



**City of Bloomfield  
Employee Handbook  
Effective July 1, 2020**

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Welcome,

One of the main reasons for the City of Bloomfield's success is its personal concern for not only its citizens but also its employees. You are very important part of the City! When you enjoy your work and get along with your fellow employees, it shows. The City of Bloomfield is committed to helping you achieve these goals.

You are naturally expected to give your best in your work. In return, you are not only compensated, but also receive a package of benefits for you and your family.

This Handbook attempts to explain what you should know in a clear, concise, and easily readable style.

Best Wishes,

Andrew Morris, City Administrator

June 22, 2020

# Introduction

## ***Section 1 Background***

We have a Mayor/Council form of government with a City Administrator. The City Council consists of five council members, two of whom are elected at large. The Mayor is the chief executive officer of the City and presides at the meetings of the Council. The Council sets policy for the City, adopts ordinances and resolutions, approves the annual budget, and approves all expenditures. Day-to-day operations of the City are managed by the City Administrator. The City employs approximately 34 employees including full time, part-time, seasonal and temporary employees and sworn police officers.

The City of Bloomfield is a municipality, having as its primary function the production, transmission, and distribution of water, production, transmission and distribution of electricity, the distribution of natural gas, the provision of sewer and waste management services within its boundaries. It is recognized that the obligation of providing its citizens with quality service in all areas is mutually shared by the City Council and employees.

These guidelines have been developed to provide employees background information on the procedures, policies, and benefits that affect them. The contents of this booklet are informational and do not constitute an employment contract. *New situations develop constantly and the City of Bloomfield reserves the right to change, suspend, or cancel any procedure, policy, or benefit as circumstances warrant, with or without prior notice. Likewise, all employees are considered at-will employees; that is, either the employee or the City of Bloomfield can terminate the employment relationship at any time, for any or no reason, with or without notice.*

## ***Section 2 Effective Date and Amendment***

These rules become effective July 1, 2020, and supersede all rules in force before that date. Amendments may be made by the City Administrator subject to approval by the City Council and shall be effective as provided in the amendment. To the extent these policies conflict with an enforceable collective bargaining agreement, the terms of the collective bargaining agreement shall prevail.

## ***Section 3 Types of Employment***

### **(a) Executive, Supervisory or Administrative**

The City Administrator, the City Clerk, the Public Works Director, the Finance Manager and the Community Development Director are executive, supervisory or administrative employees. These employees are covered by all the rules set forth herein except those relating to compensation, hours of work, and overtime.

### **(b) Regular Full-time**

Employees who are regularly scheduled to work forty (40) hours per week are full-time employees. These employees are eligible for all benefits provided for in these rules unless there is, in effect, a collective bargaining agreement which supersedes this Employee Handbook.

(c) Part-time

Employees who work less than forty (40) per week are part-time employees. These employees are covered by these rules unless there is, in effect, a collective bargaining agreement which supersedes this Employee Handbook.

(d) Temporary

Employees hired for temporary seasonal work (generally summer help) are covered by these rules unless there is, in effect, a collective bargaining agreement which supersedes this Employee Handbook.

(e) Contract Labor

The City of Bloomfield reserves the right to hire contract labor to perform services for the City of Bloomfield. The provisions of these rules do not apply to contract labor.

***Section 4 Equal Opportunity Employer***

The City of Bloomfield is an equal opportunity employer. It does not discriminate against persons because of their age, sex (including pregnancy), race, color, religion, creed, ancestry, national origin, sexual orientation, gender identity or physical or mental disability in determining suitability for employment, compensation, promotion, transfers, training, education, social and recreational programs, termination or other terms or conditions of employment

***Section 5 Requests for Accommodation***

City of Bloomfield is committed to complying with all applicable provisions of the Americans with Disabilities Act and the disability provision of the Iowa Civil Rights Act. It is the City of Bloomfield's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the City of Bloomfield will provide reasonable accommodation to a qualified individual with a disability, as defined by law, who has made the City of Bloomfield aware of a disability, provided that such accommodation does not constitute an undue hardship on the City of Bloomfield.

An employee with a disability who believes he/she needs a reasonable accommodation to perform the essential functions of the job should contact the City Administrator. City of Bloomfield encourages individuals with disabilities to come forward and request reasonable accommodation.

***Procedure for Requesting an Accommodation***

On receipt of an accommodation request, the City Administrator and your supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the City of Bloomfield might make to help overcome those limitations.

The City will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the City's overall financial resources and organization, and the accommodation's impact on the operation of the City of Bloomfield, including its impact on the ability of other employees to perform their duties and on the City's ability to conduct business.

The City Administrator will inform the employee of the decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, the employee will be advised of his/her right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request is denied on appeal, that decision is final.

The ADA does not require the City to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the City Administrator. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

### ***Section 6 Recruitment***

Whenever a City position is vacant, a notice will be given and current employees may apply. The position will be filled by the person determined to be most qualified for the position. No applicant will be discriminated against because of his or her age, sex (including pregnancy), race, color, religious creed, ancestry, national origin, sexual orientation, gender identity or physical or mental disability.

### ***Section 7 Skill Testing***

The City of Bloomfield may require certain written, oral and performance tests to be taken by persons seeking employment with the City or current employees seeking promotion. The test utilized will be designed to measure qualifications and skills of the job applicant as related to the position being filled.

### ***Section 8 Classification of Position***

All positions except City Administrator are to be included in a classification plan adopted by the City Council. The plan shall include classifications, the salary range within the classification and a job description for each position. All positions shall be allocated to an appropriate classification based on assigned duties, authorities, and responsibilities. Job descriptions and classifications will be deemed only as a description of the kind of work required in a position or classification and will not be interpreted as all inclusive of the duties to be performed. The plan may be revised at any time by action of the City Council. The wages for any newly created positions covered by the collective bargaining agreement will be subject to negotiation.

In the event that a position is reclassified and as a result, thereof, the salary range for the position is increased, the employee's salary shall be placed at a step in the higher range, which corresponds to his/her current salary or at the nearest step above. In the event that a position is reclassified and the salary range is decreased, the employee's salary will remain unchanged until salary increases in the classification results in a salary rate higher than the employee's salary.

The City Administrator has discretion to start a new hire on any step of the pay matrix.

All active job classifications listed in the collective bargaining agreement shall have a lead worker designated by the Public Works Director or the City Administrator with the exception of Parks and Recreation, Administration and Electric Generation.

### ***Section 9      Transfer to Another Classification***

In the event that an employee is permanently transferred by the City to a position in a different classification for reasons other than disciplinary action or employee's liability or failure to perform the requirements of the position, the following will apply:

- a. If the salary range for the new classification is higher, the employee will be placed at a step in the higher range, which corresponds to his/her current salary or at the nearest step above.
- b. If the salary range for the new classification is lower, the employee's salary will remain unchanged, until increases bring the classification salary range to a rate higher than the employee's salary.

If an employee voluntarily transfers to a position in another classification, that employee will be paid within the salary range of the new classification as determined by the City Administrator.

Any employee who transfers into a position that requires a license or certification from the State of Iowa or its regulatory agencies (Sewer, Water or Gas) shall have one year to meet licensing or certification requirements for the position. The Electrical Distribution apprentice shall have four years to meet licensing or certification requirements for the position. If an employee fails to meet these qualification requirements, the employee will be terminated.

### ***Section 10      Temporary Assignment***

When an employee is temporarily assigned for a period not to exceed ninety days (90) to an established position in a higher salary range, he/she will be paid at the rate equivalent to one step above his/her regular rate of pay, or the minimum rate of the higher position, whichever is greater. When an employee returns to his/her regular full-time position, he/she will be paid at the normal pay range step for that position. This section does not apply to administrative positions.

### ***Section 11      Transfer***

An employee may be transferred to another position at any time when it is in the interest of the City of Bloomfield to do so. An employee may, at any time, request a transfer. If an



employee is transferred to a position in the same class and salary range, then his/her compensation will remain the same. If an employee is transferred to a position of a different classification, then **Section 9** will apply.

### ***Section 12 Notice of Change of Status***

At any time that an employee's position is changed, the employee will be given written notice, indicating his/her service date, status, classification, range and step, and salary or hourly wage.

### ***Section 13 Veteran's Preference***

Pursuant to Iowa Code chapter 35C, veterans are entitled to preference in appointment and employment over other applicants of no greater qualifications.

City of Bloomfield will not remove a preferred veteran from employment except for incompetency or misconduct shown after a hearing as required under law.

