

Administrative and Confidential Employees



Employment Manual

July 1, 2021 – June 30, 2026

INTRODUCTION

The City's ability to manage and provide public services with the greatest efficiency and effectiveness is heavily dependent upon the capability and performance of its Administrative and Confidential employees.

Administrative employees include department directors, division heads and supervisory employees who have the authority to make personnel decisions regarding other public employees or the responsibility to direct them or respond to their grievances. Other employees are classified as Administrative and exempt from union status because their duties are most closely aligned with managerial duties. Confidential employees include employees who have access to information subject to use by the public employer in collective bargaining. Confidential employees also include secretaries and Assistants to the City Manager and department directors.

The City recognizes that special demands are placed on Administrative and Confidential employees, creating different expectations with regard to the employment relationship on the part of both these employees and the City. It is essential to this relationship that those factors affecting the terms and conditions of employment be set forth clearly.

This document has two purposes: to provide information on the terms and conditions of employment which differ from those of bargaining unit employees, and to assure that policies, regulations, and benefits will be administered on a uniform, non-discriminatory and equitable basis.

This document should be read in conjunction with the personnel policies which apply to all City employees. Questions of interpretation should be addressed to the Human Resources Administrator.

This revised manual was authorized by the City Manager on July 5th, 2022.



Geoff Fruin, City Manager

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SECTION 1: BENEFITS

a. Coverage

Permanent full-time employees receive full benefits. Permanent part-time employees receive benefits on a prorated basis.

Police and/or Fire management employees sometimes have different provisions. These employees should consult Human Resources with questions.

b. Medical Insurance

The City provides medical insurance for employees and their dependents. Employees are covered under Wellmark Blue Cross and Blue Shield of Iowa. Most services are paid on a 90/10 basis. Contribution rates are set by the City and subject to change.

Premium contribution

Full-time employees will contribute to the monthly premium as follows:

	7/1/21	7/1/22	7/1/23	7/1/24	7/1/25
Employee premium contribution	10%	11%	11%	12%	TBD

Part-time employees will pay a pro-rata share of the full monthly premium for single or family coverage.

Deductibles

	1/1/22	1/1/23	1/1/24	1/1/25	1/1/26
Health plan deductibles	\$750 single/ \$1200 family	\$800 single/ \$1600 family	\$800 single/ \$1600 family	\$800 single/ \$1600 family	TBD

Out of Pocket Maximums

	1/1/22	1/1/23	1/1/24	1/1/25	1/1/26
Health plan out of pocket max.	\$1250 single/ \$2250 family	\$1300 single/ \$2600 family	\$1300 single/ \$2600 family	\$1300 single/ \$2600 family	TBD

c. Dental Insurance

The City pays the cost of dental insurance for employees. Employees may purchase dependent coverage if they wish. Employees are covered under Delta Dental of Iowa.

City contribution to single dental premium is pro-rated for part-time employees.

d. **Vision Insurance**

The City provides an optional vision insurance plan. Employees may purchase coverage if they wish.

e. **Life Insurance**

Upon date of employment the City provides life insurance coverage at no cost to the employee in an amount equal to the employee's annual salary. If salary is a fraction of a thousand dollars, coverage is rounded up to the next thousand dollars.

f. **Dependent Life Insurance**

Dependent life insurance is available to employees for a minimal fee.

g. **Supplemental Life Insurance**

Supplemental life insurance is available to employees. Employees may elect coverage for themselves and their spouse. Coverage for dependent children is also available. Employees must participate in order to purchase insurance for a spouse and/or child(ren).

h. **Long Term Disability Insurance**

The City provides long-term disability insurance for permanent full-time and $\frac{3}{4}$ time Administrative and Confidential employees. Disability benefits are payable after the greater of one hundred twenty (120) calendar days of continuous covered total disability or length of accrued sick leave for approved claims. The benefit amount is sixty percent (60%) of salary. Long-term disability insurance is not available for police and fire management personnel. These employees are covered under the disability provisions of the Municipal Fire and Police Retirement System of Iowa (MFPRSI).

i. **Deferred Compensation**

Administrative and Confidential employees may voluntarily join a deferred compensation program administered by the City. Deferred compensation provides for the setting aside of income into a private investment plan, whereby the amounts deferred and investment earnings are not subject to current personal income taxes. Taxes on these monies are paid when funds are withdrawn from the plan.

