



Employee Handbook

Our Mission:

To Provide Exceptional and Fiscally Responsible
Services that Promote Planned, Sustainable Growth
and a High Quality of Life

2017 Version

WELCOME TO THE CITY OF ADEL, IOWA

To Employees of Adel:

The most important resource to the City of Adel is its employees. An interesting and challenging experience awaits you as an employee of the City of Adel, Iowa. The City provides diverse services to the citizens of Adel and the surrounding communities. Each of us shares in the responsibility of making Adel a pleasant and safe place to live.

This handbook has been prepared to answer some of the questions you may have concerning the City and its policies. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are subject to change at the discretion of the City Council, as are all other policies, procedures, benefits, or programs of the City. From time to time, you may receive updated information concerning changes in policy. If you have any questions regarding any policies, please ask your supervisor or the City Administrator for assistance.

The contents of this handbook are presented as a matter of information only. This handbook does not, either by itself or in conjunction with any other City documents, policy, procedure, practice, or verbal statement, create an employment contract, express or implied, provide or guarantee employment for any period of time or that employment will be terminated only upon or after certain conditions have been met or have occurred. Bargaining unit agreements govern in the event of a conflict between these policies and the terms of the bargaining agreement.

While it is the hope of the City Council that your employment with the City will be a long and rewarding period for you, it is the policy of the City that all employees are employed “at will,” and can be terminated at any time with or without cause or prior notice, unless otherwise required by law. All statements contained in this handbook shall be interpreted to be consistent with this employment-at-will relationship and the requirements of law. No elected official, manager, supervisor, co-employee, or other representative or agent of the City has any authority to modify the “at will” status of any employee unless the modification is expressly made in writing and has been specifically approved in writing by the City Council. Whenever the policies or language of this handbook are in conflict with those of a collective bargaining agreement or any other employment contract, the policies, terms, conditions and language of the collective bargaining agreement or employment contract supersede those of this handbook.

Welcome and congratulations on your employment with the City of Adel. It is our sincere hope that you are successful in your position and that your employment relationship with the City of Adel will be a long and rewarding experience.

James F. Peters,
Mayor

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1. INTRODUCTION

1.1 PURPOSE

The contents of this employee handbook are presented as a matter of information only. It is not a contract, expressed or implied. While the City of Adel believes wholeheartedly in the plans, policies, and procedures described here, they are not conditions of employment. The City reserves the right to delete from, add to, and / or revise the employee handbook at any time. Although the hope is that your employment relationship with us will be long term, your employment is “at will”, meaning either you or the City of Adel may terminate this relationship at any time, for any reason, with or without notice.

1.2 WHO IS COVERED BY THIS HANDBOOK?

This employee handbook applies to all full-time regular and part-time employees as well as seasonal/temporary employees who work for the City of Adel. The City will mention from time to time when a policy or practice may be the same or slightly different for employees who are working under contract terms, or employees working under a collective bargaining agreement. Whenever the policies, terms, conditions or language of this handbook are in conflict with those of a collective bargaining agreement or any other employment contract, the policies, terms, conditions and language of the collective bargaining agreement or employment contract supersede those of this handbook.

1.3 HISTORY OF THE CITY OF ADEL

The original town was surveyed and plotted by the County Surveyor Martin W. Miller and his deputy Alfred D. Jones. The work was completed May 22nd, 1847. Many additions have been made since. The original plot was situated on the level place near the river on land claimed and owned by John Miller. Adel was the first town established in Dallas County.

The town, when first laid out, was called Penoch at the suggestion of the deputy surveyor, A. D. Jones, and retained that name until sometime in 1849 when it was named Adel in honor of a very pretty child. No record has been found in any of the books for the change, but it was probably done by the legislature.

The first house was built by J. C. Corbell in 1847. Ira Sherman sold the first goods in town, and not long after him, Benjamin Green and George B. Warden each opened stores in 1848.

The first brick building erected in town was a small one-story building occupied by G. W. Campbell as a tailor shop.

From these humble beginnings sprung a bustling city with more than 4,000 residents. Adel, with its historic courthouse standing among businesses which line all four sides of its square, has experienced steady growth over the years while maintaining its small-town feel.

As the county seat, Adel's courthouse was, and still is, the centerpiece. The building is a superb example of French chateau architecture, and has majestically presided over Adel's central business district since 1902.

Adel is an example of how a city can maintain its unique character while remaining true to its past. The City has a variety of civic groups and organizations, a strong school system, and an Adel Partners / Chamber of Commerce program that help maintain and promote a strong business environment.

A big drawing point each year is the annual Sweet Corn Festival, which brings thousands of people into the community to enjoy free sweet corn and the many events which accompany it.

Adel is one of the few remaining communities with brick streets, and the small village has grown into one of Dallas County's golden locales. Its growth continues, and its inhabitant's view toward the future is reflected in its welcoming sign which reads: "Adel, Growing with Pride."

1.4 HOURS OF OPERATION

City Hall is open Monday through Friday, 8:30 a.m. to 4:30 p.m.

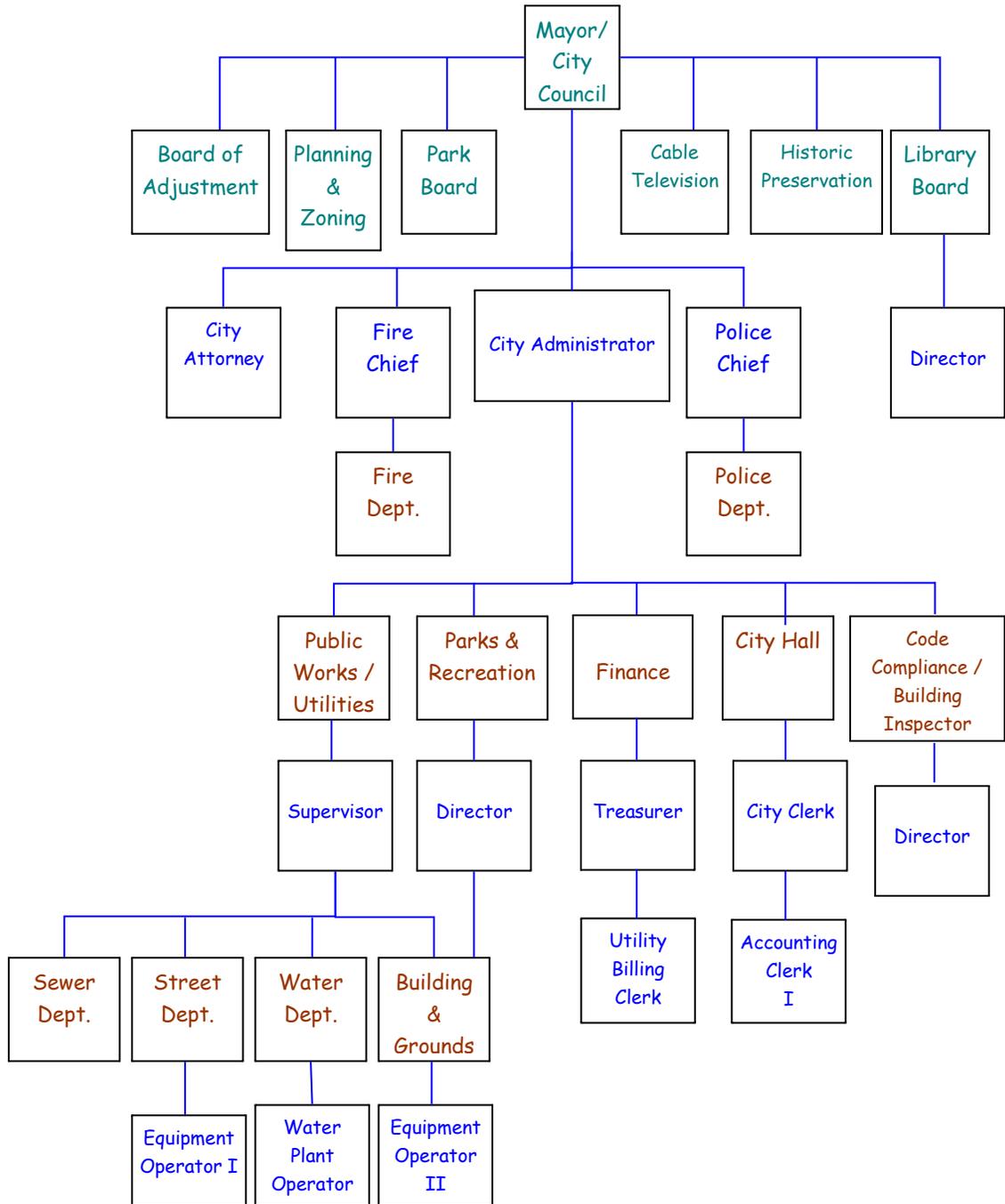
1.5 ORGANIZATIONAL CHART & CHAIN OF COMMAND

On the next two pages you will find the City's organizational chart and chain of command.

Unless otherwise stated in this handbook, this chain of command is used primarily for emergency management and other advisory situations.

CITY OF ADEL ORGANIZATIONAL CHART

Citizens of Adel



CITY OF ADEL CHAIN OF COMMAND

CITY DEPARTMENTS

1. Employee
2. Supervisor
3. City Administrator
4. Mayor
5. Personnel Committee
6. City Council

POLICE DEPARTMENT

1. Patrol officer
2. Sergeant
3. Lieutenant
4. Police Chief
5. Mayor
6. Public Safety Committee
7. City Council

FIRE DEPARTMENT

1. Firefighter
2. Fire Chief
3. Mayor
4. Public Safety Committee
5. City Council

2. EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The City of Adel is an equal opportunity employer and is committed to fair and equal treatment of all employees without regard to race, color, age, religion, sex, sexual orientation, gender identity, ancestry, national origin, status as a United States Military Veteran or special disabled veteran in accordance with applicable federal laws, or disability that does not interfere with job performance with reasonable accommodation.

