# City of Carroll

112 E. 5th Street Carroll, Iowa 51401-2799 (712) 792-1000 FAX: (712) 792-0139

**MEMO TO:** Honorable Mayor and City Council Members

**FROM:** Mike Pogge-Weaver, City Manager MSP-W

**DATE:** March 19, 2019

**SUBJECT:** Revised Policy 400 – Personnel Policies
Deleting of Policy 401 – Salary Administration
Revised Policy 901 – Safety Policy

The new Public Works Union collective bargaining agreement removes personnel policy type items from the contract. In fact, the old contract was 26 pages and the new contact is 2. Due to this, it was important to take a number of the items within the old Public Works Union collective bargaining agreement and move it to the City's overall personnel policy. A few of the items that were moved from the old Public Works contact to the overall City personnel policy include:

- Compensatory time accrual
- Overtime pay
- Rules covering holiday pay
- Reimbursement for safety shoes

In the end, these changes started to become a major revision to the City's personnel policy. Due to this, staff also took the opportunity to add current practices to the personnel policy; bring the personnel policies into compliance with current federal and state code; and clean up grammar and other language issues. A few of the notable changes related to this review include:

- Add current practices to the personnel policies. This includes:
  - Employee Salary Administration
  - Employee Recognition Events including annual summer lunch, annual birthday recognition, and annual employee potluck
  - Private Vehicle Allowance
  - Employee Wellness Program
- Bring the personnel policies into compliance with current federal and state code. This includes:
  - Adding language related to servicemember FMLA
  - Revising the City's non-discrimination policy to follow current state law
  - Clarifying that rationale for a demotion, termination, or a resignation in lieu of termination is a public record

1869 Carroll 2019 150 YEARS

The changes listed in this memo are not an exhaustive list of all the changes made to the overall personnel policies. Attached is a redline copy of the personnel policy that details all of the proposed changes.

**RECOMMENDATION:** Review and consider approving revised Policy 400 – Personnel Policies and revised Policy 901 – Safety Policy along with deleting of Policy 401 – Salary Administration.

# RESOLUTION NO. _____

A RESOLUTION APPROVING REVISED POLICY 400 – PERSONNEL POLICIES AND POLICY 901 – SAFETY POLICY AND DELETING POLICY 401 – SALARY ADMINISTRATION

WHEREAS, Policy 400 – Personnel Policies and Policy 901 – Safety Policy have been revised; and

WHEREAS, Policy 401 – Salary Administration has been incorporated into Policy 400 – Personnel Policies; and

WHEREAS, the Personnel Policies and Safety Policy are attached hereto as Exhibit "A"; and

WHEREAS, it is determined that the approval of the attached Personnel Policies and Safety Policy is in the best interest of the City of Carroll, Iowa;

NOW, THEREFORE, BE IT RESOLVED that the Revised Policy 400 - Personnel Policies and Revised Policy 901 - Safety Policy, attached as Exhibit "A", be authorized and approved and that Policy 401 – Salary Administration is hereby deleted.

PASSED AND APPROVED by the Carroll City Council of the City of Carroll, Iowa this 25th day of March, 2019.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY:_____
Eric P. Jensen, Mayor

ATTEST:

By:_____
Laura A. Schaefer, City Clerk

# CITY OF CARROLL

## POLICIES AND PROCEDURES MANUAL

| Subject | Policy No. |
|---|---|
| **Personnel Policies** | 0400 |

| Responsible Division(s), Office(s) | Related Policies & Procedures |
|---|---|
| **All** | |

| Effective/Revision Date | | | Approval(s) |
|---|---|---|---|
| 05/09/94 | 02/24/03 | 05/10/04 | Michel Pogge-Weaver |
| 08/09/04 | 09/11/06 | 06/9/08 | |
| 06/11/12 | 05/11/15 | 05/9/16 | |
| 03/25/19 | | | |

The purpose of these policies is to introduce each employee to the City of Carroll. It will provide you with some insight into how the City works and how you fit into the City as a whole. The handbook contains information on the personnel policies, which affect you directly and extend to every individual employee and group of employees throughout the City organization.

This handbook brings together information about benefits, policies, rules and other conditions of employment, which apply to you. If changes occur in these policies, you will be notified. Every effort has been made to convey accurate and clear information throughout this book, but no written summary can completely and without exception cover every situation that may develop. You are responsible for all information contained the City's personnel policies. If you have any questions, please feel free to discuss them with your Department Head.

All employees of the City of Carroll shall be covered by these policies except:

a. Elected officials;
b. Members of committees, boards and commissions;
c. City Manager (covered separately by an individual contract with the City);
d. Personnel appointed to serve without compensation;
e. Any other employee hired on a contracted basis;
f. None of the policies contained herein will supersede the Code of Iowa.

Employees covered by a collective bargaining agreement (Union Employees) shall be covered by these polices. When a conflict exists between their collective bargaining agreement and these polices, the collective bargaining agreement shall supersede these policies.

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

Each Department Head may establish additional policies for the purpose of handling matters applicable to their specific Department. These rules shall not conflict with these personnel policies established by the City.

These policies are not a contract but is intended solely to give eligible employees a short description of the benefits and working conditions in the City. The City is an employment at will employer. If at any time there should be conflict between a description in the City's personnel policies and a collective bargaining agreement, or an applicable state or federal statute, or both, the terms of the actual agreement or statute will govern in all cases. Personnel policies are applied at the discretion of the City and may be withdrawn, applied, or amended at any time.

# CITY OF CARROLL
# PERSONNEL POLICIES

**Effective: May 9, 1994**
**Revised: February 24, 2003**
**Latest Update: March 25, 2019~~May 9, 2016~~**

# Contents

Section 1. FORWARD ..... 1

Section 2. DEFINITIONS ..... 2
- 2.1 Employees
- 2.2 Regular Full-Time Employees
- 2.3 Regular Part-Time Employees
- 2.4 Temporary Employees
- 2.5 Exempt Employees
- 2.6 Non-Exempt Employees
- 2.7 Compensatory Time
- 2.8 Anniversary Date
- 2.9 Retired
- 2.10 Seniority
- 2.11 Union Employee

Section 3. GENERAL INFORMATION ..... 4
- 3.1 Non-Discrimination
- 3.2 Recruitment and Selection
- 3.3 Employment of Relatives
- 3.4 Post-Offer, Pre-Employment Medical Exam
- 3.5 Probationary Period
- 3.6 Employment Medical Exams for Continuing Employment
- 3.7 Outside Employment
- 3.8 Employees at Will
- 3.9 Re-Employment Following Retirement
- 3.10 Performance Ratings

Section 4. HOURS ..... 7
- 4.1 Workweek
- 4.2 Attendance
- 4.3 Schedule of Days Off
- 4.4 Overtime - Compensatory Time
  - 4.4.2 Exempt (Management/Other Exempt Positions)
  - 4.4.3 Non-Exempt (Non-Management)
  - 4.4.4 Police Union
- 4.5 Call-In or Call-Back

Section 5. PAY PERIODS AND PAYROLL ..... 9
- 5.1 Pay Periods
- 5.2 Payroll Deductions/Direct Deposit

Section 6. SALARY ADMINISTRATION ..... 10
- 6.1 Salary Resolution
- 6.2 New Employees
- 6.3 Wage Adjustments
- 6.3 Promotional raises

Section 7. LAYOFF ..... 11

Section 8. TRANSFER ..... 12

Section 9. PROMOTION ..... 13

Section 10. LEAVES OF ABSENCE ..... 14
- 10.1 Sick Leave

10.2 Family and Medical Leave Act
10.3 Family Care Leave
10.4 Jury Duty
10.5 Injury Leave
10.6 Funeral Leave
10.7 Emergency Leave
10.8 Leave of Absence Without Pay.
10.9 Military Leave
10.10 Voting Leave

Section 11. VACATIONS....19
11.1 Eligibility and Allowances
11.2 Vacation Pay
11.3 Choice of Vacation Period
11.4 Holiday During Vacation Period

Section 12. HOLIDAYS....21

Section 13. TERMINATION FROM SERVICE....23
13.1 Resignations
13.2 Discharge
13.3 Retirement

Section 14. MISCELLANEOUS....24
14.1 Acceptance of Gifts
14.2 City Property Usage
14.3 Safety Shoes
14.4 Residence Requirement
14.5 Bad Weather Days
14.6 Employee Birthday Recognition
14.7 Employee Recognition
14.8 Employee Potluck

Section 15. POLITICAL ACTIVITY....26

Section 16. PERSONNEL RECORDS, DEDUCTIONS, AND REIMBURSEMENTS....27
16.1 Changes in Basic Personnel Records
16.2 Payroll Deductions
16.3 Deferred Income
16.4 Lost Checks or Warrants
16.5 Travel Expenses
16.6 Private Vehicle Allowance
16.7 Clothing Allowance
16.8 Recreation Center Membership

Section 17. INSURANCE....30
17.1 Life Insurance
17.2 Medical Insurance
17.3 Continued Coverage Provision (COBRA)
17.4 Disability Insurance

Section 18. EMPLOYEE WELLNESS PROGRAM....31

Section 19. WORK RULES....32

Section 20. SEXUAL HARASSMENT....33
20.1 Purpose
20.2 Procedures

Section 21. RESOLVING DISAGREEMENTS....35

Section 22. DRUG FREE WORKPLACE....36

Section 23. DISCIPLINARY PROCEDURES ..... 37
23.1 Demotion
23.2 Suspension
Section 24. SAFETY, HEALTH AND WELFARE ..... 38
Section 25. EMPLOYEE DEVELOPMENT ..... 39
25.1 Employee Training
25.2 National Incident Management System (NIMS) Training
Section 26. CONCLUSION ..... 41

## Section 1. FORWARD

The purpose of ~~this handbook~~these policies is to introduce each employee to the City of Carroll. It will provide you with some insight into how the City works and how you fit into the City as a whole. The handbook contains information on the personnel policies, which affect you directly and extend to every individual employee and group of employees throughout the City organization.

This handbook brings together information about benefits, policies, rules and other conditions of employment, which apply to you. If changes occur in these policies, you will be notified. Every effort has been made to convey accurate and clear information throughout this book, but no written summary can completely and without exception cover every situation that may develop. You are responsible for all information contained ~~in this book~~the City's personnel policies. If you have any questions, please feel free to discuss them with your Department Head.

We hope you will find working for the City a pleasant and rewarding experience.

All employees of the City of Carroll shall be covered by these policies except:

a. Elected officials;

b. Members of committees, boards and commissions;

c. City Manager (covered separately by an individual contract with the City~~)~~);

d. Personnel appointed to serve without compensation;

e. Any other employee hired on a contracted basis;

~~f. Union employees~~

~~g~~f. None of the policies contained herein will supersede the Code of Iowa.

Employees covered by a collective bargaining agreement (Union Employees) shall be covered by these polices. When a conflict exists between their collective bargaining agreement and these polices, the collective bargaining agreement shall supersede these policies.

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

Each Department Head may establish additional policies for the purpose of handling matters applicable to their specific Department. These rules shall not conflict with ~~the~~ these personnel ~~rules~~ policies established by the City.

