



city of
Ankeny

bringing it all together

Employee Handbook

July 1, 2018

Human Resources

Welcome Letter

Dear Employees:

The most important resource to the City of Ankeny is its employees!

The city has prepared this handbook to help you understand the city's policies and procedures. It also explains some of the benefits that you receive as an employee. For a more detailed explanation please refer to our various benefits handbooks that will be made available to you.

From time to time the city will make changes in the policies and procedures set forth in this handbook. We reserve the right to do this. Please read this manual carefully. Should you have any questions concerning this handbook, please direct them to your immediate supervisor or Human Resources.



A handwritten signature in blue ink that reads "David A. Jones". The signature is fluid and cursive, with a long horizontal stroke at the end.

David A. Jones

City Manager

Mission & Vision Statements

Mission Statement

To provide high quality municipal services,
Excellent customer service and sound fiscal management.
We engage our community by producing a greater quality of life
and are advocates for Ankeny by protecting the community's interest.

Vision Statement

The City of Ankeny has a hometown feel and great community spirit and identity.
Ankeny residents enjoy a safe community, an active lifestyle,
easy movement and access to the area.
Ankeny is a successful business center.
"Ankeny -- Bringing it All Together"

Table of Contents

Welcome Letter	1
Mission & Vision Statements.....	1
Mission Statement	1
Vision Statement	1
Introduction	5
1.1 Purpose	5
1.2 Who is covered by this handbook?.....	5
1.3 Civil Service	5
1.4 History of the City of Ankeny	5
Definitions	7
Equal Employment Opportunity (EEO) and Affirmative Action.....	9
Compensation	9
4.1 Pay Plan.....	9
4.2 Job Classification.....	9
4.3 Pay Periods.....	10
4.4 Payroll Deductions/Direct Deposit	10
4.5 Longevity Pay	10
4.6 Hours of Work.....	11
4.7 Overtime & Compensatory Time	11
4.8 Standby Pay.....	12
Leave Benefits: with and without pay.....	12
5.1 Paid Holidays.....	12
5.2 Paid Vacation Leave	13
5.3 Paid Personal Leave	14
5.4 Paid Sick Leave	15
5.5 Donated Leave Policy.....	15
5.6 Paid Injury Leave	15
5.7 Military Leave.....	16
5.8 Family Death Leave	17
5.9 Jury Duty	17
5.10 Voting Leave.....	17

5.11 Unpaid Leave	17
5.12 Family & Medical Leave Act of 1993.....	17
5.13 Pregnancy Leave	18
5.14 Lactation	18
Employee Benefits	18
6.1 Insurance.....	18
6.2 COBRA.....	19
6.3 Fitness Reimbursement	19
6.4 Flexible Spending Account.....	19
6.5 Deferred Compensation Plan.....	19
6.6 Retirement	19
6.7 Employee Assistance Program.....	20
6.8 Length of Service Award	20
6.9 Employee Training	20
6.10 Tuition Reimbursement	20
Employee Policies	21
7.1 Job Vacancy & Recruitment	21
7.2 Job Posting	21
7.3 Promotion	21
7.4 Personnel Records	21
7.5 Probationary Period.....	22
7.6 Attendance.....	22
7.7 Personal Appearance.....	23
7.8 Housekeeping	24
7.9 Inclement Weather.....	24
7.10 Residence Requirement.....	24
7.11 Wage Garnishments.....	24
7.12 Outside Employment	24
7.13 Hiring of Relatives	24
7.14 Vehicle Policy	25
7.15 Notification of Arrests and Other Governmental Action.....	25
7.16 Electronic Communication.....	26
7.17 Communications/Media Policy.....	26

7.18 Voluntary Resignation.....	26
Occupational Safety and Health	26
8.1 Safety	27
8.2 Required Licenses and Clothing	27
8.3 Sexual Harassment.....	27
8.4 Drug and Alcohol Policy	28
8.5 Smoking and Tobacco Policy.....	28
8.6 Workplace Violence and Weapons Policy.....	28
8.7 Workplace Bullying	30
Employee Conduct and Work Rules	31
Performance Appraisal.....	32
Grievance Procedures	33
Employee Ethics.....	33
12.1 Campaign Activities.....	33
12.2 Candidates for Office	33
12.3 Gift & In-Kind Contributions	34
12.4 Code of Ethics	34
City of Ankeny Organizational Chart	36

Introduction

1.1 Purpose

The contents of this employee handbook are presented as a matter of information only. It is not a contract, express or implied. While the City of Ankeny 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 without notice to the employee. Although the hope that your employment relationship with us will be long term, your employment is at will, meaning either you or the City of Ankeny may terminate this relationship at any time, for any reason, with or without notice, subject to the provisions of the Iowa Code, Chapter 400.

1.2 Who is covered by this handbook?

This employee handbook applies to all regular full-time and part-time employees as well as seasonal/temporary employees who work for the City of Ankeny. The City of Ankeny 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 the handbook.

1.3 Civil Service

The Iowa Code identifies certain positions as civil service positions and the provisions of section 400.6 govern these positions. All full-time police officers, fire fighters, and appointive full-time employees are covered under Chapter 400 Civil Service. By definition of the section 400.6 of the Iowa Code, the following are not civil service positions in the City of Ankeny:

- The Mayor, City Council, persons appointed to fill vacancies, elective offices, members of Boards and Commissions, and clerk to the Civil Service Commission.
- The City Clerk, Deputy City Clerk, City Attorney, City Treasurer, City Engineer, and other professional city engineers licensed in this state.
- The City Manager and Assistant City Managers.
- The Chief of Police and the Fire Chief.
- The head and principal assistant of each department and the head of each division.
- The principal secretary to the City Manager and the principal secretary to each of the department heads.
- Employees of boards of trustees or commissions established pursuant to state law or city ordinances.
- Employees whose positions are funded by state or federal grants or other temporary revenues.
- All part-time or temporary/seasonal employees.

Seniority rights of employees shall be those set out in Chapter 400.12 of the Iowa Code.

1.4 History of the City of Ankeny

Located near the center of Polk County, the City of Ankeny is situated approximately six miles north of Des Moines on U.S. Highway 69, served by I-35 interchanging with I-80 four miles south of the city. John

Fletcher Ankeny and his wife, Sarah, acquired the 80-acres of land on which the town of Ankeny originally developed, on July 11, 1874. The following year, on April 19, Ankeny and his wife laid out the plan for the city, which bears their name, and recorded the plat three days later on April 22, 1875.

In the early days, there were no decent roads between Ankeny and Des Moines. Much of the land between the two towns was swampy, and in wet weather it was almost impossible to make the trip to Des Moines. A narrow gauge railroad was completed from Des Moines through Ankeny to Ames in 1874. Passenger service was established on July 11, 1880, with the fare from Ankeny to Des Moines at 33 cents.

Ankeny was incorporated as a town on February 28, 1903, with a total incorporated area of one square mile. Seven years after its incorporation, the United States census indicated a population of 445 persons.

Telephone service was inaugurated in Ankeny in 1903, and electricity was made available to residents for the first time in 1907. Extensive electrical service was not generally available to residents until 1919, when the Central Light and Power Company was granted a franchise to operate a power plant in Ankeny. The first fire department was organized on a volunteer basis in 1909. The total firefighting equipment, at that time, consisted of 3 ladders and 24 galvanized pails.

