

A RESOLUTION TO ESTABLISH POLICY CONCERNING THE HOURS OF WORK, HOLIDAY LEAVES, AND OTHER MATTERS OF PERSONNEL ADMINISTRATION FOR THE CITY OF MARBLE ROCK, IOWA.

BE IT RESOLVED by the Council of the City of Marble Rock, Iowa:

SECTION 1. PURPOSE. The purpose of this resolution is to establish policy concerning the hours of work, holiday leaves, the general conduct of employees, and other matters of personnel administration for the City of Marble Rock, Iowa.

SECTION 2. REGULAR HOURS. The regular hours of work each day shall be consecutive except for interruption for lunch and rest periods. Reference to consecutive hours of work in the balance of this resolution shall be construed generally to include lunch and rest periods.

SECTION 3. WORKWEEK DEFINED. The work week shall be defined as a week beginning on any given Sunday at 12:00A.M. and continuing through the following Saturday at 11:59P.M.

SECTION 4. REQUIRED HOURS OF EMPLOYMENT AND OVERTIME. The hours of employment and overtime benefits for each municipal employee shall be as follows:

CITY MAINTENANCE. The required hours of employment shall consist of Five (5) consecutive seven (7) hour days and Five (5) random hours to be used according to mutual agreement between the employee and the mayor, with a total of Forty (40) hours per work week. Overtime shall be paid as straight time for every hour over Forty-five (45) hours per workweek. Compensatory time off shall be allowed for any hours worked between between Forty (40) and Forty-five (45) hours per workweek, with a maximum of 10 hours per month.

CITY CLERK. The required hours of employment shall consist of Five (5) consecutive seven (7) hour days and Five (5) random hours to be used at own discretion, with a total of Forty (40) hours per workweek. No over-time shall be paid. Compensatory time off shall be allowed by mutual agreement by the mayor and employee.

SECTION 5. EMERGENCY SITUATIONS. Except for emergency situations, work schedules shall not be changed unless the changes are mutually agreed upon by the mayor and the employee.

SECTION 6. SCHEDULE CHANGES. All schedule changes, except emergency situations, shall be filed with the city clerk.

SECTION 7. REST PERIODS. All employees' work schedules shall provide for a Fifteen (15) minute break as close as possible to the middle of the morning shift and the afternoon shift.

SECTION 8. MEAL PERIODS. All employees shall be granted a lunch period of one (1) hour in length. Whenever possible, the lunch period shall be scheduled at the middle of the day.

SECTION 9. HOLIDAYS. The following days shall be recognized and observed as paid holidays: New Year's day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day.

Whenever any of the holidays listed above shall fall on Saturday, the preceding Friday shall be observed as the holiday.

Whenever any of the holidays listed above shall fall on Sunday, the succeeding Monday shall be observed as the holiday.

Water and Wastewater monitoring shall be suspended on the holidays only.

SECTION 10. VACATIONS. Regular employees shall be eligible to receive vacation pay in accordance with the following conditions, to be taken at such times as are mutually agreed upon by the mayor and the employee.

Amended

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J.W.

1. One week paid vacation shall be allowed after the first (1) and second (2) year of full employment, and two weeks per year after three years of employment.
2. If a holiday occurs during the calendar week in which a vacation is taken by an employee, the employees vacation period shall be extended one additional workday.
3. Any employee who is laid off, discharged, retired, or seperated from the service of the employer, for any reason, prior to taking his vacation, shall be compensated for the unused vacation he has accumulated at the time of separation.
4. All regular employees shall give at least a two (2) week notice of intent to use vacation time. Said intent shall be filed in the office of the city clerk.

SECTION 11. LEAVES OF ABSENCE. Regular employees shall be eligible to receive leaves of absence with pay with the following conditions:

1. In the event of a serious illness of a member of the employees family (as hereinafter defined) (a serious illness is hereby defined as requiring hospitalization), the employee may be allowed up to a maximum of three (3) days from work without loss of pay per year.
2. In the event of death in the family of an employee (family of an employee is hereby defined as spouse, parents, stepparents, children, brother or sister), the employee shall be allowed an absence from work of up to three (3) days without loss of pay.
3. In the event of the death of a close relative (close relative is hereby defined as employees grandparent, or spouses parent, brother, sister, and grandparents, or steprelationship or a member of the employees household), leave will be granted not to exceed four (4) working hours to attend the funeral without loss of pay.
4. In the event of death or illness of a friend a leave of absence will be granted without pay.
5. A request and permission for a leave of absence shall be filed with the city clerk.

SECTION 12. JURY DUTY AND COURT APPEARANCES. Employees shall be granted a leave of absence with pay any time they are required to report for jury duty or jury service. Employees shall be paid the difference between any jury duty compensation they receive and their regular wages for each day of jury service.

Employees shall be granted a leave of absence with pay any time they are required to appear before a court of law in behalf of the city. Employees shall be paid the difference between any court compensation they receive and their regular wages for each day of appearance.

All employees shall be required to report any compensation arising from jury duty or court appearances to the city clerk. No mileage shall be paid to a city employee who is using a city vehicle for transportation.

SECTION 13. VOTING TIME. Employees shall be granted reasonable time to vote on any election day with full pay.

SECTION 14. MILITARY LEAVE. Any employee who enters into active service in the Armed Forces of the United States while in the service of the employer shall be granted a leave of absence for the period of military service, provided that he shall apply to the employer for work ninety (90) days from the date of his honorable discharge.