### ***Section 14 Hours of Work***

As a utility providing a public service, from time to time it is necessary for employees to work irregular shifts. The starting and ending time for each employee's shift will be determined by the City Administrator or the Public Works Director for employees of the following departments and will be subject to change at the discretion of the City Administrator or the Public Works Director.

For Public Works employees, the normal work week shall be from midnight on Friday to midnight on the following Friday with normal work hours to be from 6:30 a.m. to 3 p.m. The normal working hours for the remaining City employees are 7:00 a.m. to 4:00 p.m. including one hour lunch period, for the office and administrative personnel. Work hours may be changed by the Department Manager.

It is the responsibility of the employee to be punctual when reporting to work and to remain on the job until the end of the shift, unless otherwise excused by the employee's supervisor. If you have any questions concerning your working hours, consult your supervisor. It is the responsibility of the employee to record the hours of work as directed by his or her Supervisor.

All time worked will be computed to the nearest one-quarter (.25) of one hour.

City's employees are entitled to two fifteen-minute (15) breaks during their normal workday, one during the first four hours of the shift and one during the second four hours. Individual rest periods will be scheduled and controlled by the supervisors. It is the responsibility of each employee to be punctual when returning from rest breaks. You may not save your break times to extend a lunch period or leave work early.

If, for some important reason, an employee wishes to leave the building or his/her work area, he/she may do so only with the prior approval of his/her supervisor.

***Section 15    On Call Time***

An employee who is required to be on call, as directed by the Public Works Director, will receive a flat rate of One Hundred (\$100.00) dollars per week. In addition to those employees already designated on call, the Pool position shall receive on-call pay when so assigned by the Public Works Director. There shall be no double-call.

## ***Section 16 Call Out***

When an employee is called out, the employee must report to the location designated by the Public Works Director or designee within one hour of the initial notification.

When it is necessary, because of a non-scheduled emergency, to call out one or more members of a department, an employee will be paid for a minimum of two (2) hours at the rate of one and one-half times their regular hourly rate regardless of having worked less than two (2) hours. However, that in the event the period of call-out runs into an employee's normal working shift, such employee will be paid only for the time actually worked in addition to his normal shift pay, as specified in **Section 20**. If the period of call-out exceeds two (2) hours, the employee will be paid for the time actually worked.

An employee, who works less than two (2) hours on the initial call-out and is then called out a second time during the initial two hour period, will not be entitled to any additional call-out pay unless the aggregated time worked for both occurrences exceeds two (2) hours. In this case, he/she will be paid for the aggregated time worked. In the event an employee is called out for a second time after the expiration of two (2) hours from the first call-out, he/she will be paid for a minimum of two (2) hours for each call-out except as provided above.

Employees shall be furnished meal reimbursement for supper up to \$15.00 if the employee is required to be on duty after 6 p.m. on call out. The employee is responsible for providing the Finance Manager a receipt for any requested reimbursement.

If an employee is off duty and called in for a scheduled meeting, he/she will be paid for his/her attendance at straight time.

## ***Section 17 Compensation***

The City seeks to balance the need to be prudent with public funds and the compensation needs of its employees. The City competes for a talented, dedicated workforce in the same labor market as private sector employers. The City assesses the labor market in order to determine the competitiveness of the pay plan. Most likely, the City will not be the highest paying employer in the area. However, the City offers a competitive total compensation package and the opportunity to make a contribution to improving the community where you live.

The pay scale applicable to administrative employees will be developed by the City Administrator and approved by the City Council. The pay scale may be modified depending on the composition and abilities of the administrative personnel. The City Administrator's compensation will be set by the City Council.

The pay scale applicable to employees covered by the collective bargaining agreement will be negotiated.

Wages are paid based upon the particular job classification for which the employee is assigned. Unless an employee is temporarily assigned, pursuant to **Section 10**, the employee will be paid the regular rate of his/her job classification even though some of the duties performed by

the employee are included in another job classification. The plan may be modified from time to time by the City Council.

Increases in compensation within a particular range are based solely on merit and performance. Increases within a range may be made at any time.

### ***Section 18 Pay Periods and Electronic Deposit***

Payday is every other Thursday (bi-weekly). If payday falls on a holiday, you will be paid prior to the holiday. Your pay period will begin on Saturday and end on Friday prior to the Thursday pay date.

Direct deposit of paychecks is also provided and encouraged. All new employees are required to sign up for direct deposit.

### ***Section 19 Clothing, Shoes and Eyeglasses***

All Public Works Department employees will be provided with five (5) shirts and one jacket with liner. Shirts will be replaced annually and jackets will be replaced every two years, unless the Public Works Director certifies that the clothing is worn or not serviceable.

Those employees who are required to wear non-electrical conductive safety shoes (or lineman boots for electrical workers) will be reimbursed up to \$160.00 upon receipt of proof of purchase. This payment will be allowed once annually per employee, providing twelve (12) months have elapsed between purchases.

Those employees who are required to wear prescription safety glasses will be provided one (1) pair of prescription safety glasses by City of Bloomfield. Thereafter, the City will provide one pair of prescription safety glasses every two years. The City will select the eyeglass provider and the style of prescription safety glasses. The maximum reimbursement shall be \$350. The employee shall be responsible for the cost of the eye exam at a provider of the employee's choice. The employee shall pay for the glasses and be reimbursed upon submission of that bill to the Finance Manager.

Employees who are required to wear hard hats will be provided hard hats at no cost to the employee.

### ***Section 20 Overtime & Compensatory Time***

The normal workday will be eight hours and the normal workweek will be forty hours. The workweek will run from Saturday at 12:01 a.m. to the following Saturday at 12:01 a.m. Any regular full-time employee who is required to work more than forty hours in any week shall be compensated at one and one-half times the employee's regular pay rate. An employee who works over 16 hours in a 24-hour period will be compensated at a rate two times the ordinary rate of pay.

Overtime must be authorized by the City Administrator or the Public Works Director. It is the policy of the Council that every effort be made to keep overtime to a minimum.

There is a cap of sixty (60) hours of compensatory time. Only forty hours of compensatory time may be carried over from year to year. Any compensatory time in excess of forty hours not used by the end of year shall be paid out to the employee on the first payroll of the new fiscal year. Compensatory time taken for overtime will be taken at time and one-half and will be taken at the discretion of the City Administrator or the Public Works Director.

### ***Section 21 Payroll Deductions and Wage Garnishments***

The following deductions, if applicable, will be made from employees' gross wage payments:

- Deductions to pay the employee portion of local, state and federal taxes.
- Deductions required pursuant to a withholding order for support, an earnings assignment order, an earnings withholding order or other similar court order.
- Deductions required pursuant to a wage garnishment order.
- Other deductions authorized in writing by the employee, including deductions to cover insurance premiums or payments for other employee benefits.

All deductions will be itemized on employees' paycheck stubs. Employees with questions regarding any deductions taken from their paychecks should immediately contact the Finance Manager.

### ***Section 22 Group Insurance***

Full-time employees become eligible for coverage under the group insurance plan, which includes life, health, dental and accident insurance.

***Group Life and Group Disability Insurance.*** The City of Bloomfield will provide, at no cost to each employee while that employee is employed at City, a group term life insurance policy in addition to a group disability insurance policy.

***Group Health and Dental Insurance.*** The City will provide single coverage health and dental insurance for all employees. Health and dental insurance coverage will start at the beginning of the month following the employee's hire date.

The City will pay 100% of the cost of the health insurance premium for single coverage and 83% of the cost of the health insurance premium for coverage for employee and spouse, employee and child, or employee and family. The employee will pay 17% of the premium for family coverage or additional dependents.

The City will pay 100% of the cost of the dental insurance premium for single coverage. The employee will pay any additional premium for family coverage or additional dependents.

**Section 23 Iowa Public Employees' Retirement System**

Employees of the City of Bloomfield are covered under the Iowa Public Employees' Retirement System pursuant to the rules and regulations of IPERS. Participation in the plan is required.

**Section 24 Payout of Vacation**

When an employee is terminated, he/she will be paid in full for all authorized work. Unused vacation leave at the date of termination will be paid at the employee's current rate of pay. Upon death, retirement or involuntary termination of employment, an employee shall be paid for all unused vacation. An employee who is leaving employment voluntarily must submit written notice at least ten working days in advance of the employee's last day for unused vacation to be paid out.

**Section 25 Vacation**

Vacation is provided to employees for purposes of rest and relaxation from their duties and for attending to personal business. Absences not specifically covered by other provisions of these rules will be chargeable to vacation to the extent it has been accrued.