In 1940, the Federal Government established an ordinance plant for the manufacture of ammunition on the site that is now occupied by the Iowa State University Research Farm and the John Deere Company. Due to the establishment of this plant, Ankeny's population growth experienced a rapid increase, which continued after the John Deere Company purchased the plant in October of 1947. Production of corn pickers began in the Deere plant in February of 1948 with 570 employees. Production later included harvesting equipment for corn, cotton, sugar beets and potatoes, along with grain dryers and self-propelled crop sprayers.

By 1950, the town had grown to a total of 1,229. In 1958, the first home delivery came to Ankeny via the United States Post Office. In 1961, Ankeny officially became a city. The number of residents living in Ankeny at this time was 2,964, more than double the 1950 total. In 1975, Ankeny celebrated its one-hundredth birthday with a population continuing to grow from a 1970 census of 9,151 to a 1980 census of 15,482. The City has experienced an approximate 5 percent annual population growth over the past decade with a 1990 census count of 18,482 to a 2000 census count of 27,117. A special census in 2005 recorded Ankeny's population at 36,161. The US Census Bureau released its 2008 population estimates which again show that Ankeny has had the largest increase in population in the state, growing by nearly 15,000 people between 2000 and 2008. The 2010 census reported a population of 45,582. Ankeny's 2014 special census reported a population of 54,598, making it the third largest city in the Des Moines Metro and eleventh largest in the state. Between 2014 and 2015, Ankeny's population grew by 6.5% and now is estimated to be at over 63,000. Ankeny is on track to become the tenth largest city in Iowa. A recent report issued by the US Census Bureau in 2016 stated Ankeny is the third fastest-growing city in the nation.

We have a Mayor/Council form of government, with a City Manager. The City Council consists of the Mayor and five council members who are elected at large. The Council sets policy for the City, adopts ordinances and resolutions, approves the annual budget, and approves all expenditures. Day-to-day operations of the City are managed by the City Manager. The city employs approximately 650 employees including fulltime, part-time, seasonal and temporary employees, twenty-four full-time firefighters/ems providers, 55 part-time firefighters, and 65 sworn police officers. A sports complex, two aquatic centers, public library, two fire stations, police station and city hall provide residents with contemporary city facilities.

Ankeny has thirty-eight city parks, two 18-hole golf courses as well as a 9-hole country club course. A 120-acre youth sports complex was completed in 2002. Just west of Ankeny is Saylorville Lake, a 5,400-acre lake with recreational and camping facilities. Big Creek Lake, an 866-acre lake is just north of Ankeny. Both provide opportunities for hiking, boating, swimming, biking, camping and fishing.

The Ankeny Community School District, the 6th largest district in the state, enjoys an outstanding reputation in Iowa and the Midwest for exemplary and balanced programs designed to meet the needs of all students. Students routinely rank among the best in the state in music, sports and academics.

Ankeny is home to Des Moines Area Community College, the state's largest community college. Built in 1970, the DMACC campus is constructed on a 320-acre site and services an eleven county area offering a wide variety of educational programs designed to meet the different interests, abilities and personal objectives of adults of all ages regardless of prior educational achievements.

Faith Baptist Bible College is located on a 40-acre campus in northwest Ankeny. FBBC is a private, co-educational, degree-grant undergraduate Baptist Bible College and offers Associate of Arts, Bachelor of Science, Bachelor of Arts, and Bachelor of Theology Degrees. A cooperative spirit fostered by the public and private partnership has resulted in attracting a number of prominent companies including, Pioneer Hi-Bred, Embria Health Sciences, Casey's Corporate Headquarters, John Deere Des Moines Works, Monsanto, Tone's Spices, Perishable Distributors of Iowa and SYSCO. A major retail corridor includes a Wal-Mart Supercenter, Super Target, Home Depot, Menards, Fleet Farm and Sam's Club, as well as three major car dealerships and numerous restaurants and shops.

Ankeny Regional Airport is located adjacent to Interstate 35 and one of the area's top business parks, Metro North. The airport features a 5,500-foot main runway and is among the fastest growing general aviation airports in the nation.

Definitions

Listed below are the definitions of some common terms found in this handbook:

Appeal — An application for review of an alleged grievance submitted or instituted by employees to a higher authority.

City — The City of Ankeny

City Employee — A person who is employed by the city and is compensated by salary or hourly wages. Not included are elected officials, appointed members of boards, contractors, and employees of contractors.

City Manager — Is the chief administrative officer of the City of Ankeny, appointed by the Mayor and City Council, who is responsible for the day to day operations of the city. The City Manager ensures that city policies are properly administered, and is the appointing authority for the city.

Civil Service Commission — A three-member commission, appointed by the Mayor and approved by the City Council, to oversee that the provisions of the Code of Iowa, Chapter 400 are followed.

Compensation — The salary, wage, allowances and other forms of similar consideration earned by or paid to you for working in a position.

Compensatory Time off — Time off from work instead of monetary pay for overtime worked.

Demotions — The movement of an employee to a job class having a lower maximum pay grade. A reclassification is not considered a demotion.

Discharge — The separation of an employee from city employment for cause.

Discrimination — A showing of bias or favoritism in treatment because of race, sex, age, color, ancestry, sexual orientation, gender identity, national origin, religion, physical handicap, etc.

Eligibility List — A list containing the names of individuals qualified for appointment to civil service positions.

Exempt Classification — A job not subject to the provisions of the Fair Labor Standards Act with respect to minimum wages and overtime. Management and professional classifications are considered exempt.

Grievance — A formal written complaint by a city employee through proper administrative channels alleging that her/his employment or productivity has been adversely affected by unfair treatment, unsafe or unhealthy working conditions, inaccurate application of Ankeny's policies or procedures, or unlawful discrimination.

Human Resources Director — The individual designated to establish and administer on a daily basis the city's personnel management procedures in accordance with policies established by the City Manager, Mayor, and Council.

Leave — An approved absence from work as provided for by personnel policies and the employee handbook.

Outside Employment — Employment of any kind engaged in by a city employee for which compensation is received from a source other than the City of Ankeny.

Overtime — Authorized time worked by an employee in excess of regular work schedule as provided for in the Fair Labor Standards Act.

Pay Plan — The official pay schedule approved by the City Council. The plan assigns a rate of pay to each class, such as a pay range.

Promotion — Any movement of an employee from a position in one class to a position in another class having a higher pay grade. Reclassifications are not considered a promotion.

Regular Full-time Employee — An employee who normally works a minimum of 40 hours per week. Anyone who is considered regular full-time is eligible to enroll and participate in the city's benefit programs.

Regular Part-time Employee — An employee who is regularly scheduled to work year-round, with a minimum of 20 hours but less than 40 hours worked per week. Eligible for paid leave benefits on a prorated basis. May qualify for health insurance under the Affordable Care Act. This excludes temporary/seasonal employees. (Revised 1-1-98)

Retirement — The separation of an employee from the service of the city who is eligible for and receives benefits from a recognized retirement system.

Seasonal/Temporary Employee — An employee who may work full- or part-time during one or more seasons. May qualify for health insurance under the Affordable Care Act.

Sexual Harassment — Unwelcome sexual advances, requests for sexual favors, and/or all other verbal or

physical conduct of a sexual or otherwise offensive nature where (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment, (2) submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting the individual, and/or (3) such conduct has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive working environment.