This booklet is not a contract but is intended solely to give eligible employees a short description of the benefits and working conditions in the City. The City is an employment at will employer. If at any time there should be conflict between a description in ~~this booklet~~the City's personnel policies and a collective bargaining agreement, or an applicable state or federal statute, or both, the terms of the actual agreement or statute will govern in all cases. Personnel policies are applied at the discretion of the City and may be withdrawn, applied, or amended at any time.

## Section 2. DEFINITIONS

2.1 **Employees:** All persons who receive wages or salaries from the City.

2.2~~1~~ **Regular Full-Time Employees:** Regular full-time employees are those who are normally scheduled to work at least forty (40) hours per week.

All regular full-time employees are eligible for all employee benefits, including IPERS, paid vacations, paid holidays, group insurance, paid sick leave, etc.

2.3~~2~~ **Regular Part-Time Employees:** Regular part-time employees are those who have completed their probationary period and are normally scheduled to work less than the customary number of full-time hours. Part-time employees are not to be scheduled to average more than ~~thirty-two (32) hours without prior approval of the City Manager. Regular Part-Time employees that have successfully completed their probationary period, and are scheduled to work not less than thirty (30) hours each week, shall become eligible for Holiday pay only, on days when the City office is closed.~~ twenty-nine(29) hours a week over a nine month period without prior approval of the City Manager. ~~Holiday pay shall be prorated on the basis of the part-time employee's regularly scheduled hours within the two-week (80 hour) pay period.~~

2.4~~3~~ **Temporary Employees:** Temporary employees are those who are hired to work for a period of two (2) years or less, but may be extended by the City Manager to three (3) years.

Temporary employees are not eligible for employee benefits until they have been continuously employed for one (1) year, and then shall become eligible for Holiday pay only, on days when the City office is closed. Holiday pay shall be prorated on the basis of the temporary employee's scheduled hours within the two-week (80 hour) pay period and shall not exceed the holiday pay benefit received by a regular full-time employee.

2.5~~4~~ **Exempt Employees:** An exempt employee is a salaried employee who is not covered by the overtime provisions of the Fair Labor Standards Act and is not eligible to receive overtime compensation in the form of compensatory time off or cash at the one and one-half (1 1/2) time rate.

2.6~~5~~ **Non-Exempt Employees:** A non-exempt employee is one who is covered by the overtime provisions of the Fair Labor Standards Act and is eligible to receive one and one-half (1 1/2) overtime compensation.

2.7~~6~~ **Compensatory Time:** Time off from scheduled work in lieu of cash payment for authorized overtime.

2.8~~7~~ **Anniversary Date:** The employee's anniversary date is established on the first day of regular full-time employment. The status of a re-employed person is that of a new employee and credit for previous service shall not be given. The anniversary date will be used to calculate seniority, sick leave and other benefits.

2.9~~8~~ **Retired:** For purposes of these policies, the word "retired" shall be construed to encompass individuals who fit the definition of "retired", and who have qualified for and are receiving a retirement benefit under applicable Federal/State statues.

2.10~~9~~ **Seniority:** Seniority means an employee's length of continuous regular full-time service with the City since their last date of hire. An employee on unpaid leave does not continue to accumulate additional seniority, but retains all earned seniority to the date of the start of the leave. The seniority list shall be revised to reflect the employees' status each year.

2.11~~0~~ **Union Employee**: Any employee covered by a collective bargaining agreement, as determined by agreement language and~~&~~ the Iowa Public Employee Relations Board, whether the employee is a dues paying member of the union or not. Benefits, rules and other conditions of employment for union employees shall be determined by their collective bargaining agreement and not by

these personnel policies. If an employee does not know if they are covered by a union contract, they should inquire with their immediate supervisor.

## Section 3. GENERAL INFORMATION

3.1 **Non-Discrimination.** It is the policy of the City to employ, train, compensate, and make available all conditions and privileges of employment without consideration of the individual's race, creed, color, religion, sex (including pregnancy), national origin, sexual orientation, gender identity, genetic information, age, ~~or~~ disability, status as a U.S. veteran, and any other legally protected status. ~~The City complies with all state and federal regulations regarding hiring of veterans and disabled persons.~~

3.~~7~~2 **Recruitment and Selection.** It is the policy of the City to recruit and to select the best qualified persons for employment. Recruitment and selection will be conducted in an affirmative manner, ensuring open competition, providing equal employment opportunity, and prohibiting discrimination because of race, religion, sex (including pregnancy), national origin, sexual orientation, gender identity, genetic information, age, mental disability, ~~or~~ physical- disability ~~disabilities~~, political ~~or~~ religious affiliations, status as a U.S. veteran, any other legally protected status, or other non-merit factors. The City also complies with all state and federal regulations regarding hiring of veterans.

~~3.2 **Probationary Period.** All new employees shall serve a one (1) year probationary period. The employee's work will be carefully observed and evaluated during this probationary period. The intent of the evaluation is to determine the effectiveness of the new employee, to improve performance, and to determine whether or not the employee meets the City's needs. Said probationary period may be extended upon mutual agreement between the City and the employee. Upon satisfactory completion of the probationary period, the employee will be placed on the seniority list and his/her seniority will be determined from their date of employment. Probationary employees may be terminated, demoted or laid off for any reason during their probationary period without the right of any appeal.~~

3.3 **Employment of Relatives.** It is the general policy of the City to avoid regular full-time employment of members of the immediate family of any other regular full-time employee. No individual may be hired or transferred into a department in which he/she would be supervised by an immediate family member or by such person having administrative discretion over said individual's employment. Immediate family members are defined as spouse, parent, child, sibling, stepparent, stepchild, stepsibling and corresponding in-laws.

3.4 **Post-Offer, Pre-Employment Medical Exam~~.~~, Drug Test, and Background Check.** Prospective ~~regular full-time~~ employees shall be required to submit to a pre-employment medical examination, hearing test and vision test by a qualified physician; drug test; and background check after a conditional offer of employment has been made. ~~This examination~~These examinations, drug test, and background check must be completed prior to a person being unconditionally hired. The expense of the ~~examination~~examinations, drug testing, and background check will be borne by the City. Refer to City Policy 403 – Medical Exam: Post-Offer, Pre-Employment and Section 22. Drug Free Workplace of this Personnel Policies manual.

3.~~2~~5 **Probationary Period.** All new employees shall serve a one (1) year probationary period. The employee's work will be carefully observed and evaluated during this probationary period. The intent of the evaluation is to determine the effectiveness of the new employee, to improve performance, and to determine whether or not the employee meets the City's needs. Said probationary period may be extended upon mutual agreement between the City and the employee. Upon satisfactory completion of the probationary period, the employee will be placed on the seniority list and his/her seniority will be determined from their date of employment. Probationary employees may be terminated, demoted or laid off for any reason during their probationary period without the right of any appeal.

3.~~5~~ 6 **Employment Medical Exams for Continuing Employment.** Any City employee may be required to take a medical exam when the City Manager believes it is necessary for the employee's health

and safety or if there is a question regarding the employee's ability to continue in his/her job. This is a condition of employment and failure to submit to a medical examination requested by the City may result in appropriate disciplinary action. The ~~complete~~ expense of the medical exam will be borne by the City, which may utilize City provider insurance to cover all or part of the cost.

**3.~~6~~ 7** **Outside Employment.** An employee shall not become involved in any activity that impairs attendance or efficiency in the performance of his/her duties as an employee. An employee shall not engage in any employment, activity, or enterprise that is inconsistent, incompatible, or in conflict with duties as an employee of City. Prior to accepting any outside employment, the employee must seek and obtain the prior written approval of the respective Department Head.

~~**3.7 Recruitment and Selection.** It is the policy of City to recruit and to select the best qualified persons for employment. Recruitment and selection will be conducted in an affirmative manner, ensuring open competition, providing equal employment opportunity, and prohibiting discrimination because of race, religion, sex, national origin, age, mental or physical disabilities, political or religious affiliations, or other non-merit factors.~~

**3.8** **Employees at Will.** Employment with the City is for an indefinite time and is terminable at any time, with or without cause shown by the City, or at completion of a special grant or project. The only exception to this provision is in the event of the existence of a written contract with an employee which provides to the contrary. Nothing in these Personnel Policies or in other rules or policies adopted by the City Council shall in any way be construed as creating an employment contract, either express or implied.

**3.9** **Re-Employment Following Retirement.** ~~Any former employee, having retired, shall not be re-employed full-time by any department of the City. This provision includes all employees whether or not they retire prior to mandatory retirement age~~ The City of Carroll does not prohibit City retirees from being re-employed by the City of Carroll. Retired employees receiving a pension related to City service should contact their respective pension system to make sure the retired employee understands how going back to work will affect their benefits. The City of Carroll will not be held responsible for any impacts to an individual's pension benefits when returning to City employment.

**3.10** **Performance Ratings.** Department Heads are required to submit to the City Manager periodic reports on the individual performance of all employees. The report shall be discussed with the employee privately and objectively. Employees, whether agreeing with the report or not, shall sign the report.

Two types of reports will be used:

a. A final probationary report just prior to completion of the probationary period. This report summarizes probationary performance and contains the recommendation for appointment or removal.

b. An annual report of performance. Each of the reports above shall be prepared by the employee's immediate supervisor and submitted to the Department Head for review and approval.

## Section 4. HOURS

The purpose of this ~~Article~~ section is to define the normal hours of work, and shall not be construed as a guarantee of hours of work per day or days of work per week. Determination of daily and weekly hours of work shall be established by the Department Head. The normal hours of work for the Police shall be in accordance with the collective bargaining agreement.

4.1 **Workweek.** The normal workweek for regular full-time non-exempt employees shall consist of five (5) eight (8) hour days. The normal workday shall include an unpaid lunch period of at least ~~thirty~~sixty (60) minutes, which will normally be taken at or near the middle of the eight (8) hour shift. All employees will normally be provided a fifteen (15) minute paid rest period during each one-half (1/2) shift. The times and arrangements for lunch and rest periods may vary depending on the nature of the work being performed and will be granted at the sole discretion of the immediate supervisor. The Department Head may approve flexible hours as long as a forty (40) hour workweek is maintained.

4.2 **Attendance.** Employees shall be in attendance at their place of work in accordance with the rules regarding hours of work, holidays and leaves. All Department Heads shall keep daily employee attendance records. Failure on the part of an absent employee to notify his/her supervisor of his/her status within twenty-four (24) hours may be cause for immediate discharge.

4.3 **Schedule of Days Off.** Each Department Head shall periodically prepare a schedule of days off for all full-time employees within his/her Department which shall be posted in a conspicuous place. Except in emergencies, a notice of at least one week shall be provided for changes in the schedule.

4.4 **Overtime - Compensatory Time.**

~~4.4.1 Management. Management~~4.4.1 Overtime Authorization Required. All overtime work must be authorized in advance by the Department Head or other direct supervisor.

4.4.2 Exempt (Management/Other Exempt Positions). Exempt employees shall not receive overtime compensation in the form of pay for hours worked in excess of forty (40) hours per week. The City Manager may grant administrative paid leave time as requested, but not to exceed forty (40) hours per calendar year.