Each employee shall accrue vacation from his/her date of employment as follows:

After 1 year	10 working days
After 5 years	15 working days
After 10 years	20 working days
After 15 years	25 working days

If an employee takes vacation before the end of a full year of employment, the vacation will be without pay.

The employee shall notify the Department Manager, if possible, fourteen days prior to the time the vacation is to be taken. A minimum of one-half day (or 4 hours) shall be taken at a time. In the event an employee wants to use two days (or 16 hours or less of vacation time), the employee shall notify the Department Manager at least 48 hours prior to the time vacation is to be taken. All vacation dates shall be subject to the approval of the Department Manager. Vacation will be approved in advance of taking it except in emergencies. Consideration will be given to the employee's preference when scheduling vacation. However, vacations must be scheduled to provide minimum interference with continuance of normal operations.

Earned vacation leave will be taken during the year following its accrual. Vacation must be used by the next anniversary date or it will be lost unless, by the mutual consent of the Department Manager and the employee, the period of time to take such vacation is extended. Any such extension must be made in writing. It is the responsibility of the employee to take vacation before his/her anniversary date.

## ***Section 26 Sick Leave***

Sick leave is extended to assist City employees when illness prevents them from working. Full-time employees will accrue sick leave at the rate of eight hours for each month of service. There will be a 560 hour limit to the amount of sick leave that can be accumulated. After an employee has accrued the maximum total of 560 hours of sick leave, the employee shall no longer accrue sick leave until the accrued balance drops below 560 hours.

An employee who is sick must notify the employee's supervisor at least one hour before or within one hour after starting time of the employee's absence. An employee must notify the employee's supervisor each day that the employee will be absent, unless hospitalized, on disability or worker's compensation or the employee presents a health care provider's statement indicating when the employee is expected to return to work.

Sick Leave will be utilized as follows:

- a. Employees who are incapacitated by illness or injury, or whose attendance is prevented by public health requirements, may be granted sick leave with pay to the extent earned, provided, however, that if the absence exceeds three (3) consecutive working days, a physician's certificate may be required. Employees suspected of abusing sick leave may be required to furnish a physician's certificate for all sick leave taken.

After two (2) weeks of continued absence due to illness or injury the City has the right to request a letter from the attending physician stating the present condition of the employee and the anticipated time to return to work. If necessary, the City of Bloomfield reserves the right to send the employee to the City doctor for further evaluation. Sick leave will not be utilized on those injuries or illnesses which are covered by workers' compensation except as specified in **Section 29**.

Employees absent as a result of personal injury, illness or disability will be required to use sick leave for the first thirty days of any absence. After the first thirty days of absence, the employee will be allowed to use the employee's accrued sick leave, accrued vacation and compensatory time to supplement the employee's disability pay. The maximum supplement shall be the difference between the employee's disability pay and the employee's regular rate of pay times forty hours per week.

- b. Employees who are required to absent themselves from work to personally care for a member of their immediate family (spouse, parent or child) may utilize sick leave with pay up to a maximum of five (5) days per calendar year after exhausting all vacation leave and after presenting a Physician's Certificate of Illness. Such a certificate should indicate the need for the employee to care for the sick family member. This five day annual limit may be extended at the discretion of the City Council.
- c. Time off from work for the purpose of medical and dental examinations and treatments which cannot be scheduled at a time other than working hours may be charged to sick leave.

Abuse of sick leave by an employee is cause for disciplinary action against him/her. Supervisors will investigate those employees who use excessive amounts of sick leave on a short-term basis; for time off taken on Fridays, Mondays, and in conjunction with holidays; and where a trend indicates possible abuse of sick leave. Abuse of sick leave is considered unsatisfactory conduct and will be disciplined in accordance with **Section 53** of the Working Rules.

An employee incapacitated beyond the period covered by sick leave may be granted leave without pay in accordance with **Section 32**. Absences for sick leave purposes for more than ninety (90) calendar days may result in the employee's position being permanently replaced by another employee, eliminated and/or result in termination of employment.

An employee who leaves employment with the City and has ten years of continuous employment shall receive payment for those accrued and unused sick leave hours up to a maximum of four hundred hours. No accumulated sick leave will be paid to any employment upon termination of employment if the employee has less than ten years of continuous service with the City.

An employee's pregnancy and medical recovery will be treated the same as any other illness or disability that prevents an employee from working. The employee may utilize her accrued sick leave. In such event, the time will be charged first to sick leave, vacation, personal time, and, thereafter, charged to unpaid leave of absence. Employees who wish to extend their unpaid leave of absence beyond the time medically recommended by their physician may apply for an extended leave of absence. Employees not eligible for FMLA leave who are temporarily disabled because of pregnancy or pregnancy related conditions are entitled to unpaid leave for the period of temporary disability or for eight weeks, whichever is less.

An employee who is absent without sick leave shall not receive payment for those days for which the employee is absent.

### ***Section 27 Family and Medical Leave***

In accordance with the Family and Medical Leave Act of 1993, it is the policy of the City to grant up to 12 workweeks of family and medical leave during a 12-month period to eligible employees (male and female). Medical leave necessitated by pregnancy shall be allowed to eligible employees pursuant to the provisions of federal and state law.

To be eligible for Family and Medical Leave, the employee must:

- have been employed by the city for at least 12 months, and
- have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

The employee must submit a Request for Family/Medical Leave and be taking the leave for one or more of the following reasons:

- the birth of the employee's child and in order to care for that child.



- the placement of a child with the employee for adoption or foster care and to care for the newly placed child.
- to care for a spouse, child, or parent with a serious health condition;
- for the employee's own serious health condition that makes the employee unable to perform the functions of his/her position.
- Qualifying exigency leave for families of members of the Armed Forces when the covered military member is on active duty or called to active duty in support of a contingency operation to a foreign country or international waters. This includes the employee's spouse, son, daughter, or parent.
- Military caregiver leave (also known as covered servicemember leave) to care for an ill or injured servicemember.

The leave may be paid, unpaid, or a combination of paid and unpaid depending on the circumstances as specified:

- Birth of child - An employee taking leave for the birth of a child must use paid sick leave if available for physical recovery following childbirth (typically six weeks). A doctor's note will be required for the period of physical recovery. The employee must then use all other paid leave, and then will be eligible for unpaid leave for the remainder of the 12 weeks.
- Care for newborn child after birth, adoption, or foster care - An employee taking leave to care for a child after birth, adoption, or foster care may use up to 40 hours of sick leave if available and then all other paid leave prior to being eligible for unpaid leave.
- Serious health condition - An employee who is taking leave because of the employee's own serious health condition or the serious health condition of a spouse, child, or parent must first use sick leave (in accordance with the Employee Handbook 5.4) then all other paid leave prior to being eligible for unpaid leave.
- Other authorized leave - If the employee has accrued paid leave, the employee must use paid leave first and take the remainder of the twelve weeks as unpaid leave.

For all leaves taken because of the employee's or a covered family member's serious health condition, the employee will be required to submit a completed "Physician or Practitioner Certification" form and return the certification to the City Clerk.

### ***Section 28 Funeral Leave***

Employees shall receive three (3) days paid absence due to the death of a member of the immediate family. Immediate family is defined as one of the following: spouse, child, parent, grandparent, grandchild, sibling, father-in-law, mother-in-law, stepchild. Employees shall receive two (2) days paid absence due to the death of stepparent. Employees shall receive one (1) day paid absence due to the death of brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, or uncle.

Upon the approval of the City Administrator, employees shall receive actual time off with pay to attend the funeral of a City of Bloomfield employee.

Unpaid leave for the attendance at other funerals may be granted at the discretion of the City Administrator.

### ***Section 29 Jury Duty***

Employees absent from work while serving on jury duty will be paid the difference between jury duty pay and their regular hourly rate of pay. In order to receive payment for such duty, the employee shall present certification of service and assign all fees received for such duty to the City.

When released from jury duty during normal working hours, the employee shall report to work within one hour.

### ***Section 30 Workers' Compensation***

An employee injured as a result of a work accident or an occupational disease will receive worker's compensation benefits. There is a waiting period of three days which will be compensated by the City and charged to the employee's accrued sick leave.

If you are injured at work, you should notify your supervisor immediately, who will then notify the City Clerk. Once you have notified your supervisor, you are required to call Company Nurse. The number is available from your supervisor. If necessary, Company Nurse will make arrangements for you to be seen by a health care provider.