The Equal Employment Opportunity Officer for this organization shall be the duly elected Mayor. The Mayor has the power to delegate such duties and may, from time to time, do so. The EEO Officer shall be responsible for interpreting, initiating, and justifying the City's activities in this program as they relate to City policies, including contract compliance.

The City is committed to administer all personnel actions in compliance with federal and state regulations. The City refrains from using policies that discriminate in such matters as employment, promotion, demotion, transfer, compensation, benefits, training, and education. The City's policies also prohibit harassment of any kind. If any employee feels discriminated against or harassed, they should direct their problem either to their immediate supervisor or to the Mayor as provided for in this handbook. All complaints will be investigated and resolved promptly. The confidence of the employees involved will be maintained to the extent possible.

3. COMPENSATION

3.1 PAY PLAN

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. Accordingly, the City frequently assesses the labor market in order to determine the competitiveness of your pay plan. We offer a competitive total compensation package and a work environment where you can feel good about your contribution to improving the community where you work.

Each job classification shall be assigned to the appropriate salary range. Newly appointed employees will normally start at the minimum rate of pay in the range. Generally, step increases in pay will occur at the beginning of each fiscal year.

Extra pay will be added to base pay for licenses and certifications beyond those required for the employee position. This pay will be added to base pay in the period following achievement of the license or certification.

Water Treatment / Operations Certificate	50 cents per level per hour
Water Distribution Certificate	50 cents per level per hour
Wastewater Treatment / Operations Certificate	50 cents per level per hour
Wastewater Collection Certificate	50 cents per level per hour
Certified Pool Operator License	20 cents per hour
Pesticide Applicator License	20 cents per hour
Certified Municipal Clerk Certificate	20 cents per hour

3.2 WAGE INCREASE POLICY

The following personnel shall be responsible for recommending wage increases within the budgeted wage guidelines set by the City Council:

1. The Police Chief for the Police Department.
2. City Administrator for Public Works, City Hall, and Adel Family Aquatic Center staff.
3. The Library Board for the Library Director and Library staff.
4. The Personnel Committee for the City Administrator.
5. The Mayor for the Police Chief and Lieutenant.

All recommendations, except those of the Library Board, will be forwarded to the Personnel Committee for review. The Personnel Committee will in turn forward the recommendations to the City Council for final action by resolution.

The wage and wage increase process are not subject to the Complaint Resolution Procedure in section 10.

3.3 JOB CLASSIFICATION

The job classification plan shall consist of the various classification titles as approved by the City Council. The plan shall be administered by the City Administrator to ensure that the job class specifications are accurate and current.

For purposes of salary administration and eligibility for overtime payments and employee benefits, the City classifies its employees as follows:

1. **Full-time regular employees:** Employees hired to work the City's normal 40-hour workweek on a year-round regular basis. Such employees may be "exempt" or "nonexempt" as defined below.
2. **Part-time regular employees:** A part-time regular employee is an employee who is regularly scheduled to work year-round with a minimum of 30 hours but less than 40 hours worked per week. This definition does not include seasonal or temporary workers, or part-time paid members of the fire department.
3. **Part-time provisional employees:** A part-time provisional employee is an employee who is scheduled to work year-round with less than 30 hours worked per week. This definition does not include seasonal or temporary workers, or part-time paid members of the fire department.
4. **Part-time seasonal employee:** Employees who are hired to work on a seasonal basis not exceeding seven months in each calendar year. Part time seasonal employees may be scheduled to work up to 39 hours per week. However, part-time seasonal employees are not eligible for benefits.
5. **Part-time recreational employee:** Employees who are hired to work on a seasonal basis not exceeding six months in each calendar year at a City-operated recreational facility. Part-time recreational employees are not eligible for benefits.
6. **Volunteer:** An individual who agrees to perform services for the City and does not receive compensation therefore. Certain volunteers, however, depending on circumstances, may be entitled to reimbursement of expenses, a nominal stipend to assist

in the performance of volunteer services, and reasonable limited benefits (such as coverage by workers' compensation insurance).

7. **Nonexempt employees:** Employees who are required to be paid overtime at the rate of time and one half (i.e., one-and-one-half times) their regular rate of pay for all hours worked beyond forty hours in a workweek, in accordance with applicable state and federal wage and law hours.
8. **Exempt employees:** Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. You will be informed of your initial employment classification as an exempt or nonexempt employee during your orientation session. If you change positions during your employment as a result of a promotion, transfer, or otherwise, you will be informed by the City Administrator of any change in your exemption status.

3.4 PAY PERIODS

All City employees are normally paid by check on a semimonthly basis, usually after 10:30 a.m. on the fifth and twentieth days of each month. If a scheduled payday falls on a Saturday, Sunday, or City-observed holiday, you will be paid on the day preceding the weekend or holiday. Time sheets will be turned in to the payroll clerk on the morning of the first and sixteenth of each month or the first working day thereafter.

All required deductions from your gross wages, such as for federal, state, and local taxes, and matching Social Security payments, will be computed by a government tax guide table. Employees are subject to withholding under the Iowa Public Employees Retirement System (IPERS), in accordance with the administrative rules and guidelines promulgated by the Iowa Department of Employment Service. All authorized deductions will be withheld automatically from your paychecks.

Please review your paycheck for errors. If you find a mistake, report it to your supervisor immediately. Your supervisor will assist you in taking the steps necessary to correct the error.

In the event that your paycheck is lost or stolen, please notify your supervisor immediately. Your supervisor will, in turn, notify our payroll supervisor who will attempt to put a stop-payment notice on your check. Unfortunately, however, the City is unable to take responsibility for lost or stolen paychecks, and if we are unable to stop payment on your check, you alone will be responsible for such loss.

3.5 PAYROLL DEDUCTIONS / DIRECT DEPOSIT

Automatic Deposit of paychecks is available to all employees. Arrangements may be made with the payroll clerk. The paycheck funds will be available in the designated employee account by 8:30 a.m. on the fifth and twentieth days of each month.

3.6 LONGEVITY PAY

For full-time regular employees, the City provides a longevity award payment on your employment anniversary date every year. The longevity payment amount is based on your full years of service.

Longevity payments will be included on the paycheck during the pay period immediately following your anniversary date. The payment amount is \$104.00 multiplied by your full years of completed service.

Pro-rated longevity payments are only provided upon an eligible employee's IPERS retirement.

3.7 WAGE GARNISHMENTS

We expect our employees to meet their financial obligations. Wage garnishments against an employee's salary cause extra work, time, and expense for the City. We will work with any local, county, or state agency as provided by law but encourage you to work towards preventing wage garnishments.

4. LEAVE BENEFITS: WITH AND WITHOUT PAY

4.1 UNPAID LEAVE

Full-time regular and part-time regular employees may ask their department director for an absence without pay after six months of service with the City of Adel. The request shall be submitted in writing indicating the reason and length of time of absence. While an employee is on approved unpaid leave, leave benefits will not continue to accrue. During the first ninety (90) days of approved unpaid leave, the Employer will continue to make its contribution to employee insurance plans so long as the employee continues, during that period, to pay the employee's share, if any. Thereafter, if the employee wishes to continue insurance coverage, and if doing so is allowed by the carrier, the employee will be responsible for both the Employer's and the employee's share of premiums. Premiums must be paid directly to the City Treasurer. Arrangements for the time of payment must be made with the City Treasurer prior to the employee going on unpaid leave.

4.2 PAID HOLIDAYS

The City provides paid time off to all full-time regular and part-time regular employees on the following holidays:

1. New Year's Day, January 1
2. Presidents' Day, the third Monday in February
3. Memorial Day, the last Monday in May
4. Independence Day, July 4
5. Labor Day, the first Monday in September
6. Veteran's Day, November 11
7. Thanksgiving Day, the fourth Thursday in November
8. Friday after Thanksgiving Day
9. Christmas Eve, December 24
10. Christmas Day, December 25
11. Two floating holidays - two floating holidays will be added in January of each year.

If a holiday falls on a part-time regular employee's regularly scheduled workday, and they do not have the opportunity and availability to make up the time, they shall be paid pro rata for these

holidays based on the number of hours they would normally have been scheduled to work, if any, had the day not been a holiday.

Full-time regular and part-time regular employees shall be paid for each of the holidays set forth in this section occurring during the period in which they are in paid status. An employee required to work on a recognized paid holiday shall be granted compensatory time off or cash, as provided for in section 6.14, at the rate of time and one-half (1 1/2) off for all hours worked. Holiday pay will be at the employee's normal pay for the day on which he/she would have been scheduled to work.

To be eligible for holiday pay, an employee must have worked the last full scheduled workday immediately before and the first full scheduled workday immediately after each holiday, unless prior approval has been given for the employee to be on paid leave. An employee on layoff or unpaid leave is not eligible for holiday pay.

If you are on a paid leave of absence, and the holiday occurs during your leave, the holiday will not be counted as part of that leave of absence.

Paid holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday. When Christmas falls on a Monday or a Thursday, the following workday shall be observed as the "Christmas Eve" holiday. When Christmas falls on Tuesday, Wednesday, or Friday, the preceding work day shall be observed as the Christmas Eve holiday. When Christmas falls on Saturday or Sunday, the preceding Friday and the following Monday will be observed as holidays.

The police department will observe the actual holidays as listed above.

4.3 PAID VACATION LEAVE

Because we recognize the importance of vacation time in providing the opportunity for rest, recreation, and personal activities, the City grants annual, paid vacations to its full-time regular employees. The amount of vacation to which you are entitled depends on your length of service as of your anniversary date. Vacation leave shall be accrued as follows:

Years of Service	Hours Per Month	Equivalent Hours	Annual Days
0 – 5	6 2/3	80	10
6 – 15	10	120	15
16 – 24	13 1/3	160	20
25 – 29	16 2/3	200	25
30+	20	240	30

You will be eligible to take vacation once it accrues on your payroll record or as approved by the City Administrator or Police Chief for the Police Department.