SECTION 15. SICK LEAVE. One (1) day per month sick leave shall be allowed, with a total accumulation of sixty days. All absences chargeable to sick leave shall be reported to the city clerk as soon as possible, and no later than the time for start of work on the day of absence. All absences due to illness in excess of three consecutive days may be required to be supported by a doctors statement, at the discretion of the mayor. In the event of abuse of sick leave, a doctors statement may be requested for each authorization for sick leave. In the event that the employee requires leave beyond the amount of earned sick leave, he shall be required to use accrued vacation leave available before consideration is given to a request for unearned sick leave.

SECTION 16. LEAVES FOR INJURY. Leave due to injury while on duty will be granted for the time workmen's compensation is paid and for the period preceding the commencement of said compensation.

SECTION 17. HEALTH INSURANCE BENEFITS. All full time employees being employed by the city over three (3) months may subscribe to the city group health insurance plan. The employee may have the option of having himself or himself and his dependents covered under this group policy. After completion of one years service the city shall pay the following percentages toward the employees group insurance.

	EMPLOYEE ONLY	EMPLOYEE - DEPENDANTS
Year 1	15 percent	15 percent
Year 2	35 percent	30 percent
Year 3	55 percent	45 percent
Year 4	75 percent	60 percent
Year 5	95 percent	75 percent
Year 6	100 percent	90 percent
Year 7		100 percent

SECTION 18. OUTSIDE EMPLOYMENT. No full time employee shall engage in outside employment which would tend to impair his efficiency reduce his effectiveness or tend to create a conflict of interest (unless specifically exempted by state law). Any employee designing to do any other work shall request approval from the council before engaging in the proposed outside employment. This section doesnot pertain to family commitments or a self owned operation at home.

SECTION 19. RETIREMENT. All employees shall be retired upon reaching the age of sixty-five (65). An employee so retired may be retained as a part time employee on a year by year basis only by council action.

SECTION 20. CONFLICT OF INTEREST-GIFTS. All employees shall comply with state law and local ordinances with provisions involving conflict of interest. Employees shall not accept personal gifts offered to them because of their employment with the city; provided, that this rule shall not apply to gifts of a general commercial advertising nature having a value of less than ten (10) dollars such as pens, calanders and rulers.

SECTION 21. POLITICAL ACTIVITY PROHIBITED. No city employee shall solicit for party purpose while working on city time. No city employee shall work for any non-party political organization involving city elections at any time.

PROBATIONARY PERIOD AND REVEIW.
SECTION 22. Any position which is hired by the mayor or the council and is on the pay plan as a regular full time employee, subject to all the provisions of this resolution, provides for a six month probationary period. The probationary period is designed to determine whether an employee has the ability to do the job, and is also designed for the protection of both the city and the employee. A six month review of the employees performance will be conducted by the personnel committee.

SECTION 23. CERTIFICATION. All employees who deal directly with the maintenance or operation of the water and wastewater facilities shall be certified by the Iowa Department of Enviromental Quality as a Grade 1 Operator. The City shall assume the cost of tuition, licensing, and travel to school.

SECTION 23. TIME CARDS. Employees shall fill out a time card daily. At the end of each week the time card shall be presented to the mayor for signature and then filed with the city clerk.

SECTION 24. REMOVAL. The council or mayor shall have the power to dismiss an employee. Removal from the position shall be made only where the good of the city's service requires that it be done, said causes shall be substantial and important and relate directly to the disqualification of the person or the failure in the performance of duties so that the person has become an unsatisfactory person to hold the position. The following shall be grounds for removal: physical or mental unfitness; conviction in a court of competent jurisdiction of a felony or any crime or offense involving turpitude, fraud, vicious conduct or dishonesty; dishonest and notoriously immoral or disgraceful conduct; use of drugs or intoxicating beverages to excess; and malfeasance, misfeasance, or nonfeasance in the performance of duty. Insubordination and a disagreeable personality destructive to the efficiency of public service may be grounds for dismissal.

SECTION 25. APPEAL. Any employee dismissed by the mayor or acting official may appeal to the council for a hearing on the cause for dismissal. The council's decision shall be final.

SECTION 26. DISCIPLINE PROCEDURE. Discipline procedure consists of first offense (Offenses being defined in Section 24) with a written warning signed by both parties (signature of employee is not acknowledgement of guilt but an acknowledgement of receipt of warning). Second offense will be considered as possible grounds for discharge.

SECTION 27. RESIGNATIONS. Regular full time employees who voluntarily resign shall be expected to give at least (2) two weeks notice. An employee to be discharged by the city shall be given ~~SIXTY~~ two (2) weeks notice.

SECTION 28. OATH. All regular full time employees shall be required to prescribe to an oath as hereinafter provided:

I (Name of Employee) will faithfully and impartially to the best of my ability discharge all duties of (Name of Position) in Marble Rock, Iowa. I will faithfully and impartially abide by all ordinances, resolutions, policies, and council actions dictating the duties and requirements of my position.

Date _____ /s/ (Signature of Employee) _____

ATTEST: _____

Said oath shall be administered by the mayor or city clerk and a copie filed with the city clerk in the records of the employee.

SECTION 29. DESIGNATION OF SEXES. All references to employees in this resolution designate both both sexes, and wherever the male gender is used it shall be construed to include both male and female employees.

SECTION 30. REPEALER. All resolutions or parts of resolutions or other agreements in conflict with the provisions of this resolution are hereby repealed.

SECTION 31. SEVERABILITY. If any provision of this resolution or the application of such provision to any person or under any circumstance shall be held invalid, the remainder of this resolution or the application of such provision to or under circumstance, other than those to which it shall have held invalid, shall not be effected thereby.

SECTION 32. EFFECTIVE DATE. This resolution shall be in full force and effect after its passage and approval.

Passed by the Council on the 5th day of April 19 82 and approved this 6th day of April 19 82.


MAYOR

ATTEST: 
CITY CLERK

Amended
4/5/82
S.W.