



SPM Employee Handbook

January 2003

Table of Contents

Table of Contents	1
About this document	2
Welcome	3
General Policies	4
Accidents and Emergencies	5
Drug and Alcohol Abuse	5
Positive Public Relations	5
Smoking Policy	5
Workplace Environment	5
Workplace Violence	6
Workplace Safety	6
Benefits	7
General	8
Deferred Compensation	8
Employee Appreciation	8
Employee Assistance Program (EAP)	9
Flexible Spending Account	9
Health Care	9
Iowa Public Employees Retirement System (IPERS)	9
Life Insurance	10
Long Term Disability	10
Post Employment Health Plan	10
Professional Development - Educational Expense Reimbursement	11
Regular Part-Time Benefits	11
Suggestion Program	11
Transit Subsidy	11
Communication	12
Access to City of Des Moines Information and Records	13
Charitable Organizations Solicitation	13
Electronic Forms of Communication	13
Political Activity for City Employees	13
Solicitations, Distributions, Use of Bulletin Boards	13
Compensation	15
General	16
Job Classification and Compensation Review	16
Pay Day	17
Overtime Pay	17
Employee Relations	19
Appearance and Conduct	20
Attendance, Punctuality and Dependability	20
Cell Phone Assignment and Allowance	20
Conflict of Interest	20
Council Relationships	20
Disciplinary Process	21
Disclosure of Rental Property	21
Employee Status: At Will	22
Human Resources Records	22

City of Des Moines SPM Employee Handbook

Identification Cards	22
Initial Employment Period (Probation)	22
Internal Investigations and Searches	23
Layoff and Reemployment	23
Nepotism Policy	23
Open Door Policy	23
Parking	24
Performance Evaluation	24
Personal Property Replacement	24
Reference Checks	24
Residency Requirement	25
Resignation	25
Transfers and Promotions	25
Work Hours	25
<i>Leaves</i>	27
General	28
Bereavement Leave	28
Family Medical Leave	28
Holidays	29
Jury Duty	30
Military Leave	30
Performance Recognition Leave	30
Sick Leave	30
Vacation	31
Voting	32

About this document

This handbook is designed to provide an overview of the various policies and benefits that apply to you in your Supervisory, Professional or Management (SPM) position. SPM employees developed this document to provide assurance that necessary information is included. It may be revised from time to time as appropriate. This is neither a labor agreement nor a contract of employment. It should not be construed as either. This document is merely a guide and resource to provide you basic information or to direct you to a more definitive source. Subject only to the provisions of the Civil Service Law of Iowa (Iowa Code Chapter 400), your employment is at will. That is, your employment may be terminated for any reason or no reason.

Welcome

Welcome to the City of Des Moines. We hope your employment with the City provides you an opportunity to gain satisfaction in your career by knowing that you are improving the quality of life for more than 200,000 citizens. The City provides vital services to the community indispensable to its well being and growth. We are proud to have you as a part of our team.

The City values the innovative contributions you will make to the organization. New ways of doing things will promote efficiency and service. We look to our employees to be a driving force for change and innovation. To support change we will work within our abilities to assure that you have sufficient resources and training to fulfill your goals and objectives. The City is committed to providing a competitive compensation package consistent with our fiscal responsibilities. We annually review our salary structure and make adjustments that maintain our ability to retain talented staff. We want your employment with our team to be rewarding.

We all bring different perspectives and experiences to the organization and we can all learn from one another. We do not tolerate harassment of any kind and seek to promote a workplace where our differences are valued and respected.

The City is committed to excellence in job performance and in your service to our customers. Promotion of excellence will make us a more efficient provider of services to the benefit of our citizens and fellow employees.

Further, the citizens of Des Moines will benefit and we will gain more satisfaction from our work if we perform our work timely, safely and competently. Your presence at work when scheduled is essential for the City in achieving its goal of superior service delivery.

Again, we would like to welcome you to our organization and wish you a long prosperous career.

Eric Anderson
City Manager

Tom Turner
Human Resources Director

Andrew Hennesy
SPM Board President

General Policies

Accidents and Emergencies

All City personnel are responsible for understanding and observing safety standards established to prevent injury to themselves, co-workers, the public, equipment and/or property. You play an important role in promoting workplace safety. If you notice an unsafe act or condition, become injured and/or are involved in an on-the-job accident, contact your Supervisor immediately. Please refer to Administrative Policies 11.1 through 11.12 for specific City of Des Moines Safety policies and injury procedure.