A post-tax Roth IRA option is also available.

For more specific details or enrollment information contact the Finance Department.

j. **Retirement and Pension Benefits**

Both the Iowa Public Employees Retirement System (IPERS) and Social Security (FICA) are deducted from most employees' paycheck. IPERS is a mandatory retirement system for all public employees unless excluded by law.

Most sworn Police and Fire employees are members of the Municipal Fire and Police Retirement System of Iowa (MFPRSI).

Contribution rates are set by the Iowa Legislature and are subject to change per action of the Legislature. Contact Human Resources for current member and employer contribution rates.

k. Vacation

(1) Accrual Rate

Administrative and Confidential employees accrue vacation at the following rates (pro-rated for part-time employees):

Years of Service	Annual Vacation Accrual
0 to 5 years	12 days (1 day/month)
5 to 10 years	15 days (1 ¼ days/month)
10 to 15 years	18 days (1 ½ days/month)
15 to 20 years	21 days (1 ¾ days/month)
20 years +	24 days (2 days/month)

(2) Professional Librarians

Professional librarians receive 22 days of vacation per year regardless of length of service.

(3) Shift Fire Battalion Chiefs

Years of Service	Annual Vacation Accrual
0 to 5 years	144 hours (6 shifts)
5 to 10 years	192 hours (8 shifts)
10 to 15 years	216 hours (9 shifts)
15 to 20 years	240 hours (10 shifts)
20 years +	264 hours (11 shifts)

(4) Use, Carryover and Payment

Vacation will be scheduled to best meet the needs of the department. A maximum of 192 hours (24 days) of unused and accumulated vacation may be carried over from one fiscal/benefit year to the next. Maximum carryover for sworn Police personnel is 224 hours and for Shift Fire Battalion Chiefs is 312 hours.

The final day to use accruals in the fiscal year is the last day of the final pay period of the fiscal year between the dates of June 24 and July 7 inclusive.

Payment for unused vacation time up to a maximum of 192 hours will be made upon retirement, resignation, or discharge. Maximum payment for unused vacation for Shift Fire Battalion Chiefs is 288 hours.

k. Sick Leave

(1) Accrual Rate

Permanent full-time employees accumulate one day of sick leave for every month worked (3.7 hours/pay period) up to a maximum of 180 days or 1440 hours. Fire personnel working a 24 hour shift accrue at the rate of 5.54 hours/pay period up to a max of 2160 hours.

Sick leave accruals are pro-rated for part-time employees.

(2) Use of Sick Leave

Employee illness

A day of sick leave may be used for each day an employee is sick and off work during a work week, including absences related to an on-the-job injury. Sick leave may also be used on an hour-to-hour basis for doctor appointments or other health maintenance needs. A doctor's statement regarding nature of the illness and recovery therefrom may be requested.

Discretionary sick leave

In addition to the employee's own health, no more than 120 hours of sick leave in a rolling 12- month period may be used for the following personal or family needs:

- To provide care for a family member or loved one with a serious medical condition or to attend medical appointments, provided the employee's presence and efforts are needed.
- Maternity/paternity leave resulting from the birth of a child or placement of a child for adoption.
- To care for a dependent child who is ill and unable to provide self-care.

