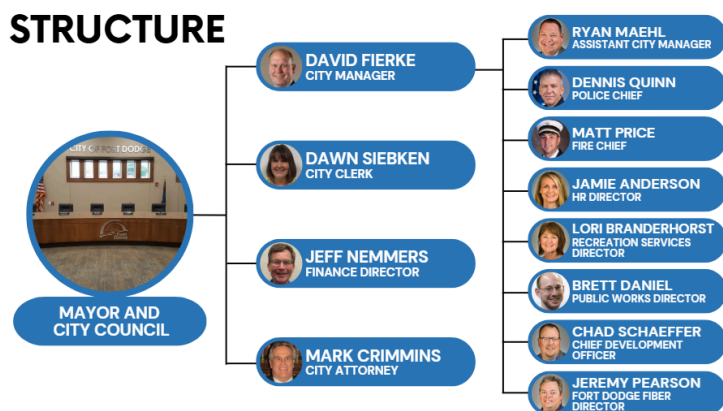
- Complying with relevant federal and state laws and regulations, including those concerning nondiscrimination, sexual harassment, and employee safety.
- Maintaining neat and orderly work areas.
- Encouraging creative problem-solving and suggestions for process improvements; evaluating and overseeing any implemented changes.
- Ensuring that employees comply with all rules and regulations.

1-1.E. DIRECTOR OF HUMAN RESOURCES

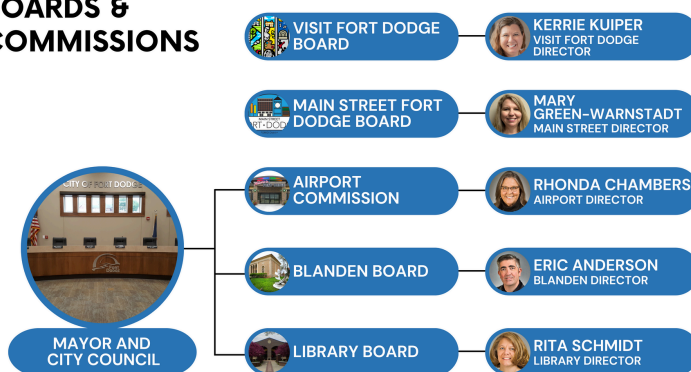
The Director of Human Resources is responsible for managing the City's personnel programs and policies. Responsibilities include:

- Developing and interpreting City personnel policies and advising department directors on their application.
- Staying informed about current employment laws and adjusting policies and practices as needed.
- Overseeing the recruitment process, including interviewing and screening potential employees and referring qualified applicants to department directors.
- Ensuring that recruitment and screening procedures align with job performance and the City's hiring objectives.
- Monitoring the establishment of new employee records and other personnel actions to ensure compliance with procedures and guidelines.
- Managing compensation administration, personnel action records, employee training and development, benefits and wellness programs, performance management, dispute resolution, employee recognition and service awards, safety programs, risk management, worker's compensation, and auxiliary programs.
- Maintaining personnel audits and statistics on personnel transactions to identify trends and support personnel and succession planning.

STRUCTURE



BOARDS & COMMISSIONS



1-2. PERSONNEL RECORDS

1-2.A. RESPONSIBILITIES

The Human Resources Department is responsible for maintaining official personnel records of all City employees. This includes, but is not limited to, performance evaluations, disciplinary actions, personnel actions, fringe benefits, and group insurance coverage.

1-2.B. OFFICIAL PERSONNEL RECORDS

Each employee will have an official personnel file maintained in the Human Resources Department. This file will contain information completed at the time of employment and records provided by department directors. At a minimum, it will include details such as employment applications, pay history, promotions, transfers, and other actions that affect the employee's status.

1-2.C. PERSONAL INFORMATION

Every employee is responsible for ensuring that the personal information in their personnel file is accurate. If there are any changes in personal data, such as name, address, telephone number, family status (marriage, divorce,

birth, death), or beneficiary, employees should promptly notify the Human Resources Department within 30 days for insurance coverage purposes.

1-2.D. MEDICAL INFORMATION

All medical records for each employee should be kept in separate files or folders, which must be secured in accordance with state and federal guidelines and regulations. Appropriate staff will receive HIPAA training.

1-2.E. PERSONNEL AND MEDICAL FILE ACCESS

Each employee has the right to review their official personnel and/or medical file at a reasonable time, with a member of the Human Resources Department staff present.

1-2.F. ACCESS TO CONFIDENTIAL INFORMATION

Access to confidential personnel and medical records is limited to individuals whose job responsibilities require access and who have received appropriate training in HIPAA regulations.

The Human Resources Department will release personnel information only:

- To the employee upon a written request.
- To individuals authorized in writing by the employee (e.g., union or legal representation).
- Upon written request from a former employee.
- In response to a court order, subpoena, or other legal mandate.
- For lawful law enforcement and public safety reasons.
- At the sole discretion of the City, subject to applicable federal, state, or local laws or administrative regulations.

All requests from external sources for personnel information related to applicants, employees, and past employees should be directed to the Human Resources Department. Access to personnel files by individuals other than authorized City administrative staff may be delayed for up to ten days to allow the Human Resources Department to determine if the information should be released in accordance with the Code of Iowa. The employee involved will be notified of any such request. The City will comply with the disclosure requirements of Iowa Code Chapter 22.7(11).

The Human Resources Department will inform all department directors, managers, or supervisors who may have relevant personnel records of any requests and the immediate need to produce all responsive personnel records. The Human Resources Department will consult with legal counsel regarding any issues concerning the request or manner of producing the records.

Supervisors may maintain a desk file and/or department file containing personnel action forms, copies of performance evaluations, employee performance logs, work schedules, and attendance records. However, confidential medical, EEO, reference and background check documentation and benefits information should not be kept in the desk file/department file. Information related to work restrictions during an employee's active worker's compensation claim may be kept at the department level. Once a case is closed, this information should be removed from the supervisor's desk file/department file.

The Human Resources Department may periodically review the information in employee personnel files to eliminate unnecessary information. Supervisor desk files and department files will also be periodically reviewed to ensure proper record-keeping practices.

The City of Fort Dodge follows the [records retention guidelines](#) recommended by the Iowa League of Cities.

1-3. POLICY UPDATES AND REVISIONS

This policy will be reviewed at least once a year. Any other revisions related to personnel matters (such as administrative policies, City operating procedures, and other City policies) will be communicated to employees via email or memo within 30 days of the change.

SECTION 2: CONDITIONS OF EMPLOYMENT

2-1. NATURE OF EMPLOYMENT

Employment with the City of Fort Dodge is voluntary. **Both the employee and the City have the right to end the employment relationship at any time, with or without cause.** The City of Fort Dodge reserves the right to change its policies as needed, except for the policy of employment-at-will. **The provisions in the handbook do not form a contract between the City and its employees.** The City has the authority to interpret and modify its policies and practices at its discretion. Any changes to these provisions require written approval from the City Manager.

2-2. RECRUITMENT / HIRING / PROMOTION PROCESS

The Human Resources Department is responsible for implementing an efficient process to facilitate the recruitment and hiring of all employees within the City. The City will adhere to all applicable provisions of Veterans' Preference statutes.

2-2.A. JOB POSTING



Departments seeking to fill a position should contact Human Resources to initiate the recruitment process. For civil service positions, the recruitment process will comply with the guidelines outlined in the Code of Iowa chapter §400.

For non-civil service positions, a job announcement will be circulated via email and posted on bulletin boards within City departments to inform current employees about the job opening for a period of three (3) days. **Current employees who are interested in applying for the vacant position must submit the internal application to Human Resources by the deadline on the job announcement.**

If no internal applicants are received for the position, the department with the opening should inquire with Human Resources to determine if there are any applications on file from previous openings in that classification. If no applications are found, external recruitment for the position will be necessary. Job announcements must be posted for a minimum of ten (10) working days, excluding holidays and weekends, to allow interested applicants to apply. Human Resources will place advertisements in suitable outlets. Depending on the circumstances, Human Resources has various resources to assist in the recruitment process.

Human Resources retains the right to post an opening both internally and externally simultaneously.



2-2.B. CIVIL SERVICE POSITIONS

The hiring process for Police, Firefighters, and EMS personnel must go through the civil service exam, approved by the Fort Dodge Civil Service Commission. Only applicants who pass the competitive exam process and meet the minimum qualification standards set by the commission will be certified as eligible. This process is in line with Iowa Code §400.



Vacancies for civil service positions, whether entry-level, transfer, promotion, or demotion, will be filled from the lists of eligible candidates certified by the Civil Service Commission, as per Chapter §400 of the Iowa Code. If there are no certified candidates for the role, the Civil Service Commission will authorize the creation of a new internal and/or external civil service list.

An announcement for the creation of a new list will be posted for at least ten (10) working days. Candidates who meet the minimum qualifications must take a civil service examination. Non-Civil Service City employees who believe they meet the minimum qualifications of the classification and wish to be considered for the vacancy must submit a written application to Human Resources to participate in civil service examinations open to the general public.

2-2.C. EMPLOYMENT APPLICATIONS

The City of Fort Dodge relies upon the accuracy of information contained in the employment application and other data presented throughout the hiring process and employment. **Any discovered misrepresentations, falsifications, or material omissions may result in exclusion from consideration for employment or, if already hired, may lead to disciplinary action, including termination.** The City of Fort Dodge will adhere to all relevant federal, state, and local laws and regulations.

All applicants, including regular, seasonal/temporary, interns, and volunteers, must complete the designated application form before being interviewed.

2-2.D. EXAMINATIONS & INTERVIEWS

The department director, Human Resources representative, and/or interview team will provide feedback to determine the most qualified applicant among those interviewed for a position. This will include considering the applicant's experience, education, job-related performance tests (if applicable), oral interviews, background checks, or any combination of these assessments relevant to the position being filled. **The criteria for evaluation should directly relate to testing the applicant's ability and suitability to perform the duties of the position. Employment selection will be based on experience, education, skills, training, and other qualifications outlined in the job description, and will adhere to the City's Equal Employment Opportunity policy.**

2-2.E. MINIMUM QUALIFICATIONS

All employees must meet the minimum qualifications to be hired by the City. Once hired, employees must continue to meet these requirements, which are part of their job classification.

Every employee is responsible for maintaining their qualifications, and this is an essential aspect of all City jobs. As a condition of ongoing employment, employees must keep any licenses or certifications specified in their current job description or required by federal, state, or City law. If an employee loses a required credential, they must inform their department head immediately. **Failing to maintain the necessary credentials to perform the essential functions of the job may result in termination of employment.**

If the minimum qualifications for a position increase after an employee has been hired, the employee will be given an opportunity to receive the necessary training within a reasonable timeframe. If, after this opportunity, the employee fails to meet the new standards, the employer may either reassign the employee to a position for which they meet the qualifications or terminate their employment if no such position is available.

2-2.F. TRAINING & TESTING EXPENSE REIMBURSEMENT

Employees are required to have specific training and certifications based on their position. They must maintain these qualifications to keep their job with the City. The City can arrange necessary training for employees to get or renew their certifications. **If an employee leaves their job within a certain period, they may have to repay training expenses according to the terms of an Employee Departure Reimbursement Agreement.** Employees should fully understand this agreement and its timeline.

If an employee takes a test, the City will cover the cost of one failed attempt and one passed attempt. The employee is responsible for the cost of any additional failed attempts. If the employee leaves within a certain timeframe, they may have to repay testing expenses according to the terms of the Employee Departure Reimbursement Agreement presented at the beginning of training.

See also section 9-2. Compensable Hours for Training and Travel.

2-2.G. CONDITIONAL OFFER

Before extending an employment offer to an applicant for regular full-time or part-time employment, the hiring manager must consult with Human Resources. Following this discussion, the department director may proceed with extending a conditional offer of employment. It's important to note that any verbal offer should be promptly followed by a written offer to the applicant, which will be provided by the Human Resources Department. **The written offer will clearly state that employment is contingent upon the satisfactory completion of, at a minimum, a background check, pre-employment drug screen, and medical examination.** The candidate will have three (3) business days to return the signed conditional offer letter to Human Resources.

2-2.H. BACKGROUND CHECK

The City reserves the right to conduct background checks on potential employees, including those being considered for initial employment, rehire, internal transfers, or promotion. The information sought in these background checks should be relevant to the job and necessary for business purposes. All offers of employment are subject to the City carrying out necessary background and reference checks.

- The City may choose to use a third party or obtain reports from external agencies to conduct background checks.
- Background investigations will only be carried out with the written consent of the applicant.
- Information obtained during a background check is confidential and must be treated as such in records.
- An applicant who refuses to authorize the required background and/or reference check will be considered to have withdrawn their application.
- **Any applicant who provides false, incomplete, or misleading information during the application process will be disqualified from further employment consideration.** If such information is discovered after hiring, disciplinary action up to and including termination may be taken.
- Before making a negative employment decision based on an applicant's criminal record, the City will consider factors such as the length of time since the conviction, the nature of the crime, its relevance to the job, the number of convictions, rehabilitation efforts, and subsequent employment history.
- Background and reference checks may cover, but are not limited to, the following:
 - Verification of employment eligibility
 - Verification of past and present employment and education
 - References from previous employers
 - Criminal records
 - Driving records
 - Credit history
 - Social media history
 - Personal history questionnaires

2-2.I. REQUIRED FORMS

Upon hire, all employees must complete certain employment forms before they can start working. This includes but is not limited to filling out a W-4 for both state and federal taxes, the federal I-9 form, and the EFT payroll deposit form and acknowledging receipt of the City of Fort Dodge policy manual. Employees must present acceptable identification documents listed on the federal I-9 form to Human Resources or its designee for verification in order to confirm their employment eligibility. Permanent full-time employees will also need to fill out benefit forms so that appropriate deductions can be made.

Whenever possible, new employees should be given the necessary documents, forms, and policies before their start date so that they can complete and return them if they so choose. If this is not possible, the new employee should be brought to Human Resources early in the day to receive and complete all necessary paperwork.

All applicants, whether they are current employees or not, must fill out a City job application or follow the appropriate application process (i.e., internal application, resume, cover letter) for each vacant position for which they are applying. After the application deadline, the names of qualified candidates will be sent to the hiring manager along with copies of the application documents for review. The hiring manager may then interview those candidates who are determined to be the most suitable for the position. Once a candidate is selected, the hiring manager will notify Human Resources.

2-2.J. EMPLOYEE IDENTIFICATION CARDS

The City of Fort Dodge prioritizes safety for employees and the public by maintaining a secure work environment, including an identification system for public facilities. This policy provides guidelines for issuing and managing City Employee Identification Cards, essential for identifying employees, preventing unauthorized access, and recording attendance for payroll.

City employees who require area access in City Hall or the ability to utilize time clocks must have a City Employee Identification Card, which is expected to be carried during work hours. Cards are obtained through the Human Resources Department.

Access

Upon completion of all required pre-employment paperwork in Human Resources, new employees will receive their identification cards. They can supply their own headshot or have one taken by the Human Resources staff. The card will include a photo, the employee's name, and the department. Beyond identification, the card serves as an access key to designated areas within City Hall, programmed based on business needs.

Lost, Stolen, or Damaged Cards

The first card is issued at no cost, and replacements for personal information changes are also free. **Lost or stolen cards must be reported immediately.** Stolen, malfunctioning, or accidentally damaged cards are replaced for free; lost or negligently damaged cards are replaced once for free, then for \$10. Altering or possessing multiple cards is prohibited. Found cards must be returned promptly.

Fraudulent Use of Cards

Using a City Employee Identification Card fraudulently will result in disciplinary action. This includes using it for someone else's benefit or lending it to another person. Cards cannot be used to obtain money or gifts or shift responsibility for actions.

Return or Deactivation of Cards

Employee Identification Cards are City property and must be returned to the supervisor or Human Resources under certain conditions, such as disciplinary leave or separation from employment.

2-3. EQUAL EMPLOYMENT OPPORTUNITY

2-3.A. NON-DISCRIMINATION

The City of Fort Dodge is committed to providing equal employment and advancement opportunities to all individuals, based on merit, qualifications, and abilities. The City does not based on race, color, religion, gender, national origin, age, veteran status, marital status, disability, sexual orientation, gender identity, or any other protected characteristic.

Equal Opportunity Officer

The Communications Manager in Human Resources is the designated Equal Opportunity Officer, responsible for:

- Conducting departmental reviews for compliance with the City's Affirmative Action Program.
- Reporting results, issues, and recommendations to the Human Rights Commission and City Manager.
- Assisting department directors with recruitment, selection, training, and other personnel functions.
- Liaising between the City and minority communities.

Recruitment and Selection

The Human Resources Department will:

- Recruit minorities, veterans, and women.
- Establish communication with educational institutions and organizations for referrals.
- Identify minority referral sources.
- Consider applicants based on job qualifications, ensuring equal consideration for qualified minorities, veterans, and women.

2-3.B. ADAAA COMPLIANCE

The City complies with the ADAAA and state laws, applying these regulations to all aspects of employment, including selection, job assignment, compensation, discipline, termination, and benefits. Reasonable accommodations are provided for qualified employees with disabilities unless it causes undue hardship. Employees should request accommodations through supervisors or Human Resources, who will evaluate and implement them as needed. Learn more at <https://www.eeoc.gov/statutes/americans-disabilities-act-amendments-act-2008>.

2-3.C. LIFE-THREATENING ILLNESSES

The City supports employees with life-threatening illnesses by providing reasonable accommodations in compliance with legal requirements, allowing them to continue their work. Protected health information is treated confidentially per HIPAA, and unauthorized disclosure may result in disciplinary action, including termination. Employees with concerns about life-threatening illnesses should contact the Human Resources Director or the Employee Assistance Program (EAP).

2-3.D. GINA COMPLIANCE

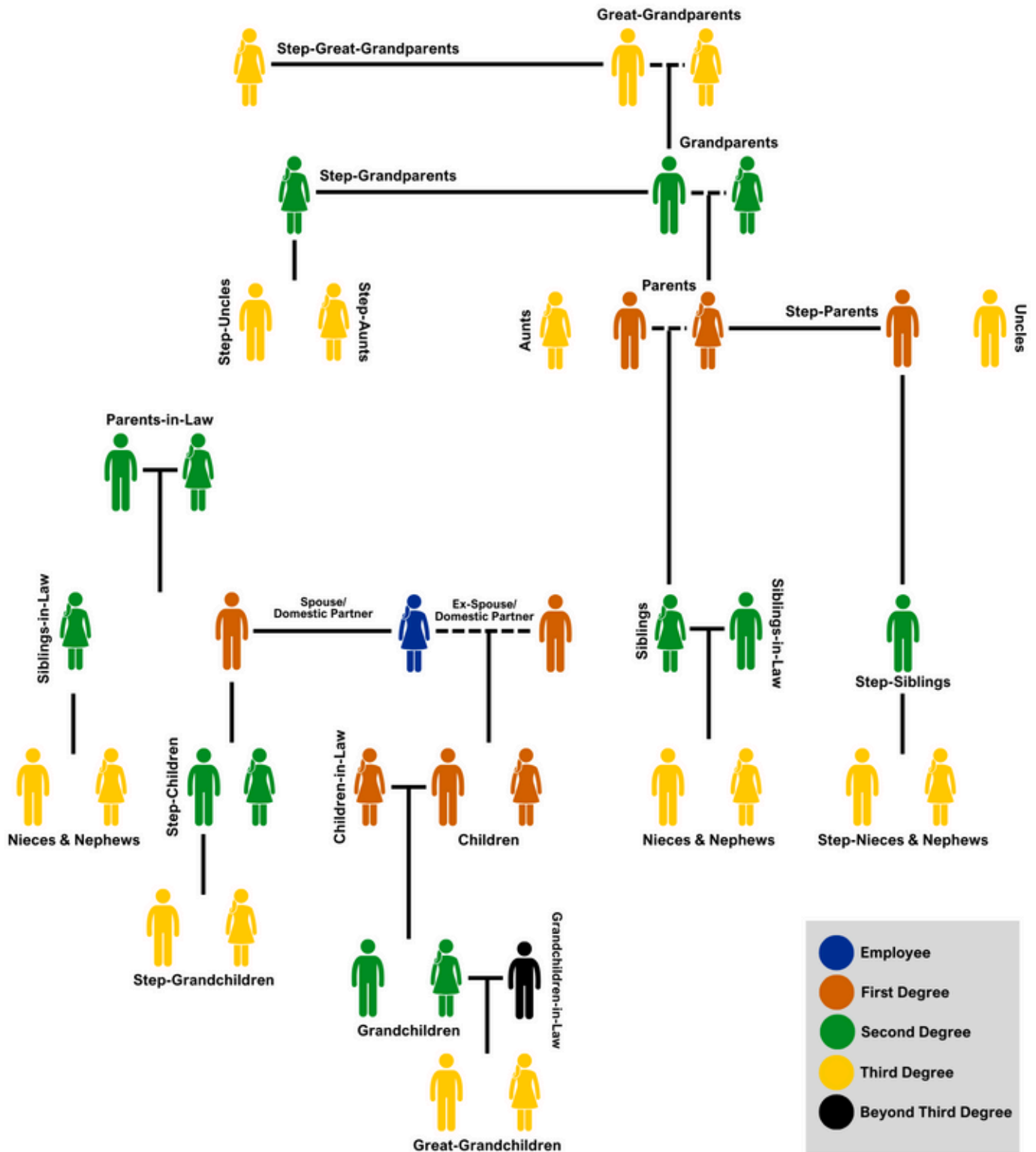
Under GINA, employers cannot request or require genetic information except as allowed by law. Employees should not provide genetic information when asked for medical information. Learn more at <https://www.dol.gov/agencies/ebsa/laws-and-regulations/laws/gina>.

2-3.E. REPORTING

Employees should report discrimination to their department director, manager, Communications Manager, or Human Resources Director without fear of retaliation. Unlawful discrimination or retaliation will result in disciplinary action, including termination. Supervisors must act on potential discriminatory acts and report them immediately for prompt resolution.

2-4. HIRING OF RELATIVES

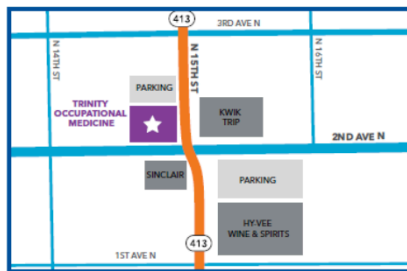
Hiring relatives can lead to conflicts, favoritism, and morale issues. This may result in claims of partiality and personal conflicts affecting work relationships. To avoid these problems, the following guidelines are essential. A relative is defined as anyone related by blood or marriage within the third degree, including spouses, parents, children (including adopted), siblings, grandparents, great-grandparents, grandchildren, great-grandchildren, corresponding in-laws, step-relatives, and domestic partners.



- **Family members cannot be placed in positions where one could influence the other's work, salary, or promotion.**
- Existing employees cannot be the direct supervisor of a family member.
- Employees will not be promoted to a position where they would directly and consistently supervise a family member within their department.
- Employees will not be promoted or transferred to a position where their immediate supervisor is a family member or where a personal relationship exists that is likely to affect job performance or morale.
- No hiring or personnel changes will occur if they violate this policy. **If a situation arises due to hiring, promotion, transfer, marriage, or other changes, one of the affected employees must be transferred, if possible, to enable the personnel action.** If there are no transfer opportunities available, the personnel action will not take place.

This policy applies to all positions except some in Recreation Services and Public Areas. **Seasonal or temporary employees cannot have a relative as their immediate supervisor but can work in the same department.** Exceptions are made for those under 26 who are children or stepchildren of City employees and are enrolled in school.

According to Iowa Code (85.39), the City of Fort Dodge has the authority to select a medical care provider for the assessment and treatment of workplace injuries and illnesses. **UnityPoint at Work – Fort Dodge has been chosen as the designated medical provider for both non-public safety and public safety departments.** Any employee with a work-related illness or injury must first seek evaluation at this clinic. If necessary and approved by the Iowa Municipal Workers' Compensation Association (IMWCA), the City's designated physician may refer the employee to other specialists.



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the employee's ability to perform their job's essential functions, they will be sent for a job-related examination by a health professional chosen by the City prior to their return to work. The following procedure will be followed:

1. The employee will be examined by one of the City's designated physicians or another physician as directed by the City Manager or their designee. The employee has the right to provide the examining physician with reports, opinions, or other information from their own physician or health care provider.
2. The report from the examining physician will be submitted to the Human Resources Director, who will consult with appropriate management staff and report to the City Manager regarding the employee's fitness for duty and any recommended action.
3. The results of the examination will be kept confidential, with access to medical information limited to the employee and management staff who need it for employment-related decisions.

