

CITY OF KEOTA

EMPLOYEE HANDBOOK

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INTRODUCTION

The Keota City Council would like to welcome you! We hope that you find the City of Keota a rewarding place in which to work and we look forward to a productive and successful association. All City of Keota Employees are covered in this handbook except: 1.) Elected Officials 2.) Employees hired on a contractual basis 3.) Members of Boards and Commissions 4.) Persons appointed to serve without compensation. Please visit our website at www.keotaiowa.org to learn more about our city!

1.1 PURPOSE

The contents of this employee handbook are presented as a matter of information only. It is not intended to form a contract, whether expressed or implied, between the City of Keota and the employee. The City reserves the right to delete from, add to and/or review the employee handbook at any time without notice to the employee.

The policies and procedures outlined in this handbook are applicable to all employees of the City of Keota except as enumerated in the introduction.

Whenever the provisions of this handbook are in conflict with the laws of the State of Iowa or the federal government, the laws of the State of Iowa or federal government will prevail.

This handbook replaces all employee handbooks and amendments issued prior to the date of this handbook. Documents issued prior to this date should be discarded.

1.2 EMPLOYEE AT WILL STATUS

Although the hope is that your employment relationship with the City of Keota will be long term, your employment is at will, meaning either you or the City of Keota may terminate this relationship at any time, for any reason, with or without notice, subject to the provisions of Iowa Code, Chapter 400. No policy or practice of the City of Keota should be construed to change the status of this relationship. Only the City Council has the right to modify or change this practice, and such action must be in writing.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AFFIRMATIVE ACTION

The City of Keota 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, handicap that does not interfere with job performance with reasonable accommodation, or any other protected characteristics as established by law.

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 sexual harassment of any kind. If any employee feels discriminated against or harassed, they should direct their problem to their immediate supervisor. All complaints will be investigated and resolved promptly. The confidence of the employees involved will be maintained to the extent possible.

This policy of equal employment opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, promotion, termination, and all other terms and conditions of employment.

The City will comply with all federal and state regulations regarding affirmative action.

COMPENSATION

3.1 TIMEKEEPING

State and federal laws require that cities keep an accurate record on time worked by hourly and salary employees in order to calculate benefits and pay. Time worked is the time you spent performing the job you were assigned to do.

Timesheets are to be turned into the City Clerk on the fourteenth (14th) of the month and the day before the last day of the month. These dates will change if the fifteenth (15th) of the month of the last day of the month land on a Saturday, Sunday, or Monday. Should these dates land on a Saturday, Sunday, or a Monday, the City Clerk will notify you as to when to turn in your timesheets.

Timesheets must be signed and show all hours worked including accumulated hours of forty (40) hours per week. These timesheets provide records for the following:

1. Records covering labor cost
2. Budgeting tax dollars
3. Review of overtime costs

3.2 PAY PERIODS

Pay periods are the first (1st) of the month through the fifteenth (15th) of the month and the sixteenth (16th) of the month through the last day of the month. Your payroll check will be distributed at the Keota City Hall by the City Clerk.

3.3 HOURS OF WORK

All employees shall be scheduled to work on a regular work schedule and shall have a regular starting and quitting time. Generally, a regular workweek consists of eight (8) hours per day, five days a week. For some personnel, a workweek may consist of a variety of work schedules. The workweek covers seven (7) consecutive days beginning on Monday and ending on Sunday. The workday is defined as the 24-hour period starting at 12:00 A.M. and ending at 11:59 P.M. In general, the work schedule of an employee will not change from week to week. However, varying conditions in workload and demand of the public may necessitate a change in the work schedule. If it is necessary for the supervisor to change the normal work schedule, every effort will be made to give the employee as much notice as possible. Nothing in this section shall be construed as a guarantee of the number of hours an employee will be scheduled to work.

You are expected to be at your work place in accordance with approved hours of work, holidays, and leaves. Employees are expected to be engaged in carrying out their duties during all scheduled work times and should be ready to begin working at their scheduled starting time.

Lunch Hours: Each full-time employee shall be allowed an unpaid lunch period, which shall generally be scheduled in the middle of the work shift. Such periods will not be more than one (1) hour nor less than thirty (30) minutes. Lunch periods are not to be used in order to leave work earlier or start later in the work day,

Work Breaks: Regular full-time employees may take a 15-minute rest break for every four hours worked. Part-time employees are allowed one 15-minute break for each continuous four hour period.

Rest break time does not accrue, if unused it is lost. You may not have your break times to extend a lunch period, leave work early or start later in the work day.

3.4 Overtime and Compensatory Time

Periodically, overtime work is necessary to maintain city operations. In most cases, there are a sufficient number of employees available to make overtime work optional. Occasionally, however, the supervisor may require the employee to work overtime. All employees are expected to work overtime when necessary.

Exempt employees, as defined by the Fair Labor Standard Act, shall not receive overtime or compensatory time.

Non-Exempt employees will be credited compensatory time at a rate of time and one-half for all hours in excess of their normal forty (40) hour work week schedule. Non-exempt employees will be credited service call time at time and one-half for all hours worked outside their normal work schedule. Compensatory time, sick time, personal time, and service call time shall not be counted as work time for their normal forty (40) hour work week schedule for the purpose of determining compensatory time. All compensatory time and service call time accrued or used must have prior approval of the supervisor or their designee. Employees may accumulate up to three hundred sixty (360) hours of compensatory and service call time. Accrued time exceeding three hundred sixty (360) hours on July 1 of each year may be paid out upon Council's discretion.