Vacation Carryover

Vacation may be taken as time accrues at any point during the year. However, unless you have written approval from the City Administrator, you may not carry over more than one year's worth of accrued vacation beyond your next anniversary date. At the pay period following your anniversary date, any unused vacation hours above your allowable carryover hours will be eliminated according to the schedule below:

Years of Service	Carryover Hours Allowed Beyond Anniversary Date
0 – 5	80
6 – 15	120
16 – 24	160
25 – 29	200
30+	240

Carryover requests must be submitted in writing (i.e., letter or email) to the City Administrator on or before your anniversary date. The City Administrator shall issue a determination within five business days, which shall be retroactive if payroll has already been processed.

Factors for allowing carryover hours beyond the schedule above include the employee's plan to use the carryover hours in a specific time period, the employee's work history, and the employee's position and job duties. Employees may appeal the City Administrator's determination to the council, but the council's action shall be final.

Pay in Lieu of Vacation

Employees are required to take their earned vacation. No payments will be made in lieu of taking vacation, except for accrued unused vacation at the time of termination.

Holiday within Vacation Period

In the event that a holiday observed by the City falls within a scheduled vacation period, and the employee is regularly entitled to the holiday, the holiday will not be counted as part of the vacation time.

Vacation Scheduling

Vacation leaves and schedules must be approved by the employee's supervisor at least two (2) weeks prior to the time off. Vacations shall be granted within a department on a first come, first served basis, with consideration of the staff coverage needs for each department. Vacation shall be charged as used in amounts of not less than one-hour increments. Vacation leave shall not be granted for a period longer than two (2) consecutive weeks, except for Police Department employees on a 6 / 3 work schedule. They shall not be granted vacation for a period longer than twelve (12) days.

Vacation for Terminating Employees

Employees terminating employment for any reason after twelve months of service are entitled to payment for accrued unused vacation time. An employee is eligible to be compensated for up to the employee's maximum allowed annual accrual upon termination.

4.4 PAID SICK LEAVE

The City recognizes that inability to work because of illness or injury may cause economic hardship. The City also recognizes that employees may require time off to secure necessary treatment for illnesses, injuries, and/or disabilities. For these reasons, the City provides paid sick days to full-time regular and part-time regular employees. You may take sick leave during working hours only if appointments cannot be made during non-work hours. Sick leave shall be taken in increments of 30 minutes. You shall notify your immediate supervisor at least 30 minutes prior to your regular scheduled reporting time if you are going to be absent. Your supervisor may require a doctor's excuse. It must state the kind of illness or injury you had and the period of time under doctor's care.

Paid sick leave days shall accrue at the rate of one (1) work day (8 hours) for each month of service up to a maximum of 120 days (960 hours). Part-time employees accrue sick leave on a prorated basis.

No payments are made for accrued unused sick days at the end of any calendar year or in the event of termination.

Use of paid sick leave shall be granted and administered under the following circumstances:

1. Personal illness or to care for an ill or injured family member (provided, however, that the employee shall not be permitted to use more than eighty (80) hours in a fiscal year to care for a family member because of illness not qualifying as a serious health condition). Family member in this instance is defined to be a spouse, a child, or a parent.
2. Doctor and dental appointments that cannot be scheduled during non-working hours. Police Department employees shall provide two weeks' notice to the Chief of Police for doctor and dental appointments that are scheduled during working hours. Every effort should be made to minimize disruption to the workday.
3. Requests for sick leave should be made before an employee is regularly scheduled to report for duty.
4. Sick time may not be used for cosmetic or elective surgeries.
5. Sick leave shall be chargeable only when used on regularly scheduled work days or work periods.

6. Abuse of sick leave or falsification of reasons for requesting sick leave shall not be tolerated and will subject an employee to discipline, up to and including possible termination of employment. In addition, if it is determined that use of sick leave was not justifiable under this policy, the employee's leave time may be charged to vacation or may be without pay.

During your sick leave, you may also be required to provide the City with additional physician's statements on request from the City or the City's insurance carriers, attesting to your continued disability and inability to work. You may also be required to submit to medical examinations by physicians designated by the City at its discretion and at the City's expense, at the beginning of, during, or at the end of your leave period, and to provide the City with access to specifically related medical records as required and provided for under federal law.

Before you will be permitted to return from sick leave, you may be required to present the City with a note from your physician indicating that you are capable of returning to work and performing the essential functions of your position with or without reasonable accommodation. Where required, the City will consider making reasonable accommodation for any disability you may have in accordance with applicable laws.

An employee who calls in sick without any sick leave and does not report for duty as scheduled will be considered Absent Without Pay (AWOP) and may be subject to progressive discipline.

4.5 MILITARY LEAVE

A full-time employee may be granted a military leave of absence for a period of up to thirty (30) working days with pay as described by **Section 29.A28 of the Code of Iowa**.

The City of Adel recognizes an employee's reemployment right in accordance with the **Uniform Services Employment and Reemployment Act (USERRA)**.

4.6 BEREAVEMENT LEAVE

If you are a full-time regular or part-time regular employee and a death occurs in your family, you will be compensated for time lost from your regular work schedule in accordance with the following guidelines:

1. The City may grant up to five days off from work with pay in the event of the death of your spouse, child, parent, sibling, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law. The City may grant up to one day off from work with pay in the event of the death of your aunt or uncle. The City may grant up to a half day off if you serve as a pall bearer.

2. Requests for bereavement leave should be made either to your immediate supervisor or the City Administrator, specifying the approximate length of leave desired. The length of time requested should reflect such factors as the location of the funeral and the employee's involvement in making the funeral arrangements.

4.7 JURY DUTY

If you are a full-time regular employee who is summoned to jury duty, the City continues your salary during your active period of jury duty for up to a maximum of fifteen working days per calendar year. You must turn over to the City the allowance you receive from the court for such service (except reimbursement for meals and mileage). If you are not a full-time regular employee, you are given time off without pay while serving jury duty. All employees are allowed unpaid time off if subpoenaed to appear in court or in a deposition as a witness.

To qualify for jury or witness duty leave, you must submit to your supervisor a copy of the summons to serve as soon as it is received. In addition, proof of service must be submitted to your supervisor when your period of jury or witness duty is completed.

The City will make no attempt to have your service on a jury postponed except when the job function is exceptionally vital to the City. If released from jury duty when more than two (2) hours of the employee's regularly scheduled work day remains, the employee will be required to report to work. An employee who is scheduled to work a night shift the night before reporting to jury duty may be excused from their scheduled shift upon approval by their supervisor.

4.8 VOTING LEAVE

All City employees are entitled to vote in an election. Notice must be given, and approval granted by the employee's supervisor, prior to taking leave.

4.9 PART-TIME REGULAR EMPLOYEES

Definition

As defined in section 3.3, a part-time regular employee is an employee who is regularly scheduled to work year-round with a minimum of 30 hours but less than 40 hours worked per week. This definition does not include seasonal or temporary workers, or part-time paid members of the fire department.

Leave Benefits

A part-time regular employee is eligible for the following leave benefits on a prorated basis:

1. Paid annual leave (vacation).
2. Paid sick leave.

3. Jury duty leave.

4. Bereavement leave.

Special Considerations

Leave schedules as provided to full-time regular employees will be prorated on the basis of the part-time regular employee's scheduled hours within the two weeks (80 hours) pay period. For example, a part-time employee that is regularly scheduled to work 60 hours within the two-week pay period would receive 75% of the leave benefit provided to a comparable full-time employee; 64 hours 80%, 68 hours 85% and so on.

All current part-time regular employees that have worked at least one year will be granted prorated amount of paid annual leave (% of 80 hours).

All current part-time regular employees that have worked less than one year will be granted prorated amount of paid annual leave (% of 80 hours) on their next anniversary date.

Paid annual leave must be taken at a minimum in two-hour increments.

Other than as stated above, no credit for previous years of service will be given as it pertains to the provision / accrual of these leave benefits. Credit will be given for time served should the employee's status change from part-time to full-time.

5. EMPLOYEE BENEFITS

The City has established a variety of employee benefits programs designed to assist eligible employees and their dependents in meeting the financial burdens that can result from illness, disability, and death, and to help you plan for retirement, handle job-related or personal problems, and enhance your job-related skills.

This section of the handbook highlights some features of our benefits program. Our group health, dental, disability, and life insurance programs are described more fully in summary plan description booklets, with which you are provided once you are eligible to participate in these programs. Complete descriptions of our group health insurance programs are also in the City's master insurance contracts with insurance carriers, which are maintained by the City Clerk / City Treasurer.

The City also offers a deferred compensation plan where certain expenses, including insurance premiums, may be deducted before taxes are assessed against the employee's paycheck.

The City reserves the right to amend or terminate any of these programs or to require or increase employee premium contributions toward any benefits with or without advance notice at its discretion. This reserved right may be exercised in the absence of financial necessity. Whenever an amendment is made to any of the City's benefits programs, the respective plan administrator will draft and submit the amendment to the City's personnel committee for review and approval. The respective plan administrator will notify plan participants of all approved amendments or plan terminations. Current union negotiated agreements may dictate status of plan renewals or changes and may cover all employees whether or not the employee is enrolled as a union bargaining member.

5.1 INSURANCE

The City makes group insurance available for full-time regular employees and their families. The program is constantly being reviewed to provide a cost-effective foundation upon which you can build the security and well-being required for you and your family. The following is a brief outline of the coverage provided:

1. Hospital/Medical
2. Dental (family plan paid by employee)
3. Life Insurance

COBRA

By law the City must offer continuation of health coverage to full-time regular employees and dependents under certain termination-of-employment situations. Please contact the City Clerk for a summary of your rights and obligations under the law.