If the employee's personal physician's opinion differs from that of the City's occupational medicine physician, the City will cover the cost of an examination by an impartial third-party specialist. The specialist's decision will be final.

2-5.D. EMPLOYEE SAFETY & PROTECTION OF MEDICAL INFORMATION

Any offer of employment or return to work is conditional upon the satisfactory completion of this examination. The City will use the evaluation results to determine whether the applicant is capable of performing the essential functions of the offered position or if the employee is capable of returning to work. **This evaluation will ensure that employees are not placed in a position where there is a likelihood of injury to themselves or others.**

Information regarding an employee's medical condition or history will be kept separate from other employee information and maintained confidentially in accordance with the guidelines of the Patient Privacy Act (HIPAA). Access to this information will be limited to those who have a legitimate need to know, such as a supervisor to assess any physical restrictions and to determine what, if any, accommodations may be necessary for the job to be performed. This policy will in no way infringe upon the rights of employees protected by the Americans with Disabilities Act, as amended, and/or other related state and federal regulations.

2-6. STANDARDS FOR HANDLING PERSONALLY IDENTIFIABLE INFORMATION (PII): SECURITY, NOTIFICATION & CONFIDENTIALITY

The City of Fort Dodge recognizes the importance of maintaining the confidentiality of Personally Identifiable Information (PII) and acknowledges that this information is unique to each individual. The PII covered by this policy includes data from employees, applicants, contractors, and customers. This policy ensures the security and protection of PII for employment and business operations.

The departments mentioned in this policy have the authority to develop and implement procedural guidance to ensure that their responsibilities under this policy are communicated and enforced.

2-6.A. DEFINITIONS & SCOPE

Personally Identifiable Information (PII)

Iowa Code Chapter 715C.11(a) defines personal information as an individual's first name or initial and last name combined with unprotected data elements such as:

- Social security number
- Driver's license or other unique identification number
- Financial account numbers with access codes
- Unique electronic identifiers with access codes
- Biometric data like fingerprints or retina images

Additionally, PII may include home addresses, emails, mother's maiden name, place of birth, photographic images, or other linked information like medical, educational, financial, and employment records.

Data Breach

A data breach, defined by Iowa Code Chapter 715C, is any unauthorized acquisition or disclosure of personal information compromising its security. This includes unauthorized access to encrypted or redacted information if decryption keys are obtained.

2-6.B. POLICY IMPLEMENTATION

PII Retention and Training

The City minimizes the amount of PII it retains, following Iowa League of Cities' guidelines. **Employees handling PII must complete training on PII security upon hire, when policy changes, and annually. Non-compliance results in disciplinary action, up to termination.**

Audits and Data Breach Response

Annual audits of PII and related records ensure policy enforcement and assess the necessity of retention. Department Directors oversee these audits with IT support. In case of a data breach, the City promptly notifies affected individuals and provides corrective actions.

Data Access and Transmission

IT manages user access to systems containing PII, ensuring only authorized users have access. HR communicates employment status changes to IT for access adjustments. PII transmitted via email must be in password-protected documents. Vendors accessing PII must sign privacy agreements. PII on portable storage devices and off-site access must use IT-approved encryption.

Breach Complaints and Confidentiality

Individuals suspecting a PII breach or policy non-compliance should contact the Human Resources Director at (515) 576-6869 or janderson@fortdodgeiowa.org. Employees must maintain PII confidentiality and sign annual acknowledgments of this responsibility. Policy violations result in disciplinary action, potentially leading to suspension or termination, emphasized during onboarding and refresher training.

A more detailed version of the City's Personally Identifiable Information (PII) policy is available upon request. Please contact Human Resources for access. Employees are expected to understand and abide by this policy. Compliance is mandatory, and violations may result in disciplinary actions, including termination.

2-7. PROOF OF EMPLOYABILITY / IMMIGRATION LAW COMPLIANCE

The City of Fort Dodge is dedicated to hiring only individuals who are authorized to work in the United States and does not discriminate unlawfully on the basis of citizenship or national origin.

2-7.A. I-9 FORM

As required by the Immigration Reform and Control Act of 1986, **all new employees must complete the I-9 form and provide proof of identity and work eligibility.** Rehired employees who haven't completed an I-9 with the City of Fort Dodge in the past three years or whose I-9 is no longer valid must also complete the form.

Employees must fill out and sign Section 1 of the I-9 before or on their first day of work. A Human Resources representative must verify work eligibility within 72 hours of employment. Failure to comply may result in suspension or ineligibility for continued employment.

All I-9 forms will be kept in a separate, secure binder per state and federal guidelines.

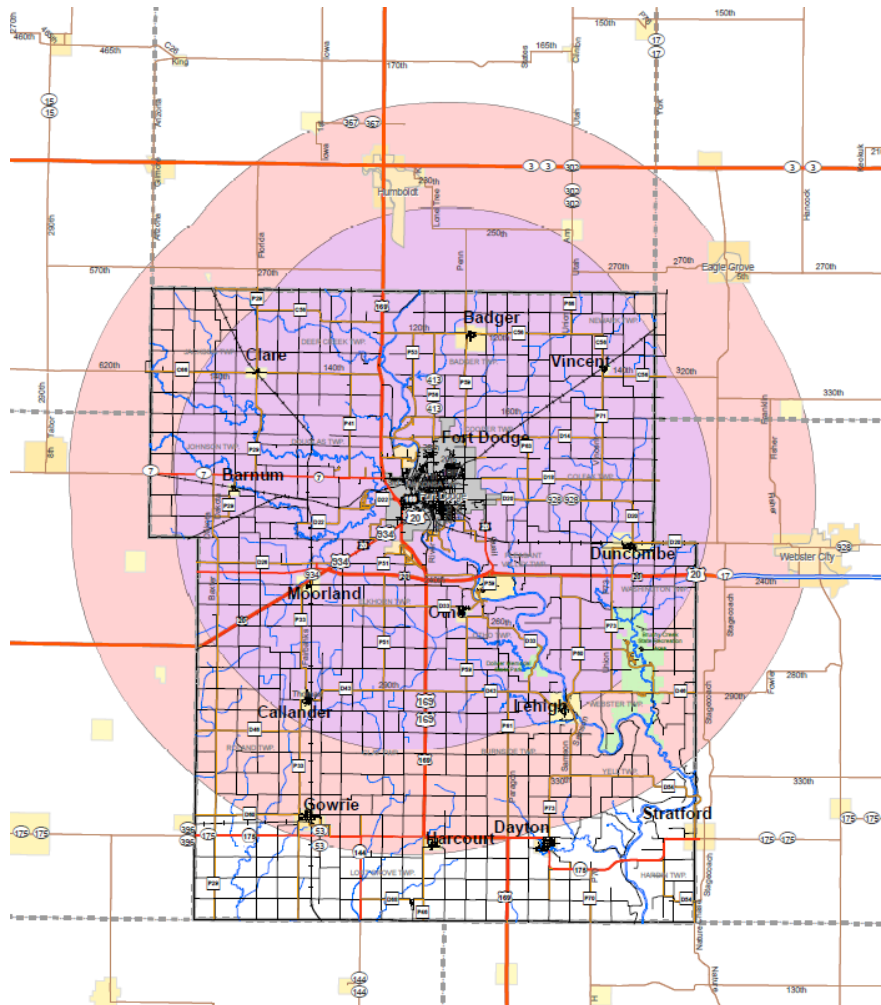
2-7.B. QUESTIONS

Employees who have questions or need more information about immigration law issues are encouraged to contact Human Resources. Employees can ask questions or raise complaints about immigration law compliance without fear of reprisal.

2-8. RESIDENCY REQUIREMENTS

Department heads, with Council approval, have the ability to set residency requirements for employees who have been identified as critical/essential personnel consistent with the needs of the department, the City and its residents. In addition to Police, Fire, and EMS personnel, the following positions are considered to be critical/essential:

- | | |
|---|--|
| Public Works Operations Manager | Public Areas Superintendent |
| Water Utility Operations Manager | Parks & Forestry Operations Supervisor |
| • Network Engineer | • Public Areas Maintenance Worker I |
| • Fiber Network Specialist | • Public Areas Maintenance Worker II |
| • GIS Specialist | • Public Areas Maintenance Worker III |
| • Fiber Operations Supervisor | • City Forester |
| • Outside Plant Service (OPS) Technician | • Forestry Technician I |
| • Commercial Service Technician | • Forestry Technician II |
| • Residential Service Technician | • Airport Operations Supervisor |
| • Public Works Maintenance Worker II (Divisions of | • Airport Operations Specialist |
| • Streets, Traffic Safety, Utility Systems Distribution | • Shop Supervisor |
| • and Sanitation) | • Mechanic |
| Public Works Maintenance Worker III (Divisions of | • City Electrician |
| • Streets, Traffic Safety, Utility Systems Distribution | • Electrical Technician |
| • and Sanitation) | • Building Service Worker |
| | • |



Current critical/essential employees do not have to move if there is a change in residency requirements. However, those who change residences after the most recent update must follow this policy. **The term “residence” refers to the place where the employee lives with their immediate family and is eligible to become a registered voter and homestead the property for real estate tax purposes if owned by the employee.** If the residency buffer intersects with the edge of a neighboring town, the employee can live anywhere within that town’s limits. Regardless of where employees live, they must report to work on time and respond to callbacks within a reasonable timeframe.

Non-essential employees are not required to live within the City of Fort Dodge, but living within the city limits is encouraged. The City has no restrictions regarding where other non-essential employees can live. The only requirement is that they should be able to report to work on time.

2-9. MOVING EXPENSES

Moving expenses need approval from the City Manager, Board, or Commission. The Human Resources Department and Finance/Payroll should be involved in coordinating approved moving expense payments since some moving expenses are taxable and need to be reported on the employee’s W-2. Actual expenses should be submitted to Finance/Payroll for consideration for non-taxable reimbursement.

2-10. EMPLOYMENT CATEGORIES

The City of Fort Dodge aims to clearly define employment classifications to ensure that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specific period of time. Therefore, both the employee and the City of Fort Dodge retain the right to terminate the employment relationship at will at any time.

2-10.A. NON-EXEMPT & EXEMPT CATEGORIES

Based on their job, each employee is classified as either non-exempt or exempt from federal and state wage and hour laws.

Non-exempt employees are eligible for overtime pay according to the specific provisions of federal and state laws.

Exempt employees are not subject to specific provisions of federal and state wage and hour laws.

Changes to an employee's non-exempt or exempt classification can only be made with written notification by the Director of Human Resources.

2-10.B. ADDITIONAL CATEGORIES

Regular Full-Time Employees: These employees fill budgeted Full Time Equivalent (FTE) positions, work the city's full-time schedule, and are eligible for the city's benefits package. They will be enrolled in IPERS for retirement.

Regular Part-Time Employees: These employees fill budgeted positions of less than one FTE and work between twenty (.5 FTE) and twenty-nine (.725 FTE) hours per week. They receive legally required benefits and pro-rated paid time off benefits based on scheduled hours. They will also be enrolled in IPERS for retirement.

Seasonal Employees: Hired temporarily for one season of the year to perform a seasonal function. They shall not normally work more than eight pay periods within a calendar year and are eligible for legally required benefits but not eligible for the city’s health plan and other benefits.

Temporary Part-Time Employees: Hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and do not meet the qualifications of a regular part-time position.

Contract Workers: Hired under a specific agreement and paid through the accounts payable system. Contracts must be reviewed and approved by the Human Resources department. They are independent contractors and not City of Fort Dodge employees. The City of Fort Dodge employees cannot concurrently serve as Contract Workers.

Volunteers: These individuals perform unpaid service under special conditions provided by applicable department policies. They are required to complete volunteer applications and may be subject to background investigations.

2-11. PROBATIONARY PERIOD



Unless stated otherwise in a collective bargaining agreement, the probationary period for regular employees will be the **first six months of employment**. During this time, new employees have the chance to show that they can perform satisfactorily and also decide if the new job meets their expectations. The City of Fort Dodge uses this period to assess an employee's abilities, work habits, and overall performance. Before the end of the probationary period, the supervisor must provide a written performance evaluation for the employee. **Either the employee or the City of Fort Dodge can end the employment relationship at any time during or after the probationary period, with or without cause or advance notice.**

2-11.A. NEW & REHIRED EMPLOYEES

All new and rehired employees will work on a probationary basis for the first six months after their hire date. If an employee is significantly absent for five consecutive working days or more, the introductory period may be extended by the length of the absence. If the City of Fort Dodge determines that the designated probationary period does not allow sufficient time to evaluate the employee's performance thoroughly, the probationary period may be extended. **New and rehired employees are not eligible for the appeal procedure for disciplinary actions during their probationary period.** Additionally, all rehires are subject to approval from the City Manager, respective Board/Commission, and department director.

2-11.B. ANNIVERSARY / SENIORITY DATE / BENEFIT DATE

An employee's first day of work is considered their hire date and can also be called their anniversary or seniority date. The seniority date is important for calculating various conditions and benefits outlined in this Employee Handbook. **While the hire date, seniority date, and benefit date are typically the same and reflected in the payroll system, they may differ due to benefit terms agreed upon at the time of hiring (for example, vacation time), a break in service, or changes in employment status throughout an employee's tenure.**

2-11.C. PROMOTIONS OR TRANSFERS

When employees are promoted or transferred within the City of Fort Dodge, they must complete an additional probationary period of the same length when they are reassigned to a new position. If management considers an employee to be unsuccessful in their new position during this period, they may be removed from that position. In such a case, the employee may have the opportunity to return to their previous job or to a comparable job for which they are qualified, depending on the availability of such positions and the needs of the City of Fort Dodge. However, the decision to allow the employee to return to their former position or to another position rests solely with management.

2-11.D. REVIEW DURING THE PROBATIONARY PERIOD

During the first 30 days of employment, the employee is expected to be provided with a performance planning document to support their success. The employee will undergo a review at the next mid-year or annual review date. The employee's supervisor will communicate any necessary performance improvements and encourage the employee to utilize coaching opportunities for guidance.

2-11.E. TERMINATION DURING THE PROBATIONARY PERIOD

Any new hire in the probationary status who is unable to demonstrate satisfactory performance will be terminated without the right of appeal at any time during the probationary period.

2-12. WORK SCHEDULES

The City's policy is to determine the workday's timing and duration based on workload, production flow, public service needs, efficient management, and applicable laws. Full-time non-exempt employees will typically work forty (40) hours per week. Any existing collective bargaining agreement(s) regarding work schedules and changes will be followed.

Exempt employees are not mandated to have a specific work schedule, but a supervisor may establish one if the position requires the employee to be on-site during regular business hours. Exempt employees are expected to work the necessary hours to fulfill their job duties and responsibilities.

2-12.A. SCHEDULES FOR CITY EMPLOYEES

- The standard workweek for the City is from 12:00 A.M. Sunday through 11:59 P.M. Saturday. The hours of operation and work may vary by facility, department, and position to accommodate department goals and schedules.
- Supervisors will inform employees about their individual work schedules. Any changes to the regular work schedule will be communicated to employees at least one week in advance to allow for proper arrangements to be made at home (e.g., child or elder care).
- Staffing needs and operational demands may require variations in starting and ending times, as well as in the total hours scheduled each day and week.
- Employees are required to follow their assigned work schedules or may be subject to disciplinary action.

2-12.B. REST & MEAL PERIODS

Supervisors are responsible for authorizing rest and meal periods that suit the business needs. Each department should schedule rest and meal periods for non-exempt employees, taking into account the workload and nature of the job. **Rest and meal periods should not be taken at the beginning or end of the workday to alter the reporting or quitting time without prior authorization from the supervisor.**

Full-time employees are entitled to a 15-minute work break in the morning and another 15-minute work break in the afternoon. Part-time employees should be provided breaks in accordance with the Fair Labor Standards Act (FLSA).

2-12.C. ALTERNATIVE SCHEDULES & FLEXIBLE WORKING TIME

This form of scheduling requires employees to work a specific number of hours per workweek but provides flexibility in terms of the start and end times for each day. **Department directors have the option to use alternative schedules to meet their specific business needs or to give employees more input in setting their work days and hours.**

Department directors can determine under what conditions and circumstances alternative schedules can be used. However, the use of alternative schedules does not exempt the department from providing non-exempt employees with overtime pay for hours worked over forty (40) in a workweek.

Supervisors will inform employees of their work schedules, including work days, hours, and designated rest and meal periods, at the time of hire or transfer. **Employees are not allowed to change their work schedules without the prior approval of their supervisors.**

Departments can create and document a compressed work schedule that allows non-exempt employees to work more than eight (8) hours per day over fewer than five (5) days per workweek on a continuous basis, as long as the business needs are met.

2-13. ATTENDANCE, ABSENCES & OCCURANCES

Attendance is a fundamental requirement for all City employees. Being punctual and present for every scheduled workday demonstrates an employee's reliability and dependability, which are essential for providing high-quality public services. **Poor attendance, resulting from unscheduled absences and tardiness, disrupts workflow, hampers productivity, and creates morale issues when tasks are redistributed to others.** It is expected that every employee reports promptly and fully ready to engage in their duties.

Eligible permanent full-time and part-time employees with the City of Fort Dodge receive paid time off benefits outlined in the Employee Handbook or relevant collective bargaining agreements. Sick leave is offered to provide financial protection in cases of illness, injury, or temporary disability, with accrual rates specified in the Handbook or agreements. Sick leave is applicable for hours spent away from work due to doctor, dentist, or other appointments mandated by the primary care provider. Employees are encouraged to schedule medical visits during days off or after regular working hours when feasible.

Employees are required to attend work and training sessions as per the established rules on work hours and leaves outlined in this policy by management.

The City acknowledges that unscheduled absences may arise due to illness or disability and is committed to working with employees facing such circumstances. However, the availability of accrued leave(s) does not excuse unacceptable attendance patterns. **Consistent and punctual attendance is expected from all employees.**

2-13.A. DEFINITIONS

Proper Notification: Employees are required to inform their supervisor of any absence or lateness at least 30 minutes before their scheduled start time. Supervisors reserve the right to set the standard methods for notification in their respective departments. In the absence of the immediate supervisor, the employee should contact the next higher supervisor in the line of authority. In case of an emergency preventing proper notification, the situation may be reviewed on a case-by-case basis with the involvement of Human Resources so long as a valid reason is provided.

Excused Absences: Excused absences encompass various reasons for time away from scheduled work, including but not limited to authorized leave, emergencies, lack of work, work-related injuries, holidays, jury duty, family health issues, bereavement, vacations, disciplinary suspensions, FMLA-covered absences, pre-arranged absences, flexible work schedules to avoid earning comp time, and inclement weather or natural disasters for non-essential employees.

Pre-arranged Absences: Pre-arranged absences are those approved by the supervisor or department head at least twenty-four (24) hours in advance. Requests should be submitted through Executime for all employees, with the exception of Fort Dodge Fire Rescue. Fort Dodge Fire Rescue requests are expected to be submitted via Crewsense. Approval of pre-arranged absences is based on the business needs of the City and/or Department.

Unscheduled Absences: Any absence that is not approved at least twenty-four (24) hours in advance by the employee's supervisor/department head is considered unscheduled. This includes arriving late and leaving early without pre-arrangement. For instance, absences that could have been planned in advance, such as a child's school program or sports event scheduled on the school calendar, will be considered unscheduled if not pre-arranged.

2-13.B. RESPONSIBILITY

The supervisor/department head is responsible for ensuring the accuracy of employee timesheets and maintaining documentation for absence-tracking purposes. Employee attendance should be reviewed regularly to address any concerning patterns or excessive absences within the past twelve (12) months. Additionally, the supervisor or department head is responsible for communicating with employees when there are attendance problems. This includes providing counsel and, if necessary, implementing an attendance improvement plan or further corrective action.

2-13.C. GUIDELINES FOR CORRECTIVE ACTIONS

The supervisor/department head shall consider the following when assessing the need for corrective action:

1. Frequent, unrelated, unscheduled absences beyond what is considered reasonable;
2. A pattern of unscheduled absences associated with weekends, holidays or other scheduled days off in an effort to extend time off; and
3. The length of time the employee has demonstrated unacceptable absenteeism or tardiness.

When an employee's attendance record reflects multiple unscheduled/unexcused absences within a twelve (12) month period, the supervisor/department head will communicate with the employee and take action as outlined in *Section 5: Disciplinary Action*.

Any falsification of the reason for an absence, whether verbal or written, will be considered gross misconduct and the employee will be discharged. Moreover, employees who request the use of sick leave who are found to be self-employed or in the employment of another employer during time claimed as sick will have their request for sick leave denied and may be subject to discipline up to and including termination.

2-14. TELECOMMUTING

Telecommuting allows eligible employees to work at home or at another approved off-site location, for all or part of their work week. **Telecommuting, whether temporary, intermittent, or regular, will only be approved when it is in the best interest of the City of Fort Dodge.** The City considers telecommuting to be a viable, flexible work option when both the employee and the assigned job duties are suited to such an arrangement, as determined by the department head. **Not all employees are eligible to telework because the essential job functions of their position cannot be completed from home.**

Telecommuting is generally inappropriate under the following conditions:

- When the job requires the employee's physical presence at the worksite.
- The arrangement would hinder service delivery and/or business operations.
- The employee's current assignment requires any of the following:
 - Frequent supervision.
 - The employee does not consistently achieve high-performance ratings or productivity levels.
 - The employee has demonstrated performance and/or attendance concerns.

Approval of a telecommuting request is at the sole discretion of the department head and is based on operational and/or business needs. The department head can discontinue a telecommuting arrangement at any time.

To explore a telecommuting arrangement, employees should get in touch with their department head to start the interactive process. If authorized to work remotely, employees must sign a telework agreement. Refusal to sign the agreement will result in denial of the telecommuting request.

2-15. OUTSIDE EMPLOYMENT

Employees at the City of Fort Dodge are allowed to have outside jobs as long as they continue to meet the performance standards of their jobs with the city. If an employee wishes to take on outside employment, they may need to fill out a "Secondary Employment Request" form or an "Employee Request for Off-Duty Employment" form (e.g., Police Department) for each employer or employment, and submit it to their department director for approval. All employees will be evaluated based on the same performance standards and subject to the city's scheduling demands, regardless of any existing outside work requirements.

If the City of Fort Dodge determines that an employee's outside work interferes with their performance or their ability to meet the city's requirements, the employee may be asked to terminate the outside employment if they wish to continue working for the City. Engaging in outside employment that presents a conflict of interest is not allowed. Employees should not receive any income or material gain from individuals

outside the City of Fort Dodge for work performed while on the job. Furthermore, employees should not accept outside employment if it raises ethical concerns or requires them to disclose confidential information.

2-16. SMOKING & TOBACCO USE AT WORK

In keeping with the City of Fort Dodge's intent to provide a safe and healthful work environment, **smoking, including the use of electronic cigarettes or vaping devices, and tobacco use are prohibited throughout most areas of the workplace.** Employees found in violation of this policy will be subject to disciplinary action, as outlined in *Section 5: Disciplinary Action*.

2-16.A. INDOOR AREAS

Smoking inside is not allowed in an enclosed public place, in vehicles, or in motorized equipment owned or operated by the City of Fort Dodge.

2-16.B. OUTDOOR AREAS

Smoking is not permitted on the premises of any public building. This includes outdoor areas used in connection with the building, such as sidewalks, driveways, sitting or standing areas, patios, decks, courtyards, swimming or wading pools, beaches, or any other designated outdoor areas. However, **smoking is allowed in the City of Fort Dodge parking lots, as long as it's not immediately adjacent to the commonly understood points of entry and exit.**

In addition, **smoking is allowed on hiking and biking trails and sidewalks in the public right-of-way, as long as these outdoor areas are not adjacent to an enclosed City of Fort Dodge building or commonly understood points of entry and exit and do not conflict with seating areas.**

Open (non-enclosed) shelters in the park system are also generally excluded from the designated grounds of any public building. Smoking is allowed in these shelters unless flammable or toxic materials or fumes are present or youth aged 17 or younger are participating in organized recreational activities.

As the employer, owner, operator, manager, or person having custody or control of a place where smoking is prohibited, the City shall not permit smoking in a public place, place of employment, outdoor area where smoking is prohibited, or an area declared nonsmoking.