LEAVE BENEFITS WITH AND WITHOUT PAY

4.1 HOLIDAYS

Holidays are granted to you if you are eligible to accrue vacation and sick leave (full-time employees). The value of the holiday shall be eight hours or the number of hours you are scheduled to work during the holiday, which ever is greater. The following City holidays shall be recognized and observed by eligible employees:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Vetarans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

If the holiday falls on a Saturday, the Friday before the holiday will be observed, and if the holiday falls on a Sunday, the Monday after the holiday will be observed.

Those employees required to work on a holiday shall accrue compensatory time and said time shall start at the beginning of the shift on the day of the actual holiday and continue for 24 hours until the end of the shift on the same day.

4.2 PAID VACATION LEAVE/PAID PERSONAL LEAVE

All regular full-time employees are granted vacation and personal leave based on the following schedule:

YEARS OF SERVICE	VACATION DAYS	PERSONAL DAYS
UPON EMPLOYMENT	NONE	2 DAYS
1 YEAR BUT LESS THAN 3 YEARS	40 HOURS (5 DAYS) PER ANNUM	2 DAYS
3 YEARS BUT LESS THAN 10 YEARS	80 HOURS (10 DAYS) PER ANNUM	2 DAYS
10 YEARS BUT LESS THAN 15 YEARS	120 HOURS (15 DAYS) PER ANNUM	2 DAYS
15 YEARS OR MORE	160 HOURS (20 DAYS) PER ANNUM	2 DAYS

If you are a part-time employee or a temporary employee, you do not accrue vacation. Full-time employees may carry over a maximum of ten (10) days at the end of the calendar year. Your immediate supervisor needs to approve all vacation leaves in advance.

If an employee is terminated and does not provide a two-week notice of voluntary separation, the City of Keota may elect to withhold the payment of accrued, but not used vacation time.

Personal leave may be taken in four (4) hour increments, unless prior approval is granted. Your immediate supervisor needs to approve your leave requests.

Personal days are awarded at the beginning of the calendar year (January 1) and may not be carried over into the next calendar year.

4.3 PAID SICK LEAVE

A regular full-time employee will accrue sick leave on the first pay period of each month at the rate of eight (8) hours per month. Full-time employees employed at the start of the calendar year (January 1) shall accrue ninety-six (96) hours (12 days) of sick leave annually and sick leave can be accumulated to a maximum of nine hundred sixty (960) hours (120 days).

For full-time employees, the pay for a day of sick leave will be compensated at the employee's regular rate of pay for eight hours.

Sick leave accruals may be used for the following reasons:

1. Personal illness or injury which renders the employee unable to perform the duties of their position;
2. Illness of a member of the employee's family, including spouse, child, parent, or legal ward necessitating the employee to be in attendance;
3. Medical, dental, or optical appointments which cannot be schedule during non-working hours.

An employee continues to accrue sick leave even while on sick leave. Employees who are unable to report to work because of illness are to notify their supervisor before the regular work day begins.

Any unused sick leave balance upon date of termination or last day of voluntary separation of employment is not eligible for payment of accrual.

4.4 PAID INJURY LEAVE

All employees can receive paid injury leave when they incur an injury or occupation disease that occurred while performing work duties. During the leave, the city pays you your full wage or salary less any amounts paid to you by Worker's Compensation insurance for the lost time. The waiting period of three days will be compensated to employee and charged to accrued sick leave. The portion compensated by the City shall be calculated and charges to accrued sick leave

If you should be injured on the job, notify your supervisor immediately. The City will provide documentation to our insurance carrier. Job-related injuries are covered under provisions of Worker's Compensation.

The City has a designated clinic as its Workers' Compensation authorized treating clinic as provide by law under Iowa Code Chapter 85.39. Employees with work-related illness or injury will be required to have their initial evaluation with this clinic. If appropriate, and with prior approval form IMWCA, the designated clinic may make referrals to other specialist.

If an employee decides to go to another provider without the referral from the authorized treating clinic, the employee will be responsible for all the expenses related to those visits. No Worker's Compensation benefits may be claimed unless seen by the authorized treating clinic.

Employees covered by the Municipal Fire and Police Retirement System (MFPRSI) are exempt from Workers' Compensation benefits. The above procedures still apply to this group of employees; however, the City will pay the regular wages of the employee who is injured on the job and unable to work due to temporary disability. Permanent disabilities are paid by the MFPRSI under Chapter 411 of the Iowa Code.

Employees temporarily incapacitated as result of work-related circumstances will be required to perform assigned work as soon as a designated physician has determined that they are capable of performing those specific duties assigned and such work would not be inconsistent with ongoing medical treatment.

The supervisor shall determine specifically which work assignments are appropriate and shall then obtain the appropriate medical clearance. Such employees will be required to perform duties as assigned and such work would not be inconsistent with ongoing medical treatment.

The City of Keota will not accommodate non-work related injuries or illness.

4.5 MILITARY LEAVE

All employees who are members of a reserve force of the United States or of the state shall be granted a leave of absence when ordered to attend a training program or perform other duties under the supervision of the United States or this state. Any employee who enters into active service in the Armed Forces of the United States while in the service of the City of Keota shall be granted a leave of absence for the period of military service per Iowa Code Chapter 29A.