4.4.~~2~~ 3 Non-~~Union~~/Exempt (Non-Management~~.~~). All non-exempt employees, as defined by Fair Labor Standards Act, who work in excess of forty (40) hours in any workweek shall be compensated at the rate of time and one-half (1 1/2) either by compensatory time off (one and one-half (1 1/2) hours off for each hour of overtime worked) or by cash payment at the option of the ~~City~~Employee. All such time shall be accumulated in one-quarter (1/4) hour increments. Time sheets shall reflect whether overtime is to be paid or ~~banked~~ accumulated as compensatory time. Compensatory time may ~~normally be accumulated up to the maximum of 40 hours; however, individual Departments may have varying maximums or limits.~~be accumulated annually up to the maximum of forty (40) hours. Compensatory time earned, but not used by December 31st each year in which it was earned, will be paid out by January 15th of the following year. For purposes of determining overtime compensation, jury duty leave, holiday hours and vacation hours shall be included as "hours actually worked." The scheduling of compensatory time off shall be at the discretion of the supervisor based on work requirements; however, the wishes of the employee shall be considered when possible. The City Clerk shall maintain a record of employees' compensatory time off balances.

4.4.~~3~~ 4 Police Union. ~~See appropriate~~Full-time police officers shall follow their collective bargaining agreement related to overtime pay.

**4.5** **Call-In or Call-Back.** In the event an employee is required to return to work after having left work for the day, the employee shall receive a minimum of one (1) hour's pay at the appropriate straight time or time and one-half rate. Employees shall be compensated for all hours worked during call-in or call-back. Employees who are contacted by phone to address work related issues but are not required to return to the work site shall be compensated for their actual length of contact at the appropriate straight time or time and one-half rate with a minimum of fifteen (15) minutes of paid time.

## Section 5. PAY PERIODS AND PAYROLL

5.1 **Pay Periods.** Pay periods are two-week periods beginning on Saturday and ending on Friday of the following week. Payday is the Thursday following the end of the pay period. If Thursday falls on a bank holiday, payment will be made prior to the holiday.

5.2 **Payroll Deductions/Direct Deposit.** Payroll deduction options to include:

- Deferred Compensation (457 Plan)
- Group Medical Insurance
- Medical and Dependent Care Flexible Spending Accounts (125 Plan)

The direct deposit of payroll checks is also provided and encouraged. An employee may divide their check among ten depositories and/or accounts for same day direct deposit. All new employees hired as of May 1, 2019 are required to participate in direct deposit. For these employees, the City will only issue paper payroll checks for the first and last pay periods an employee is employed with the City. Contact the City Clerk's Office for additional information on direct deposit.

## Section 6. SALARY ADMINISTRATION

The City seeks to balance the need to be prudent with public funds and the compensation needs of its employees. A uniform salary administration provides a fair and consistent method for administering salary raises for all employees. The City may from time to time assess the labor market in order to determine the competitiveness of the City's pay plan.

6.1 **Salary Resolution.** From time to time, the City Council may approve a resolution setting salaries and wages for employees of the City. Said resolution will list every position within in the City and set the top of pay or pay range for each position.

6.2 **New Employees.** New regular full-time employees to the City are to be started at 76% of the top of pay for that position. At the time of conditional offer, the City Manager may authorize starting an employee at a higher starting percentage based on past experience and/or education achievement.

6.3 **Wage Adjustments.** New regular full-time employees will only receive salary adjustments annually on their anniversary date. Annually on the employee's anniversary date, new regular full-time employees will receive an additional 4% to the top of pay until they are at 100% of the wage rate for that position. Unless an employee starts at a higher starting wage, generally new employees will have a six (6) year wage progression as follows:

| | |
|---|---|
| Start | 76% |
| 1st Anniversary Date | 80% |
| 2nd Anniversary Date | 84% |
| 3rd Anniversary Date | 88% |
| 4th Anniversary Date | 92% |
| 5th Anniversary Date | 96% |
| 6th Anniversary Date | 100% |

Once an employee is at 100% of the salary for that position, salary adjustments will be received when changes are made to the salary resolution by the City Council.

6.3 **Promotional raises.** Employees promoted to a new position shall be started at 76% of the top of pay for the new position, unless the former salary of the promoted employee is above that wage level or the starting wage would be below any subordinates they would supervise in the new promoted position. In which case the City Manager is authorized to set a promotional raise at a reasonable level when considering the salaries of his/her peers, supervisors, subordinates and his/her experience and skills. Promoted employees shall receive annual wage adjustments on their promotion date like a new employee until they reach 100% of the top of salary for that position. Then they will receive salary adjustments when changes are made to the salary resolution by the City Council.

## Section 7. LAYOFF

If and when it becomes necessary to reduce the number of employees, consideration will be given to the needs of the City, seniority, employees' qualifications, past performance, ability to perform the work required, and the ability to get along with other employees and the public which they serve. Temporary and regular part-time employees performing similar work shall be laid off prior to regular full-time employees.

Except for emergencies, such as equipment breakdown or weather, an ~~regular~~ employee who is to be laid off for more than one (1) week will be given at least five (5) days notice prior to the layoff.

No notice will be needed for layoffs of a shorter period caused by lack of work, equipment breakdown, weather, etc.

Recall shall be in reverse order of lay-off provided the employee is qualified to perform the work available.

While on layoff, an employee is not eligible for any benefits. Vacations, sick leave and seniority do not accrue during a layoff.

## Section ~~6~~8. TRANSFER

The City Manager may transfer an employee to another classification having the same pay range assignment in the same Department or another Department. This rule shall not apply to re-assignments within the Police Department.

No person shall be transferred to a position for which he/she does not possess the minimum qualifications. Transfer shall not be used to effectuate a promotion, demotion, advancement or reduction.

## Section ~~7~~9. PROMOTION

When an employee is promoted from one job classification to another job classification having a higher pay range, the employee will be placed on probation for thirty (30) days. A regular full-time employee who vacated his/her position to accept a promotion and is rejected during the thirty (30) day probationary period shall be reinstated to his/her former position with no loss of seniority or benefits. The vacated position shall remain vacant until the end of the thirty (30) day probationary period.

## Section ~~8~~10. LEAVES OF ABSENCE

~~8~~10.1 **Sick Leave.** Sick leave will be granted to all regular full-time employees on the following basis:

a. Sick leave with pay shall accumulate at the rate of eight (8) hours per month of continuous employment and can accumulate up to a maximum of one thousand four hundred-forty (1440) hours.

~~Sick leave can be used only for bona fide sickness or non-work related accidental injury of the employee. Sick leave may be used for medical exams and consultations with physicians.~~

b. Sick leave can be used only for bona fide sickness or non-work related accidental injury of the employee. Sick leave may be used for medical exams and consultations with physicians. ~~Sick leave with pay shall accumulate at the rate of eight (8) hours per month of continuous employment and can accumulate up to a maximum of one thousand four hundred-forty (1440) hours.~~

c. Sick leave will accrue for any month that an employee is employed with the City on the 1st day of the month. Sick leave will not accrue for any month that the employee is on any type of unpaid status (leave of absences without pay, unpaid FMLA, etc.) for an entire calendar month.

d. Any employee who requests sick leave shall contact the Department Head or designee prior to the beginning of the employee's scheduled shift whenever possible.

~~d~~e. A medical verification of illness or injury ~~may be~~is required by the City for the substantiation of the need for sick leave if the leave is more than three (3) working days.

f. Unused sick leave at the time of resignation from all employment of the City shall be forfeited.

10.2 **Family and Medical Leave Act.** The Family and Medical Leave Act of 1993 (FMLA) is a federal law that provides ~~that all~~eligible employees of the City job-protected leave for specified family and medical reasons. To be eligible for leave under FMLA, the employee must:

- have been employed by the City for at least ~~twelve (~~12~~)~~ months, and
- have ~~worked~~been employed for at least 1,250 hours of service during the ~~previous twelve (~~12~~) months, be~~-month period immediately preceding the commencement of the leave.

Eligible employees are entitled to a total of 12 work weeks of paid, unpaid, or a combination of paid and unpaid leave during any ~~twelve (~~12~~)~~ month period. Leave under FMLA is generally unpaid. Employees may choose to substitute accrued paid leave (sick, vacation, floating holiday, and compensatory time) for FMLA leave. Substitute means that the accrued paid leave will run concurrently with the unpaid FMLA leave. When paid leave is used for an FMLA-covered reason, the leave is FMLA-protected.

Eligible employees may also take up to 26 work weeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness when the employee is the spouse, son, daughter, parent, or next of kin of the service member. An eligible employee is limited to combined total of 26 work weeks of leave for any FMLA-qualifying reasons during the single 12-month period.

Any eligible employee who takes leave under FMLA ~~for the intended purpose of the leave~~ shall

be entitled, on return from such leave:

a. To be restored by the City to the position of employment held by the employee when the leave commenced; or

b. To be restored to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

The taking of leave shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

During any period that an eligible employee takes leave under FMLA, the City shall maintain coverage under any "group health plan" for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously from the date the employee commenced the leave until the date the employee is restored. This benefit may not be provided if an advance request is not made. All questions regarding the Family and Medical Leave shall be directed to the City Manager or their designee.

~~This benefit may not be provided if an advance request is not made. All questions regarding the Family and Medical Leave shall be directed to the City Manager.~~

~~8.2~~ 10.3 **Family Care Leave.** Employees may use up to a maximum of ~~three (3) days~~twenty-four (24) hours with pay per fiscal year for the purpose of providing care for an employee's household family members who are sick and in need of care. This benefit shall not be considered as a right which an employee may use at his/her discretion, but shall be allowed only if not in conflict with City manpower or scheduling needs. The benefit provided in this paragraph shall not accrue or accumulate from year to year. Use of leave under this subparagraph shall be deducted from accrued sick leave.

In order to receive compensation while absent on Family Care Leave, the employee shall notify the supervisor as soon as possible in advance. All Family Care Leave must be approved in advance by the supervisor.

~~8.3~~
10.4 **Jury Duty.** An employee required to serve as a juror or as a witness shall receive his/her regular wages. In order to receive payment of regular wages for such duty, the employee must submit certification of service and assign all fees received from the court to the City.

Employees who are called to jury duty during scheduled working hours shall show proof of this fact and shall be paid his/her regular pay. Mileage, per diem meal reimbursement and other out-of-pocket reimbursement items shall be retained by the employee. An employee who is summoned for jury duty but who is not selected for jury duty shall return to work when released from jury duty within the employee's scheduled work hours.

~~8.4~~10.5 **Injury Leave.** ~~An employee who is physically able must report an injury within twenty-four hours of the injury, however minor, to his/her supervisor and take such first aid or medical treatment as may be necessary. When an employee suffers an injury in the line of duty, a report of such accident shall be made immediately by the Department Head to the City Clerk. This report shall give all known details and circumstances pertaining to the injury and the names of all witnesses thereto.~~ Injury leave with pay shall be granted to regular full-time employees who are incapacitated as a result of injury or occupational disease incurred through no misconduct of their own while in the actual performance of their assigned job. Paid injury to be charged against the employee's sick leave balance shall apply only to the waiting period not covered by worker's compensation. During the leave, an employee may use accrued paid leave (sick, vacation, or compensatory) to receive full wage or salary less any amounts paid to an employee by worker's compensation insurance for lost time. The portion compensated by the city shall be calculated and charged to applicable accrued paid leave. Also see Section 24. Safety, Health and Welfare for work place injuries reporting requirements.

