

Summary of the changes to the Personnel Policy and Procedure Manual

Pg 7-8 **2.2 & 2.3** These two sections were updated with the correct social identities, demographic characteristics, and demographic categories protected by law such as race, gender, ethnicity.

Pg 11 **2.7** A section on whistleblowing was added to the manual. A whistleblower as defined by this policy is an employee of the City who reports an activity that he/she considers to be illegal or dishonest or a conflict of interest. This policy protects employees from retaliation.

Pg 12 **2.9** This section updated the specifics to where and duration a city job opening will be posted. Only civil service or appointed positions must follow these guidelines.

Pg 14-15 **2.19** In order to ensure a reasonable response time for emergency standby personnel of the City of Tipton, such personnel are required to live within 20 minutes of the city. Emergency standby personnel are those employees in the Police, Gas, Water, Sanitary Sewer, Electric, Public Works and Aquatic Center departments who are normally assigned weeknight and weekend standby status. Those employees who are currently living further than 20 minutes will be grandfathered .

Pg 20 **3.2** We added the following work rules to this section:

Failure to follow City ordinances on or off duty.

Failure to maintain necessary licenses and insurability, either from accidents both on and/or off the job.

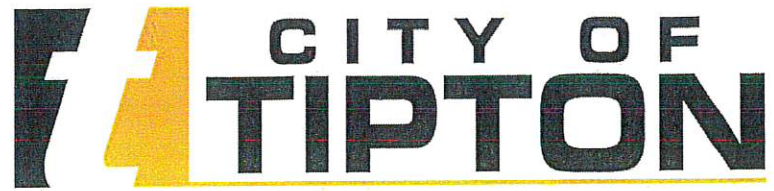
Violation of departmental rules, regulations, policies, and procedures.

Violation of City discrimination, harassment, or retaliation policies, including failure to report violations of the policy when the employee is aware of such violations.

Pg 26-27 **3.8** We added a section on travel time. Currently we have no clarity on how an employee gets compensated for travel time. This lays out normal commuting time, special one-day assignments and overnight travel to other locations.

Pg 31 **4.7** We added a section on weather and closure policies. This will cover; closed for the day, delayed start, and closed at Midday. This policy will typically be for employees working at city hall.

Pg 32 **5.1.1** We added the holidays of Martin Luther King Day and New Year's Eve Day to the roster of holidays observed by the city.



**PERSONNEL
POLICY & PROCEDURE
MANUAL**

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**CITY OF TIPTON
PERSONNEL POLICY AND PROCEDURE MANUAL**

TABLE OF CONTENTS

1.0: WELCOME	5
2.0: EMPLOYMENT.....	6
SECTION 2.1: Definitions.....	6
SECTION 2.2: Non-Discrimination/Equal Employment Opportunity Statement.....	7
SECTION 2.3: Harassment/Sexual Harassment.....	7
SECTION 2.4: Retaliation	9
SECTION 2.5: Complaint Procedure for Claims of Discrimination, Harassment, and Retaliation	9
SECTION 2.6: Investigation of Claims of Discrimination, Harassment, and Retaliation	10
SECTION 2.7: Whistleblower	11
SECTION 2.8: Workplace Violence.....	11
SECTION 2.9: Job Opening Posting	12
SECTION 2.10: Veterans' Preference.....	12
SECTION 2.11: New Employee Practices	12
SECTION 2.12: Physical Examination.....	13
SECTION 2.13: Proof of Employability	13
SECTION 2.14: Employment of Relatives.....	13
SECTION 2.15: Employment of Minors.....	14
SECTION 2.16: New Employee Relocation	14
SECTION 2.17: ADA Compliance.....	14
SECTION 2.18: New Position Orientation Period	14
SECTION 2.19: Residency Requirements.....	14
SECTION 2.20: Personnel Records and Privacy.....	15
SECTION 2.21: Performance Review	16
SECTION 2.22: Office of the Ombudsman.....	16
SECTION 2.23: Political Activity	16
SECTION 2.24: Conflicts of Interest.....	17
SECTION 2.25: Employee Receipt of Gifts.....	17
SECTION 2.26: Background Checks	17
3.0: STANDARDS OF CONDUCT AND CORRECTIVE ACTION	18
SECTION 3.1: Policy	18
SECTION 3.2: Work Rules	19
SECTION 3.3: Outside Employment	20
SECTION 3.4: Progressive Discipline	20
SECTION 3.5: Telephone Use	21
SECTION 3.6: Information Technology Use	22
SECTION 3.7: Social Media Policy	22
SECTION 3.8: Compensable Travel Time Policy.....	26
SECTION 3.9: Federal and State False Claims Act Education and Detection Policy	27

..		
4.0:	HOURS OF WORK AND PAYROLL PRACTICES	29
	SECTION 4.1: Hours of Work	29
	SECTION 4.2: Attendance and Punctuality	29
	SECTION 4.3: Pay Periods.....	29
	SECTION 4.4: Overtime	30
	SECTION 4.5: Standby/Callback Pay	30
	SECTION 4.6: Administrative Leave.....	31
	SECTION 4.7: Weather and Closure Policies	31
5.0:	EMPLOYEE BENEFITS AND SERVICES	32
	SECTION 5.1: Holidays	32
	SECTION 5.1.1: Holidays Observed.....	32
	SECTION 5.1.2: Use of Holidays.....	32
	SECTION 5.2: Vacations.....	32
	SECTION 5.2.1: Eligibility	32
	SECTION 5.2.2: Scheduling Vacations.....	33
	SECTION 5.2.3: Carryover	33
	SECTION 5.2.4: Vacation Pay Upon Termination	34
	SECTION 5.3: Sick Leave.....	34
	SECTION 5.3.1: Eligibility and Accrual.....	34
	SECTION 5.3.2: Use of Sick Leave	34
	SECTION 5.3.3: Holidays During Sick Leave.....	34
	SECTION 5.3.4: Abuse of Sick Leave	34
	SECTION 5.3.5: Conversion of Sick Leave Upon Termination	34
	SECTION 5.3.6: Work-related Injuries	34
	SECTION 5.4: Family and Medical Leave.....	35
	SECTION 5.5: Military Leave.....	40
	SECTION 5.5.1: Leaves Available.....	40
	SECTION 5.5.2: Re-employment Rights – Eligibility	40
	SECTION 5.5.3: Continuation of Benefits During Military Service.....	41
	SECTION 5.6: Bereavement Leave.....	41
	SECTION 5.7: Jury and Witness Duty	42
	SECTION 5.8: Voting Leave.....	42
	SECTION 5.9: Unpaid Leave of Absence.....	42
	SECTION 5.10: Pregnancy and Breastfeeding Accommodation	43
	SECTION 5.11: Group Health Insurance Benefits.....	44
	SECTION 5.11.1: Eligibility	44
	SECTION 5.11.2: Start of Coverage	44
	SECTION 5.11.3: Continuation of Coverage	44
	SECTION 5.11.4: Dental Insurance	44
	SECTION 5.11.5: Life Insurance	45
	SECTION 5.11.6: Continuation Coverage Under Iowa Code Chapter 509A	45

6.0:	SAFETY AND HEALTH.....	45
	SECTION 6.1: Drug and Alcohol-Free Workplace.....	45
	SECTION 6.2: Drug and Alcohol Testing.....	46
	SECTION 6.3: Tobacco Free Workplace	50
	SECTION 6.4: Emergency Management	50
	SECTION 6.5: Uniforms and Safety Gear	50
	SECTION 6.7: Vehicle Use.....	51
	SECTION 6.8: Return to Work	52
7.0:	EMPLOYEE COMMUNICATIONS	53
	SECTION 7.1: Privacy Expectations.....	53
	SECTION 7.2: Bulletin Boards	53
	SECTION 7.3: Open Door.....	53
8.0:	SEPARATION	53
	SECTION 8.1: Employee Separation	53
	SECTION 8.2: Exit Interviews	53
	APPENDIX A – EMPLOYEE HANDBOOK ACKNOWLEDGEMENT	54

CITY OF TIPTON PERSONNEL POLICY AND PROCEDURE MANUAL

1.0 WELCOME

Welcome to the City of Tipton. This manual has been written to describe and outline some of the City's policies, procedures, employment benefits, and other matters concerning your employment with the City of Tipton. Some of the policies and benefits described in this manual, such as the group health insurance plan, are covered in greater detail in official policy documents from the insurance carrier. You should refer to those documents for more information.

No policies in this handbook shall supersede any provisions of state or federal law. If any policy in this Handbook conflicts with state or federal law, only that policy shall be void. No policies in this handbook shall supersede a Union contract entered into by the City. If this handbook and the Union contract conflict, the Union contract policy that conflicts shall govern with respect to the Union employees.

The use of masculine or feminine gender in references or title shall be considered to include both genders and is not a sex limitation.

This manual is provided for informational purposes only. The policies, procedures, benefits, and plans described in the manual may be revised by the City of Tipton without prior notice. The City of Tipton retains the exclusive right to revise the manual at any time. When changes are made, you will receive a supplement or a new manual. Any promises, representations or actions by a City official or employee that are contrary to this manual are not the official policy of the City of Tipton and are of no force or effect.

This handbook is neither a contract of employment nor a legal document. This employee manual is not intended to create any contractual rights in favor of you or the City. This manual is not to be construed as an employment contract or as a promise that you will be employed for any specified period of time. Employment can be terminated at any time at the will of either you or the City of Tipton. Nothing in this manual changes the at-will nature of your employment with the City of Tipton.

This handbook does not create or expand any state or federal legal liability imposed on the City.

It is the responsibility of employees who receive this handbook to read and comply with the policies in this handbook and any future revisions made to this handbook.

2.0 EMPLOYMENT

2.1 Definitions:

CITY: City of Tipton, Iowa.

COMPENSATION: The salary, wage, allowances, and other forms of valuable consideration earned by or paid to any employee by reason of service in any position but does not include allowances authorized and incurred incident to employment.

DISABLED PERSON/EMPLOYEE: Any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment, as defined by applicable state law.

EXEMPT EMPLOYEE: An employee who is not required to receive overtime in accordance with the Fair Labor Standards Act ("FLSA") for work performed beyond forty (40) hours in a workweek.

INTRODUCTORY EMPLOYEE: All employees during their first twelve months of employment are considered introductory employees.

LAYOFF: The involuntary, non-disciplinary separation of an employee from a position because of a reduction in forces, funds, or available work.

LEAVE: An approved absence from work.

NONEXEMPT EMPLOYEE: An employee who is required to be paid at the rate of one and one-half (1 ½) their regular rate for all hours worked beyond forty (40) hours in a workweek in accordance with the FLSA.

OVERTIME: Approved time worked by an employee in excess of forty hours for the week.

REGULAR FULL TIME EMPLOYEE: An employee hired to work the City's normal full-time forty (40) hour work week on a regular basis, except police officers. Such employees may be exempt or nonexempt under the Fair Labor Standards Act (FLSA). Full-time police officers must be Iowa Law Enforcement Academy (ILEA) certified within one (1) year of employment.¹

REGULAR PART TIME EMPLOYEE: An employee hired to work fewer than forty (40) hours per week on a regular basis. Such employees may be exempt or nonexempt under the FLSA. Part-time regular employees are not eligible for any benefits described in this manual, unless otherwise indicated. Part-time police officers must be ILEA certified within one (1) year of employment.

¹ If the law requires a different definition of full-time with respect to an employee's eligibility for a particular benefit, the City will follow the law's requirements.

SEASONAL or TEMPORARY EMPLOYEE: An employee engaged to work full-time or part-time on the City's payroll with the understanding that his or her employment will be terminated no later than upon completion of a specific assignment. Temporary or seasonal employees are not eligible for any benefits described in this manual, unless otherwise indicated.

SENIORITY: Seniority is defined as an employee's length of continuous service with the Employer from the employee's most recent date of hire, including service in a temporary position.

SUSPENSION: The temporary separation of an employee for disciplinary purposes.

TEMPORARY EMPLOYEE: A person who is hired for a short period of time, not to exceed one year to fill a short-term need, seasonal spikes, staff absences, or special projects. Such employees do not receive City benefits.

TERMINATION: The separation of an employee from employment with the City. Either the City or the employee can terminate the employee's employment.

2.2 Non-Discrimination/Equal Employment Opportunity Statement

The City is dedicated to equal employment and advancement opportunities. It is the City's policy to hire and promote qualified individuals on the basis of their qualifications, interest and aptitude, and without unlawful regard to race, religion, creed, color, sex, gender, gender identity, sexual orientation, pregnancy or related medical condition, age, ethnic origin, national origin, disability, genetic information, marital status, citizenship, or any other characteristic protected by local, state or federal law. This policy applies to all terms, conditions, and privileges of employment, including but not limited to recruiting, hiring, training, transfers, promotions and benefits or any other factor by law unrelated to ability in admission or access to or treatment or employment in its programs and activities.

The City will not tolerate discrimination by or against any employee on the basis of race, religion, creed, color, sex, gender, gender identity, sexual orientation, pregnancy or related medical condition, age, ethnic origin, national origin, disability, veteran status, genetic information, marital status, citizenship, or any other characteristic protected by law. Employees of the City shall be free to join or refrain from joining any employee union or association. The City will not tolerate retaliation against any employee who, in good faith, reports discrimination or in good faith participates in an investigation regarding discrimination.

If an employee believes that he/she is subject to discrimination or retaliation, the employee should use the complaint procedure outlined in the City's policy in Section 2.5, below.

2.3 Harassment/Sexual Harassment

Harassment, retaliation, coercion, interference, or intimidation of any employee because of that employee's race, religion, creed, color, sex, gender, gender identity, sexual orientation, pregnancy or related medical condition, age, ethnic origin, national origin, disability, veteran status, genetic information, marital status, citizenship, race, religion, creed, color, sex, gender, gender identity,

sexual orientation, pregnancy, age, national origin, disability, genetic information, or any other characteristic protected by local, state, or federal law (“harassing conduct”), is illegal and is strictly forbidden. Harassing conduct in the workplace includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts or words; and written or printed material that denigrates or shows hostility toward an individual or group made or posted in the workplace or in the course of employment for the City. Such harassing conduct is a prohibited form of discrimination under state and federal employment laws and is also considered misconduct subject to disciplinary action.

The City will not tolerate harassment against any employee. The City will not tolerate retaliation against any employee who, in good faith, reports discrimination or in good faith participates in an investigation regarding discrimination.

If an employee believes that he/she is subject to harassment or retaliation, the employee should use the complaint procedure outlined in the City’s policy in Section 2.5, below.

This policy also includes sexual harassment, a form of harassment. Sexual harassment is illegal discrimination on the basis of sex. It can consist of unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual or harassing nature by supervisors, managers, co-workers, or others in the workplace. Sexual harassment exists when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the employee’s employment.
2. Submission to or rejection of the conduct is used as the basis for decisions affecting the employee’s employment; or
3. The conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Sexual harassment may consist of a variety of behaviors, including, but not limited to the following examples:

1. Verbal conduct such as sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, or threats;
2. Nonverbal or visual materials such as derogatory posters, photography, graffiti, cartoons, drawings, or gestures;
3. Physical conduct such as unwelcome touching, hugging, kissing, coerced sexual contact, or assault;
4. Threats or demands to submit to sexual requests in order to keep the employee’s job or receive some job-related benefit; or
5. Retaliation for reporting or threatening to report harassment.

The City is committed to maintaining a workplace that is free of any such harassment, sexual or otherwise, and will not tolerate discrimination against employees, customers or guests. Harassment is prohibited under local, state and federal employment laws and is also considered misconduct subject to disciplinary action, up to and including termination. Immediate action will be taken to

resolve complaints about discrimination and harassment. See Section 2.5 for the complaint procedure.

2.4 Retaliation

Employees who make good faith claims of discrimination or harassment shall not be subjected to retaliation. Witnesses who, in good faith, participate in any investigation regarding discrimination or harassment, shall not be subjected to retaliation. Retaliation is punishing an employee by demoting them, terminating them, or changing their work conditions in a material way. The City shall not tolerate retaliation. All employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint under this policy, participating in an investigation, or filing a complaint with a state or federal agency.

Claims of retaliation should be brought to the attention of the employee's Department Head and/or the City Manager. If an employee reports retaliation to his or her supervisor, the supervisor shall immediately notify the City Manager. If an employee believes that he/she has been subjected to retaliation, the employee should use the complaint procedure outlined in the City's policy in Section 2.5, below. Any employee determined after investigation to have retaliated against another employee will be subject to appropriate disciplinary procedures depending upon the severity of the behavior, up to and including termination.

2.5 Complaint Procedure for Claims of Discrimination, Harassment, and Retaliation

Any employee who feels he/she is being subjected to unlawful discrimination, harassment and/or retaliation should immediately contact one of the persons listed below with whom the employee feels the most comfortable. Complaints may be made orally or in writing to:

- (a) Employee's Supervisor
- (b) City Manager

The employee should be prepared to provide as much of the following information as possible:

- (a) Employee's name, department and position title.
- (b) Name of the person or persons committing the unlawful conduct.
- (c) Date(s) and approximate time(s) of the unlawful conduct.
- (d) The specific nature of the unlawful conduct, how long it has gone on, and any employment action (demotion, failure to promote, termination, refusal to hire, transfer, etc.) taken against the employee as a result of the harassment, or any other threats made against him/her as a result of the harassment.
- (e) Witnesses to the unlawful conduct, if any.
- (f) Whether the employee has previously reported such unlawful conduct and, if so, when and to whom.

After receiving a complaint about alleged discrimination, harassment and/or retaliation, the person receiving the complaint shall document the complaint in writing. The employee shall sign the written complaint, attesting to the accuracy and truthfulness of the incident. All information

disclosed in the complaint procedure will be held and will be disclosed only on a need-to-know basis in order to investigate and resolve the matter.