The leave of absence shall be with pay, only for regular full-time employees, during the period of such activity and shall not exceed thirty days of military leave per calendar year. A day is defined as a normally scheduled working day for an employee. The City will not count non-working days as part of the thirty day maximum. For example, if an employee is ordered to participate in annual training for fourteen consecutive days and if during those days the employee would normally be required to work for ten days, then ten days of military leave would be required. If the employee's work shift crosses two calendar days, only one day shall count towards the thirty paid day maximum.

Military leave that exceeds the thirty day per calendar year allotment may be taken with pay if the employee chooses to use vacation, personal, PTO, and/or compensatory time or without pay at the request of the employee.

Copies of the employee's military orders are required to be given to the department director or designee at least ten days prior to reporting for duty whenever possible. If the military orders require reporting for duty sooner than ten working days' notice, the employee will provide copies of the orders as soon as they are received by the employee.

4.6 BEREAVEMENT LEAVE

Employees may be granted time off with pay for up to five (5) consecutive days in the event of the death of a spouse or a child. Employees may be granted time off with pay for up to three (3)

consecutive days off in the event of a death in the employee's immediate family. Employees may be granted time of with pay for up to one (1) day for the employee's extended family.

For the purpose of bereavement leave, immediate family includes the following: father, mother, brother, sister, mother-in-law, father-in-law, employee's grandparents or employee's spouse's grandparents, grandchild, or guardian (includes step relationships); extended family includes: sister-in-law, brother-in-law, uncle, aunt, niece, nephew, or first cousin.

4.7 JURY DUTY

If regular full-time or regular part-time employees are called to jury duty, upon providing proof of such duty, the City will continue to pay the employee's wage or salary. In addition, the employee must provide documentation of compensation received for jury duty and the amount of compensation will be deducted from the employee's wage or salary in a manner consistent with the Fair Labor Standards Act.

4.8 VOTING LEAVE

All city employees are entitled to vote in an election. However, if you do not have three consecutive hours of non-work time in the period between opening and closing of the polls, you are entitled to limited paid time off to go vote. Notice must be given to the employee's supervisor prior to taking leave.

4.9 UNPAID LEAVE OF ABSENCE

It is the policy of the City of Keota to grant unpaid leave of absence to its employees when the requests are compatible with the department's operation needs and scheduling requirements. Employees may request an unpaid leave of absence for public service leave, extenuating medical circumstances or unpaid bereavement leave.

An employee desiring an unpaid leave of absence shall make a written request to their supervisor, setting forth the reason(s) for the request and the duration of the requested leave.

A request for an unpaid leave of absence of thirty days or less will be approved or disapproved promptly by the supervisor.

A request for unpaid leave of absence of more than thirty days will be forwarded with recommendations by the supervisor to the Keota City Council. In no event shall unpaid leave of absence, under the provisions of this policy, be approved for more than six months by the Keota City Council.

Upon return from an unpaid leave of absence, the City of Keota will attempt to place the employee in their former position at the salary and step occupied at the time such leave began; provided however that the employee is able to perform the essential functions of their position. In the event the former position is not available, or the employee is not able to perform the essential functions of their position, the City of Keota will attempt to place the employee in another position consistent with qualifications, ability, and staffing requirements. At no time will employees utilizing this policy be guaranteed a position upon returning from an unpaid leave of absence.

An employee who fails to return from an unpaid leave of absence on the date specified in the request shall be considered to have resigned their position, unless a written request for the extension has

been submitted by the employee, recommended by the supervisor, and approved by the Keota City Council.

While on an unpaid leave of absence, an employee shall not accrue sick leave or vacation benefits. Nor shall time spent on an unpaid leave of absence be considered time worked for receiving an in-grade wage increment. The employee must pay their own group health and life insurance premiums for that portion of the unpaid leave of absence in excess of thirty days. In considering an employee's request for an unpaid leave of absence, the supervisor shall require that the employee use available vacation and/or compensatory time accruals prior to being placed on leave without pay.

4.10 FAMILY MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) requires covered employers to provide unpaid job-protected leave to eligible employees for certain family and medical reasons, and for certain reasons due to military service of a covered family member. FMLA is not an additional type of leave; it is job protection for employees to use paid or unpaid FMLA leave. The employee may be required to exhaust all paid leave before unpaid leave is granted. Employee rights and responsibilities under FMLA are listed on the attached flyer captioned "Employee Rights Under the Family and Medical Leave Act." By providing this information concerning FMLA, in no manner or respect does the City of Keota warrant or represent that of any of its employees are eligible employees under FMLA.

4.11 PERFORMING FIREFIGHTER DUTIES DURING WORK HOURS

Full-time employees that are members of the Keota Volunteer Fire Department that are paged to calls during regular work hours shall observe the following protocol:

1. Said employees may respond to Keota Fire Department call outs during regular work hours without loss of pay. Time responding to calls during regular hours must be recorded on time sheet and will not be considered as time worked for compensatory time.
2. Supervisor approval is required before leaving for Keota Fire Department call outs when working on projects/repairs with other city employees at the time of a call out.

EMPLOYEE BENEFITS

5.1 HEALTH INSURANCE

The City of Keota currently offers single plan health care coverage for full-time employees hired after July 1, 2020. Those hired before July 1, 2020 are eligible for full family coverage health insurance at the discretion of the Keota City Council. Insurance coverage is explained in detail in the booklets provided by the carrier of the City's plan. It is the employee's responsibility to file claims with the insurance carrier for payment. There will be no compensation of any type if an employee elects to opt out of insurance coverage for any reason.