~~8.5~~ The City has a return to work program to provide guidelines for employees injured on the job who are unable to return to their regular job classification upon returning to work. Refer to City Policy 0902, Return to Work Program, for more information.

10.6 **Funeral Leave.** An employee shall be granted not to exceed five (5) days of paid leave in order to attend the funeral of the employee's spouse or child. Any such leave shall be only for the scheduled workdays falling within the period commencing upon the death and extending through the ~~day~~fifth workday after the funeral.

An employee shall be granted not to exceed three (3) days of paid leave in order to attend the funeral of an employee's parent, parent substitute, sister, brother, mother-in-law or father-in-law. Any such leave shall be only for the scheduled workdays falling within the period commencing upon the death and extending through the ~~day~~third workday after the funeral.

An employee shall be granted not to exceed one (1) day of paid leave in order to attend the funeral of the employee's grandparents, ~~spouse's grandparents,~~ aunts, uncles, brother-in-law or sister-in-law, or spouse's grandparents. Any such leave shall be only for the scheduled workdays falling within the period commencing upon the death and extending through the day after of the funeral. Use of leave under this subparagraph shall be deducted from accrued sick leave.

~~An~~ When accrued paid leave time is not available, an employee may request not to exceed one (1) day of time off without pay to attend the funeral of a relative or friend, or to serve as a pallbearer. ~~An~~When vacation time is not available, an employee may request not to exceed two (2) days off without pay to attend the funeral of a relative listed ~~in Sections 1, 2, and 3~~in this section if additional travel time is needed in order to attend the funeral or settle family estates.

~~8.6~~ Each day of paid leave in this section shall mean eight (8) hours of work time.

10.7 **Emergency Leave**. Employees may use up to a maximum of ~~three (3) days~~twenty-four (24) hours with pay per fiscal year for the purpose of providing care of an employee's spouse, child, mother, father, in-law parents, brother or sister, who is experiencing a serious illness. Serious illness shall be considered to be an illness or injury causing an individual to be hospitalized in serious or critical condition. The Emergency Leave benefit provided in this paragraph shall not accrue or accumulate from year to year. Use of leave under this subparagraph shall be deducted from accrued sick leave.

10.~~8.7~~ **Leave of Absence Without Pay.** The City Manager may grant a regular full-time or probationary employee a leave of absence without pay, if in his/her opinion, such leave will serve the best interest of the City. No such leave shall be granted except upon written request of the employee setting forth the reason for the request. Upon expiration of a regularly approved leave or within a reasonable period of time after notice to return to duty, the employee shall be returned to the position held at the time leave was granted. Failure on the part of an employee to report promptly at its expiration, or within a reasonable time after notice to return to duty, shall be deemed a voluntary resignation. Leave of more than sixty (60) days, except for disability, shall result in an adjustment to the employees seniority date equal to the time of the leave. Sick leave or vacation benefits do not accrue during a leave without pay for an entire calendar month.

Department Heads may grant a regular full-time or probationary employee a leave of absence without pay not to exceed one week. Such leaves shall be reported immediately to the City Manager.

An employee shall be granted a leave of absence without pay if appointed to an elective office of the City for the balance of the term of such office.

~~8.8~~10.9 **Military Leave.** Employees shall be granted military leave in accordance with the Code of Iowa.

10.10 **Voting Leave.** All employees are entitled to vote in an election. However, if an employee does not have three consecutive hours of non-work time in the period between the opening and closing of the polls, the employee is entitled to limited paid time off to go vote. Notice must be given to the employee's supervisor prior to taking leave.

## Section ~~9~~11. VACATIONS

~~9~~11.1 **Eligibility and Allowances.** Each regular full-time employee shall earn vacation on a monthly basis at the following schedule:

| Service Requirement | Vacation Allowance |
|---|---|
| During first year of employment | 3.34 hours/month |
| Beginning 2nd year of employment | 6.67 hours/month |
| Beginning 8th year of employment | 10.00 hours/month |
| Beginning 18th year of employment | 13.34 hours/month |

Vacation leave will accrue for any month that an employee is employed with the City on the 1st day of the month. Vacation leave will not accrue for any month that employee is on any type of unpaid status (leave of absences without pay, unpaid FMLA, etc.) for an entire calendar month.

Employees shall not be allowed to use accumulated vacation leave for the first twelve (12) months of employment. Only accrued vacation hours may be taken. ~~.~~ Vacation leave may be accrued to a maximum of 120 hours. ~~Vacation hours may not be accrued beyond 120 hours.~~ Employees continuously employed by the city since June 30, 2013 shall earn vacation at the rate of 16.67 hours/month beginning the 25th year of employment. Employees continuously employed by the city since June 30, 2013 may accrue vacation leave to a maximum of 160 hours. ~~Vacation hours may not be accrued beyond 160 hours for such employees.~~

~~An employee leaving the employment of the City shall be compensated for vacation leave accrued and unused to the date of termination at the hourly rate at the time of termination.~~ When an employee provides a written notice of resignation at least ten (10) working days in advance of the final workday, unless such time limit is waived by the City Manager, the City will pay out all unused vacation leave on the employee's final paycheck. An employee who fails to provide a written notice of resignation at least ten (10) working days in advance of the final workday shall forfeit all remaining vacation time.

~~No~~ Other than specifically noted above, no employee shall receive cash payment in lieu of vacation.

The City Manager may advance an employee's position on the vacation scale due to past experience and/or education achievement.

~~9~~11.2 **Vacation Pay.** The rate of vacation pay shall be the employee's regular straight time rate of pay for the time for which he/she would have been regularly scheduled to work. Vacation shall be taken in fifteen (15) minute increments ~~of one full hour~~.

~~9~~11.3 **Choice of Vacation Period.** The City Clerk will maintain the official record of vacation leave credit and its use. Departments will schedule vacation leaves with regard to seniority of employees, the Department's operating requirements and responsibilities and insofar as possible with the requests of employees. All vacation time off requires the prior approval of the respective Department Head.

~~9~~11.4 **Holiday During Vacation Period.** If a holiday occurs during the employee's scheduled vacation

period, such holiday shall not be charged as vacation.

~~9.5 **Union Employees.** Vacations for union employees are covered under their collective bargaining agreements.~~

## Section ~~10~~12. HOLIDAYS

Regular full-time employees are eligible for the following paid holidays:

New Year's Eve Day (One-half day)
New Year's Day
Good Friday (One-half day)
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving Day (Friday)
Christmas Eve Day (One-half day)
Christmas Day
Two Floating Holidays per calendar year ~~(may~~

- Must be taken as full days (i.e. two (2) 8 hour workdays)
- May be taken at the discretion of the employee with approval of the Department Head, but not to be carried into the next calendar year~~.)~~.

~~Regular part-time employees when required to work a recognized holiday shall be paid one and one-half (1 1/2) time for time actually worked.~~

- Employees beginning employment on or before April 30th shall receive two floating holidays their first year. Employees beginning employment on or after May 1st and on or before August 31st shall receive one floating holiday their first year. Employees beginning employment on or after September 1st shall receive no floating holidays their first year.
- Unused floating holidays at the end of the year and at the time of resignation of an employee shall be forfeited.

Holidays for ~~union employees~~full-time police officers are covered under their collective bargaining ~~agreements~~agreement.

Except for designated employees in the Police Department, paid holidays falling on Sunday will be observed on Monday, and paid holidays falling on Saturday will be observed on the preceding Friday. If a holiday falls on an employee's regularly scheduled day off, the employee shall not lose the holiday and will be compensated either by cash or later time off at the City's discretion. When a~~n~~ non-exempt employee's services are required for an emergency or performance of an essential public service on a holiday, the employee shall ~~be entitled to~~receive overtime pay ~~as defined by~~for the ~~Fair Labor Standards Act~~hours worked on the holiday.

Regular Part-Time employees that have successfully completed their probationary period, and are scheduled to work not less than thirty (30) hours each week, shall become eligible for Holiday pay only, on days when the City office is closed. Holiday pay shall be prorated on the basis of the part-time employee's regularly scheduled hours within the two-week (80 hour) pay period.

No holiday pay shall be paid to any employee who uses sick leave, emergency leave, or family care leave for the entire scheduled work day before or the entire day after a holiday except in cases where an employee provides a doctor's statement indicating that the employee should not be at work on those days or provides a doctor's note that substantiates the use of emergency leave or family care leave. Funeral leave which is charged as sick leave shall be considered working the day before or the day after the holiday for purposes of this paragraph.

## Section ~~11~~13. TERMINATION FROM SERVICE

~~11~~13.1 **Resignations.** Upon the decision of an employee to resign, a written resignation shall be submitted to his/her immediate supervisor stating the reason and the effective date. This written notice shall be submitted at least ~~fourteen (14) calendar~~ten (10) working days in advance of the final workday (unless such time limit is waived by the City Manager). A statement by the Department Head concerning the resigned employee's service performance and other pertinent information shall be forwarded to the City Manager. Pursuant to Iowa Code Section 22.15, if you resign in lieu of termination that fact is a public record, as well as supporting documents showing the reasons and rationale for the action.

~~11~~13.2 **Discharge.** The City Manager may after a pre-termination hearing discharge any employee for neglect of duty, disobedience, misconduct or failure to properly perform his/her duties. Any regular full-time employee who has been discharged shall be entitled to receive a written statement of the reasons for such action. A report stating the reasons for the action shall be filed with the City Clerk following any discharge. Pursuant to Iowa Code Section 22.15, if you are discharged that fact is a public record, as well as supporting documents showing the reasons and rationale for the action.

~~11~~13.3 **Retirement.** Whenever an employee meets the conditions of the appropriate City recognized retirement plan, he/she may ~~be~~ retire~~d~~ and shall receive all benefits earned under such plan.

## Section ~~12~~14. MISCELLANEOUS

~~12~~14.1 **Acceptance of Gifts.** Employees of the City shall not directly or indirectly accept or receive any gift or series of gifts as defined in Section 68B.22 of the Code of Iowa. This includes special discounts or offers that are not available to the general public.~~Employees shall not accept gifts which result from their employment with the City. For specific information, reference should be made to the Iowa Code "Gifts Law".~~

~~12~~14.2 **City Property Usage.** At no time shall an employee use any City owned equipment, tools, materials or property or use any City owned facility for personal use without prior written approval by the City Manager.

Fines or penalties arising from unlawful acts by an employee while operating a City-owned vehicle will be the responsibility of the employee.

City employees may be granted permission, by their supervisor, to place their personal vehicle in a ~~e~~City maintenance facility, for the purpose of removing ice, so that the vehicle may be cleared to allow for proper vision for the driver. At no time shall a ~~C~~city vehicle be placed outside, or left outside to accommodate this provision. It is anticipated that the need to park inside a ~~C~~city maintenance building will be very infrequent.