5.2 FLEXIBLE SPENDING ACCOUNT

Full-time regular and part-time regular employees are eligible to participate in the City's **Section 125 Flexible Benefit Cafeteria Plan**. As a part of the City's **Section 125 plan**, any premiums you pay for medical or dental insurance will be deducted from your paycheck on a pretax basis.

Eligible employees may also contribute pretax dollars to a flexible spending account to pay medical costs not covered by insurance and/or dependent care expenses. The Payroll Office will distribute more information prior to the beginning of each plan year.

5.3 DEFERRED COMPENSATION PLAN

The City of Adel provides a deferred compensation plan for full-time regular and part-time regular employees. Employees may defer, or set aside, a portion of their paycheck and delay paying federal and state taxes on that amount, usually until they retire. Details on the plan and other various investment options are available from the Payroll Clerk.

5.4 RETIREMENT

Eligible employees participate in the Iowa Public Employees Retirement System (IPERS). All pension benefits and payroll deductions are subject to the requirements of the IPERS pension fund. **Chapter 97B of the Code of Iowa** mandates the City's participation in IPERS.

5.5 LENGTH OF SERVICE AWARD

The City appreciates and recognizes the importance of your continuing service with the City. All employees will be presented a Service Award commemorating your service after your 5th, 10th, 15th, 20th, 25th and 30th years of employment with the City.

5.6 EMPLOYEE TRAINING

The City encourages its full-time regular employees to attend conferences, seminars and training sessions of benefit to the employee in enhancing job performance, skills and knowledge.

A request for approval to attend conferences, seminars or training sessions must be submitted on proper forms and signed by the department director. Please see the **Policy 3.12.01 - Travel Policy** for more information and use the **Travel Request – Reimbursement Form**.

5.7 TUITION REIMBURSEMENT / PROFESSIONAL DEVELOPMENT

The City encourages full-time regular employees to improve their knowledge, abilities, and skills. Upon the written request of an employee for educational leave, the City Administrator shall approve or disapprove such a request and forward it to the City Council for final action. Any employee may be reimbursed for educational costs, if approved by the Council, subject to the following requirements:

1. You must be a non-probationary full-time employee.
2. You must submit a **Tuition Reimbursement Request Form**, before enrolling, to the City Administrator for approval.
3. The course shall directly relate to your present position or a position you might attain with the City of Adel.
4. You must submit proof of course completion with a grade of a C or better.
5. Such work must be completed in an officially accredited educational institution or training program.
6. Participation in the course shall be solely on employee's time unless authorized by the City Council.

The City Administrator or department head may approve other professional development seminars (i.e., certification, CEUs, etc.) without City Council approval.

5.8 CLOTHING ALLOWANCE

Police Department

The City will have the right to determine initial issuance of uniforms.

After one (1) year of employment, police officers will receive \$750 per year for a clothing allowance. The allowance will be given in two (2) equal installments (\$375 on January 1st and \$375 on July 1st).

Purchases allowed include the original uniform replacement (shirts, pants, ties, jackets, etc.)

An officer who fails to complete one (1) year of employment must return the initial issuance of uniform to the Chief of Police.

Public Works Employees

The City rents uniforms for full-time Public Works employees. Any other benefit negotiated through the collective bargaining process will be provided in accord with the terms of the collective bargaining agreement.

6. EMPLOYEE POLICIES

6.1 JOB VACANCY & RECRUITMENT

The City of Adel recruits the most qualified persons regardless of race, sex, sexual orientation, gender identity, color, religion, age, ancestry, national origin, or disability (provided such disability does not interfere with job performance with reasonable accommodations).

The City will not hire relatives of full-time regular or part-time regular employees when employment would result in relatives working in the same department, or place an employee in a position directly supervised by a relative. A more detailed description of the policy on hiring of relatives is found in section 6.11.

The City Administrator, in consultation with the Personnel Committee and department directors, determines whether each job classification is an open or promotional vacancy. Typically, promotional job classifications are those in which employees in a lower classification would gain the experience to qualify.

Post-offer, pre-employment physicals may be required upon hiring for any City positions and employment physicals for continuing employment or for promotions may be required.

6.2 JOB POSTING

The City of Adel, in its employment efforts, will post a notice in all departments, local newspapers, trade and professional journals for a period of ten (10) days.

6.3 PERSONNEL RECORDS

The City keeps a separate, confidential file for each employee that includes the employment application, experience records, and other pertinent information. These files are used to provide information for payroll deductions, determine eligibility for benefit programs, pay increases, and other personnel related matters. All information is kept confidential, with only authorized personnel having access to it. You may review your file to examine the contents. You must do this in the City Clerk or City Administrator's Office in the presence of the City Clerk or City Administrator in order to preserve the security of your information. You may not remove any item from the file.

We would appreciate your help in keeping your records up to date. Please contact the City Clerk if you have any change in the following:

1. Name

2. Address / phone number
3. Marital status
4. Beneficiaries
5. Dependents
6. Persons to be notified in the event of an emergency

Iowa law governs the access to City of Adel records and information. Please refer to **Chapter 22 (Open Records) of the Iowa Code** for guidance on this matter.

Please note that this policy does not apply to any law enforcement files containing pre-hiring and psychological testing results that are required by law to remain confidential.

6.4 PROBATIONARY PERIOD

Your first six months of employment are a time for both of us to get to know one another. This is intended to be a period in which you can learn the duties of your new job and in which management can evaluate your success in doing so.

Like any other employee, an employee who is currently working during a probationary period can be terminated from employment at any time with or without cause or prior notice during the probationary period. However, termination of employment during a probationary period is without appeal.

The supervisor will discuss with an employee whether he or she has successfully completed the probationary period before the close of business of the last day of the probationary period.

Furthermore, successful completion of a probationary period does not change an employee's status as an employee at will.

Employees become vested after having completed at least four (4) years of service in qualified employment. Each year, IPERS shall furnish to all employees a written statement showing the wages paid to the employee for each year of service.

Exceptions

All new police officers shall be subject to a one-year probationary period following certification from the law enforcement academy. If a new employee has already been certified at the time of hire, his/her probationary period shall be one-year from date of hire. The probationary period for full-time firefighters is six-months.

6.5 HOURS OF WORK, LUNCH HOURS, & WORK BREAKS

The regular workweek for all full-time employees, other than the Police Department, is forty hours in seven (7) consecutive days. In as much as certain departments must regularly operate seven (7) days per week, some employees may be required to work on any day of the week. The appropriate department head shall determine specific work schedules including days and hours. For union personnel a workweek may consist of a variety of work schedules and will be outlined in the union agreement.

The workweek for the Police Department will vary depending on the officer's schedule. Some Police officers work 5 days on / 2 days off and other officers may work 6 days on / 3 days off. The sixth day does not constitute overtime. Overtime is calculated based on hours worked in excess of the normal schedule.

The established work week shall run from 12:01 a.m. Sunday morning until 12:00 a.m. (midnight) of the following Saturday night.

You are expected to be at your work place in accordance with approved hours of work, holidays and leaves. All non-exempt employees must record their time on the appropriate time card.

Lunch Hours

An unpaid lunch break approximately halfway through the work shift is allowed. The break is one-half hour for public works staff and one hour for all other employees. Your supervisor will advise you of your assigned time as the City must maintain adequate work coverage and give appropriate consideration to department needs and regulations.

Work Breaks

Each employee may take a 15-minute rest break in the morning and another in the afternoon. The direct supervisor is responsible for determining when and where employees take rest breaks. Rest break time does not accrue; if unused it is lost.

City Hall Staff Hours

City Hall staff shall work Monday through Friday, 8:15 a.m. to 4:45 p.m. The City Administrator may allow for flexibility based on individual need and City operations for exempt employees.

6.6 HOUSEKEEPING

It is important that your work area is neat and clean. We need your cooperation in meeting the City's objective of making the work place a pleasant and safe working environment.

6.7 INCLEMENT WEATHER

If the City Administrator announces by public broadcast that City offices are closed, then only persons designated as “essential personnel” need to report to work. Employees considered “essential personnel” will be notified by their supervisor if they are required to report to work.

All leave or absences due to inclement weather shall be unpaid unless the employee elects to take available vacation, compensatory time, or personal holidays with approval of the supervisor (and in accordance with the bargaining agreements, where applicable).

6.8 RESIDENCY REQUIREMENT

The City of Adel does not require its employees to be residents of the City. Nevertheless, the City of Adel may require that certain critical employees reside within a distance outside the City limits that allows them to report to work within a reasonable period of time. If for some reason you cannot meet this requirement, we ask that you consult with your supervisor. Also, some critical employees may have residency requirements written into specific City codes.

6.9 OUTSIDE EMPLOYMENT

Your department director shall be informed of your outside employment to avoid possible conflict with your City of Adel employment. If outside employment interferes with your work for the City of Adel, you will be asked to resign from one or the other position. In some instances, outside work is forbidden by City or state code. Before beginning any employment work outside of the City of Adel, you must complete the **Part-Time Job Notification Form** and obtain approval from the City Administrator or Chief of Police.

6.10 CITY EMPLOYEES AS PART-TIME FIREFIGHTERS

Permanent full and part-time City employees who are secondarily members of the volunteer fire department and are firefighters and / or emergency medical technicians in the Fire Department may act as second responders to ambulance and first responders to fire calls while on duty if their normal work allows. They will receive only their primary job wages when responding during normal working hours. However, if the call they respond to overlaps their normal working hours, their pay for those extra hours will be provided under the normal fire department stipend policy. City vehicles may be used to respond to calls provided the employee is on duty.