2.6 Investigation of Claims of Discrimination, Harassment, and Retaliation

It is the City Manger's responsibility to coordinate the investigation of unlawful discrimination, harassment and/or retaliation complaints. If the City Manager is the subject of the complaint, the Mayor shall coordinate the investigation. The following procedures shall apply to the investigation of such complaints:

- (a) The person to whom the complaint is made shall immediately present it in writing to the City Manager;
- (b) The City Manager shall name an impartial investigator who shall promptly begin the investigation;
- (c) The investigator shall meet with the complainant and the respondent, as well as any witnesses who may assist in the investigation as determined by the investigator;
- (d) Prior to the respondent's interview, the investigator shall notify the respondent of the allegations against them unless notification would jeopardize the investigation or result in a safety concern;
- (e) The respondent shall be given appropriate opportunity to refute the allegation and present information and/or witnesses on their behalf.
- (f) The investigator shall make a confidential, written report of the investigation based on the facts found by the investigator during their investigation;
- (g) Based upon the confidential investigative report, the City Manager shall determine whether the respondent's conduct constituted discrimination, harassment and/or retaliation in violation of City policy or the law. In making that determination, the City Manager shall look at the record as a whole and the totality of circumstances, including the nature of the conduct in question, the context in which the conduct, if any, occurred. The City Manager shall use the preponderance of the evidence standard in determining whether the complaint about the unlawful conduct is substantiated or not substantiated. The City Manager may delegate this responsibility to the investigator;
- (h) If the City Manager determines the complaint is substantiated, he/she shall determine the appropriate disciplinary measures depending upon the nature and severity of the behavior, up to and including termination of employment. The City Manager shall take appropriate action intended to not only discipline the offender, but which are reasonably calculated to prevent further discrimination, harassment or retaliation in the future.
- (i) This determination shall include whether a Supervisory relationship exists, and any other factors the City Manager believes relate to fair and efficient administration of the City, including the effect of the offense on employee morale, public perception of the offense, and the light in which it casts the City. Upon the conclusion of the investigation, the City Manager shall notify the complainant and respondent of the determination (substantiated or not substantiated.) If any disciplinary measures are implemented, they are confidential personnel matters which shall not be disclosed to any employees. The City Manager shall notify the complainant and respondent that retaliation will not be tolerated and that if the complainant experiences retaliatory conduct, he/she should report it to the City Manager or their Supervisor.

- (j) Upon the conclusion of the investigation, the City Manager shall notify the witnesses that the matter has concluded, and that if they experience retaliatory conduct to promptly report it to the City Manager or their Supervisor.
- (k) If the City Manager determines after reviewing the investigation report that the complainant did not make the complaint in good faith or otherwise falsified the complaint, the City Manager shall determine the appropriate disciplinary measures depending upon the nature and severity of the behavior, up to and including termination of employment.

2.7 Whistleblower: A whistleblower as defined by this policy is an employee of the City who reports an activity that he/she considers to be illegal or dishonest or a conflict of interest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest activity or a conflict of interest, the employee is to contact the City Manager or City Finance Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas - confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Cooperative will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm.

Any whistleblower who believes he/she is being retaliated against must contact the City Manager or City Finance Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

2.8 Workplace Violence: The City is committed to providing a safe, healthy workplace that is free from violence or threats of violence. For purposes of this policy, violence includes physical acts, verbal acts, and the possession of firearms, explosives, or other weapons on City property, including in City vehicles.

If employees suspect, observe, or experience violent acts while on City property or while on duty, they should report the incident immediately to their supervisor or the City Manager. If an employee feels there is an immediate serious threat to himself/herself or to the safety of others, law enforcement authorities may be contacted directly. Supervisors have a responsibility to report to the City Manager any acts of violence or threatening behavior.

Complaints will be promptly and thoroughly investigated. Confidentiality will be maintained to the extent possible in light of the investigation. If the investigation reveals that an employee behaved in a violent or threatening manner, that employee may be subject to disciplinary action, up to and including discharge.

Individuals who engage in violent behavior or are in possession of a weapon may be removed from the premises and may be subject to dismissal or other disciplinary action, such as arrest and/or criminal prosecution.

2.9 Job Opening Posting: Whenever a civil service position or an appointed position with the City becomes available, a notice of such opening will be posted at City Hall and the department locations for at least ten calendar days before the deadline for filling the position. The notice will contain the position title, a brief job description, and minimum hiring specifications. Application forms are available from at City Hall and shall be submitted to the Finance Director. Applicants, including current employees, shall be considered on the basis of ability to perform the essential job functions, past performance, experience, training, aptitude, and other job-related qualifications.

2.10 Veterans' Preference: Applicants who are veterans and meet the requirements of the Iowa Veterans Preference Law shall receive preference in appointment and employment over other applicants when other qualifications are equal.

2.11 New Employee Practices. Prior to being hired, each applicant shall fill out an employment application indicating his or her status as a veteran under Iowa law. Additionally, copies of all credentials (degrees, certificates, etc.) that are stated in the appropriate job description's qualifications section will be procured and will be retained with the employee's application.

Upon hire, the following will be completed:

- Federal W-4 form
- State W-4 form
- Form I-9
- Employment agreement (if applicable)
- IPERS Beneficiary Form (permanent employee)
- Insurance application/declination (permanent employee)

All new employees, at hire, are required to complete, among other forms, an Employment Eligibility Verification (I-9) form. This form, pursuant to federal law, requires all employees to provide the City with specific documents to establish identity and employment eligibility. Documents accepted will be in accordance with those acknowledged by the Department of Homeland Security as described on the I-9 form.

After a contingent offer of employment is made to an applicant, a drug screening and health screening may be completed. The offer shall be contingent on (1) negative drug screening results and (2) the health screening confirming that the applicant is capable of performing the physical requirements of the position with or without a reasonable accommodation. The applicant shall have the opportunity to disclose and/or explain any information that he or she believes may

influence the outcome of the drug test prior to the drug test. Furthermore, if the employee's health screening reveals that the employee may not be able to perform the job with or without an accommodation or that an accommodation may be required, the employer and employee shall engage in the interactive process pursuant to the Americans with Disabilities Act as Amended ("ADAAA").

2.12 Physical Examination: The City may require an applicant to submit to a job-related physical examination by a physician designated by the City and at the City's expense or the prospective employee's physician at the prospective employee's expense if the employee requests to see his or her own physician. The applicant shall not be required to submit to a job-related physical examination until after the employee has been offered a position, but before the employee starts work. Additionally, the City may require that a current employee be examined by a qualified and licensed physician or other appropriate medical professional selected by the City if there is any question concerning an employee's fitness for duty or fitness to return to duty following a layoff or leave of absence.

Following an examination, an employee or applicant shall provide a written statement from the physician indicating that the employee is capable of performing the essential functions of the employee's job with or without reasonable accommodations or is capable of performing the essential functions of another job, which is open/available and for which the employee is qualified, with or without reasonable accommodations. The results of the examination will be kept in a confidential file separate from other employee records.

2.13 Proof of Employability: To comply with the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990, and all subsequent amendments, the City requires all employees to present documented proof of identity and eligibility/authorization to work in the United States.

As a condition of employment, each new employee must properly complete, sign, and date the first section of the Immigration and Naturalization Service Form I-9. Before commencing work, newly re-hired employees must also complete the form if the employee has not previously filed an I-9 with the City, or if their previous I-9 is more than three years old or is no longer valid. At the time the form is completed, employees must show the original copies of two forms of legal identification, such as driver's license, Social Security card, Birth Certificate, or an Immigration and Naturalization "green" card.

2.14 Employment of Relatives: It is the City's policy to hire the best-qualified person available for each position. Relatives of current employees are eligible for employment with the City, subject to limitations of state law governing the employment of relatives of public officials and employees and the terms of this policy. To avoid the appearance of favoritism and difficulties in administering discipline, the City will not hire, appoint, transfer, promote, or otherwise place an individual in a position that involves the supervision of, or by, a family member. For purposes of this policy, "family member" includes the individual's mother, father, grandparent, spouse, son, daughter, grandchild, great-grandchild, niece, nephew, aunt, or uncle.

If a supervisory relationship between family members is created by the romantic relationship or marriage of two employees, the two employees will be given the option of deciding who will

transfer, if possible, or who will terminate employment. If the decision cannot be made by the two employees in a timely manner, length of service in the department will be the deciding factor and the least senior employee will be transferred if possible. If it is not possible to transfer the least senior employee, the employment of the least senior employee will be terminated.

This policy applies to all City departments and all categories of employment, including full-time, part-time, and temporary classifications.

2.15 Employment of Minors: Employment of all individuals under the age of eighteen (18) years, whether full-time, part-time, or temporary, shall be subject to all provisions of Chapter 92, Iowa Code and its revisions and the Fair Labor Standards Act. Under no circumstance shall the City employ anyone under the age of fourteen (14) or employ anyone under the age of eighteen (18) for hazardous work as defined by the Fair Labor Standards Act. Furthermore, the City shall not employ anyone under the age of seventeen (17) for any position that requires the employee to drive a motor vehicle on a public road.

2.16 New Employee Relocation: Reimbursement may be made to newly hired employees for out-of-pocket expenses encountered in moving to the Tipton area for the express purpose of commencing employment with the City. The City Manager shall be responsible for the implementation of this policy, with responsibility for determining applicability and maximum allowable amounts in individual cases.

2.17 ADA Compliance: If an applicant or employee has or believes he or she has a disability as defined by the Americans with Disabilities Act as Amended (“ADAAA”), and the disability requires a reasonable accommodation for the applicant or employee to perform his or her essential job functions, the applicant or employee should notify the City with that information. In compliance with the ADAAA, the City will engage in the interactive process with qualified applicants or employees with disabilities to determine if a reasonable accommodation exists that will allow the applicant/employee to perform his/her essential job functions. The City encourages applicants or employees to raise any issues implicating the ADAAA with his/her immediate supervisor or the City Manager. All information regarding employees’ disabilities and/or medical information shall be kept in a separate confidential medical file for the employee.

2.18 New Position Orientation Period: Health insurance coverage shall not accrue to new hire employees until the first day of the month following the employee’s start date. Certifications, such as a commercial drivers’ license, necessary for the position, shall be gained within the first thirty (30) days of employment unless circumstances warrant an extension of time agreed to by the City. ILEA certification for police officers shall be within one (1) year of employment.

2.19 Residency Requirements: All City employees are required to be residents of the State of Iowa at the time employment begins and shall remain residents of the State of Iowa while they are employed by the City. In order to ensure a reasonable response time for emergency standby personnel of the City of Tipton, such personnel are required, within six (6) months of the date of hire, to establish residency that allows them to be in the City of Tipton within 20 minutes. Emergency standby personnel are those employees in the Police, Gas, Water, Sanitary Sewer, Electric, Public Works and Aquatic Center departments who are normally assigned weeknight and

weekend standby status for emergency response to situations requiring immediate attention. For purposes of this policy, residence shall mean the actual domicile of the employee where that employee normally eats, sleeps and maintains the normal personal and household effects for daily living. Residence shall not include a place secured solely for the purpose of meeting the requirements of this policy, which is maintained in addition to the employee's actual place of residence outside the City's maximum limit.

2.20 Personnel Records and Privacy: Personnel files are property of the City. The City Manager, or his designee, shall maintain personnel files in a secure location on each employee. These files contain job-related information including, but not limited to, performance appraisals, disciplinary records, and some beneficiary designations. Any information contained in the files will be released only as required by law, if the employee makes a written request for the City to release the information, or to a Councilmember or Department Head in accordance with this policy. The City will release information, relating to dates of employment, job description, salary, and such other information as may be required pursuant to Iowa Code Chapter 22. The City will release any information relating to the results of federally required drug tests in accordance with the applicable law.

To assure that City records are current, employees should notify their Department Head whenever there are any changes in the employee's home address, telephone number, marital status, emergency contact, beneficiary designations, and number of dependents. As stated in Section 91B.1 of the Iowa Code, an employee shall have access to and shall be permitted to obtain a copy of the employee's personnel file maintained by the City, including, but not limited to performance evaluations, disciplinary records, and other information concerning employer-employee relations.

However, an employee's access to a personnel file is subject to all of the following:

1. The City Manager or Assistant City Manager and employee shall agree on the time the employee may have access to the employee's personnel file, and a representative of the City may be present.
2. An employee shall not have access to employment references written for the employee.
3. The City may charge a reasonable fee for each page of a copy made for an employee of an item in the employee's personnel file. The fee charged by the City is \$0.25/letter size page. For purposes of this subsection, "reasonable fee" means an amount equivalent to an amount charged per page for copies made by a commercial copying business.

Department heads may obtain information from the personnel files only on employees within their respective departments. The City Council may request personnel records be provided for review by the entire Council without the consent of the employee when it is a business necessity and for legitimate employment-related reasons. Care shall be taken to protect the privacy rights of all persons mentioned in the records at any meeting, whether closed or public. Any Councilmember or Department Head seeking to review a confidential personnel record of a City employee shall provide reasonable prior written notice of the request to the City Manager. Upon providing such notice to the City Manager, the Councilmember or Department Head shall be permitted, during normal business hours, to review the confidential personnel records of the City employee listed on the written request. The City Manager may be present during the review of personnel records and

shall inventory the file prior to any authorized review of the file. Confidential personnel records or any portion of confidential personnel records shall not be removed from City Hall. Copies of confidential personnel records shall not be made by anyone, except for an employee obtaining information from his/her own file, or except for use by the City in a matter involving the employee. A record of the time and date of the authorized review of the confidential personnel file shall be maintained by the City Manager.

2.21 Performance Review

The City shall annually evaluate each employees' performance. The goal of a performance review is to objectively identify areas where an employee excels and areas that need improvement. The City uses performance reviews as a tool to determine pay increases, promotions, improvement plans, employee discipline, and/or terminations. Performance reviews are based on merit, achievement, and may include, but is not limited to, consideration of the following:

- Quality of work
- Productivity
- Job Knowledge
- Teamwork and Collaboration
- Dependability and Timeliness
- Public Relations and Communication
- Respects and Follows City Policies
- Department and Personal Goals

Employees shall sign copies of their performance review and copies of employee performance reviews will be maintained in the employee's personnel file. For any questions about performance expectation or evaluation contact your supervisor or the City Manager.

2.22 Office of the Ombudsman

Pursuant to Iowa Code Section 70A.29, the City is putting you on notice that Iowa Code Chapter 2C authorizes the State of Iowa Office of the Ombudsman to investigate complaints. Any employee wishing to contact the Ombudsman's Office may do so by calling toll-free at 1-888-426-6283.

2.23 Political Activity

An employee of the City may not use his/her official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office. He/she may not directly or indirectly coerce, attempt to coerce, command or advise another employee to pay, lend, or contribute anything of value to a party, committee, organization or person for political purposes.

If an employee becomes a candidate for any City of Tipton elective office, the employee automatically receives a leave of absence without pay. The leave without pay begins upon either an announcement of the employee's candidacy or filing of a petition for office, whichever occurs first. However, this will not be later than thirty (30) days before the primary or general election

day, and it continues until the employee is no longer a candidate. If elected, the employee shall be required to resign from his or her position.

All political activity will be governed by the applicable state and federal regulations.

2.24 Conflicts of Interest

Employees have an obligation to conduct business in a way that avoids actual or potential conflicts of interest. Activities and/or outside employment that is inconsistent, incompatible or in conflict with City employment include, but are not limited to, using city time, facilities, equipment, supplies or influence to give the employee or his/her immediate family members an advantage or pecuniary benefit that is not available to other members of the general public; activities or outside employment that involves the receipt of or promise of or acceptance of money or other consideration by the employee or his/her immediate family for the performance of an act that the person would be required or expected to perform as part of his/her regular City duties; activities or outside employment where a City employee directly or indirectly controls, inspects, reviews, audits or enforces the responsibility of his/her City duties over his/her immediate family members or an organization that employs or intends to employ the employee's immediate family member or in which the City employee has a financial or other interest.

Employees should disclose the existence of any relationship with outside persons or entities when City employees have influence over transactions with those outside persons or entities.

Failure to abide by this policy can result in disciplinary action, up to and including termination of employment.

2.25 Employee Receipt of Gifts

Except as otherwise provided in Iowa Code Chapter 68B, a City official, City employee or candidate, or such person's immediate family member, shall not directly or indirectly accept or receive any gift or series of gifts from a "restricted donor" as defined in Chapter 68B. A "restricted donor" as defined in Chapter 68B shall not, directly, or indirectly, individually, or jointly with one or more other restricted donors, offer or make a gift or a series of gifts to a City official, City employee or candidate.

Concerning gifts allowed under Iowa Code Chapter 68B, advance approval is required before an employee may accept a gift of any kind from a "restricted donor," including a resident, supplier or vendor representative, or any other person doing business with the City. Such gifts, including lunches, etc., cannot be equal to or exceed a monetary value of \$3.00. Employees are not permitted to give unauthorized gifts to residents, suppliers or others doing business with the City.

2.26 Background Checks

In order to verify the pertinent backgrounds of individuals before being hired for positions at the City, the City conducts a pre-employment background check as part of its employment procedures.

At a minimum, an investigation into an applicant's background consists of verification of previous employment and eligibility to work in the United States. Background checks for specific positions, such as those for CDL holders, police department personnel, etc. are conducted per the requirements of federal and state regulations.

All employment offers made prior to the completion of a background check are contingent upon the completion of a satisfactory background check. Based on position, background checks may include but are not limited to: post-job-offer medical exam; post-job-offer drug test; post-offer driving record abstract; post-job-offer criminal background check; post-job-offer sex offender registry check; post-job-offer credit check, post-job-offer social security verification, verification of employment and/or professional references. If a background check is required for employment, the requirements will be listed on the job posting or as a condition of employment on the job description. Public Safety departments will run their own background checks per their department policy and in accordance with state and federal law.

The City does not have a policy of excluding all prospective employees with prior criminal histories, convictions, or incarcerations. Decisions regarding each prospective employee will be made on an individual basis. Upon receiving confirmation that a prospective employee has been convicted of a crime or incarcerated, the City will consider several factors in determining whether the history precludes the prospective employee's employment with the City. These factors include:

- 1) The length of time since the crime/conviction or sentence was completed.
- 2) The nature of the crime/conviction.
- 3) The prospective employee's age at the time of the crime/conviction.
- 4) The number of crimes/convictions (e.g., habitual offenders).
- 5) How closely the crime/conviction relates to the prospective employee's anticipated job duties.
- 6) The prospective employee's rehabilitative efforts since the crime/conviction.
- 7) The prospective employee's record of performance since the crime/conviction.
- 8) Any other mitigating factors identified or explained by the prospective employee.