At the end of each fiscal year, during open enrollment, you are free to change your medical election for the following fiscal year, whether or not you have a change event.

5.2 COBRA

By law, the City must offer continuation of health coverage to employees under certain termination-of-employment situations.

Please contact the Keota City Clerk for a summary of your rights and obligations under the law.

5.3 GROUP LIFE INSURANCE

The City of Keota offers full-time employees a basic term life policy along with an accidental death and dismemberment policy. Each policy pays a death benefit equal to \$10,000, accidental is \$20,000.

5.4 RETIREMENT

The retirement program for all regular full-time, part-time, and certain seasonal/temporary employees is the Iowa Public Employee's Retirement System (IPERS). Employees and the City of Keota shall contribute a state mandated amount of funding to this system to compensate employees upon retirement.

5.5 EMPLOYEE TRAINING/TUITION REIMBURSEMENT

The City of Keota encourages its employees to attend conferences, seminars, and training sessions to benefit the employee in enhancing job performance, skills, and knowledge. To qualify for reimbursement, the educational training or course must be continuing education, work related courses, or supervisor requested courses. The course must directly relate to the employee's current position and shall not be for the purpose of obtaining a degree.

The employee must obtain supervisor's approval in advance of enrollment. Reimbursement will be made only after the employee submits certification that the course has been completed with a letter grade of "C" or better. The City will reimburse 100% of expenses for tuition and other fees specifically charged by the school for the approved course.

5.6 EDUCATIONAL COMPENSATION

To qualify for compensation related to certification, course must be completed as stated in the education reimbursement section and certification must be obtained to its fullest.

The City Council and Mayor will grant employee an incentive bonus for completion of certification. The incentive bonus amount shall be at the City Council and Mayor's discretion. The City Council shall disburse the incentive bonus at the beginning of the subsequent budget cycle.

GENERAL EMPLOYMENT INFORMATION

6.1 *JOB POSTING*

Whenever a vacancy occurs in a full-time or part-time position within a department, the opening will be posted at City Hall for ten (10) days. Current employees may indicate their interest in being considered for the vacancy by submitting an application for the position in writing to the supervisor or City Clerk within the stated posting period. The supervisor will make the recommendation on who is to fill the opening. The City of Keota reserves the right to use other recruiting sources to fill open positions at their discretion.

6.2 *VETERANS PREFERENCE*

Any honorably discharged veteran, as defined by Iowa law, shall be entitled to preference in appointment and employment over other applicants of no greater qualification.

6.3 *EMPLOYEE STATUS*

Full-time: Full-time employment status is granted upon satisfactory completion of the orientation period. Full-time employees are scheduled to work at least an averaged thirty (30) hour work week over a one year time frame. All salary employees are scheduled to work a normal forty (40) hours or more. All hourly employees are scheduled to work at least an averaged thirty (30) hour work week over a one year time frame.

Part-time: Part-time employment status is granted upon satisfactory completion of the orientation period. A part-time employee works no more than twenty-nine (29) hours a week on a regular basis.

Other: Employees who are hired for a period of six (6) months or less, or work less than twenty (20) hours per week or on an as need basis. Other employees are not entitled to any benefits as described in this handbook but are subject to the same work rules governing regular employees.

6.4 *PROBATIONARY PERIOD*

Exception as otherwise provided by statute, the orientation period is the first ninety (90) days of an individual's employment. Unless otherwise provided by law, the completion of this probationary period does not change the at-will nature of the employment relationship.

If the City of Keota determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specific period.

A full-time employee retained for thirty (30) days shall be eligible for insurance coverage on the first of the month following the thirty (30) days (i.e. state date 1/16/2020, insurance start date is 3/1/2020). After ninety (90) day probationary period has been completed, the date of accrual will date back to the original hire date for vacation and seniority benefits.

6.5 *WORK ASSIGNMENTS*

The City of Keota retains the right to make work assignments and after employee job duties when it is deemed necessary or desirable to do so. At times, it may also be necessary to alter work schedules.

6.6 *PHYSICAL EXAMINATION*

After an offer of employment has been made to an individual, the individual may be required to submit to a physical examination conducted by a qualified physician designated by the City at the City's expense. Employment will be contingent upon a satisfactory physical examination.

To the extent allowed by law, the physical examination may include drug testing.

6.7 PERSONAL APPEARANCE

The City of Keota places a high priority on the employee's appearance. Since employees are in direct daily contact with the public, the City expects our employees to be neatly groomed and to dress appropriately for the work that they are doing. We do not allow employees to wear attire that may be offensive to our citizens or other employees. Dress accordingly to the requirements of the individual position. Closed-toe protective shoes and stockings are to be worn by certain departments and in certain work areas due to OSHA safety and health regulations. Personal protective equipment should be used is applicable to the work situation.

Supervisors are responsible for enforcing this policy and for defining "appropriate" as necessary. Supervisors have the authority to ask employees to make changes, for example, requiring employees to go home and return in proper attire. Any work time missed because of failure to comply with this policy will not be compensated, and repeated violations of this policy will be cause for disciplinary action.

6.8 CONFLICTS OF INTEREST

It is the policy of the City of Keota to conduct business ethically and to avoid conflicts of interest or even the appearance of such conflicts. Our employees have an equal obligation to avoid conflicts of interest and are expected to comply with all Iowa laws concerning conflicts of interest, ethics, and gifts.