6.11 HIRING OF RELATIVES

It is the policy of the City that applicants who are relatives of full-time or part-time permanent employees shall not be hired in any capacity (exception: part-time firefighters and EMS personnel in the Fire Department) or transferred to any position when such employment:

1. Would result in relatives working in the same department.
2. Would place an employee in a position where direct supervisory control would be exercised over or received from a relative.
3. Would place an employee in a position which would grant access to confidential information concerning actual or potential administrative or disciplinary action to be taken against a relative.

Relative shall mean and include: the spouse of the applicant; persons related to the applicant to within the third degree (inclusive) by consanguinity; persons related to the applicant to within the third degree (inclusive) by affinity, and their spouses, and those persons hereafter enumerated who are step-relatives of the applicant, and their spouses. Those in the following relationships to applicant shall be deemed to be “relatives” of the applicant for purposes of this policy: spouses of such persons; parents, sons, daughters, brothers, sisters, and the spouses of such persons; grandparents, grandchildren, and the spouses of such persons, nieces and nephews, great-grandparents, great-grandchildren, and the spouses of such persons; and persons in the same relationship to applicant’s spouse as included in the above.

A marriage of two employees within the same department taking place subsequent to hire shall be considered a violation of this policy and shall require the termination of one of the two employees in one of the following ways:

1. Either of the employees may voluntarily resign.
2. The least senior employee shall resign.
3. Either of the employees may be allowed to transfer to another department if a position is available, the employee is qualified, and the approval of the department head is granted. Such termination or transfer shall be effective not later than the date of the marriage.

6.12 VEHICLE & EQUIPMENT POLICY

Full-time employees may use the City Garage and tools to wash and work on their personal vehicles with permission of the City Administrator. However, personal work may not be done during that employee’s regular work hours. Employees must furnish their own supplies, etc. City equipment may not be taken from City property for personal use or use by outside companies or individuals unless expressly approved by the department head that is responsible for the equipment. This equipment is limited to minor equipment (i.e., ladder, battery charger, etc.) for occasional use. If larger equipment is requested (backhoe, loader, etc.) under extenuating circumstances, use must be approved by the department head and the City Administrator. Applicable charges or other compensation will be determined. The employee or company is liable for any repairs caused by negligence of the user.

If an employee is required to operate a motor vehicle as part of his or her job duties, that employee must maintain a valid operator's license and be insurable under the City's liability policy as a condition of continued employment.

6.13 VOLUNTARY RESIGNATION

The City is proud of our low turnover, so before you consider resigning, please talk it over with your immediate supervisor. Sometimes a misunderstanding can be resolved. If you do decide to leave, you may be required to give two to four (2 – 4) weeks' notice depending on the position you hold to remain in good standing with the City. Proper resignation notice will be noted on the employee's work record and used for reemployment consideration.

Before the City issues the final paycheck to a terminating employee, the following items must be addressed:

1. All keys must be turned in to the employee's supervisor or City Administrator.
2. The Employee Handbook and any City-owned reference materials must be turned in to the employee's supervisor or City Administrator.
3. City tools, equipment and tangible property must be turned in to the employee's supervisor.

Final paychecks shall include reimbursement for the employee's accrued, unused vacation in accordance with the vacation leave policy described herein, provided that the appropriate notice was given, in the case of a resigning employee.

6.14 OVERTIME & COMPENSATORY TIME

Overtime

All employees are expected to work overtime when necessary. If you are a non-exempt employee and work in excess of forty hours in any workweek, at your request you will be paid either by payroll check or granted compensatory time at a rate of time and one-half.

Overtime must be approved in advance by the employee's supervisor or the City Administrator. Overtime pay of one and one-half times an employee's regular hourly rate will be granted to employees who meet the following conditions:

1. Overtime for non-Police Department employees is defined as work performed in excess of forty (40) hours in a seven-day period. The employer has the right to direct the time of each work period depending upon weather conditions, emergencies, scheduling needs, etc.

2. Overtime for the Police Department will follow the guidelines established by the **Fair Labor Standards Act under Section 7(k)**.
3. Court time for the Police Department is defined as time spent in court off duty, for which a minimum of two (2) hours wages will be paid.
4. An employee called to return to work after the normal work day has ended or is called in to work on a scheduled day off shall be paid for a minimum of two hours.
5. Sick leave, vacation leave, and comp time shall not count as time worked for the purpose of computing overtime. For police officers, paid vacation leave and paid sick leave shall not count as time worked for the purpose of computing overtime. For public works union employees, time on paid leave will be considered work time for the purpose of determining overtime.
6. Holidays actually worked shall count as time worked for purposes of computing overtime.
7. If an employee, other than the police department, is requested to work on an observed holiday, they shall receive time and one half regular pay.

Your supervisor will attempt to provide you with reasonable notice when the need for overtime work arises. Please remember, however, that advance notice may not always be possible.

You will normally receive payment for overtime in the pay period following the period in which such overtime is worked, providing that your time record has been properly prepared, approved by your supervisor, and forwarded to payroll for processing in a timely manner.

Compensatory Time

In lieu of cash payments for overtime worked, non-exempt employees may accrue compensatory time off ("comp time") for hours worked in excess of 40 hours in a week. Comp time will be accrued at time and a half per overtime hour worked. Exempt employees are eligible to receive administrative time for excess hours worked. The intent of administrative time is not to provide hour for hour time off, but rather to allow management the flexibility to recognize employees who work extra time to provide services.

Overtime shall be compensated in cash or compensatory time at the employee's discretion provided, however, an employee may only accumulate up to one hundred-twenty (120) hours of compensatory time. Police officers may only accumulate up to forty (40) hours of compensatory time. Public works union employees may only accumulate up to one hundred-sixty (160) hours of compensatory time. The compensatory time accumulation period shall be November 1 through October 31. On October 31, all unused accrued compensatory time shall be paid out,

except that an employee may elect to carry forward up to forty (40) hours of compensatory time into the next accumulation period. Overtime will be computed to the nearest half-hour. The employer may require comp time be used.

7. OCCUPATIONAL SAFETY AND HEALTH

The City of Adel makes every effort to keep your work area safe and free from hazard. The City makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment.

7.1 SAFETY

The City Administrator and department heads are responsible for the fulfilment of departmental goals and objectives as well as the health and welfare of each employee in the department. In this safety policy, the highest priority has been placed on employee safety.

This priority is the responsibility of each department head. It is normal practice for the supervisors to be delegated the authority to carry out safety policy in his or her division, but the responsibility for meeting objectives and the protection of employees in performance of their assignments cannot be transferred.

It is the responsibility of every department to ensure a safe and healthful 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.

City's Responsibilities

In support of this policy, the City will:

1. Make every effort to comply with applicable local, state, and federal laws and regulations.
2. Establish safe work procedures and provide necessary personal protective equipment.
3. Provide funding for appropriate safety training.
4. Encourage employee involvement through a Safety Committee and support their efforts.
5. Investigate and evaluate all accidents to identify causation and identify corrective opportunities to prevent recurrence.
6. Conduct periodic facility safety inspections to identify unsafe conditions and at-risk behaviors.

7. Expect employees to observe all safety procedures and comply with established safety responsibilities outlined in this policy.
8. Establish requirements for work performed by contractors.

Supervisors' Responsibilities

Supervisors will actively support this policy as an example to those responsible to them. They have a direct responsibility for employee safety and for developing and maintaining a safe work environment.

As a supervisor your personal responsibility is the following:

1. To ensure employees follow all established safety procedures and practices. Provide counseling and administer disciplinary action when appropriate.
2. To provide ongoing employee training on safe work practices and procedures.
3. To investigate all injuries and accidents to identify causation and submit recommendations for preventing recurrence.

Employees' Responsibilities

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. City employees are expected to work diligently to maintain safe and healthy working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses. Each employee is expected to place safe work practices and identification of unsafe conditions as the highest priority while performing daily tasks.

The responsibilities of all employees of the City in this regard include:

1. Exercising maximum care and good judgment at all times to prevent accidents and injuries.
2. Reporting to supervisors and seeking first aid for all injuries, regardless of how minor.
3. Reporting unsafe conditions, equipment, or practices to supervisory personnel.
4. Using safety equipment provided by the City at all times.
5. Observing conscientiously all safety rules and regulations at all times.

6. Notifying their supervisors, before the beginning of the workday, of any medication they are taking, that may cause drowsiness or other side effects that could lead to injury to them or their coworkers.

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 including warning, suspension or discharge.

Each employee's safety commitment must include, but is not limited to, the following:

1. Follow all established safety procedures, and ask your supervisor if they are not understood. Employees who ignore or violate these procedures may be subject to disciplinary action.
2. Using the safety equipment that has been provided for use in performing daily work assignments.
3. Wearing the prescribed uniform and safety shoes as required.
4. Not operating equipment for which no training or orientation has been received.
5. Warning coworkers of unsafe conditions or practices they are engaged in, which could lead to or cause an accident.
6. Reporting defective equipment immediately to a supervisor.
7. Reporting dangerous or unsafe conditions that exist in the workplace as well as throughout the City (e.g., defective sidewalks, broken curbs, hanging tree limbs, loose handrails, open manholes, sunken basins and sewers, missing or damaged traffic signs or signals, missing guards on operating equipment).
8. Reporting of all injuries and accidents regardless of severity.
9. Protect the public from any hazard that is a result of City work (e.g., street repair, sewer cleaning, main break work, etc.).
10. Taking care not to abuse tools and equipment, so that these items will be in usable condition for as long as possible as well as to ensure that they are in the best possible condition while being used.