If the City discovers a potential issue with the applicant's background and the offer is being reconsidered based on the background report, the prospective employee will have the opportunity to explain their criminal history and why it should not disqualify them from employment. The City will review all prospective employees' criminal convictions and incarceration histories closely to evaluate the conviction's and/or incarceration's relatedness to a prospective employee's actual job position. Any disqualifications will be job-related and consistent with business necessity.

The City will keep all information obtained about a prospective employee's criminal history, including convictions and incarcerations, confidential and will only use the information in the hiring process.

3.0 STANDARDS OF CONDUCT AND CORRECTIVE ACTION

3.1 Policy: In order to maintain safe, efficient and harmonious operations, and to continue to provide the highest standard of public service, the City has adopted the following rules. Each rule reflects a common understanding of what behavior is acceptable in the workplace.

These rules can be modified by the City as changing conditions warrant. The City may take whatever disciplinary action it deems appropriate in response to an offense, even if it is not

included in the following list. You must understand that any offense, whether or not it is included in these work rules, may result in disciplinary action up to and including discharge without prior warning. Each case shall be considered on its own merits with due consideration to the nature of the offense, the cause, the background, likelihood of repetition, and the attitude of the offender. These rules are not exclusive and discipline may be taken in other instances of misconduct.

The City expects your complete cooperation in observing these rules which have been designed for our common protection and benefit.

3.2 Work Rules: While it is not possible to list all the offenses for which you would be disciplined, the following are examples of inappropriate, unacceptable conduct:

1. Unsatisfactory work performance
2. Dishonesty or lying, including falsifying employment or other job- or City-related records.
3. Violating the City's policy against workplace harassment, discrimination, or retaliation of any kind.
4. Establishing an unacceptable pattern of tardiness or absenteeism.
5. Unauthorized failure to return from a leave of absence.
6. Consuming, having unauthorized possession of, being under the influence of, or reporting to work intoxicated or under the influence of non-prescribed drugs, alcohol, or other substances.
7. Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
8. Bringing or using alcoholic beverages on City property or using alcoholic beverages while engaged in City business off of City premises.
9. Fighting or physically assaulting an individual or using obscene, abusive, or threatening language.
10. Stealing, willfully destroying, deliberate misuse, intentional neglect, or unauthorized use or alteration of property of coworkers, customers, clients, or the City.
11. Possessing unauthorized firearms, knives, explosives, or other weapons on City property or while on City business.
12. Disregarding smoking, safety, or security regulations.
13. Engaging in insubordination, or failing to cooperate with assigned employees, co-workers, or supervisors.
14. Failing to follow City job instructions or to perform work requested by a supervisor or Department Head.
15. Violating a City safety rule or practice or creating or contributing to unsafe, unhealthy, or unsanitary conditions.
16. Failing to maintain confidentiality of City, employee, resident, or customer information.
17. Failing to maintain necessary licenses and/or certifications as required by the City.
18. A criminal arrest or conviction while on or off duty.
19. Unauthorized copying or disclosure of City records.
20. Refusal to work without good reason when called in for emergency situations.
21. Sleeping, or giving the impression of sleeping, during work hours.
22. Failing to notify an employee's supervisor in advance of an absence from work, including arriving late or leaving early.
23. Making untruthful or malicious statements about fellow employees.

24. Threatening, coercing, or intimidating fellow employees or others.
25. Modifying another employee's timecard without authorization from the appropriate supervisor or asking another employee to modify your timecard.
26. Gambling on City property or on working time.
27. Soliciting monetary contributions or disturbing non-work materials without proper permission of the City Manager.
28. Discourteous treatment of any kind to the public.
29. Failure to report an occupational injury.
30. Violation of any employee requirements in this Employee Handbook.
31. Failure to follow City ordinances on or off duty.
32. Failure to maintain necessary licenses and insurability, either from accidents both on and/or off the job.
33. Violation of departmental rules, regulations, policies, and procedures.
34. Violation of City discrimination, harassment, or retaliation policies, including failure to report violations of the policy when the employee is aware of such violations.

3.3 Outside Employment: No employee may hold outside employment unless approved by the City Manager. This section is intended to prevent violation of Iowa Code Section 362.5 which prohibits an employee or officer from having an interest, direct or indirect, in any contract or job or work or materials or profits thereof or services to be furnished or performed for the officer's or employee's city.

3.4 Progressive Discipline: It is the City's policy to follow a system of progressive disciplinary action as outlined below. However, a violation of a serious nature may be cause for stronger disciplinary action or immediate discharge, in the City's discretion. Situations that the City believes will respond to corrective discipline will normally be handled as follows:

1. Mentoring: Either scheduled or spontaneous, may be used by supervisor to clarify expected job performance or behavior. The session(s) may be documented and kept in an employee's personnel file.
2. Verbal: The employee's supervisor will normally give the employee a verbal warning. A personal improvement plan may be implemented at either warning stage.
3. Written warning: If the unsatisfactory conduct continues, the employee's department head will normally issue a written warning. A personal improvement plan may be implemented at this stage if determined by employee's supervisor is an appropriate measure.
4. Suspension: If sufficient improvement has not been made, or if the conduct continues, the employee may be suspended without pay.
5. Termination: If the conduct continues, the City may terminate the employment of the employee.

The City reserves the right to use whatever discipline it decides is appropriate in any situation, up to and including termination, without regard to the progressive guidelines explained above.

All employees are at will, meaning that employees are free to resign their employment with the City at any time and for any reason and the City retains the same right regarding termination of employment.

3.5 Telephone Use: This policy is intended to establish guidelines for city employees who use City owned telephones and who are issued City cellular phones regarding proper use of the cellular phones and their technologies.

Telephone or Personal Cellular Phone Usage:

- (a) Personal use of City owned office telephones for long distance or toll calls is prohibited.
- (b) Employees may use City office telephones or their own personal cellular telephones during work hours to make local personal calls of a reasonable duration and frequency; when they do not interfere with the performance of the City's business; if it is not related to any illegal, discriminatory or harassing behavior or business as described in this handbook; if it would not cause the City public embarrassment and does not compromise City security or confidential information.
- (c) The City reserves the right, in its sole discretion, to define what is a reasonable or permissible personal use.
- (d) If an employee's personal telephone use, whether City technology or personal technology, becomes disruptive to the employee's work performance, the City may discipline the employee up to and including termination.
- (e) Families and friends should be encouraged to call employees only when urgent or necessary; and such calls must be kept to a minimum. Employees are requested to make personal calls, when necessary, during their breaks or meal periods.

City Owned Cellular Phone Eligibility and Usage:

- (a) City Council may assign City owned cellular phones to employees or otherwise make a cellular phone available for use when a valid mission-related purpose exists.
- (b) Personnel to whom City owned cellular telephones may be assigned include those persons whose duties require frequent mobility but who must remain readily accessible due to the specific nature of their duties, and those who must be available for emergency response or consultation after normal business hours.
- (c) The City Manager shall evaluate the needs and requests of those personnel who will be utilizing the cellular telephones in selecting appropriate telephones and peripheral devices or accessories.
- (d) The City may opt to allow for a stipend for use of employee's personal cellular phone in lieu of issuing a City-owned cellular phone.
- (e) The primary use of City owned cellular phones is for official business. Limited and incidental personal use is allowable, as long as the employee's use does not go beyond the plan minutes allowed. Individual employees are subject to additional costs attributed to charges above the plan assigned to them. The following uses of cellular phones are prohibited:
 - 1) Offensive or harassing statements or language because of a person's protected class status as described in this handbook;
 - 2) Use for commercial purposes or for personal profit;
 - 3) Anything that violates accepted ethical principles or any other use in conflict with the City's Personnel Policies and Guidelines.

- (f) The City owned and issued cellular telephones are the property of the City. Employees are responsible for the care and use of the cellular phones. The City is not responsible for replacing cellular phones damaged by employee carelessness or intentional destruction.
- (g) In the event any cellular phone or other related equipment is damaged in the course of business under reasonable circumstances, the item should be brought to the employee's Supervisor for direction as to contacting the vendor for repair or replacement.
- (h) If the City Manager and employee's supervisor (if applicable) determine that a City-owned cellular phone was damaged by employee carelessness or intentionally destroyed by the employee, the employee shall authorize the City to withhold reimbursement from his or her paycheck pursuant to Iowa Code Chapter 91A.
- (i) Lost or stolen cellular equipment shall be immediately reported to the employee's Supervisor so the service may be cancelled; a timely police report should also be filed.

3.6 Information Technology Use: Information Technology is defined as computers, computer files, e-mails and software including tablets furnished to employees are City property and intended for City-business use. The content of all communications created or disseminated through the use of any City information technology is the property of the City and shall comply with all policies. Employees should not access files or retrieve any stored information or communications without authorization. Employees should access those files only as necessary for the performance of their duties. Employees using the City's information technology shall not attempt to exceed the access rights granted by the City.

Sharing user identification and/or passwords for any City information technology is prohibited, unless directed by the City Manager for legitimate business reasons.

The City prohibits the use of information technology in ways that are disruptive, offensive to others, or harmful to others. Sending, transmitting, storing or accessing offensive, derogatory, defamatory, pornographic or illegal content on the City's information technology is prohibited.

Information technology is provided to Employees for the purpose of performing City business. The City reserves the right, in its sole discretion to block access to offensive, malicious, and non-business web content or websites. The City may monitor staff use of internet technology at any time without any notice other than this handbook provision.

While at work, employees are expected to use information technology in a business-like and professional manner. Use of information technology is for business purposes only. Anyone found using Computer/Internet/Email access in a way deemed inappropriate will be denied privileges and may be subject to disciplinary action, up to and including termination.

3.7 Social Media Policy

DEFINITIONS:

- Posting: any writing, image, video, download, audio file, and hyperlink to other websites, or media which is downloaded, referenced, inserted, or placed upon any City social media site.

- Social media or site: includes, but is not limited to, electronic communication through which users create online communities to share information, ideas, personal messages, photographs, videos, and other content. Examples of the types of social networking sites covered by this policy include, but are not limited to: blogs, LinkedIn, Facebook, Google+, Twitter, YouTube, Instagram, Pinterest, Snapchat, Yik Yak, photo and video sharing sites, micro-blogging, podcasts, wikis, news sites, as well as viewable comments posted on Internet sites. This policy is not meant to address only certain forms of social media, but rather social media in general as advances in technology will occur and new tools will emerge that are also expected to be used in accordance with this policy.

All City employees are expected to use City computers, tablets, mobile phones, computer applications and programs, internet resources and network communications in a responsible, professional, ethical, and lawful manner always. This includes use of all social media utilizing these devices. Employees should be aware that all content, including social media, on these devices is not private and the employer could access any information saved to, accessed by, created on, transmitted on, downloaded to, exchanged over, or discussed on these devices, including social media, at any time. Consequently, employees have no reasonable expectation of privacy when engaging in these activities and employees should use common sense in all communications, particularly on a website or social networking site accessible to anyone.

In addition, employees are expected to follow all other City policies with regard to their use of social media. Any employee who violates this policy may be subject to disciplinary action up to and including termination.

PROCEDURES:

The procedures for using Social Media are presented in two categories: (1) City sponsored sites used to provide citizens with official, accurate, and unbiased information, and (2) procedures governing employees' conduct while on social media sites.

1. City-Sponsored Sites:

- A. The City's social media are limited public forums. The sites are not an editorial page or blog for visitors, and they are subject to the commenting restrictions listed below in this policy. The City does not intend by its social media sites to create or allow the creation of an unlimited public forum for the public to post comments of any kind.
- B. The establishment and use by any City department of City social media sites are subject to approval by the City Manager. At the time such site is approved, the City Manager must determine who will be responsible for developing this site including establishing an administrative profile, designating who will have authority for speaking on behalf of the City, and who will keep the site up to date, including answering questions in a timely manner.
- C. City social media accounts will only become affiliated with (i.e., "like," "follow," etc.) another social media page if it is related to official City business, services, and events. The City Manager shall have the final determination if another social media page is related to official City business, services, and events.

- D. Wherever possible, City social media sites should link back to the official City website for forms, documents, online services, and other necessary information to conduct business with the City.

The City Clerk or his/her designee will monitor the City's social media accounts to ensure that the social media sites further the City's policies, interests, and goals.

Comments containing any of the following inappropriate forms of content will not be allowed on the City's social media sites and are subject to removal by the City:

- a. Comments unrelated to the original topic;
 - b. Comments that are obscene, vulgar, or profane;
 - c. Content that promotes, fosters or perpetuates discrimination of any protected class under local, state, or federal law (see Section J – 2);
 - d. Defamatory or personal attacks;
 - e. Threats to any person or organization;
 - f. Comments in support of, or in opposition to, any political campaigns or ballot measures;
 - g. Solicitation of commerce, including but not limited to advertising of any business or product for sale;
 - h. Conduct in violation of any federal, state or local law;
 - i. Encouragement of illegal activity;
 - j. Information that may tend to compromise the safety or security of the public or public systems; or
 - k. Content that violates a legal ownership interest, such as a copyright.
 - l. Comments that are threatening in nature will be forwarded as appropriate to law enforcement.
- E. The City reserves the right to restrict or remove any content that is deemed in violation of City policy, including this policy, or applicable law. Any content removed based on these guidelines must be retained by the City Clerk or his/her designee for a minimum of 90 days, including the time, date, and identity of the poster, when available.
 - F. Comments posted by the public on the City's social media site express the opinions of the commentators or posters. Such comments do not necessarily reflect the opinions or policies of the City, and the publication of such comments does not imply endorsement or agreement by the City.
 - G. The City is not responsible for and has no control over the accuracy, subject matter, content, information or graphics when viewing links attached to its social media sites. The City also does not endorse any organizations sponsoring linked websites or the views or products they offer.
 - H. The City is not liable for the content of postings by individuals employed by the City or third parties not affiliated with the City on any City social media sites.
 - I. The City reserves the right to deny access to its social media site for any individual who violates the City's policies or the law, at any time and without prior notice. The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable local, state or federal law.

- J. The City's website at <http://www.tiptoniowa.org> will remain the City's primary and predominant Internet presence.
- K. Employees representing the City via social media accounts must conduct themselves, at all times, as representatives of the City and must identify themselves as representatives of the City when doing so. Employees that fail to identify themselves and/or conduct themselves in an appropriate manner shall be subject to discipline up to and including termination.

2. Employees' Personal Use of Social Media:

- A. Employees should limit their use of social media during working hours or on equipment provided by the City unless such use is work-related or authorized by a Supervisor. Employees shall not use City-provided e-mail addresses to register on social networks, blogs or other websites for personal use. Employees should note that this provision is not meant to prohibit employees from engaging in concerted protected activity where prohibited by law.
- B. Employees may not, unless expressly authorized in writing, make statements on behalf of the City on the employee's social media accounts. If an employee wishes to make a work-related statement on his/her social media, the employee should consider including a disclaimer indicating that the opinions are the employee's personal opinions and not the opinion of the City.
- C. Employees shall not use City-provided email accounts to sign up for or access social media unless expressly authorized to do so by the employee's Supervisor.
- D. Employees shall have no expectation of privacy if they access their social media using City e-mail, City networks, City servers, City devices, and/or any other City resources when accessing social media.
- E. Employees shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment with the City unless expressly authorized. In addition, employees are expected to respect the privacy of their co-workers and citizens and must take steps to protect the privacy and confidentiality of others.
- F. Employees are not to use the City's intellectual property such as trademarks, logos, letterhead, *etc.* when posting on social media or in any other actions, unless expressly authorized in writing. This includes posting pictures of yourself or others wearing City uniforms or other apparel bearing the City's name or logo.
- G. Employees are not allowed to use photographs or other depictions related to City business, including, as discussed in the paragraph above, unless expressly authorized in writing. This includes, but is not limited to posting, transmitting, and/or disseminating any photographs or videos of City training, activities, or work-related assignments.
- H. Employees shall not post material that is abusive, obscene, libelous, threatening, profane or otherwise inappropriate about the City, its employees, or citizens.
- I. Employees shall not post material that may be construed to be discriminatory, harassing, or retaliatory under local, state, or federal law about the City, its employees, or citizens.
- J. Nothing in this policy is intended to infringe upon any employee's legitimate First Amendment rights and employees are free to express themselves as private citizens

on social media sites. The intent of this policy is to prevent employees from engaging in unlawful speech, improperly impairing the working relationships of this City, impeding the performance of City duties and/or negatively affecting the public perception of the City. As public employees, employees are cautioned that speech made pursuant to an employee's official duties is not protected speech under the First Amendment and may form the basis for discipline.

The City's social media sites may be considered public records under Iowa Public Records laws. If requested, the City may be compelled to disclose public records to third party requestors. The City in its sole discretion shall determine whether postings on its social media websites are public records and whether exemptions from disclosure apply.

3.8 Compensable Travel Time Policy

The City of Tipton is committed to compensating all employees for time worked in accordance with the U.S. Department of Labor's guidelines for payment of travel time by non-exempt employees. Employees subject to this Policy must record compensable travel time in accordance with the City's policies regarding recording time worked. The paragraphs below describe common instances when travel time will and will not be compensated.

Normal Commuting and Travel During Workday: An employee's normal commute from home-to-work and from work-to-home is not compensable time. But, as a rule, once the regularly scheduled work shift begins, time spent by an employee in travel as part of his or her activities on behalf of the City is compensable time.

Special One-Day Assignments: In limited circumstances, the time spent traveling from home-to-work, or vice versa, may be compensable. For example, time spent traveling on a special one-day assignment to a location other than the city location where an employee typically reports for work, performed at the City's request, is generally compensable time, except for that time that would constitute the employee's usual commuting time.

Here is an illustration of this concept: Employee's ordinary commute time to and from the city is 15 minutes at the start and end of each day (30 minutes total), for which the employee is not compensated. On a particular day, the employee, at the City's directive, travels to a different location on business. The employee's commute to this other location is 30 minutes each way (1 hour total). The employee would be compensated for 30 minutes of travel time on this day (1 hour of commute time less the 30 minutes of normal commute time).

Overnight Travel to Other Locations: For overnight trips, out of town (e.g., attending a conference at the City's direction), all time spent traveling is work time when it corresponds with the employee's normal working hours. This not only includes during regular working days but also includes during corresponding working hours on nonworking days. So, for example, if an employee regularly works from 7:30 a.m. to 4 p.m. from Monday through Friday, travel during these hours is compensable work time on Saturday and Sunday as well as on the other days during these hours. However, hours spent in travel outside of normal working hours as a passenger in a car, train, airplane, etc., are not counted as compensable time unless the employee is the driver or if the employee conducts actual work while riding as a passenger.

3.9 Federal and State False Claims Act Education and Detection Policy

This policy is applicable only to the Tipton Ambulance Service and its employees and volunteers. The City of Tipton is required to establish written policies for all employees that include detailed information about the False Claims Act and other provisions set forth in 42 U.S.C. § 1396a(a)(68) and Chapter 685 of the Iowa Code. To ensure compliance with such laws, the City has adopted this policy which is meant to educate its employees about the False Claims Act and detect and prevent fraud, waste, and abuse.

Federal Law Summary

There are a number of federal laws that are designed to address health care fraud, waste, and abuse. Chief among these laws are the Federal False Claims Act and the administrative remedies for false claims and statements, known as the Federal Program Fraud Civil Remedies Act or the Federal Administrative Remedies for False Claims and Statements.

The False Claims Act (31 U.S.C. §3729) is a statute that imposes civil liability on any person who:

- Knowingly presents, or causes to be presented, a false or fraudulent claim, record or statement for payment or approval,
- conspires to defraud the government by getting a false or fraudulent claim allowed paid,
- uses a false record or statement to avoid or decrease an obligation to pay the Government, and
- other fraudulent acts enumerated in the statute.

A "claim" includes any request or demand for property or money, including grants, loans, insurance, or benefits, when the Federal government provides or will reimburse any portion of the money. A person acts "knowingly" if the person has actual knowledge of the false information in the claim, acts in deliberate ignorance of the falsity of the claim, or acts in reckless disregard of the falsity of the claim. No proof of intent to defraud is required.

Examples of a false claim include billing twice for the same service, billing for services not rendered, billing for medically unnecessary services or falsifying certificates of medical necessity, unbundling or billing separately for services that should be billed as one, creating false medical records or treatment plans to increase payments, failing to report and refund overpayments or credit balances, and giving and/or receiving unlawful inducements to healthcare providers for referrals for services.

The False Claims Act permits a private person with actual knowledge of false claims activity to file a civil lawsuit on behalf of the federal government. These so-called “qui tam” or “whistleblower” provisions of the False Claims Act contain detailed procedures for how to file such lawsuits. The purpose of bringing the qui tam suit is to recover the funds paid by the federal government as a result of the false claims. Sometimes the federal government decides to join the qui tam suit. If the suit is ultimately successful, the whistleblower that initially brought the suit may be awarded a percentage of the funds recovered.

The False Claims Act also protects employees from retaliation or discrimination in the terms and conditions of their employment based on lawful acts of the employee done in furtherance of an action under the False Claims Act. This applies to any employee who is discharged, demoted, suspended, threatened, harassed, or discriminated against in his or her employment as a result of the employee’s lawful acts in furtherance of a false claims action.

Federal Law Fines and Penalties for violating the False Claims Act include up to three times the amount of damage sustained by the federal government, civil monetary penalties as statutorily allowed per false claim, and/or exclusion from federally funded programs. Federal law also contains criminal and administrative sanctions for false claims and statements that may be applicable to identified instances of health care fraud, waste, and abuse.

The Federal Program Fraud Civil Remedies Act or the Federal Administrative Remedies for False Claims and Statements creates administrative authorities that permit federal agencies to recover in the case of false claims. If a person submits a claim that the person knows is false or contains false information, or omits material information, then the agency receiving the claim may impose a civil penalty up to the statutorily allowed amount per claim plus twice the amount of the claim. This law is violated when the false claim is submitted. The determination of whether a claim is false, and the imposition of fines and penalties is made by an administrative agency, not in the federal court system.

Iowa has adopted a similar law to the Federal False Claims Act found in Chapter 685 of the Iowa Code. This law adopts similar definitions, practices, penalties and protections to the Federal False Claims Act.

All City employees have an obligation to familiarize themselves with and adhere to all applicable state and federal laws and regulations that apply to the delivery and reimbursement of services provided by the City. The City Ambulance Director will provide training and resources needed to staff regarding compliance with applicable federal and state laws, regulations, and policies. If a question regarding compliance or a requirement arises, an affected employee shall immediately notify the Ambulance Director and the City Manager. The City prohibits any employee, contractor, or agent from knowingly presenting any claim or payment or approval that is inaccurate, false, fictitious, or fraudulent. Compliance with these standards will be an important factor in evaluating an employee’s performance. Employees who fail to comply with these standards and/or violate this policy will be subject to discipline up to and including termination.

4.0 HOURS OF WORK AND PAYROLL PRACTICES

4.1 Hours of Work: Regular, full-time employees normally work eight (8) hours per day and forty (40) hours per week. At the discretion of the Chief of Police, Police Officers' hours may be as specified in Section 7, K, of the Federal Fair Labor Standards Act (FLSA). Lunch breaks are not included as a paid benefit. Two fifteen-minute, paid rest periods are allowed during each half of the workday. Employees may be called back to work during rest breaks if conditions require.

Weekly schedules and rest periods for part-time employees will be established by the appropriate department heads.

Daily and weekly work schedules may be changed at the discretion of the City to meet varying conditions and workload. Changes in work schedules will be announced as far in advance as possible.

4.2 Attendance and Punctuality: The City expects employees to be reliable and to be punctual in reporting at the beginning of assigned daily work hours, and to reasonably complete their duties by the end of assigned work hours. The City does not permit employees to begin his or her work duties before his or her scheduled working time or end his or her work duties after his or her scheduled working time without prior approval from his or her direct supervisor. If an employee will be tardy, needs to leave early, or be absent for the entire workday, that employee must notify his or her supervisor as soon as the employee knows that he or she will be tardy, needing to leave early, or absent for his or her entire workday. At a minimum, employees must notify their supervisors of any absence or change in their hours at least one hour prior to the start of the employee's workday (except in cases of proven emergency). Employees are not allowed to leave their work assignments prior to their shift ending unless approval has been given by their supervisor.

Poor attendance and excessive tardiness are disruptive. From time to time, it may be necessary for an employee to be late or absent from work. The City is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. Employees who need to leave early, for illness or otherwise, should inform a supervisor before departure. It is the responsibility of all employees to contact all affected parties if they will be absent or late.

Chronic absenteeism and tardiness or unauthorized early departures from work may result in disciplinary action. Should an employee have any questions regarding his/her work schedule, the employee should contact their supervisor. The City will review cases of absenteeism and tardiness on an individual basis.

4.3 Pay Periods: The work week for payroll purposes shall begin at 12:00 a.m. on Friday and end at 11:59 p.m. on Thursday.

All employees are normally paid by the end of the working day every other Friday for the two weeks of work that ended on the Thursday two weeks prior to the payday. If a regular payday falls on a holiday, you will usually be paid on the preceding workday. Pursuant to Iowa Code Section

91A.3, all employees hired by the City on or after July 1, 2005, will be required to participate in direct deposit payroll.

All required deductions, including those for state and federal taxes, retirement programs, and all authorized voluntary deductions, including health insurance contributions, will be automatically withheld from your paycheck.

4.4 Overtime: If you are classified as a nonexempt employee except police, you will receive compensation for approved overtime work at the rate of time and one and one-half your hourly rate for each hour worked over forty (40) hours in the work week. Individual departments will distribute overtime work as equitably as possible among employees who do similar work.

Paid leaves, vacation, holidays, or any other paid non-work time shall not be counted as work time for purposes of determining overtime for all non-exempt employees, including police. Overtime shall only be calculated on the basis of actual time worked by the employee.

All overtime must be approved by the City Manager or Assistant City Manager prior to working unless it is an emergency. In the event of an emergency the City Manager and Assistant City Manager shall be contacted as soon as possible.

4.5 Standby/Callback Pay. Standby and callback pay only apply to public works, gas, aquatic center and utility employees. No other employees shall be entitled to standby or callback pay.

Standby is defined as time when the Employer specifically requires an employee to carry a pager or phone and be immediately available to report for duty during a scheduled time off. "Immediately available" means the employee must report for duty within one-half (½) hour of being called to work. An employee who fails to comply with the Employer's directive is subject to discipline. An employee required to be on "standby" will receive one (1) hour of straight time pay for each weekday, Sunday through Thursday, the employee is required to be on standby. An employee required to be on "standby" on Friday or Saturday or a holiday as designated in this Agreement shall receive three (3) hours of straight time pay. Standby time will not be considered as time worked for the purposes of computing overtime. An employee will not be required to be on standby during approved vacation or other approved leaves of absence.

If an employee is on standby and does not report to work within the required one-half (½) hour after receiving notice to report for duty, the employee shall be subject to discipline up to and including termination. The employee shall remain on standby for the remainder of the standby period and answer any subsequent calls promptly.

An employee on standby who is called into work shall receive callback pay. An employee will be considered to have actually worked a minimum of one (1) hour regular pay in the event the employee is called back to work by the Employer. If the additional time worked causes the employee to actually work more than forty (40) hours in the workweek, the employee will receive overtime pay for the time actually worked in excess of forty (40) hours. All time actually worked during the callback shall be considered as hours actually worked for the purpose of computing overtime.

Callback does not apply if the employee is called to work one (1) hour or less prior to the start of the employee's shift, in which case the employee will be considered to have actually worked from the time the employee reported to work. Likewise, callback does not apply where an employee is ordered to work beyond the end of the employee's regular shift.

4.6 Administrative Leave. Exempt employees are not paid overtime for hours worked over forty in a week. If an exempt employee is required to actually work over forty hours in a work week, that employee should submit that information in the format required by the Finance Director. Vacation, paid leaves, and holidays shall not be counted as actual time worked. The Finance Director will maintain a spreadsheet that contains a total of the hours each employee has worked over forty hours, if any. This time may be taken by the employee, with the approval of his or her supervisor, as administrative leave. An employee may accrue no more than forty hours administrative leave at any given time. If an employee fails to use administrative leave within twelve months of earning it, the leave shall expire. Employees are not entitled to be paid for administrative leave under any circumstances, including termination whether voluntary or involuntary.

4.7 Weather and Closure Policies. The City of Tipton does not expect employees to put themselves at undue risk. Travel with caution on roadways. The determination to close the City will be made on the severity of the weather and area road conditions.

When the City is closed, only essential personnel should report to work.

Staff members who are unable to report to work due to inclement weather must consult their supervisor and will be required to use a vacation day or a day without pay for the absence unless working from home is an option and approved by supervisor.

Closed for the Day

The decision to close the City due to inclement weather will be made by the City Manager or appointee either the evening before or by 6:00 a.m. the morning of a regular business day. Employees will be notified by their supervisors.

Delayed Start

If it appears that inclement weather and road conditions will improve during the day, a delayed start may be announced. Should the City have a delayed start, the same procedures for notification apply.

Close Midday

If weather conditions deteriorate during the day, a decision may be made to close midday. Should the City close midday, the same procedures for notification apply. Employees who have already reported to work will be paid for their remaining scheduled hours even if sent home.

5.0 EMPLOYEE BENEFITS AND SERVICES

5.1 Holidays:

5.1.1. Holidays Observed: The City of Tipton will observe the following holidays:

New Year's Day, January 1
Martin Luther King Day, the third Monday in January
Presidents' Day, the third Monday in February
Memorial Day, the last Monday in May
Independence Day, July 4
Labor Day, the first Monday in September
Veteran's Day, November 11
Thanksgiving Day, the fourth Thursday in November
The day after Thanksgiving, the fourth Friday in November
Christmas Eve Day, December 24
Christmas Day, December 25
New Years Eve Day, December 31
Two personal "float" holidays

5.1.2 Use of Holidays: Holidays occurring on Saturday will be granted on the previous Friday and holidays occurring on Sunday will be granted on the following Monday. If you are required to work on a holiday, you will be paid one and one-half (1 1/2) times your regular hourly pay or the holiday worked can be utilized as an additional personal "float" holiday to be used during the same fiscal year. If the holiday occurs during your vacation or authorized sick leave, the day will be considered as a holiday and not as vacation or sick leave. Holiday pay is not included in calculating overtime pay. Supervisors shall notify payroll in writing if there is an absence, excused or unexcused, on the day immediately preceding or following a holiday. An unexcused absence on either of these days will result in loss of holiday pay. If the employee is scheduled to work on a holiday but fails to report for work, the supervisor shall notify payroll in writing. An unexcused absence on a holiday which the employee is scheduled to work will result in a loss of holiday pay.

5.2 Vacations:

5.2.1 Eligibility: Regular full-time employees who are actively and continuously employed are eligible for paid vacation based upon their anniversary dates of hire according to the following schedule:

- a) Following the completion of six (6) months of employment, three (3) working days of vacation will be earned.
- b) Following the completion of one (1) year of employment, five (5) working days of vacation will be earned.
- c) Following the completion of two (2) years of employment, ten (10) working days of vacation will be earned.
- d) Following the completion of three (3) years of employment, ten (10) working days of vacation will be earned.

- e) Following the completion of four (4) years of employment, eleven (11) working days of vacation will be earned.
- f) Following the completion of five (5) years of employment, eleven (11) working days of vacation will be earned.
- g) Following the completion of six (6) years of employment, twelve (12) working days of vacation will be earned.
- h) Following the completion of seven (7) years of employment, twelve (12) working days of vacation will be earned.
- i) Following the completion of eight (8) years of employment, thirteen (13) working days of vacation will be earned.
- j) Following the completion of nine (9) years of employment, fourteen (14) working days of vacation will be earned.
- k) Following the completion of ten (10) years of employment, fifteen (15) working days of vacation will be earned.
- l) Following the completion of eleven (11) years of employment, sixteen (16) working days of vacation will be earned.
- m) Following the completion of twelve (12) years of employment, seventeen (17) working days of vacation will be earned.
- n) Following the completion of thirteen (13) years of employment, eighteen (18) working days of vacation will be earned.
- o) Following the completion of fourteen (14) years of employment, nineteen (19) working days of vacation will be earned.
- p) Following the completion of fifteen (15) years of employment, twenty (20) working days of vacation will be earned.
- q) Following the completion of sixteen (16) years of employment, twenty-one (21) working days of vacation will be earned.
- r) Following the completion of seventeen (17) years of employment, twenty-two (22) working days of vacation will be earned.
- s) Following the completion of eighteen (18) years of employment, twenty-three (23) working days of vacation will be earned.
- t) Following the completion of nineteen (19) years of employment, twenty-four (24) working days of vacation will be earned.
- u) Following the completion of twenty (20) years of employment, twenty-five (25) working days of vacation will be earned.

5.2.2 Scheduling Vacation: All vacation leave must be taken in no less than fifteen-minute increments. Scheduled vacation requests must be submitted in writing to your department head at least one (1) week prior to the proposed start of your vacation. Police officers must submit vacation requests one (1) month prior to schedule publication. Unscheduled vacation requests will be honored when possible in the discretion of the Department Head by reason of workload or staffing availability. Vacation preferences are subject to staffing requirements as determined by the City. Conflicts in vacation dates will be resolved by preference to the employee with greater seniority in employment.

5.2.3 Carryover: Vacation time must be used within twelve (12) months of when it is earned. Employees earn vacation on the anniversary date of the employee's hire. Vacation time may be

carried over to the following year with written approval from the City Manager up to a maximum of forty (40) hours, if the City reasonably determines that the employee was unable to use the entire vacation leave accrued as a result of a denial of a requested vacation leave by the City or circumstances beyond the control of the employee.

5.2.4 Vacation Pay Upon Termination: If your employment with the City is terminated for any reason during your first year of service, no vacation is due upon termination. If your employment is voluntarily terminated after your first year of service, you will be paid for unused earned vacation if you provide the City with proper notice of your resignation as required in Section 8.1 of this Employee Handbook. If you are involuntarily terminated or fail to provide the City with proper notice of your resignation you will not be paid for any accrued vacation.

5.3 Sick Leave:

5.3.1. Eligibility and Accrual: Full-time regular employees shall accumulate paid sick leave at the rate of one eight (8)-hour day per month up to a maximum accumulation of one thousand (1,000) hours. New hire employees shall not accrue any sick leave until the first day of the month following their hire. After ninety days of employment new hires shall accrue four (4) days of sick leave. Sick leave does not accumulate during any unpaid leave of absence. To be eligible for sick leave payment, an employee shall notify the City as soon as possible, but in any event, not later than ten (10) minutes after the starting time of the employee's workday if the employee fails to report to work or upon becoming ill if the employee becomes ill while at work, unless the employee is unable to notify the employer because of an emergency.

5.3.2 Use of Sick Leave: You are eligible to use accrued sick leave for any non-work-related illness, injury, or temporary disability, which includes pregnancy, which prevents you from performing your essential job functions. Sick pay eligibility for cumulative absences of forty-eight (48) hours or more in three (3) or more consecutive occurrences within a fiscal year may require you to submit a doctor's note providing objective medical evidence of the need for your leave. Sick leave shall be taken in no less than fifteen-minute increments. An employee on sick leave shall receive the employee's regular rate of pay.

5.3.3 Holidays During Sick Leave: If a holiday falls while you are on a paid sick leave day, you will be paid holiday pay and the day will not be deducted from your accumulated sick leave.

5.3.4 Abuse of Sick Leave: If sick leave appears to be abused as evidenced by a pattern of use not necessitated by proven illness or injury, the employer may require you to provide a doctor's note providing objective medical evidence of the need for your leave. The City may require this even if you have not missed three (3) or more consecutive days. Abuse of sick leave privileges will constitute grounds for disciplinary action up to and including termination.

5.3.5 Conversion of Sick Leave Upon Termination: You will not be paid for any unused accumulated sick leave should your employment with the City be terminated for any reason.