The City of Keota expect our employees to report conflicts of interest to the city clerk, Mayor, or City Council immediately upon discovery or suspicion of conflict. All reports will be investigated and appropriate measures taken concerning the conflict.

6.9 ETHICS – CONFIDENTIALITY

The City of Keota strives to maintain a high standard of business ethics. To assure that these standards of conduct are not violated, the City requires all employees conduct their business in an ethical and legal fashion. This includes avoiding any activity outside employment with the City that would adversely affect the employee's performance on the job or involve possible conflict of interest.

The City's policy concerning business conduct also covers the protection of confidential information. It is the employee's obligation to keep such knowledge and information in strict confidence. Violation of this requirement of confidentiality is a serious matter and may result in discipline.

6.10 EMPLOYMENT TERMINATION

Employment with the City of Keota is based on mutual consent. Both you and the City have the right to terminate the employment relationship at-will, with or without cause, at any time.

Federal Law requires that some employee insurance benefits (notably health insurance) may be continued after termination of employment at your expense if you so choose. You will be notified of

the benefits you can continue and of the terms, conditions, limitations, and costs associated with each. Contact the City Clerk if you have any questions.

Any City property in your possession at termination must be returned to the City no later than your last day of work. This includes phone, keys, manuals, credit cards, maps, etc.

6.11 RESIGNATION

Employees shall present a written resignation at least two weeks prior to the effective date of the resignation. Employees who fail to provide a two week notice of separation may be denied the payout accrued, but unused vacation accrual.

Federal Law requires that some employee insurance benefits (notably health insurance) may be continued after termination of employment at your expense if you so choose. You will be notified of the benefits you can continue and of the terms, conditions, limitations, and costs associated with each. Contact the City Clerk if you have any questions.

Any City property in your possession at termination must be returned to the City no later than your last day of work. This includes phone, keys, manuals, credit cards, maps, etc.

6.12 FITNESS FOR DUTY

The City of Keota reserves the right to require employees to undergo a fitness for duty evaluation at the City's sole discretion.

6.13 INCLEMENT WEATHER

If the City Manager 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 leave with approval of the supervisor.

6.14 PERFORMANCE EVALUATIONS

Evaluation Conference: Personnel Committee made up of the Mayor and two (2) Councilmen will meet with employees to do the Evaluation Conference.

A conference regarding the evaluation will be held between the employee and the evaluators following the completion of the written evaluation. A copy signed by both parties will be given to the employee.

Frequency of Evaluations: Employees shall be evaluated by the employee's supervisor and Personnel Committee at least annually, and at such other times deemed appropriate by the supervisor.

Response: All evaluation reports will be placed in the employee's personnel file. The employee has the right to respond to the evaluation report and such response will become part of the evaluation report.

6.15 PERSONNEL RECORDS

The City of Keota maintains a personnel record on each employee. The personnel record includes such information as:

1. Completed job application
2. Job description – signed
3. Signed page of the employee handbook
4. Employment eligibility form I-9
5. Resumes and transcripts of coursework
6. Licenses and registrations, when required
7. Performance evaluations
8. Salary history
9. Disciplinary actions
10. Other employee documentation deemed necessary to file

Employee personnel records are confidential, pursuant to Iowa Code 22.7 (11). The City Clerk shall maintain personnel records. The City of Keota employees should be free to examine their own personnel files, subject to Iowa Code 91B.1 and the following provisions:

1. The Mayor and employee shall agree on the time the employee may have access to the employee's personnel file, and representative of the City must be present.
2. The employee may not remove any item from the file.
3. The City will charge a reasonable fee for each copy made by an employee of an item in the employee's personnel file.

6.16 PERSONAL INFORMATION UPDATE/CHANGES

If there is a change in personal information such as home mailing address, phone number, individuals to be contacted in an emergency, number and name of dependents, beneficiary changes, educational accomplishments, and other types of personal data, it is the responsibility of the employee to notify the City Clerk.

POLICIES/OCCUPATIONAL SAFETY AND HEALTH

7.1 HARASSMENT

It is the policy of the City of Keota that no employee be harassed by another employee, customer or supervisor on the basis of sex, race, age, disability, national origin, sexual orientation, religion or any other legally protected category.

Illegal harassment, whether verbal or physical, will not be tolerated. All members of management will have the explicit responsibility and duty to take corrective action to prevent any illegal harassment of our employees.

If any employee believes that he or she has been subjected to illegal harassment, that employee should bring the matter directly to the immediate attention of their supervisor, the City Clerk, or a member of the City Council. All complaints will be investigated and appropriate disciplinary action taken, up to and including termination. There will be no retaliation against anyone who submits a good faith harassment complaint or participates in an investigation relating to such a complaint.

7.2 SEXUAL HARASSMENT

The City of Keota's policy regarding sexual harassment is as follows:

Acts of sexual harassment by any employee are prohibited employment practices and are subject to disciplinary measures including discharge.

The Equal Employment Opportunity Commission defines sexual harassment as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature directed at an employee by an employer or fellow employee. Such conduct is unlawful if submission to it is a condition of employment, used as basis for making employment decisions affecting the employee, has the effects of unreasonably interfering with the employee's work performance, or creates an intimidating, hostile, or abusive work environment.

In addition, any behavior of sexual nature not welcomed by the employee or found to be personally offensive is expressly forbidden. This includes, but is not limited to:

1. Repeat sexual flirtations, advances, or propositions.
2. Continued or repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about the employee's appearance or the display of sexually suggestive objects or pictures.
3. Any uninvited physical contact or touching, such as patting, pinching or other contact.