In the event of a life threatening injury, employees should contact the injured employee's supervisor and make arrangements for the injured employee to be taken for emergency care at Davis County Hospital Emergency Room.

The City and its insurance carrier have the right to designate the health care provider who will treat any work-related injury. If an employee decides to go to another provider without a referral from the authorized treating health care provider, the employee will be responsible for all expenses related to those visits.

### ***Section 31 Reinstatement Following Work Accident***

An employee absent from work because of a work injury will return to full duty when released to full duty by the City's health care provider. An employee returning to full duty will present a written release from the City's health care provider before returning to work.

An employee who the City's worker's compensation physician reports is able to perform light duty work will return to duty in that capacity if light duty is available. Failure to accept light duty work may result in the loss of worker's compensation benefits.

### ***Section 32 Leave without Pay***

Leave without pay may be granted by the City Administrator for purposes normally covered by sick leave or vacation when such leave has been exhausted, or for other justifiable reasons, when approved by the City Council. Such approved leave is limited to a maximum of

thirty days. Prior to the employee exhausting his/her vacation or sick leave, the employee shall submit a written request for leave without pay.

**Section 33    *Holidays***

For the purposes of these rules, holidays will be considered to be:

New Year's Day	January 1
President's Day	3 <sup>rd</sup> Monday in February
Good Friday	
Memorial Day	last Monday in May
Independence Day	July 4
Labor Day	1 <sup>st</sup> Monday in September
Veteran's Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Day after Thanksgiving	
Christmas Day	December 25
Day after Christmas	December 26
One floating holiday of the employee's choice	

If any of the above holidays fall on Sunday, the following Monday will be considered the legal holiday and, if the holiday falls on Saturday, the preceding Friday will be considered the holiday.

All employees will be entitled to time off for legal holidays as follows:

- a. All employees, except seasonal employees, are entitled to paid time off on holidays.
- b. Employees who are required to work on a legal holiday will receive pay at two times the hourly rate of pay.
- c. Shift employees working the holiday will be required to take his/her holiday off during the same pay period.
- d. When a holiday occurs during an employee's vacation, it will be paid as holiday pay and not charged against the accrued vacation.
- e. Employees shall not be eligible for holiday pay during the first 90 days of employment.

**Section 34    *Absences in Conjunction with a Holiday***

Employees who are absent from work due to illness the day immediately preceding or immediately following a holiday will not receive holiday pay. It will be charged against accrued sick leave.

Employees who are absent from work the day immediately preceding or immediately following a holiday, for the following reasons will receive holiday pay:

- a. Work injury

- b. Jury duty
- c. Funeral leave
- d. Vacation

Employees, who are absent from work on both the day immediately preceding and immediately following the holiday for any other reason will not receive holiday pay.

### ***Section 35 Leave for Military Service***

Whenever an employee, except a part-time employee, enters the Armed Forces of the United States, whether by enlistment or Selective Service, he/she will be granted military leave of absence for the duration of his/her compulsory service.

During the period of military service, the employee will retain all rights to which he/she is entitled under the provisions of these rules, provided that during the period of military leave in excess of thirty days, annual or sick leave will not accrue. His/her salary upon his/her return will be the same as the employee was receiving at the time he/she went to leave, plus any economic adjustment accruing during the period of such leave, and the employee will be credited with all seniority for past services.

Application for reinstatement following military leave must be made within 30 days after receiving an honorable discharge or release from active duty.

### ***Reserve Training***

Any employee who is a member on reserve status in a branch of the Armed Forces of the United States or the Iowa National Guard, will, upon presentation of official orders for active duty or training, be granted leave for a period not to exceed thirty (30) calendar days. Employees who are members of the Reserve or National Guard will be given time off for training, as required by law.

### ***Pre-Induction Physical***

When an employee is ordered to report for pre-induction military service physical, he/she will be granted military leave not to exceed three days, at his/her regular rate of pay.

### ***Section 36 Breastfeeding***

Pursuant to the Patient Protection and Affordable Care Act, the City supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child.

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. The City will designate a room for this purpose. Nursing mothers wishing to use this room must request the room by contacting the City Clerk.

Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

### ***Section 37 Volunteer Emergency Services Provider Time Off***

Pursuant to Iowa Code chapter 100B, volunteer fire fighters, reserve peace officers and volunteer emergency medical care providers are entitled to time off for their volunteer emergency services activities in certain instances. In the event that you are a volunteer fire fighter, reserve peace officer or emergency medical care provider who may miss work, be late for work or request to leave work early for your volunteer activities, you will be asked to provide the City Administrator with written certification from your service that you are a volunteer emergency services provider. You will then meet with the City Administrator and your Department Manager to review the circumstances under which time off from your work at City of Bloomfield will be allowed to perform your volunteer activities.

Employees who are volunteer fire fighters for the City of Bloomfield and respond to emergency fire calls during working hours will continue to be compensated while performing emergency fire response. This policy was adopted to address the City's lack of volunteer fire fighter coverage during week day regular working hours.

### ***Section 38 Layoff and Recall***

In the event that it becomes necessary to lay off a person from any position with the City of Bloomfield, the lay-off for each such position will be based upon seniority within the affected job classification providing the remaining employees within the Department are qualified to perform the functions required by the City. The determination of qualifications shall be solely that of the City. In the event that an employee is laid off by the City of Bloomfield, that employee will be given a preference when the position is refilled. An eligible employee to be recalled from layoff shall be notified of the recall by certified mail to the address last provided to the City by the employee. If an employee fails to provide a change of address or fails to respond to the notice of recall within three (3) days of receipt of the notice or at the time and date indicated in the notice, whichever is later, the employee shall lose the recall rights.

### ***Section 39 Employee Performance and Evaluation***

An effort will be made to evaluate all new employees at some time during the first six months of employment. Thereafter, a work performance review will be conducted annually to measure job performance. A written appraisal form will be prepared and signed by each employee's immediate supervisor, discussed with the employee and signed by the employee signifying the report has been read and discussed. Thereafter, all appraisal forms will be reviewed by the employee's Department Manager and the City Administrator. The appraisal forms will become a part of the employee's personnel file.

### ***Section 40 Attendance and Punctuality***

An employee unable to report for duty on a workday will notify his/her supervisor of that fact prior to the scheduled time for start of work or within one hour after starting time. Failure to do so without good reason may result in disciplinary action.

Employees will attend to their work in accordance with these rules and department regulations. All departments will keep prescribed attendance records.

Punctuality is important to ensure that the various functions of the City of Bloomfield are accomplished in an efficient and businesslike manner. Work and crew assignments, for example, are hampered when punctuality is not enforced. Employee morale may also become an important factor, particularly if some of the City's employees are continually tardy. Tardiness is grounds for discipline, including termination, although less severe discipline may be used if warranted by the situation.

#### ***Section 41 Dress and Grooming***

You are expected to appear neatly groomed and dressed while at work. Employees are expected to dress and groom themselves in a manner that will not have an adverse effect on the City's business or on the health and safety of employees. Clothing that is torn or stained should not be worn.

If an Employee is required to wear a City of Bloomfield shirt or jacket, the shirt or jacket shall be furnished by the Employer. The Employee is responsible for making sure that the shirt or jacket is clean and in good repair, not torn or stained. The Employee is not responsible for reasonable wear and tear to the City-provided shirts. The Employee is responsible for any damage caused to the City-provided shirts and jackets by deliberate act or by deliberate violation of work rules.

#### ***Section 42 Drug-free Workplace and Drug Testing***

##### *Drug-free Workplace*

It is the policy of City of Bloomfield to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines the City's ability to operate effectively and efficiently. The unlawful manufacture, distribution, possession, sale, or use of a controlled substance in the workplace or while engaged in City's business off City's premises is strictly prohibited. Such conduct is also prohibited during nonworking time to the extent that, in the opinion of City of Bloomfield, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of City of Bloomfield.

Employees indicted for any drug-related offense, or convicted of controlled substance-related violations in the workplace, or outside of work, including pleas of nolo contendere (i.e., no contest), must inform the City Administrator within five days of such conviction or plea.

## *Drug and Alcohol Testing*

Reporting to work under the influence of drugs or alcohol is strictly prohibited.

### *Pre-employment Testing*

The City will test prospective employees for the presence of drugs in the prospective employee's system. Only those receiving a negative test report will be considered qualified for employment.