5.3.6 Work-related Injuries: To provide for payment of your medical expenses and partial salary continuation in the event of a work-related injury or illness, you are covered by worker's

compensation insurance. The amount and duration of benefits payable depend upon the nature of your injury or illness and whether you qualify for workers' compensation benefits.

If you are injured on the job, you must notify your department head immediately. Within twenty-four (24) hours of the injury, you or your department head must report the injury to the City Clerk so that injury reports required by state law can be completed. Failure to report work-related injuries in a timely manner may result in a denial of worker's compensation benefits and/or discipline. The City's workers' compensation insurance carrier will determine what benefits the employee is entitled to, if any.

The City will designate the care provider the employee is to use for all workers' compensation injuries. If an employee chooses to see his or her own treatment provider, workers' compensation benefits may not cover such care and/or treatment.

Any employee injured on the job shall be eligible, upon written request, to use accumulated sick or vacation leave during the waiting period (first three calendar days) required by workers' compensation. Thereafter, an employee off duty may use accrued sick or vacation leave in an amount equal to the difference between the employee's regular take home pay and the worker's compensation benefits. This combination of pay shall not exceed the pay the employee would have received if he/she were on full duty. **If an employee wishes to supplement his or her pay with sick and/or vacation leave he or she must do so in writing.**

5.4 Family and Medical Leave: It is the City's policy to provide unpaid family and medical leave in accordance with the federal Family and Medical Leave Act (FMLA). This policy provides general information about which employers are covered by the FMLA, when employees are eligible and entitled to take FMLA leave, and what rules apply when employees take FMLA leave. Whether a particular situation is covered by the FMLA depends on whether the law's requirements have been met, not on whether an employee actually requests FMLA leave. The City will designate leave as FMLA leave if the employee is eligible for FMLA leave and if the law's other requirements are satisfied, even if the employee has not requested FMLA leave. If it is found that any provision of this policy conflicts with state or federal law, including federal FMLA law, the law shall supersede this policy. The City Finance Director has been designated as the City's FMLA Coordinator.

General Provisions

For purposes of this policy:

"Child" means a son or daughter under 18 years of age, or a child 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's child is one for whom the employee has actual daily responsibility for care and includes a biological, adopted, foster or step-child.

"Parent" does not include parents-in-law.

“Serious health condition” means an illness, injury, impairment or physical or mental condition that involves

- an overnight stay in a hospital, hospice, or residential medical care facility;
- a period of incapacity that requires absence from work for more than three consecutive calendar days AND involves either two or more treatments by a healthcare provider, or at least one treatment by a healthcare provider plus a regimen of continuing treatment;
- any period of incapacity due to pregnancy or for prenatal care;
- a serious chronic health condition that results in periods of incapacity and sometimes requires treatment;
- permanent or long-term conditions which require medical supervision; or
- multiple treatments and recovery therefrom.

“Spouse” means a husband or wife in a marriage or in a common law marriage. Spouse does not include an unmarried domestic partner.

The “12-month period” during which the leave entitlement occurs is designated as the 12-month period measured forward from the first date of the leave.

Married employees: If an employee and his/her spouse are both employed by the City, and are both eligible for family and medical leave, the employee and his/her spouse will be limited to a combined total of twelve weeks of family and medical leave a year taken for any one or all of the following reasons: birth of a child or to care for the child after birth; placement of a child with the employee for adoption or foster care, or to care for the child after placement; or to care for the employee’s parent with a serious health condition. This limitation does not apply in cases of leave to care for the serious health condition of an employee’s spouse or child, or because of an employee’s own serious health condition.

Qualifying Uses for FMLA:

Eligible employees may use FMLA for one or more of the following reasons:

- Birth of a child, to care for a newborn child, and/or placement of a child with the employee for adoption or foster care.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- To care for their own serious health condition (such a condition makes the employee unable to perform essential job functions).
- Qualifying Exigency Leave: Eligible employees may take up to 12 weeks of FMLA leave to handle exigencies related to a family member's active duty military service or call to active duty, which means leave to deal with child care, financial or legal arrangements due to deployment, leave to address issues arising from the death of his or her covered service member, or leave to spend time with a covered service member who is on short-term temporary rest and recuperation leave during deployment, among other things; and

- Covered Service Member Family Leave: Eligible employees may take up to 26 weeks of FMLA leave to care for a spouse, son, daughter, parent or next of kin who has a serious injury or illness incurred in the line of active duty in the United States Armed Forces.

Eligibility Requirements: To be eligible for family and medical leave, you must have (1) worked for the City for at least twelve (12) months, (2) worked for at least 1,250 hours during the twelve (12) months immediately preceding the start of the leave; and (3) worked at a location where the City has at least fifty (50) employees within seventy-five (75) miles. Only eligible employees are entitled to take FMLA leave.

How and When Leave May Be Taken: Family and medical leave is taken either in consecutive workweeks; intermittently in separate blocks of time; or by reducing the number of days you work per week, or hours per day.

Duration of FMLA: Eligible employees may receive up to twelve (12) weeks of FMLA within a rolling twelve-month period, measuring backward from the date leave is requested. Spouses working for the City are entitled to a combined twelve weeks in a twelve-month period, unless the leave is for a serious health condition of either spouse. FMLA for the birth or placement of a child for adoption or foster care must be concluded within twelve months of the birth or placement of the child.

Intermittent/Reduced Schedule Leave: Intermittent or reduced schedule leave may be taken when medically necessary to care for your spouse, child, or parent with a serious health condition, or because of your own serious health condition. Intermittent or reduced schedule leave may be taken in as small as one-quarter hour increments. You must provide the City with medical certification of the need for intermittent or reduced schedule leave, and must attempt to schedule your intermittent or reduced schedule leave so as not to disrupt City operations. You may be transferred temporarily to an alternative position or schedule, with equivalent pay and benefits to the employee's current position, which better accommodates the intermittent leave or reduced schedule.

Notice Requirements: If an employee's leave is foreseeable, the employee must notify the City Finance Director at least thirty (30) days in advance in writing using the proper form to request family medical leave. If circumstances require that the leave begin in less than 30 days, you must notify the City Finance Director as soon as is practicable.

Any leave for a serious health condition, whether for the employee or for the employee's child, spouse, parent, or covered service member, will require medical certification. Medical certification forms are available from the City Finance Director. Certification will include the date of onset, the probable duration, type of treatment, and other appropriate medical facts concerning the condition. If you are seeking leave for your own health condition, the certification must also state that you are unable to perform the functions of your position. For leave to care for a family member, the certification must state that you are needed to care for the family member, and an estimate of the amount of time you will be needing. Other certification requirements apply in the case of intermittent or reduced schedule leave. The City may request a second or third opinion of

a medical certification at the City's expense. Periodic re-certification at the company's expense may also be required. Medical certifications, if requested, must be provided within fifteen (15) calendar days of the request, unless special permission is received from the City Finance Director.

Employees will be required to periodically check in with the City Finance Director supervisor during their leave to keep the City apprised of their status and intent to return to work.

Confidentiality regarding an employee's request for FMLA will be maintained except for return-to-work information or required information to ensure safety. FMLA files are considered medical records and will be kept separate from the personnel file. Certification will include the date of onset, the probable duration, type of treatment and other appropriate medical facts concerning the condition. If an employee is seeking leave for his/her own health condition, the certification must also state that the employee is unable to perform the essential functions of his/her position. For leave to care for a family member, the certification must state that the employee is needed to care for the family member, and an estimate of the amount of leave time the employee will need. Other certification requirements apply in the case of intermittent or reduced schedule leave.

The City reserves the right to require an employee to provide recertification for the need for leave, depending on the amount of leave required.

Fitness for duty medical certification may also be required when an employee is returning to work after leave for his/her own serious health condition.

The City reserves the right to require a copy of the covered service member's active-duty orders or other documentation issued by the military which indicates the service member is on active duty or called to active-duty status and the dates of the covered service member's active duty service. This information need only be provided to the City once.

Use of Paid Leave: The City requires employees to use paid leave concurrently with their family and medical leave as follows:

1. An employee must use any accrued but unused sick leave, family illness sick leave, vacation and personal days for as much of the portion of the twelve-week FMLA leave as employee's accrued paid leave allows, for the birth, adoption, foster placement or to care for a child, spouse or parent with a serious health condition.
2. An employee must use any accrued but unused sick leave, family illness sick leave, vacation and personal days for as much of the portion of the twelve-week FMLA leave as employee's accrued paid leave allows for his/her own serious health condition.

When an employee has used all required paid leave, the balance of the FMLA leave will be without pay.

An employee may also request to use his or her balance of compensatory time for a FMLA reason.

Rights and Benefits during Leave: Longevity, sick leave and vacation will accrue only during periods of paid leave. The City Manager may make an exception in writing to this section for a leave not exceeding ten work days.

All benefits which an employee had accrued before taking leave will be retained after returning from an approved FMLA leave, if not depleted during the leave. While an employee is on family or medical leave, paid or unpaid, the City will maintain your group health insurance coverage at the same level and under the same conditions that coverage would have been provided had you continued working. You will be required to continue to pay your contribution to the premium on the same schedule as payments are made under COBRA. It is the employee's responsibility to make arrangements with the City to ensure that the employee's portion of the health insurance premium is paid. Loss of insurance coverage may occur if the employee is more than thirty days late with payment of the premium. If the City pays any of the employee's share of the premium while the employee is on leave the employee shall be required to reimburse the City. The City shall be authorized to withhold the amount of the insurance premium owed to the City from the employee's paycheck pursuant to Iowa Code Chapter 91A.

If an employee does not return from FMLA, the City reserves the right, in its discretion and as allowed by law, to recover the employer's portion of premiums it has paid to maintain the employee's health coverage.

Return from FMLA: Employees using FMLA for their own serious health condition will be required to provide medical certification of release to full duty before they will be permitted to return to work. If the employee can perform the essential functions of his/her job, the employee will be restored to his/her former position, if that position is vacant, or one with equivalent pay, benefits and conditions of employment, provided the employee has complied with the requirements of this policy.

If an employee's healthcare provider states that the employee may return to work, but that he/she has certain restrictions which limit the employee's ability to perform certain essential job functions, then such work restrictions shall be analyzed with respect to the essential functions in order to determine whether or not a reasonable accommodation is possible.

Exhaustion of FMLA: If an employee fails to return to work after exhaustion of his/her 12 weeks of FMLA, that staff person's employment may be terminated. If any employee informs the City that he/she does not intend to return after FMLA that will be considered that employee's resignation.

Other Provisions: Salaried executive, administrative, and professional employees of covered employers, who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under the FLSA regulations, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exemption to the "salary basis" requirements for FLSA's exemption extends only to an eligible employee's use of FMLA leave.

Dishonesty: Any deliberate misrepresentation resulting in the misuse of FMLA leave will subject employees to disciplinary action, up to and including termination.

Enforcement: It is unlawful for any employer to interfere with, restrain, or deny the exercise of or the attempt to exercise any right provided by the FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding, related to FMLA.

The Wage and Hour Division is responsible for administering and enforcing the FMLA for most employees. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress. If you believe that your rights under the FMLA have been violated, you may file a complaint with the Wage and Hour Division or file a private lawsuit against your employer in court.

For additional information, visit the Federal Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call the toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4-USWAGE (1-866-487-9243).

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

5.5 Military Leave:

5.5.1. Leaves Available: The City will grant leaves of absence for military service to full-time and part-time regular employees with applicable state and federal laws. A Full-time or part-time regular employee who is a member of the uniformed services, when ordered by proper authority to serve in the uniformed services, shall be granted leave for the period of service. This leave shall be without loss of pay for the first thirty (30) calendar days of the leave. You are entitled to thirty (30) calendar days of paid leave for military service per calendar year. Any amount of military leave taken during any part of an employee's scheduled workday, regardless of the number of hours taken, shall count as one day toward the thirty (30) calendar days without loss of pay. Absences required for military service that exceed thirty (30) calendar days shall be granted in accordance with the City's policies on vacation, compensatory time, or unpaid leave, and with applicable state and federal law.

5.5.2 Reemployment Rights – Eligibility: Your eligibility for re-employment with the City after you complete military service will be determined in accordance with applicable state and federal law, including the Employment and Reemployment Rights of Members of the Uniformed Services Act and Chapter 29A of the Iowa Code. Conditions for reemployment are briefly explained as follows:

- A. You, or an appropriate officer of the uniformed service in which you serve, must give advance written or verbal notice of your service to your immediate supervisor, unless military necessity prevents you from giving notice or it is otherwise impossible or unreasonable;
- B. The cumulative length of the absence and all previous absences from your employment with the City for reason of military service must not exceed five (5) years, except in certain instances as required by law;
- C. Your discharge from military service must be honorable; and

- D. When you return from military service, you must report to work or submit a timely application for re-employment according to the following schedule:

For service of less than 31 days you must report to work by the beginning of your first regularly scheduled workday that would fall eight hours after you return home, however you shall be permitted travel time and an eight-hour rest period.

For service of 31 to 180 days you must apply for reemployment within 14 days after completing service.

For service of 181 days or more you must apply for reemployment no later than 90 days after completing service.

5.5.3 Continuation of Benefits During Military Service: Pursuant to state and federal law including the Employment and Reemployment Rights of Members of the Uniformed Services Act and Chapter 29A of the Iowa Code, employees on leave for military service and any of their dependents entitled to coverage under the City's health insurance plan are entitled to coverage as follows:

- A. An employee that leaves employment for less than 31 days is entitled to continued health insurance coverage, and will not be required to pay more than what an active employee would pay for coverage.
- B. An employee that leaves employment for more than 30 days is allowed to elect to receive continued coverage under the City's health insurance plan for up to 24 months following separation from employment or until the employee's reemployment rights expire, whichever event occurs first. The City may require the employee to pay up to 102% of the premium under this circumstance.

5.6 Bereavement Leave: A regular full-time employee will be granted leave with pay in the event of a death in the family according to the following guidelines:

- A. Up to four (4) days in the event of the death of the employee's spouse, child, parents, sister, brother or member of the immediate household;
- B. Up to two (2) days in the event of the death of the employee's mother-in-law, father-in-law, grandparents, spouse's grandparents, uncles, aunts, brother-in-law, or sister-in-law;
- C. Bereavement leave shall only be used for the scheduled workdays falling within the period commencing upon the death and extending through the day after the funeral. To qualify for bereavement leave, the employee must attend the funeral or memorial service. The employee may be required to provide proof of attendance.

Payment will be made only for those days which you would have worked. If a death in your family occurs, please notify your department head regarding the expected length of your absence.

Any employee may request an unpaid leave not to exceed one (1) day to attend the funeral of a friend or to serve as a pall bearer, subject to the approval of the department head.

5.7 Jury and Witness Duty: All employees required to report for jury duty shall receive a paid leave of absence for the time spent on jury duty. Leave for jury duty is paid leave, the City will continue your regular salary, but you must submit certification of the number of hours spent in jury service and assign any compensation you receive in connection with such duty, less any reimbursement for travel or meal expenses, to the City.

Employees subpoenaed to appear as a witness in a civil or criminal proceeding in which that employee is not directly involved as a plaintiff or defendant shall be granted a leave without pay. Employees who must appear as a witness in a civil or criminal proceeding in which they are directly involved as a plaintiff or defendant may be eligible for an unpaid leave of absence under Section 4.9 of this manual.

Hours spent by an employee appearing as witness in any job-related legal proceeding at the direction of the City shall be considered to be work time. If such proceeding occurs outside of working hours, such employee shall be paid at one and one-half (1 ½) times the regular pay for a minimum of two hours.

All employees summoned to jury duty shall promptly notify their immediate supervisor. An employee who is summoned for jury duty but is not selected, shall return to work and an employee who is selected for jury duty shall return to work when released from jury duty within the employee's scheduled work hours.

5.8 Voting Leave: The City encourages all employees to fulfill their civic responsibilities and to vote in all official public elections. Generally, your working hours are such that you will have ample time to cast your vote before or after working hours. However, if you do not have three (3) consecutive nonworking hours between the opening and closing of polls in which to vote, you may submit a written request to your supervisor as soon as possible before the election for paid time off of up to two hours to vote.

5.9 Unpaid Leave of Absence: If you have exhausted all sick leave, vacation, compensatory time, and FMLA leave, you may request an unpaid leave of absence. Unpaid leaves of absence may be granted in certain circumstances generally not longer for more than ninety days. In every case, regardless of how long the request for leave is, the City will review the request and determine if the leave will cause the City an undue hardship. Applications for unpaid leave must be made in writing and shall state the reasons for the leave and inclusive dates. Approval of unpaid leave is at the discretion of the City Manager upon consideration of the Department Head recommendation.

During an unpaid leave granted under this section, you do not receive compensation and do not accrue seniority, vacation, or sick leave. The City does not make contributions to retirement programs for the duration of the leave. You may continue in the group health insurance plan during the unpaid leave of absence under this section by paying the full cost of the premium by the 15th of the month for the following month's coverage. Failure to pay such premium will result in termination of the coverage.

If you plan to return to work following an unpaid leave of absence taken under this section, you must notify your department head before the end of your leave. The City will attempt to restore you to the position you held at the start of your leave, or in a comparable position, if possible. If no such position is available, you may be offered a position of lesser responsibility or compensation. If no accommodation is reached, your employment could be terminated.

5.10 Pregnancy and Breastfeeding Accommodations:

For leaves during and after an employee's pregnancy, see policies 5.4 Family and Medical Leave and 5.9 Unpaid Leave.

The City will provide reasonable accommodations to an employee's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the City an undue hardship. In addition, the City is supportive of offering nursing mothers the opportunity to continue breastfeeding their child after returning to work. This policy is to accommodate the employee and be in compliance with the required law.

Employees should contact the City Finance Director to notify them about the known condition for which the employee seeks accommodation. The employee will then meet with the City to engage in a discussion regarding possible reasonable accommodations. All reasonable accommodations shall be determined through this interactive process. Examples of reasonable accommodations may be but are not limited to the following: more frequent restroom, food and water breaks or lifting restrictions. Reasonable accommodations depend on the facts and circumstances of each particular case.

