



# City of Sheffield Employee Handbook

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## Welcome to Sheffield, Iowa

Thank you for joining the City of Sheffield, Iowa. We hope you agree that you have a great contribution to make to the City and that you will find your employment here a rewarding experience. We look forward to the opportunity of working together to create a more successful, vibrant city that is responsive to the needs of our residents. We also want you to feel that your employment with Sheffield will be a mutually beneficial and gratifying one.

You have joined a City that has established an outstanding reputation for quality. Credit for this goes to everyone in Municipal government. We hope you too will find satisfaction and take pride in your work here as a member of Sheffield's team, you will be expected to contribute your talents and energies to further improve the environment and quality of Sheffield, Iowa.

This Employee Manual will provide answers to most of the questions you may have about Sheffield's benefit programs, as well as our policies and procedures. You are responsible for reading and understanding this Employee Manual. If anything is unclear, please discuss the matter with your supervisor.

I extend to you my personal best wishes for your success and happiness.

Sincerely

Mayor

City of Sheffield

Notice:

This Employee Manual has been prepared to inform you of Sheffield's philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee.

**Some things you must understand**

The policies in this Employee Manual are to be considered as guidelines.

The City, at its option may change, delete, suspend or discontinue any part or parts of the policies in this Employee Manual at any time without prior notice and for any reason including, but not limited, to reasons relating to business, employment legislation, and economic conditions.

Any such action shall apply to existing as well as to future employees.

Employees may not accrue eligibility for monetary benefits (overtime or Vacation) that they have not become eligible for through actual time spent at work.

Employees may not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.

No one other than the City Council of Sheffield, Iowa, may alter or modify any of the policies in this Employee Manual. Any alteration or modification of the policies in this Employee Manual must be amended by resolution.

No statement or promise by a supervisor, manager, or department head, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

If any section of this manual is in conflict with the Sheffield City Code, the City Code is to be followed.

Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only that particular provision.

This Employee Manual replaces any and all other or previous City of Sheffield, Iowa Employee Manuals or other City policies whether written or oral.

## **City of Sheffield – Chain of command**

### Iowa Code 372.14 - THE MAYOR

1. The mayor is the chief executive officer of the city and presiding officer of the council. Except for the supervisory duties which have been delegated by law to a city manager, the mayor shall supervise all city officers and departments.
2. The mayor may take command of the police and govern the city by proclamation, upon making a determination that a time of emergency or public danger exists. Within the city limits, the mayor has all the powers conferred upon the sheriff to suppress disorders.
3. The mayor pro tem is vice president of the council. When the mayor is absent or unable to act, the mayor pro tem shall perform the mayor's duties, except that the mayor pro tem may not appoint, employ, or discharge officers or employees without the approval of the council. Official actions of the mayor pro tem when the mayor is absent or unable to act are legal and binding to the same extent as if done by the mayor. The mayor pro tem retains all of the powers of a council member.

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## Receipt and Acknowledgement of City of Sheffield, Iowa, Employee Manual

Please read the following statements, sign below and return to your supervisor.

### Understanding and Acknowledging Receipt of City of Sheffield, Iowa, Employee Manual

I have received and read a copy of the City of Sheffield, Iowa, Employee Manual. I understand that the policies and benefits described in it are subject to change at the sole discretion of the City Council at any time.

### At Will Employment

I further understand that my employment is at will, and neither I nor the City of Sheffield, Iowa, has entered into a contract regarding the duration of my employment. I am free to terminate my employment with the City of Sheffield, Iowa, at any time, with or without reason. Likewise, the City of Sheffield, Iowa, has the right to terminate my employment, transfer or demote me at any time, with or without reason, at the discretion of the City of Sheffield, Iowa. No employee of the City of Sheffield, Iowa, can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without the written approval from the City Council.

An employee that has a current contract with the City of Sheffield, such as a new police officer, in regards to training and employment, when hired by the City, does not negate any current or future contracts.

The Iowa Code will be followed in all decisions of the Employee Manual. And no City Policy shall conflict with Iowa Code.

_____	_____
Employee's Printed Name	Position
_____	_____
Employee's Signature	Date

One copy of this form to be in our files, and one to employee.

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**Receipt and Acknowledgment of Employee Manual change by Resolution**

Per Resolution 16-29 passed by the Sheffield City Council on Wednesday November 18<sup>th</sup>, I acknowledge that I have received the amended policies for the "City of Sheffield Employee Handbook" on page 39. I also acknowledge that these are the policies for all employees from that date forward.

_____	_____
Employee's Printed Name	Position
_____	
Employee's Signature	Date

One copy of this form to be in our files, and one to employee.

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## Table of Contents

### Contents

Some things you must understand.....	4
City of Sheffield – Chain of command .....	5
Receipt and Acknowledgement of City of Sheffield, Iowa, Employee Manual .....	7
Receipt and Acknowledgment of Employee Manual change by Resolution .....	9
What the City of Sheffield, Iowa Expects From You .....	18
Open Communication Policy .....	18
What You Can Expect From the City Of Sheffield, Iowa .....	18
Outside Employment .....	19
Residency Requirement.....	19
Employment .....	19
At- Will Employment .....	20
Termination of Your Employment .....	20
Confidential Information .....	20
Resident Relations .....	21
Equal Employment Opportunity.....	21
Harassment Policy.....	22
What Is Harassment .....	22
Responsibility .....	22
Reporting.....	23
Policy Statement on Sexual Harassment.....	23
How You Were Selected .....	24
Employee Background Check .....	25
Criminal Record Check .....	25
Driver's License and Driving Record.....	25
Health Examinations .....	25
Standard of Conduct .....	26
Unacceptable Activities .....	27
Disciplinary Actions .....	28
Discipline Procedure .....	28
Step One: Oral Reminder.....	28
Step Two: Written Warning .....	28

Step Three: Decision Making Leave/Counseling Session.....	29
Orientation Period .....	30
Work Schedule.....	30
Business Hours:.....	30
Severe Weather and Emergency Conditions.....	30
Attendance.....	30
Absence or Lateness .....	31
Employment Classifications .....	31
Full-Time Employees .....	31
Part-Time Employees .....	32
Temporary Employees.....	32
Non-Exempt and Exempt Employees .....	32
Wage and Salary Policies .....	32
Compensation .....	32
Pay Period and Hours.....	33
Pay Cycle .....	33
By-Weekly Pay Cycle.....	33
Pay Check Distribution .....	33
Call-Out Pay .....	33
Personnel Records.....	33
Employee Personnel File.....	34
Employee Medical Records .....	34
Compensation.....	34
Computing Pay .....	34
Mandatory Deductions from paycheck.....	34
Direct Payroll Deposit.....	35
Error in Pay .....	35
Overtime Pay .....	35
Work Performed on Holidays .....	35
Time Records .....	35
Wage Garnishment .....	35
Performances and Compensation Reviews.....	36
Performance Reviews.....	36

Compensation Reviews.....	36
Benefits .....	36
Government Required Coverage.....	37
Workers' Compensation.....	37
Unemployment Compensation .....	38
Social Security .....	38
IPERS Retirement Plan .....	38
Leaves .....	38
Paid Leaves.....	38
Holidays.....	39
Recognized Holidays .....	39
Birthday Holiday .....	39
Holiday Policies.....	39
Vacations .....	40
Amount of Vacation .....	40
Vacation Policies.....	40
Sick Leave Policies .....	40
Military Leave of Absence .....	41
Military Reserves or National Guard Leave of Absence.....	41
Personal Leave of Absence.....	41
Accepting Other Employment or Going Into Business While On Leave of Absence.....	42
Insurance Premium Payment During Leaves of Absence .....	42
Safety .....	42
General Employee Safety.....	42
Reporting Safety Issue .....	42
Safety Rules .....	43
Working Safely .....	43
Lifting.....	43
Materials Handling. ....	43
Trash Disposal.....	43
Cleaning Up .....	43
Preventing Falls.....	43
Handling Tools .....	43

Falling Objects.....	43
Work Areas .....	43
Using Ladders .....	44
Machine Guards.....	44
Personal Protective Equipment.....	44
Electrical Hazards .....	44
Fire Extinguishers .....	44
Report Injuries .....	44
Ask Questions.....	44
Weapons.....	44
Fire Prevention .....	45
In Case of Fire.....	45
If you are aware of a fire, you should:.....	45
Emergency Evacuation .....	45
Housekeeping.....	45
Office Safety.....	46
Office areas present their own safety hazards. Please be sure to: .....	46
Inspection of City Property and Work Places.....	46
Property and Equipment Care .....	46
Restricted Areas .....	46
Separation of Employment.....	47
Insurance Conversion Privilege.....	47
Return of City Property.....	47
Former Employees.....	47
Reinstatement of Benefits (Bridging) .....	47
Post-Employment Inquiries .....	48
Workplace Policies .....	48
Bonding Requirement.....	48
Communications .....	48
City and Department Meetings .....	49
Computer Software (Unauthorized Copying).....	49
Computers, Electronic Mail, and Voice Mail Usage Policy .....	49
Family Policy.....	51

Coverage .....	51
Termination of Coverage .....	51
Leaves of Absence .....	51
Dissolution of Marriage or Family Relationship .....	51
COBRA Coverage .....	51
General Tax and Legal Consequences .....	51
Dress Code and Personal Appearance .....	52
Drug-free Workplace Policy .....	52
Health Risks of Alcohol and Other Drug Use .....	53
Alcohol .....	53
Hypnotics and Anti-Anxiety Drugs .....	53
Stimulants .....	53
Marijuana .....	54
Hallucinogens .....	54
Legal Implications of Alcohol and Other Drug Use .....	54
Possession and Use .....	54
Where to Get Help .....	55
Expense Reimbursement .....	56
Gifts .....	56
Personal Use of City Property .....	56
City Vehicles .....	<b>Error! Bookmark not defined.</b>
Relatives .....	57
Solicitations and Distributions .....	57
Uniforms .....	57
Use of City Vehicle .....	57
Violence in the Workplace Policy .....	58
Supervisors Duty .....	59
Have all charge slips signed. ....	59
CONFIDENTIALITY .....	59
Cellular Telephone Policy .....	59
Eligible Personnel .....	59
Procedures for Use .....	59
Equipment .....	60

Bereavement Days .....60  
Retirement Plan .....60



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## **What the City of Sheffield, Iowa Expects From You**

The City needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and to maintain a good team attitude.

How you interact with fellow employees and those whom the City serves, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire service offered by the City. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability.