2-16.C. SMOKELESS TOBACCO

The use of smokeless tobacco is discouraged and may be prohibited based on job requirements at the discretion of management. Smokeless tobacco includes, but is not limited to, chewing tobacco, snuff, snus and dissolvable tobacco products.

2-17. PARKING PERMITS

Employees who work downtown or whose jobs regularly require them to be downtown will be provided with a parking permit at no charge. Employees may register up to three vehicles. In the event that an employee drives a vehicle not associated with their permit, they should directly communicate with the Community Service Officer.

2-18. DRUG-FREE WORKPLACE

Under the Drug-Free Workplace Act, the City of Fort Dodge is committed to ensuring public safety and maintaining a safe workplace for its employees, customers, and the general public. **The city prohibits the use, possession, distribution, sale, or being under the influence of alcohol or illegal drugs while on its premises or while conducting business-related activities off-site.** Employees are required to report to work in a fit physical and mental condition to perform their jobs satisfactorily.

The use of legally prescribed drugs is allowed on the job only if it does not impair an employee's ability to perform their job effectively and safely, without endangering others. Employees are expected to consult their physician to understand any limitations or restrictions a prescription may have on their ability to perform their job safely and are responsible for promptly notifying their supervisor if any prescription medication adversely affects their ability to carry out their job duties.

2-18.A. ALCOHOL & DRUG POLICY

The City of Fort Dodge is dedicated to fostering a safe and healthy work environment. We prioritize the well-being of our employees and ensure public trust in our services. To uphold this commitment, **we have established a policy that strictly prohibits the illegal manufacture, distribution, dispensing, possession, or use of alcohol or drugs by any employees while on duty, on call, or responding to duty.**

Employee abuse of alcohol and drugs, whether on or off the job, poses serious risks to the safety of the employee, coworkers, and the public. It also increases the likelihood of accidents, absenteeism, poor performance, diminished morale, and damage to the City of Fort Dodge's property and reputation. Therefore, the objective of this policy is to create and uphold a safe work environment and a healthy, productive workforce free from the negative impact of alcohol and drug abuse.

2-18.B. EMPLOYEE ASSISTANCE PROGRAM



Employee Assistance Program
800.327.4692

The City of Fort Dodge encourages any employee with a drug or alcohol problem to contact their supervisor or the Human Resources Department for assistance. The City is eager to help employees and will, at the employee's request, refer them to an appropriate agency or clinic for professional assistance. The City of Fort Dodge maintains an Employee Assistance Program (EAP), which may be confidentially used by employees who need assistance in overcoming alcohol and/or drug problems. Employees may also use their group health insurance program to assist with the cost of attending a drug and/or alcohol rehabilitation program.

Employees will not be subject to discipline for voluntarily acknowledging their drug/alcohol problems. However, this will not excuse violations of the Alcohol and Drug Policy for which the employee is subject to discipline. **Employees who voluntarily enter a drug/alcohol rehabilitation program will be placed on leave, in accordance with the Family and Medical Leave Act (FMLA), and will be reinstated to their regular position once they are capable of performing all of their essential job functions.** If the City requires an employee to successfully participate in an approved alcohol or drug abuse assistance or rehabilitation program and the employee fails to do so, the City will take appropriate disciplinary action against the employee, up to and including termination.

2-18.C. TESTING FOR ALCOHOL &/OR OTHER DRUGS (as amended 6/24/2019 by Resolution 19-06-166)

Applicants for employment and employees of the City of Fort Dodge will be subject to alcohol and/or drug testing under the following circumstances:

Employment: All prospective regular employees must pass a drug screening test as part of their pre-employment physical examination. If a valid medical marijuana card is presented to the City's medical provider prior to testing, then the type of position offered to the individual will be taken into consideration when determining their employment eligibility. Individuals working in a safety-sensitive position must comply with federal rules and regulations.

Reasonable Suspicion: Any employee whose actions or performance lead to a reasonable suspicion by the supervisor or management that he/she may be under the influence of alcohol and/or drugs will be tested for such substances. Reasonable suspicion means an articulable belief based on specific facts and reasonable inferences drawn from those facts that an employee is under the influence of drugs and/or alcohol. Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:

- A pattern of abnormal or erratic behavior.
- Information provided by a reliable and credible source.
- Direct observation of drug or alcohol use.
- Presence of physical symptoms and indications, such as, but not limited to: glassy or bloodshot eyes, alcohol on breath, marijuana odor on clothes, slurred speech, difficulty concentrating, poor coordination, repeated errors on tasks that did not previously occur.
- Excessive use of sick leave, which is not due to a known illness or injury.
- A pattern of absenteeism such as before or after holidays, vacation, or other paid time off.
- A pattern of tardiness when reporting to work, leaving early from the workplace, continued or excessive absences from the workplace, and continued failure to return in a timely manner from lunch or other scheduled breaks.
- A work-related accident when the employee shows any of the signs of intoxication or being under the influence as identified above (Iowa Code 85.16).

Random: Any employee who is required by state or federal law to submit to random drug and alcohol screenings shall do so upon the employer's directive and shall be subject to all of the regulatory standards of those required state or federal random screenings.

Post-Treatment or Rehabilitation: Any employee who has been sent to and completed a treatment or rehabilitation program for drug use will be subject to random testing for up to one year following the successful completion of the program. The Human Resources Department will arrange the testing dates after consulting with the employee's director, manager, or supervisor.

Accident: All accidents shall be reported immediately to the employee's supervisor or department head. Any driver of a city-owned vehicle, piece of machinery or an individual who receives a vehicle allowance shall be required to undergo drug and alcohol testing if they are involved in a qualifying accident during the course of their duties that:

1. Results in injury to a person,
2. Involves a fatality and/or
3. Has an estimated combined property damage total of \$1,500 or more.

Post-accident testing will be done as soon as practical following an occurrence and after medical attention has been provided. If eight (8) hours have elapsed, no alcohol testing will occur. If thirty-two (32) hours have elapsed, no drug testing will occur. An employee involved in an accident must not use alcohol until they have an alcohol test or eight hours have elapsed, whichever comes first. **Critical/essential employees who are involved in a qualifying accident outside of UnityPoint Occupational Health business hours may, at their supervisor's discretion, have an alcohol breath test performed by a responding police officer prior to continuing with their assigned duties.** These critical/essential employees must then present to UnityPoint Occupational Health or UnityPoint TRMC Emergency Department for a drug test as soon as reasonably possible, not to exceed 32 hours from the time of the incident.

This policy does not prohibit an employee from leaving the scene of an accident to obtain necessary emergency medical care. However, any employee who fails to remain available for drug and alcohol testing, including notifying a supervisor of their location, or who otherwise leaves the scene of the accident without appropriate authorization prior to drug and alcohol testing, will be considered to have refused testing.

If the City is unable to perform post-accident testing, such as if the employee is unconscious or detained by a law enforcement agency, the City may use test results administered by Federal, State or local law enforcement officials that have independent authority for the testing. The test results will be considered to meet requirements provided such tests conform to the applicable Federal, State or local testing requirements and the test results are released to Human Resources.

2-18.D. SUBSTANCES FOR WHICH TESTING MAY BE DONE

When alcohol and/or drug testing is required under the provisions of this policy, a test will be given to detect the presence of the following classes of substances and their metabolites:

- Alcohol (ethyl).
- Amphetamines (e.g. speed).
- Cocaine.
- Opiates (e.g., codeine, heroin, morphine, hydromorphone, hydrocodone).

- Phencyclidine (PCP).
- Cannabinoids (e.g., THC, marijuana).

2-18.E. CONSENT

Before a drug or alcohol test is administered, employees and job applicants must sign a consent form authorizing the test and permitting the release of test results to those City of Fort Dodge officials with a need to know (all minors must have a release signed by a parent or guardian). **Applicants who refuse to submit to a drug test or whose drug test is positive will not be considered for employment for one year. Employees who refuse to submit to a drug and/or alcohol test will be terminated.**

2-18.F. COLLECTION PROCEDURES

Drug testing will be done using a urine sample, and a breathalyzer will normally be used to test for alcohol. All samples will be taken at and tested in facilities approved by the Human Resources Department. Every reasonable effort will be made to protect the privacy rights of individuals while minimizing the potential for tampering.

A chain of custody procedure will be used to assure the security of the urine samples through the collection and testing process. During normal working hours, Monday through Friday, urine samples will be collected at a site approved by the Human Resources Department. After hours and on weekends, samples will be collected at the emergency room of Trinity Regional Medical Center in Fort Dodge.

Applicants who are determined to be non-positive but not negative as a result of the initial screening process shall consent to further analysis of the urine sample by an independent testing laboratory so certified to conduct such tests for prohibited drugs and alcohol. A non-positive, but not negative result includes samples provided with no temperature or any other abnormality which would warrant additional analysis. Direct observation may be required, per protocol. **Applicants who do not consent to such an analysis shall be deemed to have a positive test result, and any conditional offer of employment shall be withdrawn.**

Applicants who do consent to further analysis shall be considered to have successfully passed such screening if the analysis demonstrates a negative result. If the analysis demonstrates a positive result in any of the screening areas, the applicant shall be contacted and provided an opportunity to demonstrate that such a positive result was due to a legitimate prescription prescribed to the applicant by a licensed physician and can be conclusively demonstrated that the positive result was conditioned by the prescription. If the applicant is unable to demonstrate to the employer that the positive result was conditioned due to prescribed medication, the applicant shall be deemed to have failed the screening, and any offer of employment shall be withdrawn. The applicant shall be prohibited from obtaining employment with the City for a minimum period of one year from the date of the screening result.

Alcohol Testing

When an employee's immediate supervisor and department director have reasonable suspicion that an employee is under the influence of alcohol, they must document the employee's behavior that led to the reasonable suspicion and then transport the employee to an approved medical facility. The medical provider will request that the employee complete a consent form and a breathalyzer test. The test results will be provided to the City's Director of Human Resources for inclusion in the employee's medical file.

Drug Testing

When an employee's immediate supervisor and department director (or at least two persons in a supervisory role) have reasonable suspicion that an employee is under the influence of illegal drugs, they must document the employee's behavior that led to the reasonable suspicion and then transport the employee to an approved medical facility. The medical provider will request that the employee complete a consent form and give a urine sample for drug testing. Once a urine sample has been collected, an approved laboratory will conduct the initial drug screening test using enzyme-multiplied immunoassay technology (EMIT). The test results will be provided to the Director of Human Resources for inclusion in the employee's medical file. If the initial screening is positive, a confirmatory test will be conducted using gas chromatography/mass spectrometry (GC/MS) techniques. All confirmed positive test results will be sent to the approved medical review officer (MRO) for further examination, interpretation, and explanation.

If it is determined that there is a legitimate medical explanation for the positive test result and that the result is consistent with the lawful use of a drug, then the test result shall be reported to the Director of Human Resources as negative. If it is determined that the test result is not consistent with the lawful use of a drug, then the test result shall be reported to the Director of Human Resources as positive. Employees who have a positive drug test result may, at their own expense, have the same sample tested at a laboratory of their choice, providing it is NIDA-certified.

2-18.G. POLICY FOR COMMERCIAL DRIVERS

Employees who use a commercial motor vehicle and who are required to have a Commercial Driver License (CDL) are subject to testing under the following circumstances:

- Prior to employment
- Reasonable Cause
- Unannounced random basis
- After an accident occurs
- Prior to returning to duty after failing a drug or alcohol test
- On a follow-up basis after failing a drug or alcohol test

Upon notification that an employee has been selected for random testing, Human Resources will notify the employee's supervisor and the collection site. The employee will be instructed to go to the collection site and must be prepared to provide his or her CDL driver's license.

The City of Fort Dodge recognizes that the use or abuse of alcohol or controlled substances by commercial vehicle drivers presents a serious threat to the safety and health of the drivers, other City employees, and the general public. The city policy is that all drivers are free of drugs and alcohol while on duty and as otherwise required by the Omnibus Transportation Employee Testing Act (OTETA) of 1991.

In order to comply with this law, the City of Fort Dodge has established a drug and alcohol testing program designed to discourage drug and alcohol abuse and prevent traffic accidents and injuries to City of Fort Dodge employees and the public.

This policy pertains to employees holding a CDL and whose duties include the performance of safety-sensitive functions in connection with the operation of a commercial vehicle. Safety-sensitive functions include the following:

- Waiting to be dispatched or remaining in readiness to operate a vehicle. For employees who are required to have a CDL, this generally means all hours of work.
- Operating a commercial vehicle.
- Performing maintenance or loading or unloading commercial vehicles.

Covered employees will not engage in the following conduct:

- **Be on standby, report for duty, or remain on duty, requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater.**
- Be on duty or operate a commercial motor vehicle while possessing alcohol.
- **Use alcohol while performing safety-sensitive functions.**
- Perform safety-sensitive functions within four hours after using alcohol.
- Use alcohol for eight hours following an accident or until undergoing a post-accident test.
- **Refuse to submit an alcohol or drug test.**
- Be on standby or duty, report for duty, remain on duty, or perform safety-sensitive functions if tested positive for drugs.

All covered employees may use prescription drugs only if the doctor has advised the employee that the drug will not adversely affect the driver's ability to safely operate a vehicle. Employees using prescription drugs must carry such drugs in their original containers, which must be labeled with the name of the doctor and the drug prescribed.

2-18.H. RESPONSIBILITIES

In implementing this policy, the following lists are of basic responsibilities for each of the parties involved.

Employee Responsibilities

- Come to work free from the influences of alcohol and drugs and not within four hours of drinking alcohol.
- Notify supervisor when taking a prescription or nonprescription drug which may hamper job performance.
- Notify the supervisor when there is evidence or reasonable suspicion of drug and/or alcohol use by another employee.
- Sign an alcohol/drug consent form when requested to do so by a supervisor or member of management.
- Report for and submit to a drug and/or alcohol test when asked to do so by supervisor and/or management.
- Notify his or her supervisor or Human Resources, in writing, no later than five (5) days, if he or she is convicted of violating a criminal drug statute. For the purposes of this policy, a conviction includes a plea of nolo contendere, a plea in abatement, a diversion agreement, and any other agreement wherein the employee admits to the elements of the crime in agreement that the charges will be dismissed should the employee meet conditions established by the prosecuting attorney. Any employee who is convicted of violating a criminal drug statute must satisfactorily complete the Employee Assistance Program described in *Section 2.18.B*, to the extent consistent with the remedies for law enforcement employees set forth in *Section 2.18.I*.
- Ensure they do not smell like alcohol or an alcoholic beverage. (Does not apply if the odor is related to a medical condition.)

Supervisor and Department Director Responsibilities

- Encourage employees to voluntarily seek help through the EAP prior to the occurrence of a job-related incident.
- If an employee appears to be unfit for work due to the possible use of drugs and/or alcohol, immediately relieve that employee from duty.
- Request the presence of the department director or other supervisor designee to confirm the observable behavior where possible.
- Record the observable behavior that led to a reasonable suspicion that this employee may be under the influence of alcohol and/or drugs.
- With the department director's or designee's approval, request the employee to sign a drug/alcohol testing consent form. If the employee refuses to sign, explain that such action is grounds for termination.
- If alcohol testing is needed, contact Human Resources for assistance. If drug testing is needed, transport the employee with the signed consent form to the approved testing facility.
- Provide for random testing of employees who have been sent to and completed a drug rehabilitation program or who qualify as described above.
- Report any employee criminal drug statute convictions for violations occurring in the workplace to the Director of Human Resources, or designee.
- Ensure that proper confidentiality is exercised.

Human Resources Department Responsibilities

- Schedule prospective employees for drug testing in conjunction with pre-employment physical examinations.
- Notify hiring supervisors of any prospective employees who have failed to pass the drug test.
- Provide training for supervisory or management personnel in identifying and handling employees who may be under the influence of alcohol and/or drugs while on the job.
- Ensure that proper confidentiality is exercised.
- Schedule all random drug tests required under this policy.

2-18.I. CONSEQUENCES

Employees and applicants for employment who are found in violation of this policy will be subject to the following:

Applicants for Employment: Applicants for employment who have a positive pre-employment drug test may cease to be eligible for employment depending upon the type of position they're seeking (i.e., safety-sensitive or non). **Applicants who have tampered with or interfered in any way with the collection and/or testing process will not be eligible for employment with the City of Fort Dodge for a period of at least one year.**

Alcohol: All on-duty employees found to have a blood-alcohol concentration of 0.02 or more (or its equivalent as determined by a diagnostic test such as a breathalyzer) while on City of Fort Dodge property or while conducting City of Fort Dodge business shall be removed from safety-sensitive work, referred to the EAP and required to complete an approved rehabilitation program. Employees who are required to hold a Commercial Driver's License (CDL) and who have had a blood-alcohol concentration of .04 or more while on duty shall not operate City vehicles until cleared by a DOT-approved Substance Abuse Professional (SAP). Upon completion of an approved rehabilitation program, employees shall be placed on probation for 12 months and shall

be subject to random testing while on probation. **If the employee violates any rules set forth in this policy during the probationary period, he/she shall be terminated. Failure to successfully complete the rehabilitation program will be grounds for termination.**

Drugs: All employees, except sworn police officers, who test positive for the presence of illegal drugs, shall be referred to the EAP and required to complete an approved rehabilitation program. In addition, they shall be placed on probation for 12 months. If the employee violates any rules set forth in this policy during the probationary period, he/she shall be terminated. Employees who have successfully completed a rehabilitation program will be required to submit to random drug testing for a period of one year. Random drug tests will be scheduled by the Human Resources Department after consulting with the employee's department director, manager, or supervisor. **After rehabilitation, an employee who again tests positive for the presence of drugs and/or alcohol will be terminated from employment.**

- The Chief of Police and Human Resources Director will review each case of a law enforcement employee who tests positive for the presence of illegal drugs because of their oath of office and/or duty to uphold the law.
- Employees who are found using, possessing, buying, or selling drugs while on the job will be terminated.

Employees who tamper with a sample or attempt to deceive the City of Fort Dodge during the testing process will be terminated. Employees who refuse to sign the consent form and submit to a drug and/or alcohol test when requested to do so will be terminated.

2-18.J. DRUG PARAPHERNALIA

Employees are prohibited from bringing drug paraphernalia onto the City of Fort Dodge property at any time. An employee who possesses or distributes such paraphernalia while on the City of Fort Dodge, property shall be subject to disciplinary action up to and including termination. In addition, the police will be called, and any person found carrying illegal drug paraphernalia may be arrested.

2-18.K. OVER-THE-COUNTER OR PRESCRIBED MEDICATION

Employees who take over the counter or prescribed medication are responsible for being aware of any effect the medication may have on the performance of their duties and must promptly report to their supervisors the use of any medication that may impair their ability to do their jobs. The supervisor, upon learning of a medication that may impair an employee, will immediately contact the Human Resources Department to discuss the situation. An employee who fails to do so shall be subject to disciplinary action up to and including termination. Moreover, **employees who take over the counter or prescribed medication contrary to instructions may be subject to disciplinary action up to and including termination.** This includes taking medication prescribed for someone other than the employee, regardless of the relationship between that person and the employee.

2-18.L. PROGRESSIVE DISCIPLINE NOT APPLICABLE

The disciplinary steps set forth in the Employee Handbook, which provide for progressive discipline (e.g., verbal warning, written warning, suspension, termination), **do not apply to violations of the Drug and Alcohol Policy.** The discipline to be imposed for violations of the Drug and Alcohol Policy shall be governed solely by the provisions set forth herein.

2-18.M. RIGHT OF APPEAL

Employees who have been disciplined for a purported violation of this policy and who feel there is just cause to appeal the disciplinary action taken may use the City of Fort Dodge's established appeal procedure.

2-18.N. CONFIDENTIALITY

All information from an applicant's or employee's drug/alcohol test is confidential, and only those persons who need to know for disciplinary or personnel purposes are to be informed of test results. Laboratory reports for positive test results shall not appear in an employee's general personnel folder. Information of this nature will be contained in a separate, confidential, physical record file that will be securely kept under the control of the Human Resources Department. The reports or test results may be disclosed to the City of Fort Dodge

management on a strictly need-to-know basis and to the tested employee. Disclosures without employee consent may also occur when:

- The information is compelled by law, judicial order or administrative process.
- The information has been placed at issue in a formal dispute between the employer and the employee.

2-18.O. NOTIFICATION & TRAINING

All employees will receive a copy of this policy. Human Resources will establish a drug-free awareness program to make employees aware of:

- the dangers of drug abuse in the workplace;
- the policy of maintaining a drug-free workplace;
- any available drug counseling, rehabilitation, and the employee assistance program; and
- the penalties that may be imposed upon employees for drug and alcohol abuse violations.

Supervisory personnel will receive annual training on identifying alcohol and drug use among employees. This training will help supervisors recognize the conduct and behavior that gives rise to a reasonable suspicion of alcohol and drug use.

2-18.P. RESPONSIBILITY FOR ENFORCEMENT

The City Manager will have overall responsibility for the enforcement of this policy. Department directors and supervisors shall ensure compliance within their areas of supervision. All employees shall bear responsibility for ensuring that the intent of this policy is strictly adhered to.

2-18.Q. ADHERENCE TO FEDERAL REGULATIONS

This policy is consistent with the Drug-Free Workplace Act of 1988, which requires employees to notify the City of Fort Dodge of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction.

2-18.R. VIOLATIONS

Violations of either of these policies may lead to disciplinary action up to and including immediate termination of employment and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

2-18.S. EMPLOYEE QUESTIONS

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the EAP provided by the City. Chemical dependency is an illness that can cause major health problems. Employees may discuss these matters with their supervisor or the Human Resources Director to receive assistance or referrals to appropriate resources in the community.

2-19. WHISTLEBLOWER PROTECTION

It is the policy of the City that all employees and officials are encouraged to disclose, to the extent not expressly prohibited by law, improper governmental actions of any City. Every employee and official has the right to report to the appropriate person information concerning an alleged improper government action, which includes but is not limited to a violation of law or policy, mismanagement, gross abuse of funds, an abuse of authority, or a substantial and specific danger to public health or safety.

2-19.A. REPORTING PROCEDURES FOR IMPROPER GOVERNMENTAL ACTION

If you become aware of any improper actions within the government, follow the steps below:



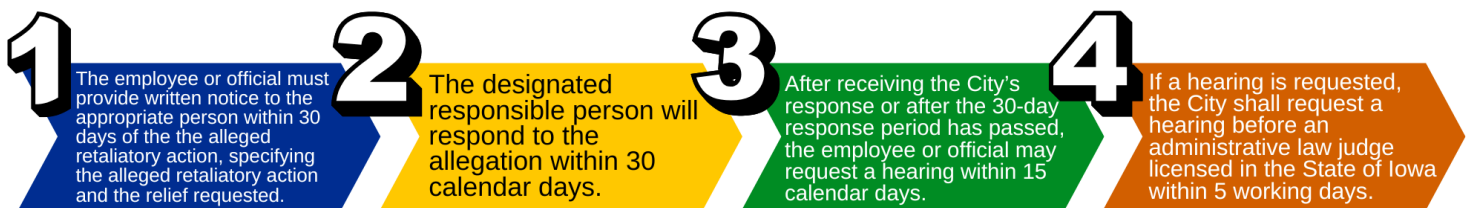
- **The identity of the reporting person will be kept confidential unless written consent is given for disclosure.**
- In case of an emergency, report the improper action directly to the appropriate government agency and also to the City Manager.
- If you fail to follow the procedures in this policy, you may not be protected by the policy or state law. False reports may result in disciplinary actions.
- **There's no time limit on reporting improper governmental action.**

2-19.B. PROTECTION AGAINST RETALIATORY ACTIONS

The City is not allowed to take retaliatory action against an employee or official for reporting an improper governmental action in good faith and in accordance with this policy.

If an employee or official believes they have been retaliated against for reporting an improper governmental action, they should first bring the issue to their supervisor. If the reported action involves the supervisor or an elected official, the report should be made to the City Manager. The employee or official must submit a detailed written report to the supervisor or a person designated by the supervisor, outlining the basis for their belief that they have been retaliated against.

The following steps should be taken if an employee or official feels they have been retaliated against for reporting an improper governmental action:



Officials, managers, and supervisors are responsible for ensuring that the procedures are fully implemented within their areas of responsibility. Violations of this policy and the procedures specified may result in disciplinary action, up to and including termination.

The City Manager is responsible for maintaining an accurate log of all submissions made under this policy. The city council will review this information annually, and it will be disclosed during external audits.