Drug and Alcohol Abuse

Use of drugs and alcohol off the job can take its toll on job performance. The presence or use of drugs and alcohol on the job, and being under their influence during work hours, is prohibited for all City employees. Please refer to Administrative Policy 5.27 (Alcohol and Drug Abuse) for further information.

Positive Public Relations

If you have a great story to tell or if you anticipate media inquiries, you are encouraged to contact the Public Information Office (283-4795) for assistance. Administrative Policy 9.1 (Positive Public Relations) and Policy 9.2 (Press Conferences) can provide you with guidance in dealing with the media.

Smoking Policy

The City of Des Moines provides a smoke free environment in all City facilities. For employees who choose to smoke, normal meal and break periods remain unchanged and employees are not provided additional time away from work to smoke. Please refer to Administrative Policy 1.16 for further information on the City's smoking policy.

Workplace Environment

In 1996, the City Manager appointed a Work Environment Committee to design and implement a means to create and preserve a workplace free of harassment and the effects of discrimination. The product was the Employee Work Place Policy Handbook, which is included as an addendum to this handbook. The Work Place Policy can be stated succinctly:

The City of Des Moines does not and will not tolerate harassment or discrimination of its employees or applicants for employment.

You should read the Employee Work Place Policy Handbook to become more familiar with the City's policy. Periodic training will be offered to refresh your understanding of this

Workplace Violence

foundational value.

In 1998, the City Manager issued the City of Des Moines Violence Prevention Policy. The policy states:

The City of Des Moines is committed to providing a safe and productive work environment for its employees. To that end, a violence prevention and response policy has been developed. This policy makes clear that verbal threats, physical acts of violence or any unwanted and ongoing behavior, which induces fear, will not be tolerated.

The policy booklet with explanatory questions and answers is included as an addendum to this handbook.

Workplace Safety

The City of Des Moines believes in the dignity and importance of each employee and the value in providing a safe and healthy work environment. The prevention of occupational injuries and illnesses must therefore always be given serious priority.

Safety is the shared responsibility of management, supervisors and employees. Commitment and cooperation among all staff will create a work environment that protects the well being of individuals and the City as a whole.

Benefits

General

The City's health, life and disability insurance combined with several deferred compensation programs provide you with a competitive total compensation package. Below is a summary. For specific information, please consult with the benefit staff in Human Resources.

Deferred Compensation

You are eligible to defer a portion of your income into a 401(a) defined money purchase plan and/or a 457 deferred compensation plan. Both options are defined contribution plans that allow you to invest pre-tax dollars for your retirement. The City matches up to 4% of your deferral in the plan of your choice. Regular full-time and regular 3/4 time employees are eligible to participate in these Deferred Compensation programs.

If you wish to participate in the 401(a) plan, you must do so within one year of your appointment. Once your participation begins, you are committed to contribute 4% of your eligible earnings in the 401(a) plan during your employment tenure with the City.

Employees participating in the 457 plan may start, stop and change their 457-plan contribution monthly if they so desire. Contribution limits and plan administration are subject to change in accordance with the Internal Revenue Code.

The City match is applied to the 401(a) contribution if you enroll in the 401(a) plan only or both plans. The City match is applied to the 457 plan if you enroll in the 457 plan only.

Employee Appreciation

The City sponsors on-going special events and activities in appreciation of its employees. Contact the Employee Appreciation Committee Representative in your department for further information.

Employee Assistance Program (EAP)

From time-to-time, all of us feel the stresses of daily living. Most of the time we manage successfully; however, there are times when some outside help might be welcomed. If you are faced with such problems or need assistance and you don't want to deal with it alone, call EAP and arrange a visit with a counselor. All involvement is confidential, and initial evaluation and referral services are offered to you at no cost. If you need help, call day or night at 244-6090. These services are available to you and your dependants.

Flexible Spending Account

Regular full-time and regular 3/4-time employees can participate in Flexible Spending Accounts (FSA). Eligible employees receive city contributions into a FSA account that can be used for certain qualified medical expenses. Employees can also defer pre-tax dollars into their FSA accounts for qualified medical expenses and dependent care expenses. Regular 3/4-time employees receive one-half the City contribution of regular full-time employees.

