

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. including a thirty-minute lunch period. 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.