In addition to the mentioned procedures, employees and officials may contact the State Ombudsman with reports of improper governmental action. Pursuant to the Iowa Ombudsman Act, Iowa Code Chapter 2C, the State Ombudsman's Office has the authority to investigate complaints about improper action or inaction taken by governmental entities. The State Ombudsman's Office is a non-partisan agency and may be reached at 1-888-426-6283.

2-20. NOTICE OF GOVERNMENT ACTION

Employees are expected to perform their assigned jobs, respect and follow City policies, and obey the law. **If employees are arrested or receive a citation for any crime, have any criminal charges filed against them, receive notice of the disposition of any criminal charges pending against them (including, but not limited to, a conviction, a guilty plea, a plea of nolo contendere (no contest), or deferred judgment) or receive notice of any charges relating to operating a motor vehicle while intoxicated, they must notify the Director**

of Human Resources. Employees should notify their department director or the Human Resources Director as soon as reasonably possible, no later than the next business day.

Employees whose duties require possession of a Commercial Driver's License and/or who regularly and frequently operate City vehicles must report all charges and citations, including traffic tickets such as speeding tickets. Employees in other roles need not report such traffic tickets.

Employees who have any contact with minor children must notify the Human Resources Director of any child abuse complaints filed against them. They must also notify the Human Resources Director regarding the findings in any complaint against them alleging child abuse. The Human Resources Director must be notified of any complaints and findings as soon as reasonably possible, no later than the next business day.

Information relating to arrests, criminal charges, and child abuse complaints will be treated as confidential and maintained in the employee's personnel file. **Employees who do not notify the City as required by this policy may be subject to disciplinary action, up to and including termination.**

2-21. DRIVERS LICENSE REVIEW

Employees in positions that involve operating a City vehicle or motorized equipment must provide a copy of a valid driver's license. **The validity of the license will be checked annually with the appropriate governmental agency to ensure that it meets the required level of designated operator status for the employee's employment classification.**

Employees who do not maintain the required operator status for their employment classification may face disciplinary action, including termination of employment. If an employee loses their driving privileges, they must immediately report the loss to the employer (no later than the next business day). **Failure to report the loss of driving privileges and continuing to operate vehicles may result in disciplinary action, including termination of employment.**

2-22. RELATIONSHIPS IN THE WORKPLACE

Dating and physical relationships between employees can seriously impact employee relations and workforce morale and increase the city's legal liability. It's almost impossible to separate emotional reactions from professional requirements when dating or going through a breakup, especially when the individuals involved work in the same department. Directors, managers, and supervisors should appropriately manage personal relationships and activities, including social media posts that could compromise the employee/manager relationship or suggest favoritism.

If an employee begins a dating or physical relationship or becomes a relative, partner, or member of the same household as an employee in a supervisory position over them, they are required to inform their supervisor and the Human Resources Director of the relationship. The City of Fort Dodge can apply this policy to situations where there is a conflict or potential conflict due to the relationship between employees, even if there is no direct reporting relationship or authority involved.

2-23. UNLAWFUL HARASSMENT

2-23.A. HARASSMENT

The City is committed to providing a work environment free from all types of harassment. It is against City policy and is illegal under state and federal law for any employee to harass another employee.

Harassment includes any sexual, ethnic, or racial slurs, as well as other verbal or physical conduct related to a person's race, color, national origin, gender, age, religion, disability, pregnancy status, sexual orientation, gender identity, or any other status protected by law. This conduct constitutes harassment when it unreasonably interferes

with the affected individual's work performance or creates an intimidating, hostile, or offensive work environment for the affected individual.

All employees are required to complete annual training to understand and prevent illegal forms of harassment.

2-23.B. BULLYING

The City is committed to providing a working environment free from all forms of bullying. Bullying is defined as repeated inappropriate behavior, either direct or indirect, involving the mistreatment of one or more persons by one or more perpetrators. This behavior may take the form of verbal abuse, threats, humiliating or offensive actions, work interference or sabotage, which can cause the individual to reasonably fear harm.

Bullying may be intentional or unintentional. When handling allegations of bullying, the intention of the alleged bully will be taken into account. Similar to sexual harassment, the impact of the behavior on the individual is of utmost importance. The City considers the following types of behavior as examples of bullying:

- **Verbal bullying:** Slandering, ridiculing, persistent name-calling, or making abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, assault, or threats of physical assault.
- **Gesture bullying:** Non-verbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

This behavior is not tolerated and may result in disciplinary action, up to and including termination of employment.

2-23.C. SEXUAL HARASSMENT

Sexual harassment is considered a form of gender discrimination under Title VII of the Civil Rights Act and the Iowa Civil Rights Act. It **refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.** This can occur in the following situations:

- When submission to such conduct is made either explicitly or implicitly a condition of employment.
- When submission to or rejection of such conduct is used as a component of the basis for employment decisions.
- When the conduct substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include, but are not limited to:

- Conditioning any term of employment on the provision of sexual favors.
- Inappropriate touching of an employee's body.
- Continued requests for socializing after being informed of disinterest.
- Displaying or transmitting sexually suggestive materials if the behavior is unwelcome.
- Writing sexually suggestive notes or letters if the person does not welcome such behavior.
- Using sexually vulgar language in the presence of a person if the person does not welcome such behavior.

The policy against sexual harassment also covers hostile behavior of a non-sexual nature directed at an employee based on their gender. Verbal abuse and hostility towards individuals because of their gender are violations of this policy. Furthermore, sexual harassment may also occur through offensive conduct by non-employees, such as vendors or contractors, against employees in the workplace.

2-23.D. REPORTING

All forms of harassment in the workplace, whether explicitly mentioned in the above lists or not, are strictly prohibited by the City of Fort Dodge. **Employees who believe they have been harassed should promptly report the incident to any of the following: 1) their immediate supervisor, 2) their department director, 3) the Communications Manager, or 4) the Director of Human Resources.**

2-23.E. INVESTIGATION, RETALIATION & RESOLUTION

If any supervisor or manager becomes aware of potential sexual or other unlawful harassment, they must promptly inform the Director of Human Resources or their designee, who will handle the matter in a timely

and confidential manner.

The City strictly prohibits any form of retaliation against any employee or job applicant who has reported sexual harassment or any other type of harassment, or any employee who has provided information related to such harassment. Any employee or job applicant who believes they have faced retaliatory action should immediately report it to one of the following: 1) their supervisor, 2) their department director, 3) the Communications Manager, or 4) the Director of Human Resources.

All complaints will be treated confidentially to the extent possible to ensure an effective resolution. No individual will face negative employment consequences for making a good-faith complaint or participating in the investigation of a complaint. However, any individual who knowingly makes a false claim against another may be subject to disciplinary action, including termination.

Any employee found, after an impartial investigation, to have harassed another employee or job applicant will be subject to appropriate disciplinary procedures, up to and including termination. A non-employee who subjects an employee to sexual or other harassment in the workplace will be informed of the harassment policy by the employee's supervisor or manager upon being advised of such harassment, and other actions may be taken as appropriate.

Each department director, manager, and supervisor is responsible for implementing this policy within their area of responsibility.

2-24. WORKPLACE VIOLENCE

The City of Fort Dodge enforces a Zero Tolerance Policy for workplace violence. This includes verbal abuse, threats, or acts of physical violence, intimidation, harassment, and coercion on City property or involving the City.

The City is committed to:

- Providing professional and caring services to the public.
- Maintaining a safe environment for employees and the public.
- Minimizing exposure to workplace violence.
- Acting promptly against workplace violence.
- Supporting affected employees.

City employees are expected to be able to serve angry, upset, or otherwise disgruntled customers and the general public with patience, courtesy, and respect; however, **no employee is required to tolerate physical or verbal abuse and/or threats to his/her own safety.** Further, it is a goal of the City to maintain a work environment that provides for respectful conflict resolution.

This policy does not override law enforcement duties or legal proceedings. Violations will lead to administrative sanctions but do not establish a higher legal standard in third-party claims.

2-24.A. DEFINITIONS

Violence: Harassment, intimidation, physical force, or abuse of power intended to control by causing pain, fear, or harm. Employees in public service roles may be exposed to violence (i.e., Police Department, Fire Department).

Dangerous Weapon: As defined by [Iowa Code Section 702.7](#), including firearms, knives with blades over five inches, Tasers, explosives, and other harmful devices.

Threat of Violence: Any act that warns of or expresses an intent to harm or kill, intimidates, or interferes with an individual's expectation of a non-hostile work environment.

2-24.B. PROHIBITED CONDUCT

Examples of workplace violence include, but are not limited to:

- Threats or acts of violence on City premises, regardless of the relationship between the City and involved parties.
- Threats or acts of violence off City premises involving a City representative.
- Threats or acts of violence off City premises involving an employee if they affect the City's legitimate interests.
- Acts or threats resulting in the conviction of an employee or agent under any criminal code provision related to violence.

Examples of prohibited conduct include but are not limited to the following:

- Threatening violence towards an individual or their associates or property.
- Hitting or shoving an individual.
- Displaying or brandishing a Dangerous Weapon.
- Possessing a dangerous weapon in a City building or vehicle without authorization.
- Intentional destruction or threat of property destruction.
- Acts of harassment, such as threatening phone calls.
- Communicating contempt or hatred based on personal characteristics.
- Stalking or harassing surveillance.
- Any act or statement perceived as a threat or act of violence.

2-24.C. SPECIAL EXCLUSIONS

This policy does not apply to Police and Fire Department personnel while performing duties or carrying necessary weapons. **Personal firearms and archery equipment may be kept in personal vehicles on City property if secured according to State law.** Conceal-carry weapons do not exempt employees from this policy, though exceptions may be granted by the Police Chief and City Manager.

2-24.D. REPORTING PROCEDURES

Employees and others on City property or involved in City activities should report incidents, threats, or acts of physical violence to a supervisor or the Human Resources Director.

2-24.E. RESPONSIBILITIES

Employees must take responsibility for their own safety, must not take unnecessary risks, and:

- Recognize there is always potential for violence.
- Attend safety training.
- Be prepared with a safety plan.
- Identify violent/potentially violent individuals.
- Notify their supervisor if they become a target of a threat of physical harm.

Supervisor and department director responsibilities include:

- Inform new employees of safety issues and workplace violence policies.
- Regularly assess employees' workloads to determine whether factors may increase the risk of workplace violence.
- Prioritize attention to violent incidents and support affected employees.

2-24.F. INVESTIGATION & ENFORCEMENT

Designated personnel will investigate reported or alleged policy violations. Cooperation is required, and refusal may lead to disciplinary action. Acts or threats of violence by the public against employees must be reported to supervisors and the Police Department. Investigations may involve searches in accordance with State law.

2-25. CONFLICTS OF INTEREST

Elected officials, commission members, board members, committee members, employees, and professional consultants are prohibited from using their official position or any knowledge gained from it in a way that creates a conflict between their personal interests and the interests of the City of Fort Dodge. They must avoid any conflicts between their personal and outside interests and the City's interests. Additionally,

they should refrain from any conduct that could negatively impact or appear to negatively impact their official judgment.

These individuals are obligated to conduct business according to guidelines that prevent actual or potential conflicts of interest. They are not allowed to have a direct or indirect financial interest that substantially conflicts, or appears to conflict, with their duties and responsibilities to the City. Furthermore, they should not engage in any financial transactions using information obtained through their City service or employment. Lastly, they are not permitted to give a competitive advantage to any member of the public, including former City employees or elected officials.

2-26. ACCEPTANCE OF GIFTS

As per the Code of Iowa, City employees are not allowed to directly or indirectly request, accept, or receive any gift related to their employment with the City. Please refer to Iowa Code Chapter 68B.

Employees should not put themselves in a position where their personal interests may conflict with their official duties or where their judgment may be compromised.

Employees are prohibited from accepting gifts (including money, property, food, beverages, loans, promises, services, or entertainment) from any individual, business, or organization if it can be reasonably inferred that the giver is attempting to influence official actions, affect the performance of official duties, or has a substantial interest affected by the performance of official duties.

If an employee is unsure about accepting a gratuity, they should consult their department director or the Human Resources Director.

2-27. SOLICITATION OF SALES & DONATIONS

In accordance with City Council Resolution 83-12-162, **employees are prohibited from selling goods, services, or tickets to the public, or soliciting donations for fundraising or personal gain while working for the City.** Employees are also not allowed to wear their official uniform while soliciting funds at any time.

2-28. CARE & USE OF CITY PROPERTY

All City-owned or leased facilities, buildings, equipment, motor vehicles, tools, supplies, materials, keys, ID cards, uniforms, personal protective equipment (PPE), and other items are meant for conducting City services. No employee or agent of the City should use any of these items for their personal benefit or for the benefit of others unless it is necessary for their official duties.

Taking care of City buildings and property is crucial. The City provides equipment, tools, materials, information, etc. to employees to help them perform their duties effectively. Each employee is responsible for safeguarding and managing any property provided to them for their assigned work. **All City property must be returned to a secure location after completing the job.**

Each employee is also expected to maintain their work area, break areas, and personal effects in a way that promotes a safe, healthy, and productive work environment for everyone. If an employee notices something that needs repair, they should notify their supervisor.

City property should not be used for personal purposes, and it may not be removed from the facilities without explicit permission from a supervisor. Damaging City property will be considered a performance issue and could lead to disciplinary action, including termination. Depending on its severity, property damage may also result in criminal action.

In accordance with [Iowa Code 91A.5](#), if an employee fails to return City property assigned to them, and the employee has acknowledged this assignment in writing, the city will take measures to recoup the costs from

wages. The City may also take legal action to recover City property.

Employees are responsible for the care and return of City property during and at the end of their employment.

2-29. ACCEPTABLE USE OF TECHNOLOGY

The City of Fort Dodge provides Technology Resources to employees to enhance job performance and improve service delivery to the public. These resources should be used responsibly to promote productivity, protect the City's reputation, and respect colleagues. Failure to adhere to the City's technology policies may result in disciplinary action, up to and including termination.

2-29.A. TECHNOLOGY RESOURCES DEFINITION

Technology Resources include all electronic devices, software, and communication tools, such as personal computers, laptops, tablets, software applications, phones, voicemail, printers, and more. These resources are provided or supported by the City for work-related purposes.

2-29.B. AUTHORIZATION TO ACCESS

Access to the City's Technology Resources is determined based on an employee's role and job requirements. Employees will be granted access only to the technology necessary to perform their duties effectively.

2-29.C. APPROPRIATE USE OF TECHNOLOGY

City Technology Resources are primarily for City business. However, **limited personal use is allowed if it does not interfere with work, generate profit, conflict with City interests, or violate policies.** Employees should avoid storing personal data on City devices and understand the City is not liable for personal information stored or transmitted on its systems.

Employees must refrain from using City resources to transmit, store, or access discriminatory, harassing, or defamatory content. Copying or distributing copyrighted materials without authorization, engaging in illegal activities, or using resources for personal gain is prohibited.

2-29.D. PRIVACY & MONITORING

All messages and data on the City's systems are City property. The City reserves the right to access its technology resources at any time. **Employees have no right to privacy regarding any information on the City's resources.**

Passwords are for security and must remain confidential. The City may collect data on phone usage, email communications, Internet browsing, and document access. Employees should understand that deleted information may still be retrievable.

2-29.E. INTERNET & EMAIL USE

Internet and email access is for City business. Improper use includes illegal activities, disclosing confidential information, sending offensive messages, and accessing harmful sites. **All Internet and email use is monitored, and violations can lead to discipline.**

2-29.F. SOFTWARE USE

All software must be licensed and authorized by the Information Technology Operations Manager. Unauthorized software is prohibited, and all software must be virus-scanned before installation. Employees should exercise caution and ensure confidential information is protected when using or transmitting sensitive data.

2-29.G. CONFIDENTIALITY

Employees must protect confidential information and use it ethically. Employees should be cautious when transmitting confidential information and ensure email addresses are correct before sending sensitive data. The City expects employees to handle confidential information with the utmost care.

2-30. SOCIAL MEDIA

At the City of Fort Dodge, we understand that social media is a fun and rewarding way to share your life and opinions. However, it also comes with certain risks and responsibilities. To help you make responsible decisions about your social media usage, we have established these guidelines.

This policy applies to all City of Fort Dodge employees. Managers and supervisors are expected to use these guidelines to administer this policy.

2-30.A. GUIDELINES

Social media includes all forms of communication and content sharing on the internet, such as blogs, personal websites, social networking sites, web bulletin boards, and chatrooms. These guidelines apply regardless of affiliation with the City of Fort Dodge.

General Principles

Responsibility: You are responsible for what you post online. Any conduct that negatively impacts job performance or adversely affects customers, contractors, or City representatives may result in disciplinary action, up to and including termination.

Consistency: Ensure your postings align with the City of Fort Dodge Code of Ethics, Code of Conduct, Acceptable Use of Technology, and Unlawful Harassment and Workplace Violence policies. Inappropriate postings, such as discriminatory remarks, harassment, and threats, will not be tolerated and may result in disciplinary action.

Conduct

Respect: Be fair and courteous to fellow employees, customers, contractors, and City representatives. Resolve work-related complaints directly with co-workers or through our Open Door Policy, rather than on social media. Avoid posts that could be seen as malicious, obscene, threatening, intimidating, or that disparage others.

Accuracy: Ensure your posts are honest and accurate. Correct mistakes quickly. Remember that deleted posts can still be found. Never post false information about the City of Fort Dodge, its employees, customers, contractors, or representatives.

Confidentiality: Maintain the confidentiality of City information. Do not post confidential internal communications. Follow financial disclosure laws.

Representation

Identification: Identify yourself as a City employee when creating links to City websites. Express only your personal opinions, not those of the City. If you post content related to City work, clearly state that your views do not represent those of the City of Fort Dodge.

Usage

Work Time: Do not use social media during work time or on City equipment unless authorized for work-related purposes.

Email Registration: Do not use City email addresses for personal social media registration.

2-30.B. MEDIA CONTACTS

All media inquiries should be directed to the Communications Manager. For department-specific topics, all department heads or their designees are authorized. If you have questions or need further guidance, please contact the Human Resources Department.

2-31. CITY TELEPHONES & CELLULAR PHONES

The City maintains telephone equipment primarily for business purposes. However, it acknowledges that some personal calls are necessary. **Employees may make a reasonable number of personal calls, provided they are brief and do not interfere with work or business use of telephones.**

Use of personal phones for non-work-related communications should be limited to break times and before or after work. Using personal cell phones for business purposes when not required is strictly voluntary.

Employees who are found to be abusing their telephone privileges are subject to disciplinary action as outlined in *Section 5. Disciplinary Actions*.

Cellular Phones

Cellular telephones issued by the City are restricted to employees whose responsibilities require their use, primarily for business purposes. Employees receiving a city-issued cell phone must sign a statement acknowledging and agreeing to this policy. Employees wishing to upgrade their phones beyond the standard provided will be expected to pay the cost difference. Further, employees requiring additional plan functionalities beyond the basic calling plan will be responsible for paying for these features, unless deemed necessary for business use by the City Manager. The issuance of cell phones will adhere to applicable IRS rules for taxable purposes.

If employees choose to use their personal phones and plans for business purposes, they must make them available for work use under the same conditions as City-issued phones. These employees are expected to sign a cell phone reimbursement agreement, which is available from Human Resources, and obtain approval and signature from the City Manager. Once the completed form has been received in Human Resources, the employee will be compensated at a rate of \$45.00. The reimbursement will be paused in cases of extended leave (e.g. FMLA, maternity leave, extended military leave). Employees are obligated to contact Human Resources to end the reimbursement when their job responsibilities no longer require the use of a personal cell phone.

2-32. CITY VEHICLES

The City of Fort Dodge is dedicated to protecting all employee drivers, their passengers, and the general public from injuries related to the use of vehicles for City business.

Approved Drivers

Employees in roles requiring regular business driving must meet driver approval standards. Human Resources conducts new hire and annual motor vehicle record reports. Driving is incidental for other positions.

Authorized employees must:

- Maintain a valid driver's license.
- Operate the vehicle safely and obey traffic laws.
- Wear seat belts, with exceptions as per Iowa Code 321.445.
- Report accidents, theft, or damage to their department director and Human Resources.
- Assume responsibility for traffic violations and fines.
- Maintain legally required insurance.
- Not drive under physical or mental impairments, or under the influence of alcohol, illegal drugs, or impairing prescription medications.
- Have a driving record free of any convictions within the past two (2) years for:
 - Alcohol (above the legal limit) and/or drug-related driving offenses

- Refusal to submit to a Blood Alcohol Content (BAC) test
- Reckless Driving
- Leaving a scene of an accident
- Manslaughter or homicide involving the use of a motor vehicle

Any incidences that conflict with this policy must be reported to the Department Director and the Human Resources Director.

City Vehicle Use

City vehicles and equipment are for official use only and must be parked at the place of employment unless authorized otherwise. Personal use is restricted, with exceptions for lunch or rest breaks at nearby public establishments. Guidelines for operating City vehicles include:

- No family members or unauthorized passengers unless related to business or approved by the City Manager.
- Vehicles should be used only when necessary.
- Vehicles should be cleaned inside and out on a regular basis.
- Vehicles must display City of Fort Dodge stickers and vehicle numbers, except in specific cases.

Police and Fire personnel must follow their departmental emergency vehicle usage policies.

2-33. DISTRACTED DRIVING

The City of Fort Dodge recognizes that distracted driving poses a serious safety risk not only to the driver but also to other occupants in the vehicle, other vehicles on the road, and pedestrians. Distracted driving can impair safe driving and contribute to vehicle accidents. In an effort to reduce the risks associated with distracted driving, the City of Fort Dodge prohibits certain conduct outlined in this policy while driving City-owned vehicles/equipment or while driving a personal vehicle for City business.

Scope

This policy applies to all employees operating City-owned vehicles/equipment or driving personal vehicles for City business. To promote safe vehicle operations, employees driving City vehicles should, whenever practical and safely possible, pull over to a safe off-of-the-roadway location to initiate or continue any non-emergency call.

Public safety personnel of the Police and Fire Departments are exempt from this policy. This policy is not intended to limit the use of electronic devices installed in City vehicles and/or equipment for use by public safety employees to conduct City business when required.

Prohibitions

The safety and well-being of our employees are of critical importance to our organization. Activities that require drivers to take both hands off the wheel at the same time or their mind entirely off driving responsibilities are prohibited. The following activities are considered distractions that are prohibited by a driver while the vehicle or equipment is in motion. This list is not intended to be all-inclusive but to be used as a guideline as to what would be inappropriate:

- Texting or emailing with a cell phone, PDA, or any other electronic device (Note: Texting while driving in Iowa is illegal per state law).
- Operating laptops, televisions, tablets, portable media devices, or GPS devices
- Use of radio or stereo headphones/earbuds
- Use of electronic games
- Use of a device in violation of any applicable local ordinance, state, or federal statute
- Putting on makeup and/or reading any type of document, printed or electronic.

Employees are expected to follow all driving laws and safety rules and avoid confrontational or offensive behavior while driving. To use your cell phone or a similar device safely, stop your vehicle in a safe location or utilize hands-free technology. Extended cell phone conversations need to be held with the vehicle parked in a safe and legal parking area.

Enforcement

Violation of this policy may subject an employee to disciplinary action. Furthermore, if it is determined that cell phone or similar device usage was a factor in an at-fault accident while operating a City vehicle, the employee will be subject to discipline up to and including termination.

2-34. CASH HANDLING

Employees responsible for handling cash must adhere to the cash handling procedures outlined in *Financial Policies Resolution 10-10-203*, which was approved by the City Council on October 11, 2010. The policy mandates the physical safeguarding of checks and cash, procedures for cash receipting and prompt bank deposits, restricted access, monitoring, and proper record retention. Departmental policies and standard operating procedures may be developed based on the department's operations, and they must align with this policy.

2-35. SUPPLEMENTAL DEPARTMENT RULES

Each department director may supplement these policies with policies uniquely particular or applicable only to that department. Examples include a policy regarding appearance and dress code standards or a policy regarding the process for time off requests. However, department directors cannot make policies that go against the rules in this handbook. Department directors should forward a copy of any proposed policies to the Director of Human Resources for review and approval. Violations of these supplemental policies will result in disciplinary action up to and including termination.

2-36. EMPLOYMENT VERIFICATION

The Human Resources Department is responsible for handling all requests for employment verification and references concerning past or present employees. They will answer all verbal requests for information including employment date, termination date, position held, and confirmation of salary as quoted by the employee. Any requests for additional information must be in writing and addressed to the Human Resources Department. An Authorization to Release Information form or a letter with the employee's signature may be required before additional information can be released. Employees and supervisors may provide personal letters of appreciation and commendation, but such letters must not be written or typed on City stationery, as the views contained in these letters may not represent the City's official position.