Termination — The separation of an employee from the service of the city; including death, rejection, discharge, layoff, resignation or retirement. The termination date will be the last working day of the employee, unless otherwise determined by the City Manager.

Transfer — The movement of an employee from one position to another. This could be within the same job classification or in a different classification.

Vacancy — A position duly created and not abolished which is not currently occupied by an employee.

Equal Employment Opportunity (EEO) and Affirmative Action

The City of Ankeny 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, or handicap that does not interfere with job performance with reasonable accommodation.

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 either to their immediate supervisor or to human resources. All complaints will be investigated and resolved promptly. The confidence of the employees involved will be maintained to the extent possible.

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

Compensation

4.1 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. Most likely the City will not be the highest paying employer in the area. However, we do offer a competitive total compensation package and a work environment where you can feel good about your contribution to improving the community where you live.

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.

4.2 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 Manager to ensure that the job class specifications are accurate

and current.

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and the employee's employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and the City of Ankeny.

Non-exempt employees – are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt for the law's requirements concerning minimum wage and overtime.

Exempt employees – are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the US Department of Labor.

4.3 Pay Periods

Payday is every other Friday (bi-weekly). If payday falls on a holiday, you will be paid prior to the holiday. Your pay period will begin on Monday and end on the Sunday prior to the Friday pay date.

The city provides a variety of benefits to regular full-time employees. The city provides certain paid leave benefits on a prorated basis to regular part-time employees. These benefits are part of the total city compensation package. Brochures concerning benefits are available from the Human Resources Department.

4.4 Payroll Deductions/Direct Deposit

The City of Ankeny offers a wide variety of payroll deduction options to include:

- Deferred Compensation (457 Plan)
- Group Medical, Dental, Life and Long-term Disability Insurance
- Medical and Dependent Care Flexible Spending Accounts (125 Plan)
- Voluntary Life Insurance and other employer sponsored voluntary benefits
- Charitable Organizations (United Way, Iowa Shares)

The direct deposit of payroll checks is also provided and encouraged. All new employees are required to sign up for direct deposit. An employee may divide their check among three depositories and/or accounts for same day ACH deposit.

Contact the Human Resources Department for additional information on direct deposit.

4.5 Longevity Pay

The city will contribute the following amounts to your salary for full time employees depending on your years of service.

Longevity Schedule (Continuous Service)	Additional Per Year Amount	Total Yearly Amount
after 5 years	\$500	\$500
after 10 years	\$500	\$1,000
after 15 years	\$500	\$1,500

after 20 years	\$500	\$2,000
after 25 years	\$500	\$2,500

4.6 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 hours per day, five days a week. For some personnel a workweek may consist of a variety of work schedules such as 24 hour shifts in the fire department and 9 hour shifts in the police department. The workweek covers seven 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. Employees whose shift starts one day and ends the next will have the hours counted on the day the shift began.

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 working time and nonworking time in the appropriate time keeping system. Employees may not punch other employees in/out without prior approval from a supervisor. Employees are expected to be engaged in carrying out their duties during all scheduled work time and should be ready to begin working at their scheduled starting time.

Lunch Hours: Your supervisor will advise you of your assigned time as the city must maintain adequate work coverage. Each employee shall be allowed an unpaid lunch period, which shall generally be scheduled in the middle of the work shift. Lunch periods shall be scheduled by the department supervisor, who will give appropriate consideration to department needs and regulations. Such periods will not be more than one (1) hour nor less than thirty (30) minutes.

Work Breaks: Each employee may take a 15-minute rest break for every four hours worked. 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. You may not save your break times to extend a lunch period or leave work early.

4.7 Overtime & Compensatory Time

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, you will be paid either cash or compensatory time at a rate of time and one-half. Employees engaged in fire protection or law enforcement may have different work periods and their overtime shall be compensated in accordance with Section 7(k) of the Fair Labor Standards Act.

Full-time employees who are required to work on a Sunday that is outside of the regular Monday-Friday work schedule, will be paid either cash or compensatory time at the rate of double-time.

Full-time employees who are scheduled or called to work outside their regularly scheduled shift, will be paid a minimum of two (2) hours cash or compensatory time at the rate of time and one-half, regardless of the amount of time actually required to perform the task(s) assigned.

Full-time employees who are scheduled or called to work outside but contiguous to their regularly scheduled shift, will be paid for the actual hours worked in cash or compensatory time at the rate of time and one-half for those hours that exceed the regular shift.

For purposes of computing overtime hours, all hours for which the employee actually works, as well as all approved paid leave, including sick leave, shall be considered as hours worked.

Fire fighters and police officers covered under the collective bargaining agreements are excluded from earning compensatory time.

If you elect compensatory time, you will be allowed to be compensated with comp time up to a maximum of eighty (80) hours per fiscal year. All accumulated compensatory time not taken by the end of the fiscal year will be paid. Compensatory time may be used in increments of one-quarter hour and will be scheduled mutually by the Employer and the Employee.

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.

4.8 Standby Pay

Standby pay only applies to eligible employees working in the Municipal Utilities department. An employee designated to be in standby status is responsible for keeping the Employer aware of his/her whereabouts and shall be accessible by telephone. The Employer may establish reasonable reporting time and procedures for implementation of this section. An employee in standby status shall receive \$10 per day for each day on standby.

Leave Benefits: with and without pay

5.1 Paid Holidays

The following days shall be recognized and observed by regular full-time and regular part-time employees as paid holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Friday following Thanksgiving
- One additional day either before or after Christmas Day (see below)
- Christmas Day

Employees shall be eligible for holiday pay provided they work the last scheduled working day before and the next scheduled working day following the holiday, or provided they are on approved leave (either paid or unpaid) for those same days. In approving leave around a holiday, directors/division heads must ensure adequate personnel are on-duty to conduct departmental business.

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. When Christmas falls on Tuesday, Wednesday, Friday, or Saturday, in addition to the legal holiday observance, the preceding workday shall also be

observed as a holiday. When Christmas falls on Sunday, Monday, or Thursday, in addition to the legal holiday observance, the following workday shall also be observed as a holiday.

Non-exempt employees who are required to work on any of the holidays listed above, shall be paid double time for all hours worked on the holiday, or compensatory time off at the rate of two (2) hours for each hour worked, in addition to the regular 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.

Fire department personnel working 24 hour shifts will not receive paid holidays, but will be expected to work all official holidays that fall upon their regular shift day unless authorized in advance to use other paid leave time on that day. If an Employee's regular work schedule includes a holiday, he/she shall be paid time and one-half (1 ½) for each hour worked on the holiday. If an Employee volunteers or is required to work a holiday that is not a part of their regular work shift, he/she shall receive double time (2) in lieu of time and one-half (1 ½).

The holiday work rate of pay 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 next day. The one additional day at Christmas will be designated as Christmas Eve Day. The actual calendar day the holiday falls will be the recognized day to receive the premium pay. This also applies to part-time paid on call firefighters who work on a holiday.

5.2 Paid Vacation Leave

All regular full-time employees are granted vacation based on the following schedule*:

Length of Service	Accrual
0-4 years	80 hours per year
5-9 years	120 hours per year
10-14 years	160 hours per year
15-24 years	200 hours per year
25+ years	240 hours per year

* Vacation schedules for employees covered by union contracts are found therein.