- Bereavement leave necessary in addition to what is provided in the bereavement leave policy or due to the death of a family member, close friend or other loved one not covered by the bereavement leave policy (10 workday limit*).
- To serve as a pallbearer (1 workday limit)
- To attend a delayed service for a deceased loved one. (2 workday limit)

*Not to exceed the equivalent of 2 weeks at employee's FTE (e.g. 80 hours for full-time)

Discretionary sick leave used in any of the personal events identified above (or combination of family events):

- Must be recorded as discretionary sick leave on the employee's time record
- Will result in a deduction from an employee's accrued sick leave bank
- **Is limited to a total of 120 hours for any combination of qualifying events in a rolling 12-month period**
Fire Battalion Chiefs working 24-hour shifts will be limited to 168 hours per rolling 12-month period. Annual maximums are pro-rated for part-time employees.

The City may discipline employees for abuse of sick leave.

(3) Notification

An employee shall notify their supervisor as soon as reasonably possible of any sickness or illness which will cause them to miss work in accordance with Department/Division call-in procedures.

(4) Sick Bank

Administrative and Confidential employees may request hours from a Sick Leave Bank if they have exhausted their own sick leave accumulation and are seriously ill.

Requests for a loan of sick bank hours should be submitted to the Human Resources Administrator. A decision regarding approval will be made by the City Manager or designee.

Days granted will be determined on an individual basis using the following guidelines:

- a) All accruals must be exhausted prior to use of sick bank days.
- b) Sick bank days will not be granted to supplement Worker's Compensation.
- c) Sick bank days will not be granted for illness in the employee's family.
- d) An individual may not borrow more than ten sick bank days in a fiscal year.
- e) An employee statement and a doctor's statement describing the nature of the illness/injury and the need for time off must be submitted.
- f) Previous sick leave usage will be considered.

Employees who use Sick Bank days will be required to repay the bank at the regular sick leave accrual schedule after returning to work. Employees who do not return to work or who fail to accumulate a sufficient amount of sick leave prior to termination will pay back the Bank from other accrued leave or in cash.

(5) Work at Home

Employees using sick leave who are medically able to perform some of the regular duties of their position while at home may, upon agreement between the supervisor and the employee, be assigned work to be performed at home.

This policy is designed to permit credit for work performed at home by employees, when performance of work at home is advantageous to the employee and the City; however, no employee will be required to perform work while on sick leave.

(6) Payment for Unused Sick Leave

Upon resignation or retirement, Administrative employees hired before June 15, 1983 and Confidential employees hired before June 28, 1985 will be paid for one-half of the accumulated sick leave at the time of resignation/retirement on the basis of the employee's then current hourly base salary, provided that the dollar amount of the payment shall not exceed the amount that an employee would have been due if he/she had terminated on the applicable date listed above.

Administrative employees hired after June 15, 1983 and Confidential employees hired after June 28, 1985, are not eligible for payment for unused sick leave upon retirement or resignation.

I. Holidays

- (1)** All permanent employees receive eleven paid holidays plus one personal leave day. The following are paid holidays:

New Year's Day (January 1); Martin Luther King Jr. Day (the third Monday of January); Memorial Day (the last Monday of May); Juneteenth (June 19)*; Independence Day (July 4); Labor Day (the first Monday of September); Veterans Day (November 11); Thanksgiving Day (the fourth Thursday of November); the Friday after Thanksgiving; Christmas Day (December 25). All non-continuous shift employees shall be granted an additional floating holiday to be designated annually by the City Manager or designee.

*Administrative and/or confidential staff who are required to work on the observed Juneteenth holiday and cannot use the holiday time accrued before the end of the fiscal year may carry over straight time holiday hours for hours worked on Juneteenth into the next fiscal year.

One personal leave day. Personal leave may be used at any time mutually agreed upon between an employee and supervisor.

The personal leave day and any holiday accrual must be used during the fiscal year in which it is granted and may not be carried over to the next benefit year.

- (2) With the exception of sworn Police and Fire continuous shift employees, employees who **are required** to work on a City-designated holiday shall receive 1 hour of holiday credit for each hour worked, not to exceed 8 hours, to be used as time off before the end of the fiscal year.

