

RESOLUTION NO. 2024-

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, January 22, 2024, and reviewed and approved revisions to the Employee Personnel Policy Handbook for the City of Independence, Buchanan County, Iowa, that replaces Section 4.2 Vacation entirely:

4.2 Vacation

The City of Independence values our staff and their well-being. To that end, we require that every employee takes a minimum of one week of vacation per year (40 hours) to prevent burnout. This time away does not need to be consecutive.

Accrual Rates

Vacation leave shall be earned and accrued from the most recent day of employment per the charts below. All requests for vacation leave are subject to supervisor approval. Employees will accrue vacation leave during their first six (6) months of employment; however, they are not permitted to use any during this time. Subsequently, if the employee terminates his or her employment with the City before the completion of the first six (6) months of employment, he or she will not be paid for any accrued vacation leave.

Full-time employees (Non-Union) shall accrue annual leave in the following manner:

Years of Service	Per Pay Period (26 Pay Periods Per Year)		Per Year	
	Hours	Days	Hours	Days
1st – 4th Year (Group 1)*	3.08	0.385	80.08	10.01
5th – 9th Year (Group 2)	4.00	0.500	104.00	13.000
10th – 14th Year (Group 3)	4.62	0.5775	120.12	15.015
15th – 19th Year (Group 4)	5.54	0.6925	144.04	18.005
20th – 24th Year (Group 5)	6.16	0.77	160.16	20.02
25th Year & Beyond (Group 6)	7.70	0.9625	200.20	25.025

\* Denotes that during the first 6 months of employment, vacation will be accrued, but none may be used by the employee.

Full-time firefighter employees (Non-Union) shall accrue annual leave in the following manner:

Years of Service	Per Pay Period (26 Pay Periods Per Year)		Per Year	
	Hours	Days	Hours	Days
1st – 4th Year (Group 1)*	4.62	0.19250	120.12	5.00500
5th – 9th Year (Group 2)	5.54	0.23083	144.04	6.00166
10th – 14th Year (Group 3)	6.47	0.26958	168.22	7.00917
15th – 19th Year (Group 4)	7.39	0.30792	192.14	8.00583
20th – 24th Year (Group 5)	9.24	0.38500	240.24	10.01000
25th Year & Beyond (Group 6)	11.08	0.46167	288.08	12.00333

\* Denotes that during the first 6 months of employment, vacation will be accrued, but none may be used by the employee.

Union Employees shall accrue vacation according to their collective bargaining agreement.

For purposes of this policy, “length of continuous service” shall mean an employee’s length of continuous service with the City of Independence since the employee’s most recent full-time date of hire.

Scheduling Vacation

Vacations may be taken as weekly periods or as individual days, as long as the increments chosen meet with the supervisor’s approval. Vacation requests for five (5) days or more must be communicated to the Department Head and/or City Manager at least forty-eight (48) hours before the start of the vacation period. Vacation requests for less than five (5) days must be communicated to the Department Head and/or City Manager as soon as possible. Vacation preferences are subject to staffing requirements as determined by the City. All vacation requests may be denied by the Department Head and/or City Manager based on workload demands or other work-related reasons.

Carryover

Carryover from the prior calendar year shall be limited to the maximum accrual amount that the employee is eligible for each year – based on the groups identified in the accrual charts above, minus the required vacation use outlined at the beginning of Section 4.2. For example, a Full-Time employee currently in Group 3 would be eligible to carry over 80.12 hours. A Full-Time Firefighter currently in Group 3 would be eligible to carry over 128.22 hours. If extenuating circumstances exist, the City Manager may allow for more carryover, but the employee must make an effort to utilize any excess vacation carried over during the first three months of the following year.

Vacation Pay Upon Termination

If employment with the City is terminated, either voluntarily or involuntarily, for any reason during the first six months of employment, no vacation is due upon termination. If employment is terminated for any reason after the first six months of service, the employee will be paid for any unused earned vacation at their current pay rate.

Accrual of Vacation During Unpaid Leaves

Vacation will not accrue during unpaid leaves of absence of thirty (30) calendar days or longer.

**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, January 22, 2024, at 5:00 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. 2024-** was passed and approved by a majority vote of the City Council of Independence, Iowa, on the 22<sup>nd</sup> day of January 2024.

Record of Voting:

Ayes:

Nays:

Absent:

**RESOLUTION NO. 2024-** declared passed and adopted by the Mayor on this 22<sup>nd</sup> day of January 2024.

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Brad Bleichner, Mayor of the City of Independence, Iowa

ATTEST:

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Susi Lampe, IaCMC, IaCFO, City Clerk/Treasurer of the City of Independence, Iowa