

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 Electrical and Gas Department employees are required to wear flame resistant clothing while on duty as part of their safety gear. The total payment/reimbursement for all clothing and safety shoes for these employee shall not exceed \$1,250.00 per fiscal year.

All other Public Works and Parks Department employees, who are not required to wear flame resistant clothing, will be allotted up to \$750.00 per fiscal year to go towards payment/reimbursement for all clothing and safety shoes.

The Mechanic position will be provided with rental uniforms paid for by the City of Bloomfield. The Mechanic may also have \$100.00 toward a jacket every two years. The safety boot allowance will be \$160.00 each fiscal year.

Administrative and office employees will be allotted up to \$250.00 per fiscal year to be used toward work shirts.

Shirts and jackets must be screen printed or embroidered with City of Bloomfield on them. These shirts are to be worn when employees are attending a meeting/training outside of the

City, as a representative of the City. They are also to be worn by the employee during their normal workday.

All Public Works and Parks employees are eligible for \$250.00 reimbursement toward prescription safety glasses. Administrative and office employees are also eligible up to \$250.00 reimbursement toward prescription glasses. Reimbursement will be on an every two year basis. The employee shall pay for the glasses and be reimbursed upon submission of the receipt to the Finance Manager.

~~The total payment/reimbursement for all clothing, shoes and eyeglasses shall not exceed \$1250 per year for employees in the Gas and Electrical Departments who are required to wear flame retardant gear. The total payment/reimbursement for all clothing, shoes and eyeglasses shall not exceed \$750 for all other employees who are not required to wear flame retardant gear.~~

~~All Public Works and Parks Department employees will be provided with at least 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. Public Works and Parks Department employees will be expected to wear the City issued shirts on a daily basis. Electrical and Gas Department employees will be provided three (3) flame resistant jeans to wear at City expense and will be expected to wear the jeans while on duty as part of their safety gear. These purchases will occur each Fiscal Year, if twelve (12) months have elapsed between purchases.~~

~~Administrative and office employees will be provided with three (3) shirts annually. These shirts are to be worn when an administrative or office employee is attending a meeting outside the office as a representative of the City and may be worn by an employee to work in the office.~~

~~Public Works Department 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.~~

~~Public Works or Parks Department 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 every two years. 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.

~~The total payment/reimbursement for all clothing, shoes and eyeglasses shall not exceed \$1250 per year for employees in the Gas and Electrical Departments who are required to wear flame retardant gear. The total payment/reimbursement for all clothing, shoes and eyeglasses shall not exceed \$750 for all other employees who are not required to wear flame retardant gear.~~

Section 20 Overtime & Compensatory Time

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 and the estimated cost of the 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

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 53A. Open Records Access to Personnel Information

While an employee's personnel records are generally confidential, Iowa Code Chapter 22 includes certain exceptions to the confidentiality of personnel records.

If the employee resigns in lieu of termination, being discharged, or being demoted as the result of a disciplinary action, the fact of the resignation, discharge or demotion and the documented reasons for it will be a public record, subject to production in response to an open records request. When required under Iowa law, you will be notified, prior to the City taking certain disciplinary action, that the related information from your personnel file may become a public record.

Section 54 Retirement

All full-time and part-time 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**.

Acknowledgment

This is to acknowledge that I have received a copy of the Employee Handbook for the City of Bloomfield ~~effective~~ ~~revised~~ ~~July 1~~ ~~May-5~~, 2023~~2~~. 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 _____