Regular part time employees are granted vacation that is prorated on the basis of their regularly scheduled hours within the two week (80 hours) pay period. For example, a part-time employee that is regularly scheduled to work 40 hours within the two-week pay period would receive 50% of the leave benefit provided to a comparable full time employee; 60 hours 75%, 64 hours 80% and so on. (Approved July 1, 2001)

Fire department personnel working a 24 hour shift will accrue vacation at the rate of 1.4 times the hours accrued for personnel working an 8 hour shift. Police department personnel working a 9 hour shift will accrue vacation at the rate of 45 hours per week instead of 40 hours per week. You will not accrue additional vacation until you have completed twelve (12) consecutive calendar months of service.

Your immediate supervisor needs to approve all vacation leaves in advance. All employees should take a minimum of one week of their accumulated vacation as a full week. All remaining accumulated vacation may be used in one (1) hour increments, unless prior approval is granted for a smaller amount.

If one of the paid holidays occurs during your vacation, the holiday will not be counted as part of your vacation time.

You cannot carry over vacation time into the following 12 months unless the department director and the City Manager approve it.

The city does not make cash payments in lieu of not taking a paid vacation, unless you are under a specific contract or agreement that would allow this.

An Employee, who is laid off, discharged, resigns, retires or separates from the service of the Employer or dies, shall be compensated in cash for unused vacation they have earned at the time of such layoff, discharge, retirement, resignation, separation or death provided he/she has successfully completed his/her probationary period and has given a minimum of two weeks written notice. Accrued vacation time may not be used to satisfy the two week minimum termination notice requirement, unless waived under special circumstances by the City Manager. All unused vacation will be paid in lump sum on the employee's last paycheck. An employee's termination date will be their last working day.

Under certain circumstances, the City Manager may approve an exception to the above policy. The department director may request approval for the use of the employee's unused vacation to extend the termination date of the employee beyond their last working day so long as all of the following conditions are met:

- The extended period is for no more than two weeks
- While the employee is "on vacation" they may not accrue any additional vacation time by passing their anniversary date
- Extending the termination date does not cost an additional full month of insurance coverage to the City

5.3 Paid Personal Leave

The city provides paid personal leave to regular full-time and regular part-time employees.

Each year on July 1, each regular full-time employee shall receive 32 hours of personal leave. Eligible Employees hired between July 1 and October 1 shall receive 32 hours of personal leave. Eligible Employees hired after October 1 but prior to January 1 shall receive 24 hours of personal leave. Eligible Employees hired after January 1 but prior to April 1 shall receive 16 hours of personal leave. This personal leave must be used on or before June 30th of the following year. Regular part-time employees will receive a prorated amount on the basis of their regularly scheduled hours within the two week (80 hours) pay period. Certain groups of employees may receive a differing amount of personal leave based on a contract or agreement.

Fire department personnel working a 24 hour shift shall receive 96 hours of personal leave. Police department personnel working a 9 hour shift shall receive 36 hours of personal leave. Personal leave does not accumulate from one year to the next.

Personal leave may be taken in one-hour increments, unless prior approval is granted.

Your immediate supervisor needs to approve personal leave requests.

Personal leave is not paid out at time of separation. You must use it prior to your last working day or you lose it.

5.4 Paid Sick Leave

As a regular full-time employee you will accrue sick leave on the first pay period of each month at the rate of 8 hours per month after the first 30 days of employment. Total accumulation cannot exceed 1,600 hours. Regular part-time employees will receive a prorated amount on the basis of their regularly scheduled hours within the two week (80 hours) pay period. Fire department personnel who work a 24 hour shift will accrue sick leave at the rate of 1.4 times the hours accrued for personnel working an 8 hour shift.

You may take sick leave for medical or dental appointments during working hours, which may be used in units of 1/4 hour. You shall notify your immediate supervisor prior to your regular scheduled reporting time if you are going to be absent. Your supervisor may require a doctor's excuse if there is reason to believe an abuse of sick leave is occurring or if you are absent for more than three consecutive days. False or fraudulent use of sick leave shall be cause for disciplinary action and may result in dismissal. If you are sick on a holiday or scheduled vacation, that time will not be charged as sick leave used.

You can use up to 40 hours per calendar year to care for the health or medical needs of immediate family. Fire personnel working 24 hour shifts can use up to 72 hours per calendar year. In the event of a catastrophic illness or injury, where the immediate family member's life is at risk, an additional 80 hours of sick leave may be granted by the City Manager. For purposes of sick leave usage, immediate family is defined as spouse, child, step-child, parent or step-parent.

Upon an employee's separation of service in good standing, an employee who has completed at least 20 years of service with the City or who is taking a bona fide retirement from IPERS or MFPRSI shall be paid 25% of their sick leave balance, up to a maximum of 400 hours. This compensation shall be placed into a Retirement Health Savings Account (RHS Plan) to be used for post-retiree health care expenses and/or premiums. There shall be no payout of any sick leave balance for employees who involuntarily terminate or resign in lieu of termination.

5.5 Donated Leave Policy

The City of Ankeny recognizes that an employee or immediate family member may suffer from a catastrophic illness or injury resulting in circumstances where the employee lacks sufficient paid leave time to care for themselves or a family member. The City will allow employees an opportunity to donate accumulated leave to an employee who has exhausted all forms of paid leave for which the employee was eligible. This policy is strictly voluntary and for the sole purpose to assist employees who have a personal or family catastrophic illness or injury. An employee may not directly or indirectly intimidate, threaten, or coerce any other employee or interfere with any right that employee may have with respect to donating, receiving, or using available leave. Such acts of coercion will be the basis for taking disciplinary actions. The City Manager has the authority to grant exceptions to this policy by modifying or waiving any provision pertaining to eligibility or procedure. This will only be given consideration upon a joint recommendation by the appropriate department director and Human Resources Director. [Donated Leave Policy](#)

5.6 Paid Injury Leave

All employees can receive paid injury leave when they incur an injury or occupational 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 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 charged to accrued sick leave. Temporary employees incurring an injury will be paid to the end of their shift that day.

If you should be injured on the job, notify your supervisor immediately, who will then notify Human Resources. Human Resources will provide documentation to our insurance carrier. Job-related injuries are covered under the provisions of Worker's Compensation. Please refer to this document for [questions related to worker's compensation](#).

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

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

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. [Return to Work Policy](#)

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 a temporary disability. Permanent disabilities are paid by the MFPRSI under Chapter 411 of the Iowa Code.

5.7 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 Ankeny shall be granted a leave of absence for the period of military service. [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 a 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 toward the 30 paid day maximum.

However, where the employee's military duty is for a period of thirty (30) days or more, military leave is required for all days that the employee is performing military service.

Military leave that exceeds the 30-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 your orders are required to be given to your department director or designee at least ten working days prior to reporting for duty whenever possible. If the military orders require reporting to duty sooner than ten working days' notice, the employee will provide a copy of the orders as soon as they

are received by the employee.

5.8 Family Death Leave

If you are a regular full-time or regular part-time employee and there is a death in your immediate family, you may take up to three working days off without loss of pay. Fire personnel working 24 hour shifts may take one shift off without loss of pay. For purposes of bereavement leave, immediate family is defined as spouse, child, parent, step-parent, stepchild, father-in-law, mother-in-law, brother, step/half-brother, sister, step/half-sister, daughter-in-law, son-in-law, grandchild, and grandparent.

