

CITY OF GARWIN

EMPLOYEE POLICY/HANDBOOK

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SECTION 1 INTRODUCTION

This handbook is designed to acquaint you with the City of Garwin and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this handbook applies to all employees of the City of Garwin. Following the policies described in this handbook is considered a condition of continued employment. However, nothing in this handbook alters an employee's status. The contents of this handbook shall not constitute nor be construed as a promise of employment or as a contract between the City of Garwin nor any of its employees.

You are responsible for reading, understanding, and complying with the provisions of this handbook.

1.1 Changes in Policy

This handbook supersedes all previous employee handbooks that may have been issued from time to time on subjects covered in this handbook.

However, since our City and organizations are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the City, and after those dates all superseded policies will be null.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

1.2 Employment Applications

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

1.3 Employment Relationship

You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. You are considered an "at-will employee."

SECTION 2

DEFINITIONS OF EMPLOYEE STATUS

An "employee" of the City of Garwin is a person who regularly works for the City of Garwin on a wage or salary basis. "Employees" may include exempt, non-exempt, regular full-time, regular part-time, or temporary persons, and others employed with the City who are subject to the control and direction of the City of Garwin in the performance of their duties.

Exempt

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

Non-exempt

Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

Regular Full-time

Employees who are regularly scheduled to work 40 hours per week.

Regular Part-time

Employees who are regularly scheduled to work less than 30 hours per week.

Temporary (Full-time or Part-time)

Those who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change.

Elected

Officials that were voted in by the citizens of the City of Garwin, under a specific term. Also includes, officials appointed by the Council, to fill a vacant elected seat.

Voluntary

This includes Ambulance EMTs and Fire Department Firefighters, with an average annual wage of less than \$600. Also included are persons willing to do a job at zero (\$0) compensation, including any person appointed to a Board seat.

SECTION 3 EMPLOYMENT POLICIES

3.1 Non-Discrimination

In order to provide equal employment to all individuals, employment decisions at the City of Garwin will be based on merit, qualifications, and abilities. The City of Garwin does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

The City of Garwin will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

3.2 Office Hours and Holidays

The City Hall hours are Monday through Friday 9:00am-2:00pm, with the exception of holidays, days for training, and vacation.

Holidays are New Year's Eve, New Year's Day, Memorial Day, Good Friday, Veteran's Day, Independence Day, Labor Day, and Thanksgiving Day, day after Thanksgiving Day, Christmas Eve and Christmas Day. If the holiday falls on a weekend, a floating day must be taken within the same week.

An employee may be requested to attend a Council Meeting, which are normally the first Monday of the month, starting at 6:00 pm, in the City Hall.

3.3 Personnel Files

Employee personnel files include the following: job application, job description, resume, training participation, salary history, records of disciplinary actions and documents, etc.

Personnel files are the property of the City of Garwin, and access to the information is restricted. Employees may review their own personnel file with supervision.

An employee's personnel data should be accurate and current at all times. It is the responsibility of each employee to promptly notify their supervisor or the City Clerk of any changes in personnel data such as: mailing address, phone numbers, name and number of dependents, and emergency contacts.

3.4 Outside Employment

Employees may hold outside jobs in non-related businesses or professions as long as the employee meets the performance standards of their job description with the City of Garwin. Unless an alternative work schedule has been approved by the City of Garwin, employees will be subject to the City's scheduling demands, regardless of any existing outside work assignments.

The City of Garwin's office space, equipment, tools and materials are not to be used for outside employment.

3.5 Discipline/Corrective Action

The City of Garwin holds each of its employees to certain work rules and standards of conduct (see Section 4). When an employee deviates from these rules and standards, the City of Garwin expects the employee's supervisor to take corrective action.

Corrective action could include any of the following (depending on the severity of the infraction): oral warning, written warning, suspension or termination.

The City of Garwin considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include, but are not limited to: theft in any form, insubordinate behavior, vandalism or destruction of City property, untruthfulness about personal work history, skills, or training, and misrepresentations of the City of Garwin to the general public.

3.6 Employment Termination

Employment can be terminated for any of the following reasons:

- Resignation - voluntary employment termination initiated by an employee.
- Termination - involuntary employment termination initiated by the City of Garwin.
- Layoff - involuntary employment termination initiated by the City of Garwin for non-disciplinary reasons.