7.2 WORKERS' COMPENSATION INSURANCE

To provide for payment of your medical expenses and for partial salary continuation in the event an injury, occupational illness, or hearing loss arise in the course of employment, you are covered by workers' compensation insurance. The amount of benefits payable and the duration of payment depend on the nature of your injury or illness. In general, however, all medical expenses incurred in connection with an injury or illness are paid in full, and partial salary payments are provided beginning with the fourth consecutive day of your absence from work.

During the first three days of absence, you will receive your normal compensation as an employment benefit. Employees with sick leave benefits may elect to use these benefit hours to make up the difference between their salary and the workers' compensation benefit amount.

If you are injured or become ill on the job, or incur an occupational disease or hearing loss, you must immediately report the condition to your supervisor, department head, or the City Administrator. The employee must complete a **State of Iowa "Employer's First Report of Injury"** and submit it to the City Administrator. The employee must then report to a medical facility or hospital emergency room **of the City of Adel's choice** for treatment and care. In the event of serious work-related injury or illness, report immediately to the physician, emergency room or medical facility, for prompt care and attention. This procedure ensures that the City can assist you in obtaining appropriate medical treatment. Your failure to follow this procedure may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize your right to benefits in connection with the injury or illness. Questions regarding workers' compensation should be directed to the City Clerk.

The City also has a return to work program to provide guidelines for employees injured on the job who are unable to return to their regular job classification upon returning to work. See **Policy 2.01.01 – Return to Work Program** for details.

Accidents on the Job

Accidents are instances whereby a City employee is injured, causes injuries to co-workers or private citizens, or causes damage to City or private property in the course of their normal business activities. Employees are responsible to report all accidents promptly to their immediate supervisor and fill out and file an incident report form. In some cases, accidents may require a briefing with the City Administrator and / or the department head.

7.3 INDIVIDUALS WITH DISABILITIES

The City complies with the **Americans with Disabilities Act** and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. The City also provides reasonable accommodation for such individuals in accordance with these laws. In this connection, the City evaluates the feasibility of requested accommodations in light of the **ADA's** guidelines, determines whether such accommodations will create an undue

hardship on the City, and establishes a budget for any such accommodations. It is City's policy to, without limitation:

1. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.
2. Administer medical examinations to applicants only after conditional offers of employment have been extended and to employees only when justified by business necessity.
3. Keep all medical-related information confidential in accordance with the requirements of the **ADA** and retain such information in separate confidential files.
4. Provide applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship on the City.
5. Notify individuals with disabilities that the City provides reasonable accommodation to qualified individuals with disabilities, by including this policy in the City's employee handbook and by posting the Equal Employment Opportunity Commission's poster on not discriminating against individuals with disabilities and other protected groups conspicuously throughout the City's facilities.

Procedure for Requesting an Accommodation

Qualified individuals with disabilities may make requests for reasonable accommodation to the City Administrator. On receipt of an accommodation request, the City administrator will meet with the requesting individual and the individual's supervisor to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the City might make to help overcome those limitations.

The City Administrator, and, if necessary, a medical review officer and/or appropriate management representatives identified as having a need to know (e.g., the individual's supervisor/department head), 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 facility's overall financial resources and organization, and the accommodation's impact on the operation of the facility, including its impact on the ability of other employees to perform their duties and on the facility's ability to conduct business.

The City Administrator will inform the employee of the City's decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the City's decision to the City Council by submitting a written statement to the City Administrator along with the reasons for the request.

The City Council will review all employee appeals. After reviewing an employee's appeal, the City Council will notify the City Administrator of its decision, which will be final. The City Administrator will, in turn, notify the individual making the appeal of the Council's decision.

8. EMPLOYEE CONDUCT AND WORK RULES

As an integral member of the City team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. In order to maintain a safe, efficient, and harmonious organization, the rules and regulations listed below have been established for City employees. This not only involves sincere respect for the rights and feelings of others, but also demands that both in your business and your personal life you refrain from any behavior that might be harmful to you, your coworkers, and / or the City, or that might be viewed unfavorably by the public at large.

Whether you are on or off duty, your conduct reflects on the City. You are, consequently, encouraged to observe the highest standards of professionalism at all times. These rules are not necessarily the only areas in which disciplinary action may be taken if conduct or circumstances require. These rules may be modified as changing conditions warrant. Each case shall be considered on its merits, with due consideration as to the nature of the offense, the cause, the background, likelihood of repetition, and the attitude of the offender.

THE FOLLOWING IS A LIST OF EMPLOYEE CONDUCT THAT WILL RESULT IN DISCIPLINE TO THE EMPLOYEE UP TO AND INCLUDING DISCHARGE. THIS LIST IS FOR THE PURPOSE OF ILLUSTRATION ONLY AND IS NOT INTENDED TO INCLUDE ALL ACTIONS THAT WILL SUBJECT AN EMPLOYEE TO 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. Violating the City's nondiscrimination and/or sexual anti-harassment policy (**Policy 2.02.01**).
4. Use of official position for personal advantage or gain.
5. Insubordination or refusing to perform work or reasonable instructions.
6. Possession or use of intoxicants or narcotics on City property.
7. Possession of explosives, firearms or other concealed weapons on the City premises without permission.
8. Intentional punching of another employee's time card or alteration of time card.

9. Sleeping during working hours.
10. Soliciting or accepting gratuities from citizens for the performance of your job.
11. Stealing property from coworkers, citizens, or the City.
12. An employee determined to be an aggressor in a fight on City premises.
13. Conviction of a crime carrying a penitentiary sentence.
14. Leaving work site during working hours without signing out, unless with authorized permission or performing activities related to the employee's job.
15. Reporting to work under the influence of intoxicants or narcotics.
16. Disorderly conduct including use of profane or abusive language, intimidating, threatening, or provoking fellow employees, or other acts showing lack of respect for other people and property.
17. Deliberate defacing of bulletin boards, material thereon, walls or other properties of the City or fellow employees.
18. Working on personal unrelated work duties on City time.
19. Engaging in excessive, unnecessary, or unauthorized use of City's supplies, particularly for personal purposes.
20. Sabotage, causing damage or destruction of tools, equipment, or other property belonging to the City or fellow employees.
21. Failure to comply with a request of supervisory personnel to submit personal packages being brought onto or out of the work site for inspection.
22. Unauthorized altering or repairing of equipment.
23. Incompetence, inefficiency, or negligence in the performance of duty.
24. Soliciting, collecting, distributing, or selling on City time without authorization.
25. Soliciting, collecting, distributing, or selling City property without written authorization.
26. Unauthorized operation of equipment or use of material or property of City or fellow employees.

27. Smoking in restricted areas.
28. Willful violation of safety and health requirements.
29. Habitual tardiness or absences without just cause.
30. Horseplay including running, pushing, shoving, throwing objects, playing practical jokes, and otherwise disturbing fellow employees.
31. Failure to call and notify the City of an absence prior to the start of work.
32. Leaving workstation unnecessarily.
33. Failure to fill out employee's own time card in accordance with standard procedure.
34. Failure to be at the work site at starting time, or stopping before quitting time.
35. Unauthorized parking, excess speed, or other acts of disregard for fellow employees in moving traffic on City property.
36. Unauthorized use of City telephones except in case of emergencies.

8.1 DISCIPLINARY POLICY

Discipline is necessary for the efficiency of the City's operations. If your performance, conduct, work habits, overall attitude, or demeanor becomes unsatisfactory in the judgment of your supervisor or other management, whether based on any of the items listed in the immediately preceding section of this handbook, or any other City policies, rules, regulations, or conduct in which you engage, you will be subject to disciplinary action, up to and including possible termination of employment.

This policy establishes broad guidelines designed to achieve fair and equitable treatment of employees. It does not, either by itself or in conjunction with any other City documents, policy, practice, procedure, or verbal statement, create an employment contract, express or implied, or define the employment relationship. It does not establish a rule that requires progressive discipline, or create a contract that employment will not be terminated except for certain offenses or only after certain disciplinary steps have been taken or warnings issued. Rather, this policy is intended to outline unacceptable employee conduct during employment and establish guidelines for dealing with employee conduct or work performance that does not meet City standards. As a guideline, it is not all inclusive. The City reserves the right to change this policy from time to time as needs dictate, and to deviate from these guidelines to appropriately address the circumstances of each situation.

Disciplinary action or measures available to the City include the following:

1. Oral reprimand or warning
2. Written reprimand or warning
3. Suspension with loss of pay
4. Demotion
5. Discharge

Whenever an employee's performance falls below a satisfactory level or when an employee's conduct is inappropriate, his/her supervisor shall inform him/her promptly and specifically of such lapses. If appropriate and justified under the circumstances, following a discussion of the matter, a reasonable time for improvement or correction may be allowed before any further disciplinary action is initiated. In situations where an oral warning has not resulted in the correction of the condition, or where more severe initial action is warranted, the supervisor will have discretion to utilize one of the other available disciplinary measures. Documented oral warnings and written warnings shall be provided to the employee and a copy placed in the employee's personnel file.

In those cases where one or more written reprimands have not proven to be effective, or in those cases where the seriousness of the events or conditions warrant it, and the supervisor desires to impose discipline more severe than a written warning, including suspensions, demotions, and termination, the matter shall be determined by the City Administrator or Police Chief for police department staff. An employee desiring to appeal the decision of the City Administrator or Police Chief shall go directly to Step Three of the Grievance Procedures in section 10.

8.2 ABSENTEEISM & TARDINESS

The City expects all employees to assume diligent responsibility for their attendance and promptness. Recognizing, however, that illnesses and injuries may occur, the City has established sick leave and disability benefits plans to compensate full-time regular and part-time regular employees for certain time lost for legitimate medical reasons, including time off to secure necessary treatment. (Please consult the appropriate sections of this handbook for information regarding these benefits.)

If you must be absent because of illness or any other cause, you must notify your supervisor by your regularly scheduled starting time or as soon thereafter as possible on each day of your absence unless you are granted an authorized medical leave, in which case different notification

procedures apply. Failure to properly notify City management results in an unexcused absence. The same procedure applies if you find that you are going to be late.