5.9 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 your wage or salary. In addition, the employee is allowed to keep any compensation received from the court system for their jury duty. If you are released and there are two or more hours left in your normal workday, you will need to return to work.

5.10 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 the 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.

5.11 Unpaid Leave

Regular full-time and regular part-time employees may ask their department director for leave without pay after six months of service with the City of Ankeny. The request shall be submitted in writing indicating the reason and length of time of absence. The request shall be submitted no later than ten (10) days prior to the date of the anticipated absence whenever possible. The Human Resources Director along with the department director shall grant or deny the leave taking into consideration the division's work units, work load and the Employee's request. Unpaid leave prior to six months of employment will be determined on a case by case basis by the department director and the Human Resources Director.

5.12 Family & Medical Leave Act of 1993

In accordance with the Family and Medical Leave Act of 1993 it is the policy of the city to grant up to 12 workweeks of family and medical leave during a 12-month period to eligible employees (male and female). Medical leave necessitated by pregnancy shall be allowed to eligible employees pursuant to the provisions of federal and state law.

To be eligible for Family and Medical Leave, the employee must:

- have been employed by the city for at least 12 months, and
- have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

The employee must submit a Request for Family/Medical Leave and be taking the leave for one or more of the following reasons:

- the birth of the employee's child and in order to care for that child.
- the placement of a child with the employee for adoption or foster care and to care for the newly placed child.

- to care for a spouse, child, or parent with a serious health condition;
- for the employee’s own serious health condition that makes the employee unable to perform the functions of his/her position.
- Qualifying exigency leave for families of members of the Armed Forces when the covered military member is on active duty or called to active duty in support of a contingency operation to a foreign country or international waters. This includes the employee’s spouse, son, daughter, or parent.
- Military caregiver leave (also known as covered servicemember leave) to care for an ill or injured servicemember.

The leave may be paid, unpaid, or a combination of paid and unpaid depending on the circumstances as specified:

- Birth of child - An employee taking leave for the birth of a child must use paid sick leave if available for physical recovery following childbirth (typically six weeks). A doctor’s note will be required for the period of physical recovery. The employee must then use all other paid leave, and then will be eligible for unpaid leave for the remainder of the 12 weeks.
- Care for newborn child after birth, adoption, or foster care - An employee taking leave to care for a child after birth, adoption, or foster care may use up to 40 hours of sick leave if available (in accordance with the Employee Handbook 5.4) and then all other paid leave prior to being eligible for unpaid leave.
- Serious health condition - An employee who is taking leave because of the employee’s own serious health condition or the serious health condition of a spouse, child, or parent must first use sick leave (in accordance with the Employee Handbook 5.4) then all other paid leave prior to being eligible for unpaid leave.
- Other authorized leave - If the employee has accrued paid leave the employee must use paid leave first and take the remainder of the twelve weeks as unpaid leave.

For leaves taken because of the employee’s or a covered family member’s serious health condition, the employee may be required to submit a completed “Physician or Practitioner Certification” form and return the certification to the Human Resources Department. [Family Medical Leave Act Policy](#)

5.13 Pregnancy Leave

Employees not eligible for FMLA leave who are temporarily disabled because of pregnancy or related medical conditions are entitled to unpaid leave for the period of temporary disability or for 8 weeks, whichever is less.

5.14 Lactation

The City of Ankeny will provide reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child’s birth. The City will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. The frequency of breaks needed to express milk as well as the duration of each break will likely vary, and the employee must communicate with her supervisor regarding the timing of breaks.

Employee Benefits

6.1 Insurance

The group insurance program the city provides for regular full-time employees and their families is one of the most attractive programs available. 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:

- Medical
- Dental
- Life Insurance
- Long-term Disability Insurance
- Voluntary Life Insurance
- Voluntary Vision Discount Program
- Other voluntary insurance products

Please contact the Human Resources Department for more information on insurance.

6.2 COBRA

By law the city must offer continuation of health coverage to employees and dependents under certain termination-of-employment situations.

Please contact the Human Resources Department for a summary of your rights and obligations under the law.

6.3 Fitness Reimbursement

To encourage the physical wellness of our employees the City offers a \$12/month fitness reimbursement to all full time and regular part-time employees for wellness activities. This amount may differ for employees covered by a collective bargaining agreement. Please contact the Human Resources Department for more information on this reimbursement.

6.4 Flexible Spending Account

Regular full-time and regular part-time employees (who qualify for health insurance under the Affordable Care Act) 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 full-time 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 Human Resources Department will distribute more information prior to the beginning of each plan year.

6.5 Deferred Compensation Plan

The City of Ankeny provides a deferred compensation plan for regular full-time and regular part-time 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 Human Resources Department.

6.6 Retirement

The retirement program for all regular full-time, part-time, and certain seasonal/temporary employees

(except full-time police officers and fire fighters) is the Iowa Public Employees' Retirement System (IPERS). For full-time police officers and fire fighters the retirement system is the Municipal Fire and Police Retirement System of Iowa (MFPRSI). Detailed information about both systems is available from the Human Resources Department.

6.7 Employee Assistance Program

With the hectic pace of our daily lives, we encounter a variety of problems at home, work or other life areas. It is not uncommon to experience marital, emotional, legal, alcohol/drug, financial, family or a wide variety of other problems. Generally we are able to deal on our own with the stressors of everyday living; however, in some situations outside help may be welcome. Regardless of the type of problems, help is available through the Employee Assistance Program (EAP).

EAP's service is offered as a benefit to all employees and family members within our organization. Initial counseling and referral services are confidential and at no cost. Counselors are available 24-hours a day, 7-days a week. If problems do arise, the employee assistance program can help. If you need it, please use it. Refer to your benefits booklet for contact information.

6.8 Length of Service Award

The City appreciates and recognizes the importance of your continuing service with the city. All regular full-time and part-time 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.

6.9 Employee Training

The City of Ankeny encourages its 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 the proper forms and signed by the department director. For a detailed description of policies and procedures on employee training and travel, refer to the [Travel and Training Policy](#).

6.10 Tuition Reimbursement

The City of Ankeny encourages regular full-time employees to improve their knowledge, abilities and skills. Tuition reimbursement shall be limited to \$1,200 per fiscal year, for courses which directly relate to the employee's current position or which are a part of a program leading to an associate degree, a bachelor's degree or a graduate degree in a field which is related to the employee's current position or a position which the employee may have a reasonable expectation of being promoted to while employed with the City. In order to be eligible for tuition reimbursement each employee is subject to the following requirements:

- The employee must be a non-probationary full-time employee.
- The employee must submit the "Application for Course Approval and Tuition Reimbursement" form, before enrolling, to the department director and City Manager for approval.
- The course shall directly relate to the employee's current position or position in which the employee would have a reasonable expectation of being promoted to; or any course, including outside-the-major electives, required for a degree or certificate in a field either directly related to the employee's current duties or a field in which the employee would have a reasonable expectation of being promoted to while employed by the City.