When a non-exempt employee intends to terminate his/her employment with the City of Garwin, he/she shall give the City of Garwin at least two (2) weeks written notice. Exempt employees shall give at least four (4) weeks written notice.

Since employment with the City of Garwin is based on a mutual consent, both the employee and the City of Garwin have the right to terminate employment at-will, with or without cause.

Any employee that has his/her employment terminated with the City of Garwin, shall return all files, records, keys, and any other items that are the property of the City of Garwin. No final settlement of any employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck.

3.7 Health Related Issues

Employees who become aware of any health-related issue (including pregnancy) should notify their supervisor of health status. This policy has been instituted strictly to protect the employee.

A written "permission to work" from the employee's doctor is required at the time or shortly after notice has been given. The doctor's note should specify whether the employee is able to perform regular duties as outlined in his/her job description. A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify their supervisor.

3.8 Building Security

All employees who are issued keys to any city building are responsible for their safe keeping. The last employee leaving a building is responsible to ensure that all doors are securely locked, lights turned off, and thermostats are down to 60° in the winter and 80° in the summer.

3.9 Personal Property

The City of Garwin assumes no risk for any loss or damage to personal property. All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the workplace.

3.10 Supplies; Expenditures; Obligating the City

Only authorized persons may purchase supplies in the name of the City of Garwin. No employee whose regular duties do not include purchasing shall incur any expense on behalf of the City of Garwin, or bind the City of Garwin by any promise or representation without written consent.

3.11 Visitors in the Workplace

To provide for the safety and security of employees, visitors, and facilities of the City of Garwin, only authorized visitors are allowed in the work place. Restricting unauthorized visitors helps ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

3.12 Immigration Law Compliance

The City of Garwin employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification (I-9) Form and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed the I-9 form with the City of Garwin within the past three (3) years or if the previous I-9 form is no longer retained or valid.

3.13 Travel expenses

Employees required to attend pre-approved, out of town, work-related training classes or conferences, will be reimbursed for travel expenses. These expenses will cover the employee only, with proof of receipt for mileage, lodging, and food (not including alcohol), with the approval by the City Council prior to reimbursement.

3.14 Training

Certain employment positions require training and/or continued education to maintain a license and/or certificate to do that job. The City of Garwin will pay for training, as long as it is pre-approved.

3.15 Pay Compensation

All employee shall be compensated for their time as noted on time sheets. Time may include regular business hours, meetings, overtime and any other time approved by the supervisor. Wages and pay periods are set by Ordinance, By-Laws or contract.

3.16 Benefits

Regular employees, full-time or part-time, may be eligible for IPERS if they earn at least \$1,000 in a quarter, for two (2) consecutive quarters. The City of Garwin contributes their required portion in addition to the employee withholding.

Employees are eligible for paid days off for Holidays, as set by their contracts.

All employees, regular full or part-time (including Ambulance and Fire Department), are covered under the City's Workers Compensation insurance policy.

Exceptions or additions can be changed in the employee contract, as approved by the City Council.

3.17 Electronic Communication

Use of a computer and internet is required for certain daily functions of employment. All employees are expected to use proper etiquette and behave accordingly. The following rules for internet utilization apply to all employees:

- Employees are prohibited from using obscene, racist, or sexist language or images.
- Employees may not transmit threatening, obscene or harassing materials or engage in any form of sexual harassment.
- Employees must use the internet in accordance with all applicable laws including copyright and licensing laws covering programs and materials.
- Computer, email and internet use is public, not private, and subject to the Open Records Laws. The City Officials reserve the right to monitor and review all files and messages on its computer and internet use at any time.
- Any online transactions made using the City's bank account must be approved by the Council.
- This policy includes the use of any computers, internet, City website, and Facebook posts.

Improper use could result in disciplinary action.

SECTION 4 STANDARDS OF CONDUCT

The work rules and standards of conduct for the City of Garwin are important, and the City regards them seriously. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment.