Health Care

The City of Des Moines provides you a comprehensive health care plan designed to help you and your family receive the best possible care. Regular full-time and 3/4-time employees are eligible to participate. The health insurance package provides comprehensive coverage for inpatient hospital, surgery, X-ray laboratory, emergency room, prescription drugs, dental and mental health. Employees should consult the Employee Benefit office and/or their City of Des Moines health insurance plan summary description for benefit coverage.

Currently, the health plan is offered to regular full-time employees at no charge for the monthly premium and to regular 3/4 time employees at 1/2 the cost of the monthly premium.

Iowa Public Employees Retirement System (IPERS)

The City of Des Moines participates in the state mandated public employees retirement system, IPERS. This defined benefit plan provides a lifetime retirement benefit to you upon retirement in accordance with a formula based on your age, years of service, and the average of your highest three years of wages. By law, the City withholds 3.7 percent of your biweekly earnings from your paycheck and contributes an additional 5.75 percent on your behalf to IPERS.

Life Insurance

You and your dependents rely on your income to help meet your financial commitments. To give you peace of mind and to protect your survivors, regular full-time employees receive term life insurance coverage worth two times their annual base salary. Further, regular full-time employees are eligible to purchase supplemental life insurance for themselves and their dependents. You must elect the supplemental life plan within 30 days of appointment or during open enrollment. If election is made after 30-days from your appointment, a health evaluation will be required.

Long Term Disability

A long-term disability (LTD) benefit is provided for income replacement in the event that you become ill or injured and cannot perform your job. Following a 90-day waiting period, you will receive 66 2/3 percent of your base pay and longevity for up to two years, if qualified under the plan. Under certain circumstances, benefits may be payable beyond two years, in accordance with the LTD plan. Employees can supplement this benefit with accrued sick leave. Employees receiving LTD benefits will continue to receive health insurance benefits at the same rate and coverage as if fully employed during the first two-years of LTD benefits.

Post Employment Health Plan

The City provides you a post employment health plan for the purpose of offsetting medical expenses following your employment with the City. The City contributes money into an account in your name that you invest and manage. Upon separation of your City employment, you have this fund available for qualified medical expenses, such as premiums and other qualified health expenses. Contributions and reimbursements are tax-free.

Professional Development - Educational Expense Reimbursement

The City of Des Moines believes in the value of professional growth through educational efforts. Employees are encouraged to pursue individual plans of action with their supervisors or Human Resources.

Regular full-time employees can be reimbursed up to \$1,200 a year for expenses relating to continuing education. In accordance with Administrative Policy 5.6, expenses will be reimbursed upon successful completion of courses where employees acquire credit toward a high school diploma or equivalent, college degree, graduate degree, law degree, CPA recognition or related professional or education certification. Courses must relate to City business. Administrative Policy 5.6 provides specific information relating to eligible courses for reimbursement, the application process and reimbursement procedure.

Regular Part-Time Benefits

Part-time positions are classified as follows:

- Less than half-time (less than 20 hours per week).
- Half-time (20-29 hours per week).
- Three-quarter time (30 or more hours per week, but less than full-time).

Regular part-time employees should refer to Administrative Policy 5.15 for information regarding their eligibility for insurance and leave benefits in accordance with their part-time classification.

Suggestion Program

We're always looking for ways to improve our operations, especially those that lead to dollar savings or result in significant improvement in service quality, productivity, or the working environment. Please refer to Administrative Policy 5.1 for further information.

Transit Subsidy

Employees can receive 50% subsidized monthly passes for local Metro bus routes and discounts on other passes. Employees should contact the Action Center in City Hall at 283-4500 for further information.

Communication

Access to City of Des Moines Information and Records

Iowa law governs the access to City of Des Moines records and information. Please refer to Chapter 22 (Open Records), Iowa Code, or the City Legal Department for guidance on this matter.

Charitable Organizations Solicitation

The City of Des Moines allows employees the opportunity to learn about and contribute to eligible charitable organizations once a year through our Combined Charities Campaign. Please refer to Administrative Policy No. 5.26 for further guidance on this item.

Electronic Forms of Communication

The City of Des Moines is nationally recognized for its effective use of technology. This opportunity to use technology at work brings an added responsibility to use your phone, voice mail, e-mail, the Internet and other desktop applications in a professional and productive manner. Electronic forms of communication shall only be used in the manner prescribed in applicable City of Des Moines policies and shall never be used to promote harassment, discrimination or a hostile work environment. Please refer to Administrative Policy 13.1 and 13.2 for specific guidance.