- The employee must submit a statement of the tuition charges and proof of payment that the employee paid for the tuition or is going to pay back through a student loan. Tuition that is paid from other sources, therefore not an expense to the employee, are not eligible for reimbursement.
- The employee must submit course completion with a grade of a C or better. When an institution provides a course on a pass/fail option only, the City will honor a “pass” grade.
- Courses are to be completed during non-working hours unless prior approval is given by the department director and the City Manager.
- The employee must attend a college, university, trade school, business school or other institution which meets the requirements of an accrediting association recognized by the U.S. Department of Education.
- The employee must agree to remain employed by the City for an additional one (1) year after the course has been completed, or shall refund tuition payments to the City on a prorated basis for the months not worked.

Employee Policies

7.1 Job Vacancy & Recruitment

The City of Ankeny recruits the most qualified persons regardless of race, sex, sexual orientation, gender identity, color, religion, age, ancestry, national origin or handicap (provided such handicap does not interfere with job performance with reasonable accommodations). The City will not hire relatives of regular full-time or part-time employees when employment would result in an employee being in a position supervised by a relative. A more detailed description of the policy on hiring of relatives is found in paragraph 7.13 Hiring of Relatives.

The Human Resources Director, in consultation with the City Manager, 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. Vacancies in civil service promotional grades are filled primarily by a promotion or transfer of a qualified civil service employee. Vacancies in civil service open positions eventually are filled by qualified persons either within or outside city employment.

7.2 Job Posting

The City of Ankeny, in its employment efforts, will post a job announcement on the public bulletin board; on the city website; and online with local newspapers and trade and professional websites if applicable. The recruitment of civil service positions will follow the Code of Iowa section 400.

7.3 Promotion

Promotion is another process of selection for staffing and is concerned with filling positions from among persons already in the service. A promotion represents the advancement of an employee in terms of a higher paid job, with increased responsibilities, greater skill and advanced status or prestige. The promotion policy concerns itself with that aspect of developing a plan to insure management that the best talent in the organization can render even greater service, and that employees are aware of the avenues open to them and the extent to which advancement will be governed by work performance. Promotion procedures will follow the Code of Iowa section 400.9.

7.4 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 Human Resources Department in the presence of the Human Resources Director 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 Human Resources if you have any change in the following:

- Name
- Address / phone number
- Marital status
- Beneficiaries
- Dependents
- Persons to be notified in the event of an emergency

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

7.5 Probationary Period

Your first six months of employment are a time for both of us to get to know one another. If during the probationary period it is determined that you do not fulfill the requirements of your employment, you will be terminated.

Exceptions: All new police officers shall be subject to a nine month 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 nine months from date of hire. The probationary period for full time Firefighter/Paramedic and Firefighter/EMT is one year.

7.6 Attendance

Paid time off (vacation, personal, etc.) must be scheduled with the employee's supervisor in advance. Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illness or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

If any employee is absent because of an illness for more than three (3) or more consecutive days, his/her supervisor may request that the employee provide written documentation from the attending physician as to the reason for the absence and must advise Human Resources of the absence. The employee is required to provide written documentation from a doctor that he/she is able to resume normal work duties before the employee will be allowed to return to work. Employees are responsible for any charges

made by their doctors for this documentation.

Not reporting to work or not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no-call/no-show will result in a written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no-call/no-show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.

7.7 Personal Appearance

It is the policy of City of Ankeny that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. Radical departures from conventional dress or personal grooming are not permitted, regardless of the nature of the job performed. Every employee has some contact with others, and therefore represents the City of Ankeny in his/her appearance as well as by his/her actions. Quality service to the public includes the clean and professional appearance of the people who provide those services. All employees' clothing should be professional and appropriate to the work performed, as set forth in these policies, and determined by each department director. The properly attired employee helps to create a favorable image for the City of Ankeny. The following guidelines should be followed by all employees; however, nothing in this policy prohibits a department director from establishing a more stringent dress code for their office or department.

- Employees are expected to dress in a manner that conforms to each department's dress code, and is normally acceptable in their work area.
- All employees must maintain a clean, well-kept appearance.
- Clothing must be clean, well-maintained and fit properly. Tight fitting, over-sized, torn, and revealing or provocative clothing is considered unacceptable. Certain articles of clothing such as miniskirts, halter tops, sweatpants, wind pants and pajama pants will be considered inappropriate work attire for all employees. Jeans that are not ripped, tattered or worn-out may be worn on designated casual days as determined by the department director.
- Closed-toe protective shoes and stockings/socks must be worn by certain departments and in certain work areas due to OSHA safety & health regulations. Personal protective equipment should be used if applicable to the work situation.
- Perfume/colognes, nail polish, jewelry and cosmetics should be used with appropriate taste.
- Hair should be clean, combed and neatly trimmed or arranged. Shaggy unkempt hair is not permissible regardless of length.
- Sideburns, moustaches and beards should be neatly trimmed. Eccentric styles of facial hair will not be permitted.
- Tattoos and body piercings (other than earrings) should not be visible if there is a complaint filed by an employee or a member of the public. The complaint must be investigated by the Human Resources Director and result in a "founded" conclusion. A "founded" conclusion is one in which it is determined that the tattoo or body piercings are unsafe, disruptive, offensive or otherwise inappropriate when considering the circumstances, job duties and work environment.
- Specific departmental policies and procedures may be more restrictive than this policy.

Department directors are responsible for enforcing this policy and for defining "appropriate" as necessary. Supervisors have the authority to ask employees to make changes, for example, removing a jewelry item,

tying hair back, or 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.

Any prescribed and issued uniform or approved attire must be worn in its entirety while on duty. Uniforms must be clean, pressed and neatly maintained. Uniforms may be worn only while on-duty or while traveling to and from work.

7.8 Housekeeping

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

7.9 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 (and in accordance with the bargaining agreements, where applicable).

7.10 Residence Requirement

In the spirit of Section 400.17 of the Iowa Code, the City of Ankeny does not require its employees to be residents of the city. Nevertheless, the City of Ankeny 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.

7.11 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. Thank you for preventing wage garnishments.

7.12 Outside Employment

Your department director shall be informed of your outside employment to avoid possible conflict with your City of Ankeny employment.

If outside employment interferes with your work for the City of Ankeny, you will be asked to resign from one or the other positions.

Regular full-time employees of one department are prohibited from part-time or seasonal employment in another City department. An exception is made for emergency snow removal operations, where certain employees may be given approval to help the Public Works department on a case by case basis.

Any outside employment that involves the use of a uniform or badge must be approved by the City Manager.

7.13 Hiring of Relatives

It is the policy of the City of Ankeny that applicants who are Relatives of full-time or part-time employees

shall not be hired, appointed or transferred to any position that would result in:

- A Relative being in a supervisory or administrative position over another Relative; or
- One Relative with access to confidential information concerning actual or potential administrative/disciplinary action to be taken against another Relative.

For the purpose of this policy, "Relatives" shall mean: (a) spouses (including domestic partner, romantic partner or cohabitant); (b) parents; (c) siblings or half-siblings; (d) children; (e) grandparents; (f) aunts/uncles; (g) nieces/nephews; (h) first cousins; or (i) unrelated persons living together. The term Relatives shall also include any step-relations and/or the spouses of the above-listed individuals.

Employees who become Relatives after their employment with the City has commenced and who would therefore be in violation of this policy shall: (1) have the subordinate employee reassigned to another supervisor; and/or (2) transfer to different departments if an open position is available, the employee is qualified and the approval of the department head is granted.