Sexual harassment, whether verbal or physical, will not be tolerated. All members of management have the explicit responsibility and duty to take corrective action to prevent any sexual harassment of the City employees.

As with other forms of harassment, any employee who believes that he or she has been subjected to illegal harassment, that employee should bring the matter directly to the immediate attention of their supervisor, the City Clerk, or a member of the City Council. All complaints will be investigated and

appropriate disciplinary action taken, up to and including termination. There will be no retaliation against anyone who submits a good faith harassment complaint or participates in an investigation relating to such a complaint.

7.3 DRUGS AND ALCOHOL POLICY

It is the policy of the City of Keota to comply with the Drug Free Workplace Act of 1988 to insure a drug-free workplace. The policy is intended to prohibit the unlawful possession, use, dispensation, distribution, or manufacture of controlled substances in the workplace. Violation of this policy will result in disciplinary action up to, and including, termination of employment. Depending upon the circumstance, other action, including notification of appropriate law enforcement agencies, may be taken against any violator of this policy.

Employees must comply with this policy and notify management within five (5) days of conviction for any criminal drug violation occurring during work hours or in the workplace. Failure to do so will result in immediate suspension and/or termination of employment. Any staff member arrested in connection with a criminal drug violation occurring during work hours or in the workplace will be on personal leave of absence without pay and could face termination of employment pending the outcome of any legal investigation and conviction.

7.4 SMOKING AND TOBACCO POLICY

In compliance with the Iowa Smokefree Air Act (7/1/08), the City of Keota has established a smoke-free workplace. All City-owned buildings, facilities, and vehicles are smoke-free. All tobacco usage, including smoking tobacco and smokeless tobacco, as well as electronic cigarettes, is prohibited in all City-owned buildings, facilities, vehicles, and equipment, and on all public grounds owned by the city except in designated areas in accordance with the Iowa Smokefree Air Act. The City may establish a designated smoking area at each facility. This area must be located in the building's parking lot away from all building entrances and must not adversely impact other employees or the general public. Please contact your supervisor to identify these designated smoking areas. Employees are permitted to smoke, use tobacco, or use electronic cigarettes within their personal vehicles which are parked in a City-owned parking lot. Employees who choose to smoke, use tobacco, or use electronic cigarettes, must do so in accordance with this section and during normal meal and break periods. Employees are not provided additional time away from work to smoke, use tobacco products, or electronic cigarettes. Violation of this policy may lead to disciplinary action, up to and including termination.

7.5 WORKPLACE VIOLENCE POLICY

It is the policy of the City of Keota to provide a work environment free from violence, aggression, or threatening conduct of any kind. To ensure a safe workplace and to reduce the risk of violence, all employees must review and understand all provisions of the Workplace Violence and Weapons Policy.

PROHIBITED CONDUCT

The City of Keota will not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats of engaging in violent activities toward any employee of the City of any member of the general public. A threat of violence is any visual, verbal, or physical act, that warns of or expresses an ability or intent to harm or kill; is intended to intimidate or create

fear; or has the purpose of unreasonably interfering with an individual's reasonable expectation of a peaceful, non-hostile or inoffensive work environment.

Although not all-inclusive, the following are examples of behaviors included in this policy:

1. Causing physical injury to another person.
2. Making threatening remarks in person, in writing, by telephone, or other means of communication.
3. Aggressive or hostile behaviors that create a reasonable fear of injury to another person or subjects another individual to emotional distress.
4. Intentionally damaging City property or property of another employee.
5. Unauthorized possession of a weapon while on City property or while on City business.

REPORTING PROCEDURES

Any potentially dangerous situations must be reported immediately to a supervisor. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.

RISK REDUCTION MEASURES

While the City does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgement and to inform their supervisors if any employee or other individual exhibits behavior that could be a sign of a potentially dangerous situation. Such behaviors may include the following:

1. Discussion of bringing a weapon into the workplace.
2. Displaying overt signs extreme stress, resentment, hostility, or anger.
3. Making threatening remarks.
4. Sudden or significant deterioration of performance.
5. Displaying irrational or inappropriate behavior.

SEARCHES

The City of Keota reserves the right to conduct searches in accordance with state law of any employee and his or her vehicle or personal effects brought into the workplace. Pursuant to this provision, the City is authorized to search an employee's locker, desk, purse, briefcase, baggage, toolbox, lunch sack, clothing, vehicle parked on City property, and any other item which a weapon may be hidden. Additionally, the City may search a City owned vehicle used by an employee, and a vehicle owned by an employee that is being used to conduct business on behalf of the City, regardless of whether the vehicle is located on City property at the time. Searches may be conducted by City management or local authorities. To the extent the search is requested by City management and the employee is present, the employee may refuse the search; provided however, that such refusal may result in disciplinary action, up to and including termination of employment for refusal to cooperate. The City reserves the right to conduct searches on its property or authorized searches by law enforcement on its property without the employee being present.

ENFORCEMENT

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts or any employee who fails to report

such acts committed by others shall be subject to disciplinary action, up to and including termination of employment. Non-employees engaged in violent acts toward city employees will be reported to the proper authorities and may be banned from City property.