You are encouraged to grasp opportunities for personal development offered to you. This manual offers insight on how you can perform positively and to the best of your ability to meet and exceed the City's expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making the City an employer where you can approach your supervisor, or any elected official, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of the City. We're all human, so please communicate with each other and with your Supervisor, Mayor or member of the City Council with respect. Remember, you help create the pleasant and safe working conditions that the City of Sheffield, Iowa, intends for you. The result will be better performance for the City overall and personal satisfaction for you.

## **Open Communication Policy**

The City encourages you to discuss any issue you may have with a co-worker, directly with that person. If a resolution is not reached, please arrange a meeting with your supervisor to discuss any concern, problem, or issue that arises during the course of your employment. Any information discussed in an Open Communication meeting is considered confidential retaliation against any employee for appropriate usage of Open Communication channels is unacceptable. Please remember it is counterproductive to a harmonious workplace for employees to create or repeat rumors or gossip. It is more constructive for an employee to consult his/her supervisor immediately with any questions.

## **What You Can Expect From the City Of Sheffield, Iowa**

The City of Sheffield, Iowa believes in creating a harmonious working relationship between all employees. In pursuit of this goal, the City of Sheffield, Iowa, has created the following employee objectives and guidelines.

1. Provide a challenging, and rewarding workplace and experience.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or a disability that does not prohibit performance of essential job functions.

3. Review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent, with sound business practices.
4. Provide vacation, sick leave and holidays to all eligible employees.
5. Provide eligible employees with Health Benefits within our ability
6. Assure employees, after talking with their Supervisor, an opportunity to discuss any issue of problem with elected officials of the City of Sheffield, Iowa.
7. Take prompt and fair action regarding any complaint which may arise in the everyday conduct of our business, to the extent that is practicable.
8. Respect individual rights, and treat all employees with courtesy and consideration.
9. Maintain mutual respect in our working relationship.
10. Provide working conditions that are comfortable, orderly and safe.
11. Promote employees on the basis of their ability and merit.
12. Make promotions or fill vacancies from within the City of Sheffield, Iowa whenever practical
13. Keep all employees informed of the progress of the City of Sheffield, Iowa, as well as the City's overall goals and objectives, and promote an atmosphere in keeping with the City of Sheffield, Iowa's vision, mission and goals and by being responsive to the needs of our residents.

### **Outside Employment**

If your financial situation requires you to hold a second job, part-time or full-time, or if you intend to engage in a business enterprise of your own, the City would like to know about it. Before accepting any outside employment you must discuss the matter with your supervisor. No employee of the City of Sheffield, Iowa, can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without the written approval from the City Council, as outside employment could impact your city's workman's comp or insurance.

If you do take a second job, part-time or full-time, you are required to provide proof that you are covered by that employers workman's comp.

We encourage all employees to bring forward their suggestions and good ideas about how our city can be made a better place to work and our service to our residents enhanced. When you see an opportunity for improvement, please talk it over with your supervisor. He/she can help you bring your idea to the attention of the individual (s) people in the City who will be responsible for possibly implementing it.

### **Residency Requirement**

All persons employed by the City of Sheffield as regular full-time or regular part-time employees have no residency requirements.

All persons employed by the City of Sheffield as full-time or part-time employees that are required by their job description to be 'On-Call', after the date of adoption of this policy, shall within six (6) months after appointment, establish and maintain residency within twenty (20) miles of the city limits of Sheffield, Iowa. Exceptions may be granted by special City Council action.

Any full-time or part-time employees that are required by their job description to be 'On-Call', shall be required to obtain special City Council approval before establishing their residency outside of the twenty (20) mile limit.

## **Employment**

### **At- Will Employment**

Your employment with the City of Sheffield, Iowa, is at will, having no specified term, meaning that you or the City of Sheffield can terminate the employment relationship at any time, with or without cause, and without prior notice. This means that neither you nor the City of Sheffield, Iowa, has entered into a contract regarding the duration of your employment. You are free to terminate your employment with the City at any time, with or without reason. Likewise, the City of Sheffield, Iowa, has the right to terminate your employment, or otherwise discipline, transfer or demote you at any time, with or without reason, at the discretion of the City.

Prior to being discharged, the Mayor or City Council will meet with the employee and inform him/her that discharge from employment is under serious consideration, and give the employee an opportunity to respond by presenting any new or additional information he/she views as relevant. If after consideration of any information provided at this meeting a decision to discharge is made, a letter of discharge will be sent to the employee within 24 hours of the discharge. A copy will also be placed in the employee's personal file.

Some employee actions are serious enough to merit immediate discharge. The City reserves the right to determine when an employee's actions are serious enough to merit immediate discharge.

No employee of the City can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without written approval from the City Council.

### **Termination of Your Employment**

The City of Sheffield, Iowa, will consider you to have voluntarily terminated your employment if you do any of the following:

1. Resign from the City of Sheffield, Iowa
2. Fail to return from an approved leave of absence on the date specified by the City, or
3. Fail to report to work or call in for three (3) or more consecutive workdays.

You may be terminated for poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of the City's policies. However, your employment is at-will, and you and the City have the right to terminate your employment for any or no reason.

### **Confidential Information**

Upon accepting employment with the City of Sheffield, Iowa, you were asked to sign a Confidentiality Agreement, which generally provides that you will not disclose or use any confidential City information either during or after your employment. We sincerely hope that our relationship will be long-term and mutually rewarding. However, your employment with the

City of Sheffield, Iowa, assumes an obligation to maintain confidentiality, even after you leave our employment.

Additionally, our residents and suppliers entrust the City with important information relating to their businesses. The nature of this relationship requires maintenance of confidentiality, in safeguarding the information received, the City earns the respect and further trust of our residents and suppliers.

If you are questioned by someone outside the city or your department and you are concerned about the appropriateness of giving them certain information, you are not required to answer. Instead, as politely as possible, refer the request to your supervisor.

Except as provided by the Code of Iowa, Chapter 22, 1997, as amended, no one is permitted to remove or make copies of any of the City of Sheffield, Iowa's, records, reports or documents without prior approval of the Mayor and/or City Council. Disclosure of confidential information could lead to termination, as well as other possible legal action.

### **Resident Relations**

The success of the City of Sheffield, Iowa, depends upon the quality of the relationships between the City, our employees, residents, suppliers, and the general public. In a sense, regardless of your position, you are the City's ambassador. The more goodwill you promote, the more our residents will respect and appreciate you, the City of Sheffield, and our services. Below are several things you can do to help give residents a good impression of the City.

These are building blocks for our continued success.

1. Act competently and deal with residents and the general public in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on responsibilities and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.

These policies apply to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state and local laws.

### **Equal Employment Opportunity**

The City of Sheffield, Iowa, is an equal opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, sex, national origin, age, religion, creed, military status (except those actions required by law providing veteran preferential treatment), or any other factor protected by law. The City complies with the law regarding reasonable accommodation for disabled employees. The City Council has issued the following policy stating the City's views on this matter.

It is the policy of the City of Sheffield, Iowa, to comply with all the relevant and applicable provisions of the American with Disabilities Act (ADA). The City will not discriminate against

any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. The City will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the City.

Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

Management is primarily responsible for seeing that the City's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

Any employees, including managers, involved in discriminatory practices will be subject to termination.

### **Harassment Policy**

The City of Sheffield, Iowa, intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility, or other offenses, which might interfere with work performance. Harassment of any sort-verbal, physical and visual-will not be tolerated. These offenses include, but are not necessarily limited to race, color, religion, sex age, national origin, disability, veteran status, or any other protected status defined by law.

### **What Is Harassment**

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not limited to conduct which is sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

### **Responsibility**

All city employees, and particularly managers, have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or the designated management representative with whom they feel comfortable. When management becomes aware of the existence of harassment, it is obligated by law to take prompt action, whether or not the victim wants the City to do so.

## **Reporting**

When a harassing persons behavior is unacceptable, offensive or inappropriate, the offended party it is not required to confront the offending party. It is essential, however, to notify your supervisor immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported by the Supervisor or the employee to the Mayor or any member of the City Council. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate will be subject to disciplinary action up to and including termination. The City will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

An employee who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such action and their consequences. Said behavior shall be deemed to be termination for good cause.

## **Policy Statement on Sexual Harassment**

It is the commitment of the City of Sheffield, Iowa, to provide a work environment free of sexual harassment. Therefore it is illegal and against City policy for an employee, patron, or vendor of the City to harass any employee by:

1. Making sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature, a condition of hire or continued employment: or
2. Making submission to, or rejection of, such conduct the basis for an employment decision affecting the employee such as assignment, compensation, advancement, or career development: or
3. Creating an intimidating, hostile or offensive work environment by engaging in such conduct.

Sexual harassment infringes upon an employee's right to a comfortable work environment and is a form of misconduct that undermines the integrity of the employment relationship. Sexual harassment refers to conduct that is offensive to an individual, that harms morale, and that interferes with the efficiency and effectiveness our efforts to serve our public. Sexual harassment includes, but is not limited to, the following:

1. Offensive sexual flirtations, advances or propositions
2. Verbal abuse of a sexual nature
3. Graphic or degrading verbal comments about an individual or his/her appearance
4. The display of sexually suggestive objects or pictures
5. Any offensive or abusive physical contact

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents an individual from effectively performing the duties of his/her position. It also encompasses such conduct when it is made a term or

condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped.

Sexual harassment may exist on a continuum of behavior.

Generally, two categories of sexual harassment exist. The first, "quid pro quo", may be defined as an exchange of sexual favors for improvement in your working conditions and/or compensation. The second category, "hostile, intimidating, offensive working environment," can be described as a situation in which unwelcome sexual advances, requests for sexual favor, or other verbal or physical contact of a sexual nature when such conduct creates an intimidating or offensive environment. Examples of a hostile, intimidating, and offensive working environment include, but are not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee. This behavior does not necessarily link improved working conditions in exchange for sexual favors. It is also against the City's policy to download inappropriate pictures or materials from computer systems.

The City prohibits any employee from retaliating in any way against anyone who has raised any concern about sexual harassment or discrimination against another individual.

The City will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace.

If you believe that you have been subjected to sexual harassment either by a City employee, patron, or vendor, you should promptly submit an oral or written complaint to the Mayor or a member of the City Council. If you have reported an incident of alleged sexual harassment to the Mayor or a member of the City Council and you believe the charge has not been dealt with in an expeditious and effective manner, you should report the incident to the entire City Council.

In order to protect the interests of its employees, its citizens, and the City itself, the City will investigate every complaint of sexual harassment that is brought to its attention. Complaint investigations will be treated professionally, and all statements will be handled with as much discretion as possible. If the City determines that an employee did engage in behavior or conduct that constitutes sexual harassment, disciplinary action will be taken and may include termination.

### **How You Were Selected**

The City is confident that as a result of the mutual selection process undertaken, your employment will prove to be beneficial to the City as well as yourself and we look forward to having you join us.

We carefully select our employees through written applications, personal interviews and reference checks. After all available information was considered and evaluated; you were selected to become a member of our team!



This selection process helps the City of Sheffield, Iowa, find and employ people who are concerned with their own personal success and the success of the City; people who want to do a job well; people who can carry on their work with skill and ability; and people who are comfortable with the City of Sheffield, Iowa, and who can work well with our team.

### **Employee Background Check**

Prior to becoming an employee of the City of Sheffield, Iowa, a job-related background check was conducted. As you may know, a comprehensive background check may consist of prior employment verification, professional reference checks, and education confirmation. As appropriate, a credit, criminal, health examination, child abuse registry and/or driving record history may have also been obtained.

### **Criminal Record Check**

As a part of the City of Sheffield, Iowa's zero tolerance Violence in the Workplace Policy; the City will conduct a pre-employment criminal check on those applicants for positions that may involve close, unsupervised contact with the public. When appropriate, the criminal record is checked to protect the City's interest and that of its employees and customers

### **Driver's License and Driving Record**

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license or commercial driver's license, when required by law, and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record to the City from time to time. Any changes in your driving record must be reported to your supervisor immediately. Failure to do so may result in disciplinary action, up to and including possible termination.

### **Health Examinations**

The City of Sheffield, Iowa, reserves the right to require an employee's participation in a health examination to determine the employee's ability for performing his/her essential job functions. All such health exams shall be paid for by the City.

### **Policy Regarding Application and Resume Dishonesty**

If you are an applicant for employment and you provide false, inaccurate, or incomplete information in your application form or resume or you fail to disclose information requested in the application form, you will not be eligible for employment

If you have provided false, inaccurate, or incomplete information in your application form or resume or you have failed to disclose information requested in the application form, you

You will be subject to disciplinary action, including termination of employment. This policy shall apply to all employees regardless of the date on which the individual was employed and shall apply to all violations regardless of the date on which the city discovers the violation of this policy.

## Standard of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, you have a relationship to the City of Sheffield, Iowa, and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary, the list is not all inclusive. When each person is aware that he/she can fully depend upon fellow workers to follow the rules of conduct, our organization will be a better place to work for everyone.

1. Violating the non-disclosure agreement; giving confidential or proprietary City information to other organizations or to unauthorized City employees; breach of confidentiality of personnel information
2. Spreading malicious gossip and/or rumors, engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
3. Immoral conduct or indecency on City property, on or off duty.
4. Conducting a lottery or gambling on City premises.
5. Unsatisfactory or careless work; failure to meet quality standards as explained to you by your supervisor.
6. Any act of sexual, racist or other harassment; telling sexist or racist jokes; making racial or ethnic slurs.
7. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before time specified for such purposes.
8. Sleeping or loitering during working hours.
9. Excessive use of City telephone/ cell phones for personal calls.
10. Smoking in restricted areas or at non-designated times, as specified by department rules. No smoking in City vehicles, or buildings.
11. Creating or contributing to unsanitary conditions.
12. Posting, removing or altering notices on any bulletin board on City property without the permission of an elected official or his/her designee.
13. Failure to report an absence or late arrival; excessive absence or lateness.
14. Obscene or abusive language toward any manager, employee, resident or the general public; indifference or rudeness towards a resident, fellow employee, or the general public; any disorderly/antagonistic conduct on City premises.
15. Speeding or reckless driving of City vehicles.
16. Failure to immediately report damage to or an accident involving City equipment.
17. Soliciting actively during working time and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours or at a time or place that interferes with the work of another employee on City premises. Working time is defined as the time assigned for the performance of duties and does not include break time or meal periods. Working areas do not include lunchrooms or parking areas.

18. Failure to use your timesheet, alteration of your own timesheet or records or attendance documents, punching or altering another employee's timesheet or records, or causing someone to alter your timesheet or records

### **Unacceptable Activities**

We expect each person to act in a mature and responsible way at all times. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed below, please see your supervisor for an explanation.

Note that the following list of Unacceptable Activities does not include all types of conduct that can result in disciplinary action, up to and including termination. Nothing in this list alters the at-will nature of your employment; either you or the city may terminate the employment relationship with or without reason, and in the absence of any violation of these rules.

1. Violation of any City rule; any action that is detrimental to the City's efforts to operate profitably, safely and efficiently.
2. Violation of security or safety rules or failure to observe safety rules or the City's safety practices; failure to wear required safety equipment; tampering with City equipment or safety equipment.
3. Negligence; any careless action which endanger the life or safety of another person or damages/destroys property.
4. Being intoxicated or under the influence of alcohol or a controlled substance while at work; use, possession, distribution, offering for sale, or sale of a controlled substance imitation controlled substance, or counterfeit controlled substance in any quantity except the use of medications prescribed by a physician which do not impair work performance.
5. Unauthorized possession of dangerous or illegal firearms, weapons or explosives while on duty.
6. Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on the City's premises or when representing the City; fighting, or provoking a fight or negligent damage of property.
7. Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment.
8. Threatening, intimidating or coercing fellow employees, Mayor or City Council on or off duty at any time, for any purpose.
9. Engaging in an act of sabotage; negligently causing the destruction or damage of City property, or the property of fellow employees, residents, suppliers, or visitors in any manner.
10. Theft or unauthorized possession of City property or the property of fellow employees; unauthorized possession or removal of any City property, including documents, from the premises without prior written permission; unauthorized use of City equipment or property for personal reasons; using City equipment for profit.
11. Dishonesty; falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by the City; alteration of City records or other City documents.

## **Disciplinary Actions**

This Disciplinary Actions Policy applies to all regular employees who have completed the introductory period.

This policy pertains to matters of conduct as well as the performance of duties. However, an employee who does not display satisfactory performance and accomplishment on the job may be dismissed without resorting to the steps set forth in this policy.

Under normal circumstances, managers/supervisors are expected to follow the procedure outlined below. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when the city may decide to repeat a disciplinary step.

### **Discipline Procedure**

Unacceptable behavior which does not lead to immediate dismissal may be dealt with in the following manner:

1. Oral Reminder
2. Written Warning
3. Decision-Making Paid or Non -Paid Leave/ Counseling Session
4. Termination

To insure that the City's business is conducted properly and efficiently, you must conform to certain standards of attendance, conduct, work performance and other work rules and regulations. When a problem in these areas does arise, your Supervisor will coach and counsel you in mutually developing an effective solution. If, however you fail to respond to counseling or coaching, or an incident occurs requiring formal discipline, the following procedures occur.

#### **Step One: Oral Reminder**

Your supervisor will meet with you to discuss the problem or violation, making sure that you understand the nature of the problem, and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and also to remind you that it is your responsibility to meet the City's expectations.

You will be informed that the Oral Reminder is the first step of the discipline procedure. Your supervisor will fully document the Oral Reminder, which will remain in effect for a time period set by the supervisor. Documentation of the incident will remain in the confidential file and will not be placed in your personnel record unless another disciplinary event occurs.

#### **Step Two: Written Warning**

If your performance does not improve within a time period set by the supervisor. Your supervisor will discuss the problem with you, emphasizing the seriousness of the issue and the need for you to immediately remedy the problem. Your supervisor will advise you that you are now at the second level of disciplinary action. After the meeting your supervisor will write a memo to you summarizing the discussion and your agreement to change. This memo to be signed by both the supervisor and Employee. A copy of the memo will be placed in your personnel file.

The Written Warning will remain in effect for six (6) months.

### **Step Three: Decision Making Leave/Counseling Session**

If your performance does not improve within a time period set by the supervisor and approved by the City Council in accordance with the severity of the violation following the Written Warning, or if you are again in violation of the City's practices, rules or standards of conduct, you will be placed on Decision-Making Leave. This Leave is the third and final step of the City of Sheffield, Iowa's disciplinary process

Decision-Making Leave is a paid, one (1) day disciplinary suspension. Employees on this Leave will spend the following day away from work deciding whether to commit to correcting the immediate problem and to conform to all of the City's practices, rules and standards of conduct, or to quit and terminate their employment with the City of Sheffield, Iowa.

If your decision following the Decision-Making Leave is to return to work and abide by the City's practices, rules and standards of conduct, your supervisor will write a letter to you explaining your commitment and the consequences of failing to meet this commitment. You will be required to sign the letter to acknowledge receipt. A copy will be placed in your personnel file.

You will be allowed to return to work with the understanding that if a positive change in behavior does not occur, or if another disciplinary problem occurs within a time period set by the supervisor and approved by the City Council in accordance with the severity of the violation, you will be terminated.

If you are unwilling to make such a commitment, you may either resign or you will be terminated.

If you commit any of the actions listed below, or any other action not specified but similarly serious, you will be suspended without pay pending an investigation of the situation. Following the investigation you may be terminated without any previous disciplinary action having been taken.

1. Theft
2. Falsification of City of Sheffield, Iowa's records.
3. Failure to follow safety practices.
4. Breach of Confidentiality.
5. Threat of, or act of, doing bodily harm.
6. Willful or negligent destruction of property.
7. Unlawful use, possession, distribution, offering for sale, or sale of alcohol, controlled substances, imitation controlled substances, or counterfeit controlled substances.

The provision of this Disciplinary Policy is not a guarantee of its use. The City reserves the right to terminate employment at any time, with or without reason. Additionally, the City reserves the right to prosecute any employee for any of the above infractions.

At-will appointed employees are not subject to just cause standard for discharge. The provisions of this Manual do not establish contractual rights or conditions for employment between the City and its employee.

Prior to being discharged, the City Council, will meet with the employee and inform him/her that discharge from employment is under serious consideration, and give the employee an opportunity to respond by presenting any new or additional information he/she views as relevant. If after consideration of any information provided at this meeting a decision to discharge is made, a letter of discharge will be sent to the employee within 24 hours of the discharge. A copy will also be placed in the employee's personnel file.

Some employee actions are serious enough to merit immediate discharge. The City reserves the right to determine when an employee's actions are serious enough to merit immediate discharge

### **Orientation Period**

During this orientation period the new employee will be eligible for benefits as described in this employee handbook. This will be a time when you get to know your fellow employees, supervisor, and the tasks involved in your job position, as well as becoming familiar with the City's services. Your supervisor will work closely with you to help you understand the needs and process of your job. Please feel free to ask questions not answered during your orientation process.

All new full-time hires shall complete a ninety (90) day orientation period. After successful completion of the ninety (90) day orientation, an evaluation shall be conducted by the immediate supervisor and the Mayor, regarding the employee's knowledge, skills, and abilities and the evaluation will be presented to the City Council. After the evaluation the employee may be reassigned, receive a ninety (90) day orientation extension, given full-time employment status or could be suspended pending termination of employment.

A former employee who has been rehired after a separation from the City of more than one (1) year is considered an introductory employee for their first 6 months following rehire.

### **Work Schedule**

#### **Business Hours:**

The normal workweek consists of 5 days, each eight (8) hours long.

Your particular hours of work and the scheduling of your meal period will be determined and assigned by your supervisor. Most employees are assigned to work a forty (40) hour work week. Should you have any question concerning your work schedule, please ask your supervisor.

### **Severe Weather and Emergency Conditions**

In the event of severe weather conditions or other emergencies, the Mayor may decide to close the City for the remainder of the day. As such, you will be notified as soon as possible by your supervisor.

### **Attendance**

The City would like you to be ready to work at the beginning of your assigned daily work hours, and to reasonably complete your projects by the end of your assigned work hours. Please let

someone know if you will be away from your work for a period of time and when you expect to return.

### **Absence or Lateness**

From time to time; it may be necessary for you to be absent from work. The City is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Sick days, vacation, and/or personal days have been provided for this purpose.

If you are unable to report to work, or if you will arrive late, please contact the City Hall immediately. If you know in advance that you will need to be absent, please request this time off directly from your supervisor. If you are unable to call in yourself because of an illness, or emergency, please have someone else call for you.

Absence from work for three (3) consecutive days without notifying the City Hall or the appropriate City officials will be considered a voluntary resignation.

If you are absent because of an illness for three (3) or more successive days, your supervisor may request that you submit written documentation from your doctor stating you are able to resume normal work duties before you will be allowed to return to work.

A pattern of questionable absences or a number of absences in a period of time can be considered excessive and may be a cause for concern. In addition, excessive lateness or leaving early without letting your supervisor know will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for lateness, will be taken into consideration. Be aware that excessive absences, lateness, or leaving early may lead to disciplinary action, including possible dismissal.

It is important to return to work on time at the end of your meal period.

Note: Information on the types of leaves offered and their qualification criteria are included in the "Leaves" section of this Employee Manual.

### **Employment Classifications**

At the time you are hired, you are classified as full-time, part-time or temporary. In addition, you are classified as either non-exempt or exempt. All other policies described in this Employee Manual and communicated by the City apply to all employees, with the exception of certain wage, salary, and time off limitations applying only to "non-exempt" employees. If you are unsure of which job classification your position fits into, please ask your supervisor.

#### **Full-Time Employees**

An employee who has successfully completed the orientation period and who works at least thirty (30) hours per week is considered a full-time employee.

Unless otherwise specified, the benefits described in this Employee Manual apply only to full-time employees.

If you were a full-time employee and were laid off, you will be considered a full-time employee upon return to work, provided that you were not laid off longer than one (1) year.

If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

### **Part-Time Employees**

An employee who works less than thirty (30) hours per week is considered a part-time employee. If you are a part-time employee, please understand that you are not eligible for benefits described in this Employee Manual, except as granted on occasion, or to the extent required by provision of state and federal laws.

### **Temporary Employees**

From time to time, the City may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule, and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees, interns and seasonal employees are considered temporary employees.

A temporary employee does not become a regular employee by virtue of being employed longer than the agreed upon specified period.

Temporary employees are not eligible for benefits described in this Employee Manual, except as granted on occasion, or to the extent required by provision of state and federal laws. Those temporary employees classified as non-exempt (see section titled "Non-exempt and Exempt Employees") who work more than forty (40) hours during any work week will receive overtime pay.

### **Non-Exempt and Exempt Employees**

At the time you are hired, you will be classified as one of these categories, it is necessary by law, that employees hired in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per work week. These are referred to Non-exempt in this Employee Manual.

Exempt employees are not paid overtime for work in excess of forty (40) hour per work week, and when you are hired you will be informed of the category you will be in.

### **Wage and Salary Policies**

#### **Compensation**

It is the City's desire to pay all regular employees' wages and salaries that are comparable with other employers in the marketplace in a way that will be motivational, fair and equitable.



The city applies the same principles of fairness to all employees, regardless of organizational level, race, color, national origin, sex, age, religion, creed, disability, veteran status, or any other factor protected by law.

Several factors may influence your rate of pay. Some of the items the City considers are the nature and scope of your job. What the City pays their employees in comparable positions and individual, as well as the City performance. It is the City's policy to have a current Job Description on hand which broadly defines your job responsibilities.

### **Pay Period and Hours**

Our normal payroll workweek begins on Friday and ends on Thursday spanning 14 days.

### **Pay Cycle**

#### **By-Weekly Pay Cycle**

Payday is normally on Tuesday for services performed during preceding pay period. The biweekly pay schedule is made up of twenty-six (26) pay periods per year.

Changes will be made and announced in advance whenever the City Holidays or closings interfere with the normal pay schedule.

### **Pay Check Distribution**

Paychecks will be picked up at City Hall by the employee themselves unless written notification is provided to the City Clerk prior.

### **Call-Out Pay**

Occasionally, your department or supervisor may ask you to return to work after you have left the premises for the day, or you may even be asked to work on week-ends or Holidays. If this occurs you will be guaranteed a minimum of two (2) hour of pay, or the actual time worked, whichever is greater.

You will be paid overtime if:

You are employed as part of Public Safety and you have worked in excess of eighty (80) hours per pay period.

Or

You are employed in any other capacity and you have worked in excess of forty (40) hours per week in a pay period.

### **Personnel Records**

The City Clerk is responsible for handling all personnel records. Questions regarding insurance, wages, and interpretations may be directed to the City Clerk.

## **Employee Personnel File**

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits, etc. If you have a change in any of the items listed below, please be sure to correct as soon as possible.

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate City vehicles
9. Military or draft status
10. Exemptions on your W-4 tax form
11. Training Certificates
12. Professional License

Upon experiencing a family status change, please notify supervisor within 31 days for benefit modifications.

You may see information which is kept in your own personnel file if you wish, and you may request and receive copies of all documents you have signed. Please make arrangements with the City Clerk.

## **Employee Medical Records**

All medical records, if any, will be kept in a separate confidential file. The City of Sheffield maintains this information in the strictest confidence and may use to disclose medical information about an employee as provided by law.

## **Compensation**

The goal of the City's compensation program is to attract potential employees, meet the needs of all current employees and encourage well-performing employees to stay with our organization. With this in mind our compensation program is built to balance both employee and the City's needs.

## **Computing Pay**

The City will compute your pay based on eighty (80) or forty (40) hours worked. All Peace Officers pay will be based on 80 hours, and overtime will be paid after 80 hours have been worked in a single pay period. All other employees will be based on 40 hours, and overtime will be paid after 40 hours have been worked in a single week in a two week period.

## **Mandatory Deductions from paycheck**

The City is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security and /or IPERS as required by law. All deductions will be itemized on your check

stub. The amount of deductions will depend on your earning and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from your supervisor immediately. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever the City is ordered to make such a deduction.

### **Direct Payroll Deposit**

Direct payroll deposit is the automatic deposit of your pay into a financial institution account of your choice and may be available. Contact City Clerk or supervisor for details.

### **Error in Pay**

Effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your supervisor immediately. He/she will take the necessary steps to research the problem and to assure that any necessary correction is made prior to or on the next pay period.

### **Overtime Pay**

Overtime is based on need rather than strategic (i.e. planning your schedule to generate overtime). All overtime must be justified on your timecard and in detail and approved by the Mayor. Overtime of 10 or more hours must be approved by the Mayor or your supervisor.

### **Work Performed on Holidays**

Full time employees who are eligible for overtime pay in accordance with the Fair Labor Standards Act who are required to work on a holiday will be compensated time and one half (1/2) for hours worked.

### **Time Records**

By law, we are obligated to keep accurate records of the time worked by employees; this is done by time sheets. You are responsible for accurately recording your time. These time cards are to be FILLED OUT DAILY AND HAVE WHERE YOU WORKED, THEY MUST BE ACCURATE. No one may record hours worked on another employee's timecard. Tampering with another employee's time card is cause for disciplinary action, up to and including possible termination, of both employees. In the event of an error in recording your time, please report the matter to your supervisor immediately. All timecards must be signed prior to collecting paycheck.

### **Wage Garnishment**

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage garnishments. However, when court-ordered deductions are to be taken from your paycheck, you will be notified.

## **Performances and Compensation Reviews**

### **Performance Reviews**

Because we want you to grow and to succeed in your job, the City conducts a formal review one (1) time per year for each employee. New employees may be reviewed near the end of their Orientation Period. A review may also be conducted in the event of a promotion or a change in duties and responsibilities. Refer to a copy of the new evaluation System.

During a formal performance review the Mayor may cover the following areas:

1. Performance History
2. Specific Comments
3. Areas for Improvement
4. Employees Comments
5. To be conducted once per year

Additional areas may also be reviewed as they relate to your specific job. Your review provides a golden opportunity for collaborative, two-way communication between you and your supervisor. This is a good time to discuss your interests and future goals. Your supervisor is interested in helping you to progress and grow in order to achieve personal as well as work-related goals. Perhaps he/she can recommend further training or additional opportunities for you. The job performance review gives an opportunity to suggest ways for you to advance and make your job at the City more fulfilling.

### **Compensation Reviews**

The City's compensation reviews are given annually with performance reviews. Any applicable compensation increase will appear in the pay period ending after the date granted.

While done in conjunction with performance reviews, annual compensation increases will not be tied to job performance. Compensation increases will be determined and approved each year by the City Council during the annual budget process.

In addition to individual job performance reviews, the City periodically conducts a review of job descriptions to insure that we are fully aware of any changes in the duties and responsibilities of each position and those changes are recognized and adequately compensated.

Resolution adopted on June 4, 2007 – Job Description

Resolution adopted on June 6, 2010 – Performance Evaluation

Resolution adopted on December 10<sup>th</sup>, 2018 – Compensation Reviews.

### **Benefits**

The City of Sheffield, Iowa is committed to sponsoring a comprehensive benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits which will enhance your job satisfaction. We are certain you will agree the benefits program described in this Employee Manual represents a very large investment by the City of Sheffield.

A good benefits program is a solid investment in the City's employees. The City will periodically review the benefits program and will make modifications as appropriate to the City's condition. The City reserves the right to modify, add or delete the benefits it offers.

## **Government Required Coverage**

### **Workers' Compensation**

All employees are entitled to Workers' Compensation benefits. This coverage is automatic and immediate and protects you from on-the-job- injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness which is directly related to performing your assigned job duties. The job-injury insurance is paid for by the City, if you cannot work due to a job-related injury or illness. Workers' Compensation insurance pays your medical bills and provides a portion of your income until you can return to work.

All injuries or illness arising out of the scope of your employment must be reported to your supervisor immediately. Prompt reporting is the key to prompt benefits. Benefits are automatic, but nothing can happen until your employer knows about the injury. Insure your right to benefits by reporting every injury, no matter how slight.

Although the City will pay for the time lost because of a work-related accident during the remainder of the normal workday in which the accident occurs, workers' compensation payments for lost wages aren't made for the following four day period. However, if you've been hospitalized or off work more than 14 days, payments will be made even for the first four days.

Employees returning to work will select appropriate medical referrals to treat work- related injuries or illnesses. The City has the right to select the medical care under the state workers compensation laws. The City takes this responsibility seriously and selects providers with the knowledge and interest in treatment of occupational problems where possible.

Workers' compensation medical treatment is facilitated through: Mercy Family Medical Clinic at Sheffield

The following procedures are to be used when an employee is injured on the job.

1. The employee will report the injury to the immediate supervisor prior to leaving the work place on the day of the injury.
2. The supervisor will contact Sheffield Mercy Family Medical Clinic to schedule an appointment or arrange for immediate care at another facility designated by the Mayor or City Council.
3. Following treatment, employee must call company nurse at 1-888-770-0928 and then all paper work will be given to the City Clerk, so necessary accident report can be completed.
4. If services are provided other than through Sheffield - Mercy Family Medical Clinic, without approval of your supervisor, the employee could be liable for any charges.
5. If you have any questions, please contact the City Clerk's office.

## **Unemployment Compensation**

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with the City. Eligibility for Unemployment Compensation is determined by the Division of Unemployment Insurance of the State Department of Labor.

Unemployment compensation is designed to provide you with a temporary income when you are out of work through no fault of your own. For your claim to be valid, you must have a minimum amount of earnings determined by the State, and you must be willing and able to work. You should apply for benefits through the local State Unemployment Office as soon as you become unemployed.

## **Social Security**

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, the City of Sheffield, Iowa, is required to deduct this amount from each paycheck you receive. In addition, the City matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

Your Social Security number is used to record your earning. Employees are encouraged to protect your Social Security record by ensuring your name and Social Security number on your pay stub and W-2 Form are correct/ you may also want to make sure your earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 1-800-772-1213 or you may even access them on line at <http://www.ssa.gov>.

## **IPERS Retirement Plan**

The Iowa Public Retirement Plan System, together with Social Security, is an important part of your family's financial future. The City pays into this plan for each eligible employee of the City. While these payments are made as part of state law, they are paid by the City if you have any questions about this plan, you should contact the plan administrator or the IPERS office.

## **Leaves**

Both paid and unpaid time off may be granted to eligible employees, according to the following leave policy. Please consult your supervisor for further information.

### **Paid Leaves**

In the interest of maintaining a healthy balance between work and home, the City offers paid leaves to eligible regular employees.

Time off is paid using your base hourly rate.

## **Holidays**

### **Recognized Holidays**

The following holidays are recognized by the City of Sheffield as paid holidays.

- New Year's Day
- President's Day
- Memorial Day
- Independence Day (4th July)
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve (Close at 12:00 noon)
- Christmas Day
- New Year's Eve (Close at 12:00 noon)
- New Year's Day
- Birthday

### **Birthday Holiday**

In addition to the paid Company Holidays, all regular full-time employees will be eligible for a Birthday Holiday. Each calendar year, eligible employees may choose one (1) day off with regular pay in recognition of their Birthday Holiday. This may include their birthday, or any other day, but must be used within 1 year of employment anniversary. (Note: The Birthday Holiday request, if other than the employee's birthday, is subject to their supervisor's approval as long as it doesn't adversely affect their department.).

All new hires employed before their birthday will be eligible for the Birthday Holiday during that same calendar year.

All new hires employed after their birthday will not be eligible for the Birthday Holiday until January 1st of the next calendar year.

Employees must submit their Birthday Holiday request in accordance with the Vacation policy.

This is a "use it or lose it" holiday per calendar year. In addition, employees will not be paid for an unused Birthday Holiday at the time of severance of employment.

### **Holiday Policies**

You may take time off to observe your religious holidays. If available, a floating holiday, full day of unused vacation can be used for this purpose; otherwise you won't be paid for this time off. Please schedule the time off in advance with your supervisor. Floating holidays must be

used within the month the holiday occurs unless granted permission by the mayor prior to the holiday occurring.

All national holidays are scheduled on the day designated by common business practice. If a holiday occurs during your scheduled vacation, you remain eligible for the holiday. You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

All part-time employees are eligible for 8 hours of holiday pay in recognition of Christmas Day.

## **Vacations**

Vacation is a time for you to rest, relax, and pursue special interests. The City has provided paid vacation as one of the many ways in which we show our appreciation for your work, knowledge, skills and talents, all of which contribute to make the City a better place to live.

Once per year an employee can sell back to the City up to 40 hours of accrued vacation hours. Vacation days not used will not carry over into following year. If you are terminated or if you retire, the accumulated vacation time, if not taken previously, will be forfeited. There will be no pay out for unused vacation.

## **Amount of Vacation**

- After first 90 days and up to 2 years of full-time employment = 40 hours paid vacation
- 2 years up to 5 years of full-time employment = 80 hours paid vacation
- 5 years up to 15 years of full-time employment = 120 hours paid vacation
- More than 15 years of full-time employment = 160 hours paid vacation

## **Vacation Policies**

The Mayor must be notified via email at least one (1) week in advance that you will be taking vacation days. After approval, all time off must be placed on the online city calendar.

All vacation time may be taken in at least 1 (one) hour increments, unless otherwise authorized in writing. Your supervisor has the responsibility to maintain adequate staffing levels and has the authority to limit the approval of vacation requests in order to meet operational needs. Requests will normally be granted as long as your absence will not affect the City's operations. Usually, only one employee may be out on a vacation day in a department at any one time

If you are on approved leave of absence for less than thirty (30) calendar days, your vacation eligibility will not be affected. If your approved leave of absence extends beyond thirty (30) calendar days, vacation time will not continue to accrue.

## **Sick Leave Policies**

As an Employee of the city, you will receive seven (7) sick days when you are hired and again each year thereafter on your employment anniversary date. You may use your sick leave in units of no less than one (1) hour at any time. Please let your supervisor know that you will be absent from work due to illness as early as possible. Normally, only accrued sick leave may be taken.



In addition to utilizing sick leave in the event of your own illness, sick leave may also be used for the purpose of visiting doctors, dentists or other recognized practitioners. Sick leave may also be used for the purpose of tending to an illness suffered by a member of your immediate family, in the event the illness requires your personal time and attention. For purposes of this policy, immediate family includes, spouse, child, parent, parents-in-law, or sibling.

The City of Sheffield, Iowa, may, in its sole and absolute discretion, require a doctor's certificate verifying the necessity for absence(s) and the specific illness, injury, or other disability to which the absence is attributed.

If you are on an approved leave of absence for less than thirty (30) calendar days, your sick leave eligibility will not be affected. Any accrued sick leave will be paid at the time the leave begins. Should the leave extend beyond thirty (30) calendar days, sick leave will not continue to accrue for the next period.

In the event of an illness or injury which is covered by workers' compensation insurance, this Sick Leave Policy will not apply, but will defer to the state statutes.

A maximum of 480 hours, or sixty (60) days of sick days can be carried over to the next year.

### **Military Leave of Absence**

If you are a full-time employee and are inducted into the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided:

1. You show your orders to your supervisor as soon as you receive them.
2. You satisfactorily complete your active duty service.
3. You enter the military service directly from your employment with the City.
4. You apply or are available for re-employment within ninety (90) days after discharge from active duty. If you are returning from up to six (6) months of active duty for training you must apply within thirty (30) days after discharge.

### **Military Reserves or National Guard Leave of Absence**

Employees who serve in the U.S. Military Organizations or State Militia groups may take the necessary time off to fulfill this obligation, will be granted pay as provided by Iowa Code Section 29A.28, and will retain all of the legal rights for continued employment under existing laws. These employees may apply accrued personal leave and unused earned vacation time to the leave if they wish; however, they are not obliged to do so

### **Personal Leave of Absence**

In special circumstances, the City may grant a leave for a personal reason, but never for taking employment elsewhere or going into business for yourself. You should request an unpaid personal leave of absence from your supervisor. A personal leave of absence must not interfere with the operations of your department or the City. Your supervisor will submit your request to the appropriate member of management for final approval.

A personal leave of absence may be granted for up to thirty (30) calendar days. If your leave is extended for more than thirty (30) calendar days, vacation and other benefits will no longer continue to accrue. Consult your group insurance booklet to determine your insurance

coverage during a leave of absence. Failure to return from a leave at the time agreed will result in termination of employment.

### **Accepting Other Employment or Going Into Business While On Leave of Absence**

If you accept any employment or go into Business while on leave of absence from the City, you will be considered to have voluntarily resigned from employment with the City, as of the day on which you began your leave of absence.

### **Insurance Premium Payment During Leaves of Absence**

The City will continue to pay its share of insurance premiums for employee coverage and dependent coverage for a maximum of twelve (12) months while you are on a disability leave of absence. While you are on any other type of unpaid leave of absence from the City, other than FMLA leave, you will be responsible for paying the total premiums for your coverage and that of your dependents. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated. Please consult with your supervisor to set up a payment schedules.

## **Safety**

### **General Employee Safety**

The City of Sheffield, Iowa, is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

The City will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor make the safety of employees an integral part of his/her regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

### **Reporting Safety Issue**

All accident, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, a Supervisor and Employee Report of Accident Form must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Workers' Compensation Act also requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for you right to know about any health hazards which might be present on the job.

## **Safety Rules**

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all the City's activities. We want to protect you against industrial injury and illness. As well as minimize the potential loss of production.

Below are some general rules to assist you in making safety a regular part of your work.

### **Working Safely**

Safety is everyone's responsibility. Remind your co-workers about safe work methods. Start work on any machine only after safety procedures and requirements have been explained. Immediately report any suspected hazards and all accidents to your supervisor.

### **Lifting**

Ask for assistance when lifting heavy objects or moving heavy furniture. Bend your knees, get a firm grip on the object, hold it close to your body and space your feet for good balance. Lift using your stronger leg muscles, not your weaker back muscles.

### **Materials Handling.**

Do not throw objects. Always carry or pass them. Use flammable items, such as cleaning fluids, with caution. Also stack materials only to safe heights.

### **Trash Disposal**

Keep sharp objects and dangerous substances out of the trash can. Items that require special handling should be disposed of in approved containers.

### **Cleaning Up**

To prevent slips and tripping, clean up spills and pick up debris immediately.

### **Preventing Falls**

Keep aisles, work places and stairways clean, clear and well lighted. Walk, don't run. Watch your step.

### **Handling Tools**

Exercise caution when handling objects and tools. Do not use broken, defective or greasy tools. Use tools for their intended purpose only. Wear safety glasses or goggles whenever using a power tool. Under no circumstances use any tools without proper training and/or supervision.

### **Falling Objects**

Store objects and tools where they won't fall. Do not store heavy objects or glass on high shelves.

### **Work Areas**

Keep cabinet doors and file and desk drawers closed when not in use. Remove or pad torn or sharp corners and edges. Keep drawers closed. Open only one drawer at a time.

## **Using Ladders**

Place ladders securely. Do not stand on boxes, chairs or other devices not intended to be used as ladders.

## **Machine Guards**

Keep guards in place at all times. Do not clean machinery while it is running. Lock all disconnect switches while making repairs or cleaning.

## **Personal Protective Equipment**

Always wear or use appropriate safety equipment as required in your work. Wear appropriate personal protective equipment. Like shoes, hats, gloves, goggles, and hearing protectors in designated areas or when working on an operation which is potentially hazardous. Also, wear gloves whenever handling castings, scrap or barrels.

## **Electrical Hazards**

Do not stand on a wet floor while using any electrical apparatus. Keep extension cords in good repair. Don't make unauthorized connections or repairs. Do not overload outlets.

## **Fire Extinguishers**

Know where fire extinguishers are and how to use them. If unsure regarding their operation, notify your supervisor.

## **Report Injuries**

Immediately report all injuries, no matter how slight, to your supervisor.

## **Ask Questions**

If you are ever in doubt regarding the safe way to perform a task, please do not proceed until you have consulted a supervisor. Employees will not be asked to perform any task which may be dangerous to their health, safety or security. If you feel a task may be dangerous, inform your supervisor at once.

We strongly encourage employee participation and your input on health and safety matters. Please make out a Safety Suggestion and give it to your supervisor. Employees may report potential hazards and make suggestions about safety without fear of retaliation. We appreciate, encourage and expect this type of involvement! The success of the safety program relies on the participation of all employees. Though it is the City's responsibility to provide for the safety, health and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines set forth.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

## **Weapons**

The City of Sheffield, Iowa, believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, the City prohibits all employees (except the police chief

and deputy) from carrying a handgun, firearm, or other dangerous weapons of any kind regardless of whether the person is licensed to carry the weapon or not. This prohibition applies at all times that an employee is on duty, on City property, or in a City vehicle.

Any employee who violates this policy will be subject to immediate termination.

## **Fire Prevention**

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify your supervisor if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

## **In Case of Fire**

### **If you are aware of a fire, you should:**

1. Dial 911 or the local fire department.
2. If possible, immediately contact your supervisor. Evacuate all employees from the area.
3. If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.
4. If the fire is out of control leave the area immediately. No attempt should be made to fight the fire.

When the fire department arrives, direct the crew to the fire, do not re-enter the building until directed to do so by the fire department.

## **Emergency Evacuation**

If you are advised to evacuate the building you should:

1. Stop all work immediately.
2. Contact outside emergency response agencies, if needed.
3. Shut off all electrical equipment and machines, if possible.
4. Walk to the nearest exit, including emergency exit doors.
5. Exit quickly, but do not run. Do not stop for personal belongings.
6. Proceed, in an orderly fashion. To a parking lot near the building. Be present and accounted for during roll call.
7. Do not re-enter the building until instructed to do so.

## **Housekeeping**

Neatness and good housekeeping is a sign of efficiency. You are expected to keep your work area neat and orderly at all time- it is a required safety precaution.

If you spill a liquid, clean it up immediately. Do not leave tools, materials, or other objects on the floor which may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to the supervisor.

## **Office Safety**

**Office areas present their own safety hazards. Please be sure to:**

1. Leave desk, file or cabinet drawers firmly closed when not in use.
2. Open only a single drawer of a file cabinet at a time.
3. Arrange office space to avoid tripping hazards, such as telephone cords of computer cords.
4. Remember to lift things carefully and to use proper lifting techniques.

## **Inspection of City Property and Work Places**

The City attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient manner possible. While employees are encouraged to use these items, it is important to understand that they are only to be used for conducting City business.

As a part of your employment, a desk of workspace may be made available to you. The desk and the workspace are City property. Because the desk and workspace are City property, not your personal property, the desk and the workspace are subject to being inspected by the City at any time, with or without your permission.

The City assumes no responsibility or liability for any items or personal property which are placed in the desk or work space assigned to you.

If the City conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection.

## **Property and Equipment Care**

It is your responsibility to understand the machines needed to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and the City. If you find that a machine is not working properly or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

Do not attempt to use any machine or equipment you do not know how to operate, or if you have not completed training on the proper use of the machine or equipment.

## **Restricted Areas**

In the interest of safety and security, certain portions of the City's facilities may be restricted to authorized personnel only. Such areas will be clearly marked. Areas inside City building, City vehicles, and equipment will be No Smoking Areas.

## **Separation of Employment**

The City of Sheffield, Iowa, operates under the principle of at-will employment. This means that neither you nor the City has entered into a contract regarding the duration of your employment. You are free to terminate your employment with the City at any time, with or without reason. Likewise, the City has the right to terminate your employment or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of the City.

The City hopes and expects that you will give at least two (2) weeks' notice in the event of your resignation. Any accrued but unused Vacation, Floating Holidays, Sick Leave will be forfeited. We do not pay for unused days accumulated.

## **Insurance Conversion Privilege**

According to the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of

1985, in the event of your termination of employment with the City or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense.

At your exit interview or upon termination, you will learn how you can continue your insurance coverage and any other benefits you currently have as an employee who is eligible for continuation.

## **Return of City Property**

Any City property issued to you, such as computer equipment, cell phone, keys, credit card, police vests, uniforms, etc. must be returned to the City at the time of your termination.

You will be responsible for any lost or damaged items at their replacement value. The value of any property issued and not returned may be deducted from your paycheck, and you may be required to sign a wage deduction authorization form for this purpose.

## **Former Employees**

Depending on the circumstances, the City may consider a former employee for re-employment. Such applicants are subject to the City's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with the City. If you resign you may be considered non-re-hirable.

## **Reinstatement of Benefits (Bridging)**

If you were an employee of the City with at least twelve (12) months of continuous employment and were rehired within twelve (12) months of your termination date, you will be eligible to continue your benefits at the level you enjoyed at the time of your termination of previous employment.

## **Post-Employment Inquiries**

The City of Sheffield, Iowa, does not respond to oral requests for references. Only the Mayor may respond to requests for references for existing or former employees, and such response shall only include 1. Dates of employment and, 2. Eligibility for re-hire, Eligibility for rehire will be determined by the City Council. All such requests must be in writing. Under no circumstances will any other employee or city official respond to post-employment inquiries. This is for the protection of both you and the City. Failure to comply with this policy may subject you to immediate termination, reprimand, or removal from office. You may respond to inquiries/recommendations for former employees, but you may only provide dates of employment and recommend them for re-hire.

As an employee of the City of Sheffield, Iowa, do not under any circumstances respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, please forward the information request to your supervisor.

## **Workplace Policies**

This employee Manual is designed to answer many of your questions about the practices and policies of the City of Sheffield. Feel free to consult with your supervisor for help concerning anything you don't understand.

## **Bonding Requirement**

If your employment with the City of Sheffield, Iowa, requires you to handle other people's property or to deal with money in any capacity, the City may require you to be bonded. It is your responsibility to assure that you are bondable. The City will pay the cost of bonding. Should you fail to maintain these qualifications, you will be subject to transfer to another position, if available, or dismissal.

## **Communications**

Successful working conditions and relationships depend upon successful communication, not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all the City's methods of communication, including this Employee Manual, bulletin boards, discussions with your supervisor, memoranda, staff meeting, newsletters, training sessions, and City e-mail and internet, if applicable.

You will receive other information booklets, such as your insurance booklets, from time to time. You may take these booklets home so that your family may know more about your job and your benefits.

In addition you may receive letters from the City. There is no regular schedule for distribution of this information. The function of each letter is to provide you and your family with interesting news and helpful information which will keep you up-to-date on the events here at Sheffield.



## **City and Department Meetings**

On occasion, we may request that you attend a City sponsored meeting, If this is scheduled during your regular working hours, your attendance is required, if you are a non-exempt employee, the Mayor can specify that attendance at council meeting is considered time paid only if the attendance is required.

## **Computer Software (Unauthorized Copying)**

The City of Sheffield, Iowa does not condone the illegal duplication of software. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material with authorization." (Section 106) The only exception is the users' right to make a backup copy for archival purposes (Section 117).

Unauthorized duplication of software is a federal crime. Penalties include fines up to and including \$250,000, and jail terms of up to 5 years.

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support, and no information about product updates.

1. The City licenses the use of computer software from a variety of outside companies. The City does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.
2. With regard to use on local area networks or on multiple machines, the City employees shall use the software only in accordance with the software publisher's license agreement.
3. City employees learning of any misuse of software or related documentation within the City must notify their supervisor or the City legal counsel.
4. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. The City employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination.

## **Computers, Electronic Mail, and Voice Mail Usage Policy**

The City makes every effort to provide the best available technology to those performing services for the City. In this regard, the City has installed at substantial expense, equipment such as computer, electronic mail, and voice mail. This policy is to advise those who use our equipment on the subject of access to and disclosure of computer-stored information, e-mails, and voice mail messages created, sent or received by the City's employees with the use of City's equipment.

This policy also sets forth policies on the proper use of the computer, voice mail, and e-mail systems provided by the City.

The City property, including computers, e-mail, and voice mail, should only be used for conducting City business.

Incidental and occasional personal use of City computers and our voice mail and e-mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages described below.

The use of above named systems may not be used to solicit for commercial ventures. Religious or political causes, outside organizations, or other non-job related solicitations. Furthermore, the e-mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, would include but not limited to : any messages which contain sexual implication, racial slurs, gender specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. In addition, the e-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Although the City provides certain codes to restrict access to computers, voice mail and e-Mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for business use, and all computer information, voice mail and e-mail messages are to be considered as City records.

The City also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically-stored evidence. Therefore, the City must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because the City reserves the right to obtain access to all voice mail and e-mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that the City or its designated representatives will not have a need to access and review this information. Individuals using the City's business equipment should also have no expectation that any information stored on their computer whether the information is contained on a computer hard drive, computer disks or in any other manner- will be private.

The City has the right to, but does not regularly monitor voice mail or e-mail messages.

The City will, however, inspect the contents of computers, voice mail or e-mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

The contents of computers, voice mail, and electronic mail, properly obtained for some legitimate business purpose, may be disclosed by the City, if necessary within or outside of the City.

Given the City's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

The City's Mayor or his/her designee will review any request for access to the contents of an individual's computer, voice mail, or e-mail prior to access being made without the individual's consent.

Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

### **Family Policy**

The City of Sheffield, Iowa, believes that basic medical coverage should be available to employees and their dependents. This policy gives you the opportunity to cover your spouse and family under our benefits plans. This information does not guarantee coverage or a coverage limit, with such coverage in limitations to be determined annually. Any information in this booklet does not alter or amend coverage as stated in our insurance policy at any given time. If you elect not to take the insurance policy, you will be given a stipend of \$125 per pay period.

### **Coverage**

You and your family will be eligible to receive the group medical coverage, within thirty (30) days of hire date.

### **Termination of Coverage**

Coverage for a family will end at the end of the month following termination or in accordance with current carrier policy when any one of the following events occurs:

1. The employee leaves the City of Sheffield, Iowa.
2. The employee is no longer eligible to participate in health and benefits plans (for example, due to decreased working hours)
3. The group plan is terminated for any reason

### **Leaves of Absence**

Reimbursement for a family may continue during an employee's unpaid leave of absence by continuing to pay appropriate premiums to your family's individual carrier. Arrangements for these payments need to be made prior to the leave with your supervisor.

### **Dissolution of Marriage or Family Relationship**

In the event that the marriage dissolves/parental rights terminated, the employee is obligated to provide his/her supervisor with documented proof of the dissolution/termination.

### **COBRA Coverage**

COBRA, also referred to as health care conversion, means that you and your domestic partner have the option to continue with the City's health care plans after your employment with the City has been terminated, voluntarily, or involuntarily. However, you will be responsible for paying your own premiums to the City. Please refer to the "Separation of Employment" section for further information regarding continuation of your medical benefits under COBRA.

### **General Tax and Legal Consequences**

The Internal Revenue Service currently treats the value of employee benefit plan coverage provided to Domestic Partnerships as imputed income: for example, the premium that the City pays would be considered taxable income to the domestic partner.

The only exception to this is if the domestic partner is also considered to be the employee's dependent for tax purposes under Section 152 of the IRS Code. The IRS defines a dependent as an individual who not only shares the principal residence of the employee and is considered a member of the household, but also depends on the employee to contribute more than 50 percent towards his/her support.

We urge employees using this plan to review the tax as well as legal consequences of this benefit with their tax and legal advisors.

### **Dress Code and Personal Appearance**

Please understand that you are expected to dress and groom yourself in accordance with accepted social and business standards, particularly if your job involves dealing with residents, the general public or visitors in person.

A neat, tasteful appearance contributes to the positive impression you make on our customers. You are expected to be suitably attired and groomed during working hours or when representing the City. A good, clean appearance bolsters your own poise and self-confidence and greatly enhances our City's image.

Personal appearance should be a matter of concern for each employee. If your supervisor feels your attire and/or grooming is out of place, you may be asked to leave your workplace until you are properly attired and/or groomed. Employees who violate dress codes standards may be subject to appropriate disciplinary action.

Keep in mind the discomfort your supervisor would feel if she/he had to address this issue with you.

### **Drug-free Workplace Policy**

The City of Sheffield, Iowa, is a community in which responsibilities and freedoms are governed by policies and codes of behavior, including penalties for violations of these standards as stated in your Employee Manual. The City of Sheffield has a standard of conduct which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on City sites or as a part of the City' activities, the City will impose disciplinary sanctions on employees ranging from educational and rehabilitation efforts up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. Each situation will be looked at on a case-by-case basis.

It is the goal of the City to maintain a drug-free workplace. To that end, and in the spirit of the Drug-Free Workplace Act of 1988, the City has adopted the following policies:

1. The unlawful manufacture, possession, distribution, or use of controlled substances is prohibited I the workplace.
2. Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including termination.

3. As an on-going condition of employment, employees are required to abide by this prohibition and to notify, in writing and within five (5) days of the violation, their supervisor if they are convicted of any violation of a criminal drug statute.
4. If an employee is convicted of a violation of a criminal drug statute, the City shall take appropriate personnel action against the employee, up to and including termination.
5. The City of Sheffield, Iowa, provides information about drug counseling and treatment.
6. The City reserves the right to search and inspect person, property, location for the maintenance of a safe workplace.

### **Health Risks of Alcohol and Other Drug Use**

Even though specific physical and mental responses to alcohol and drug use differ, the consequences for using either are usually similar. Negative health reactions can result from both abusive and moderate use of any substance. While on-going health problems are often associated with long-term misuse and abuse, acute and traumatic instances can occur from one-time or moderate use.

#### **Alcohol**

Ten (10) percent of adults can be classified as heavy drinkers. That is, they consume an average of two or more drinks per day. Virtually all body systems are affected by the long-term abuse of alcohol. Heavy constant consumption may result in hangovers and serious health consequences. Another sixty (60) percent of the population is moderate drinkers. The most common negative health consequences from occasional drinking are trauma related and involve both the drinker and non-drinker victims. The consumption of alcohol is involved in 200,000 deaths in this country per year, ten (10) percent of the U.S. annual mortality. Half of all traffic deaths are alcohol related and driving under the influence is the number one killer of American teenagers.

As stated in this Employee Manual before, there will be no alcohol products in any City building, City vehicle, or on any City premise. If alcohol is found in any of the mentioned places, it will be grounds for disciplinary action or immediate dismissal. The only place to have alcohol products is the office of the Police Chief, and they will be destroyed as soon as they are released by law. These are confiscated products.

#### **Hypnotics and Anti-Anxiety Drugs**

Such prescription medications as Nembutal, Seconal, Quaalude, Miltown and Equanil have serious negative health consequences when abused. The most common is toxic overdose which results in depressed central nervous systems, cardiac and respiratory functioning.

#### **Stimulants**

Abusers of stimulant drugs are more likely to experience drug-induced psychiatric disturbances than are other abusers. Differences in health-related responses to stimulant drugs are dependent on the mode of ingestion. Nasal and intravenous use creates more acute responses than does oral use.

## **Marijuana**

Chronic long-term use affects most body systems resulting in bronchitis and other respiratory difficulties, decreased strength of heart contractions, possible negative consequences on the immune system, acute memory impairment, and possible reduction on growth-hormone production. Episodic use of marijuana can result in panic reactions including feelings of anxiety, fears of losing control or going crazy, or fears of physical illness.

## **Hallucinogens**

The most common health-related responses to hallucinogen use include panic reaction, flashbacks, and toxic reactions with ingestion of high levels of some compounds.

## **Legal Implications of Alcohol and Other Drug Use**

A variety of implications surround the use of alcohol and other drugs. This summary is designed to alert you to some of the legal risks you assume when you use alcohol or other drugs. Penalties for illegal use will also be described. However, this summary is only a descriptive document. It should not be interpreted as legal advice or counsel. The regulations summarized here are those most likely to affect employees of the City.

### **Possession and Use**

Anyone under twenty-one (21) years of age who buys alcohol is committing a misdemeanor. It is also an infraction of the law for a minor to attempt to buy alcohol. It is also unlawful for a person over the age of twenty-one (21) to purchase or provide alcohol to a minor.

Public intoxication which interferes with the personal safety or use of public ways is a misdemeanor crime.

It is unlawful to drive a motor vehicle or ride a bicycle on a highway with a blood alcohol content level of .100 percent or above. Punishment is greater if a child under fourteen (14) years of age is in the vehicle at the time.

It is unlawful for a person under the age of eighteen (18) who has a BAC (blood alcohol content) of .12 percent or more to drive a vehicle.

The act of driving implies consent to be tested for BAC.

It is unlawful to operate a water vessel, to water ski, with a BAC of .100 percent.

It is unlawful to manufacture controlled substances in the home or in any other unregulated facility.

Refusal to submit to blood alcohol content tests will result in a one-year suspension of driving privileges, two-year suspension if there has been a prior such offense with twelve year. In such cases, vehicles can also be impounded and sold.

Employers may refuse to hire or may fire an employee who cannot perform job duties or endangers his/her or others' health or safety due to current use of alcohol or other drugs.

State disability retirement allowances are not paid if the disability is due to the intemperate use of alcohol or other drugs.

No addict or person in danger of becoming an addict may be employed as a peace officer.

Drunkenness on duty, intemperance of addiction are causes for discipline for any employee.

Examinations for certifications can be refused and certifications withdrawn by the State Personnel Board for anyone who is addicted to alcohol or other drugs.

Discharge from employment "as a result of an irresistible compulsion to use or consume intoxicants" disqualifies claimants from receiving unemployment benefits, as does any institutionalization as a drug addict.

Disability insurance benefits may be denied "for any loss sustained or contracted in consequence of the insured's being intoxicated or under the influence of any controlled substances unless administered on the advice of a physician."

Permanent or probationary employees of the City may be terminated, demoted, or suspended for addiction to controlled substances or drunkenness in the workplace.

Penalties for the manufacturer, distribution or dispensing of, or possession with intent to manufacture, illegal drugs vary significantly depending on the substance and the amount in question. Both fines and incarceration are imposed.

Drug traffickers lose federal benefits for five (5) to ten (10) years to life after conviction. Drug possessors lose benefits for up to one (1) year and can be required to enter treatment, undergo testing and/or perform community service.

### **Where to Get Help**

A number of community resources are available to help you including:

- Employee Assistance Program
- Alcoholic Anonymous
- Narcotics Anonymous
- National Council on Alcoholism and Drug Dependence
- County Bureau of Alcohol and Drug Services

This document is intended solely as a resource. The City does not endorse programs and/or agencies listed on this document and accept no responsibility for treatment provided by these agencies/ programs, nor does it guarantee insurance coverage of treatment.

This document is not a comprehensive listing of alcohol/chemical dependency treatment programs. Other sources for both in-patient and outpatient alcohol/chemical dependency treatment programs may be located by consulting your family physician, local telephone directory under the heading "Drug Treatment Programs," or through the National Council on Alcoholism and Drug Dependence at 212-206-6770.

## **Expense Reimbursement**

You must have your supervisor's approval prior to incurring an expense on behalf of the City. To be reimbursed for all authorized expenses, you must submit original receipts to your supervisor. We would not allow meals to be reimbursed unless it involves an overnight stay, unless approved by the Mayor prior to occurring. There is no reimbursement for alcohol. Any out of town training, association meetings, unless required for your job, must be approved by the Mayor or City Council.

If you are asked to conduct City business using your personal vehicle, you will be reimbursed at the rate that is suggested by EMA.

## **Gifts**

Advance approval is required before any employee may accept a gift of any kind from a resident, supplier or vendor representative. Such gifts, including lunches, etc., cannot exceed a monetary value of \$2.99. Employees are not permitted to give unauthorized gifts to residents or suppliers.

## **Personal Use of City Property**

There will be no borrowing of city equipment for personal use.

## **City Owned Property**

Employees of the City of Sheffield will be issued departmental property according to each job description. It shall be the policy of the City to hold each employee responsible for the property assigned to them for use.

1. Property will be assigned to all employees as needed and will be disseminated by the Supervisor or his/her designee.
2. Each employee will do a property inventory lists of personal equipment received and those assigned a vehicle will maintain a vehicle inventory. These inventories will be maintained by the Sheffield City Clerk and stored in the employee's files.
3. Any time property is issued to an employee for exclusive use by that employee, a City Property Appendix will be completed and signed by the employee issuing the property and signed by the employee receiving the property. General office supplies are excluded from this requirement.
4. Any time property is returned by an employee, who has had exclusive use of the item, will be recorded on the City Property Appendix.
5. It shall be the responsibility of each employee receiving departmental property to take proper care of the property, which means keeping the item clean and functional, never misusing a property item.
6. Any misuse of departmental property, either intentional or due to negligence, will result in the employee who is assigned responsibility for the property being required to pay for the item in question and also be subject to disciplinary action.
7. Any employee who is aware of another employee misusing departmental property will report the misuse to the Mayor or the appropriate supervisor.
8. Any supervisor who receives information of departmental property misuse or observes the misuse will take immediate action by inspection the property in question and taking further employee action if necessary.



9. Any employee who accidentally loses a departmental property item or discovers that a departmental item has been stolen will report the loss/theft to the Mayor or supervisor at the time the loss is discovered.
10. Any employee who is issued departmental property that ceases to function properly will report the problem to the Mayor or supervisor at the time the problem is discovered.
  - a. The Mayor or supervisor will replace any dysfunctional departmental property as quickly as possible after the problem is discovered.

## **Relatives**

If you and members of your family are employed by the City of Sheffield, Iowa, one may not supervise the other nor work in the same department. If the employees are unable to develop a workable solution, the Mayor or his/her designee will decide which employee, may be transferred in such situations. Family member include, the employee's spouse, child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, domestic partner (a person with whom the employees' life is interdependent and with whom the employee shares a mutual residence), brother, sister, brother-in-law, sister-in-law, daughter or son of the employee's spouse, and any relative living in the household of the employee.

Should two employees who work together or supervise each other enter into a personal, non-work related relationship, one or both employees may have to be transferred.

## **Solicitations and Distributions**

Solicitation for any cause during working time and in working areas is not permitted. You are not permitted to distribute literature in work areas at any time during working time. Working time is defined as the time assigned for the performance of your duties and does not apply to break periods and meal times. Employees are not permitted to sell chances, merchandise, or otherwise solicit or distribute literature without Council approval. Persons not employed by the City are prohibited from soliciting or distributing literature in working areas. Working areas do not include lunchroom facilities or parking lots.

## **Uniforms**

The City will provide uniforms for city employees as of Resolution 15-13.

## **Use of City Vehicle**

If you are authorized to operate a City vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you must adhere to the following rules:

You must be an Iowa licensed driver, and have a copy of current driver's license and a statement from your insurance company documenting their coverage to be given to the City Clerk and put in their personnel file.

You are responsible for following all the manufacturer's recommended maintenance schedules to maintain valid warranties, and for following the manufacturer's recommended oil change schedules.

The City provides insurance on City vehicles, however, you will be considered completely responsible for any accidents, fines, moving or parking violations incurred, if upon investigation, you are determined to have been in violation of any Federal, State of City Law, Ordinance, or Policy.

You must keep the vehicle clean at all times, if all work is finished, you may wash city vehicles on city time. Persons not authorized or employed by the City cannot operate or ride in a City vehicle without approval of the Mayor or City Council.

Prior to operation of any City vehicle, your supervisor will train you on the appropriate steps to take if you are involved in an accident; filling out the accident report, getting names of witnesses and so on.

You are given the use of City vehicles for the purpose of doing your jobs. Taking a vehicle home is allowed by approval of your supervisor.

Using a City vehicle for personal use is not allowed, i.e. picking up your children, spouse or relative, to be delivered to a babysitter, or to work. The vehicles are strictly to be used for your employment.

NOTE: Please see the Driver's License and Driving Record Policy in the "Employment" section of this Employee Manual for further information.

### **Violence in the Workplace Policy**

The City of Sheffield, Iowa, has adopted a policy prohibiting workplace violence. Consistent with this policy, acts, or threats of physical violence, including intimidation, harassment, and/ or coercion, which involve or affect the City or which occur on City property will not be tolerated. This includes City Council Meetings.

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

All threats or acts of violence occurring on City premises, regardless of the relationship between the City and the parties involved.

All threats or acts of violence occurring off City premises involving someone who either is acting in the capacity of a representative of the City or is the target or victim of the threat or act of violence because of his/her status as an employee of the City.

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

1. Hitting or shoving an individual.
2. Threatening an individual or his/her family, friends, associates, or property with harm.
3. Intentional destruction or threatening to destroy City property.
4. Making harassing or threatening phone calls.
5. Making harassing or threatening remarks to other employees or City Council or Mayor.

6. Harassing surveillance or stalking (following or watching someone).
7. Unauthorized possession or inappropriate use of firearms or weapons.

The City prohibition against threats and acts of violence applies to all people involved in the City's operation, including but not limited to personnel, contract, and temporary workers and anyone else on City property. Violations of this policy by any individual on City property will lead to disciplinary action, up to and including termination and/or legal action as appropriate.

Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to your supervisor.

### **Supervisors Duty**

Be aware of the arrival and departure times of your employee's, you should be available to know that everyone completed their work and are not injured before you go home. You are allowed one (1) hour for lunch.

All employees need to fill out their time cards daily, not at the end of pay period, and they must be accurate.

Employees caught napping during work hours, will be disciplined.

### **Have all charge slips signed.**

When products are purchased at Menards, Ace Hardware, etc., identify what the product was, what it was used for, etc. Any amount over \$500.00 should not be purchased unless approved by the Mayor or City Council.

After fueling a city vehicle, identify the vehicle on the charge slip.

### **CONFIDENTIALITY**

Business discussions, of City matters outside of Council meetings whether person to person or incidental is CONFIDENTIAL, and not for public discussion.

### **Cellular Telephone Policy**

This policy provides general guidelines for City of Sheffield issued telephones. The City of Sheffield may, at their discretion, establish additional policies governing city issued cellular telephones.

### **Eligible Personnel**

City Council may assign cellular phones to employees or otherwise make a telephone available for use when a valid mission-related purpose exists. Personnel to whom cellular telephones may be assigned include those persons whose duties require frequent mobility but who must remain readily accessible due to the specific nature of their duties, and those who must be available for emergency response or consultation after normal business hours.

### **Procedures for Use**

The primary use of all cellular telephones is for official business. However, employees may use their cellular telephone on a personal basis as long as they abide to the stipulations in this

policy. The employees are limited to the minutes that are in the City Council approved plan. If there are additional charges over the plan limitations, and it is determined to be a result of personal use, the employees shall be personally responsible for charges that exceed the pricing plan.

Amended 9/11/2017 – See policy back of binder

## **Equipment**

The City issued cellular telephones are the property of the City of Sheffield. It is the employee's responsibility for the care and use of the cellular telephone. If the cell phones are lost, stolen, or damaged while in the possession of the city employee, the employee shall replace or repair the cell phone at the employee's expense. The employee shall have the option to purchase cellular telephone insurance, at the employee's expense, from the service provider. If the cell phone or any equipment requires replacing because of the natural life of the product has expired, it shall be replaced by the City, with prior City Council approval. Upon termination of employment all city issued cellular telephones shall be turned into the City.

Cell Phones may not be taken on Vacation with the employee. They are to be turned in to your supervisor before you leave on vacation.

The Cellular Telephone Plans are not to be chosen by the City employees, it should be the job of the Mayor or City Council. If the employee is instructed to do so, it should be approved by the Council before plan is implemented.

## **Bereavement Days**

Every regular, full-time employee of the City of Sheffield is entitled to days off with pay as Bereavement Days. The limitations on the use of Bereavement Days are as follows:

- Three (3) days per occurrence for the death of a member of the employee's or spouse's immediate family. Immediate family shall include spouse, child, step-child, parent, step parent, brother, sister, stepbrother, stepsister, grandparent, grandchild, or step grandchild.
- One (1) day for the deaths of others, such as aunts, uncles, and cousins.
- Bereavement Days will be considered as "time worked" in the computation of overtime.

## **Retirement Plan**

The city of Sheffield provides a retirement plan through the services of the Iowa Public Employees Retirement System IPERS for eligible employees. Employees considered as covered by IPERS regulations are required to participate. A percentage of the employee's pay will be withheld according to IPERS regulations. The City of Sheffield will contribute a percentage of the gross payroll according to IPERS regulations.

The City Clerk's office will supply employees with IPERS information and all necessary forms. A phone number and address are available to contact IPERS directly if desired.