### *Post-Accident Testing*

The City may subject an employee to a drug and alcohol test following a work accident which results in an injury to a person requiring medical attention and absence from work or which results in damage to property reasonably estimated at the time to exceed \$1,000 and there is a reasonable possibility based on the facts and circumstances that an employee's use of drugs or alcohol could have contributed to the accident.

### *Reasonable Suspicion Testing*

A specific employee may be required to submit to a drug or alcohol test if the City has evidence that the employee is using or has used alcohol or drugs in violation of this policy. This evidence must be drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Examples that might support reasonable suspicion testing are:

- A report of alcohol or drug use by a reliable and credible source;
- Evidence that an employee has manufactured, sold, distributed, solicited, possessed, used or transferred drugs while working or while on a City work site or while operating City vehicle, machinery or equipment.
  - Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
  - Observations made at work, such as direct observation of alcohol or drug use or the physical symptoms of being impaired due to alcohol or drug use.
  - Evidence that an individual has tampered with any alcohol or drug test during the individual's employment with City of Bloomfield.

### *Federal Regulation Testing*

The City will also conduct drug and alcohol testing for those positions covered by the federal Motor Carrier and Department of Transportation Pipeline and Hazardous Materials Safety Administration law in accordance with the relevant regulations. This may include random or unannounced testing of current employees.

Employees may be subject to drug and alcohol testing which is conducted on a periodic basis, without advance notice of the test to employees subject to testing prior to the day of testing, and without individualized suspicion.

Selection of Employees from Pool: If there is to be unannounced testing, employees who are in the pool all have an equal chance of selection, regardless of whether the employee has been selected or tested previously. We utilize, as required by federal law, a random selection process conducted by an entity independent from the City.

Testing under this provision includes return to duty testing and random follow-up testing required by a substance abuse professional.

### *General Provisions*

The following is a list of drugs for which testing will be conducted:

- Amphetamines (including methamphetamine)
- Cocaine Metabolite
- Opiates
- Phencyclidine (PCP)
- Marijuana (THC) Metabolite
- Creatinine, Urinary
- Alcohol

The City has determined to conduct alcohol testing of employees in an attempt to prevent employees from abusing alcohol. An alcohol concentration level of .04 or higher, expressed in terms of grams of alcohol per two hundred ten liters of breath or its equivalent, is considered a positive alcohol test result and violates this policy. The sample used for alcohol testing will be breath. Confirmatory testing will be completed by performing a second breath test. Alcohol testing will be performed by personnel qualified to conduct breath testing pursuant to the requirements of the federal Omnibus Transportation Employee Testing Act. Alcohol testing will be conducted at the Davis County Law Center.

Drug and alcohol testing will be conducted during or immediately before or after a regular work period. The time required for testing shall be deemed work time for the purposes of compensation and benefits for employees. The City will pay all the actual costs for drug and alcohol testing of employees and prospective employees required by the City and will provide transportation or pay reasonable costs of transportation to the Davis County Hospital or another authorized facility for sample collection from an employee.

Samples provided for drug screens conducted under this policy will be collected in reasonable and sanitary conditions with regard for the privacy of the individual providing the sample and for the validity of the test on the part of the City. Test samples will be collected by an independent facility hired by the City. Samples will be split in the presence of the individual to allow for confirmatory testing of any initial positive test result. The facility the City hires to collect and analyze the samples will follow standard chain-of-custody procedures for samples from the time of collection until the sample is no longer needed. Confirmatory testing of an initial positive test result will be by gas chromatography with mass spectrometry or the scientific equivalent.



The prospective employee or employee may provide any information which he or she thinks is relevant to the drug and alcohol test. Such information may include identification of prescription or non-prescription drugs the individual is using or has recently used or any other relevant medical information.

The test result will first be reported to City of Bloomfield's Medical Review Officer ("MRO") for review and interpretation. The MRO will then report the confirmed positive test result to the Administrative Assistant/Confidential and the Administrative Assistant/Confidential will prepare a notice to be sent by the City Administrator notifying the employee or prospective employee in writing, by certified mail, return receipt requested, of the result and an employee's right to obtain a confirmatory test. A prospective employee with a positive confirmed test result will also be notified of the name and address of the MRO and the prospective employee's right to request a copy of the records related to the test.

An employee with a confirmed positive test result will be given the opportunity to request a second confirmatory test from another approved laboratory. If the test confirms the positive test, the employee will bear the cost of the test. A prospective employee will not be given the opportunity to request a second confirmatory test.

Test results when reported to the City by its MRO will be maintained separate from the employee's other personnel records. An employee or prospective employee upon written request will be allowed to inspect or copy records related to drug screens to which he or she has submitted.

Pending the result of the drug and alcohol test, the employee may be suspended with or without pay.

At its discretion, the City may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of employment. If completion of rehabilitation is required, the City will not take adverse employment action against the employee so long as the employee complies with the requirements of rehabilitation and successfully completes rehabilitation. If rehabilitation is allowed, the employee will bear the costs of the rehabilitation program unless the costs are covered under the employee's group health insurance program.

Any action taken against an employee or prospective employee shall be based only on the results of the drug and alcohol test. Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination.

An employee's refusal to consent to drug and alcohol testing will result in disciplinary action up to and including termination. Refusal to submit to a pre-employment drug screen will disqualify the prospective employee.

To educate employees on the dangers of drug abuse, City of Bloomfield has available in the City Clerk's office materials regarding employee assistance including the names, telephone numbers and brochures regarding services provided by several drug rehabilitation facilities. A

list of employee assistance providers and their telephone numbers is also posted on the employee bulletin board.

Periodically, supervisors will be required to attend training sessions at which the dangers of drug abuse, the recognition and documentation of employee drug abuse, City's policy regarding drugs, and the availability of employee assistance will be discussed.

Alere Toxicology will serve as the Medical Review Officer for the City of Bloomfield. If you have any questions regarding the results of any drug test, you can contact Alere Toxicology directly at [Insert phone number]. [Separate MRO for non-DOT/PHMWA testing]

### ***Section 43 Confidentiality***

The City of Bloomfield is a public entity, and as such serves every home and business in the City of Bloomfield. The City's employees have access to homes and places of business and to records pertaining to customer accounts. Information about an individual or business obtained by a City employee as a result of employment with the City of Bloomfield is confidential and will not be discussed with anyone outside of a regular business contact or otherwise disseminated. Any such information obtained through employment with the City of Bloomfield will be disseminated only as required by law.

### ***Section 44 Social Media***

At City of Bloomfield, we understand that social media can be a fun way to share your life and opinions with family, friends and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking site, web bulletin board or a chat room, whether or not associated or affiliated with City of Bloomfield, as well as any other form of electronic communication.

The same principles and guidelines found in City of Bloomfield's policies and a few basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects citizens, suppliers, or people who work on behalf of City of Bloomfield or its legitimate business interests may result in disciplinary action up to and including termination.

*Know and follow the rules*

Carefully read this Employee Handbook, including the Prohibition on Harassment and Discrimination and ensure your postings are consistent with these policies. Inappropriate postings that include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

### *Be respectful*

Always be fair and courteous to fellow employees, citizens, suppliers or people who work on behalf of City of Bloomfield. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers, the Department Manager or the City Administrator than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage citizens, employees or suppliers, or that might constitute harassment or discrimination. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of any status protected by law or this handbook.

### *Be honest and accurate*

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the City of Bloomfield, fellow employees, citizens, suppliers, or people working on behalf of City.

### *Post only appropriate and respectful content*

- \* Maintain the confidentiality of City of Bloomfield's private or confidential information. Confidential information may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- \* Do not create a link from your blog, website or other social networking site to the City of Bloomfield's website without identifying yourself as a City employee.
- \* Express only your personal opinions. Never represent yourself as a spokesperson for City of Bloomfield. If the City is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the City, fellow employees, citizens, suppliers or people working on behalf of the City. If you do publish a blog or post online related to the work you do or subjects associated with the City of Bloomfield, make it clear that you are not speaking on behalf of the City. It is best to include a disclaimer such as: "The postings on this site are my own and do not necessarily reflect the views of City of Bloomfield."

### *Using social media at work*

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your Department Manager, the City Administrator or consistent with this Employee Handbook. Do not use City of Bloomfield's E-mail addresses to register on social networks, blogs or other online tools utilized for personal use.

*Retaliation is prohibited*

The City of Bloomfield prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Employees who engage in retaliation will be subject to disciplinary action, up to and including termination.

*Media contacts*

Employees should not speak to the media on the City's behalf without contacting the City Administrator or the Mayor. All media inquiries should be directed to the City Administrator or the Mayor.