Political Activity for City Employees

Employees as well as candidates for political office are prohibited from using City equipment, personnel or City facilities that are not normally accessible to the public for the purpose of electing or defeating any candidate running for office. Please refer to Administrative Policy No. 5.30 for further guidance on this item.

Solicitations, Distributions, Use of Bulletin Boards

As a public employer, the City of Des Moines must maintain an objective and unbiased stance when considering the use and solicitation of private products and services. Thus, purchase of private goods and services must adhere to the purchasing policies of the City of Des Moines and unsolicited distribution and/or advertising of a company's goods or services is generally prohibited.

Bulletin boards maintained by the City of Des Moines are to be used only for posting or distributing material of the following nature:

Notices containing matters directly concerning City business and/or announcements of a business nature which are equally applicable and of interest to employees.

All posted material must have authorization from the City Manager's Office. All employees are expected to check these bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees are not to remove material from the bulletin boards.

Employees shall not endorse commercial products or services by agreeing to the use of a photograph, endorsement or quotation in paid advertisements or sales efforts, whether for compensation or not. If an employee is uncertain as to the applicability of any contemplated activity in relation to this provision, the employee shall request and receive a determination from the City Manager before proceeding.

Compensation

General

The City seeks to balance the need to be prudent with public funds and the compensation needs of its employees. The City recognizes that the demands placed upon you require talent, dedication and creativity. The City competes for this 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 our pay. Most likely, the City will not be the highest paying employer in the area. However, we do offer a competitive total compensation package and work in a sector where you can feel good about your contribution in improving the community where you live.

The salary structure for SPM employees was developed in conjunction with the SPM Board. It is reviewed annually for appropriate across the board increases. Additionally, ranges 1 through 14 are comprised of nine salary steps. You are eligible for a step increase on your anniversary date in the job classification, provided you are performing at a standard level or better. Senior Managers, Attorneys and Department Directors are in separate salary ranges. These employees generally will receive a salary increase equal to the SPM salary range adjustment at the beginning of each fiscal year. In addition, at management's discretion, these employees may receive an additional base salary increase or incentive payment.

Job Classification and Compensation Review

The City Manager has established the Employee Classification and Compensation Oversight Committee as a mechanism to review salary assignments for new and current jobs. This five-member committee makes recommendations regarding the salary range assignment of SPM classifications. The City Manager may accept, reject or modify the recommendation. The Committee has two permanent members (SPM Board President and Human Resources Director) and three at large members (Two department directors and one SPM Board appointee) who serve staggered three-year terms.

Pay Day

You are paid on a biweekly basis. The City prefers that you have your pay directly deposited. Your paycheck covers the two-week period prior to the week you receive it (There is a one-week lag from the end of the pay cycle until your pay is delivered). The City makes required deductions such as Social Security, Medicare, IPERS, 411 retirement and income taxes as appropriate to your classification. Additionally, federal and state income taxes will be withheld according to your elections on the W-4 form.

In addition to the deductions required by law, you may elect other deductions or distributions. Some of the options available are contributions to your Des Moines Metro Credit Union account, Combined Charities (United Way and other charitable causes), Flexible Spending Accounts (FSA), deferred compensation plans (Section 457 Plan and 401(a) Plan) or other banking accounts. See Human Resources for available deductions and distributions.

Overtime Pay

There may be times when your responsibilities require you to work more than 8 hours in a day or 40 hours in a week. Some SPM employees are eligible for overtime according to the Fair Labor Standards Act (FLSA). These employees are referred to as non-exempt employees, as they are not exempt from the provisions of the FLSA. Other employees are considered exempt – meaning they are not paid for hours worked over forty in a workweek.

The City pays overtime to non-exempt employees for work in excess of eight hours in a day or more than forty hours in a week. It is possible for an employee to work more than eight hours on a particular day and then take time off within the same workweek instead of receiving overtime compensation. A non-exempt non-shift employee who works on a Sunday or a holiday is compensated at two times his or her normal hourly rate. Non-exempt shift employees who work their regularly scheduled second day off will be compensated at two times their normal hourly rate.

Overtime is normally not paid in cash earnings. Normally an employee is credited with "Compensatory Time" ("C Time"). "C Time" is a bank of hours an employee may draw upon when they are absent from work. Federal law permits "C Time" to accumulate up to 240 hours for most City employees. There may be lower limits in your particular department's division. You should consult your supervisor in regard to the limit applicable to you. If an employee accumulates 240 or more hours of "C Time", any additional overtime incurred is paid in cash within the appropriate biweekly pay cycle.