~~12.3~~14.3 **Safety Shoes.** The City will reimburse the cost of safety shoes for employees whose job duties require the use of safety shoes, as determined by the employee's Department Head. The City will reimburse up to $200.00 for a single pair of safety shoes that meet the requirement and specification in American Society for Testing and Materials (ASTM) F2413-11, F2413-17, or F2413-18. In no case should any employee receive the City allotment for safety shoes more than once in any twelve-month period. Refer to City Policy 0901 – Safety Policy for additional information on the City's Safety Policies.

14.4 **Residence Requirement.** All regular full-time employees, with the exception of sworn police officers, shall reside within a contiguous county to Carroll upon completion of the probationary period. All sworn police officers must live within a thirty (30) mile radius of the ~~Carroll~~ Police Department. Any employee who fails to meet these requirements shall be considered to have voluntarily resigned from City employment.

~~12.4~~14.5 **Bad Weather Days.** When weather conditions, bad weather days, are so severe as to require closing City offices, as determined by the City Manager, no accounting of time is necessary for regular full-time employees. ~~However, if an employee~~ In situations where a limited number of offices (i.e. Recreation Center) ~~is~~ are ~~unable~~closed and City Hall is open, full-time employees of the closed offices are expected to report to work or take vacation time for that day. Safety of employees is paramount to the City; if an employee thinks it is unsafe for them to report to work due to weather conditions and City offices remain~~ing~~ open as usual, the ~~time must be accounted for as~~employee may choose to not report to work and take vacation or compensatory time~~.~~ for that time.

Due to the nature of City work, some employees may be deemed essential by the City Manager and be required to report to work even when City offices are closed due to bad weather conditions. Essential employees receive no additional compensation for working on days City offices are closed due to bad weather conditions.

14.6 **Employee Birthday Recognition.** Annually employees are invited to have lunch with the City Manager to recognize their Birthday. This lunch will be paid for by the City in order to increase employee morale and retention.

14.7 **Employee Recognition.** Annually the City will hold an employee recognition event in the summer to recognize our employees. The City will pay all costs of the lunch and City offices will be closed

during the lunch period to provide the opportunity for all employees to participate. Additionally, at the employee recognition event, the City will recognize employee anniversary milestones as outlined in City Policy 0404 – Service Recognition. This lunch and the awards will be paid for by the City in order to increase employee morale and retention.

14.8 **Employee Potluck.** Employees are authorized to annually hold an employee potluck. City offices will be closed during the lunch period in order to provide the opportunity for all employees to participate. This time is being set aside for employees in order to increase employee morale and retention.

## Section ~~13~~15. POLITICAL ACTIVITY

Employees may participate in or contribute to the election or appointment of public officials. Political activity shall not be conducted during employees' work hours. No City employee will be coerced or compelled to take part in political campaigns to favor the appointment or election of candidates for any office. Leaves of absence, without pay, may be granted to any person that becomes a candidate for elective office.

## Section ~~14~~16. PERSONNEL RECORDS, DEDUCTIONS, AND ~~COMPENSATION~~REIMBURSEMENTS ~~AND DEDUCTIONS~~

~~14.1 Wage Compensation:~~

~~14~~16.1~~2~~ **Changes in Basic Personnel Records.** Any changes in name, marital status, withholding tax exemptions, address or telephone number should be reported promptly to the ~~Department Head and then to the~~ City Clerk's office. The employee's personnel record on file ~~in the~~at City Hall shall contain all items affecting payroll.

~~14~~16.2~~3~~ **Payroll Deductions.** Deductions for ~~f~~Federal and ~~s~~State income withholding tax are made routinely on the basis of the number of exemptions claimed by the employee. Additional deductions shall be made in accordance with applicable law. At the beginning of employment, each employee must complete a W-4 certificate with the City. At any time when there is a change in dependents, etc., the employee must notify the City Clerk.

a. Social Security. The City deducts the required amount of Social Security from the employee's salary, matches it with a designated amount, and forwards the total to a federal tax depository. Police officers are not subject to social security deductions.

b. Iowa Public Employee's Retirement System (IPERS), Municipal Fire and Police Retirement System of Iowa (Chapter 411). Starting with an eligible employee's first paycheck, it is mandated by law that deductions for retirement are made from each paycheck. The City also pays an amount designated by law of gross pay for the retirement program.

International City Management Association Retirement Corporation (ICMA-RC) was established as an alternate to IPERS for certain eligible employees.

~~14~~16.3~~4~~ **Deferred Income.** The City makes available to all employees a deferred income plan whereby an individual can defer a portion of his/her current salary. The City does not make a financial contribution to this plan. Information is available from the City Clerk.

~~14~~16.4~~5~~ **Lost Checks or Warrants.** If an employee has lost his/her check/warrant, a report of the loss should be made immediately to the City Clerk. The procedure followed in issuing a new check/warrant will be explained to the employee and upon completion of the procedure, a new check/warrant will be issued as soon as possible. The employee shall pay all out-of-pocket costs incurred. ~~Employees are encouraged to use automatic deposit.~~

~~14~~16.5~~6~~ **Travel Expenses.** Employees required to use their personal automobile for City business shall be reimbursed, for authorized travel at the IRS Business Standard Mileage Rate. IRS rate mileage reimbursement will be allowed only if no other reimbursement, or allowance, is provided to the authorized person for the same travel occurrence. If the City business keeps the employee away overnight, actual room expense will be reimbursed if authorized by the Department Head prior to said expense being incurred. ~~Meals and lodging~~Lodging that is authorized and approved by the City will be paid on an actual cost basis. ~~Receipts~~Meal reimbursement, for expenses incurred outside of Carroll County and not included as part of a conference registration, is allowed at the following maximum rates: Breakfast - $10.00; Noon - $12.00; and Evening meal - $18.00. For travel exceeding 24 hours, meals may be aggregated up to $40.00 per day. Employees may purchase groceries in lieu of restaurant meals; reimbursement will follow the meal reimbursement schedule. Meal gratuity and alcoholic beverages are not reimbursable expenses. Detailed receipts for all expenses ~~should~~shall be attached to the vouchers filed with the Department Head. If any receipt does not itemize out the items for reimbursement, the expenses will not be reimbursed. ~~If the City business keeps the employee away overnight, actual room expense will be reimbursed if authorized by the Department Head prior to said expense being~~

~~incurred.~~

~~14.7~~ 16.6 **Private Vehicle Allowance.** The City provides a private vehicle allowance to the following employees:

- City Manager
- City Engineer
- Police Chief
- Fire Chief/Chief Building Official
- Parks and Recreation Director
- City Clerk/Finance Director

In limited circumstances, the City Manager may authorize use of a City vehicle in lieu of a vehicle allowance.

The private vehicle allowance is currently $200 per month and will be treated as income by the Internal Revenue Service (IRS) and will be reported on the employee's W-2 form. This allowance is to cover all costs of vehicle transportation used for conducting City business within Carroll city limits. Mileage reimbursement will be granted for travel incurred outside the Carroll city limits related to official City business.

16.7 **Clothing Allowance.** The City Manager shall determine the extent to which uniform or special items of clothing are provided to various classes of employees.

~~14.8~~16.8 **Recreation Center Membership.** In order to encourage physical fitness for employees and their families, employees shall receive a 50% discount for Recreation Center memberships. This discount is available for a single membership for the employee or for a family membership covering the employee's family.

## Section ~~15~~17. INSURANCE

~~15~~17.1 **Life Insurance.** The City provides life insurance for regular full-time employees with a maximum principal sum of $10,000. Additional insurance of $1,000 is provided for spouse and dependent children over the age of six (6) months and $100 is provided for dependent children fourteen (14) days to six (6) months. The full range of coverage and details are available upon request from the City Clerk.

~~15~~17.2 **Medical Insurance.** The City shall provide the opportunity to enroll in a health insurance coverage plan designated by the City~~. Effective July 1, 2015, if~~ to full-time employees and eligible part-time employees. Eligible part-time employees are those employees who average thirty (30) or more hours of paid time, which includes actual hours worked or any type of paid time off, over any consecutive twelve (12) month look back period.

For employees selecting single health insurance coverage, the City will contribute 80% of the cost of the lowest cost single health insurance plan the City has available toward the plan the employee selects~~ single or~~. For employees selecting family health insurance coverage, the City will contribute 80% of the cost of the lowest cost family health insurance plan the City has available toward the plan the employee selects. The employee shall ~~contribute twenty percent (20%) of the premium cost in the form of a deduction from their payroll receipts~~pay, on a monthly basis~~. If any~~ through payroll deductions, the difference between the City's health insurance contribution and the cost of the health insurance plan the employee selects.

Annually, if an employee certifies that he or she is otherwise covered by health insurance and opts to waive coverage through the City, the City shall pay the employee an amount equal to thirty percent (30%) of the lowest cost monthly single health insurance premium. ~~If any employee or dependent fails to participate in the Employer's wellness, fitness or non-smoking programs, the employee shall contribute an additional $50.00 of the monthly insurance premium. If such employee has waived coverage, any payments due the employee for waiving coverage of this section will be reduced by $50.00.~~ For purposes of this section, the cost of the premium will be equal to the cost of electing continuing coverage under COBRA. The full range of coverage and details are available upon request from the City Clerk.

~~15~~17.3 **Continued Coverage Provision (COBRA).** In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), the City will offer covered employees, spouses, and dependent children the opportunity to continue their group medical coverage under the City's current plan.

Qualified beneficiaries who are determined to be disabled under the Social Security Act at the time they become eligible for COBRA continuation are entitled to coverage for up to twenty-nine (29) months.

The beneficiary must notify the Plan Administrator of the desire to continue coverage within sixty (60) days of the qualifying event. After the initial election, the beneficiary must remit the applicable premium to the City. Delinquent payments of the premium may be grounds for terminating the continuation coverage.

The beneficiary shall have the option of converting group coverage to a direct subscriber plan with the group medical insurer. The beneficiary will have thirty (30) days from the date of termination of the continuation coverage to convert their group medical coverage.

~~15~~17.4 **Disability Insurance.** The City provides Workman's Compensation for job related injury and disability.

## Section ~~16~~18. EMPLOYEE WELLNESS PROGRAM

The City of Carroll establishes the Wellness Committee in pursuit of better overall physical and mental wellness for City employees. The initiatives of the Wellness Committee shall address the primary components of a healthy lifestyle including healthy eating, physical activity, mental wellness, tobacco use cessation, stress management, career well-being, social well-being, financial well-being, and community well-being.

The initiatives of the Wellness Committee and implementation of the wellness program shall be the responsibility of the City Clerk/Finance Director or his/her designee.

Within the annual appropriation set by the City Council, the Wellness Committee is authorized to expend City funds in order to: put on wellness programs and workshops, offer annual employee flu shots, offer annual wellness checks, and provide employee incentives to participate in said programs.

## Section 19. WORK RULES

The City may from time to time adopt and/or publish changes in departmental procedures and rules. Such rules and changes shall be prominently posted on appropriate bulletin boards. Under normal circumstances, the City will provide at least ten (10) days notice before changes in rules are effective. All employees must comply with such departmental procedures and rules.