The following are examples of rule infractions or misconduct that are considered unacceptable in or out of the work place that may result in disciplinary action, including termination of employment:

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs
- Fighting or threatening violence;
- Boisterous or disruptive activity;
- Negligence or improper conduct leading to damage of City-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the work place;
- Sexual or other unlawful or unwelcome harassment;
- Excessive absenteeism or any absence without notice;
- Unauthorized use of City-owned equipment for purposes other than City related business;
- Unauthorized disclosure of confidential information;
- Unsatisfactory performance or conduct.

Employees are expected to perform their assigned jobs, respect and follow the City's policies, and obey the law. In the event that employees experience any arrest, the filing of any criminal charges, the disposition of any criminal charges pending against them, and/or charges relating to the operating a motor vehicle while intoxicated, they must notify their supervisor. Notification to their supervisor should occur within five (5) days of notification to the employee.

Employees whose duties require possession of a Commercial Driver's License (CDL) and/or who regularly and frequently operate City owned vehicles must report all moving violations and traffic tickets which may result in a loss or suspension of driving privileges, including tickets for excessive speeding, OWI/DUI, etc.

Employees must notify their supervisor of any child abuse complaints filed against them. Employees must notify their supervisor regarding the findings in any complaint against them alleging child abuse. Their supervisor should 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 shall 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.

4.1 Attendance/Absenteeism

The City expects employees to be regular and punctual in attendance. If you are unable to report to work for any reason, including illness or accident, notify your supervisor before regular starting time. If you do not report to work, and the City is not notified of your status, it will be assumed after three (3) consecutive days of absence that you have resigned, and you will be removed from payroll.

If you become ill while at work or must leave for some other reason before the end of the work day, be sure to inform your supervisor of the situation.

Should undue tardiness or absences become apparent, disciplinary action may be required.

4.2 Harassment (including Sexual Harassment)

The City of Garwin is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, report it immediately without fear of reprisal. Any supervisor who becomes aware of possible harassment should promptly handle the situation in a timely and confidential manner.

If any employee has a harassment complaint filed against them, of any kind, they are to notify their supervisor immediately. Depending on the severity of the complaint and the outcome of any criminal charges, disciplinary action may be taken including possible suspension or termination of employment.

4.3 Public Image/Conduct

It is important that all employees maintain a professional and courteous image anytime you come in contact with the local citizens or official visitors, whether the employee is on or off duty. All employees, including part-time and volunteers, are to conduct themselves at all times in a manner, which will bring credit to the City. The City will not tolerate violence, aggression, or any other practices that abuse the dignity of the Council members, the Mayor, other employees or the public.

4.4 Substance Abuse (Alcohol and Drugs)

The City is committed to providing a safe and productive work place for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all employees, both regular and temporary. These rules apply during working hours to all employees of the City while they are on City premises or elsewhere on City business:

- The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on City property is prohibited;
- Being under the influence of illegal drugs, alcohol, or substances of abuse on City property or when performing City employment related duties regardless of whether performed on or off of City property is prohibited;
- Working while under the influence of prescription drugs that impair performance is prohibited.

Consistent with the rules above, any of the following actions constitutes a violation of the City's policy on drugs any may subject an employee to disciplinary action, up to and including immediate termination:

- Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting to do so, while in the course of employment;
- Working or reporting to work, conducting City business or being on City property while under the influence of an illegal drug or alcohol, or in an impaired condition.

4.5 Tobacco Use

The use of tobacco products is not permitted anywhere on the City's premises or in City-owned vehicles or equipment. Employees are not allowed additional time away from work to smoke or use tobacco products.

4.6 Fighting

The City of Garwin prohibits fighting or physical altercations between employees or between employees and the public on City property.

No employee shall engage in fighting with another employee or citizen, except in self-defense. Fighting is considered conduct unbecoming an employee and may be subject to disciplinary action.

ACKNOWLEDGEMENT OF EMPLOYEE POLICIES

I, _____, have fully read and understand the policies in this Employee Handbook.

I have read and understand the Job Description for the position I have been hired.

I agree to abide by the policies in this Employee Handbook given to me by the City of Garwin.

Employee Signature

Date

Witnessed by:

City Representative

Date

*updated per decision of Council on Sept 13, 2021 regular council meeting