7.14 Vehicle Policy

All vehicles and equipment owned by the city are for official use only and cannot be used for personal business without prior approval of management.

However, you may take a vehicle during a lunch break if your destination immediately after lunch is farther from your normal workplace than the location where you eat lunch.

At no time shall any person(s) be allowed in city vehicles unless for city business or city sponsored activities without prior approval of management.

The use of any tobacco products in city vehicles or equipment is prohibited.

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.

Please refer to [Vehicle Use Policy](#) for complete information.

7.15 Notification of Arrests and Other Governmental Action

Employees are expected to perform their assigned jobs, respect and follow City policies, and obey the law. In the event that employees are arrested or receive a citation for any 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 judgment) or receive notice of any charges relating to operating a motor vehicle while intoxicated, they must notify the Human Resources Director.

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

Employees who have any contact with minor children must notify the Human Resources Director of any child abuse complaints filed against them. Employees must notify the Human Resources Director regarding the findings in any complaint against them alleging child abuse. The Human Resources Director must be notified of any complaints and findings within five (5) business days of notification to employee.

Information relating to arrests, criminal charges and child abuse complaints 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.

7.16 Electronic Communication

Electronic communication includes but is not limited to electronic mail, Internet access, voice mail, 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 employees. Additionally, employees should keep in mind that all communication using city equipment (computers, phones) is treated as open records under Iowa Code Chapter 22, and can be made available to the public for review upon request. [Electronic Communication Policy](#)

7.17 Communications/Media Policy

Efficient and effective communication with the media and the public is critical to the City of Ankeny's ability to present information in a manner consistent with Ankeny City Council policies and philosophy of open government. Coordination, uniformity, accuracy and timeliness are cornerstones of strong and productive public relations.

The purpose of the [Communications/Media Policy](#) is to provide guidelines for the City of Ankeny to keep the media and the public fully, fairly and accurately informed of programs, services, events and issues in a timely and forthright manner.

All employees are to comply with the procedures and standards in this policy as it applies to media relations, internal and external communications, and social media within the City of Ankeny.

7.18 Voluntary Resignation

The City is proud of its low employee turnover rate. Employees should talk to their immediate supervisor prior to submitting a resignation. Sometimes a misunderstanding can be resolved. We request that employees who do decide to leave please give at least a two week notice. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given. Accrued vacation time may not be used to satisfy the two week notice, unless the notice requirement is waived by the Human Resources Director.

An employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

Employees must return all City property at the time of separation. Failure to return some items may result in deductions from the final paycheck.

Occupational Safety and Health

The City of Ankeny makes every effort to keep your work area safe and free from hazard.

For a detailed description of policies and procedures on employee safety, refer to employee intranet for copies of specific safety policies, such as the [General Safety Policy](#) and the [Right to Know: Hazardous Communications Written Program](#).

8.1 Safety

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 requirement whether established by management or by federal, state, or local law.

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 member.

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 which may include an oral or written warning, suspension or discharge.

8.2 Required Licenses and Clothing

If the maintenance of a state approved license is a condition of employment established by the Employer, the cost of the test, the license fee and its renewal shall be paid by the Employer. State approved license does not include the standard driver's license but does include a commercial driver's license.

If an Employee is required to wear a uniform as a condition of employment established by the Employer, the uniform shall be furnished and maintained by the Employer.

The Employee shall wear the uniform only as authorized in the work rules.

The Employee is not responsible for fair wear and tear to the uniform. The Employee is responsible for any damage caused to the uniform by deliberate act or by deliberate violation of the work rules.

If an Employee is required to wear a protective device as a condition of employment established by the Employer, the protective device shall be furnished and maintained by the Employer.

The Employee shall use the protective device only as authorized in the work rules.

The Employee is not responsible for fair wear and tear to the protective device. The Employee is responsible for any damage caused to the protective device by deliberate act, or by deliberate violation of the work rules.

Upon receipt of a duly authorized invoice, the Employer shall pay up to \$140 per year towards the purchase of work boots. In the event that an Employee desires a work boot of higher price, the Employee shall pay any difference at the time of purchase. In addition, the Employer will provide, at its cost, rubber boots when it is needed in the employment.

8.3 Sexual Harassment

The City of Ankeny 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 a basis for making employment decisions affecting the employee, has the effect

of unreasonably interfering with the employee's work performance, or creates an intimidating, hostile or abusive work environment.

Please refer to the [Sexual Anti-Harassment Policy](#) of the City of Ankeny for complete information.

8.4 Drug and Alcohol Policy

It is the policy of the City of Ankeny 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.

As a condition of employment, all employees must pass a post offer pre-employment drug test. Employees must comply with this policy and notify management within (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.

Please refer to the [Drug and Alcohol Policy](#) for complete information.

8.5 Smoking and Tobacco Policy

In compliance with the Iowa Smokefree Air Act (7/1/08), the City of Ankeny has established a smoke-free workplace. All City-owned buildings, facilities and vehicles are smoke-free. All tobacco usage, including smoking 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. Opportunities for smoking cessation classes will be made available for any employee wishing to quit the use of tobacco products. The City will provide a subsidy if there is a cost associated with the class. For more information please contact the Human Resources Department.

8.6 Workplace Violence and Weapons Policy

It is the policy of the City of Ankeny 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 Ankeny will not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities toward any employee of the City or 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:

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

Weapons

The City of Ankeny prohibits all employees from possessing a handgun, firearm, explosives, or dangerous weapons of any kind onto City property. City property includes, without limitation, all City parking lots, buildings (leased and owned); grounds and parks; and vehicles used for City business. Employees who are off City property but performing a task for the City or City-sponsored events (i.e. Summerfest, etc.), are covered by this policy.

Possession of a valid permit to carry a weapon shall not be construed to exempt an employee from this policy. However, an employee's supervisor, with the express concurrence of the Police Chief and the City Manager, on an individual-by-individual basis, may grant an exception for the employee holding such a permit, if the exception is deemed reasonable and appropriate for protection and defense of person, or other City of Ankeny employees or officials.

This section shall not apply to City employees who are authorized to use weapons in the performance of their job responsibilities (e.g. police), or for those who are authorized to use hazardous tools or devices as bona fide portions of their job. (e.g. machete for clearing brush, small knives to cut rope or piping, etc.).

Reporting Procedures

Any potentially dangerous situations must be reported immediately to a supervisor or the Human Resources Department. 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 judgment and to inform their supervisors or the Human Resources Department if any employee or other individual exhibits behavior that could be a sign of a potentially dangerous situation. Such behaviors may include the following:

- Discussion of bringing a weapon into the workplace.

- Displaying overt signs of extreme stress, resentment, hostility, or anger.
- Making threatening remarks.
- Sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.

Searches

The City 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 in 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 authorize 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. Non-employees engaged in violent acts toward City employees will be reported to the proper authorities and may be banned from City property.

8.7 Workplace Bullying

The City of Ankeny 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.

Bullying may be intentional or unintentional. Where an allegation of bullying is made, the intention of the alleged bully 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 Ankeny considers the following types of behavior examples of bullying:

- **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 jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault;

damage to a person's work area or property.