- (3) Continuous shift Police Administrative employees shall receive eighty-eight (88) hours of holiday credit and eight (8) hours of personal leave credit on the first day of each fiscal year. Holiday credit will be prorated at a rate of eight (8) hours per holiday for employees who are hired or who separate from service after the start of the fiscal year. Continuous shift Police Administrative employees who work on a City holiday will receive an additional .5 hour of holiday credit for each hour actually worked. Holiday credit must be used as time off only and cannot be carried over from fiscal year to fiscal year. Continuous shift Police Administrative staff will observe the holiday on the date that it actually falls regardless of the day of the week. The floating holiday will be observed on December 24th.

- (4) Continuous shift Fire Administrative employees shall receive one hundred thirty-five (135) hours of holiday credit on the first day of each fiscal year. Any continuous shift employee who starts work or separates from service after holiday accrual has been credited for the fiscal year will be subject to a pro-rated adjustment based on the number of holidays remaining in the fiscal year. Holiday credit shall be used as time off only and cannot be carried over from fiscal year to fiscal year.

m. **Longevity**

Permanent employees who have completed the required number of years of continuous service by December 1 of the calendar year shall receive longevity pay for the current fiscal year as follows:

Years of Service	Longevity payment
5 years	\$325
10 years	\$500
15 years	\$650
20 years	\$800

25 years

\$1050

Payment will be made on the last payday in November. Payment is based on a fiscal year (July 1 – June 30). Employees who terminate prior to this payment will receive a pro-rata share on their final check. Employees who terminate after this payment has been made will have a pro-rata share deducted from their termination check or final paycheck.

n. **Safety Shoes/Uniforms**

The City will provide up to \$125.00 annually for the purchase of safety shoes for those employees required to wear safety shoes. The City will provide uniforms for those employees required to wear uniforms.

o. **Parking Permits**

Employee parking space will be made available in City owned facilities as space permits. Employees pay one-half of the public rate for parking. Parking costs will be paid by payroll deduction.

SECTION 2: SPECIAL LEAVES

a. **On-the-Job Injury**

Upon application the City may grant a leave of absence with pay in the event of an injury or illness of an employee while at work provided the following conditions exist:

- (1) The injury or illness arises out of the course of City employment.
- (2) The City's medical advisor determines that time off from work is required.

If the above provisions are applicable, leave with pay will be granted during the remaining time on the workday when the injury occurs and for a period of two (2) working days thereafter if authorized by the medical advisor.

If the injured worker requires more than two (2) working days in which to recuperate and return to work, any additional absence may be charged to sick leave or, if sick leave is exhausted, to other accruals.

b. **Religious Holidays**

Every reasonable effort will be made to accommodate employee requests for release from work to participate in bona fide religious holidays. Personal leave days, accrued vacation time, comp time, or unpaid leaves may be used to cover absences.

c. **Jury Duty**

Any employee summoned for jury duty shall receive regular pay during any period of jury service and shall earn and be entitled to all benefits as if working. The City shall receive the pay earned from such jury service.

d. **Witness Time**

An employee shall be granted leave with pay when required to be absent for work for the purpose of testifying in court in response to a legal summons when the employee is neither plaintiff nor defendant in the action and when such court appearance arises from the performance of their duties, obligations, or activities as a City employee. The employee shall be compensated by the City for work time spent testifying and the City shall receive any witness fees paid to the employee.

e. **Bereavement Leave**

An employee shall be granted up to five (5) days (40 hours maximum for full-time employees*) with no loss of compensation or accrual due to the death of their spouse, child (including pregnancy loss), parent, stepparent, sibling, grandparent, or grandchild. Shift Fire Battalion Chiefs may be granted up to 3 shifts.

An employee shall be granted up to three (3) days (24 hours maximum for full-time employees*) with no loss of compensation or accrual due to the death of their parent-in-law, child-in-law, aunt or uncle, niece or nephew, sibling-in-law, or permanent member of the employee's immediate household. Shift Fire Battalion Chiefs may be granted 1 shift.

*Pro-rated for part-time employees.