2-37. EMPLOYMENT SEPARATION

The separation of employment is a routine part of organizational operations. The common reasons for employment termination include:



Resignation: When an employee voluntarily decides to leave. Employees should provide at least two weeks' written notice, ensuring their last working day is a regular shift day. Failure to provide adequate notice may result in ineligibility for rehire. Employees who follow this rule will receive payment for accrued time. The last day of employment should not be a City-observed holiday.

Health Disqualification: The City may require a medical examination to ensure an employee can perform their duties safely and efficiently. If the examination reveals that the employee cannot fulfill their duties and reasonable accommodation is not possible, the employee may be terminated for health reasons. These exams are confidential and stored separately.



Layoff: Involuntary separation initiated by the organization for non-disciplinary reasons. Layoffs are generally conducted in reverse order of seniority unless stated otherwise in a collective bargaining agreement. Employees may "bump" to a lower class if qualified. If an employee accepts part-time employment in lieu of layoff, the employee may either receive payment for all accrued vacation or retain a portion according to the new position's status and

be paid for the remaining balance. Layoff procedures for Civil Service employees follow Chapter 400 of the Iowa Code. Accrued vacation is paid upon layoff, and sick leave is frozen for one year and forfeited if not rehired within that time.



Termination: Involuntary separation initiated by the organization. The City retains the right to terminate an employee for any reason and at any time, except as otherwise provided by law or by the terms of a collective bargaining agreement (e.g., probationary period). Probationary employees and temporary workers can be terminated without the right to appeal. Civil Service employees' termination is governed by Chapter 400 of the Code of Iowa.



Retirement: Voluntary separation when an employee meets retirement criteria. Employees should notify their department director or Human Resources Director in writing as early as possible. The last working day should not be a City-observed holiday, and retirement benefits applications should be submitted directly to IPERS or MFPRSI. Police and Fire personnel must retire by age sixty-five, as per Iowa Code 400.

2-37.A. EXIT INTERVIEWS

The City of Fort Dodge may conduct exit interviews during employment separation. These interviews provide a chance to discuss benefits, debt repayments, return of City property, and to voice suggestions or complaints.

2-37.B. JOB ABANDONMENT



Absent extraordinary circumstances, **any employee who misses three consecutive workdays or shifts without notifying their immediate supervisor will be considered to have voluntarily resigned** (i.e., job abandonment).

2-38. REEMPLOYMENT RIGHTS & BENEFITS

- Former employees may be reemployed based on the following guidelines:
- Former employees with a satisfactory work record and favorable references may be considered for reemployment in line with the recruitment, interview, and selection policy.
- Qualifying examinations (physical, drug screen, background investigation) may be required where applicable.
- Retirees may only be rehired for temporary, non-benefited positions unless otherwise approved by the City Manager or their designee.
- Compliance with the Hiring of Relatives policy is mandatory.

Upon termination of service with the City, all accrued rights, privileges, or benefits are canceled. Any reinstated benefits for reemployed employees, such as participation in retirement plans and group insurance plans, will be subject to the rules of the plan documents and applicable federal and state reemployment laws and regulations. Generally, prior service will not be bridged if the employee has been gone for more than 30 days.

Applicants or employees who were terminated for policy violations or who resigned in lieu of termination due to a policy violation are ineligible for rehire.



SECTION 3: PAY & PERSONNEL ACTIONS

Delivering excellence in public service starts with exceptional staff. Therefore, the City must attract, motivate, and retain outstanding individuals. To stay competitive in this endeavor, **the City has implemented a compensation policy that values employee performance and aligns with market-based pay systems.** The City's compensation system aims to attract, motivate, and retain top talent by:

- Offering compensation rates comparable to labor market standards.
- Establishing pay ranges that ensure similar work receives similar pay.
- Promoting the retention and professional growth of employees.
- Enhancing, recognizing, and rewarding employee performance and productivity.
- Rewarding employees based on their performance, contributions to the City's strategic objectives, and adherence to the City's vision, values, and mission.

3-1. PROGRAM ADMINISTRATION & STRUCTURE

The Director of Human Resources, in collaboration with the City of Fort Dodge's management team, is responsible for recommending periodic updates, modifications, and amendments to the City Ordinance and salary administration program. This ensures the provision of fair and competitive salaries to employees and adheres to reasonable and accepted practices.

The City's compensation plan structure sets the guidelines for determining a market's competitive pay range for a position based on its classification and corresponding pay grade. The City will consistently and fairly evaluate the salary market for all positions, placing them in appropriate pay structures that are competitive with similar organizations locally and nationally, if appropriate.

The Human Resources Department will conduct an annual market analysis of the compensation plan to ensure that the pay ranges remain market-competitive. The department will make recommendations for changes or increases to pay ranges as necessary, as part of the annual budget process.

3-1.A. PAY RATES FOR SEASONAL/TEMPORARY EMPLOYEES

Pay rates for seasonal/temporary employees are outlined in the seasonal employee safety salary matrix and are based on the position being hired into. **On January 1 of each year, the seasonal salary matrix will be updated and brought in line with the non-public safety salary matrix.**

3-2. ESTABLISHING PAY RATES

The City of Fort Dodge aims to set competitive pay rates based on candidate qualifications within the established pay range. **Department heads should reach out to the Human Resources Department when they believe the pay for a current position needs adjustment.** Human Resources should also be consulted regarding proposed levels for new positions. Human Resources will determine the pay range for a position based on a thorough market analysis.

3-2.A. THE ADVERTISED PAY RATE OR RANGE

The advertised pay rate can range from the minimum to the midpoint (market) without the City Manager's approval. The advertised pay rate or pay range may exceed the midpoint (market) with the prior approval of the City Manager, based on department needs and/or external market data.

3-2.B. INITIAL PAY RATES FOR NEW HIRES

Unless specified in a collective bargaining agreement, external candidates may be offered an initial pay rate anywhere within the advertised range based on qualifications, experience, and applicable skills. Initial pay rates must be established in a non-discriminatory manner and in compliance with all applicable laws. The following provides guidance to hiring managers:

At or near the minimum of the pay range: Appropriate for candidates new to the career field or in the process of expanding or refining their skills.

At or near the midpoint or market: Suitable for candidates with accumulated knowledge, skills, or education related to their positions who are fully functional and high-performing. Offers exceeding the market or the budgeted amount for the position require approval by the City Manager's office.

Between the midpoint and maximum: Appropriate for significantly experienced candidates who have demonstrated a consistent course of professional achievements and commitment to their occupation, subject to approval by the City Manager's office.



3-2.C. PROMOTION

Promoted employees are similar to newly hired employees with respect to performance reviews and performance adjustments. Promotions will be based on the employee's qualifications. Promotional pay rate increases should be discussed and coordinated through the Human Resources Department. The higher rate of pay will be established in accordance with the [City of Fort Dodge Municipal Code 2.72.060](#).

CITY OF FORT DODGE MUNICIPAL CODE 2.72.060 – PROMOTIONS AND TRANSFERS.

An employee shall be promoted when:

1. The employee is placed in a previously established position classified in a higher pay range; or
2. The employee's position is reclassified to a classification having a higher pay range.

Promotions may occur within a department or between departments. When an employee is promoted to a position in a higher class, a salary increase may be granted as follows:

1. **When an employee is promoted to a non-supervisory position**, meaning they are not regularly supervising other employees, **they shall be increased to the step with the rate of pay that is five percent above their current salary.**
2. **When an employee is promoted to a position that involves exercising regular supervision over one or more employees**, as stated in the job description, **they will either receive a salary increase of ten percent from their current pay or they will start at the minimum rate (step A) for the higher position, whichever is higher.**

Upon the effective date of the amendatory ordinance codified in this section all employees promoted shall be given credit for time spent in their current step by allocating this time to their promoted step. The Human Resources Director may review the steps of civil service employees and, in addition to the above reallocation provision, may make adjustments to promote and foster cohesion within the system, if and when such adjustments are determined necessary.



Meet Emily. Emily was hired March 15, 2021, as a Customer Service Representative (grade 10 of the Non-Public Safety matrix). On April 22, 2024, Emily applied for and accepted a position as Accounting Technician (grade 12 of the Non-Public Safety matrix).

Grade/Step on 4/22/2024: 10/B
Time Served in Step: 1.10 years

12/A is directly above her current wage. It is a 7.70% increase, which is more than 5% above her current salary.

10	Annual	\$42,972.80	\$44,054.40	\$45,156.80	\$46,280.00
	Bi-Weekly	\$1,652.80	\$1,694.40	\$1,736.80	\$1,780.00
	Hourly	\$20.66	\$21.18	\$21.71	\$22.25
12	Annual	\$47,444.80	\$48,630.40	\$49,836.80	\$51,084.80
	Bi-Weekly	\$1,824.80	\$1,870.40	\$1,916.80	\$1,964.80
	Hourly	\$22.81	\$23.38	\$23.96	\$24.56

She moves into the Accounting Technician position at a grade 12/A. The 1.10 years served in 10/B is applied to her new grade/step, so Emily will move to 12/B on March 15, 2025.

Meet Leo. Leo was hired February 26, 2018, as an Associate Planner (grade 17 of the Non-Public Safety matrix). On August 11, 2024, Leo applied for and accepted a position as Senior Planner (grade 19 of the Non-Public Safety matrix). He will be supervising one employee in his new role.

Grade/Step on 8/11/2024: 17/E
Time Served in Step: 0.46 years

19/B is directly above his current wage. It is a 2.5% increase, which is less than 10% as outlined by code. Moving up the scale:

- 19/C - 5.1%
- 19/D - 7.7%
- 19/E - 10.4%

17	Annual	\$61,921.60	\$63,481.60	\$65,062.40	\$66,705.60	\$68,348.80	\$70,075.20	\$71,843.20
	Bi-Weekly	\$2,381.60	\$2,441.60	\$2,502.40	\$2,565.60	\$2,628.80	\$2,695.20	\$2,763.20
	Hourly	\$29.77	\$30.52	\$31.28	\$32.07	\$32.86	\$33.69	\$34.54
19	Annual	\$68,348.80	\$70,075.20	\$71,843.20	\$73,611.20	\$75,462.40	\$77,355.20	\$79,289.60
	Bi-Weekly	\$2,628.80	\$2,695.20	\$2,763.20	\$2,831.20	\$2,900.40	\$2,975.20	\$3,049.60
	Hourly	\$32.86	\$33.69	\$34.54	\$35.39	\$36.28	\$37.19	\$38.12

When an employee is promoted to a position that involves exercising regular supervision over one or more employees, as stated in the job description, they will either receive a salary increase of ten percent from their current pay or they will start at the minimum rate (step A) for the higher position, whichever is higher.



He moves into the Senior Planner position at a grade 19/E. The 0.46 years served in 17/E is applied to his new grade/step, so Leo will move to 19/E on February 26, 2026.

3-2.D. DEMOTIONS & TRANSFERS

A demotion, whether voluntary or involuntary, may be made to a vacant position in a classification with a lower maximum salary. Employees subject to demotion must meet the minimum qualifications for the lower position. Involuntary demotions are a form of disciplinary action.

The salary for a demoted employee will be set within the approved range for the lower classification in accordance with the [City of Fort Dodge Municipal Code](#) 2.72.070.

CITY OF FORT DODGE MUNICIPAL CODE 2.72.070 – DEMOTIONS.

When an employee is demoted to a lower-class position, they shall be paid at a rate that is within the approved range for the lower-class position. **The rate of pay shall be at the step the employee is currently occupying.** The rate of pay for civil service employees shall be determined by the human resources director with the approval of the civil service commission consistent with the civil service laws of the State of Iowa.

A transferred employee will retain their current pay rate unless it falls below the minimum approved salary for the new position. If the new role has a higher salary range than the previous one, the transfer will be considered a

promotion, and the new pay rate will be calculated in accordance with [City of Fort Dodge Municipal Code 2.72.060](#). For disciplinary transfers, a reduction in salary may be applied.

CITY OF FORT DODGE MUNICIPAL CODE 2.72.060 – PROMOTIONS AND TRANSFERS.

There shall be no immediate change in the salary rate of an employee who is transferred unless their salary is below the approved minimum of the new position. If an employee is transferred to a position in a class having a higher salary range than the class from which they were transferred, such change shall be deemed a promotion and the provisions governing promotions shall apply.

3-2.E. TEMPORARY ASSIGNMENT TO A HIGHER GRADE

From time to time, it may be necessary to assign duties and responsibilities to an employee that are of a higher level than those associated with their normal classification. For employees covered by a collective bargaining agreement, the language on temporary assignments to a higher grade will apply.

For other employees, when assigned a majority of the higher-level duties for a classification in a higher grade for **twenty (20) continuous days or more**, they shall receive the higher rate of pay after the 20th day, in accordance with the [City of Fort Dodge Municipal Code 2.72.060](#).

- To be eligible for the temporary assignment to a higher grade, the employee must meet the minimum qualifications to perform the higher-level duties.
- Temporary pay rate increases are not provided for an increased volume of the same or lower level of work.
- The City does not temporarily reclassify positions.
- Departments may assign lower-level duties to an employee for a temporary period of time, which will not result in a temporary pay rate decrease.

Employees will be paid the higher rate only for the hours actually worked while performing the higher-level duties. Other paid leave, holiday, and vacation hours will be compensated at the employee's normal classification rate.

3-3. CLASSIFICATION SYSTEM

The City of Fort Dodge is committed to maintaining a comprehensive classification and compensation system that ensures internally equitable and externally competitive pay, aligns with the City's compensation philosophy, and adheres to all relevant laws.

The City will comply in good faith with the Wage and Hour provisions of the Fair Labor Standards Act (FLSA).

3-3.A. POSITION DESCRIPTIONS

The Human Resources Department will maintain position descriptions for all City positions. The City of Fort Dodge ensures that each employee receives a position description outlining the duties and requirements of their role. Each description will include the job title, a general statement of duties and responsibilities, supervision given or received, a description of each general type of function and major responsibilities, and any necessary knowledge, skills, and certifications. Additional information regarding the physical requirements of the job will also be provided.

Position descriptions within the City's classification plan will be reviewed, at a minimum, prior to recruitment for an open position and updated to reflect changes in job duties and responsibilities. The position descriptions maintained by the Human Resources Department will serve as the official record.

3-3.B. RECLASSIFICATION

Positions will be considered for reclassification whenever there are significant changes in the duties and responsibilities of existing positions or when the external market for the position substantially changes.

The classification of any position will not be influenced by compensation, the current pay range, or the standing of any incumbent employee. Instead, consideration will be based on the general duties, specific tasks, responsibilities, and the required education and experience qualifications for the position.

If a position evaluation determines that the duties and responsibilities have changed enough to warrant reclassification, the employee may receive a pay increase (promotion) or decrease (demotion), determined in accordance with the [City of Fort Dodge Municipal Code](#).

If the position is reclassified to a lower level with a lower maximum salary, the employee will be allowed to continue at their current rate of pay but will not be eligible for a salary increase. This is in accordance with the [City of Fort Dodge Municipal Code](#) 2.72.080.

CITY OF FORT DODGE MUNICIPAL CODE 2.72.080 – REALLOCATION DOWNWARD.

When an employee's position is reallocated to a lower class of position, the employee shall be permitted to continue at their present rate of pay during the period of incumbency (except in event of general service-wide reductions) but shall not be entitled to a salary increase.

3-4. FAIR LABOR STANDARDS ACT (FLSA) STATUS

Exempt status is determined based on the provisions of the Fair Labor Standards Act (FLSA). The Human Resources Department evaluates position guides to determine whether positions meet the qualifications for exempt status under the FLSA. Positions may be evaluated or reevaluated at any time at the request of the employee, the department, or the Human Resources Department.

The Human Resources Department must designate positions as exempt or non-exempt before posting the position or placing an employee in it. These determinations are documented in the position classification description.

3-5. OVERTIME, COMPENSATORY (COMP) TIME & CALL-BACK

The City acknowledges that some positions may require more than an eight-hour workday or a forty-hour workweek to ensure that citizens receive the quality services they deserve. Due to the nature of these positions, employees may need to devote additional hours to their duties. In recognition of this, employees may adjust their work schedules, subject to approval by their immediate supervisor, at mutually agreeable times and in mutually agreeable time blocks.

Employees will be compensated according to FLSA regulations regarding overtime payments and compensatory time off. Provisions of any current collective bargaining agreement related to overtime, compensatory time, and call-back will also be adhered to.



Overtime

- | | |
|-------------------|--|
| Definition | <ul style="list-style-type: none">Hours worked beyond the standard workweek (usually over 40 hours) that must be compensated at a higher pay rate. |
| Approval | <ul style="list-style-type: none">Requires prior approval from a department director or supervisor before the work is performed. |
| Payment | <ul style="list-style-type: none">Paid out as cash; cannot be carried over to future pay periods. |



Compensatory (Comp) Time

- | |
|--|
| <ul style="list-style-type: none">Time off granted to employees in lieu of overtime pay, allowing them to take time off at a later date. |
| <ul style="list-style-type: none">Employees must request to use comp time, which may be approved at the discretion of management. |
| <ul style="list-style-type: none">Can be taken as time off rather than paid out; if not used, it must be paid out as outlined by policy/collective bargaining agreement or upon termination. |

3-5.A. OVERTIME

- Overtime work must be approved in advance by the employee's department director or supervisor.
- Non-exempt field-based employees of the Airport, Fiber, and Public Works Departments will be paid one and a half (1.5) times their regular straight-time hourly rate for all hours worked beyond eight (8) in a day or beyond their normal daily hours, or receive compensatory time for such hours. They will not be paid twice for the same hours, and stacking of overtime is not permitted.
- Non-exempt office-based employees will be paid one and a half times their regular rate for each hour worked beyond 40 hours during the official workweek.
- "Hours worked" refers to actual hours worked and includes hours for City-observed holidays for non-public safety employees. It does not include vacation, sick leave, comp time, or any other type of paid leave.
- The official workweek for all City employees starts at 12:00 A.M. on Sunday and ends at 11:59:59 P.M. on Saturday.
- Fifteen minutes is the minimum amount of time used in computing overtime. For the purpose of computing time worked less than one full hour, minutes will be rounded to the nearest quarter hour.
- Employees in "exempt" positions will not receive compensation for overtime work.
- A department director or supervisor may require an employee to work overtime as an operational necessity.
- Refusal to work overtime as directed by a supervisor may result in disciplinary action.

3-5.B. COMP TIME

- Any time non-exempt personnel have actually worked in excess of 40 hours during the official workweek will be considered comp time, earned at time and a half, which they are allowed to take off at a later date.
- When an employee is promoted to a position classified as "exempt," all accumulated comp time will be paid in full to the employee before the promotion. This payment will be made at the regular rate the employee was earning just prior to the promotion.
- When an employee transfers to a position classified as "seasonal/temporary," all accumulated comp time will be paid in full to the employee before the transfer. This payment will be made at the regular rate the employee was earning just prior to the transfer.
- The maximum amount of comp time an employee may accrue is 160 hours. Hours above 160 will be paid as overtime.
- Carryover of comp time from one fiscal year to the next is not allowed. Any unused comp time at the end of the fiscal year will be paid in full to the employee at the rate in effect on June 30th, unless otherwise specified below.
 - For non-exempt Recreation Services employees, comp time will be computed from the twelve-month period beginning April 1st of each year and continuing until March 31st of the following year. Carryover of compensatory time is not allowed, and any unused balance will be paid in a lump sum after March 31st at the current rate of pay.
 - For non-exempt Airport employees, comp time will be computed from the twelve-month period beginning November 1st of each year and continuing until October 31st of the following year. Carryover of compensatory time is not allowed, and any unused balance will be paid in a lump sum after October 31st at the current rate of pay.
- Requests to use comp time off must be made in the same manner as requests for vacation or as permitted by their supervisor or department head.
- Department directors shall grant the use of comp time off when the request will not unduly disrupt operations. Department directors must contact the Director of Human Resources before denying an employee's use of comp time off.

3-5.C. CALL-BACK PAY

The City of Fort Dodge acknowledges that emergency situations may occasionally arise after regular working hours, necessitating the call-back of departmental employees. All non-exempt employees of the City may be required to handle such situations outside of normal work hours (call-back).

Non-union employees who are called back to work at their supervisor's request after their normally scheduled working day shall receive a minimum of two hours of overtime at time and a half their normal rate of pay or, in the case of compensatory time, at time and a half the number of hours worked. If the call-back occurs on a recognized City holiday, the rate of pay shall be double time. Employees can request to be compensated either as overtime or with compensatory time, subject to their supervisor's approval.

3-5.D. STANDBY / ON-CALL

Non-exempt employees placed on standby or on-call status must be prepared to respond immediately if needed. In these situations, a minimum of two hours of straight time will be paid for each day they are on standby or on-call.

3-6. TIME RECORDS

The City of Fort Dodge adheres to all applicable wage and hour laws, including the Fair Labor Standards Act (FLSA), which requires maintaining records of employee hours worked. According to the City's Record Retention Manual, the City shall preserve payroll support records, including timesheets and leave reports, for at least five (5) years from the last date of entry.

Hours worked and leave used must be submitted through the timekeeping system following the City's guidelines. The City may periodically audit time records to ensure compliance.

Non-exempt employees must accurately record actual hours worked and leave time taken. If there are any errors or missing entries on an employee's timesheet, the supervisor should be notified immediately. **Falsification of a time record is a breach of City policy and grounds for disciplinary action, up to and including termination.** At the end of each pay period, all employees must verify the accuracy of the hours on their timesheet by signing or initialing it. Supervisors or department directors must also attest to the accuracy by signing or initialing the timesheet.

Exempt employees are expected to work the appropriate number of hours to accomplish their jobs. Timesheets for exempt employees are primarily used to record exceptions to regular pay (e.g., sick leave, vacation, holiday, etc.). However, department directors may require employees to keep a record of actual hours worked on specific projects if needed for reporting purposes, as long as the pay is not altered.

3-7. PAY ADMINISTRATION

The City's policy is to pay employees regularly through direct deposit, ensuring that the amount, method, and timing of wage payments comply with applicable laws and regulations. Legally required deductions will be made from an employee's pay before any voluntary deductions. Employee wages will not be advanced.

Wages are paid on a bi-weekly basis (every other Friday) and cover a pay period of two full work weeks. If a scheduled payday falls on an observed holiday, employees will be paid on the preceding business day.

3-7.A. DIRECT DEPOSIT

To streamline the payroll process and reduce administrative burdens, **the City requires all new hires to enroll in direct deposit for their paychecks.** Employees can have their paychecks directly deposited into nearly any financial institution (banks, credit unions, etc.) within the United States. Deposits are made through electronic funds transfer, ensuring availability in the employee's designated account(s) on the morning of the normal payday. Direct deposit helps eliminate issues related to lost or stolen paychecks, vacation timing, illness, or bank posting delays.

3-7.B. HSA CONTRIBUTION CHANGES

Employees on the high deductible health insurance plan are eligible to contribute to a health savings account and can change their contribution election amount at any time by submitting an [election change form](#) to Human Resources. Once approved, contribution changes will take effect with the next payroll.

3-7.C. CHECK-OFF FOR CREDIT UNION, UNITED WAY CONTRIBUTIONS, ETC.

Permanent employees may authorize deductions from their paychecks for contributions to financial institutions for direct deposit, Life, Voluntary Group Term Life and AD&D, Vision, deferred compensation, and contributions to the United Way of Fort Dodge. This authorization is processed through the City Clerk's Department upon receipt of signed authorization forms submitted to the City's Human Resources Department.

Effective July 1, 2022, for months with three pay periods, the third (last) pay period will be exempt from such deductions, except for plans with coverage based on a bi-weekly premium. The City will transmit the total

deducted amount to the appropriate entities within ten (10) days after the deduction, along with an itemized list of the names of participating employees and the amounts deducted from their paychecks. Upon transmission, the City of Fort Dodge will be absolved of any further liability and responsibility.

If this procedure or the authorization form is declared illegal, the City will not be liable or responsible for processing these deductions.

3-7.D. WAGE GARNISHMENTS

The City expects all employees to meet their financial obligations. Wage garnishments against an employee's salary create additional work, time, and expense for the City. Employees are encouraged to manage their finances effectively to avoid wage garnishments.