Employee Relations

Appearance and Conduct

The City of Des Moines provides many services to the residents of the community. Our citizens expect prompt, efficient and competent service. Dressing and conducting yourself in a neat and professional manner will promote a positive image to our citizens.

Attendance, Punctuality and Dependability

Because citizens depend upon the services provided by City employees, it is important that you attend work as scheduled. Tardiness and absenteeism diminish our ability to serve our citizens and reduces the level of professionalism we seek to create. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times.

Cell Phone Assignment and Allowance

A cellular telephone may be assigned to you or otherwise made available for use when a business need exists. You may be assigned a cell phone due to the nature of your duties. You must be available for emergency response or consultation after normal office hours. Please refer to Administrative Policy 6.2 (Cellular Telephone Assignment and Allowance Policy) for specific information.

Conflict of Interest

Employment with the City of Des Moines is highly valued. On occasion, situations will arise where your judgment may be questioned. In order to minimize this issue, the City has adopted a policy regarding the acceptance of gifts and conflicts of interest.

Iowa Code Chapter 65B and City of Des Moines Ordinance (§ 2-423) limit gifts. Acceptance of gifts may be viewed as an attempt to influence your judgment or how you exercise discretion. It is also important that you do not hold a position or engage in a business that may conflict with the proper performance of your job.

These precautions are designed to protect you from issues of conflict and to preserve your ability to exercise discretion and judgment free from undue influence. Your reason for being a City of Des Moines employee is to work for the City and its citizens. This should be your primary focus.

Council Relationships

The City of Des Moines operates under the council-manager form of government. Under this form of government, the City Council employs a City Manager to provide administrative leadership and implement policy formulated by the Council. The Manager is responsible for most of the day-to-day operation of the City governmental organization. The City

Council issues most orders and directives through the City Manager. Conversely, whenever the City Council or a member of the City Council raises a policy or procedural question to you, it should be brought to the attention of the City Manager. Other Council requests, such as requests for information, ordinance enforcement, and/or complaints you receive should be handled quickly, competently and courteously. You will need to familiarize yourself with Administrative Policy 1.1 (Administrative Council Relationships) to ensure proper communication with City Council members.

Disciplinary Process

All supervisors/employees are encouraged to address performance deficiencies and improvement plans with their immediate supervisor before there is a need for discipline. If deficiencies continue, employees and supervisors should contact Human Resources for consultation.

The City of Des Moines considers employee discipline as corrective action. The disciplinary process is a serious matter for both the employee and the City. Unacceptable conduct will result in disciplinary action. Employees in positions covered by Chapter 400 (Civil Service) of the Iowa Code may have appeal rights to the City of Des Moines Civil Service Commission. For further information regarding rights addressed under Chapter 400, please contact Human Resources for assistance. Employees in positions excluded from Chapter 400 have no such appeal rights.

Disclosure of Rental Property

One of the many functions the City performs is the inspection and issuance of rental certificates. To avoid possible conflicts regarding rental property holdings, all City officers and employees shall file a Rental Housing Property Disclosure Statement with Human Resources. Should you hold any interest in any rental property located in the City, either personally or through a spouse or dependent family member, you are required to file a disclosure statement. Please refer to Administrative Policy 5.16 and Section 14-27.01 of the Municipal Code for the specific requirements of this provision.

Employee Status: At Will

Subject only to the provisions of the Civil Service Law of Iowa (Iowa Code Chapter 400), your employment is at will. That is, your employment may be terminated at any time for any reason or no reason by the applicable appointing authority.

Human Resources Records

The Human Resources Department keeps a personnel file for all employees. Documents in this file will include your application(s), Personnel Action Forms (PAF), Performance Reviews, letters of commendation and letters regarding discipline. You may review your file to examine the contents. You must do this in the Human Resources Department and will need to provide identification in order to preserve the security of your information. You may add explanatory materials if you desire, but you may not remove any item from the file. You also may obtain a copy of your personnel file at a cost of \$0.10 per page not to exceed \$5.00. Should you question the legitimacy of the contents of your file, please contact a Human Resource representative for clarification.

Identification Cards

Non public-safety employees, who frequently work in the field and have occasion to enter private property, shall display a City issued identification card. Please refer to Administrative Policy 5.3 (Identification Cards) for the procedure on applying for a City of Des Moines identification card.

Initial Employment Period (Probation)

The Civil Service Law (Iowa Code Chapter 400) covers most jobs in the City. This law provides for a six- (6) month probationary period for full-time employees. This initial employment period is the opportunity for the City to determine whether or not you will be successful in your job. With satisfactory performance, at the end of the six months, you will be considered a regular employee with all rights provided under the Civil Service law. These include recognizing your length of service, the ability to pursue other Civil Service jobs, and the right of appeal to the Civil Service Commission in the event the City demotes, suspends or terminates your employment.

There are also jobs at the City that are not covered by Civil Service. Full-time non-civil service jobs have a similar initial probationary employment period. However, non-civil service employees have no right of appeal to the Civil Service Commission in the event of a demotion, suspension or termination; nor can such employees compete for

promotional Civil Service jobs.

Another classification of employees are those who are part-time employees. The Civil Service law does not cover part-time employees. Part-time employees who are routinely scheduled to work at least 30 hours/week but are less than full-time have an initial probationary employment period of nine months. Part-time employees routinely scheduled to work 20 - 29 hours/week have a probationary employment period of twelve months.

Internal Investigations and Searches

From time to time, the City of Des Moines may need to access your workstation, to conduct internal investigations pertaining to security, auditing or simply to access some needed information while you are away. Your cooperation during these times is expected. All items, including personal belongings you have on the premises, are subject to search. Generally, the City will advise you before conducting a search. However, no right or expectation of privacy should be assumed concerning your locker, desk, files, computer or other property (including vehicles) owned by the City.

Layoff and Reemployment

Whenever it becomes necessary due to lack of work, lack of funds, or reorganization, the City may lay off employees. Generally, layoffs will begin with temporary employees, then move to part-time and ultimately regular full-time staff. Administrative Policy 5.7 provides specific information on the layoff and recall/reemployment process for SPM employees. The Civil Service law of Iowa, (Iowa Code Chapter 400) governs layoffs, transfers and recall rights and processes for employees in classifications covered by Civil Service.

Nepotism Policy

All candidates for City employment are considered based on their qualifications. However, candidates may not be appointed, if such employment with the City would create a direct supervisor/subordinate relationship with a family member. In addition, the City Manager, the Police Chief and the Fire Chief or those acting in their absence are prohibited from appointing a family member to employment.

Open Door Policy

The City of Des Moines promotes an atmosphere where you can talk freely with members of the management staff. You are encouraged to discuss openly with your supervisor new ideas that promote productivity and efficiency that enhances the level of service the City provides. You are also encouraged to discuss openly with your supervisor any problems encountered or any problems you have witnessed,

so that appropriate action can be taken. If you are unable to resolve the situation or need assistance, contact Human Resources for consultation and guidance. The City of Des Moines is interested in providing an environment that promotes success and we therefore welcome the opportunity to encourage and help employees whenever possible.

Parking

The City of Des Moines offers free or low cost parking to regular full-time employees. Due to the limited number of parking spaces available at City Hall and the Argonne Armory, Administrative Policy 5.11 was created for proper utilization of these parking lots. Parking stickers are available in Human Resources for a nominal charge.

Performance Evaluation

SPM employees should expect informal ongoing feedback regarding their performance and expectations. Generally, a formal written evaluation consisting of the previous period's performance and upcoming goals and expectations should be conducted at least annually. The City of Des Moines and selected SPM employees will periodically team together to review and change, if necessary, an appraisal system that evaluates employees' performance consistent with the goals of the City.

Personal Property Replacement

Occasionally, through the course of working for the City, your personal property may be damaged. Personal property (exclusive of clothing), required while on duty, such as a watch or eyeglasses may be replaced or repaired at a reasonable cost as determined by the department director. Please refer to Administrative Policy 5.19 (Personal Property Replacement) for reimbursement procedures.

Reference Checks

From time to time, inquiries by outside agencies or persons will be made regarding an individual's employment status. These inquiries must be referred to Human Resources. The City's Human Resources Department will furnish an employee's name, dates of employment, job title, department and salary and other information required by law. No other data or information regarding any current or former City employee or his/her employment with the City will be furnished unless the employee provides a written authorization to disclose this confidential information.