7.6 WORKPLACE BULLYING

The City of Keota defines bullying as inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, directed by one or more persons against another or others, at the place of work and/or in the course of employment which has the effect of substantially interfering with an individual's employment, performance of duties, or which causes the individual to have a reasonable fear of harm. Such behavior violates the City Code of Ethics which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees that the City will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination of employment.

Bullying may be intentional or unintentional. Where an allegation of bullying is made, the intention of the alleged bullying is relevant and will be given consideration when meting out discipline. As in sexual harassment, the effect of the behavior upon the individual is most important. The City of Keota considers the following types of behavior examples of bullying:

1. Verbal bullying: Slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting, or humiliating,; using a person as the butt of a jokes; abusive and offensive remarks.
2. Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
3. Gesture bullying: Non-verbal threatening gestures or glances that convey threatening messages.
4. Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

EMPLOYEE CONDUCT

8.1 EMPLOYEE CONDUCT AND WORK RULES

In order to keep operations orderly and provide the safest and best work environment, the City of Keota expects the employees of the city to follow rules of conduct for safety, protection or rights, and best interest of the employees and citizens. The following is a list, not limited to, of unacceptable behaviors of any employee for the City of Keota:

1. Working under the influence of illegal drugs or alcohol.
2. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the work place, while on duty, or while operating a city owned vehicle or equipment.
3. Violation of health or safety rules.
4. Theft or inappropriate removal or possession of city owned property.
5. Discourteous conduct towards community members or poor customer service.
6. Smoking is prohibited on/in city owned premises, vehicles, and equipment.
7. Falsifying timesheets.
8. Fighting or threatening violence in the work place.
9. Improper conduct or negligence or city owned or citizen owned property causing damage.
10. Excessive tardiness or absenteeism.
11. Insubordination or other disrespectful conduct.
12. Violation of city policies.
13. Sexual or other forms of harassment.
14. Boisterous or disruptive activity in the work place.
15. Loss of driver's license will be handled on a case by case basis. May result in termination if a license is required to perform the position.

8.2 DISCIPLINARY ACTION

Any employee for the City of Keota may be disciplined for misconduct, poor attendance, neglect of duty, disobedience, or participating in incompatible activities.

1. Warning and reprimand
 - a. When appropriate the Mayor and City Council shall promptly and specifically provide written or verbal warning to the employee. Said warning will be listed in the employee personnel file.
2. Suspension
 - a. A written reprimand shall include at least one (1) day off without pay for sufficient cause, as determined by the Mayor and City Council. A written statement of reason(s) for the suspension(s) shall be delivered to the employee. The employee may make a written request for reconsideration of the suspension, which will be considered by the City Council within seven (7) days of receipt if possible.
3. Probation/Demotion

- a. The City Council may, with sufficient cause, as a discipline measure, demote or place the employee on probation or reduce their pay scale for a period to be determined by the City Council.
4. Termination
 - a. Including, but not limited to an illegal act, dishonesty, insubordination, habitual offense, or substance abuse, with sufficient cause, employment may be terminated. A written notice of termination, which shall set out the reasons for terminating employment, shall be delivered to the employee. The terminated person has thirty (30) calendar days from receipt of the notification to file a written request for a hearing to appeal the termination. The City Council shall conduct a hearing within thirty (30) calendar days of the request for such an appeal.

Disciplinary action, in most cases, will consist of three (3) days off without pay. More than three (3) disciplinary actions may make employee subject to discharge.

All information pertinent to employee disciplinary actions, including records or copies of written or verbal warnings and notices will be placed in the employee's personnel file.

8.3 COOPERATION IN INVESTIGATIONS

All employees are required to fully cooperate with any representative of the City who is conducting a work-related investigation. Employees will be disciplined for lying to any representative of the City or providing information to any representative of the City, which is dishonest, misleading, inaccurate, or incomplete.

Employees will also be disciplined for impeding, obstructing, or failing to cooperate with an inquiry or investigation conducted by any representative of the City. "Obstructing" includes, but is not limited to, threatening, intimidating, or coercing other individuals who may be contacted by a representative of the City, and discouraging other individuals who may be contacted by a representative of the City from responding to or cooperating with the City. "Failing to cooperate" includes, but not limited to, failing to provide information, documents, or materials requested by a representative of the City, and providing information, documents, or material which are dishonest, misleading, inaccurate, or incomplete.

MISCELLANEOUS POLICIES

9.1 TRAVEL REGULATIONS

An employee will receive wage compensation for an eight (8) hour day. Time spent on the road or attendance at meeting beyond the eight hours will be compensated per Fair Labor Standards Act. Employees will be compensated for business trip time as follows:

1. Employees driving/traveling for a business purpose and returning the same day will be compensated for all time spent on the business trip, including travel time, per Fair Labor Standards Act.
2. Employees traveling for a business purpose on a trip that will require an overnight stay will be compensated for time during their regular work hours, including travel time, per Fair Labor Standards Act. Employees will be compensated on a basis of eight (8) hour day at their regular hourly rate or pay.

The allowance for the use of an employee's personal auto shall be the amount allowable as published by Resolution of the City Council for per mile round trip reimbursement (generally same as the IRS guidelines). The route shall be the most direct route possible.

Use of a City owned vehicle when it appears to be the most appropriate means of travel. Overnight use of City vehicles requires approval of the City Council. Overnight use of the police vehicle requires the approval of the Mayor.

Lodging and commercial transportation expenses will be paid for by the City of Keota. Reservations must be made by the City Clerk.