Your attendance record will be taken into consideration during performance appraisal review and salary review. Absenteeism or tardiness that is unexcused or excessive in the judgment of the City is grounds for disciplinary action, up to and including dismissal.

8.3 PERSONAL APPEARANCE AND DEMEANOR

All employees represent the City. Your neat appearance and dress must be consistent with job responsibilities. They help to create a professional atmosphere and reflect a good image of the City and you as an individual.

Discretion in style of dress and behavior is essential to the efficient operation of the City. Employees are, therefore, required to dress in appropriate casual business attire appropriate to the position and to behave in a professional, businesslike manner. Please use good judgment in your choice of work clothes and remember to conduct yourself at all times in a way that best represents you and the City of Adel.

Employees are also required to keep their work environment clean and orderly. Before departing at the end of their workday, employees should lock all files and cabinets and clear all work materials from desk surfaces, especially materials of a sensitive or confidential nature.

Employees failing to adhere to proper City standards with respect to appearance and demeanor are subject to disciplinary action.

8.4 ELECTRONIC COMMUNICATION

Purpose

The purpose of this policy is to provide guidelines regarding the use of the City's electronic communication systems. For the purposes of this policy, electronic communication includes, but is not limited to, email, Internet access, voicemail, audio and video conferencing, and facsimile messages.

This policy has been adopted to protect City employees who use the electronic communication systems and to protect the City. Inappropriate use of electronic communication may result in embarrassment to the City of Adel and to you.

This policy is applicable to all City employees and officials.

Usage

Employees are encouraged to utilize electronic communication as an appropriate means of communication and research to improve the quality and productivity of employees. Employees shall use these services responsibly and limited primarily to City business purposes.

All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in these systems are the property of the City.

Employees are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized City representative.

Employees who are terminated, laid off, or on an extended leave of absence have no rights to the contents of their email messages and are not allowed to access the electronic communication systems.

Privacy

The City reserves the right to monitor electronic communication without prior notification to employees. Users should have no reasonable expectation of privacy in the use of these resources. All electronic communication systems are subject to all state and federal rules and laws, including the **Electronic Communications Privacy Act of 1986**.

All passcodes and passwords are the property of the City. No employee may use a passcode, password, or voicemail access code that has not been issued to that employee or that is unknown to the City.

To ensure that the use of electronic communication systems and business equipment is consistent with the City's legitimate governmental interests, authorized representatives of the City may monitor the use of such equipment from time to time.

Public Information

Electronic communication is considered to be a public record and may be subject to public disclosure in accordance with applicable law.

Security

Generally, email, Internet access, and other electronic communication systems are not secure. This is true for the City's systems as well. Employees using these systems should assume that their messages can be intercepted or monitored by unauthorized persons. Employees using passcodes are required to keep them confidential as they are responsible for the information a password is designed to protect.

Digital Devices

The Mayor, City Council members, authorized Department Heads, and the City Administrator are provided a digital device from the City. These devices are the property of the City, and those employees or officials that are assigned such devices are bound by this Electronic Communication Policy and all other applicable policies.

The devices must be properly maintained, in clean and working fashion, and not to be exposed to materials or elements that may lead to damage of the devices. In the event that your assigned device becomes damaged, you must immediately report the damage to the City Administrator.

When a device has been lost, stolen, or damaged, the City shall bear the full cost of repairing or replacing the device. If the device is lost, stolen, or damaged (not including hardware or software system malfunctions) a second time, the City shall bear half the cost of repairing or replacing the device, and the employee or official who has been assigned the device shall bear half the cost. If the device is lost, stolen, or damaged three or more times (not including hardware or software system malfunctions), the employee or official who has been assigned the device shall bear the full cost of repairing or replacing the device. If the device is damaged and under warranty, the repair or replacement of the device shall proceed according to the warranty.

You must create an individual, dedicated sign-on password for your assigned device and keep it on file with the City Administrator and IT staff. The City will create a password for you if you do not make one yourself. No employee or official may use a different password or alter their password unless the new password is provided to the City Administrator and IT staff.

The device may only be used by the employee or official to which that device was issued and assigned.

Personal correspondences, including emails or instant messages, sent and received from the digital devices may be subject to public disclosure. Any notes or documents created or edited on the digital devices may also be subject to public disclosure.

In order to limit the perception of wrongdoing, instant messaging, email, or other digital correspondence of any form between members on the digital devices shall not be permitted during a bona fide meeting of the Council, its committees, or any commission or board meeting.

Within three days of an employee or official's separation from the City, the device shall be returned to the City. The employee or official shall not tamper with, delete, or remove any content from the device prior to turning it in. Once the City has received the device, the City shall back it up and "wipe" it (remove all content) or restore it to its factory settings.

Permissible Use

Employees shall use the electronic communication systems primarily for the purpose of conducting City business relating to the mission, function and work tasks of the City of Adel. Provisions for incidental personal use are outlined later in this policy.

Prohibited Uses

The City of Adel's electronic communication systems may not be used for illegal or wrongful purposes. Several examples of prohibited activity are listed here:

1. Infringe the copyright or other intellectual property rights of third parties.
2. Violate or infringe on the rights of any other person, including the right to privacy.
3. Distribute defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material.
4. Violate City regulations prohibiting sexual harassment.
5. Restrict or inhibit users from using the system or the efficiency of the electronic communication systems.
6. Solicit funds.
7. Gamble.
8. Promote or distribute political messages.
9. Conduct "spoofing," in which you construct your message so that it appears to be from someone else.
10. Attempt unauthorized access to data, breach security, or intercept any electronic communication on any system without proper authorization

Personal Use

Employees may use electronic communication systems for personal use provided that the following guidelines are met:

1. It is incidental.
2. It does not interfere with the job performance of the employee or co-workers.
3. It does not generate a direct cost to the City.

4. It is outside of work hours. (i.e. break, lunch, before or after work)

Violations

The use of the City's electronic communication systems is a privilege afforded to authorized users. This privilege may be revoked at any time for violations of this policy.

The City Administrator or Police Chief will evaluate violations of this policy on a case by case basis. Employees found to have violated this policy, or to have engaged in illegal or unethical practices, will be subject to disciplinary action, which could include termination of employment and criminal prosecution.

8.5 HARASSMENT

The City of Adel is committed to providing all of its employees with a work place free from harassment. The City maintains a strict policy prohibiting sexual harassment and harassment on the basis of, sexual orientation, gender identity race, color, national origin, religion, sex, physical or mental disability, age, marital status, veteran status or any other characteristic protected by applicable laws. This prohibition applies to all employees, volunteers, vendors, residents, or citizens of the City. No employee of the City of Adel is expected to tolerate any conduct prohibited by this policy from anyone while at work or engaged in City business.

Sexual Harassment

See **Policy 2.02.01 – Sexual Anti-Harassment Policy** for details.

Other Types of Harassment

The City also prohibits other forms of harassment on the basis of race, color, national origin, religion, gender, sexual orientation, gender identity, physical or mental disability, age, marital status, veteran status or any other characteristic protected by applicable laws. Such prohibited harassment includes, but is not limited to, the following:

1. Verbal conduct such as threats, epithets, derogatory comments or slurs.
2. Visual conduct such as derogatory posters, photographs, cartoons, drawings or gestures.
3. Written communications containing statements that may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or caricatures.
4. Physical conduct such as assault, unwanted touching or blocking normal movement.
5. Retaliation for making harassment reports, threatening to report harassment or participating in a harassment investigation.

Harassment Complaint Procedure

Any employee who believes he or she has been subjected to harassment prohibited by this policy should immediately report that behavior, to the City Administrator, City Clerk, or any department head with whom the employee works.

If an employee becomes aware of harassing conduct engaged in or suffered by a City employee, regardless of whether such harassment directly affects that employee, the employee should immediately report that information, preferably in writing, to the City Administrator, City Clerk, or any department head with whom the employee works.

Whenever the City is made aware of a situation that may violate this policy, the City will conduct an immediate, thorough, and objective investigation of any harassment claims. If the City determines that prohibited harassment has occurred, it will take appropriate action against any person found to have engaged in prohibited harassment. A determination regarding the alleged harassment will be made and communicated to the person claiming harassment as soon as practical. The type of discipline administered will be dependent upon the severity of the conduct, as well as any other factors presented in the particular circumstances. Employees violating this policy are subject to discipline up to and including termination.

Whistleblower Policy

The City strictly prohibits retaliation against any person by another employee or by the City for using this complaint procedure, reporting harassment, or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by the City or a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying any employment benefit.

The City does not consider conduct in violation of this policy to be within the proper course and scope of employment and does not sanction such conduct on the part of any employee, including management employees.

8.6 DRUG FREE WORKPLACE

Policy

It is the policy of the City of Adel to comply with the **Drug Free Workplace Act of 1988 (Public Law 100-690)** and to insure a drug-free workplace. This policy is intended to ensure that the mental and physical capabilities of City employees are not impaired by any controlled substances during the performance of their duties.

Procedures

As a condition of employment each employee is required to abide by the following terms:

1. All full-time, part-time, and paid on call prospective employees who hold a safety-sensitive position identified by the City will be required to pass a drug screen test following a conditional offer of employment with the City.
2. Prospective employees who refuse to take the required drug test, or who fail to cooperate in any aspect of the testing procedure, or who test positive for any of the drugs being screened for will be ineligible for City employment and will be removed from all eligibility lists.
3. City employees may not manufacture, distribute, sell, dispense, possess, consume, or use controlled substances in the workplace, or while in the course of his or her employment, or reasonably prior to or during work time, during work breaks, or during the lunch hour, when such employee will, or can reasonably be expected to be, back on the job undertaking work duties immediately following such work break or lunch period. For the purposes of this policy, controlled substances shall be deemed to include alcohol, barbiturates, narcotics, tranquilizers, amphetamines, hallucinogens, marijuana, and all other substances so defined in federal and state criminal statutes.