3-8. WAGE PAYMENT COMPLAINT

The City adheres to all applicable laws regarding the payment of wages and benefits to employees, including the federal Fair Labor Standards Act and the Iowa Wage Payment Collection Act. The City will not make any pay deductions that violate federal or state laws.

If an employee believes that the City has made an inappropriate deduction or has failed to make proper payment regarding wages or benefits, they are encouraged to immediately consult with their supervisor. Alternatively, employees may file a formal written complaint with the Finance Director. Within fifteen (15) business days of receiving the complaint, the Finance Director will determine whether the pay deductions were appropriate and provide the employee with a written response, which may include reimbursement for any improper deductions.

This complaint procedure is available in addition to any other complaint processes that may be available to employees.

In the event of an overpayment of wages, employees will have the option to repay the overpaid amount in a lump sum or through deductions over a series of payrolls.

SECTION 4: PERFORMANCE MANAGEMENT

City of Fort Dodge employees improve public services through consistent performance management. Supervisors and employees engage in both formal and informal discussions about job performance and goals. The City uses a formal performance planning process to set annual goals and a performance evaluation process to assess progress. This system aims to measure employee performance fairly and objectively, foster communication between employees and supervisors, identify employee strengths and developmental needs, set goals for improving performance, develop employees for higher-level positions, identify training needs, and inform future personnel actions such as promotions, transfers, and disciplinary actions.

4-1. PERFORMANCE MANAGEMENT PROCESS

The performance management process for each employee will be conducted by their respective supervisor. The supervisor will be responsible for providing both formal and informal performance-based feedback.

4-1.A. SUPERVISORY FEEDBACK

To support the professional development of their employees, **supervisors should provide regular on-the-job feedback to help employees assess their performance.** In addition to possessing the necessary technical skills, supervisors should also be capable of leading and motivating their team to achieve their best work. Some specific supervisory responsibilities related to employee performance management include:

- Recognizing and acknowledging good performance, and offering guidance for improvement.
- Recommending employees with growth potential for other opportunities within the organization
- Explaining decisions to employees.
- Establishing work goals and standards for employees.
- Ensuring that organizational goals for employee conduct and performance are met, and that policies and procedures are followed.
- Keeping employees informed about their work assignments, progress, and opportunities for advancement.
- Evaluating employee performance.
- Recommending salary adjustments, promotions, transfers, demotions, and terminations
- Identifying and proposing performance improvement plans for disciplinary review procedures.

4-1.B. PERFORMANCE EVALUATIONS

Performance evaluations serve as formal performance feedback provided to employees on an annual basis, close to the employee's anniversary date. The evaluation is intended to provide feedback on work-related duties performed throughout the entire year. Performance evaluations are signed by both the employee and the supervisor. Signed copies should be made available to the employee, the supervisor, and the Human Resources Department.

4-2. PERFORMANCE RECOGNITION

The City of Fort Dodge is committed to recognizing and rewarding outstanding performance that exceeds expectations. Discretionary rewards may be provided for exceptional performance in areas such as LEAN process improvements, customer survey results, innovation, safety, character, and customer service. Potential individual rewards include thank-you notes, gift cards, and paid time off.

The City's ability to provide wage or salary increases for employees is contingent on available resources. The council may, at its discretion, authorize pay adjustments based on performance for non-bargaining employees,

with the estimated value of these adjustments included in the budget for council approval. Employee performance directly impacts the goals outlined in the city's strategic plan. To acknowledge high performers, non-bargaining employees may be eligible for a performance-based pay adjustment based on specific criteria.

Employees in steps A through E who achieve the requisite performance evaluation score may advance to the next step in one year instead of the usual two years. Employees in steps F through N who achieve the requisite score may earn an additional half step on top of their regular rate of pay. The city manager and human resources director will establish the standard performance-based rating scale for all city departments. Department heads, with assistance from immediate supervisors, must submit the completed performance evaluation score and any supportive documentation to human resources two weeks prior to the employee's anniversary date for review and processing. Any appropriate adjustment will be made at the time of the employee's regular anniversary.

SECTION 5: DISCIPLINARY ACTIONS

Discipline is used when an employee engages in misconduct, fails to meet City standards, or violates policies. The goal is corrective and educational, aiming to improve performance and behavior. Discipline may be progressive, but severity depends on the violation. After consulting with the Director of Human Resources, the department director decides if progressive discipline is necessary.

5-1. REASONS FOR DISCIPLINARY ACTION

- Disciplinary action may be taken for various reasons, including but not limited to:
- Violation of alcohol and drug policies
- Criminal activity affecting job performance
- Abusive or improper treatment
- Offensive conduct or harassment
- Bringing inappropriate content into the workplace
- Insubordination
- Neglect of duty or unsatisfactory performance
- Theft or misuse of City property
- Bullying or disruptive behavior
- Excessive absences or tardiness
- Providing false information during an investigation

5-2. FORMS OF DISCIPLINARY ACTION

Warning: Notice of policy violation or unsatisfactory performance. Can be verbal for minor issues or written if more serious or repeated.

Disciplinary Leave (Suspension): Time off without pay for policy violations or inappropriate behavior. The supervisor determines the length, which may not exceed 30 days without approval from the City Manager. The written notification includes reasons and terms for return.

Demotion: Movement to a lower-paying job due to inability to perform or disciplinary reasons. Requires written notification 15 days in advance.

Involuntary Separation (Termination): Permanent removal from duties initiated by the supervisor, with a thorough review and documentation of events.

Administrative Leave of Absence: Non-disciplinary leave when the employee's absence is in the City's best interest. It is usually paid, with notification of reasons and terms. Administrative leaves of absence exceeding 30 days require City Manager approval. The pending investigation results can lead to a return or disciplinary action.

5-3. APPEALS & INVESTIGATIONS

Eligible employees can appeal unpaid suspensions, involuntary demotions, and terminations, as detailed in *Section 6* of the handbook.

SECTION 6: APPEALS, DISPUTE RESOLUTION & INVESTIGATIONS

The purpose of this procedure is to secure the resolution of an appeal or a dispute at the lowest administrative level possible. This approach aims to promote efficient and effective conflict resolution within the organization, minimize disruptions, and maintain a positive working environment. By addressing issues promptly and directly, the procedure encourages open communication between employees and management, fosters mutual understanding, and helps ensure that concerns are handled fairly and equitably. It also aims to reduce the need for escalating conflicts to higher levels of administration, thus saving time and resources while upholding the integrity and standards of the City's operations.

6-1. GENERAL PROVISIONS

6-1.A. DEFINITIONS

Appeal: A request to review a disputed disciplinary action, including termination, involuntary demotion, or disciplinary leave.

Dispute Resolution: A process for reviewing concerns about the application of City policies, procedures, rules, regulations, and guidelines. This excludes disputes about policy substance, compensation (except for non-payment of wages), work assignments, schedules, and performance evaluations.

For the purpose of this section only, "probationary," employees do not include employees who have previously attained regular status and are on probationary status as a result of a position change.

The term "working day(s)" shall not include any holidays or weekends.

6-1.B. APPLICATION & UTILIZATION

These procedures apply to regular full-time and part-time employees, except for department directors, probationary employees, temporary employees and seasonal employees. Civil rights protections apply to all employees.

Employees will not use this procedure to dispute Council policies and ordinances, federal or state statutes (except in the instances of civil rights violations) or matters where the employee has no direct interest.

6-1.C. TIME LIMITS

Time limits can be changed by mutual agreement and must be reported to Human Resources. In the event of an approved absence, time limits will be suspended.

6-1.D. HEARINGS & WITNESSES

Hearings are scheduled to ensure fair attendance and witness availability. Directors, managers, and supervisors must make witnesses available for examination.

6-1.E. CONFIDENTIALITY & RIGHTS

Proceedings are kept confidential to protect the privacy and integrity of all parties involved. Employees are assured that there will be no retaliation for filing appeals or participating in the dispute resolution process. Any civil rights violations will be addressed through the City's EEO Complaint Procedures. At no time will an employee take

their appeals directly to the City Council. All disciplinary actions for policy violations must be approved by the Human Resources department to ensure consistency and fairness.

6-1.F. INTERPRETATION

Interpretations regarding this policy are the responsibility of the Human Resources Director.

6-2. DISPUTE RESOLUTION PROCEDURE



Step 1: If an employee or a group of employees feel that they have not been fairly treated in line with the City's policies, they should first talk about the problem with their immediate supervisor. If the problem is not resolved to the employee's satisfaction, they should proceed to step 2, unless otherwise stated in a collective bargaining agreement.

Step 2: The employee must submit a written request to the department director within five (5) working days of the event that led to the dispute or of the employee becoming aware of the event. Employees can find a Dispute Resolution Request form on the website.

Step 3: The department director will inform the involved parties that mediation is available to resolve their dispute and refer them to the Director of Human Resources.

- If all parties agree to proceed with mediation, they must inform the HR Director in writing. An email from both parties stating their willingness to attempt mediation is sufficient written notice. The HR Director will schedule a mediation date within five (5) working days of receiving both parties' written mediation requests.
 - If mediation is successful, both parties must sign a resolution stating the terms of the agreement.
 - If the parties choose mediation but it is terminated without reaching a mutual agreement, then the Human Resources Director will notify the department director in writing within one (1) business day. The process will proceed to step 4.
- If mediation is not agreed upon by the parties, the process will proceed to step 4.

Step 4: The department director will respond in writing to the employee within five (5) working days of receiving the grievance or within five (5) working days after an unsuccessful mediation. All written responses from the City should be signed and dated by the appropriate City representative. If the employee believes that the department director is directly responsible for the issue causing the grievance, the employee can go directly to step 5.

Step 5: If an employee is unsatisfied with the department director's decision, they may submit a written request to the City Manager, the City Manager's designee, or the Board/Commission within five (5) working days. A meeting with the employee, department director, and any requested witnesses will be arranged within five (5) working days. An informal hearing will be held, and a written decision will be issued within five (5) working days after the hearing. The decision will be final and binding.

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

6-3. REBUTTALS TO WRITTEN WARNINGS

All written warnings will be considered final once issued and cannot be appealed by the employee unless permitted by Civil Service laws, as outlined in Chapter 400 of the Code of Iowa, or a collective bargaining agreement. However, if an employee disagrees with a written warning, they may submit a rebuttal to the warning's contents. This rebuttal will be attached to the warning and placed in the employee's personnel file.

APPEALS OF OTHER DISCIPLINARY ACTIONS FOR NON-CIVIL SERVICE POSITIONS



Step 1: The employee may file an appeal with the Human Resources Department within five (5) working days of the department director issuing the disciplinary action.

Step 2: The Human Resources Department will immediately forward the written appeal document to the City Manager.

Step 3: The City Manager or their designee will schedule a hearing. The hearing should be held no later than ten (10) working days from the date the appeal was filed with the Human Resources Department.

Step 4: After hearing the appeal, the City Manager or their designee shall prepare a brief written finding of facts and issue a written decision within ten (10) working days.

Step 5: The decision will be sent to the Director of Human Resources, who will then forward it to the employee and the department director. The department director may forward the decision to any other appropriate supervisor(s) or manager(s) directly involved with the disciplinary action.

6-4.A. HEARING PROCEDURE

- The City Manager or his/her designee will serve as a hearing officer to hear appeals related to employee termination, involuntary demotion, disciplinary probation, or suspension.
- The disciplinary action taken by the department will not be suspended during the appeal process.
- "Working days" refer to all days except weekends and holidays.
- The hearing must start within ten working days of the appeal being filed and may be adjourned if necessary. The hearing officer has ten (10) working days after the conclusion of the hearing to issue a decision.
- Both the employee and the department director will have adequate opportunity to present evidence, witnesses, and testimonies at the hearing, which will be audio-recorded.
- The hearing officer may conduct their own investigation and request production of records, reports, and other information.
- Witnesses must keep all information obtained during the hearing process confidential.
- No legal representation is allowed during this hearing process, and the hearing officer may establish any other hearing procedures they deem appropriate.
- The hearing officer has the authority to determine the relevance of evidence and may exclude evidence if deemed irrelevant.

SECTION 7: HOLIDAYS, VACATIONS & LEAVES OF ABSENCE

7-1. HOLIDAYS

The City values its employees' dedication and recognizes the importance of work-life balance. To support this, we offer paid time off, encouraging staff to recharge and spend quality time with family and friends. The following sections outline the holiday time available to employees unless otherwise specified in a collective bargaining agreement.



New Years Day



Martin Luther King Day



Presidents Day



Memorial Day



4th of July



Labor Day



Veterans Day



Thanksgiving



Christmas Eve PM
Christmas Day

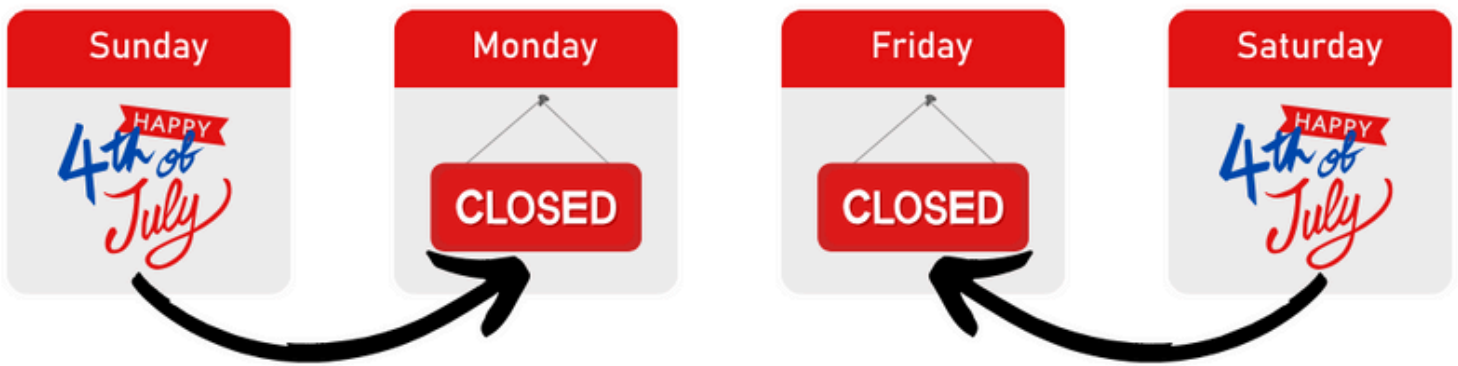


Each regular employee will also receive 1.5 days of personal holiday time to be used in the calendar year.

Effective from the calendar year 2024, the City of Fort Dodge will provide its regular employees with nine and a half (9.5) paid holidays annually upon assignment to an eligible employment classification. Additionally, each regular employee will receive one and a half (1.5) personal holidays per year. Personal holidays may be taken at the discretion of the employee with approval from their immediate supervisor. These hours must be used by the end of the calendar year and do not carry over to the following year.

Holiday pay will be based on the employee's current straight time pay rate at the time the holiday is taken and the number of hours they would normally work that day, up to a maximum of eight hours for full-time employees. To receive pay for a holiday, an employee must not be absent without paid leave on the workday immediately before or after the holiday. However, if a recognized holiday occurs during an eligible employee's paid absence (e.g., sick leave), they will receive holiday pay instead of the normal paid time off benefit.

If a recognized holiday falls on a Saturday, it will be observed on the preceding Friday; if it falls on a Sunday, it will be observed on the following Monday. Departments operating on schedules other than Monday through Friday will observe holidays accordingly.



Unless otherwise specified in a collective bargaining agreement, **non-exempt full-time employees required to work on a City-observed recognized holiday will receive double-time pay or compensatory time for hours worked, in addition to up to eight hours of holiday pay.**

7-1.A. VETERANS DAY

City of Fort Dodge employees who are Veterans will be granted time off for Veteran's Day, observed on November 11th, if they would otherwise be scheduled to work on that day. Eligible employees must notify their department director in writing at least one (1) month prior to Veteran's Day of their intent to take time off and provide a federal certificate of release or discharge from active duty (e.g., DD Form 214) or a similar federal document to verify eligibility.

The department director will inform the employee at least ten (10) days before Veterans Day whether unpaid time off will be granted. Employees may choose to use their available paid time off for that day.

If the department director determines that granting time off for Veterans Day is not feasible due to operational needs, time off requests will be denied to the minimum number of employees necessary to ensure public health, safety, or operational continuity.

7-2. EARNING PERSONAL HOLIDAY TIME FOR VOLUNTEERING

To encourage civic engagement, the City of Fort Dodge offers personal holiday time to employees who volunteer for community service. We value the voluntary contributions made by employees beyond their regular job duties to benefit our community. As it relates to this policy, volunteering entails providing services not typically part of an employee's job responsibilities.

Employees must document their volunteer hours with a written verification, such as a Volunteer Work Verification form, submitted to their supervisor or directly to Human Resources. These forms must be signed by an individual who can verify the volunteer work occurred. Once verified, **employees will receive equivalent personal holiday time off for the following calendar year, up to a maximum of two (2) workdays (or sixteen (16) hours for full-time employees) annually.** Part-time employees will earn personal holiday hours based on their regular daily work schedule, not to exceed two (2) days per year.

If an employee wishes to volunteer during regular work hours, they are expected to request time off from their supervisor at least two (2) days in advance. Approval will depend on business operations, and if granted, the employee must use personal time (such as vacation, personal holiday, or comp time) for hours away from work.

Volunteer personal holiday time earned must be used by the end of the calendar year following the volunteer service. For instance, an employee who volunteers eight (8) hours in the 2024 calendar year will receive eight (8) hours of personal holiday time credited at the beginning of January 2025, to be used by December 31st, 2025. **Unused personal holiday hours will not carry over into the next calendar year.**

7-3. VACATION

Vacation Earning Schedule

DURING YEAR	MONTHS OF SERVICE	EARNED PER PAY	PER YEAR	MAX ACCRUAL FOR FT EEs
1 thru 3	0 - 35	0.03846 per hour paid to a max of 3.0770	10 days (2 weeks)	160 hours (20 days)
4 thru 6	36 - 71	0.05769 per hour paid to a max of 4.6154	15 days (3 weeks)	200 hours (25 days)
7 thru 10	72 - 119	0.07692 per hour paid to max of 6.1539	20 days (4 weeks)	240 hours (30 days)
11 +	120 +	0.09615 per hour paid to max of 7.6924	25 days (5 weeks)	280 days (35 days)

The City of Fort Dodge values work-life balance for its employees and acknowledges the importance of vacation time in allowing for rest, relaxation, and personal activities. Eligible regular employees receive paid vacation time to support rejuvenation and enhanced focus when they return to work. It is encouraged that employees utilize their full annual vacation allotment.

Seasonal and temporary employees are not eligible for the vacation benefits described here. Regular part-time employees accrue vacation time proportionally based on their scheduled hours and paid leave.

Accrual rates are based on actual hours paid, up to a maximum of 80 hours per pay period, and increase with tenure, as detailed in the schedule, unless specified otherwise in a collective bargaining agreement. New non-union hires may receive additional years of service credit after consulting with Human Resources, which will influence their vacation accrual rate noted on initial personnel records.

New employees must complete a 180-day (six-month) waiting period before using vacation time, unless approved earlier due to pre-disclosed vacation plans. Requests for vacation should be submitted to supervisors at least two days (48 hours) in advance, subject to departmental policies and operational needs.

Vacation leave is compensated at the employee's regular base pay rate at the time of absence. **Non-union employees are limited to holding the amount of vacation time they are entitled to based on service years, plus an additional two weeks (80 hours for full-time employees).**

Upon separation from employment with at least six months' tenure and two weeks' notice, employees will be compensated for all unused accrued vacation time. Promoted employees from unionized roles retain and can carry over their entire accrued vacation balance.

Shift-based employees whose scheduled vacations are affected by operational demands may be paid at regular rates or, with management approval, reschedule their vacation time, subject to collective bargaining agreements.

Employees are expected to work on their last day and are not permitted to extend their employment by using vacation pay, except for retirees or those resigning instead of facing termination.

7-4. LEAVES OF ABSENCE

7-4.A. SICK LEAVE (SHORT TERM, TEMPORARY)

The City of Fort Dodge provides paid sick leave benefits to eligible employees for temporary absences due to illness or injury. **Sick leave is not intended to extend the twelve (12) week limit under the Family and Medical Leave Act (FMLA)** but may be used in the event of a subsequent ADA leave of absence or accommodation.

Non-union eligible employees accrue sick leave at a rate of eighteen (18) days per year, with a maximum accumulation of two hundred days (1600 hours). Part-time regular employees accrue sick leave on a pro-rata basis. Sick leave is paid at the employee's regular base pay rate. Unused sick leave does not result in payment during employment or upon termination unless retiring per *Section 8* or per a collective bargaining agreement.

PER PAY (80 HOUR EMPLOYEE)	PER YEAR	MAX ACCRUAL FOR FT EEs
0.0692 per hour paid to a max of 5.5385	18 days	1600 hours (200 days)

Expectations

- Employees are expected to notify their supervisor at least thirty (30) minutes before their scheduled workday if they are unable to report due to illness and daily thereafter unless on approved FMLA leave. Directors and supervisors must inform HR of absences exceeding three (3) consecutive days or due to recurring conditions for FMLA compliance.
- Employees returning to work after illness are expected to self-monitor symptoms and contact their supervisor if symptoms develop. They must not enter City facilities if experiencing flu-like symptoms or if instructed by health professionals.
- Employees are expected to take proactive measures to safeguard their health and that of others, following vaccination guidance and respecting the privacy of medical information. Department heads may implement specific operational protocols to minimize the transmission of illnesses among employees and the public. Cross-training initiatives, supported by regularly updated standard operating procedures (SOPs), ensure uninterrupted business operations during employee absences.

7-4.B. SHORT-TERM DISABILITY BENEFITS

Employees in department head-level positions (e.g., department directors and chiefs) at the City shall receive short-term disability insurance equivalent to sixty percent (60%) of their monthly wage as of the beginning of each fiscal year, up to a maximum monthly benefit of \$5,000. This benefit becomes accessible after fifteen (15) consecutive days of absence due to non-work-related illness or injury. However, all other forms of paid leave must be utilized before this benefit applies. Payments will continue for a maximum of six months from the onset of the illness or injury.

7-4.C. HEALTH-RELATED LEAVE FOR IMMEDIATE FAMILY MEMBERS

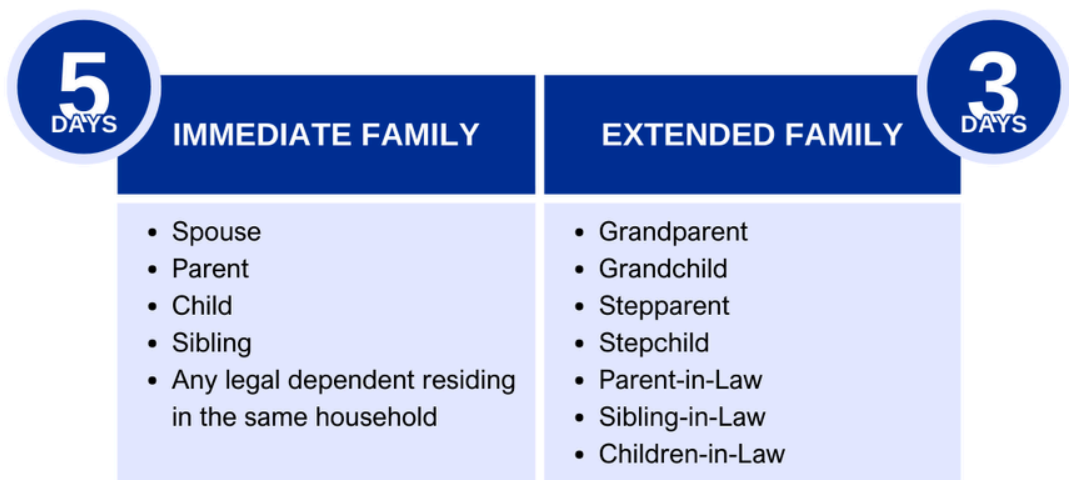
Unless specified otherwise in a collective bargaining agreement, **employees may take up to five (5) days off per calendar year with pay to care for an immediate family member (spouse, parent, child, sibling, or legal dependent) due to illness, injury or other debilitating medical condition.** If additional time off is required during the year for the family member's serious health condition under FMLA guidelines, non-union employees without available comp time may covert sick leave days at a ratio of two (2) sick days for one (1) family medical day, up to a maximum conversion of ten (10) sick days to five (5) family medical days.