If additional time is needed an employee should refer to the Discretionary Sick Leave provision of this document.

Notes: Child and sibling include "step" relationships. Sibling-in-law includes spouse of spouse's sibling.

f. **Pregnancy Leave**

A pregnant employee shall be entitled to a medically necessary leave of absence without pay if she is unable to work as a result of pregnancy or related cause and all other accumulated leaves are exhausted. An employee requiring such leave shall notify her supervisor prior to the anticipated date of birth and shall substantiate her condition by a doctor's statement. Employees taking leave pursuant to this section retain all rights granted by the federal Family Medical Leave Act and/or other applicable laws.

g. **Unpaid Leave of Absence**

With the approval of the Department Director and the City Manager an unpaid leave of absence may be granted to an employee. If the leave is medically necessary and all other accrued leaves are exhausted, the leave will be automatically approved.

Generally, such leaves shall not exceed twelve (12) months. Upon termination of such leave of absence, the employee may return to work in the same position as when he/she left and will receive compensation on the same basis as if he/she had continued to work without leave, provided the position is vacant and provided the employee is qualified for the position. In the event a vacancy does not exist an employee may apply as an internal employee on vacancies for a period of twelve (12) months following termination of the leave. The employee is responsible for applying for and keeping aware of any openings.

In the event an employee fails to return to work at the end of any such leave or extension, their employment shall be terminated.

During a leave of absence without pay, the employee:

- 1) Cannot pay retirement contributions if the leave exceeds one month in duration.
- 2) Shall not receive any other accruals or job benefits during the period of absence.
- 3) Shall not acquire additional seniority during said leave except in the case of medical disability.
- 4) Shall not earn sick, vacation, or other leave.
- 5) Must use all accumulated vacation to which he/she is entitled prior to the time that the leave without pay commences.
- 6) Must pay prorated health, dental, life and disability insurance premiums falling due during any month the employee is not on the payroll, if coverage is desired, and is available subject to insurance carrier approval, as follows:
 - a) For any calendar month during which the employee is on unpaid leave not exceeding ten working days and insurance coverage is desired, the City will pay the cost of the insurance premiums.
 - b) For any calendar month during which the employee is on unpaid leave in excess of ten working days and insurance coverage is desired, the employee must pay 1/12 of the insurance premium for each working day beyond ten working days that the employee is on unpaid leave of absence. The remainder of the premium will be paid for by the City.
 - c) The employee may choose which insurance coverages, if any, are to be retained during the unpaid leave of absence.

- d) Premiums for insurance coverages desired by the employee will be billed on a monthly basis.

The City Manager or designee may waive the above conditions for leaves of absence without pay not exceeding ten (10) working days.

Except in the case of medically necessary leave, upon return from a leave of absence without pay both seniority date and accrual date will be changed to reflect the time on leave.

- h. **Military Leave**

Employees enlisted in or called by any of the armed forces of the United States shall, when ordered to active service, be entitled to a leave of absence for such period of time that the member serves in such capacity and until discharged therefrom. The City shall comply with applicable law in regard to military leave.

- i. **Education**

Advance approval from the City Manager or designee is necessary for an employee to engage in any educational effort during normal working hours other than that which may be provided by the City. Consideration of the request will be based upon the direct benefit to the City and the demonstrated ability of the employee to effectively carry out the responsibilities of their position.

SECTION 3: HOURS OF WORK

The normal work week shall consist of a minimum of forty (40) hours for full-time employees. The Department Director shall schedule the working hours for all employees in a manner to most efficiently meet the needs of the department, which may include flex-time scheduling.

- a. **Overtime**

(1) *Confidential Employees*. Overtime is work performed by a Confidential employee in excess of eight (8) hours per day or forty (40) hours per week. Employees may be periodically required to work overtime.

Compensation. At the Department Director's discretion, and in accordance with applicable law, compensation for overtime hours will be made either at the rate of one and one-half times the current base hourly rate or by granting compensatory time off at a rate of one and one-half hours for each hour of overtime.