Safety-Sensitive Positions

Safety-sensitive positions include but are not limited to all of the following:

1. All patrol and investigative police positions, and other police positions as deemed necessary by the Chief of Police.
2. Fire fighter positions.
3. Lifeguard staff.
4. All other employees who will operate heavy equipment, machinery, and/or drive a City-owned vehicle during the course of their normal work duties and/or other positions as identified by the Personnel Committee.

Conditions of Employment

As a condition of employment, every employee who is employed by the City of Adel is required to abide by the following conditions:

1. Employees shall refrain from the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances in the work place.

2. Employees must notify the appropriate department head of a conviction of a violation of any controlled substances state or federal statute, if such violation occurred in the workplace. Such notification must be given no more than five (5) days after such conviction.
3. In the event that a department head receives notice under the preceding paragraph, the City Administrator or a designated representative shall:
 - a. Notify the appropriate federal agency or agencies providing federal funds, if any, within 10 days of a reported conviction.
 - b. Take appropriate disciplinary action against any employee violating this policy, including the termination of employment, or, in lieu thereof, requiring that the employee complete a substance abuse rehabilitation program approved by the City.

Drug Awareness Program

The City Administrator is authorized to establish a drug awareness program to inform employees about the following:

1. The dangers of controlled substances in the workplace.
2. The City's policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation programs.
4. The penalties that will be imposed for violating this policy.

Exceptions

1. The policy described shall not be deemed to be applicable to any employee taking a prescribed dosage of a controlled substance while under the care of a licensed physician.
2. Nothing in this policy shall be deemed to preclude the possession of controlled substances by employees of the Public Safety Department where such possession is necessary in connection with the carrying out of such employee's law enforcement, investigative, or emergency medical treatment and response duties and where such possession is in accordance with all rules, regulations, and policies of the Public Safety Department and with all other applicable local, state, and federal statutes, rules, and regulations.

Acknowledgement

The City Administrator will give notice to all employees of the adoption of the policy outlined, and to further obtain from each employee an acknowledgement of their being notified of such policy. Employees must sign and return the **Drug Free Workplace Acknowledgement Form**.

8.7 SMOKING

The City will comply with all provisions of **House File 221 – The Iowa Smokefree Air Act – 2008**.

9. PERFORMANCE APPRAISAL

Performance evaluations will give you an opportunity to discuss your development with your supervisor. To ensure that you perform your job to the best of your abilities, it is important that you be recognized for good performance and that you receive appropriate suggestions for improvement when necessary. This will allow you to know where you stand in relation to the job requirements. Each director is responsible for the timely and proper completion of an employee performance review and evaluation report.

Performance reports shall be made on the standard form provided by the City Clerk or City Administrator and must be submitted at the specified times:

1. At the end of the probationary period.
2. At least at an annual interval.

Such reviews do not necessarily result in pay increases. A step increase normally will occur July 1st of each year pending a satisfactory performance evaluation and provided that the maximum pay range has not been achieved. All written performance reviews will be based on your overall performance in relation to your job responsibilities and will also take into account your conduct, demeanor, and record of attendance and tardiness.

In addition to the regular performance evaluations described above, special written performance evaluations may be conducted by your supervisor at any time to advise you of the existence of performance or disciplinary problems.

A new police employee will be evaluated every year. The first year for a new police officer includes successful completion of an approved Law Enforcement Academy. The Iowa Law Enforcement Academy shall determine whether a cadet is approved.

In the event the supervisor does not complete timely performance appraisals, it is the employee's responsibility to bring this to the attention of the supervisor. If the appraisal is not done within ten days after the employee's complaint, the employee shall bring the matter to the attention of the City Administrator or, in the case of the police department, the Mayor.

10. GRIEVANCE PROCEDURES

NOTE: This Complaint Resolution Procedure DOES NOT APPLY to complaints concerning discriminatory or harassing conduct. Please see Policy 2.02.01 – Sexual Anti-Harassment Policy for the appropriate complaint procedure for these issues. This procedure also does not apply to the wage process policy, for which there is not an avenue of appeal.

The most important resource to the City of Adel is its employees. Sometimes, all of us experience some type of problem in the workplace. Misunderstandings or conflicts can arise in any organization. We have a problem-resolving procedure that will assure you that your problem will be heard and appropriate action will be implemented. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents resolve themselves naturally; however, if a situation persists that you believe is detrimental to you or the City, or in which you feel a City policy has been violated, you should follow the procedure described here for bringing your complaint to management's attention. The City will act in good faith to resolve any grievance presented by an employee through this process.

Step One

Discussing the problem with your department head is a necessary first step. Discussion of the problem shall be brought to the attention of the department head within two (2) working days of the incident. Working days are defined as Monday through Friday, excluding weekends and non-working holidays. If, however, the issue is not resolved to your satisfaction at the time of the discussion, you shall notify the department head that you are going to proceed to Step Two. A department head wishing to file a complaint should proceed to Step Three.

Step Two

The employee having a specific complaint shall submit it in writing to his or her department head within five (5) working days of Step One. In an effort to resolve the problem, your department head will consider the facts, conduct an investigation, and also shall meet with you and your supervisor (if applicable) in an attempt to resolve the issue. The department head will respond to all parties involved in writing regarding the issue within the department head's next five (5) working days after receipt of your written grievance.

Step Three

Within five (5) working days after the decision in Step Two, if you are not satisfied with the decision and wish to pursue the complaint further, you may present your written grievance to the City Administrator, who will then call a meeting of the Complaint Resolution Committee. This three-person committee will be chaired by the Mayor, and be comprised of the chairperson of the Personnel Committee and a department head other than the complainant's department head designated by the Mayor.

The Complaint Resolution Committee shall meet within seven (7) working days to discuss and attempt to resolve the issue according to the policies of the City of Adel. The complainant, as well as his or her supervisor and / or department head, shall attend the meeting to discuss all issues. The Committee will render its decision in writing within five (5) working days to all parties involved.

Step Four

If you are unsatisfied with the decision of the Complaint Resolution Committee, you may submit your written request to the City Administrator within five working days for a hearing of the City Council. The request shall include your written grievance, all responses, and investigation materials. The request may include a request for a closed session. The City Council will schedule the hearing at its next meeting. Both the complainant and his or her supervisor or department head shall be available for the hearing. The decision of the City Council shall be final and binding. If the City Council elects not to act on the complaint after hearing, the decision of the Complaint Resolution Committee shall be final and binding.

The City does not tolerate any form of retaliation against employees availing themselves of this procedure. Any employee engaging in, or who encourages others to engage in, any retaliatory conduct against any employee who utilizes this procedure or who assists others in using this procedure, or who participates in an investigation of a grievance, shall be subject to discipline, up to and including possible termination of employment.

This procedure shall not be construed as preventing, limiting, or delaying the City from taking disciplinary action against any individual, up to and including termination, in circumstances where the City deems disciplinary action appropriate.

Grievances involving bargaining unit employees shall be covered by any grievance language in bargaining agreements.

11. CAMPAIGN AND ETHICS GUIDELINES

11.1 CAMPAIGN ACTIVITIES

In accordance with **Section 721.3 of the Iowa Code**, we encourage you to vote, which is an expression of your personal opinion. However, candidates or committee members cannot solicit contributions or receive political support from you during work hours.

Employees may participate in, or contribute to, the election or appointment of public officials. Political activity, however, must not interfere with your normal work duties. No City employee will be forced or compelled to take part in political campaigns to favor the appointment or election of candidates for any office.

The use of any City equipment, including, but not limited to computers, printers, copy machines, postage, and machines and other equipment for the purpose of promoting a specific candidate or political action committee is against the **Iowa Campaign and Ethics Law**. For matters regarding use of public buildings and facilities, refer to **Iowa Campaign and Ethics Law**.

11.2 CANDIDATES FOR OFFICE

If you become a candidate for any City elective office, you automatically receive a leave of absence without pay. The leave without pay begins upon either an announcement of your candidacy or filing of a petition for office. However, this will not be later than 30 days before the primary or general election day, and it continues until you are no longer a candidate.

If elected, you are required to resign your City position. However, you may be a candidate for a non-partisan office that is not related to your employment. If this is the case, you will not be required to take the leave of absence without pay, as long as you do not campaign while you are on duty as an employee or let your duties interfere with your City job responsibilities.

11.3 GIFT & IN-KIND CONTRIBUTIONS

As an employee of the City of Adel, you shall not directly or indirectly accept or receive any gift or series of gifts, as defined in **Chapter 68B of the Code of Iowa**.

STATEMENT OF RECEIPT

Please read and sign this Statement of Receipt and return the completed sheet to the City Clerk for placement in your official personnel record.

I have received my copy of the 2013 City of Adel Employee Handbook that outlines personnel policies of the City, and the Manual of Policy and Procedure and all policies per the table of contents. I will familiarize myself with the material in the handbook and understand that I am governed by its contents.

I understand that:

- 1. These policies affect all City employees, except for some minor differences that may pertain to employees who are working under contract terms, or employees working under a collective bargaining agreement.*
- 2. Nothing in the Employee Handbook or Manual of Policy and Procedure is considered as an explicit or implicit employment contract between the City and me.*
- 3. Unless prohibited by the Code of Iowa or expressly agreed and confirmed in writing by both the City, and myself, either the City or myself may terminate my employment at any time for any reason.*
- 4. The City may change, rescind, or add to any policies described in the Employee Handbook or Manual of Policy and Procedure at its discretion.*

Your Signature:	
Your Name (please print):	Date: