

RESOLUTION NO. _____-2025

RESOLUTION AMENDING THE OELWEIN PERSONNEL MANUAL

WHEREAS, the city council is must vote to make changes to the personnel manual as needed to ensure a properly functioning organization; and

WHEREAS, the following will be amended

1. Current Policy – 7.5 Residence (A)Emergency services personnel shall reside within a 15-minute radius of their primary place of work. Failure to maintain this residency within the limit shall result in termination of employment.
 - a. Proposed Policy – 7.5 Residence (A)Emergency services personnel shall reside within a 30-minute radius of the corporate city limits. The chief of police, at his/her discretion, may extend the distance for extenuating circumstances. Additionally, the chief of police may limit the number of officers not residing within the city limits to maintain an effective response time and workforce. Failure to maintain this residency within the limit shall result in termination of employment.
2. Current Policy (22.4(B)(1)(b)(v))“Evidence that an employee has caused an accident while at work which resulted in an injury to a person for which injury, if suffered by an employee, a record or report could be required under Chapter 88 of the Iowa Code, or an accident that resulted in damage to property, including equipment, in an amount reasonably estimated at the time of the accident to exceed One Thousand Dollars (\$1,000.00).
 - a. Proposed Policy- 22.4(B)(1)(b)(v):“Evidence that an employee has caused an accident while at work which resulted in an injury to a person for which a report could be required under Chapter 88 of the Iowa Code, or an accident that resulted in damage to property, including equipment, in an amount reasonably estimated at the time of the accident to meet or exceed One Thousand Five Hundred Dollars (\$1,500.00). Supervisors shall confirm the \$1,500 threshold before directing an employee for post-accident drug or alcohol testing.
3. Added to 6.3 Conditions and Benefits of Probationary Employees
 - a. D. New employees may use personal days during their probationary period as they accrue them.
4. Current policy- 13.1 All full-time regular employees, with the exception of Police Department employees, shall receive the following ten (10) holidays off with pay. Seasonal or temporary part-time employees receive no paid holidays. Holidays observed are:
 - a. Proposed Policy- 13.1 All full-time regular employees, with the exception of Police Department employees, shall receive the following ten (10) holidays off with pay. Holidays observed are:
5. Current policy- 15.1 Also, sick leave (limited to 40 hours per fiscal year) may be used to care for a member of the employee’s immediate family.
 - a. Proposed Policy- Also, sick leave (limited to 80 hours per fiscal year) may be used to care for a member of the employee’s immediate family.; and

WHEREAS, these changes will be effective upon adoption from the city council, and;

NOW, THEREFORE, BE IT RESOLVED by the city council of Oelwein, Iowa amending the Oelwein personnel manual

Passed and approved by the City Council of the City of Oelwein, Iowa this 22nd day of December, 2025.

Brett DeVore, Mayor

It was moved by _____ and seconded by _____ that the Resolution as read be adopted, and upon roll call there were:

AYES NAYS ABSENT ABSTAIN

Ricchio

Weber

Lenz

Cantrell

Seeders

Payne

Attest:

Dylan Mulfinger, City Administrator

Recorded December 23, 2025