- **Gesture bullying:** Non-verbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

Employee Conduct and Work Rules

In order to maintain a safe, efficient, and harmonious organization, the rules and regulations listed below have been established for municipal employees. Each of the rules and regulations has a sound background of common sense based on experience. These rules are not necessarily the only areas in which disciplinary action may be taken if conduct or instances 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.

FOLLOWING IS A LIST OF EMPLOYEE CONDUCT THAT WILL RESULT IN DISCIPLINE TO THE EMPLOYEE UP TO AND INCLUDING DISCHARGE:

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. Insubordination or refusing to perform work or reasonable instructions.
4. Possession or use of intoxicants or narcotics on city property.
5. Possession of explosives, firearms or other concealed weapons on the city premises without permission.
6. Intentional abuse of City's time keeping system, including unauthorized punching in/out of another employee.
7. Sleeping during working hours.
8. An employee determined to be an aggressor in a fight on city premises.
9. Conviction of a crime carrying a penitentiary sentence.
10. Leaving work site during working hours without signing out, unless with authorized permission or performing activities related to the employee's job.
11. Reporting to work under the influence of intoxicants or narcotics.
12. 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.
13. Deliberate defacing of bulletin boards, material thereon, walls or other properties of the city or fellow employees.
14. Working on personal unrelated work duties on city time.
15. Falsifying city records or information.
16. Sabotage, causing damage or destruction of tools, equipment, or other property belonging to the city or fellow employees.
17. Failure to comply with request of supervisory personnel to submit personal packages being brought

onto or out of the work site for inspection.

18. Unauthorized altering or repairing of equipment.
19. Soliciting, collecting, distributing, or selling on city time without authorization.
20. Soliciting, collecting, distributing, or selling on city property without written authorization.
21. Unauthorized operation of equipment or use of material or property of the city or fellow employees.
22. Smoking in restricted areas, including any city facility, vehicle or equipment.
23. Willful violation of safety and health requirements.
24. Habitual tardiness or absences without just cause.
25. Horseplay including running, pushing, shoving, throwing objects, playing practical jokes, and otherwise disturbing fellow employees.
26. Failure to call and notify the city of an absence prior to the start of work.
27. Leaving workstation unnecessarily.
28. Failure to use the employee time keeping system in accordance with standard procedure.
29. Failure to be at the work site at starting time, or stopping before quitting time.
30. Unauthorized parking, excess speed, or other acts of disregard for fellow employees in moving traffic on city property.
31. Unauthorized use of city telephones except in case of emergencies.
32. Violating the City's Code of Ethics (See Section 12)

The list set out above is for the purpose of illustration only and is not intended to include all actions that will subject an employee to discipline.

Performance Appraisal

Performance evaluation will give you an opportunity to discuss your development with your supervisor. 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 Human Resources Department and must be submitted at the specified times:

- At the end of the probationary period.
- Annually on the employees' anniversary date.

Such reviews do not necessarily result in pay increases. A step increase normally will occur July 1 of each year pending a satisfactory performance evaluation and provided that the maximum pay range has not been achieved.

In the event the supervisor does not do performance appraisals timely, 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 Human Resources Director.

Grievance Procedures

The most important resource to the City of Ankeny is its employees. Sometimes, all of us experience some type of problem in the workplace. We have a problem-resolving procedure that will assure you that your problem will be heard and appropriate action will be implemented. Therefore, please bring your problems to your immediate supervisor, who will help you resolve them.

If for any reason you are not satisfied with the results, you may file a formal grievance in the following manner:

Step 1 - The Employee shall take up the grievance or dispute with the Employee's supervisor within ten (10) calendar days of the date of the grievance or the Employee's knowledge of its occurrence. The supervisor shall attempt to adjust the matter and shall respond orally to the Employee within ten (10) calendar days.

Step 2 - If the grievance has not been settled, it shall be reduced to writing by the Employee and presented to the Department Director within ten (10) calendar days of the supervisor's response to Step 1. The Department Director shall respond in writing to the Employee within ten (10) calendar days.

Step 3 - If the grievance has not been settled, it shall be presented in writing by the Employee to the City Manager within ten (10) calendar days after the Department Director's response. The City Manager or designee will meet with the aggrieved employee within thirty (30) calendar days after receipt of the grievance to discuss and attempt to resolve the grievance. Following this meeting, the written decision of the City Manager or designee will be returned to the grievant within ten (10) calendar days, and the answer shall be final.

Employee Ethics

12.1 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 contribution 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.

12.2 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-city, 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.

12.3 Gift & In-Kind Contributions

As an employee of the City of Ankeny, you shall not directly or indirectly accept or receive any gift or series of gifts, as defined in Section 68B.22 of the Code of Iowa. This includes special discounts or offers that are not available to the general public. Please see [Q & A](#) on how the gift law works.

12.4 Code of Ethics

As an employee of the City of Ankeny, you shall adhere to the following code of ethics regarding conduct and behavior. Failure to do so can result in discipline or termination:

- I shall be impartial and dedicated to the best interests of the City. I shall conduct myself, both inside and outside the City's service, so as not to cause distrust of my impartiality or of my dedication to the City's best interests.
- I shall follow all applicable local and state standards for ethical conduct at all times, and will not use my position with the City in an inappropriate manner or in a way that will result in personal or financial gain.
- I shall affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant.
- I shall be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that I may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
- I shall consider, first, the interests of the City in all transactions.
- I shall carry-out the established policies of the City.
- I shall buy without prejudice, seeking to obtain the maximum value for each expenditure of public funds.
- I shall never engage in acts of corruption or bribery, nor will I condone such acts by other employees.
- I shall be responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

12.5 General Employee Conduct and Ethical Behavior

City employees are prohibited from engaging in any conduct which could violate state or local ethics laws and/or reflect unfavorably upon the City or their department. Employees must avoid any action which might result in or create the impression of using public office for private gain, giving preferential treatment to any person, or losing impartiality in conducting City business.

- City employees must not accept any extraneous fee for work performed on behalf of the City.
- A City employee may not grant or make available to any person, any consideration, treatment, advantage or favor beyond that which is the granted or made available to all citizens.
- City employees must refrain from securing special privileges or exemptions for themselves or their relatives beyond that which would be available to all citizens.

- Employees must not use privileged information for their own financial advantage or to provide friends and acquaintances with financial advantages or with information which could be used for financial advantage. Each employee is charged with the responsibility for ensuring that he/she releases only information that should be made available to the general public.
- A City employee will not use or permit the use of any publicly owned resource (property, vehicle, equipment, labor, service or supplies (new, surplus or obsolete)) for the personal convenience or advantage of the employee or any other person other than what is generally available to the public. Employees will not be permitted to work on personal items, including vehicles, in a City-owned building or shop area.
- An employee is required to exercise care in the use of City property. Negligence in the care and use of City property may be grounds for suspension and/or dismissal. Unauthorized removal of City property from the premises or its conversion to personal use will be considered grounds for suspension and/or discharge.
- An employee must return City issued property at the time the employee terminates employment or when the employee's department head requires such a return. The City assumes no responsibility for loss or damage of personal property of an employee.
- City employees must exercise care when posting to personal websites or other social media. Any images or posts that could damage the City, department, or another employee's reputation or otherwise reflect unfavorably on the City or employees in their official capacity are prohibited. See additional policies for guidance on use of electronic communications including telephone, e-mail, internet, etc.

City of Ankeny Organizational Chart