Employees shall not be required to take leave, paid or unpaid, if another reasonable accommodation exists. The City will not discriminate against any qualified employee or job applicant with respect to any terms, privileges or conditions of employment because of that pregnancy, childbirth, or related medical conditions.

Additionally, for up to one year after the birth of a child, any employee who is breastfeeding will be provided reasonable break times to express breast milk. Employees shall be provided with a room that is private and shielded from view of others that is not a bathroom to express milk. Employees should contact the City Clerk to make arrangements to utilize a space under this policy.

Employees storing milk in a shared refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.

Breaks of more than 20 minutes in length will be unpaid and recorded on timesheets where appropriate.

5.11 Group Health Insurance Benefits:

5.11.1 Eligibility: All eligible full-time employees may participate in the City's group health insurance program. The cost to provide this benefit is paid by the City up to the level determined by the City Council, for individual and family coverage, not including partial self-fund coverage exposure payments. Eligible dependents of regular full-time employees may also participate in the City's group health insurance program. Coverage eligibility shall be subject to the terms and conditions of the insurance carrier selected by the City.

5.11.2 Start of Coverage: Coverage for eligible employees is effective the first day of the month following the employee's hire date.

5.11.3 Continuation of Coverage: The City provides eligible employees with a written description of his or her COBRA rights when the employee becomes eligible for coverage under the City's health insurance plan. The City will follow state and federal law concerning if an eligible employee becomes eligible for any extension of COBRA benefits. Additionally, if you are disabled under the Social Security Act at the time you become eligible you may be entitled to an extension of COBRA benefits.

Your eligible dependents may extend coverage, at their expense, for up to thirty-six (36) months in our group health insurance plans in the event of your death, divorce, legal separation, or enrollment for Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City's group rate plan, plus an administration fee of two percent of the cost of the plan. If payment is not made timely it may result in termination of your benefits.

If this election for continuation coverage is made, you and your dependents have the right to convert this coverage to an individual policy with our insurance carrier at the end of the continuation period.

The City Finance Director will contact you concerning these options at the time termination occurs or your work hours are reduced. The City Finance Director will contact qualified beneficiaries in the event of your death or enrollment for Medicare benefits. However, in the event you become divorced or legally separated, or one of your dependents ceases to be eligible for coverage under our group health insurance plan, you and/or your dependent is responsible for contacting the City Finance Director to discuss continuation/conversion rights. You and your qualified beneficiaries are also responsible for notifying the City Clerk within sixty (60) days of qualifying for social security disability benefits.

5.11.4 Dental Insurance: The City will provide and pay 100% of the premium cost of a single dental insurance plan in addition to the health insurance plan described in 4.10.1. The employee may purchase a family plan by paying the additional premium cost for family coverage.

5.11.5 Life Insurance: The City shall maintain a group-term life insurance policy for each full-time employee in the face amount of Twenty Thousand Dollars (\$20,000) at no cost to the employee. Beneficiary for such policy shall be as named by the employee.

5.11.6 Continuation Coverage under Iowa Code Chapter 509A: Employees who retire from City employment before age 65 are eligible to continue in the City's health insurance plan up to age 65. Coverage must be continuous, meaning the employee must elect the same coverage at retirement, and the retired employee must pay the full cost of the premium. For purposes of this section, a retired employee is one who has applied for and is receiving a retirement allowance.

6.0 SAFETY AND HEALTH

6.1 Drug and Alcohol-Free Workplace

A drug-free and alcohol-free environment is necessary to maintain not only the safety and quality of the physical workplace, but also the safety and health of City employees. Even off-the-job drug or alcohol use can affect the work environment. Because of this, employees are expected to report to work with no alcohol or illegal drugs in their bodies. This is required of all employees.

To ensure a safe workplace, the City has determined that it must take the necessary steps to ensure that City employees are free from the influence of drugs and/or alcohol while performing their duties. The City has developed the following Drug and Alcohol Testing Policy which covers all City employees not otherwise affected by state or federal drug testing laws. This policy is applicable to all applicants for City positions and all City employees at any time they are actually performing, preparing to perform, or immediately available to perform any paid function as designated by the City.

After hire, employees will be tested in the following circumstances:

- An OSHA-recordable worker's compensation incident; or
- Reasonable suspicion of drug use exists.

All employees in positions requiring Commercial Drivers Licenses are subject to the federal and state laws requiring drug and alcohol testing, and those laws supersede the provisions of this policy. The Federal Transit Administration has adopted drug and alcohol testing procedures covering safety-sensitive employees engaged in mass transit and those laws also supersede the provisions of this policy.

It shall be the responsibility of the City Manager to enforce this policy. Employees are expected to report any suspicious behavior or suspected drug abuse of an employee. It is the responsibility of each employee to abide by the procedures as outlined. Any employee refusing to submit to a drug test request made under this policy will be subject to discipline up to and including discharge.

6.2 Drug and Alcohol Testing

Definitions:

Safety Sensitive Employee: A safety sensitive employee is an employee working in a position wherein an accident or an error could cause the loss of human life, serious bodily injury, or significant property or environmental damage, including a position with duties that include immediate supervision of a person in a job that meet the requirements of this paragraph.

However, the City reserves the right to add or remove positions from its list of safety sensitive positions at any time. This includes part-time safety sensitive employees.

Reasonable Suspicion Drug and Alcohol Test: Drug or alcohol tests based upon evidence that an employee is using or has used alcohol or other drugs in violation of this written policy. Evidence in support of such a violation is drawn from specific objectives, articulable facts, and reasonable inferences drawn from those facts in light of training and experience. For the purposes of this paragraph, facts and inferences may be based upon, but are not limited to, any of the following:

- Observations while at work, such as direct observation of alcohol or drug use or abuse, or physical symptoms or manifestations of being impaired due to alcohol or drug use as described in the educational materials provided to employees.
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- A credible source's report of alcohol use or the use of drugs. The City Manager will have the final determination of who is a credible source.
- Evidence that an individual has tampered with any drug or alcohol test during the individual's employment with the City.
- Evidence that an employee has caused an accident while at work which resulted in an injury to a person for which injury, if suffered by an employee, a record or report could be required under Chapter 88 of the Iowa Code, or an accident that resulted in damage to property, including equipment, in an amount reasonably estimated at the time of the accident to exceed One Thousand Dollars (\$1,000.00).
- Evidence that an employee has manufactured, sold, distributed/solicited, possessed, used or transferred drugs while on the employer's premises, or while operating the employer's vehicle, machinery, or equipment.
- The employee's statement or admissions of drug use while he or she is a City employee.

Positive Test: An employee tests positive for drugs if any trace of an illegal substance is detected following a drug test. An employee tests positive for alcohol if he or she has a blood alcohol concentration equal to 0.04 or greater.

Illegal Drugs/Substances: Any substance that is illegal by law has not been legally obtained, or which cannot be legally obtained. This includes prescription medication for which the employee does not have a prescription and/or is not taken according to the prescription.

Prohibited Activity:

No employee shall illegally use, sell, transfer, purchase, or possess drugs, alcohol, controlled substances, or drug paraphernalia, or any combination thereof while in a City facility, vehicle, vessel, or aircraft or while performing City business, including business conducted in the employee's own home.

No employee shall report for work while under the influence of illegal drugs or alcohol. Furthermore, no employee shall report to work within four (4) hours of consuming alcohol even if the employee does not believe he or she is under the influence of alcohol during that time.

No employee shall use illegal drugs or consume alcohol while at work.

No employee shall use prescription drugs unless: (1) a doctor has prescribed the medication to the employee; and (2) the doctor has advised the employee that the drug will not adversely affect the employee's ability to perform the essential duties of his or her job without endangering the public's, coworkers', or the employee's safety.

Any employee using properly prescribed drugs that may impair the employee or affect the employee's job performance shall notify his or her immediate supervisor about the use of the drug. A drug may impair an employee or affect an employee's job performance if it may cause the employee dizziness or drowsiness or the employee or the employee's doctor believe the drug will impair the employee or affect the employee's job performance in some way.

If an employee is using a prescription drug and his or her doctor has advised him or her that the drug may adversely affect the employee's ability to perform the essential duties of his or her job, the employee shall advise his or her supervisor of the adverse effects and the prescribed period of use.

Supervisors shall document this information through the use of an internal memorandum and maintain this memorandum in the medical file of the employee maintained by the City Manager. See subsection G for information regarding the storage of drug test results and other medical information.

Any employee using properly prescribed prescription drugs must carry the medication in its original container and the container must be labeled with the employee's name, employee's doctor, dosage, and the name of the drug prescribed.

Any employee who unintentionally ingests or is made to ingest a controlled substance shall immediately report the incident to his or her supervisor so that appropriate medical steps may be taken to ensure the employee's health and safety.

Notification:

The City will notify applicants of this drug and alcohol testing policy at the time of his or her first interview.

The City will provide all employees with drug and alcohol education, including the effects of drugs and alcohol, signs and symptoms of drug and alcohol use, assistance available for those abusing drugs and alcohol, drugs and alcohol to be tested, and drug and alcohol testing requirements.

All drug testing results and other confidential information will be kept confidential.

Each employee and applicant will sign a form acknowledging receipt of these materials.

Types of Drug Testing

Prospective Employee Drug Testing: All prospective, safety sensitive employees who have been extended a conditional offer of employment with the City shall be informed that a condition of employment includes passing a drug test as part of the pre-employment process.

If a prospective safety-sensitive employee refuses to take a pre-employment drug test when scheduled or tests positive for a substance, that employee is ineligible for City employment for one (1) calendar year from the date of the drug test.

If an employee is transferred to a safety-sensitive position, drug and alcohol testing under this policy is a condition of the transfer.

Post-Accident Testing

After an accident, testing shall be conducted on employees whose performance could have contributed to the accident if (1) it is required by state or federal law; or (2) reasonable suspicion exists.

Reasonable Suspicion Testing

When any supervisor or manager has reasonable suspicion that a City employee is under the influence of drugs or alcohol while on duty, or otherwise violating the terms of this policy, that supervisor or manager shall require reasonable suspicion testing.

If reasonable suspicion testing is required, the employee will not be permitted to drive to or from the testing or while at work until the test is returned, and then, only if the test produces negative results. The City will provide transportation to/from the testing at the City's expense if necessary.

Drug Testing Procedures

Drug and alcohol testing shall require the employee to present a reliable form of photo identification to the person collecting the sample.

Drug testing will be conducted at a location designated by a supervisor or the City Manager.

The City will designate the type of testing to be performed on the sample collected.

Drug and alcohol testing shall normally occur during or immediately before working hours begin or immediately after working hours. The time required for such testing shall be considered work time for the purpose of compensation and benefits.

A specimen testing positive will undergo an additional test to confirm the initial result.

The drug screening tests selected shall be capable of identifying every major drug likely to be abused including, but not limited to, marijuana, cocaine, heroin, amphetamine, and barbiturates. Personnel utilized for testing will be certified as qualified to collect urine samples or adequately trained in the collection process.

Any employee who breaches the confidentiality of testing information shall be subject to discipline.

The City shall pay all testing costs for pre-employment, reasonable suspicion, regularly scheduled, or follow-up drug or alcohol testing ordered by the City.

In conducting drug or alcohol testing pursuant to this policy, the laboratory, the Medical Review Officer, and City shall ensure, to the extent feasible, that the testing records maintained by the City show only such information required to confirm or rule out the presence of prohibited alcohol or drugs in the body.

Post-Testing Procedures: Employees having negative drug test results shall receive a memorandum stating that no illegal drugs were found. The employee may request a copy of the memorandum be placed in the employee's confidential medical file.

An employee who has a positive drug or alcohol test, either from random testing or reasonable suspicion testing, shall be subject to disciplinary action up to and including discharge.

If the employee is permitted to return to work, the employee may be required to submit to evaluation by a Substance Abuse Professional and undergo treatment recommended by the Substance Abuse Professional prior to returning to work. If the employee successfully completes the treatment, no further disciplinary action will be taken against the employee. If the employee refuses to submit to the evaluation or fails to successfully complete treatment, the employee will be subject to further discipline up to and including discharge.

If the Substance Abuse Professional determines that the employee has a drug or alcohol related problem the employee will be required to do follow-up testing upon the employee's return to work. All follow-up testing will be unannounced and without prior notice to the employee and will be at the employee's expense.

Drug Test Results: All records pertaining to required drug tests shall remain confidential and shall not be provided to other employees or agencies, with the exception of the City Manager and the employee's immediate supervisor, without the written permission of the person whose records are sought. The City Manager and employee's immediate supervisor shall have access to the records for purposes of employment decisions. Computerized record keeping shall comply with this provision of the policy.

Drug test results and records shall be stored and securely retained for an indefinite period in a confidential employee medical file maintained by the City Finance Director.

FMCSA Clearinghouse: The FMCSA Clearinghouse is an electronic database that will contain information about commercial motor vehicle drivers' drug and alcohol program violations. FMCSA regulations require employers to inform drivers and driver-applicants that the following information will be reported to the Clearinghouse (beginning 1/16/2020):

1. A verified positive, adulterated, or substituted drug test result;
2. An alcohol confirmation test with a concentration of 0.04 or higher;
3. A refusal to submit to a drug or alcohol test required by FMCSA regulations;
4. An employer's report of actual knowledge of:
 - a. On duty alcohol use (see 49 CFR § 382.205);
 - b. Pre-duty alcohol use (see 49 CFR § 382.207);
 - c. Alcohol use following an accident (see 49 CFR § 382.209);
 - d. Controlled substance use (see 49 CFR § 382.213);
5. A substance abuse professional's report of the successful completion of the return-to-duty process;
6. A negative return-to-duty test; and,
7. An employer's report of completion of follow-up testing

6.3 Tobacco Free Workplace: The City of Tipton is a tobacco-free workplace. Employees and visitors are prohibited from using tobacco products inside City buildings, on City grounds, and in City vehicles.

6.4 Emergency Management: City employees are expected to know potential fire hazards, evacuation routes, and evacuation procedures as appropriate to their position. Employees are also expected to know and follow procedures for tornados, fires, bomb and other threats, utility failures, and medical emergencies. City employees will be required to attend initial safety training and ongoing training regarding safety as needed.

6.5 Uniforms and Safety Gear: The City of Tipton is responsible for providing safety or protective clothing and equipment that is required to be worn by its employees, including the following: lineman's gloves, hard hat, hard hat liner, earplugs, leather work gloves, rubber boots, rain gear and safety glasses. The Employer will pay for the cost of prescription safety glasses, as described in the cooperating form, but the cost of the eye examination is the employee's responsibility. The safety equipment and protective clothing furnished to the employee shall be in safe working order, and the employee agrees to use the equipment and clothing properly for its

intended purpose and return it to the Employer in the same condition as received, normal wear and tear excluded. If an employee purposefully or recklessly destroys uniforms or equipment, the employee shall authorize the employer to deduct the cost of replacing the equipment from the employee's paycheck pursuant to Iowa Code Section 91A. Clothing provided to employees pursuant to this policy, whether through reimbursement or directly provided, shall be worn at all times when on duty. Modifications to clothing provided herein are not allowed except as may be required to fit.

For Public Works and Utility Workers: The City shall provide an appropriate number of uniform pants and shirts and provide uniform laundry service to public works and utility workers, at no cost to the employee. Uniforms shall be replaced when they become worn. The Employer shall provide each employee \$150.00 every two (2) years to be used to purchase protective footwear and a winter coat with a City emblem. The employee shall provide receipts/proof of purchase to his/her supervisor within ten (10) days of purchasing his/her protective footwear and winter coat. Winter coats provided to the Electric and Gas Department personnel shall meet OSHA standards for flame retardation. Electric Department employees shall also be provided with equipment as required by OSHA standards.

Front Office Staff: Front office staff shall be provided with four (4) summer shirts and four (4) winter shirts with City emblem per year. Front office personnel shall be provided one (1) additional shirt or sweater instead of the coat or footwear.

6.6 Vehicle Use: City vehicles are to be used for City business only. Vehicles are not to be used for personal business, including transportation to lunch or break-time locations (i.e., travel to a restaurant or other location for personal business). Employees who use City vehicles are representing the City and must drive safely and courteously. Smoking is prohibited in City vehicles.

Authorized Drivers must meet the following requirements:

- Only employees authorized by their immediate supervisors are allowed to drive City vehicles;
- Only employees that are at least eighteen years or older; and
- Drivers cannot have more than two moving violations within a one-year period, three within a two-year period, or any "driving while under the influence" conviction within the past three years.
- Only employees, who have a valid driver's license or Commercial Driver's license, and are insurable under the City's fleet insurance; and
- Only employees who have received approval from his/her department manager or supervisor.
- Any employee at fault in a collision with a city vehicle, as determined by the officer attending to the collision, shall be required to complete, at his own expense and time, a defensive driving course.

If a Commercial Driver's License (CDL) is required, for the type of vehicle the employee is driving, the employee must obtain this type of license.

When employees travel outside of Tipton area:

- City vehicles may be used to attend out-of-town meetings, conferences, and training seminars with the approval of their Supervisor or the City Manager.
- Employees shall not transport individuals other than City employees in City vehicles without prior approval from their Supervisor or City Manager. If an employee fails to obtain such permission prior to the trip and takes a non-employee on the trip the employee shall be subject to discipline up to and including termination.
- City Employees will use a city vehicle when on city business outside of the city limits unless otherwise approved by the City Manager. If the use of a personal vehicle for city business is approved, the employee shall be reimbursed at \$0.41 per mile.

The City follows Iowa Code 321.445 as it pertains to safety belts and safety harnesses. In addition, the City policy requires the driver to be responsible for all passengers in the vehicle and must make sure they are properly restrained. Employees will be disciplined for engaging in the following behaviors:

- Failing to wear his or her safety belt while driving; or
- Driving the vehicle while a passenger is not wearing his or her safety belt.

There will be no verbal warnings for seatbelt use violations. Discipline will begin, at a minimum, with a written warning.

Employees shall promptly and accurately complete all records required by the employer to substantiate both business and personal use of City records to meet Internal Revenue Service requirements. The City shall report an employee's personal use of City vehicles as taxable income to the employee as required by the Internal Revenue Service.