## Section ~~17~~20. SEXUAL HARASSMENT

~~17~~20.1 **Purpose.** It is the City's policy that all employees are responsible for assuring that the workplace is free from sexual harassment. Because of the City's strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct which could be viewed as sexual harassment.

Sexual harassment has been defined by ~~f~~Federal and ~~s~~State regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual acts or favors, or other physical and verbal conduct of a harassing nature by supervisors or others in the workplace.

Sexual harassment exists when:

a. Supervisors or managers make submission to such conduct either an explicit or implicit term or condition of employment (including hiring, compensation, promotion, or retention).

b. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment decisions.

Sexual harassment may also exist when conduct by supervisors, any other employee, or people who are not employees, unreasonably interferes with an employee's work performance or creates an intimidating work environment. Such conduct may take various forms, as for example:

a. Verbal -- sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats.

b. Nonverbal -- sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.

c. Physical -- unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, assault.

Sexual harassment of employees by non-employees in the workplace is not acceptable and should be reported to a supervisor, Department Head or City Manager.

**~~17~~20.2 Procedures.**

a. Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers, or visitors should immediately bring the problem to the attention of the supervisor, Department Head, City Manager, or City Attorney. All such reports of alleged sexual harassment shall be brought to the attention of the City Manager unless the alleged charge is against the City Manager and then the City Attorney shall be informed.

b. Inquiries and/or complaints will be investigated immediately by the City. All complaints will be handled in a timely and confidential manner. The purpose of this provision is to protect the confidentiality of the employee who files a complaint, to encourage the reporting of any incidents of sexual harassment, and to protect the reputation of any employee wrongfully charged with sexual harassment.

c. Investigation of a complaint will normally include conferring with the parties involved and any names or apparent witnesses. Employees shall be guaranteed an impartial and fair hearing. All employees shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation.

d. Any employee determined by impartial investigation to have harassed will be subject to appropriate disciplinary procedures, up to and including termination.

e. A non-employee who subjects an employee to sexual harassment in the workplace will be informed of the City's harassment policy by the employee's supervisor or manager; other action may be taken as appropriate.

## Section ~~18~~21. RESOLVING DISAGREEMENTS

In spite of an effort to understand and respect each individual's viewpoint and to keep lines of communication open, disagreements concerning wages, hours, and terms and conditions of employment occasionally arise.

For this reason, the City has established a procedure that assures each employee a fair opportunity to present information relative to the disagreement to higher levels of management. Use of this procedure will in no way jeopardize the employee's future with the City.

~~Union employees~~Full-time police officers should refer to their collective bargaining agreement under grievances.

The first step in the procedure requires the employee to present the disagreement to his/her immediate supervisor within five (5) days of the incident giving rise to the dispute. The supervisor will provide the employee with a response within five (5) days. The disagreement may be presented either verbally or in writing and the supervisor may respond either verbally or in written form if it was presented verbally by the employee. However, if the matter is presented in writing it must be answered in writing.

If the disagreement is not resolved with the supervisor, the employee ~~should~~ shall present his/her disagreement to the Department Head in written form specifying the regulations violated and their proposed resolution of the disagreement within five (5) days of receipt of the answer from the supervisor. The Department Head will have five (5) days in which to provide a written response.

If the disagreement has not been resolved satisfactorily, the written statement specifying the regulations violated and their proposed resolution of the disagreement should be presented to the City Manager within five (5) days of receipt of the answer from the Department Head. The City Manager will have fifteen (15) days in which to provide a final and binding decision regarding the issue.

**Limitations:** If the employee files any claim or complaint in any forum other than under this procedure, then the City will not be required to process the same claim or set of facts through this procedure. The procedure for resolving a grievance by a ~~union employee~~full-time police officer is included in their collective bargaining agreement.

## Section ~~19~~22. DRUG FREE WORKPLACE

The policy of this City is to maintain a drug-free workplace. In carrying out this policy of a drug-free workplace, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in this workplace, or any premise where City business is carried out, is strictly prohibited. A "controlled substance" within the meaning of this policy means any controlled substance in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 81 and as further defined in regulation 21 C.F.R. 1308.11-1308.15), as well as any applicable Iowa statutes regulating alcohol and controlled substances, generally 730.5 and 125.1. Any violation of this prohibition will result in discipline up to and including discharge.

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

The State of Iowa has a strong public policy favoring the treatment and rehabilitation of substance abusers which is outlined below:

a. That substance abusers and others suffering from chemical dependency be afforded the opportunity to receive quality treatment and directed into rehabilitation services which will help them resume a socially acceptable and productive role in society.

b. To encourage substance abuse education and prevention efforts and to ensure that such efforts are coordinated to provide a high quality of services without unnecessary duplication.

c. To insure that substance abuse programs are being operated by individuals who are qualified in their field whether through form education or practical experience.

Iowa Code, Section 730.5, sets forth rigorous requirements on the part of the City in regard to drug testing, exemptions, prohibitions, search and seizure and related enforcement procedures. It is the policy of the City to follow both the spirit and intent of this statute. Any questions in this regard should be directed to the Department Heads or the City Manager.

## Section ~~20~~23. DISCIPLINARY PROCEDURES

The many years that the average employee has worked for the City ~~of Carroll~~ indicates that good working relationships do exist. However, work rules have been established to deal with the occasional instances of unsatisfactory conduct.

In the event of such unsatisfactory conduct by an employee, the supervisor will normally first try to correct the situation through discussion with the employee. The employee or the supervisor may call upon the City for help in resolving the problem, or if this fails, in deciding upon what remedial action is warranted. In all cases, the City reserves the right to adjust its action to suit the circumstances.

The following steps will only be taken in an attempt to resolve problems of unsatisfactory conduct which are not of a serious nature:

a. The supervisor or Department Head will normally give the employee a verbal warning, acknowledged in writing by the employee, which will be placed in the employee's personnel file.

b. If unsatisfactory conduct continues, a written warning will normally be issued by the supervisor or Department Head. This copy will be placed in the employee's personnel file.

c. If such conduct persists, the employee may be suspended.

d. If such conduct is repeated, the City will terminate employment of the employee. A written report of this action and the reasons for it will be placed in the employee's file.

e. Employees are allowed the opportunity to appeal the termination to the City Council.

In cases of serious misconduct, the City shall have the right to suspend or discharge immediately.

Disciplinary procedures for Police employees are contained in Chapter 400 of the Code of Iowa.

~~20~~23.1 **Demotion**. The City Manager may peremptorily demote any subordinate for neglect of duty, disobedience of orders, misconduct, violation of work rules or failure to properly perform his/her duties. Upon request of the Department Head and approval of the City Manager, demotion may be made to a vacant position. No person shall be demoted to a position for which he/she does not possess the minimum qualifications. Written notice of the demotion shall be given to the employee prior to the effective date of the demotion. Pursuant to Iowa Code Section 22.15, if you are demoted that fact is a public record, as well as supporting documents showing the rationale for the action.

~~20~~23.2 **Suspension**. The City Manager may suspend an employee from his/her position with or without pay at any time for neglect of duties, disobedience of orders, misconduct, violation of work rules or failure to properly perform his/her duties. Suspension without pay shall not exceed thirty (30) calendar days.

## Section ~~21~~24. SAFETY, HEALTH AND WELFARE

The City shall make reasonable provisions for the safety and health of employees during the hours of their employment, and shall provide protective devices and other equipment necessary to protect the employees from injury or illness in conformance with statutory requirements.

~~Employees are expected to follow the established City procedures for reporting occupational injuries and illness to their supervisors. Authorization from the Department Head~~ An employee who is physically able must report an injury within twenty-four (24) hours of the injury, however minor, to Company Nurse by calling 1-888-770-0928 and providing the employer name: City of Carroll, search code: IA072. Company Nurse is a 24/7 service, including all holidays. In all life- or limb- threatening situations, call 911 or transport directly to the ER immediately and call Company Nurse with any information that you have once the situation has stabilized.

Authorization from Company Nurse is required for all outside treatment, except in the event of an emergency. The use of unauthorized medical, prescription and hospital services ~~is~~are not recoverable from the City.

## Section ~~22~~25. EMPLOYEE DEVELOPMENT

~~22~~25.1 Employee Training: The purpose **of this section is to establish policy a for employees training,** for sending City employees to special training and for sending employees to special outside courses of instruction relating to their employment with the City which does not accrue credit toward a high school diploma or high school equivalency certificate, college degree, law degree, CPA recognition or related educational certification.

a. The City will, at its discretion, provide orientation and on-the-job training for each employee. Upon the recommendation of the Department Head and approval of the City Manager, a City employee may be sent to outside instructional courses as means of upgrading his/her capabilities as a City employee.

b. The criteria for evaluating a request to attend outside instructional course shall be that the estimated value to the City from the course is commensurate with the total cost including tuition, transportation, meals, lodging pay and other expenses; that consideration be given to the quality of both the curriculum and the instructors involved so as to be reasonably certain that the course will be practical and usable in City operation; and that in the case of a prolonged course of instruction, there will be adequate coverage of the employee's normal duties during his/her absence.

c. Employee training to improve work performance of the employee in his/her present position, both by means of in-service instruction and outside instructional courses, may be conducted during or after the employee's working hours.

Training to prepare the employee for promotion shall be on the employee's own time unless, because of shortage of manpower or other circumstances, it is in the City's interest to use work time.

~~22~~25.2 National Incident Management System (NIMS) Training

The federal government is currently requiring jurisdictions to implement an incident command system called NIMS. NIMS covers areas such as: incident command structure, common terminology, mutual aid agreements, and resource typing. All local government entities, including schools, are supposed to be NIMS-compliant. The majority of NIMS implementation time is devoted to training. ~~Here~~ Below is a list of the classes currently required for NIMS training compliance:

*IS-100 (Introduction to Incident Command) and IS-700 (Introduction to NIMS):* Required of all employees and officials who will be responding during a disaster.

*IS-200 (Supervisory Incident Command)*: Required of all first-line supervisory responders and above; those who oversee others during any response. NOTE: Those who may have taken *IS-195 (Incident Command)* in the past are not required to take *IS-200* as long as they have a record (e.g. certificate) of taking the training.

There are various ways that these classes can be taken. Please see City Clerk for training material.

All new employees or officials who are required to take this training (per the guidelines above) must complete the training within 120 days of hire.

## Section ~~23~~26. CONCLUSION

All City employees help provide the services that the citizens of ~~Carroll~~ the City desire, pay for, and expect. Good streets, excellent water systems, enjoyable parks, good community planning, police and fire protection do not just happen. ~~As you join this organization, w~~We know that you, too, will give your best effort to provide the people of this community with the service that they can expect. It is not an easy task, but it is worthwhile.

Everyone with the City ~~of Carroll~~organization wishes you well on your job. We hope that your working relationship with the City is long, pleasant, and rewarding.

# CITY OF CARROLL

## POLICIES AND PROCEDURES MANUAL

| Subject | Policy No. |
|---|---|
| **Safety Policy** | 0901 |

| Responsible Division(s), Office(s) | Related Policies & Procedures |
|---|---|
| **All Departments** | |

| Effective/Revision Date | Approval(s) |
|---|---|
| 03/86 05/93 08/94<br>03/98 07/08 03/19 | Michel Pogge-Weaver |

The purpose of this safety policy manual is to provide programs, concepts, and ideas to promote safe work practices and to create the condition of being safe for City of Carroll personnel, and to provide for the safety of the general public in relation to the extent our work activities affect them. Every employee of the City of Carroll shall be responsible for carrying out the safety policies within this manual.

In addition to practicing safe work procedures, all City of Carroll employees are strongly urged to observe good safety practices both in areas away from the job and at home. Employees who are injured off the job, put a burden onto their fellow workers and to the City. When someone is unexpectantly absent from work due to an injury, either less work is accomplished, or the other workers are required to pick up the slack. In some cases, this added work pressure could lead to accidents or injuries. Therefore, safety is a necessity both at work and at home.

It is the policy of the City of Carroll, Iowa that every employee is entitled to work under the safest conditions possible. To this end, every reasonable effort will be made to promote accident prevention for protection and health preservation.

It is our belief that accidents which injure people, damage machinery and destroy materials cause needless personal suffering, inconvenience and expense. We believe that practically all accidents can be prevented by taking common sense precautions.

The City of Carroll will endeavor to maintain a safe and healthful work place. The City will provide safe working equipment, necessary personal protections, and in the case of the injury, provide the best first aid and medical services available.

The manual represents an ongoing effort by management to present safety rule and operation procedures in a manner that is concise and understandable. It should be recorded as a supplement to Iowa Occupational and Safety Health (IOSH) standards and existing department rules and is intended to aide the supervisor in complying with the required safety and health measures.

A safety coordinator, appointed by the City manager, will head the City safety program operations. The safety coordinator will communicate pertinent information to all departments and will undertake such duties as may be required in the day-to-day operation of the safety program. Each department head will have overall supervisory responsibility for ensuring safety within their department. Superintendents, supervisors, and lead persons will strive to assure the safety of all subordinates in their respective work areas.

It is wrong to believe that accidents are unavoidable and will always happen. If all of us do our part, including acting and talking safety at all times, and having a healthy attitude towards accident prevention and loss control, improved safety on the job can be achieved.

CITY OF CARROLL, IOWA

SAFETY POLICY

TABLE OF CONTENTS


| | PAGE |
|---|---|
| INTRODUCTION | 1 |
| SAFETY POLICY STATEMENT | 2 |
| SAFETY POLICY VIOLATIONS | 3 |
| SAFETY TRAINING SESSIONS | 4 |
| EMPLOYEE SAFETY COMMITTEE | 5 |
| GENERAL SAFETY & HEALTH REGULATIONS | 6-7 |
| VEHICLES & EQUIPMENT OPERATION | 8 |
| VEHICLES & EQUIPMENT SAFETY MAINTENANCE | 9 |
| OPERATIONS & PROCEDURES – UNDERGROUND STRUCTURES | 10-11 |
| OPERATIONS & PROCEDURES – TRENCH CONSTRUCTION | 12 |
| BARRICADES & WARNING SIGNS | 13 |
| CHEMICAL HANDLING & STORAGE | 14 |
| FIRE PROTECTION | 15 |
| POLICE DEPARTMENT DISCLAIMER | 16 |



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Revised: 5/93
Revised: 8/94
Revised: 3/98
Revised: 7/08
Revised: 3/19

# INTRODUCTION

Safety- A condition of being safe; freedom from danger or hazard or the quality of being devoid of whatever exposes one to danger or harm.

According to the above definition if one is free of or devoid of danger or hazard or of whatever exposes one to danger or harm, then one is safe. It is very difficult to be completely safe or free from all dangers. In order to do this one would have to isolate oneself from all other individuals and all objects. Because of our work and play activities, the food we must eat, the air we must breathe, and so on, we can never be, absolutely, 100% safe.

However, through the use of generally accepted safety practices and procedures we can be relatively assured that we are safe. This is especially true of our work activities. Because during our work activities we come in contact with other individuals, use tool and equipment, and may be required to perform physical activities, it is important that we recognize and practice safe work practices and procedures, In all probability we will not be 100% accident free, but we will be able to effectively reduce the number, frequency, and severity, of accidents.

The purpose of this safety policy manual is to provide programs, concepts, and ideas, to promote safe work practices and to create the condition of being safe for City of Carroll personnel, and to provide for the safety of the general public in relation to the extent our work activities affect them. Every employee of the City of Carroll shall be responsible for carrying out the safety policies within this manual.

In addition to practicing safe work procedures, all City of Carroll employees are strongly urged to observe good safety practices both in areas away from the job and at home. Employees who are injured off the job, put a burden onto their fellow workers and to the City. When someone is unexpectantly absent from work due to an injury, either less work is accomplished, or the other workers are required to pick up the slack. In some cases, this added work pressure could lead to accidents or injuries. Therefore, safety is a necessity both at work and at home.

CITY OF CARROLL

SAFETY POLICY STATEMENT

It is the policy of the City of Carroll, Iowa that every employee is entitled to work under the safest conditions possible. To this end, every reasonable effort will be made to promote accident prevention for protection and health preservation.

It is our belief that accident injure people, damage machinery and destroy materials cause needless personal suffering, inconvenience and expense. We believe that practically all accidents can be prevented by taking common sense precaution.

The City of Carroll will endeavor to maintain a safe and healthful work place. The City will provide safe working equipment, necessary personal protections, and in the case of injury, provide the best first aid and medical services available.

This manual represents an ongoing effort by management to present safety rules and operation procedures in a manner that is concise and understandable. It should be recorded as a supplement to Iowa occupational and Safety Health (IOSH) standards and existing department rules and is intended to aide the supervisor in complying with the required safety and health measures.

A safety coordinator, appointed by the City Manager, will head the City safety program operations. The safety coordinator will communicate pertinent information to all departments and will undertake such duties as may be required in the day-to-day operation of the safety program. Each department head will have overall supervisory responsibility for ensuring safety within their departments. Superintendents, supervisors, and lead persons will strive to assure the safety of all subordinates in their respective work areas.

It is wrong to believe that accidents are unavoidable and will always happen. If all of us do our part, including acting and talking safety at all times, and having a healthy attitude towards accident prevention and loss control, improved safety on the job can be achieved.

CITY OF CARROLL

SAFETY POLICY VIOLATIONS

All City of Carroll employees shall comply with this Safety Policy and with the State and Federal laws governing Safety and Health. Failure of any employee to comply shall be cause for disciplinary action.

If an employee shows a wanton disregard for safety rules or procedures and continues to violate the rules or procedures after verbal warnings, he/she may be issued a documented verbal warning. If another violation of the same rule or procedure is committed by the employee within 6 months of the documented verbal warning, he/she may receive a written reprimand. If yet another violation of the same rule or procedure is committed by the employee within 6 months of the written reprimand, he/she may receive a one day suspension without pay. Any suspension with or without pay requires review and concurrence by the City manager. Lack of cooperation on the part of any employee could lead to permanent dismissal.

Any employee who wantonly disregards safety rules and regulations and by doing so endangers the life of himself, fellow employees, or anyone else, or exposes himself, fellow employees, or anyone else to serious injury, may be suspended or dismissed immediately by his/her supervisor with the concurrence of the City Manager.

CITY OF CARROLL

SAFETY TRAINING SESSIONS

Safety training sessions will be conducted quarterly by the Safety Director or his/her representative. The purpose of the safety training sessions are as follows:

1. To advise employees of all pertinent information relating to the Occupational Safety and Health Act
2. To train and retrain all employees, new and old, in the safe way to do their job, and point out where hazards exist.
3. To instruct employees in the proper use of all safety equipment and protective devices.
4. To instruct employees in the reasons it is necessary to use protective safety equipment.
5. To inform employees of all existing city safety policies, regulations, rules, and revisions.
6. Instruct all employees regarding disciplinary policy for violation of safety rules.
7. To promote safety awareness and encourage a proper safety attitude for all employees.

Note: Attendance at safety training sessions is mandatory. Excuses for missing a safety training session must be approved by each employee's Department Head.

CITY OF CARROLL

EMPLOYEE SAFETY COMMITTEE

An employee safety committee will be established and will have the following duties and responsibilities.

A. Review all investigations of accidents and injuries submitted by the immediate supervisors of the employees injured. When the committee feels further investigation of the accident or injury is warranted, the committee shall proceed with such investigation. After said reviews an/or investigations the committee shall recommend to the safety director and/or the appropriate supervisor, such steps or actions that may reduce or eliminate the future occurrence of accidents or injuries of a similar type.

B. Upon the written request of an employee who has been cited with a safety violation, the committee will review the case with both parties and submit a written report to the office of the City Manager.

C. Establish a safety communications system to alert all personnel of safety policy and rules (i.e. bulletin boards, etc.)

A representative from each of the following departments shall serve on the employee safety committee:

1. Safety Director
2. Street Department
3. Parks Department
4. Recreation Department
5. Water & Wastewater Department
6. Police Department / Communications Center
7. Employee at-large (appointed by City Manager)

Employees serving on the Safety Committee shall be selected by the Department Head and appointed by the City Manager, and shall serve for a period of two (2) years, with the option of reappointment.

CITY OF CARROLL

GENERAL SAFETY AND HEALTH REGULATIONS

1. Head Protection: Employees working in situations where there is a possible danger of head injury from impact, or from falling or flying objects shall be protected by protective helmets. Each City Department shall prepare a list of known situations or work activities where protective helmets shall be worn. Supervisors shall have the authority to require head protection in situations and work activities where they deem it necessary, even though that situation or work activity may not be included on the department list.

   At all times, the employee must have his/her hard hat easily and quickly accessible in the event a "required-to-wear" situation arises.

   Safety hats (or protective helmets) shall not be defaced or altered, such as by drilling holes or by painting. Only approved decals may be used. Bump caps may be used in lieu of hard hats where approved by the supervisor in charge.

   Superintendents shall be responsible for enforcing this policy. Failure to comply with this policy shall be grounds for discipline: oral reprimand, written reprimand, suspension, or termination.

2. Safety Glass: Safety glasses, goggles, or face shields suitable for the work shall be worn where flying objects, liquids, chemicals, etc. may create a hazard to the eyes. For each employee that has a need for safety glasses, the City shall supply him/her with one pair of non-prescription or prescription safety glasses. The City shall provide frames and lens for non-prescription and prescription safety glasses at a price agreed to by the City and the Carroll Optometrists. The price shall include frames in the mid-range category. If the employee should wish to purchase a more expensive safety frame, the additional expense shall be the employee's. The fee for the safety frames and lens shall include a dispensing fee. The cost of the eye examination shall be paid by the employee. If needed, the City will replace prescription safety glasses after two (2) year intervals, unless the glasses are damaged during work or because of work activities. In such case they shall be replaced as needed a the City's expense.

3. Toe/Foot Protection: Each employee shall wear shoes suitable for the work to be performed. Safety toe shoes are recommended. Safety toe shoes shall be worn at all times during working hours by those employees who are required to wear them by the Department Head or designee. Safety toe shoes for employees shall meet the requirements and specifications in American Society for Testing and Materials (ASTM) ~~F2412-05 or~~ F2413-11~~05~~ or newer revision. Employees shall be required to wear shoes appropriate to the working environment, as determined by Department Head or designee. Shoes should be replaced as wear and tear warrants. However, in no case should any employee receive the City allotment for safety shoes more than once in any twelve month period. Determination of eligibility for safety shoes and/or replacement thereof shall be made by the Department Head or his/her designee in accordance with this policy

   Superintendents shall be responsible for enforcing this policy. Failure by employees to comply with this policy shall be grounds for discipline: oral reprimand, written reprimand, suspension, or termination. See City Policy 400 – Personnel Policies, Section 14.3 Safety Shoes for current City reimbursement rates. ~~The City shall participate in the cost of safety shoes up to $150.00 per pair of safety shoes.~~

CITY OF CARROLL

VEHICLES AND EQUIPEMENT OPERATION

1. All motor vehicles will be operated in accordance with State and Local Regulations. Road and weather conditions will be given consideration in determining a safe speed within the legal limit

2. Drivers shall drive safely and courteously at all times. Drivers shall yield the right-of-way to other vehicles and to pedestrians if there are any questions as to who has the right-of-way.

3. The use of seat belts shall be mandatory by all employees operating vehicles which are equipped with seat belts.

4. Employees must not attempt to get on or off of moving vehicles. Employees must ride with all parts of the body inside vehicles.

5. When vehicles or equipment are parked on a street or a highway as part of a work project, they shall be parked to offer the least traffic impediment and to provide safe access to tool compartments. Cones, barricades, flashers, signs, etc. shall be used as required. Vehicles or equipment parked and unattached shall have the engine switched off, and gear selector placed in low or reverse gear with the parking break applied. If equipped with automatic transmission, gear selector shall be placed in park position and the parking break applied. Keys shall be removed from unattended vehicles.

6. Vehicles or equipment parked on inclines: if facing downhill, front wheels are turned toward curb; if facing uphill, front wheels are turned away from curb.

7. Good housekeeping will be applied to all trucks. All materials not used or needed will be returned to the storeroom or kept in an orderly condition and adequately secured on the truck.

8. Each driver will make a "circle inspection" prior to moving the vehicle.

9. All drivers must use extreme caution in backing vehicles. If a rider is present he/she shall get out and direct the driver (passenger cars and pickups excluded). If sight of the guide is lost – stop.

10. All trucks (except pickups) and heavy equipment shall be equipped with backup alarms.

11. Fire extinguishers and first aid kits shall be installed in each City vehicle and will be checked weekly by the personnel using the vehicle.

CITY OF CARROLL

VEHICLES AND EQUIPMENT SAFETY MAINTENANCE

1. All City vehicles and equipment shall be inspected daily by the operator. Such operating supplies as fuel and oil shall also be checked daily. The supervisors and the chief mechanic shall inspect all vehicles and equipment annually to determine what repairs, if any, are necessary to up-grade the safety of the vehicle.

2. Stop the engine before refueling. Do not smoke when refueling or in the refueling area

3. Practice good housekeeping: keep the floor around engines clean, dry, and free of slippery materials and objects that may cause tripping. Wipe off spillage immediately.

4. Guard against inhaling excessive carbon monoxide gas from exhausts of running engines. Provide proper ventilation.

5. Get help or use a hoist to lift unusually heavy loads

6. Change clothes that become soaked with oil or gasoline; do not risk a dangerous fire.

CITY OF CARROLL

OPERATIONS AND PROCEDURES – UDERGROUND STRUCTURES

Do not enter underground structures without first assuring that the air is safe. Follow these precautions:

1. Proper tools shall be used for opening the manhole or vault and handling the cover to prevent foot and back injuries.

2. Every precaution shall be exercised to protect the work area from traffic hazards. Barricades, signs, high-level warning devices, and lights should conform to the Manual on Uniform Traffic Control Devices (MUTCD) in order to provide adequate warning to traffic.

3. The absence of harmful level of toxic gases in an underground chamber shall be verified using approved equipment and methods before personnel are permitted to enter. No underground or confined structure shall be considered safe until it has been demonstrated to be free of harmful levels of gasses and to contain sufficient oxygen to sustain life. Oxygen deficiency shall be determined by an approved device.

4. Adequate and continuous ventilation shall be provided to ensure sufficient fresh air while personnel are within a vault or manhole. Where a blower is used for this purpose, the discharge end should be placed near the bottom of the manhole to force the air up and out.

5. Suitable measures shall be taken to prevent surface water or debris from accidentally entering the vault or subsurface while work is in progress.

6. Proper shoring and bracing shall be used to prevent can-ins while manholes or vaults are under construction.

7. Tools shall never be used or left in such a manner as to endanger the safety of personnel. Because falling tools are a definite hazard, subsurface workers shall always wear hard hats.

8. Mechanical lifting aids shall be used to raise, lower, or suspend heavy or bulky material to personnel working in manholes or vaults.

9. A ladder shall always be used for entering or leaving a manhole, vault, or pit over 4 ft. deep.

10. Smoking shall not be permitted in or about a manhole

11. A helper shall be stationed at the manhole entrance at all times, and the person entering the manhole shall wear lifeline and harness arrangement.

12. The helper should be trained to apply artificial respiration. He shall be in communication with the person inside the confined space. A means for obtaining immediate help, such as a two-way radio, shall be readily available.

13. See the Confided Spaces Program Policy for further regulations and procedures in regard to confined space entry.

CITY OF CARROLL

OPERATON AND PORCEDURES – TRENCH CONSTRUCTION

1. Wear approved hard hats when working in or around trenches.

2. Do not jump into a trench. If the trench is shallow, sit on the shoulder and slide in. Use ladders where required.

3. When employees are required to be in trenches 4 ft. deep or more, and adequate means of exit, such as a ladder or steps, must be provided and located so as to require no more than 25 ft. of lateral travel.

4. Remove earth and other material so that overhanging banks are avoided. If undercutting is necessary, adequate bracing shall be provided.

5. If possible, keep the spoil bank between workers and the traffic.

6. Provide and maintain all necessary barriers, temporary bridges, walks, warning signs, flags, glares, lights, and when necessary, watchmen and flagmen for the protection of workers, vehicles, and pedestrians. The above shall conform to the Manual on Uniform Traffic Control Devices (MUTCD).

7. If it is absolutely necessary to work above and overhanging bank, use a safety belt and a lifeline, with a helper to assist in an emergency.

8. Either use tight street shoring to guard against the caving in of sandy soil or loose material when the depth of the trench exceeds 5 ft., or cut back the bank to a safe angle of repose. Keep shoring at or near the bottom of the ditch as it is excavated and follow with bracing to ensure safety.

9. Use closely placed plank shoring to guard against cave-in by a soil that is saturated with water, subject to vibration, or in a refill area, when the depth of the trench exceeds 5 ft.

CITY OF CARROLL

BARRICADES AND WARNING SIGNS

1. Advance warnings, including high-level warning devices and instructional signs to motorists, shall be placed will ahead of the construction area to warn motorists and to delineate the route through or past the area. All work area protection devices must be of the size, color, and shape specified by an be placed in accordance with appropriate federal, state, or local requirements.

2. Suitable barricades, delineators, and other warning devices must be placed and maintained in a manner to achieve safe diversion or pedestrian and vehicular traffic.

3. The work area shall be protected by barricades, barriers, or planks to provide a safe working space. Flagman to direct and slow traffic may be necessary in some areas. Trucks, air compressors, and other equipment, when used, shall be positioned between the work and the traffic.

4. During periods of reduced visibility, suitable and adequate lighting shall be used in addition to other protective measures.

5. Adequate barriers, barricades, flashing lights, and signs shall be placed to warn and divert traffic during periods in which no work is in progress.

6. All barricades and warning signs required by items 1 thru 5 shall conform to the Manual on Uniform Traffic Control Devices (MUTCD).

CITY OF CARROLL

CHEMICAL HANDLING AND STORAGE

1. Employees handling acids, caustics, or other corrosive or toxic chemicals shall keep their sleeves rolled down and wear adequate gloves, aprons, and eye and face protection, as necessary to prevent personal injury.

2. Chlorine or chemical cylinders should be handled carefully and not allowed to be dropped or collided one with another. Cylinders shall be moved by means of hand trucks equipped with safety chains.

3. Cylinders shall be stored in an upright position where heavy materials cannot fall on or against them. Cylinders shall be supported so they cannot fall over.

4. The protective caps shall be kept in place when cylinders or containers are not in use or are being handled, because the discharge valves and fusible plugs are not designed to take shocks.

5. Gas masks shall be self-contained, supplied-air breathing apparatus. The masks shall be located conveniently near, but not in, the chlorine room, where they may be obtained for emergency use without going through the chlorine-gas area.

6. A copy of all chlorine safety instructions should be exhibited at some conspicuous point just outside the chlorine room and a copy should be placed in the first-aid kit.

CITY OF CARROLL

FIRE PROTECTION

1. A neat, well-ordered work area represents a good safety policy. The personnel on duty shall be responsible for elimination of obvious fire hazards.

2. Fire extinguishers should be located conspicuously in hallways near the doorways of workrooms. If several extinguishers are need in a particular workroom, they should be easily accessible from all parts of the room.

3. Portable fire extinguishers should be inspected periodically and maintained in accordance with local fire regulations. Each extinguisher shall be tagged to show the date of the last inspection or recharge.

4. Extinguishers shall be recharged after every use.

5. The telephone numbers of the fire and police departments shall be posed in a conspicuous location at every telephone station for quick reference in an emergency.

6. All exits shall be distinctly marked and lights with a reliable light source. All doors in hazardous locations shall open outward and shall be provided with "panic bars".

7. All employees shall be instructed in the proper use of the different types of fire extinguishers available.

CITY OF CARROLL

POLICE DISCLAIMER

Attached is a disclaimer written by the Chief of Police. This disclaimer shall not affect in any way usual operating procedures of the Carroll Police Department. Only emergency circumstances will allow officers to deviate from accepted safety practices, and then only if no other means is available. In most emergency situations safety precautions can be followed, and in fact, are necessary to perform the emergency

# City of Carroll

**Brad Burke, Chief of Police** **Police Department**

112 E. 5th Street Carroll, Iowa 51401-2799 (712) 792-3536 FAX: (712) 792-8088

**MEMO TO:** Greg Schreck, Safety Director

**FROM:** Brad Burke, Chief of Police

**DATE:** March 19, 2019

**SUBJECT:** Disclaimer, Safety Policy Directive

Due to the nature of the job of police officer, exigent or emergency circumstances will sometimes make it impractical, if not impossible, to follow all of the safety precautions contained herein.

In such instances, members of the Carroll Police Department are instructed to exercise judgment, common sense, and as much caution as necessary to ensure the maximum amount of safety that circumstances allow.

In all other situations the directives shall be followed explicitly.

Brad Burke
Chief of Police