Residency Requirement

Employees in Civil Service classifications must reside in the state of Iowa. Public Safety (Police and Fire) employees must reside no more than 20 miles from the City limits measured by the most direct route over public roads and highways.

Notwithstanding employees hired before April 15, 1984, non-Civil Service employees must reside within the City limits of Des Moines. You have up to seven (7) months after your appointment to meet this residency requirement. If you have any questions on the residency requirements please contact Human Resources. (Refer to § 2-486 of the Des Moines Municipal Code).

Resignation

Should you plan to terminate your employment in good standing please notify your department director at least two weeks prior your termination date. Your written resignation should include the effective date and the reason(s) for leaving.

Failure to comply with this rule will be entered into your personnel file and may be cause for denying future employment by the City. Upon notification of your pending request, Human Resources will offer you an exit interview and inform you of any benefits, which may continue at your election. Please refer to Administrative Policy 5.10 for additional information.

Transfers and Promotions

The City values the experience and expertise you gain as an employee. Often that experience is transferable to other areas of the City. To encourage your growth in the organization, the City normally posts all job vacancies. You are encouraged to check the job postings at City Hall or on the City's web site. Additionally, you may feel free to consult Human Resources staff regarding your career advancement plans. Human Resources staff will assist you in identifying a means for you to improve your skills to become qualified for the position you desire.

Work Hours

The City has a few functions that operate around the clock, seven days per week. However, most employees work a normal eight-hour shift during regular business hours (8:00 a.m. to 5:00 p.m.). Typically, a workweek for a full-time employee will total 40 hours. On occasion, depending on your job, you will need to work additional time or additional days to fulfill your responsibilities. Whether this will impact

your pay is covered in the Compensation section of this handbook. Please refer to Administrative Policy 5.2 for additional guidance.

The City has developed a plan to permit flexible work hours in some areas. This program allows you to vary your schedule from the normal 8:00 a.m. to 5:00 p.m. five days per week with appropriate approval. Check with your Supervisor to determine whether you may participate in this program. Business needs determine your work schedule.

Regular and consistent attendance is an essential job function for all SPM employees. Any absence of any employee from duty, including any absence for a single day or any part of a day that is not requested and authorized may be grounds for disciplinary action up to and including termination.

Leaves

General

The City recognizes that employees occasionally need time away from work for a variety of reasons. Accordingly, the City has developed several leave policies addressing different needs.

Bereavement Leave

The City recognizes that the loss of a family member requires time to grieve and to handle matters. You are provided up to seven (7) calendar days of leave with pay should your spouse, child or parent pass away. Under special circumstances, the Department Director may grant additional leave. If additional time is necessary, you may request use of accrued time (vacation, "C Time" or holiday). You are provided up to four (4) calendar days without loss of pay should your sister, brother, father-in-law, stepfather, mother-in-law, stepmother, brother-in-law, stepbrother, sister-in-law, stepsister, grandparent of the employee or spouse, grandchild of the employee or spouse, or any other relative residing in your household passes away. You are provided up to one (1) calendar day without loss of pay should your aunt, uncle, niece or nephew pass away.

In addition to the bereavement leave described above, you may use other leave time to attend the funeral or memorial service of any other person.

Family Medical Leave

Congress enacted the Family Medical Leave Act (FMLA) to allow employees up to 12 weeks per year time away from work for serious personal/family illness or for childbirth or adoption. While you are on FMLA leave, you continue to receive all employee benefits you received as an active employee, with the exception of pay. You may use your sick, "C Time", holiday or vacation accruals while on FMLA leave. When you return from FMLA leave, you are guaranteed the same or comparable position you had before your leave.

To qualify for FMLA leave, you must be a full-time employee with at least one-year of service and have worked at least 1250 hours in the previous twelve months. Appropriate medical certification will be required and you may be required to provide periodic updates while on leave. If you qualify and are absent for three consecutive days or the City becomes aware that you are hospitalized, the City may put you on FMLA leave by its own action.

Holidays

If the twelve weeks of FMLA leave are exhausted, you may apply for an extended leave of absence subject to the City Manager's approval. There is no requirement or guarantee that such extension will be granted. Please refer to Administrative Policy 5.28 (Family Medical Leave) for specific guidance.

