

RESOLUTION NO. _____-2023

Resolution Amending the Oelwein Personnel Policy Manual

WHEREAS, the City Administrator has worked with council in several work sessions to determine the appropriate changes that are in the best interest of the organization and the community; and

WHEREAS, the following changes shall be made and effective July 1, 2023. Pool passes shall be effective for the 2024 pool season. Verbatim changes can be found in the manual.

1. Policy 2 Definitions
 - a. Added further explained below for spouse
 - b. Added common law marriage language
2. 7.14 Social Media Policy
 - a. Added TikTok for a social media site
3. 7.15 Discrimination, Harassment, and Retaliation
 - a. Update Section A paragraph three to reference 7.15, not 7.14c
4. 10.2 Resignations
 - a. Added language for when an employee resigns
 - b. Does not allow employees in poor standing
5. 12.2 Complaint Procedure
 - a. Removed City Attorney from complaint process
6. 13.1 City Observed Holidays
 - a. Adding Juneteenth, June 19, to the Holiday list for fulltime employees
 - b. Add language for part time employees at the city
7. 13.3 Holiday Pay Administration
 - a. Cleaned up the holiday pay process for new employees
8. 14.1 section B
 - a. Vacation will be changed to the following:

Proposed	Days	Hours
Service over one (1) year	5	40
Service over two (2) years	10	80
Service over five (5) years	15	120
Service over ten (10) years	20	160
Service over fifteen (15) years	25	200

9. 14.1 section B
 - a. Add bullet point to clarify employees on older contracts that receive one extra vacation day over years worked past 21 years.

- i. Union and Nonunion fulltime employees prior January 1, 1990 shall receive one year additional vacation day per year for each year worked over 21 years

10. 15.1 General Provisions

- a. Newly hired probationary employees will accrue sick leave the same as regular employees, but sick leave pay shall not be authorized for the first 120 days of employment, as stated above in Section 6.3(B).

11. 15.1 General Provisions

- a. Change shall to can in the first paragraph to read:
 - i. Illness or injury occurring while an employee is on vacation can not be changed to sick leave during the duration of the vacation period unless notification of the matter is received by the immediate Department Head as soon as possible and said sickness is substantiated by an approved health care provider's signed and dated certification.

12. 15.3 Notice Requirements

- a. Change Human Resource Coordinator to City Clerk

13. 16.4 Funeral/Bereavement Leave

- a. In case of death in the immediate family (other than a spouse, child or parent), a regular full-time employee shall be granted a leave of absence with pay for a period not to exceed three (3) workdays. In case of death of a spouse, child, or parent a regular full-time employee shall be granted a leave of absence with pay for a period not to exceed five (5) workdays. To be eligible for paid funeral leave an employee must have completed their probationary period. Employees may be required to submit proof of death and/or relationship

14. 16.5 Personal Day

- a. Clean up language on using personal days on or before July 1.

15. 18.1 Uniforms

- a. Provides uniforms to part time workers boots after a successful season
- b. Provides uniforms to guards who complete a season

16. 18.4 Education Allowances

- a. Employees reimburse the city for all failed certifications

17. 18.6 City Pool Pass

- a. The City Shall provide a pool pass for the employee and their respective family to full time employees after a successful probationary period. The pass shall also be provided to part time employees, volunteer fire fighters, and reserve police officers after a successful season or year of employment with the city.

18. 19.2 Overtime

- a. F clarify for actual hours worked

19. 19.3 Compensatory Time

- a. If additional hours over forty (40) hours per week are not true overtime hours worked, the hours must be paid out to the employee as straight time during that pay period and cannot be added to the employee's compensatory time bank.

20. 22.4 Drug and Alcohol Use/Abuse/Testing

- a. 6 C. Change Supervisor to City Clerk

21. 23.1 Employee Wellness Center Membership

- a. Changes to part time employee membership

- b. Added 24 access for employee from salary resolution
22. 24 Purchasing Policy
- a. Reference new policy

WHEREAS, these changes will help retain and recruit new employees to the organization; and

WHEREAS, council reviewed these changes in the spring of 2023 and provided direction to staff to incorporate them into the new personal manual; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of Oelwein, Iowa amends the Personnel Policy Manual.

Passed and approved this 12th day of June 2023.

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

Stewart
Weber
Lenz
Garrigus
Seeders
Payne

Attest:

Dylan Mulfinger, City Administrator

Recorded June 13, 2023.

City Administrator