(2) *Administrative Employees.* Administrative employees are not specifically compensated for overtime in either pay or compensatory time off. Salary ranges for Administrative positions have been developed with consideration of overtime requirements. In recognition of the fact that job responsibilities of administrative employees may, upon occasion, require that the employee work more than the normal work week, time off from work may be allowed by the Department Director. All employees will be expected to average a minimum of forty (40) hours per week.

b. **Rest Periods**

Full-time employees will be provided with two fifteen (15) minute rest periods during the regular work day. These rest periods may be scheduled by the immediate supervisor, with consideration of employee preferences.

c. **Meal Periods**

Employees will be provided with an unpaid lunch period of not less than thirty (30) minutes during the regular working day. Meal periods will be scheduled to accommodate operational needs with consideration of employee preferences but should generally occur near the midpoint of the workday.

d. **Inclement Weather**

Employees are expected to come to work regardless of weather conditions if they can reasonably do so.

Generally, City operations will not be suspended, however, the City Manager may shut down operations in severe conditions. Employees may use vacation, holiday, compensatory time, or personal leave to ensure regular pay on these occasions.

SECTION 4: SALARY ADMINISTRATION

a. **Employee Compensation**

The City will maintain a classification and compensation plan for Administrative and Confidential employees subject to City Council approval. The overall program will be administered by the City Manager with operational responsibility resting with the Human Resources Administrator. Employees are eligible for merit increases based upon satisfactory performance not to exceed the maximum of their established pay range.

b. **Reclassifications**

Periodically changes in position scope, responsibility and/or minimum entry level qualifications may warrant a review of individual position classification and/or salary grade assignment. Recommendations for reclassification must be based upon characteristics of the position and operational needs of the department and should not be based upon employee seniority, qualifications, or performance.

Reclassification reviews may be requested by the employee or Department Director.

Review of reclassification requests will be conducted by the Human Resources Administrator, Deputy City Manager and City Manager. Information submitted in writing and through interviews of employee, Department Director, and immediate supervisor will form the basis for determination of proper classification.

Requests for review of job classification should be submitted to Human Resources.

SECTION 5: EMPLOYMENT ACTIVITY

Probationary Period

Upon employment by the City the initial probationary period will generally be six (6) continuous months. The probationary period for non-Civil Service staff may be extended at the discretion of the Department Director and such extension will be in writing. Extension of probationary periods for civil service staff are subject to the employee's written waiver of the civil service probationary period.

SECTION 6: GRIEVANCE PROCEDURE

a. **Definition**

A grievance is a dispute between the City and a particular employee or group of employees over an interpretation or application of the rules, procedures, or policies promulgated by the City.

b. **Procedure**

For the purposes of calculating time period, "working days" shall include Monday through Friday; Saturday, Sunday and holidays (except personal leave day) will not be included. The parties involved in a grievance may mutually agree to extended time periods.

Step 1

The grievance shall be presented in writing by the grievant to the Department Director within ten (10) working days of gaining knowledge of the event giving rise to the grievance. The written document shall identify the document as a grievance and

reference the section of the rules or provisions allegedly violated and shall state the remedy desired. The document shall be signed by the grievant.

The Department Director and the grievant will meet within ten (10) working days of receipt of a Step 1 grievance in an attempt to resolve the grievance. The Department Director will respond in writing to the grievant within ten (10) working days after such meeting. If no response is received, the grievant may proceed to Step 2.

Step 2

A grievance not resolved at Step 1 may be submitted to the City Manager or their designee within ten (10) working days of receipt of the Step 1 response. The City Manager will respond in writing within ten (10) working days. The grievant may request a meeting with the City Manager before a decision is rendered. Such request must be in writing and presented with the Step 2 grievance.

c. **Retaliation**

There will be no retaliation for filing a grievance.

d. **Other**

Employees who do not wish to exercise formal avenues to achieve resolution of their grievances may appeal informally to appropriate supervisors, or the Human Resources Administrator.