The City provides full-time employees with eleven (11) paid holidays per year. They are:

- New Year's Day
- Martin Luther King Jr. Birthday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- One additional day either before or after Christmas Day (see below)
- Your birthday

Your birthday holiday is added to your Holiday bank during the pay-period in which your birthday falls. When a holiday falls on a Saturday it is normally observed the preceding Friday. If the holiday falls on a Sunday, it is normally observed on the following Monday. When Christmas falls on Tuesday, Wednesday, Friday or Saturday, in addition to the legal holiday observance, the preceding workday shall also be observed as the 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.

Employees designated as shift employees (who work in an area where activities are ongoing seven days per week, 24 hours per day) observe the holiday on its actual date. These employees, if they are required to work, are paid for the holiday and may also be compensated at the double time rate if they are non-exempt. Exempt employees who are required or authorized to work a holiday will be paid their normal pay and receive 8 hours of holiday time in their holiday accrual.

	<p>If you are on vacation, sick leave or other paid absence when a holiday is observed, you will be paid the holiday in lieu of the other paid leave time. If you are on Family Medical Leave (FMLA), paid or unpaid, you will be paid the holiday in lieu of the other paid leave time. If you are on an unpaid leave other than FMLA that is longer than seven calendar days, you will not receive holiday pay for holidays occurring during the leave.</p>
Jury Duty	<p>From time to time, you may be called to serve the community as a member of a jury. If you are called to serve on a jury, you will incur no loss of pay. You are however required to return to the City any payment received from the Court for jury service other than travel or expense allowances.</p>
Military Leave	<p>If you are a member of the National Guard or Reserves, you are allowed up to 30 calendar days per year of leave with pay for service to these organizations. Consult Administrative Policy 5.30 regarding this leave.</p>
Performance Recognition Leave	<p>In addition to other forms of leave, Department Directors are encouraged to recognize superior performance and exceptional effort of "exempt" SPM employees by granting performance leave. This performance leave is in addition to the accrued leave mentioned above. Performance leave will not be administered through the City's payroll system and will be granted purely at the discretion of the Department Director.</p>
Sick Leave	<p>Sick leave is accrued at the rate of one day per month, regardless of length of service.</p> <p>Sick leave may be used for your own illness or incapacity to work or the illness of your spouse or dependent children. Should an emergency arise involving your immediate family (spouse, child, parent or sibling) you may also use your accrued sick leave. An emergency is considered to be an illness or accident involving a life-threatening situation.</p> <p>The Supervisory, Professional and Management Employee Board (SPM Board) sponsors a sick leave bank. This is a mechanism whereby you can contribute a portion of your vacation or sick time to become a member. Members are then eligible to draw upon the resources of the bank if they have exhausted their personal sick leave</p>

and other paid leave accruals and are unable to work due to a serious illness or injury. Details of this plan can be obtained from members of the SPM Board.

It is important to use your sick leave for only the uses listed herein. Sick leave is intended to provide income replacement for periods when you are not able to work due to illness or injury. Using your sick leave sparingly and only when absolutely needed will allow your sick leave accrual balance to accumulate hours and provide you with income in the event of a serious illness. If you improperly use your sick leave or show a pattern of abuse, you may be required to provide medical certification for subsequent approval for the use of sick days and you may be subject to disciplinary action if sick leave abuse is determined.

Your sick leave continues to accrue without limit. You will receive one-half of your accrued sick leave up to a maximum payout of 750 hours should you terminate your employment with 20 years or more of service, or retire (regular or disability) through a bona fide retirement system (i.e., IPERS or 411) or death. If you are terminated for cause, you are not eligible for any sick leave payment.

Vacation

As a new full-time employee, you will begin to accrue vacation time at a rate of 6.67 hours per month to total 80 hours or ten (10) days per year. You are not eligible to use or receive compensation for this vacation leave until you complete the probationary period. Your rate of vacation accrual will increase as listed below.

- 1 - 6 years of service 10 days / 80 hours
- 7 - 11 years of service 15 days / 120 hours
- 12 - 18 years of service 20 days / 160 hours
- 19+ years of service 25 days / 200 hours

You must get approval in advance from your supervisor and/or department head in order to use vacation leave. Time off must be used in increments of not less than four (4) hours for exempt employees. You are encouraged to regularly use your annual accrued vacation time. Generally, you can only accrue up to 600 hours of vacation.

Voting

When you end your employment with the City, you will be paid for your vacation leave accrual at that time at your last rate of pay.

State law requires that you have time to vote either before or after your workday. If your schedule on an Election Day appears to not permit time to vote, contact your supervisor so an accommodation can be made.