The City adheres to the Family and Medical Leave Act (FMLA) and its own FMLA policy. Absences exceeding three (3) consecutive days to care for an immediate family member with a serious health condition or recurrent absences may qualify for FMLA protection. *Refer to Section 7-4.J. for details.*

7-4.D. BEREAVEMENT LEAVE

Employees wishing to take time off due to the death of a family member must notify their supervisor immediately. **Eligible employees will receive up to five (5) days of paid bereavement leave for the death of an immediate family member, defined as the employee’s spouse, parent, child, sibling, or any legal dependent residing in the same household. For the death of extended family members, including grandparents, grandchildren, stepparents, stepchildren, parents-in-law, siblings-in-law, and children-in-law, up to three (3) days of paid bereavement leave will be provided.** Proof of the relationship must be presented to Human Resources before the time will be paid.



Bereavement pay is calculated based on the employee's base pay rate at the time of absence, excluding any special compensation like shift differentials. Regular part-time employees will receive bereavement pay on a prorated basis. Approval of bereavement leave is subject to operational needs and job demands.

Employees acting in an official capacity at a funeral (e.g., pallbearer) may receive up to four (4) hours of paid time off upon presentation of the funeral program bulletin.

Employees may use other available paid leave (such as vacation, personal holiday, or comp time) with supervisor approval if additional time off is needed. Collective bargaining agreements will dictate bereavement-related provisions for covered employees.

7-4.E. JURY DUTY

The City of Fort Dodge supports employees in fulfilling their civic duty as jurors as required. **Employees called for jury duty will be paid for their time based on their regular base pay rate, up to eight hours per day.** They must promptly provide their jury duty summons to their supervisor to arrange for the absence.

Employees are expected to return to work whenever possible during court breaks. Health insurance benefits will continue throughout the jury duty period, and vacation, sick leave, and holiday accruals will not be affected.

Any compensation received by the employee for jury duty, excluding mileage and other expenses, should be reimbursed to the City.

7-4.F. APPEARANCE AS A WITNESS

Employees who receive a subpoena to appear in court as witnesses are permitted to do so. If they wish to be paid for their appearance, they may use accrued paid time off, such as vacation or compensatory time.

Employees appearing as witnesses on behalf of the City will receive their regular wages. Police Officers and Firefighters will be compensated according to their respective collective bargaining agreements.

If an employee's child is subpoenaed, the employee may take up to eight (8) hours to accompany their child to the hearing if their spouse or guardian cannot attend. They can use vacation, compensatory time, or take unpaid leave for this purpose.

Employees must provide a copy of the subpoena to their supervisor before being released to attend the hearing.

7-4.G. TIME OFF TO VOTE

The City of Fort Dodge encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees can find time to vote either before or after their regular work schedule. **If employees are unable to vote during their non-working hours, the City of Fort Dodge will grant up to two hours of paid time off to vote, provided at least two (2) working days' notice is given to their supervisor.**

7-4.H. ELECTION WORKERS

The City of Fort Dodge supports the electoral process by granting unpaid leave for City staff to work at polls, pending approval from their department director. Requests to work polls must be submitted at least thirty (30) days in advance to ensure adequate shift coverage. Approval may be withheld due to scheduling conflicts or performance concerns. Employees may use accrued vacation or personal days for paid time off while working at the polls. This volunteer time would qualify for earned personal holiday time.

7-4.I. MILITARY LEAVE

This policy applies to all eligible City of Fort Dodge employees under [Iowa Code section 29A.28](#), excluding those employed for six months or less. Eligible employees include full-time members of the National Guard, reserves, or any component of the military. Here are the key provisions:

Qualifying Duty: Employees may receive up to 30 calendar days of paid military leave per year for qualifying duty or service, including active duty, training, National Guard duty, and other specified duties.

Conditions of Leave: For duty exceeding 30 days, paid leave begins immediately and covers scheduled workdays during the initial 30 days. Subsequent leave may be taken consecutively or saved for later in the same calendar year.

Request for Leave Documentation: Employees must notify their Department Head upon receiving orders. Detailed schedules and military orders must be provided promptly to facilitate leave processing.

Benefits While on Leave: Benefit coverage continues during leaves under 31 days. For longer leaves, employees may elect COBRA continuation for up to 24 months.

Return from Leave: Based on their length of service, employees must notify their intent to return within a specified timeframe. Timely reemployment applications are required to maintain rights and benefits.

Required Documentation Upon Return: Documentation showing timely application for reemployment and honorable discharge may be required upon return from leaves exceeding 30 days.

Seniority and Benefits Upon Return: Returning employees accrue seniority and are entitled to pay increases, promotions, and benefits as if continuously employed.

This policy ensures compliance with state law and supports employees fulfilling military obligations while maintaining employment benefits and protections. *A more detailed version of the City's Military Leave policy is available upon request. Please contact Human Resources for access.*

7-4.J. FAMILY & MEDICAL LEAVE ACT (FMLA)

Eligibility: The City of Fort Dodge complies with FMLA, providing eligible employees with unpaid, job-protected leave and continuation of group health insurance under the same terms as if actively working. **To qualify, employees must have worked for the City for at least 12 months and logged 1,250 hours in the preceding 12-month period.** Eligible reasons for FMLA leave include:

- Birth, adoption, or foster care placement of a child within one year of birth/placement.

- Care for a spouse, child, parent, or other close family member with a serious health condition.
 - A "close family member" includes individuals who are part of the employee's household, current or former dependents, or those who played a significant role in raising the employee as a child (in loco parentis). Employees asserting someone as a close family member for FMLA benefits may need to provide documentation to support their claim.
- Employee's own serious health condition.

Eligible employees may take a total of 12 workweeks in a 12-month period, calculated on a "rolling" basis measured backward from the first date of leave for any qualifying FMLA reason. Upon the conclusion of FMLA leave employees generally have the right to return to their prior position or an equivalent one, subject to exclusions.

Military FMLA Leave: Under the National Defense Authorization Act (NDAA), eligible employees can take FMLA leave for:

- Any qualifying exigency due to a family member's active duty.
- Up to 26 weeks to care for a covered service member recovering from a serious illness or injury sustained in duty.

Both types of military family leave require certification or verification.

Serious Health Condition: Defined as an illness, injury, impairment, or condition involving:

- Inpatient care or continuing treatment by a healthcare provider.
- Conditions like chronic health issues, substance abuse (under specific conditions), or treatments for restorative surgery.

Limitations on FMLA Leave: FMLA leave for childbirth or placement of a child must conclude within 12 months. Spouses employed by the City can share a combined total of 12 weeks of FMLA leave for specific reasons, including birth, adoption or foster care placement, aftercare of a newborn or newly placed child and care for a parent with a serious health condition.

Intermittent or Reduced Work Schedule Leave: Intermittent leave involves taking time off in separate blocks, while reduced work schedule leave reduces an employee's typical hours per workweek or workday. Employees may take leave due to their own serious health condition or to care for a spouse, child, or parent with a serious health condition either all at once or, if medically necessary, intermittently or on a reduced schedule. However, leave for newborn or newly placed child must be taken continuously and cannot be taken intermittently or on a reduced schedule. Only the actual amount of leave taken during intermittent or reduced schedule leave will count towards FMLA entitlement.

Employees taking intermittent or reduced scheduled leave must, upon request, try to schedule their leave to minimize disruption to the City's operations. For foreseeable planned medical treatments requiring intermittent or reduced schedule leave, the City may temporarily assign the employee to an alternative position that offers equivalent pay and benefits and better accommodates recurring periods of leave.

Request for FMLA Leave: An employee should request FMLA leave by contacting Human Resources directly. Advance notice is required for foreseeable leave; medical certification may be necessary depending on the circumstances.

Required Documentation: If requested, an employee will be required to submit a medical certification form from a healthcare provider within 15 calendar days to support their need for FMLA leave. Failure to return the form does not prevent the City from counting the leave against an employee's annual entitlement. For serious health conditions, employees may need to provide medical certification within 15 days. The City may request recertification and periodic updates during FMLA leave.

Return from FMLA Leave: Any employee returning from FMLA leave for their own serious health condition must provide a written release from their attending physician confirming their fitness for duty. If there are concerns about the employee's ability to perform their job's essential functions, they will be sent for a job-related examination by a health professional chosen by the City prior to their return to work.

Benefits and Reinstatement: During FMLA leave, employees retain health plan coverage; unpaid FMLA leave may require employee payment of health insurance premiums. Reinstatement is generally to the same or

equivalent position.

Compliance and Additional Information: This policy adheres to FMLA regulations. For further information or clarification regarding employee rights and responsibilities under the Family and Medical Leave Act, contact the Human Resources Department and/or see WHD Publication 1420, which is attached to this policy below. *A more detailed version of the City's FMLA policy is available upon request.*

7-4.K. LEAVE OF ABSENCE WITHOUT PAY

Upon written request, permanent employees may be granted an unpaid personal leave of absence for up to sixty (60) days for valid reasons, subject to approval by the City Manager or their designee. This leave period will not impact the employee's service credit if approved. Non-FMLA-related leaves exceeding sixty (60) days require additional approval from the Council, based on the City Manager's recommendation or their designee. Seniority status will be adjusted to reflect any leave period exceeding sixty (60) days unless the absence qualifies under FMLA provisions.

At the end of the approved unpaid leave, the employee may return to their previous position or another position as legally provided. Failure to return by the agreed-upon date will be considered a voluntary resignation.

7-4.L. PREGNANCY & MATERNITY LEAVE

A pregnant employee who is placed on restriction due to pregnancy-related limitations is required to provide the employer with a **physician's communication form** outlining the specific restrictions. This form should be submitted to their manager and the Human Resources Director, who will then work with the employee to discuss and implement reasonable accommodations. The City of Fort Dodge adheres to the [Pregnant Workers Fairness Act \(PWFA\)](#), effective June 27, 2023, ensuring that women can perform meaningful work with appropriate accommodations on a temporary basis to remain active in the workplace.

Temporary alternate duty (TAD) assignments may be considered within the employee's primary department or another department and will be evaluated on a case-by-case basis. Assignments will be tailored to fit the employee's limitations while considering the operational needs of the City, provided the accommodation does not create undue hardship. Accommodations that typically are not considered reasonable include eliminating essential job functions, creating new positions, or offering indefinite leave.

Employees may request a maternity leave of absence, which may be granted upon presentation of a physician's letter stating the last day of work and the anticipated return date after childbirth. If the absence exceeds available sick leave, unpaid leave will be granted under the provisions of Iowa Code Chapter 216 and the Family and Medical Leave Act (FMLA). This leave runs concurrently with state and federal laws as permitted.

Employees may use a combination of intermittent paid and unpaid leave throughout their absence to ensure adequate funds are available to cover payroll deductions for insurance benefits during the leave period.

7-4.M. LACTATION

The City of Fort Dodge will accommodate employees who need to express breast milk for their nursing child by providing reasonable break time as needed. These breaks will be scheduled to allow for the frequency and duration required by the nursing mother, and she should coordinate with her supervisor regarding their timing.

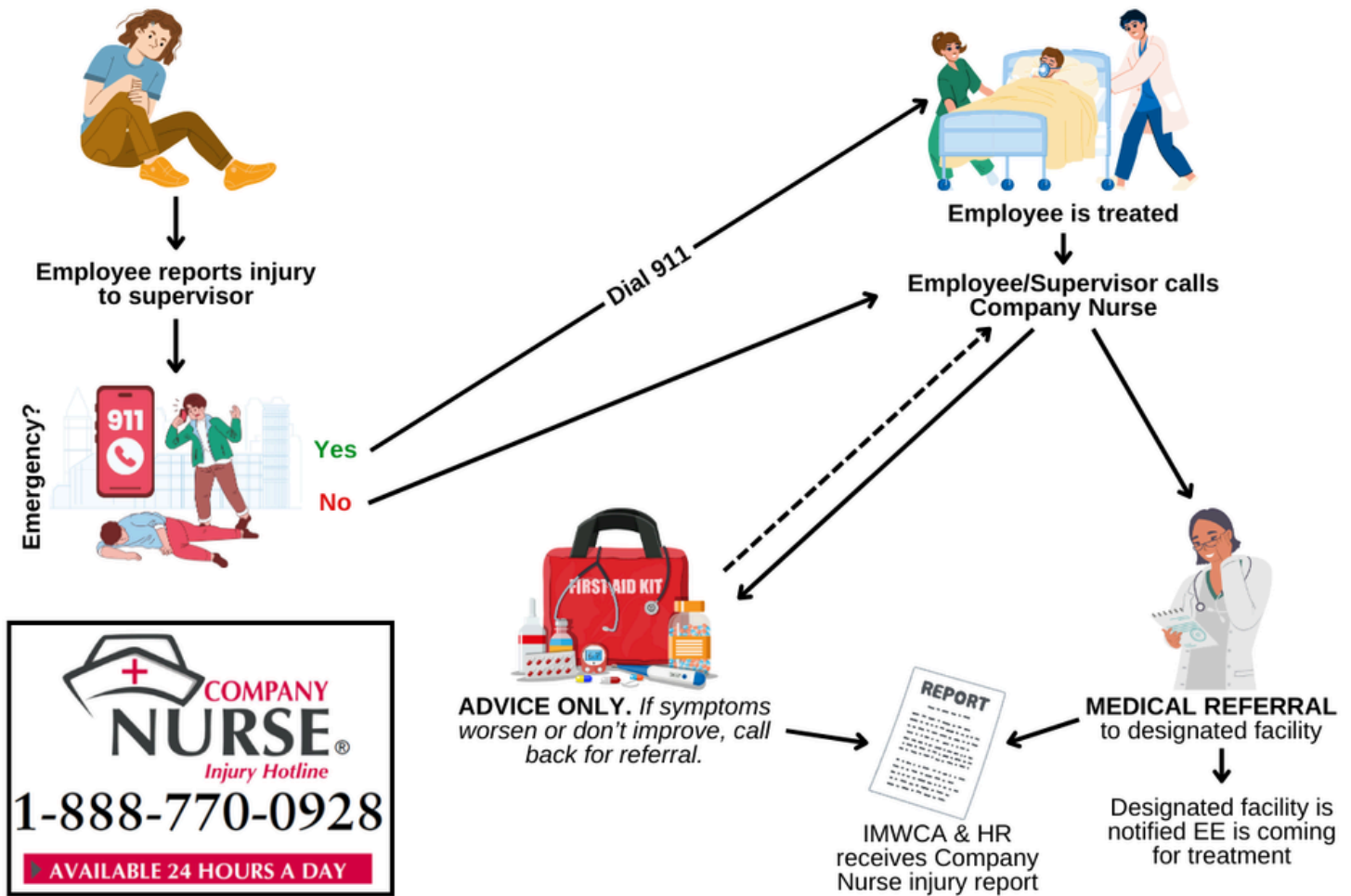
A suitable location, other than a bathroom, will be provided. This space will be shielded from view and free from intrusion by coworkers and the public. If the designated space is not solely dedicated to expressing milk, it must be available whenever needed by the employee. A temporary or converted space is acceptable if it meets the requirements of privacy and functionality for expressing breast milk.

Employees utilizing break time for expressing milk will be compensated in accordance with standard practices for break times. Additionally, according to the Fair Labor Standards Act (FLSA), employees must be completely relieved from duty during break times or compensated if the breaks are not fully free from work duties.

7-4.N. INJURY & WORKER'S COMPENSATION LEAVE

When a City of Fort Dodge employee sustains an injury on duty, they must promptly report the incident to their supervisor. **Before seeking non-emergency care, contact must be made with the Company Nurse Line at 1-**

888-770-0928. If the employee cannot call, the supervisor will report the injury to the Company Nurse Line at the earliest opportunity.



Failure to report an injury within 24 hours to the supervisor, regardless of severity, and to receive necessary first-aid or medical treatment as advised, may result in ineligibility for job-related injury leave. The employee's entitlement to worker compensation benefits is governed by Iowa Code Chapter 85 and Chapter 411 for MFPRSI. Refer to Section 8-12.A for further reporting instructions.

Employees incapacitated due to injury or occupational disease incurred in the line of duty and determined to be without misconduct are eligible for leave with pay. Upon review and approval by the City and/or the Worker's Compensation Insurance Carrier, eligible cases will receive full pay equivalent to regularly scheduled hours. Payment will be made directly from salary funds or through worker's compensation insurance benefits (TTD), ensuring total compensation does not exceed the employee's regular rate of pay for the period.

7-4.O. INCLEMENT WEATHER / EMERGENCIES

Employees unable to report to work due to inclement weather must promptly notify their supervisor or department head. Those granted early departure can utilize vacation time, compensatory time, or take any unworked hours as unpaid leave.

If the City Manager or their designee closes or delays city operations due to weather or emergencies (e.g., hazardous materials, power outages, epidemics), affected employees may be excused from duty. Those arriving late, leaving early, or absent due to weather may make up lost time within the week or use personal leave (vacation, personal holiday, compensatory time).

Department management will communicate closures or delays promptly. Due to the critical nature of city services, operations will continue as usual during inclement weather or emergencies unless notified otherwise.

This policy excludes Police Officers, Firefighters, and other essential personnel.



SECTION 8: INSURANCE, RETIREMENT & OTHER BENEFITS

The City of Fort Dodge aims to offer a comprehensive benefits program supporting employees in Health and Welfare, Financial Protection, Work/Life Balance, and Learning and Development. The following summary outlines benefits and does not modify any plan documents.

8-1. RESPONSIBILITY

The Director of Human Resources oversees the coordination and administration of the City's benefit programs. For inquiries about benefits, please contact the HR Department. All necessary forms related to these benefits can be obtained from the HR Department or downloaded from the City's website.

8-2. ELIGIBILITY

All regular full-time and regular part-time employees are eligible for the benefits outlined in this section. **Health, dental, and life insurance coverage will be provided to all permanent regular employees scheduled to work thirty (30) hours or more per week. Temporary employees who have worked at least 1,560 hours during the designated twelve-month look-back period, as per the Affordable Care Act and their eligible dependents will also be eligible for these benefits.**

8-3. HEALTH & DENTAL INSURANCE

The City offers comprehensive health and dental insurance to regular full-time and regular part-time employees. **Coverage begins the first day of the month following 30 days of employment for all employees except police officers, firefighters, and EMS personnel, who are covered from the first of the month following their date of hire.** During any authorized leave of absence with pay, coverage continues uninterrupted. For leave without pay, including workers' compensation leave, employees must arrange to pay health insurance premiums; unpaid premiums will be tracked in an arrearage account activated upon their return to work.

The monthly costs and employee-City contributions for health and dental coverage are reviewed annually before open enrollment, held each year for plan changes. Employees may switch plans during open enrollment, and eligible family members can be added or dropped at this time.

Employees who decline health insurance initially may request coverage later due to a qualifying event, with no waiting period or underwriting for themselves or their dependents. Married City employees may be covered under one family plan (for medical and dental), or each employee may have their own plan; however, spouses cannot be double covered by the City insurance. Special rules apply for employees selecting coverage under the high-deductible health plan (HDHP), where married couples both receive coverage under one plan but can each have an HSA.

For HDHP participants, the City contributes half of the annual deductible amount into the employee's HSA, split equally between the first and second pay of each month based on coverage level. Employees must set up their HSAs within 30 days of hire to receive City contributions, with personal contributions beginning upon receipt of their account number and adhering to IRS contribution limits.

Employees are responsible for promptly notifying HR of any changes in family status to adjust benefits accordingly, such as dropping a former spouse from coverage post-divorce. Timely notification within 30 days of

the event ensures compliance with benefit regulations, with COBRA notices provided as required by law.

8-4. WELLNESS BENEFIT



Starting January 1, 2020, **employees who provide Human Resources with proof of their annual preventive exam will receive a \$50 wellness incentive payment.** [Documentation](#) of the annual physical must be submitted by March 31st of the following year to qualify. This incentive applies only to physicals conducted in the previous calendar year; pre-employment or job-related physicals are not eligible for this wellness benefit.

8-5. CONTINUATION OF COVERAGE

When an employee separates from employment with the City, insurance coverage for the employee and their dependents ends on the last day of the month in which the separation date becomes effective.

8-5.A. CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT OF 1985 (COBRA)

Eligible employees and their dependents have the option to continue their health coverage under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), often referred to as "COBRA Continuation Coverage." This summary outlines the rights and responsibilities of covered individuals under this federal law.

Entitlement and Qualifying Events

COBRA allows a covered employee or their dependents to elect continuation coverage if their health coverage would otherwise end due to a "qualifying event." Qualifying events include:

- Termination of the covered employee's employment (other than for gross misconduct) or reduction in work hours
- Death of the covered employee
- Divorce or legal separation of the covered employee and spouse
- A dependent child ceasing to meet the plan's definition of a dependent
- The covered employee becoming entitled to Medicare

COBRA Qualified Beneficiaries

A COBRA-qualified beneficiary includes individuals who were covered under the plan immediately before a qualifying event. It also includes a child born to, adopted by, or placed for adoption with a qualified beneficiary during the period of COBRA Continuation Coverage of the former covered employee.

In some cases, the filing of a bankruptcy proceeding under Title 11 of the United States Code can constitute a qualifying event. If a bankruptcy proceeding results in the loss of coverage for any retired employee under the plan, that retiree becomes a qualified beneficiary eligible for COBRA Continuation Coverage.

Notification of a Qualifying Event

The plan will offer COBRA Continuation Coverage to qualified beneficiaries only after receiving notification that a qualifying event has occurred. If the event is termination of employment, reduction of work hours, the employer's bankruptcy proceeding, or the covered employee's enrollment in Medicare (Part A, Part B, or both), the employer must notify the plan within 30 days.

For events such as divorce or legal separation, a child ceasing to be a dependent, or the Social Security Administration's disability determination, the covered employee must notify the plan within 60 days. Additionally, if a disabled individual receiving 29 months of COBRA coverage is determined no longer disabled by the Social Security Administration, they must notify the plan within 30 days of the determination.

Notice Requirements

All notices of qualifying events must be sent in writing to:



HUMAN RESOURCES Department

819 1st Avenue South
Fort Dodge, IA 50501
515.576.6869
fdhr@fortdodgeiowa.org

This summary serves as an outline of the rights and obligations under COBRA Continuation Coverage. For more detailed information, please refer to the official plan documents or contact the Human Resources Department.

8-5.B. MAXIMUM COVERAGE CONTINUATION PERIODS

Coverage under COBRA may be extended for the following durations:

18 months

- For an employee or dependent whose coverage would otherwise end due to termination of employment or reduction in work hours.

29 months (18 months + 11 months)

- For a disabled individual who becomes entitled to the initial 18 months of continued coverage following the employee's termination of employment or reduction in work hours.
- If the Social Security Administration determines the individual was disabled on the date of termination or within the first 60 days of COBRA Continuation Coverage.
- The individual must notify the plan of the disability determination within 60 days of receiving it and while still within the initial 18 months of COBRA coverage. This additional 11 months is available even if the individual is not disabled but qualifies for COBRA Continuation Coverage due to the same qualifying event.

36 months

- For a divorced or widowed spouse, or a child who no longer meets the plan's definition of a dependent.

8-5.C. COVERAGE CONTINUATION UPON RETIREMENT

Unless stated otherwise in a collective bargaining agreement, employees may retire at a minimum age of 55 with ten consecutive years of full-time employment with the City. Upon retirement, full-time regular employees or part-time employees scheduled to work at least 30 hours per week, along with their dependents, may elect to continue enrollment in the Hospitalization and Medical Insurance and Dental policies at their own expense until the age of sixty-five (65), following COBRA guidelines as outlined below.

Additional conditions for continued coverage include:

- **Premium Payments:** Health insurance premiums must be paid monthly to the City of Fort Dodge by check or automated clearing house (ACH) payment. Payments must be received no later than the 20th of the month for continuous coverage the following month. Multiple checks may be provided in advance. Failure to meet the payment deadline may result in insurance coverage cancellation effective at the end of the paid-up month.
- **Dependent Coverage:** Once a dependent opts out of the plan, they are ineligible to rejoin the group.
- **Retiree Coverage:** Should the retiree choose to discontinue coverage, they are ineligible to rejoin the group.

Resolution Number 3-01-01, dated January 6, 2003, and state statute §509A.13 extend COBRA insurance benefits to surviving spouses in the event of the employee's death before retirement. This provision grants the surviving spouse the same insurance terms as the employee or retired employee would have received at the time of death.