Travel expenses that will be reimbursed are confined to those necessary to the approved travel. Requests for reimbursement of travel expenses must be reviewed and approved by the City Clerk for processing.

Employees must provide receipts for all expenditures to be eligible for reimbursement. There will be no reimbursement for funds spent on alcoholic beverages or acquired services.

The reimbursement of business related meals is as follows:

1. The limit is \$35.00 per day for overnight meetings.
2. The dollar amount allowed for day meetings will be as follows:

a. Breakfast	\$8.00
b. Lunch	\$10.00
c. Dinner	\$17.00
3. Employees must leave home by 6:00 a.m. to charge for breakfast and be gone until 6:00 p.m. to charge for dinner.
4. The city will not reimburse beyond 20% gratuity. Gratuity is part of the \$35.00 daily total.

9.2 CREDIT CARDS

See City of Keota Credit Card Policy.

9.3 CITY EQUIPMENT

The City of Keota provides supplies, equipment, and materials necessary for you to perform your job. These items include, but are not limited to: telephones, computers, email, and the internet. These items are intended to be used for the City of Keota purposes. Minimal, appropriate personal use may be acceptable as determined by your supervisor. Employees have no reasonable expectation of privacy with respect to any City provided equipment whether or not employees have private access or an entry code into any system.

It is unacceptable for any user at any time to use, submit, publish, display, or transmit on any City computer system information which:

1. Violates or infringes on the rights of any other person, including the right to privacy;
2. Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise objectionable or illegal material;
3. Contains any material or comments that would offend someone on the basis of his or her race, gender, age, sexual orientation, gender identity, religious, or political beliefs, national origin, or disability;
4. Restricts or inhibits other authorized users from using the system or otherwise inhibits the efficiency of the computer system;
5. Encourages the use of controlled substances or uses the computer system for the purpose of inciting crime;
6. Uses the system for any other illegal purpose.

It is also unacceptable for any user at any time to use the facilities and capabilities of the system to:

1. Conduct any business activity or solicit the performance of any activity which is prohibited by law;
2. Online game playing;
3. Transmit material, information, or software in violation of any local, state, or federal law;
4. Conduct any fund raising and public relations activities, not related to City operations.

Employees who violate this policy are subject to disciplinary action in accordance with established personnel policies.

9.4 VEHICLE USE

City vehicles may be available for use by City employees for the use of City business only.

No City vehicle shall be used to transport family members or be used for any personal use other than a direct travel route to and from the City business premises. City of Keota may allow de minimis use as provided by IRS regulations.

Employees must have a valid driver's license or CDL as required, maintain an acceptable driving record and may be required to provide a certificate of insurance to operate a City vehicle, or personal vehicle for City business. Employees must notify their supervisor immediately upon any serious violation or accident involving a City vehicle.

9.5 USE OF PHONE

The City of Keota has one phone line at the city hall for use and is needed for conducting business for the city. Personal phone calls are to be limited to reasonable number and length of time. In the event that any charges result from your personal use of the City's phones, you will be billed the actual cost of the call(s). *See also City of Keota Cell Phone Policy.*

Cell phones shall be turned off or set to silent/vibrate mode during meetings, conferences, and in other locations where incoming calls may disrupt normal workflow.

Employees may use personal cell phones while at work on a sporadic basis. If an employee's use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action.

9.6 NOTIFICATION OF ARRESTS AND OTHER GOVERNMENT ACTION

Employees are expected to perform their assigned jobs, respect and follow City policies, and obey the laws. In the event that employees are arrested or receive a citation for a crime, have any criminal charges filed against them, receive notice of the disposition of any criminal charges pending against them (including, but not limited to, a conviction, a guilty plea, a plea of nolo contendere (no contest), or deferred judgement) or receive notice of any charges relating to operating a motor vehicle while intoxicated, they must notify the city clerk.

Notification to the city clerk must occur within five (5) business days of notification to the employee. Employees whose duties require a Commercial Driver's License and/or who regularly and frequently operate City vehicles must report all charges and citations, including traffic tickets. Other employees need not report such traffic tickets.

Information relating to arrests and criminal charges will be treated as confidential and maintained as part of the employee's personnel file. Employees who do not notify the City as required by this policy may be subject to disciplinary action up to and including termination of employment.

9.7 ELECTRONIC COMMUNICATION

Electronic communication includes, but not limited to, electronic mail, internet access, voicemail, audio and video conferencing, and facsimile messages. These services shall not be used to transmit any improper communications such as messages which are derogatory, defamatory, or obscene. The City reserves the right to monitor electronic communication without prior notification to the employees. Additionally, employees should keep in mind that all communication using city equipment is treated as open records under Iowa Code Chapter 22, and can be made available to the public for review upon request.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

The employee handbook describes important information about the City of Keota. I understand that I must read the handbook so that I understand my rights and responsibilities as an employee of the City of Keota.

Since the information, policies, and benefits describe within the employee handbook are subject to change, I understand that revisions to the handbook may occur. All such changes will be communicated through public notices and I understand that the revised information may supersede, modify, or eliminate current policies. The City Council of the City of Keota, Iowa has the authority to adopt any revisions to the policies of this handbook.

I acknowledge that the City of Keota Employee Handbook is neither a contract of employment nor a legal document. I understand that if I have any questions I am to contact, the Mayor, City Council, my supervisor or the city clerk.

EMPLOYEE'S SIGNATURE: _____ DATE: _____

EMPLOYEE'S PRINTED NAME: _____