#### **Section 45    Public Communications**

In our efforts to keep the public better informed as to policies, programs, and general information, the City of Bloomfield has adopted a communications policy. Enhancing our communication efforts is of critical importance and forms a critical component of strengthening our relationship with our citizens.

Equally important is establishing a dialogue with citizens which can only be gained by listening to questions, comments, suggestions and concerns. Whether it is through social media, day to day interactions with the public or thoughts and suggestions from citizens, City staff and elected officials want feedback.

Efficient and effective communication with citizens and the news media is critical to our ability to present information in a manner consistent with our policies.

Below are the components that define the ground rules and the purpose of this policy.

- **Project Updates:** These consist of news releases and public City Council reports on City projects covering construction and community enhancements. Reports will be generated periodically to highlight department news, events and special projects that may be of interest to the general public.
- **Website/Social Media Posts:** The City maintains a website which contains general information, project updates and information, and citizen concerns.
- **Guidelines for Media Communication:** Issues limited to the expertise of a particular department, the following process will be followed:
  - Obtain the name of the person calling, the media organization and, if available, the anticipated time of release of the information in print or broadcast.
  - Do not offer speculation or gossip. Do not answer a reporter's question with "no comment." Instead, refer the reporter to the Mayor or City Administrator. Personal opinions should not be communicated.

- Items that should not be included with the news media include legal, personnel, confidential and emergency or crisis situations. Inquiries should be forwarded to the Mayor or City Administrator.
- The city logo or branding should be used on all social media accounts to confirm authenticity.
- Emergency notifications from the Police Department or Fire Department can be given without the consent of the Mayor or City Administrator.
- Record requests will be generated by the City Clerk's office.
- Individual departments shall not maintain independent pages on the City's website without the consent of the Mayor or City Administrator.
- **Notices to Residents:** Notices to residents should be provided for street closings, tree trimming, parking restrictions, and information meetings.

#### ***Section 46 Use of City Vehicles***

Only employees with an unrestricted, current driver's license and who have adequate insurance coverage may operate City's vehicles or use a vehicle to conduct its business. An employee operating a City vehicle or a vehicle to conduct City business must provide proof of adequate insurance to the Finance Manager. City vehicles may only be used for authorized City business. Any employee operating a City vehicle must do so in a safe manner. Texting while driving is not permitted. Any use of a cellular device while driving must be done in a safe manner. Any employee operating a City vehicle under the influence of drugs or alcohol or in an unsafe or negligent manner will be immediately terminated.

The City has the right to search any City vehicle at any time. Therefore, employees have no reasonable expectation of privacy with respect to City vehicles.

#### ***Section 47 Use of City Equipment and Computer Systems***

It is the policy of the City of Bloomfield that the use of its computers and software is limited solely to appropriate business use. Employees are not allowed to use the computer system for their personal benefit. Employees are strictly forbidden from installing software on the system. Further, this policy reaffirms that the City's employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail or other computer or electronic means of communication or storage, whether or not employees have private access or an entry code into the computer system. The City reserves the right to monitor the use of its computer system.

Employees are expected to exercise care in the use of City equipment and property and use such property only for authorized purposes. Loss, damages or theft of City property should be reported at once. Negligence in the care and use of City property may be considered grounds for discipline, up to and including termination.

Upon termination of employment, an employee must return all City property, shirts, jackets, equipment, work product and documents in his or her possession or control.

### *Telephone Use*

Because a large percentage of our business is conducted over the phone, it is essential to project a professional telephone manner at all times.

Although the City of Bloomfield realizes that there are times when an employee may need to use the telephone for personal reasons, it is expected that good judgment will be used in limiting the length and frequency of such calls. Additionally, no long-distance personal calls may be made on City phones without prior approval from the employee's supervisor.

### *Voice Mail, E-mail and Internet*

Every City of Bloomfield employee is responsible for using the voice mail and E-mail systems and the Internet properly and in accordance with this policy. Any questions about this policy should be addressed to the City Administrator.

The voice mail and E-mail systems are the property of City of Bloomfield. They have been provided by the City for use in conducting City business. All communications and information transmitted by, received from, or stored in this system are City records and property of the City of Bloomfield. The voice mail and E-mail systems are to be used for City purposes only. Use of the voice mail or E-mail systems for personal purposes is prohibited. Employees have no right of personal privacy in any matter stored in, created, received, or sent over the City's voice mail or E-mail systems.

The City, in its discretion as owner of the voice mail and E-mail systems, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the voice mail or E-mail systems, for any reason without the permission of any employee and without notice.

Even if employees use a password to access the voice mail or E-mail systems, the confidentiality of any message stored in, created, received, or sent from the City's voice mail or E-mail systems still cannot be assured. Use of passwords or other security measures does not in any way diminish its rights to access materials on its system or create any privacy rights of employees in the messages and files on the systems. Any password used by employees must be revealed to the Finance Manager as messages may need to be accessed by the City in an employee's absence.

Even though the City reserves the right to retrieve and listen to any voice mail messages or retrieve and read any E-mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or listen to any voice mail or E-mail messages that are not sent to them. Any exception to this policy must receive the prior approval of the City Administrator.

The City's policies against sexual or other harassment apply fully to the voice mail and E-mail systems, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no voice mail or E-mail messages should be created, sent, or received if

they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The voice mail and E-mail systems may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job-related solicitations.

Users should routinely delete outdated or otherwise unnecessary voice mails and E-mails. These deletions will help keep the systems running smoothly and effectively, as well as minimize maintenance costs. Employees should be aware that deletion of any E-mail messages or files will not truly eliminate the messages from the system. All E-mail messages are stored on a central back-up system in the normal course of data management.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Voice mails and E-mails are sometimes misdirected or forwarded and may be heard or read by persons other than the intended recipient. Users should create voice mail and E-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on the City of Bloomfield's letterhead.

Employees should also use professional and courteous greetings on their voice mail boxes and in their E-mail messages so as to properly represent the City of Bloomfield to outside callers or recipients

Because voice mail and E-mail records and messages may be subject to discovery in litigation, City employees are expected to avoid making statements in voice mails or E-mails that would not reflect favorably on the employee or the City of Bloomfield if disclosed in a litigation or otherwise.

In order to avoid accidentally disclosing message contents to unauthorized listeners, employees should not listen to voice mail messages while using the speakerphone feature.

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 from the City Administrator. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult the City Administrator.

Although the City recognizes that the Internet may have useful applications to its business and operations, employees may not engage in Internet use unless a specific business purpose requires such use. Absent such purpose, employees may not access the Internet using City of Bloomfield' computer systems, at any time or for any reason. "Surfing the Internet" is not a legitimate business activity.

Management approval is required before anyone can post any information on commercial on-line systems or the Internet. Any approved material that is posted should obtain all proper copyright and trademark notices. Absent prior approval from the City Administrator to act as an official representative of City of Bloomfield, employees posting information must include a

disclaimer in that information stating: "Views expressed by the author do not necessarily represent those of City of Bloomfield."

Any employee who discovers misuse of the voice mail or E-mail systems or the Internet should immediately contact the City Administrator.

#### ***Section 48 Communicable Diseases***

The City of Bloomfield will deal with communicable diseases in a humanitarian and non-discriminatory fashion, while assuring the safety and health of all employees. The City is committed to a responsible policy of non-discrimination regarding communicable diseases. Some exceptions or deviations to this policy may be necessary for certain positions, but the City may employ persons with communicable diseases, while at the same time preserving the safety and morale of the City's employees. Each infected employee will be evaluated on an individual basis, concerning the health status of the employee and the nature of the employee's responsibilities.

#### ***Section 49 Prohibition on Harassment and Discrimination***

The City of Bloomfield expressly prohibits any form of harassment based on age, sex (including pregnancy), race, color, religion, creed, ancestry, national origin, sexual orientation, gender identity or physical or mental disability. Improper interference with the ability of the City employees to perform their expected job duties is not tolerated. This policy forbids any employee, manager, supervisor, officer, director, council member, citizen, vendor, or any other third party that an employee encounters in connection with City's business to harass, discriminate, or retaliate against any City employee on the basis of any legally protected status or activity.

With respect to sexual harassment, the City of Bloomfield prohibits unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

- Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, or brushing against another's body.



- Sexually suggestive touching.
- Grabbing, groping, kissing, fondling.
- Violating someone's "personal space."
- Offensive whistling.
- Lewd, off-color, sexually or racially oriented comments or jokes.
- Obscene language.
- Leering, staring, stalking.
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons.
- Unwanted or offensive letters or poems.
- Sitting or gesturing sexually.
- Sexually, racially, or otherwise discriminatory or lewd E-mail or voice-mail messages.
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.
- Questions about one's sex life or experiences.
- Repeated requests for dates.
- Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- Sexual assault or rape.
- Any other related types of conduct or behavior deemed inappropriate by the City.

This policy also forbids sexual favoritism in the making of any employment decision. Sexual favoritism occurs whenever a supervisor or manager makes a decision based upon an employee's receptiveness to sexual advances.

#### *Complaint Procedure*

All members of the management team of the City of Bloomfield are responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their coworkers.

If you experience any job-related harassment based on your age, sex, race, color, religion, creed, ancestry, national origin, sexual orientation, gender identity or physical or mental disability, or another factor, or believe that you have been treated in an unlawful, discriminatory manner, promptly report the incident to your supervisor or the City Administrator. This policy applies to all incidents of alleged discrimination or harassment, including those which occur off-premises, or off-hours, where the alleged offender is a supervisor, coworker, or even a non-employee with whom the employee is involved, directly or indirectly, in a business or potential business relationship as a result of work at the City of Bloomfield.

Should the alleged harassment occur at a time other than your normal business hours, your complaint should be filed as early as practicable on the first business day following the alleged incident.

Please understand that the City of Bloomfield takes complaints of discrimination and harassment very seriously. Thus, there is no need to follow any formal chain of command when filing a complaint, or discussing or expressing any issue of concern regarding alleged discrimination or harassment, and you may bypass anyone in your direct chain of command and file your complaint or discuss or express any issue of concern with any supervisor or the City Administrator. The City Administrator or his designee will undertake an investigation of any complaints. A complaint about the City Administrator, the Mayor, or City Council members will be made to the City Clerk who will notify the City Attorney for further investigation. All complaints will be kept confidential to the maximum extent possible.

All employees have a duty to report any conduct which they believe violates this policy. In addition, every employee has a duty to cooperate with any investigation conducted by the City, regardless of whether the investigation is being conducted by City officials or outside parties retained by the City for this purpose, or, for that matter, by an outside agency.

If the City determines that an employee is guilty of discrimination against or harassment of another individual, appropriate disciplinary action will be taken against the offending employee, up to and including an unpaid suspension or termination of employment.

The City of Bloomfield prohibits any form of retaliation against any employee for reporting a violation of this policy, filing a complaint under this policy, or assisting in a complaint investigation. However, if, after investigating any complaint of harassment or discrimination, the City of Bloomfield determines that the complaint is frivolous and was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information, up to and including an unpaid suspension or termination.

### ***Section 50    Outside Employment***

Employment with the City of Bloomfield will be considered the employee's primary employment. Compensated outside employment will be limited to not impair employee job performance. An employee who has compensated outside employment will notify the employee's supervisor.

Should there be a conflict in employment, the supervisor and the City Administrator will review the problem with the employee. If the dispute cannot be resolved, the employee may be required to discontinue outside employment or be subject to separation from employment with the City of Bloomfield.

### ***Section 51 Conflict of Interest (Iowa Code chapter 68B)***

No employee shall:

- a. Engage directly or indirectly in any business transactions or private arrangement for profit that accrues from or is based upon his/her position or authority with the City of Bloomfield.
- b. Participate in the negotiation of or decision to award contracts, the settlement of any claims or charges in any contracts, the making of loans, rate fixing, guarantees, or other things of value with or for any entity in which he or she has a financial or personal interest.

Misuse of Information: No employee may for his/her own personal gain or for the gain of others use any information obtained because of employment and not generally available to the public or may disclose this information.

Misuse of City Facilities and Equipment: No employee will use any City equipment, supplies, or properties for his/her own private gain for other than City-designated and authorized purposes.

### ***Section 52 Smokefree Workplace***

To ensure compliance with the Iowa Smokefree Workplace Act, smoking and use of tobacco products is strictly regulated. Use of E-cigarettes are treated the same as tobacco products. Smoking and use of tobacco products is not permitted in any work area of or vehicle owned by the City of Bloomfield. You should make yourself familiar with areas where smoking is not prohibited by City of Bloomfield. Because the City of Bloomfield may be subject to criminal and civil penalties for violations of applicable smoking laws, we must insist on strict adherence to this policy. Employees smoking in any nonsmoking area will be subject to disciplinary action.

### ***Section 53 Standards of Conduct***

It is the City of Bloomfield's policy to encourage the highest standards of employee conduct and work performance. All employees are expected to be knowledgeable of these standards and procedures.

The City of Bloomfield will attempt to resolve any problems concerning an employee's conduct and attempt to help the employee attain the highest standards of conduct and work performance. However, an employee can be terminated for any reason or no reason, with or without notice, at any time, by the City of Bloomfield.

An employee may be disciplined for any of the following offenses, the listing of which is illustrative only and not inclusive of all conduct which may result in discipline:

1. Theft or willful destruction of property of the City or any employee.
2. Falsifying or supplying false information for the completion of City records.
3. Insubordination or refusing to perform work or reasonable instructions.
4. Possession or use of intoxicants or narcotics on city property.
5. Possession of explosives, firearms or other concealed weapons on the City premises without permission.
6. Intentional abuse of City's timekeeping system, including unauthorized punching in/out of another employee.
7. Sleeping during working hours.
8. An employee determined to be an aggressor in a fight on City premises.
9. Conviction of a crime carrying a penitentiary sentence.
10. Leaving work site during working hours without signing out, unless with authorized permission or performing activities related to the employee's job.
11. Reporting to work under the influence of intoxicants or narcotics.
12. Disorderly conduct including use of profane or abusive language; threatening or provoking fellow employees.
13. Deliberate defacing of bulletin boards, material thereon, walls or other properties of the City or fellow employees.
14. Working on personal unrelated work duties on City time.
15. Falsifying City records or information.
16. Sabotage, causing damage or destruction of tools, equipment, or other property belonging to the City or fellow employees.
17. Failure to comply with request of supervisory personnel to submit personal packages being brought onto or out of the work site for inspection.
18. Unauthorized altering or repairing of equipment.
19. Soliciting, collecting, distributing, or selling on City time without authorization.
20. Soliciting, collecting, distributing, or selling on City property without written authorization.
21. Unauthorized operation of equipment or use of material or property of the City or fellow employees.
22. Smoking in restricted areas, including any City facility, vehicle or equipment.
23. Willful violation of safety and health requirements.
24. Habitual tardiness or absences without just cause.
25. Horseplay including running, pushing, shoving, throwing objects, playing practical jokes, and otherwise disturbing fellow employees.
26. Failure to call and notify the City of an absence prior to the start of work.
27. Leaving workstation unnecessarily.
28. Failure to use the employee timekeeping system in accordance with standard procedure.
29. Failure to be at the work site at starting time or stopping before quitting time.
30. Unauthorized parking, excess speed, or other acts of disregard for fellow employees in moving traffic on City property.
31. Unauthorized use of City telephones except in case of emergencies.
32. Violating the City's Code of Ethics.

An employee may also be disciplined for misconduct arising outside the workplace depending upon the nature of the conduct and its adverse impact on the City of Bloomfield.

Disciplinary action may involve one or a combination of the following:

- a. Oral warning
- b. Written warning notice or written reprimand
- c. Transfer to a less responsible position
- d. Suspension without pay
- e. Termination

The authority to suspend employees is vested in the City Administrator and Department Manager. Prior to or, if not practicable, as soon as possible after a suspension, the person initiating the suspension will review the situation with the City Administrator. The authority to terminate employees is vested in the City Administrator. Before initiating the termination, the Department Manager will review the case with the City Administrator. The City Administrator will then inform the City Council.

Any suspension will be without pay.

Any disciplinary action except termination may be reviewed pursuant to the terms of **Section 59**.

#### ***Section 54 Retirement***

All employees of the City of Bloomfield are entitled to IPERS benefits upon retirement or separation as provided for under the rules and regulations of IPERS.

At the time of the death of the retiree, any future coverage for the retiree's dependents or spouse will be governed by COBRA. The spouse or dependent will bear the cost of continuing insurance coverage.

Retired employees will also be entitled to receive accrued sick pay as set forth in **Section 26**.

#### ***Section 55 Resignation***

It is requested that any employee who intends to terminate his/her employment with the City of Bloomfield submit the employee's resignation in writing to the employee's Department Manager at least two weeks before termination. If the written resignation is not received at least two weeks before the last day of employment, the employee will forfeit any payout of accrued leave.

#### ***Section 56 Safety***

It is the responsibility of every employee to develop safe working habits. The development of a proper attitude towards safety is the only method to improve safe working

habits. In order to assist the City's employees in developing their skills and capabilities, employees may be offered the opportunity or be required to attend Council approved training programs. Any employee, who successfully completes a work-related class at the direction of the Council, will be reimbursed the cost of the class. Any application for reimbursement should be submitted in writing before taking the class. Approval of courses pertinent to job function will rest with the Department Manager or City Administrator. The employee will be reimbursed for tuition. Other expenses, including but not limited to laboratory fees, examination fees, cost of textbooks, materials, transportation, or other course related cost, will be the obligation of the employee.

It is the responsibility of every department to ensure a safe and healthy atmosphere, safe working conditions, tools, equipment and work methods for all of its employees. Employees are expected to comply with all safety and health requirements whether established by management or by federal, state, or local law.

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers. Employees have a responsibility to report any unsafe working conditions or practices to a supervisor or safety committee member.

Employees violating recognized safety rules, procedures, or standards, or acting in such a manner as to endanger their own or another's personal safety shall be subject to disciplinary action which may include an oral or written warning, suspension or termination.

If the maintenance of a state approved license is a condition of employment established by the Employer, the cost of the test, the license fee and its renewal shall be paid by the Employer. State approved license does not include the standard driver's license or a chauffeur's license.

If an Employee is required to wear a protective device as a condition of employment established by the Employer, the protective device shall be furnished and maintained by the Employer. The Employee shall use the protective device only as authorized in the work rules. The Employee is not responsible for reasonable wear and tear to the protective device. The Employee is responsible for any damage caused to the protective device by deliberate act, or by deliberate violation of the work rules.

### ***Section 57 Workplace Violence***

City of Bloomfield is concerned about the increased violence in society, which has also filtered into many workplaces throughout the United States, and has taken steps to help prevent incidents of violence from occurring at the City. It is the policy of the City of Bloomfield to expressly prohibit any acts or threats of violence by any City employee or former employee against any other employee in or around City of Bloomfield's facilities or elsewhere at any time.

The City of Bloomfield will not condone any acts or threats of violence against the City's employees, citizens, or visitors on City premises at any time or while they are engaged in business with or on behalf of the City, on or off City premises. This policy applies to any

employee, manager, supervisor, officer, director, council member, citizen, vendor, or any other third party that an employee encounters in connection with City business.

In keeping with the spirit and intent of this policy, and to ensure that City of Bloomfield's objectives in this regard are attained, it is the commitment of the City:

1. To provide a safe and healthy work environment.
2. To take prompt remedial action up to and including a suspension or termination, against any employee who engages in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.
3. To take appropriate action when dealing with citizens, former employees, or visitors to City facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
4. To prohibit the possession, use or sale of weapons, firearms or explosives on City property, while operating City machinery, equipment or vehicles for work-related purposes or while engaged in City business off premises, except where expressly authorized by the City Administrator and permitted by state and local laws. This policy applies to all employees, including, but not limited to, those who have a valid permit to carry a firearm, except those City employees authorized to use weapons in the performance of their job responsibilities (i.e. Police), or for those who are authorized to use hazardous tools and devices as bona fide portions of their job (e.g. machete for clearing brush, small knives to cut rope or piping, etc.).
5. To establish viable security measures to ensure that the City's facilities are safe and secure to the maximum extent possible and to properly handle access to City facilities by the public, off-duty employees, and former employees.

Any employee who displays a tendency to engage in violent, abusive, or threatening behavior, or who otherwise engages in behavior that the City of Bloomfield, in its sole discretion, deems offensive or inappropriate will be subject to disciplinary action, up to and including an unpaid suspension or termination.

In furtherance of this policy, employees have a "duty to warn" their supervisors of any suspicious workplace activity or situations or incidents that they observe or that they are aware of that involve other employees, former employees, citizens, or visitors and that appear problematic. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent.

The City of Bloomfield will not condone any form of retaliation against any employee for making a report under this policy.

***Section 58 Internal Investigations and Searches***

From time to time, the City of Bloomfield may conduct internal investigations pertaining to security, auditing or work-related matters. Employees are required to cooperate fully with and assist in these investigations if requested to do so.

Whenever necessary, in the City's discretion, work areas (i.e., desks, file cabinets, etc.) and personal belongings (i.e., briefcases, handbags, etc.) may be subject to a search without notice. Employees are required to cooperate.

The City will generally try to obtain an employee's consent before conducting a search of work areas or personal belongings but may not always be able to do so.

### ***Section 59 Appeals***

We hope all employees share a feeling of pride in their work at the City of Bloomfield, and that your spirit of cooperation and enthusiasm in working for the good of the City will be apparent in all your relations. The City realizes, however, that honest differences occasionally arise. Here is how to handle these differences.

To guarantee prompt and equitable treatment of any problem, the following procedures have been established:

- a. Discuss the problem first with your Supervisor. This will clear any misunderstandings and resolve a majority of the issues.
- b. If the problem was not handled to your satisfaction by your immediate Supervisor or you fail to receive response within ten working days, the matter may be discussed with the next level of supervision.
- c. If you are still not satisfied with the resolution of the problem, you may submit a written appeal to the City Administrator. A final decision on the matter will be made at this level.

It is understood that any employee who elects to use the employee complaint procedure will be treated courteously. The problem will be handled confidentially at all times.

### ***Section 60 Notification of Arrest or Criminal Conviction***

If an employee is arrested or convicted of criminal conduct, the employee should notify his/her immediate supervisor of the arrest or conviction. The City will not assume from an arrest that the employee committed the offense; however, the City will evaluate whether the conduct relates to the employee's job duties. The City Administrator will allow the employee an opportunity to explain the circumstances of the arrest or conviction and the City Administrator will make a reasonable effort to determine whether the explanation is reliable. The City Administrator will make a decision regarding employment consequences based on the conduct underlying the arrest or conviction if the conduct makes the employee unfit for his or her position.

### ***Section 61 Residency Requirement***



The City requires the following employees to reside within 25 miles of the City of Bloomfield City Hall in order to report to work within a reasonable time:

Police Department, including Police Chief  
Public Works Department, including Public Works Director

### ***Section 62     Hiring of Relatives and Friends***

It is the City's policy not to employ the relatives of any current employees who are in supervisory or confidential positions. This applies to full-time, part-time, and temporary positions, except positions at the swimming pool.

Many employees have been placed through recommendations of employees, the Mayor and City Council. Referrals from employees, the Mayor and Council members will continue to be welcomed, however, the City will make a sincere effort to remain impartial and to base selection on the job-related qualifications of all applicants and to not employ a relative or friend in the same department as the employee making the referral.

### ***Section 63     Code of Ethics***

As an employee of the City of Bloomfield, you shall adhere to the following code of ethics regarding conduct and behavior. Failure to do so can result in discipline or termination:

- I shall be impartial and dedicated to the best interests of the City. I shall conduct myself, both inside and outside the City's service, so as not to cause distrust of my impartiality or of my dedication to the City's best interests.
- I shall follow all applicable local and state standards for ethical conduct at all times and will not use my position with the City in an inappropriate manner or in a way that will result in personal or financial gain.
- I shall affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.
- I shall be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that I may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
- I shall consider, first, the interests of the City in all transactions.
- I shall carry out the established policies of the City.
- I shall buy without prejudice, seeking to obtain the maximum value for each expenditure of public funds.
- I shall never engage in acts of corruption or bribery, nor will I condone such acts by other employees.
- I shall be responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

# Acknowledgment

This is to acknowledge that I have received a copy of the Employee Handbook for the City of Bloomfield dated July 1, 2020. I will read it carefully and agree to comply with the policies as stated herein and with those orders and directives of supervision and management within the City of Bloomfield. I understand that this handbook does not create any contractual rights in favor of the employee or the City of Bloomfield and that the City of Bloomfield reserves the right to change the terms of this handbook at any time.

I also acknowledge that the City of Bloomfield maintains an employment-at-will policy.

If I am covered by an enforceable collective bargaining agreement and there are any conflicts between this Employee Handbook and the collective bargaining agreement, the collective bargaining agreement will prevail.

Name \_\_\_\_\_  
*(Please print)*

Signature \_\_\_\_\_

Date \_\_\_\_\_