6.7 Return to Work: It is the City's policy to ensure that employees are medically fit to perform their job function.

- A. Medical Evaluation for Job Fitness:**
 1. If there is a question about an employee's medical fitness to safely perform the essential functions of the employee's current job, the employee may be required to be examined by a physician of the City's choosing and at the City's expense. Only the initial examination for evaluation purposes will be at the City's expense. Any follow-up care is the employee's financial responsibility.
- B. Return to Work:** When returning to work after any personal injury or a work-related injury, the following must be completed:
 1. Confirm anticipated release date with healthcare provider,
 2. Submit return to work documentation, including any medical restrictions and/or the need for possible reasonable accommodations to their Department Head and the City Finance Director,

3. Contact your Department Head prior to your return-to-work date to ensure preparations are made for your return,
4. Keep your Department Head informed of any changes in return-to-work status.

7.0 EMPLOYEE COMMUNICATIONS

7.1 Privacy Expectations: All employees are responsible for a level of confidentiality that will preserve an environment that supports sincerity, honesty, and ethical behavior. However, as public sector employees supported by public funds, employees should not expect privacy in their work, workstations, and/or anything that belongs to the City used to produce that work. As official government records, communication, including electronically stored communication, is a public record and unless there is a reasonable application of an exception under the law, may be made available to the public upon written request in accordance with the requirements of Iowa Code and the Federal Public Information Act.

7.2 Bulletin Boards: Bulletin boards will be maintained at time clocks or other reasonable gathering areas for employees, which will be used to communicate information as follows:

1. Legally required posters and notices.
2. Safety rules and related information
3. Management memos and announcements, including job openings.
4. City sponsored social and recreational events.

7.3 Open Door: The City attempts to ensure employment that is enjoyable and rewarding. All employees are encouraged to participate in a free and continuous exchange of questions, suggestions, and information which will improve municipal service, safety, cost savings, or communications and public relations. Employees are urged to first discuss any ideas or suggestions with their immediate supervisor, but employees should also feel free to contact anyone in the City, including the City Manager.

8.0 SEPARATION

8.1 Employee Separation: The City expects you to provide written notice to your department head at least two weeks before the effective date of your resignation. Employment records will reflect the last day worked as the date of termination. You will receive pay through the last day worked. If you resign after completing one year of service, you will be paid for unused vacation if you provide two weeks' notice as required by this policy. Employees shall not be paid for their unused vacation in all other circumstances.

8.2 Exit Interviews: Prior to leaving the City upon voluntary separation, employees will have an exit interview with the City Manager. This interview shall be conducted to determine and document the reasons the employee is leaving the City.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received a copy of City of Tipton Personnel Manual and that I have had an opportunity to read it. I understand it is my responsibility to read and understand these policies and to comply with the policies contained in this Personnel Manual and any revisions to it. I understand the Handbook has been provided to me for informational purposes only, and that the City of Tipton has the right to change or withdraw any policies, procedures or benefit programs at any time. I acknowledge that this Handbook is not a contract of employment, express or implied, and that I am not guaranteed employment for any specific duration.

Since positions vary in their duties and responsibilities, not all policies and regulations can be covered in this handbook. I understand that I may direct inquiries for additional information to my supervisor or the City Manager. I am aware that if, at any time, I have questions regarding City of Tipton policies I should direct them to my supervisor.

I acknowledge my understanding that a violation of any of the policies contained in this Handbook shall result in discipline up to and including **termination** of my employment.

The use of masculine or feminine gender in references or titles shall be considered to include both genders and is not a sex limitation. No policies in this handbook shall supersede any provisions of state or federal law. The policies in this handbook are intended to apply to all City employees.

By signing below employee provides full authority for the City to withhold the amounts identified above in Policies 3.5 Telephone Use, 5.4 Family and Medical Leave, and 6.5 Uniforms and Safety Gear from his/her final paycheck. By signing below, employee acknowledges the parties intend this to serve as a valid authorization for withholding from a final paycheck under Iowa Code Section 91A.5, as amended from time to time.

I understand that a copy of this signed acknowledgement will be maintained in my personnel file.

Employee's Printed Name

Position

Employee's Signature

Date

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
POLICE DEPARTMENT	GENERAL GOVERNMENT	AT&T MOBILITY	WIRELESS	169.04
		MISC. VENDOR	FLOCK GROUP INC:FLOCK SAFE	2,000.00
			FLOCK GROUP INC:FLOCK SAFE	4,000.00
		OFFICE EXPRESS	OFFICE SUPPLIES	20.92
		OFFICE MACHINE CONSULTANTS INC	MANAGEMENT SERVICES	620.00
			TOTAL:	6,809.96
FIRE DEPARTMENT	GENERAL GOVERNMENT	HERMSEN AUTOMOTIVE LLC	TIRE REPAIR	29.90
		ELECTRONICS INC	ALARM SERVICE	30.00
		OFFICE MACHINE CONSULTANTS INC	MANAGEMENT SERVICES	105.00
			TOTAL:	164.90
AMBULANCE	GENERAL GOVERNMENT	AT&T MOBILITY	WIRELESS	235.28
		BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	88.58
			MEDICAL SUPPLIES	119.48
			MEDICAL SUPPLIES	34.75
			MEDICAL SUPPLIES	259.62
		BROTHERS MARKET	MISC SUPPLIES	95.68
		MISC. VENDOR	MCGRATH:AMBULANCE REMOUNT	165,114.10
		JOHNSON COUNTY AMBULANCE SERVICE	ALS SERVICE	200.00
			ALS SERVICE	200.00
			ALS SERVICE	200.00
		MUSCATINE FIRE DEPARTMENT	PARAMEDIC TIER	250.00
		NFP PROPERTY & CASUALTY SERVICES INC	MEDICAL DIRECTOR INSURANCE	4,396.29
		OFFICE MACHINE CONSULTANTS INC	MANAGEMENT SERVICES	70.00
		PROGRESSIVE REHABILITATION ASSOCIATES	PRE WORK SCREEN	78.00
		SHIELD TECHNOLOGY CORPORATION	SHIELDWARE MOBILE	400.00
		T & M CLOTHING	APPAREL	117.00
		TIPTON PHARMACY	PHARMACEUTICALS	484.34
			TOTAL:	172,343.12
STREET DEPARTMENT	GENERAL GOVERNMENT	CJ COOPER & ASSOCIATES INC	3 SPECIMENS	55.00
		CINTAS	UNIFORMS	42.88
			UNIFORMS	42.88
			UNIFORMS	35.41
		TIPTON CONSERVATIVE	ADS, PRINTING, PUBLISHING	424.00
		ULINE	SIGN SUPPLIES	694.81
			TOTAL:	1,294.98
TREES	GENERAL GOVERNMENT	WENDLING QUARRIES INC	LIME, ROAD STONE	259.25
			TOTAL:	259.25
GENERAL ADMINISTRATION	GENERAL GOVERNMENT	CINTAS	UNIFORMS	20.11
			UNIFORMS	20.11
		OFFICE MACHINE CONSULTANTS INC	MANAGEMENT SERVICES	210.00
			TOTAL:	250.22
LIBRARY	GENERAL GOVERNMENT	CJ COOPER & ASSOCIATES INC	3 SPECIMENS	55.00
		EMC INSURANCE	CLAIM 1902861	2,500.00
		OFFICE MACHINE CONSULTANTS INC	MANAGEMENT SERVICES	180.00
			MONTHLY SERVICES	170.37
		TOTAL MAINTENANCE INC	MONTHLY SERVICE	569.00
			TOTAL:	3,474.37
PARK	GENERAL GOVERNMENT	ALBAUGH PHC INC	TOILET REPAIRS	614.00
			TOTAL:	614.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
SUMMER BALL PROGRAMS	GENERAL GOVERNMENT	MISC. VENDOR	CHELSEY MILLER:REFUND TBAL	30.00
			COURTNEY WALTON:SUMMBER BA	40.00
			ERICA MEIER:TBALL REFUND	30.00
			MADDIE LEMBURG:TBALL REFUN	30.00
			TEBALL SHIRTS	865.50
			LIME, ROAD STONE	16.03
			TOTAL:	1,011.53
YOUTH RECREATON	GENERAL GOVERNMENT	MISC. VENDOR	BRODY JOHNSON:REF SOCCER	50.00
			CALEB MEIER:REF SOCCER	75.00
			ISAAC SPANGLER:REF SOCCER	100.00
			TATE REZAC:REF SOCCER	75.00
			QUINN LEDOUX:REF SOCCER	75.00
			TOTAL:	375.00
FAMILY AQUATIC CENTER	GENERAL GOVERNMENT	HAWKINS INC	CHEMICALS	1,428.27
		STATE HYGIENIC LABORATORY	TESTING	15.50
		LECTRONICS INC	ALARM SERVICE	30.00
		OFFICE MACHINE CONSULTANTS INC	MANAGEMENT SERVICES	210.00
		TIPTON CONSERVATIVE	ADS, PRINTING, PUBLISHING	324.00
		TIPTON ELECTRIC MOTORS	UPS CHARGES, SUPPLIES	11.88
			UPS CHARGES, SUPPLIES	40.00
			TOTAL:	2,059.65
ECONOMIC DEVELOPMENT	GENERAL GOVERNMENT	LINDA BECK	MILEAGE REIMBURSEMENT	205.90
		LECTRONICS INC	ALARM SERVICE	30.00
		OFFICE MACHINE CONSULTANTS INC	MANAGEMENT SERVICES	70.00
		SPINUTECH INC	EMAIL MARKETING	25.00
		TIPTON CONSERVATIVE	CLEAN UP DAY	172.80
			TOTAL:	503.70
FINANCE & ADMINISTRATI	GENERAL GOVERNMENT	ORIGIN DESIGN	LEMOM & WEST 7TH	2,246.75
		OFFICE MACHINE CONSULTANTS INC	MANAGEMENT SERVICES	0.00
			TOTAL:	2,246.75
BUILDING MAINTENANCE	GENERAL GOVERNMENT	VESTIS	MATS	192.61
		MISC. VENDOR	VSP ENGINEERING:NEW CITY H	1,600.00
		LECTRONICS INC	ALARM SERVICE	30.00
		WJ LEEPER CONSTRUCTION LTD	CONCRETE WORK NEW CITY HAL	1,500.00
			TOTAL:	3,322.61
ELECTRIC SOLAR PROJECT	ELECTRIC SOLAR PRO	CEDAR COUNTY COOP	FUEL AND SUPPLIES	106.25
			TOTAL:	106.25
WATER DISTRIBUTION	WATER OPERATING	CINTAS	UNIFORMS	0.00
		CORE & MAIN LP	UNIFORMS	0.00
		STATE HYGIENIC LABORATORY	WATER METERS	331,890.00
		OFFICE MACHINE CONSULTANTS INC	TESTING	159.00
		RODNEY'S YARD MOWING	MANAGEMENT SERVICES	35.00
			MOWING	105.00
			TOTAL:	332,189.00
WATER BILL/COLLECT	WATER OPERATING	MISC. VENDOR	CINDY DOERMANN:SHIRT ORDER	12.77
		STOREY KENWORTHY/MATT FARROIT	ENVELOPES	160.00
			TOTAL:	172.77

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
WASTEWATER/AKA SEWER	WASTEWATER/AKA SEW	CEDAR COUNTY COOP	FUEL AND SUPPLIES	62.50
		MISC. VENDOR CINDY DOERMANN	CINDY DOERMANN:SHIRT ORDER	12.77
		STOREY KENWORTHY/MATT PARROTT	ENVELOPES	160.00
		OFFICE MACHINE CONSULTANTS INC	MANAGEMENT SERVICES	35.00
		TEST INC	WASTEWATER TESTING	1,739.00
		TIPTON ELECTRIC MOTORS	UPS CHARGES,SUPPLIES	55.19
			TOTAL:	2,064.46
ELECTRIC DISTRIBUTION	ELECTRIC OPERATING	CJ COOPER & ASSOCIATES INC	3 SPECIMENS	55.00
		CINTAS	UNIFORMS, SHOP TOWELS, MAT	112.92
			UNIFORMS, SHOP TOWELS, MAT	63.52
			UNIFORMS, SHOP TOWELS, MAT	105.36
			UNIFORMS, SHOP TOWELS, MAT	63.52
		MISC. VENDOR THE VON CORP	THE VON CORP:UG CABLE THUM	16,540.36
		FLETCHER-REINHARDT CO	SUPPLIES	3,124.40
		OFFICE MACHINE CONSULTANTS INC	MANAGEMENT SERVICES	420.00
		POWER LINE SUPPLY	UNDERGROUND SUPPLIES	2,182.80
		STUART C IRBY CO	SAFETY GLOVES	41.73
		TIPTON ELECTRIC MOTORS	UPS CHARGES, SUPPLIES	21.01
			TOTAL:	22,730.62
ELECTRIC BILL/COLLECT	ELECTRIC OPERATING	MISC. VENDOR CINDY DOERMANN	CINDY DOERMANN:SHIRT ORDER	12.76
		STOREY KENWORTHY/MATT PARROTT	ENVELOPES	160.00
			TOTAL:	172.76
GAS DISTRIBUTION	GAS OPERATING	CINTAS	UNIFORMS, SHOP TOWELS, MAT	56.81
			UNIFORMS, SHOP TOWELS, MAT	56.81
		FLETCHER-REINHARDT CO	SUPPLIES	142.00
		OFFICE MACHINE CONSULTANTS INC	MANAGEMENT SERVICES	210.00
		TIPTON ELECTRIC MOTORS	UPS CHARGES,SUPPLIES	15.51
		WENDLING QUARRIES INC	MANSAND	153.54
			TOTAL:	634.67
GAS BILL/COLLECT	GAS OPERATING	MISC. VENDOR CINDY DOERMANN	CINDY DOERMANN:SHIRT ORDER	12.76
		STOREY KENWORTHY/MATT PARROTT	ENVELOPES	160.00
			TOTAL:	172.76
AIRPORT	AIRPORT OPERATING	MC CLURE ENGINEERING COMPANY	APRON AND RUNWAY	1,887.50
		OFFICE MACHINE CONSULTANTS INC	TAXILANE AND APRON	5,682.65
		TIPTON CONSERVATIVE	MANAGEMENT SERVICES	0.00
			ADS, PRINTING,PUBLISHING	102.20
			TOTAL:	7,672.35
GARBAGE COLLECTION	GARBAGE COLLECTION	CEDAR COUNTY SOLID WASTE	TRANSFER FEES	4,233.00
		CINTAS	UNIFORMS	21.94
			UNIFORMS	21.94
		MISC. VENDOR CINDY DOERMANN	CINDY DOERMANN:SHIRT ORDER	12.77
		STOREY KENWORTHY/MATT PARROTT	ENVELOPES	160.00
		ULINE	YARD WASTE BAGS	4,761.90
			TOTAL:	9,211.55
RECYCLING	GARBAGE COLLECTION	REPUBLIC SERVICES OF IOWA	RECYCLING SORT FEES	1,073.80
			TOTAL:	1,073.80
INT SRVC-OTHER BUSINES	CENTRAL GARAGE	BRAND NEW ENGINES	REPAIR PARTS #121	19.94
		CEDAR COUNTY COOP	FUEL AND SUPPLIES	430.95

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		CEDAR COUNTY ENGINEER	FUEL	67.16
		CINTAS	FUEL	1,580.61
			UNIFORMS	19.44
			SUPPLIES	166.31
			UNIFORMS	19.44
		H & H AUTO	TIRE REPAIR #58	24.00
		MITCHELL 1	WEB SUBSCRIPTION	349.91
		OFFICE MACHINE CONSULTANTS INC	MANAGEMENT SERVICES	70.00
		SHOTTKIRK	REPAIR PARTS #55	18.75
			TOTAL:	2,766.51
		INT SRVC-OTHER BUSINES ADMINISTRATIVE SER	GREENSPACE PROJECT	866.75
		MISC. VENDOR	MIKE WEHDE:GREENSPACE PROJ	500.00
			TOM DOERMANN:SHIRT ORDER	66.29
		LYNCH DALLAS PC	LEGAL SERVICES	1,900.00
			LEGAL SERVICES	318.30
		LYNCH'S PLUMBING INC	LEGAL SERVICES	2,242.50
		QUADIENT LEASING USA INC	GREENSPACE PROJECT	3,754.80
		OFFICE EXPRESS	POSTAGE MACHINE LEASE	969.84
			OFFICE SUPPLIES	32.99
		OFFICE MACHINE CONSULTANTS INC	OFFICE SUPPLIES	307.66
		RODNEY'S YARD MOWING	OFFICE SUPPLIES	199.36
		TIPTON CONSERVATIVE	MANAGEMENT SERVICES	700.00
		JIM YAKOVITZ	MOWING	370.00
			ADS, PRINTING, PUBLISHING	1,088.50
			GREENSPACE PROJECT RALLS	1,500.00
			TOTAL:	14,816.99

FUND TOTALS	AMOUNT
001 GENERAL GOVERNMENT	194,730.04
320 ELECTRIC SOLAR PROJECT	106.25
600 WATER OPERATING	332,361.77
610 WASTEWATER/AKA SEWER REVE	2,064.46
630 ELECTRIC OPERATING	22,903.38
640 GAS OPERATING	807.43
660 AIRPORT OPERATING	7,672.35
670 GARBAGE COLLECTION	10,285.35
810 CENTRAL GARAGE	2,766.51
835 ADMINISTRATIVE SERVICES	14,816.99
GRAND TOTAL:	588,514.53

