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City Clerk's Office
Hiawatha City Hall
101 Emmons Street
Hiawatha, Iowa 52233

Memo

To: Mayor and City Council

From: City Clerk's Office

Date: December 20, 2017

Re: Employee Policy Manual Amendments (and amending the Part-Time /Temporary/ Seasonal Employee Policy Manual accordingly)

The City Administrator and I are requesting your approval of the following amendments to the Employee Policy Manuals:

1. **Disciplinary Practices and Procedures – Employee Notice of Expansion to Public Records Requirements**
   During the 2017 legislative session, Governor Brandstad signed a bill into law expanding the classification of public records under Iowa Code Chapter 22, to include disciplinary action against an employee resulting in discharge, resignation in lieu of termination or demotion. Additionally, employers are required to notify employees in writing that the documentation relating to the disciplinary action could become a public record.

   We are requesting to add notification (shown in red on the attached resolution) of the expanded public records requirements, to the Employee Policy Manuals in the Disciplinary Practices and Procedures section. We have also included this same notice on all internal disciplinary paperwork.

2. **Vacation Policies**
   As far back as our payroll records show, there has been a bit of discrepancy in the interpretation of the vacation accrual schedule for non-union employees versus the interpretation of the vacation schedule in the union agreement. This is happening because the accrual schedule is not set up in the same manner. For instance in the union agreement, after 10 years of completed service, a full-time employee receives an additional increment of vacation. In the non-union vacation schedule, a full-time employee receives an additional increment of vacation after 11 years of completed service.

   As you are aware, we like to keep policies and procedures the same for union and non-union employees whenever possible. Vacation accrual is one policy that we have the ability to apply uniformly to all full-time employees. We are requesting to change the vacation accrual schedule in the employee policy manual to match the union agreement (refer to attached resolution). Once approved by City Council, payroll staff will go through the records and adjust vacation for any employees currently affected by this change.

3. **DOT Drug and Alcohol Policy Manual**
   The United States Federal Motor Carrier Safety Administration recently released notice effective January 1, 2018, the drug test panel for CDL holders will be expanded to a five panel with expanded Opioids.

   We are requesting to update the DOT Drug and Alcohol Policy Manual attached to our Employee Policy Manual, to include the new regulations. Please note non-CDL employees, will not be affected by these changes and we do not need to amend the Substance Abuse Policy covering these individuals.

Thank you for your consideration of the changes to the Employee Policy Manuals. I would be happy to answer any questions you may have.

DRAFT

RESOLUTION NO. 17-
City Council

RESOLUTION AMENDING EMPLOYEE POLICY MANUAL SECTION V EMPLOYEE CONDUCT AND WORK RULES DISCIPLINARY PRACTICES AND PROCEDURES, AMENDING SECTION VIII BENEFIT POLICIES VACATION POLICIES, AND AMENDING DOT DRUG AND ALCOHOL POLICY MANUAL

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, to amend Employee Policy Manual Section V Employee Conduct and Work Rules Disciplinary Practices and Procedures, amending Section VIII Benefit Policies Vacation Policies, amending the DOT Drug and Alcohol Policy Manual (and amending the Part-Time / Temporary / Seasonal Employee Policy Manual accordingly), as follows:

SECTION V

EMPLOYEE CONDUCT AND WORK RULES

Disciplinary Practices and Procedures

Note: Per Iowa Code Section 22.7(11), the following information contained in personnel records relating to documented disciplinary action is considered a public record:

The fact that an individual resigned in lieu of termination, was discharged, or was demoted as the result of a disciplinary action, and the documented reasons and rationale for the resignation in lieu of termination, the discharge, or the demotion.

Per Iowa Code Section 22.15, a government body that takes disciplinary action against an employee that may result in documented reasons to support a demotion, discharge or resignation in lieu of discharge being placed in the employee's personnel record, prior to taking such disciplinary action, shall notify the employee in writing that the information placed in the employee's personnel file as a result of the disciplinary action may become a public record.

DRAFT

SECTION VIII

BENEFIT POLICIES

Vacation Policies

Years of Completed Service	Total Accrual Per Year (In Days)
~~Six~~ 6 months ~~to first year~~	40 Hrs; (1.54 hrs per pay period)
~~First~~ 1 Year ~~to second Anniversary Date~~	80 Hrs; (3.08 hrs per pay period)
~~Third to Tenth Anniversary Date~~ 3 Years	120 Hrs; (4.62 hrs per pay period)
~~Eleventh to Seventeenth Anniversary Date~~ 10 Years	160 Hrs; (6.15 hrs per pay period)
~~After Eighteenth Anniversary Date~~ 18 Years	200 Hrs; (7.69 hrs per pay period)

DOT DRUG AND ALCOHOL POLICY MANUAL

USDOT Drug Testing Panel Expanded

Effective January 1, 2018, the USDOT, FMCSA expanded its drug testing panel to include four synthetic opioid drugs that of hydrocodone, hydromorphone, oxycodone and oxymorphone. This will be recognized as a five panel with expanded opioids. This also will remain as the "only" approved method for the DOT drug test panels.

The Department of Transportation (49 CFR Part 40) is harmonizing with HHS guidelines and will test for the following drugs: (5 panels with expanded opioids)

1) Marijuana metabolite
2) Cocaine
3) Phencyclidine-PCP
4) Amphetamines – (includes Methamphetamines, MDMA, MDA)
5) Opioids: Codeine/Morphine, 6 -AM (Heroin) Hydrocodone/Hydromorphone, Oxycodone/Oxymorphone

AYES:
NAYS:
ABSENT:

PASSED AND APPROVED this 20th day of December, 2017.

DRAFT

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Bill Bennett, Mayor

ATTEST:

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Kelly Kornegor, City Clerk