

RESOLUTION NO. _____-2024

RESOLUTION AMENDING THE OELWEIN PERSONNEL MANUAL

WHEREAS, the City Council has discussed the below changes over the course of several meetings;
and

WHEREAS, the following changes will be made to the Oelwein Personnel Manual:

1. 7.2 Hours Worked
 - a. Under section B 1 the following shall be added to create sub section 1.1:
 - i. From Memorial Day to Labor Day, Departments, with permission from the City Administrator, may elect to take the option of working four ten-hour days.
 - b. Under section B 3 the following shall changed to reflect notice:
 - i. Remove “as much notice as possible” with “24 hours of notice”
2. 10.2 Separation
 - a. Under section A, the entire paragraph shall be deleted and replaced with the following below, and all such letters below section A shall be re lettered to reflect correct order.
 - i. (A) An employee who wishes to voluntarily terminate his/her service with the City shall submit a written resignation at least two weeks prior to the intended date of departure. If an employee fails to give at least two weeks’ notice prior to his/her resignation, the employee will be ineligible to receive payment for any accrued but unused vacation pay upon separation. Furthermore, the City shall consider such failure to provide notice prior to resignation in the event the employee seeks reemployment.
 - ii. (B) If the City, in its discretion decides that an employee who voluntarily resigns should not remain employed, the City may immediately escort the employee off City property and their employment shall end effective immediately, but the City shall pay for the two-week notice period and the accrued but unused vacation pay. However, an employee who resigns in lieu of termination shall not receive two weeks’ notice pay and shall not receive accrued but unused vacation pay.
 - iii. (C) An employee must work every shift, for the first two weeks of their separation notice, to be eligible to receive payment for any leave balances, other than compensatory time.
3. 15.1 General Provisions Sick Leave
 - a. Under 15.1 section D the paragraph shall be removed and replaced with the following:
 - i. An employee may use up to eighty (80) hours of sick leave in one fiscal year to arrange for the needs of a member of his or her immediate family. Family sick leave will count toward their accrued sick leave. Family sick time is

sometimes referred to as emergency sick time as it is intended for situations that require the presence of the employee.

4. 16.1 Professional Conference Attendance
 - a. Under 16.1 section B number 5 shall be deleted in its entirety and replaced with the following:
 - i. Breakfast \$15.00
 - ii. Lunch \$20.00
 - iii. Evening \$30.00
 - iv. Employees cannot exceed \$65.00 per day, (alcohol excluded) except meals when part of the registration package. Miscellaneous gratuities up to 20% are acceptable. The gratuity may be added on top of the allowed amount.
5. 16.5 Personal Day
 - a. The following shall be added to 16.5 to paragraph A.
 - i. Four (4) 32 hours
6. 19.2 Overtime
 - a. Under section 19.2 D the following shall be added as letter D and E with E and F being changed to G and H:
 - i. E. A call out is when an employee is called into work before or after their designated shift.
 - ii. F. Continuation of work is when an employee is working past the designated 8-hour, or 10-hour shift. Continuation of work is only overtime if the employee has 40 hours of hours worked during that week.
7. 19.3 Compensatory Time (Non-Exempt Employees)
 - a. Under section 19.3 the second sentence shall be modified and shall appear as below:
 - i. 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 unless they are call out hours paid at time and one half. Time can only be added to compensatory time if the employee works 40 hours during the pay period.
 - b. Under section 19.3 C the existing shall be deleted and the paragraph below shall be added:
 - i. Unless otherwise provided for by a CBA, non-exempt employees can bank up to 40 hours of compensatory time every six months. This time frame for the six months is January to June and July to December. Once the employee has reached their 40 hours in their six-month period, all overtime will be paid out to the employee and cannot be converted to compensatory time. City Employees will be allowed to earn a total of 80 hours of compensatory time annually.

WHEREAS, the city amends the personnel manual as needed to ensure the manual meets the expectations of the City Council and allows for an efficient and effective organization; and;

WHEREAS, these changes shall be effective May 19, 2024;

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

Passed and approved this 13 day of May, 2024.

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
Garrigus
Seeders
Payne

Attest:

Dylan Mulfinger, City Administrator

Recorded May 14, 2024.