

RESOLUTION NO. 2025-

**A RESOLUTION ACCEPTING AND APPROVING REVISIONS
TO THE EMPLOYEE PERSONNEL POLICY HANDBOOK;
WITHIN THE CITY OF INDEPENDENCE, BUCHANAN
COUNTY, IOWA.**

WHEREAS, the Council met on Monday, July 28, 2025, and reviewed and approved revisions to the Employee Personnel Policy Handbook for the City of Independence, Buchanan County, Iowa, as noted:

1. **Section 2.11 Performance Reviews** – Expanded to clarify that all full-time employees and permanent part-time employees shall receive, at least once per year, a performance review which will objectively assess their performance and accomplishments relative to the job description.
2. **Section 3.1 Definition of Employee Status** – Expanded to add “Permanent” to the Part-time employee definition, and to include a new “Seasonal Part-time employee” item meaning an employee hired to work fewer than thirty (30) hours per week on a temporary basis who continues to work for the City at the completion of a specific assignment on a part-time basis. Such employees may be exempt or nonexempt under the Fair Labor Standards Act (FLSA) as defined in the handbook. Part-time employees are not eligible for any benefits described in this handbook, unless otherwise indicated in this handbook or required by law.
3. **Section 4.1 Holidays** – Clarified to identify the holidays that are offered to Library employees correctly.
4. **Section 4.6 Bereavement Leave** – Changed from 3 days to 5 days for the Employee’s grandchild, grandparent, mother-in-law, father-in-law, brother-in-law, or sister-in-law, and added Stepchildren to this category. Changed from 1 to 2 days for Firefighter’s grandchild, grandparent, mother-in-law, father-in-law, brother-in-law, or sister-in-law, and added Stepchildren to this category.
5. **Section 4.10 Sick Leave Benefit** – Expanded to add the illness or injury of a parent to this benefit.
6. **Section 4.11 Pregnancy Workers Fairness Act** – New section to cover reasonable accommodations to a qualified employee’s known limitations related to pregnancy, childbirth, or related conditions, unless the accommodation will cause the employer an undue hardship.

WHEREAS, the Council has authorized the City Clerk to proceed with updating the policy with these revised provisions and distributing them to employees and obtaining signatures on the acknowledgement of receipt of the revisions to place in personnel files.

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF INDEPENDENCE, BUCHANAN COUNTY, IOWA, that the Council met on Monday, July 28, 2025, at 5:30 p.m. in City Hall and by majority vote approved a Resolution accepting and approving revisions to the Employee Personnel Policy Handbook; within the City of Independence, Buchanan County, Iowa.

RESOLUTION NO. 2025- was passed and approved by a majority vote of the City Council of Independence, Iowa, on the 28th day of July 2025.

Record of Voting:

Ayes:

Nays:

Absent:

RESOLUTION NO. 2025- declared passed and adopted by the Mayor on this 28th day of July 2025.

Brad Bleichner, Mayor of the City of Independence, Iowa

ATTEST:

Susi Lampe, CMC, IaCMC, IaCFO,
Assistant City Manager/City Clerk/Treasurer of the City of Independence, IA