8-6. LIFE INSURANCE & DEATH BENEFITS

The City offers term life insurance and accidental death and dismemberment coverage to all regular full-time and regular part-time employees. Coverage begins on the first day of the month following 30 days of employment for most employees, with exceptions for police officers, firefighters, and EMS personnel, whose coverage starts the first of the month following their date of hire. **The City covers the entire monthly cost of this insurance.** Each employee enrolled will receive a plan document and an explanation of benefits.

Additionally, the City provides supplemental life insurance options. Employees have the opportunity to purchase extra insurance coverage for themselves or their dependents.

8-7. FLEXIBLE BENEFIT SPENDING PLAN (SECTION 125)

The City has implemented a Flexible Benefit Spending Plan under Section 125 of the IRS Code. **This plan enables eligible employees to allocate pre-tax funds for reimbursing medical out-of-pocket expenses and dependent care expenses.** Participation in the plan is open to all employees. Once elected, benefits remain in effect for the entire plan year, with changes permissible only in response to qualifying events or changes in family status.

8-8. DEFERRED COMPENSATION BENEFITS

Employees may elect to authorize deductions from their paycheck to contribute to a deferred compensation plan by submitting a signed authorization form. The City of Fort Dodge will transmit the total deducted amount from each employee's paycheck to the designated plan carrier. Upon transmission, the City relinquishes any further liability or responsibility for these contributions. If this process is deemed illegal at any point, the City will not be liable for ceasing deductions for the plan.

8-9. EDUCATIONAL ASSISTANCE

The City of Fort Dodge aims to enhance employee skills and abilities to ensure efficient service delivery to citizens. To support this goal, the City may reimburse or fund tuition and required books for courses that directly improve job performance, contingent upon achieving a grade of C or better. Departments should budget for such funding where feasible. Approval from the Human Resource Director or City Council (for council appointees) is required, considering budget constraints. Attendance and satisfactory completion of approved courses are mandatory for reimbursement, with employees expected to share gained knowledge at staff or relevant meetings.

Employees promoted from a union to a non-union position under a collective bargaining agreement, with relevant college credits, receive an initial step adjustment:

- An Associate of Arts or Science Degree warrants one full step increase.
- Completion of a college-issued certificate program qualifies for half the maximum step time needed for the next advancement.

Employees covered under this policy not promoted from a union position under a collective bargaining agreement, upon achieving higher education above minimum qualifications for their role, receive an initial step adjustment equivalent to half the maximum step time required for advancement. This benefit is applicable once during an employee's tenure.

8-10. EMPLOYEE ASSISTANCE PROGRAM (EAP)



The Employee Assistance Program (EAP) offers confidential professional support to employees and their families, addressing personal issues and job performance challenges. Typical issues handled include marital problems, parent-child relationships, alcoholism, drug addiction, and stress. Employees can access the program by contacting professional counselors directly. Initial services provided by the EAP are fully covered by the City. If ongoing services are needed beyond the initial sessions, they may be offered at a discounted rate or billed through medical insurance, depending on the nature of care and the employee's coverage benefits.

8-11. SAFETY EQUIPMENT & CLOTHING / UNIFORM ALLOWANCES

All department policies regarding clothing (uniform) allowances must receive approval from the Finance Director/City Clerk. Employees receiving a clothing allowance will have it processed as a payroll benefit, subject to taxation, which will impact their take-home pay.

The City is responsible for providing all necessary safety equipment required for employees' job duties, with the quality, quantity, and necessity determined by the Human Resource Director in consultation with Department Heads. This safety equipment must be used at all times during job duties.

The City may cover the cost of watches and prescription lenses damaged while on duty. Repair costs for watches are capped at thirty dollars (\$30), while eye glass frame repairs are capped at sixty dollars (\$60). The full cost of replacement prescription lenses may be covered. The cost of an eye examination will only be covered if it is deemed necessary due to an on-the-job accident.

The City may supply and pay for uniforms required for various personnel. Additionally, a cleaning and maintenance allowance of forty-five dollars (\$45) per quarter may be provided, or an equivalent credit may be offered at a contracted cleaning business. All uniforms, except for dress uniforms presented at retirement, remain the property of the City.

Non-uniformed personnel in the Police Department may be reimbursed up to \$550 annually for clothing damaged on the job, with receipts required. Fire Department personnel may be reimbursed up to \$400 annually under similar circumstances.

The City Manager has authority to designate which positions under their direction are considered uniformed or non-uniformed.

8-12. WORKER'S COMPENSATION

All City employees are covered by worker's compensation, except those covered under provisions of the Code of Iowa, Chapter 411, for Police and Fire disability. No employee may receive duplicate benefits from both worker's compensation and sick leave.

8-12.A. REPORTING INJURIES & ACCIDENTS

Employees must promptly report any work-related injury or illness to their immediate supervisor, ideally immediately after the incident or as soon as they become aware of it, but in no case later than 24 hours. Failure to report promptly may result in the delay or denial of workers' compensation benefits as required by law.

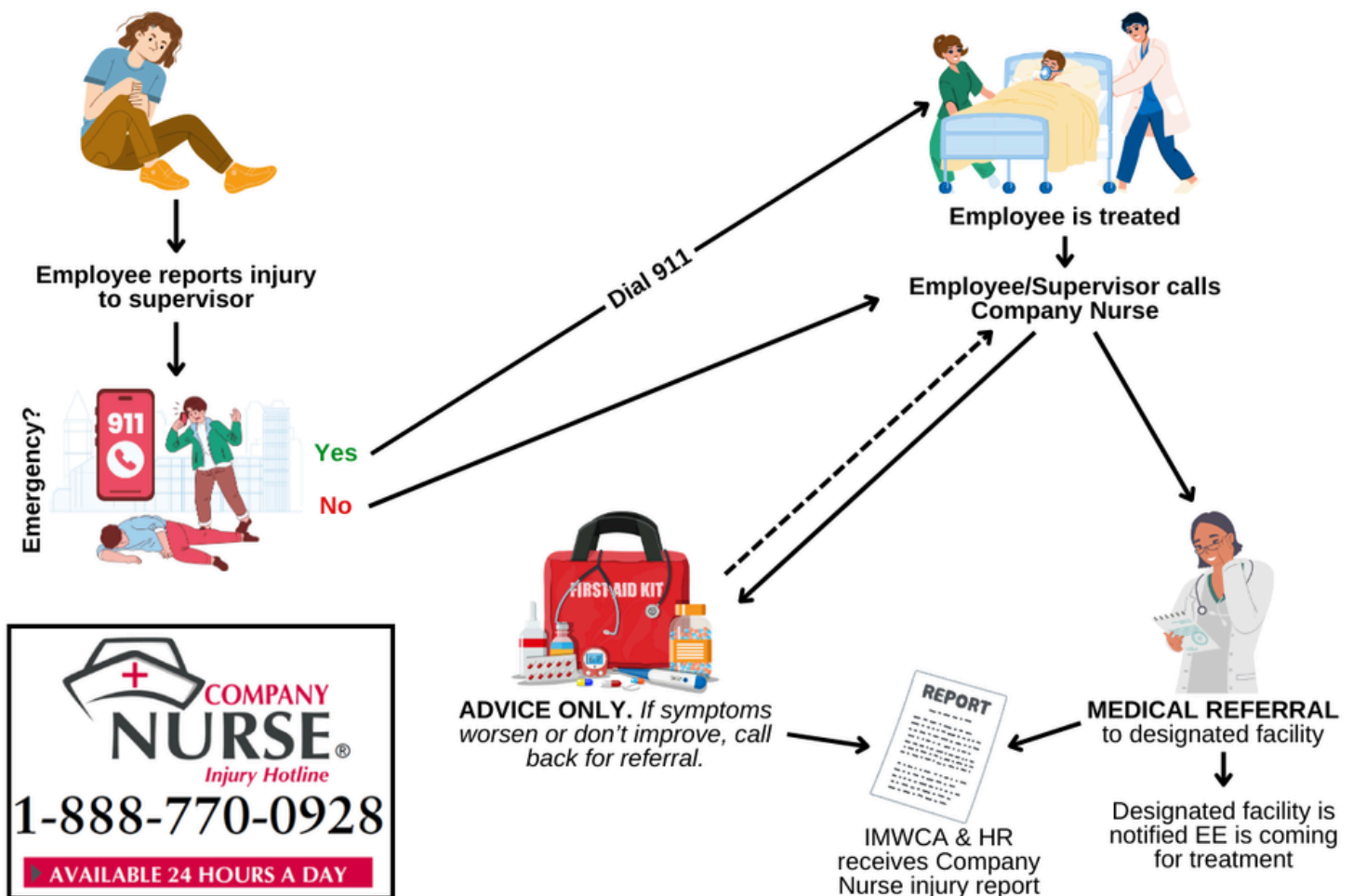
In the event of a potential work-related injury, employees or their supervisors should contact the Company Nurse Injury Hotline at 1-888-770-0928. Company Nurse operates 24/7 and will collect information and direct the employee to appropriate medical care. A First Report of Injury Report is generated from this call and emailed to Human Resources.

If an employee cannot contact the Company Nurse, the department head or supervisor must call on their behalf. The employee is expected to follow up with the Company Nurse as soon as possible. Human Resources should also be informed of any injury or illness, regardless of its severity, to ensure a record is kept for future medical needs.

Supervisors should call 911 for life-threatening injuries. Qualified emergency personnel will provide transportation. Company Nurse should also be informed immediately. Employees treated at the emergency room will be referred to Unity Point Health at Work – Fort Dodge at 210 N 15th St for follow-up care.

If Company Nurse refers an employee to Unity Point Health at Work – Fort Dodge for non-emergency treatment, appropriate transportation to 210 N 15th St must be arranged.

For non-emergencies outside normal hours, supervisors should contact Company Nurse for guidance on appropriate care. If directed to Trinity Regional Medical Center's emergency room, supervisors should call 515-574-6684, provide the employee's details and injury description, and ensure transportation to 802 Kenyon Road. Follow-up care at Unity Point Health at Work – Fort Dodge will be arranged as needed.



8-12.B. BENEFITS & INSURANCE WHILE ON WORKER'S COMPENSATION LEAVE

An employee who sustains a job-related injury and qualifies for worker's compensation benefits will be considered continuously employed by the City for purposes of fringe benefits, as outlined in this handbook or any applicable collective bargaining agreement. For Police and Fire employees, Temporary Total Disability (TTD) wage benefits are provided by the City of Fort Dodge Workers Compensation Insurance Carrier.

During the period when an employee receives worker's compensation wage benefits, they are responsible for paying their health insurance premiums that would typically be deducted through City payroll. These premiums must be paid to the City of Fort Dodge by the 20th day of each month to maintain continued coverage.

8-12.C. WORKER'S COMPENSATION & FMLA

A worker's compensation absence may be considered a leave covered by the Family and Medical Leave Act (FMLA). If a temporary light duty assignment is not available, or if the employee declines such an assignment, workers' compensation leaves will run concurrently with applicable FMLA leaves.

8-13. RETURN TO WORK PROGRAM

The City of Fort Dodge is committed to providing modified or alternate work opportunities for regular full-time or regular part-time employees (excluding temporary/seasonal) injured on the job who are temporarily or permanently unable to return to their regular job classification if such work is available. Regular modified and alternate work will be offered in accordance with the Americans with Disabilities Act (ADA) and Iowa Workers' Compensation Act.

Reasonable accommodations will be made for employees with disabilities unless such accommodations impose undue hardship on the employer. The disabled employee must be able to perform the essential functions of the job with or without reasonable accommodation.

Feasibility of reasonable accommodations will be assessed individually, considering factors such as the employee's impairment, essential job functions, work environment, and accommodation possibilities.

Objectives of the Return-to-Work Program include:

- Facilitating the return of injured employees to work as soon as possible, ensuring there is no significant risk of harm to themselves or others.
- Minimizing financial hardship and emotional stress for employees who sustain work-related injuries.
- Assisting employees in returning to work with earnings and productivity levels as close as possible to their pre-injury status.
- Retaining qualified and experienced employees.
- Reducing costs associated with disability benefit programs.

8-13.A. TEMPORARY ALTERNATE DUTY (TAD)

Temporary Alternate Duty (TAD) refers to modified duties or adjusted hours assigned to an employee injured on the job, as directed by a physician who indicates the employee can return to work but is not yet capable of performing their regular job duties due to ongoing recovery.

The purpose of TAD is to offer temporary work opportunities that align with medical restrictions for employees injured on the job. TAD may be considered when the medical prognosis suggests the employee will eventually return to full duty following medical treatment.

When an alternate duty position is available, TAD will be provided to the employee as soon as medically feasible. This position may be within the employee's department if available, or in another department as coordinated by the designated TAD representative of the City of Fort Dodge. TAD assignments should be in line with the employee's physical and mental capabilities.

Employees on TAD will continue to receive the salary and benefits of their regular job classification. TAD assignments will typically be reviewed after each medical appointment, usually every 7 to 14 days, and generally will not exceed three months (90 calendar days).

An employee may request TAD if they have sustained an off-the-job injury and have medical restrictions preventing them from performing their regular job duties. Such requests should be directed to their department director or the City Manager's designee, and coordination with the TAD representative and Human Resources Director is required. Approval from the department director is necessary for TAD assignments to be authorized.

8-13.B. RETURNING TO FULL-DUTY

Before resuming full-duty work, an employee who has been receiving Workers' Compensation benefits must provide the City with satisfactory evidence of their ability to safely return to work. This evidence must take the form of a Physician's Written Opinion from the City's designated physician or another physician approved by the Workers' Compensation carrier. Additionally, a physical capacity assessment may be necessary before returning to work.

8-14. RETIREMENT & SEPARATION PAY

8-14.A. RETIREMENT PENSION SYSTEMS FOR CITY OF FORT DODGE EMPLOYEES

For detailed information about retirement benefits offered through the two pension systems listed below, please visit their respective websites or contact a representative directly via phone or email. Below are the website URLs and general contact information:



<https://www.ipers.org/>

800.622.3849



<http://www.mfprsi.org/>

888.254.9200

8-14.B. RETIREMENT BENEFIT

All employees are encouraged to provide as much notice as possible of their intent to retire. Retirement is an exciting time that requires careful planning and consideration. Providing adequate notice helps to ensure sufficient time to contact the appropriate pension office, meet with benefits advisors, and complete necessary paperwork. Additionally, it supports recruitment efforts and, in some cases, allows the outgoing employee to assist in training their successor.

Non-union employees who meet specific criteria are eligible for retirement pay equivalent to 60% of their unused sick leave, capped at a maximum of ninety (90) days. To qualify for this benefit, employees must meet all the following conditions:

1. Have served a minimum of ten (10) consecutive years with the City of Fort Dodge;
2. Have reached the age of 55 at the time of retirement;
3. Retire in good standing; AND
4. Provide at least fourteen (14) calendar days' notice of retirement.

The amount paid for sick leave shall be placed into an employer-sponsored retirement health savings plan account along with 50% of accrued vacation (valued at \$100 or more) at the time of retirement. The remaining 50% of accrued vacation, unused personal holiday hours, and any accumulated comp time shall be paid out to the employee.

To ensure a smooth transition for the organization, no more than two consecutive weeks of paid leave, including vacation and personal holiday time, may be used immediately before the employee's retirement date.

This policy applies to all employees unless their position is covered under a public safety collective bargaining agreement that specifies the retirement benefit provided.

8-14.C. SEVERANCE PAY

Full-time employees whose positions are eliminated due to City Manager or City Council action, not resulting from adverse employment actions, will receive the following benefits:

- Two weeks' pay or two weeks' notice, whichever is applicable.

- Two days' pay for each year or partial year of service.
- Continued medical insurance, under the same plan in effect at the time of termination, at no cost to the employee for three months following the termination date.
- Payment for any unused vacation time, compensatory time, and personal holiday time earned.

If the affected employee is of retirement age and their position is eliminated or they are not reappointed, they must choose between receiving the retirement benefit (if eligible) or severance pay. The employee is not eligible to receive both severance and retirement benefits, nor a combination of both.

SECTION 9: *Welcome to* **WORK-RELATED TRAVEL** *FORT DODGE*

9-1. TRAVEL, MEALS, TRANSPORTATION, MILEAGE REQUESTS FOR REIMBURSEMENT & LODGING

9-1.A. TRAVEL

Employees planning to travel for meetings or conventions and requiring reimbursement for expenses such as mileage, meals, or other costs (e.g., baggage fees, taxis, buses, parking) must obtain approval from their immediate supervisor before attending. Receipts for necessary and relevant expenses must be submitted for reimbursement.

Completed reimbursement forms must be submitted within two weeks after the meeting or conference for approval by the appropriate department head and processing by the City Clerk's Office. Failure to adhere to these timelines may result in denial of reimbursement.

9-1.B. MEALS

The City of Fort Dodge follows the federal meal per diem rates established by the General Services Administration (GSA). A complete list of states and destinations can be found at www.gsa.gov.

For overnight travel, partial days will be treated as follows:

DEPARTURE DATE (ENTERING TRAVEL STATUS)		RETURN DATE (COMING OFF TRAVEL STATUS)	
Before 8:00 am	Breakfast, Lunch & Dinner	After 6:00 am & before 12:00 pm	Breakfast
After 8:00 am & before 2:00 pm	Lunch & Dinner	After 12:00 pm & before 6:00 pm	Breakfast & Lunch
After 2:00 pm & before 6:00 pm	Dinner	After 6:00 pm	Breakfast, Lunch & Dinner

An overnight per diem request form can be found online at <https://bit.ly/OvernightPerDiem>.

For single-day trips, the traveler will receive the meal per diem for any meals within the times as outlined below:

Depart before 8:00 am	Breakfast
Out between 12:00 pm & 2:00 pm	Lunch
Return after 6:00 pm	Dinner

- Alcoholic beverages cannot be expensed using per diem allowances.
- Per diem allowances for meals will not be provided if the meal is already covered as part of a meeting or conference registration paid for by the City.
- The per diem request form must be filled out and submitted along with supporting documents such as conference registration, agenda, itinerary, etc., on the designated twice-monthly purchase order due date before travel.
- Even if employees use City credit cards for meals during travel, they must still submit itemized receipts for all food purchases for accounting purposes.

9-1.C. GROUND TRANSPORTATION

An employee conducting official City of Fort Dodge business, attending conferences, seminars, or training related to their jobs, out-of-state will be reimbursed for personal ground transportation travel expenses incurred (i.e., to/from an airport, hotel, or other business related location). Transportation costs for rail, taxi, rideshares (e.g., Uber), shuttle, or other public transportation qualify for reimbursement as long as an itemized receipt or email invoice is submitted showing proof of such expense. Tips for said ground transportation services may be charged to the City if the amount is reasonable and within customary limits as determined by the Finance Director or City Manager. Tips may be rounded to the nearest dollar.

Employees utilizing City credit cards while traveling must turn in itemized receipts for all transportation related expenses for accounting purposes.

9-1.D. MILEAGE

Department heads or the City Manager should assess the availability of a city-owned vehicle and determine whether using that vehicle would be more cost-effective than reimbursing for mileage. **Employees are expected to utilize a city-provided vehicle for attending meetings, conferences, seminars and other official business.** If a city vehicle is unavailable, employees may use their personal vehicle. Reimbursement for mileage claims when using a personal vehicle for city business will be made at the reimbursement rate specified on the [U.S. General Services Administration website](#). The reimbursement rate for employees who choose to use their personal vehicle when a city-provided vehicle is available is also available on the U.S. General Services Administration website. No mileage reimbursement will be provided for personal use. Mileage will be calculated using the most direct route and will not include incidental mileage for personal driving. A mileage reimbursement form is available on the [City website](#).

9-1.E. LODGING

Pursuant to Iowa Administrative Code (IAC) 80.45A , effective January 1, 2022, public funds used for in-state lodging can only be used at facilities that have been certified by the Commissioner of the Iowa Department of Public Safety as having received Human Trafficking Prevention Training. Therefore, all employees must confirm that the lodging provider holds Human Trafficking Prevention Training Certification by checking <https://stopthiowa.org/certified-locations> prior to expending or committing public funds for travel lodging, conferences, meetings, or related city-funded events. If an employee stays at a facility that is not certified in accordance with IAC 80.45A those costs must be paid by the employee.

9-2. COMPENSABLE HOURS FOR TRAINING & TRAVEL

It is the policy of the City to properly compensate employees for time spent traveling to or participating in job-related training or education required by the City.

This policy applies to all City employees who are not exempt from the overtime standards of the Fair Labor Standards Act (FLSA).

The FLSA mandates that certain times spent by non-exempt employees in traveling and/or attending seminars, conferences, and training qualify as hours worked under the Act. The purpose of this policy is to provide general guidance and procedures for determining which hours are compensable.

9-2.A. TIME SPENT AT TRAINING & CONFERENCES

Time spent at conferences and training is **not** considered to be hours worked for non-exempt employees if all of the following are met:

1. Attendance is outside the employee's normal work hours;
2. Attendance is voluntary;
3. The lecture or training is not directly related to the employee's current job; and,
4. The employee does not perform productive work while attending the lecture or participating in the training program.

Time spent at conferences and training will be considered to be hours worked for non-exempt employees when any of the following are met:

1. Attendance is part of the employee's normal work hours and the training is directly related to the employee's job; or,
2. Attendance is not voluntary; or,
3. The employee is performing productive work while attending the lecture or participating in the training program.

When an employee on his/her own initiative attends an independent school, college or independent trade school after work hours or on the employee's regular days off, the time is not hours worked even if the courses are related to the employee's current job.

Police Officers or Firefighters who are in attendance at a police or fire academy or other training facility are not considered to be on duty during those times when they are not in class or a training session if they are free to use such time for personal pursuits. Such free time is not compensable.

9-2.B. TIME SPENT TRAVELING

Employees in positions considered non-exempt may be eligible for compensation for the time they spend traveling. The compensation an employee receives depends upon the kind of travel and whether the travel time takes place within normal work hours or outside of normal work hours.

"Normal work hours", for the purposes of defining work hours for travel time, are defined as 8:00 a.m. to 5:00 p.m. This definition applies to normal work days (Monday through Friday) and to weekends (Saturday and Sunday). Employees not working "normal work hours" (ex: shift work) will convert to this schedule while traveling on City business to insure appropriate and consistent payment.

One-Day Trips

When employees are required to travel to another city, all the travel time involved counts as time worked. The only times excluded are meal periods and the time spent traveling between the worker's home and point of departure (such as the airport). This is to exclude the normal travel time from home to work before the regular work day begins and from work to home after the work day is over.

9-2.C. TRAVEL TIME, MORE THAN ONE DAY, WITHIN NORMAL WORK HOURS

Any portion of authorized travel time that takes place within normal work hours (defined as 8:00 a.m. to 5:00 p.m.) on any day of the week, including Saturday and Sunday, is treated as "work hours". This includes time spent driving to the point of departure (such as the airport) and travel time until the employee reaches their hotel and is free to pursue personal pursuits. Driving from the airport to Fort Dodge at the completion of the travel assignment would also be work time.

9-2.D. TRAVEL TIME, MORE THAN ONE DAY, OUTSIDE OF NORMAL WORK HOURS

Any portion of authorized travel time (with the exception of driving time) that takes place outside of normal work hours is considered to be "outside travel hours".

1. When an employee travels between two or more time zones, the time zone associated with the point of departure should be used to determine whether the travel falls outside of normal work hours. The fact that an

employee changes time zones during travel time shall not be used to inflate or decrease the actual number of hours worked.

2. All authorized travel time spent driving an automobile is treated as “hours worked”, regardless of whether the travel takes place within normal work hours or outside of normal work hours. This includes driving a rental car from the airport to the hotel, driving to or from the airport from Fort Dodge, or driving from the airport to Fort Dodge at the completion of the trip.
3. If an employee drives a car as a matter of personal preference when an authorized flight or other travel mode is available, and the travel time by car would exceed that of the authorized mode, only the estimated travel time associated with the authorized mode will be eligible for compensation.

9-2.E. CALCULATING & REPORTING TRAVEL TIME

Employees are responsible for accurately tracking, calculating and reporting travel time on their time records in accordance with this policy.

9-2.F. MEAL PERIODS

Meal periods should be taken to the extent possible and when taken should be deducted from any travel time.

9-2.G. REQUESTS FOR ALTERNATE TRAVEL ARRANGEMENTS

If an employee requests a specific travel itinerary or mode that is different than the one authorized, only the estimated travel time associated with the schedule, route and mode of transportation authorized, should be reported on the time sheet and will be compensable.