CITY CREDIT CARD STATEMENT										cr	999		1010			Card Ttl	-10,866.49	
City Card																		
Travel Training	Holiday Inn Express	dr	630	5	820	1	62980	85.12										
Travel Training	Holiday Inn Express	dr	600	5	810	1	62980	85.12										
Travel Training -	Holiday Inn Express	dr	640	5	825	1	62980	85.12										
Miscellaneous	Adobe	dr	835	5	899	2	65980	254.27										
																Total Charges	509.63	
Finance Director																		
Miscellaneous	Adobe	dr	835	5	899	2	65980	254.27										
Miscellaneous	Amazon	dr	630	5	820	2	65980	10.69										
Office Supplies	Walmart, Amazon	dr	600	5	810	2	65060	33.40										
Office Supplies	Walmart, Amazon	dr	630	5	820	2	65060	97.33										
Office Supplies	Walmart, Amazon	dr	640	5	825	2	65060	33.40										
																Total Charges	429.09	
Library																		
Building Supplies	Amazon, Walmart	dr	001	5	410	2	63101	286.93										
Library Materials	Amazon, Walmart	dr	001	5	410	2	65020	788.79										
Programming	Amazon, Walmart	dr	001	5	410	2	65021	214.61										
Office Supplies	Amazon	dr	001	5	410	2	65060	144.59										
																Total Charges	1434.92	
Ambulance																		
Training	Casey's	dr	001	5	160	1	62300	64.16										
Building Maint & Repair	SafetySign.com	dr	001	5	160	2	63100	69.23										
Advertising	Indeed	dr	001	5	160	2	64020	120.00										
Operating Supplies	Amazon, Suction Stow	dr	001	5	160	2	65070	418.08										
Miscellaneous	Battery Junction, Name Cheap, ADI	dr	001	5	160	2	65980	172.01										
Office Supplies	Walmart	dr	610	5	815	2	65060	37.82										
Operational Equip & Repair	Linovision	dr	600	5	810	2	63500	44.99										
Operational Equip & Repair	Linovision	dr	630	5	820	2	63500	45.00										
Operational Equip & Repair	Linovision	dr	640	5	825	2	63500	45.00										
																Total Charges	1,016.29	
Fire																		
Vehicle Operations	GlobLinker	dr	001	5	150	2	63310	330.00										
Miscellaneous	Walmart	dr	001	5	150	2	65980	65.52										
																Total Charges	395.52	
Police																		
Dues/Fees	Int. Assoc of Chiefs of Police, IPCA	dr	001	5	110	1	62100	445.00										
Training -	National Assoc of SRO	dr	001	5	110	1	62300	850.00										
Travel Training -	Beast Bird	dr	001	5	110	1	62980	19.69										
Technology	Amazon	dr	001	5	110	2	64190	42.78										
Uniforms/Equipment	Sirchie, Galls	dr	001	5	110	2	64350	318.08										
																Total Charges	1,675.55	
Gas																		
Travel Training -	McDonalds, Chili's, Jethro's BBQ, Staybridge Suites	dr	640	5	825	1	62980	687.65										
																Total Charges	687.65	

RESOLUTION NO. 051826A

RESOLUTION APPROVING APPLICATION FOR URBAN REVITALIZATION TAX-EXEMPTION FILED BY ANDREW AND JUDY JENKINS FOR 515 W 2ND STREET

WHEREAS, the City Council for the City of Tipton has declared the entire City as an Urban Revitalization Area; and,

WHEREAS, this allows those who make taxable improvements to residential property a seven-year, 62% tax-exemption on the new improvements as long as the work increases the assessed taxable value of the property by at least 10%.

NOW, THEREFORE, Be It Resolved, the City Council of the City of Tipton does hereby approve the following application for an Urban Revitalization Tax-Exemption, subject to the approval of the Cedar County Assessor.

1. Andrew and Judy Jenkins, 515 W 2nd Street, Tipton, IA 52772

BE IT FURTHER RESOLVED, the City Council recognizes the possibility that the project in this application may have started in 2026 and ended in 2027. If that is the case, this approval includes the project's complete construction period.

PASSED AND APPROVED this 18th day of May 2026.

Tammi Goerd, Mayor

ATTEST:

Amy Lenz, City Clerk

CERTIFICATION

I, Amy Lenz, City Clerk, do hereby certify the above is a true and correct copy of Resolution No. 051826A which was passed by the Tipton City Council this 18th day of May 2026.

Amy Lenz, City Clerk

Application for Tax Abatement / Tax-Exemption

Urban Revitalization Plan

City of Tipton

Properties with improvements made after January 1, 2019 are eligible

Feel free to use additional sheets of paper to elaborate on any information requested in the application.

Your contact information...

Name of Title Holder or Contract Buyer:

Andrew + Judy Jenkins

Mailing Address:

800 W 1st, Tipton

Telephone (and Fax):

563 889 1221 or 563 889 2632

Email Address:

judyjenkins71@gmail.com

Please tell us about the property for which you are applying.

Address of Property for this Application:

515 W. 2nd, Tipton

Property's Legal Description or attach a copy of the deed:

STARRE ADD E 60' LOT 7 BLK 56
Parcel ID - 0480100728 20020

Existing Property Use:

Residential Multifamily Residential
 Commercial Industrial Vacant

Proposed Use of Property:

New construction 2 bedroom home

Which are you applying for:

Prior approval of your project. (we'll be starting soon)
 Approval of a project that's already completed.

What is the nature of your proposed taxable improvements?

New construction? Addition? General Improvements?

Please specify the types of Improvements:

Currently it's an empty lot that once had a home that had to be demolished. This will be a new construction slab home 2 bedroom, utility room, office, open concept living room w/ kitchen, & 1 bath

Estimated or Actual Date of Project Completion:

early fall 2024

Estimated or Actual Cost of Improvements:

approx \$200,000

About the tax-exemption program...

It is available to property owners that do improvements that increase the taxable value of their properties by at least 10% for residential properties and by at least 15% for multi-residential, commercial, and industrial properties. The program applies to both new and existing buildings. The tax-exemptions apply only to the new improvements. Also, tax-exemptions can't be used incompatibly with TIF.

Please Note: The tax-exemption benefit for single-family and multi-family properties is no longer 100%. The State Legislature removed School District taxes from tax-exemption eligibility. This lowered the current tax-exemption level to 62%.

The tax-exemption levels for commercial and industrial properties are unchanged.

For which tax-exemption benefit are you applying?

Residential properties: The benefit is a 7-year, 62% tax-exemption on the new taxable improvements.

Multi-residential properties of 3 or more units: The benefit is a 10-year, 62% tax-exemption on the new taxable improvements.

Commercial properties: This 10-year graduated exemption schedule is used on the new taxable improvements:

- For the first year, an exemption from taxation on 80% of the actual value added.
- For the second year, an exemption from taxation on 70% of the actual value added.
- For the third year, an exemption from taxation on 60% of the actual value added.
- For the fourth year, an exemption from taxation on 50% of the actual value added.
- For the fifth year, an exemption from taxation on 40% of the actual value added.
- For the sixth year, an exemption from taxation on 40% of the actual value added.
- For the seventh year, an exemption from taxation on 30% of the actual value added.
- For the eighth year, an exemption from taxation on 30% of the actual value added.
- For the ninth year, an exemption from taxation on 20% of the actual value added.
- For the tenth year, an exemption from taxation on 20% of the actual value added.

Industrial properties: There's a choice.
 A 3-year, 100% exemption, or...

The same 10-year graduated schedule as used for commercial properties.

Applicant's Certification.

I/We certify that I/we understand and agree with the requirements of this program and that the information submitted herein is true and accurate to the best of my (our) knowledge. I/We also agree to provide additional information if needed for this application process.

IMPORTANT: This application must be filed with the City Council by February 1 (which, in turn, must file it with the Cedar County Assessor by March 1) of the year in which the property claimed for exemption is assessed for taxation.

Signature of Applicant: Judy Jenkins Date: 5-5-20

Signature of Co-Applicant: [Signature] Date: 5-5-20

#####

City Council

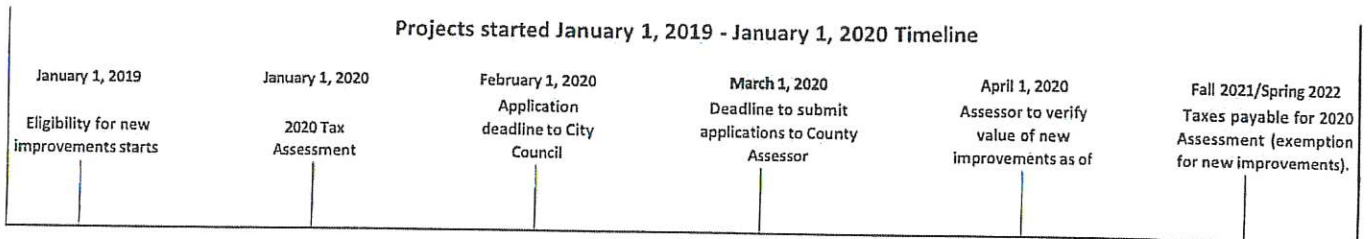
This application was: Approved Declined.

If declined, what was the reason: _____

Date of Council's decision: _____

Attested by the City Clerk: _____ Date: _____

Application Timeline



*Any application received after February 1, 2020 will not be eligible for the tax-exemption benefit until the 2021 tax assessment that is payable in the Fall 2022/Spring 2023

To: Tipton City Council
From: Adam Thompson, McClure
Date: 5-5-2026
Subject: Mathews Memorial Airport – Taxilane Reconstruction Project Addition



The Taxilane Reconstruction Project was bid on April 14, 2026. The low bid was submitted by Hauer Construction in the amount of \$342,950.65, which is \$138,434.35 below the engineer's estimate.

To take advantage of favorable bid pricing and available funding, McClure staff coordinated with FAA representatives to explore adding additional scope to the project to maximize the amount of work completed. The FAA indicated this approach would be acceptable, and the concept was subsequently reviewed with City and Airport staff, who were also supportive. Hauer Construction has also agreed to complete the additional work using their original bid unit prices.

The red box on the attached exhibit identifies the remaining portion of the taxilane proposed for reconstruction. This area totals approximately 863 square yards and, based on as-bid unit prices, is estimated at \$99,827. This segment represents the only remaining apron/taxilane pavement currently eligible for federal funding. Incorporating this work into the current project is the most efficient and cost-effective way to complete the remaining eligible pavement.

Even with the addition of this work, the project remains under the original engineer's estimate and approved budget. The work would be completed using the existing as-bid unit prices. We also evaluated whether including this quantity during bidding would have impacted the bid results and determined that it would not have changed, or come close to changing, the low bidder. This addition is straightforward and involves paving between two existing pavement sections. No additional design scope or engineering fees are anticipated.

Key Benefits

- Maximizes Federal Funding Eligibility: Completes the remaining apron/taxilane pavement that is currently eligible for federal funding.
- Cost Efficiency: Utilizes competitive, as-bid unit prices without requiring rebidding or additional procurement.
- Budget Advantage: Project remains under the original engineer's estimate and approved budget, even with the added scope.
- Construction Efficiency: Completes the work concurrently with the current project, avoiding future mobilization costs and disruption.
- Project Completion: Eliminates the need for a future standalone project for this remaining pavement area.

Attachments

- Plan sheet exhibit identifying the proposed additional taxilane reconstruction area
- Updated project budget including added scope

Please let me know if you have any questions or need additional information.

Thank you,

Adam Thompson, Team Leader



150 NW 12th Street
 Miami, FL 33136
 PH: 312-564-1229
 Atlanta, GA | Charlotte, NC | Chicago, IL
 Clearwater, FL | Fort Lauderdale, FL
 Fort Myers, FL | Jacksonville, FL
 Miami, MO | Columbia, MO
 North Kansas City, MO
 Lewiston, ME
 Portsmouth, NH | Boston, MA

NOTICE:
 The City of Tipton, Indiana, is the
 responsible authority for the design,
 construction, and maintenance of the
 project. The City of Tipton, Indiana, is
 not responsible for the design, construction,
 and maintenance of the project. The
 City of Tipton, Indiana, is not responsible
 for the design, construction, and
 maintenance of the project. The City of
 Tipton, Indiana, is not responsible for
 the design, construction, and
 maintenance of the project.



PROJECT LAYOUT PLAN
 FAA #3-19-0134-013 (AP-2026)
 RECONSTRUCT TAXILANE AND EXPAND APRON
 MATHEWS MEMORIAL AIRPORT
 DRAWING NUMBER: 2025-0134-013
 DATE: 05/20/25



LEGEND
 PCC PAVING
 PAVEMENT MARKING



0 15 30 45 60
 GRAPHIC SCALE

Project Budget Summary

Stage/Level: **Grant App (Based on Bid)**

(Lines 1 to 14 below follow those in FAA Form 5100-100 Part III, Section B)

Cost Classification	Total	Ineligible	Grant 012	Grant 013	Grant yyy
1. Administration Expenses (estimated)	\$ 1,000	\$ -	\$ 84	\$ 916	\$ -
2. Preliminary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
3. Land, Structures, Right-of-Way Costs	\$ -	\$ -	\$ -	\$ -	\$ -
4. Architectural/Engineering Basic Fees	\$ 75,903	\$ -	\$ 75,322	\$ 581	\$ -
5. Other Architectural/Engineering Fees	\$ 9,600	\$ -	\$ -	\$ 9,600	\$ -
6. Project Inspection Fees	\$ 91,134	\$ -	\$ -	\$ 91,134	\$ -
7. Land Development Costs	\$ -	\$ -	\$ -	\$ -	\$ -
8. Relocation Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
9. Relocation Payments to Individuals and Businesses	\$ -	\$ -	\$ -	\$ -	\$ -
10. Demolition and Removal Costs	\$ -	\$ -	\$ -	\$ -	\$ -
11. Construction and Project Improvement Costs	\$ 442,778	\$ -	\$ 342,951	\$ 99,827	\$ -
12. Equipment Costs	\$ -	\$ -	\$ -	\$ -	\$ -
13. Miscellaneous Costs	\$ -	\$ -	\$ -	\$ -	\$ -
14. Subtotal (lines 1 thru 13)	\$ 620,415	\$ -	\$ 418,357	\$ 202,058	\$ -

Lines 1 thru 13 above match 5100-100 Part III

FAA Participate Rate:	95%	95%	
16. Federal Funding Est. Need	\$ 397,438	\$ 191,955	\$ -
17.a Grantee Share (Match)	\$ 20,919	\$ 10,103	\$ -
17.b Grantee Share (Ineligible)	\$ -	\$ -	\$ -
19. Grantee Share (Total)	\$ 20,919	\$ 10,103	\$ -
Total Project (match Subtotal)	\$ 418,357	\$ 202,058	\$ -

Federal Funding by Type	Total	Grant 012	Grant 013	Future Grant
a. Cargo Entitlement	\$ -	\$ -	\$ -	\$ -
b. Non Primary Entitlement (NPE)	\$ 253,479	\$ -	\$ 253,479	\$ -
c. Non Primary Entitlement (NPE) Expiring	\$ -	\$ -	\$ -	\$ -
d. Non Primary Entitlement (NPE) Transfers	\$ -	\$ -	\$ -	\$ -
e. Passenger Entitlement	\$ -	\$ -	\$ -	\$ -
f. Discretionary - Regular	\$ -	\$ -	\$ -	\$ -
g. Discretionary - Supplemental (SD23)	\$ -	\$ -	\$ -	\$ -
h. State Apportionment	\$ -	\$ -	\$ -	\$ -
i. BIL Airport Improvement Grant (IIJA AIG)	\$ 397,438	\$ 397,438	\$ -	\$ -
j. BIL Airport Terminals Program (IIJA ATP)	\$ -	\$ -	\$ -	\$ -
k. BIL FAA Contract Tower (FCT) Competitive	\$ -	\$ -	\$ -	\$ -
l. Other	\$ -	\$ -	\$ -	\$ -

Federal Funding Available	\$ 650,917	\$ 397,438	\$ 253,479	\$ -
Federal Funding Percent of Total	100.00%	61.06%	38.94%	0.00%
Federal Funding Estimated Need	\$ 589,393	\$ 397,438	\$ 191,955	\$ -
Add'l Federal Funding Needed	\$ (61,524)	\$ -	\$ (61,524)	\$ -
Grantee Match + Ineligible	\$ 31,022	\$ 20,919	\$ 10,103	\$ -

Project Costs Breakdown

Stage/Level: **Grant App (Based on Bid)**

(Lines 1 to 14 below follow those in FAA Form 5100-100 Part III, Section B)

1. Administration Expenses (estimated)

1. Estimate for Grant App
2. enter description
3. enter description

	Total	Ineligible	Eligible
	\$ 1,000.00	\$ -	\$ 1,000.00
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Subtotal	\$ 1,000.00	\$ -	\$ 1,000.00

2. Preliminary Expenses

1. enter description
2. enter description
3. enter description

	Total	Ineligible	Eligible
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Subtotal	\$ -	\$ -	\$ -

4. Architectural/Engineering Basic Fees

1. Design (Task Order #2)
2. Bidding (Task Order #2)
3. Topographic Survey (Task Order #2)
3. Addt'l Design (Task Order #3) - ADDT'L PAVING

	Total	Ineligible	Eligible
	\$ 58,913.00	\$ -	\$ 58,913.00
	\$ 8,415.00	\$ -	\$ 8,415.00
	\$ 8,575.00	\$ -	\$ 8,575.00
	\$ -	\$ -	\$ -
Subtotal	\$ 75,903.00	\$ -	\$ 75,903.00

5. Other Architectural/Engineering Fees

1. QA Materials Testing (est.)
2. enter description
3. enter description

	Total	Ineligible	Eligible
	\$ 9,600.00	\$ -	\$ 9,600.00
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Subtotal	\$ 9,600.00	\$ -	\$ 9,600.00

6. Project Inspection and Testing Fees

1. CA Services (Task Order #3)
2. QA Materials Testing (est.)
3. Project Closeout (Task Order #3)
4. enter description

	Total	Ineligible	Eligible
	\$ 77,972.00	\$ -	\$ 77,972.00
	\$ -	\$ -	\$ -
	\$ 13,162.00	\$ -	\$ 13,162.00
	\$ -	\$ -	\$ -
Subtotal	\$ 91,134.00	\$ -	\$ 91,134.00

11. Construction and Project Improvement Costs

1. Base Bid
2. Change Order 1 (Addt'l Paving)
- 3.
- 4.
- 5.

	Total	Ineligible	Eligible
	\$ 342,950.65	\$ -	\$ 342,950.65
	\$ 99,827.00	\$ -	\$ 99,827.00
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Subtotal	\$ 442,777.65	\$ -	\$ 442,777.65

Percent Ineligible Construction Costs

14. Subtotal

	Total	Ineligible	Eligible
	\$ 620,414.65	\$ -	\$ 620,414.65

