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

Memo

To: Mayor and City Council

From: Kelly Kornegor, City Clerk

Date: May 18, 2016

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. **Section VII amending Smoking / Smokeless Tobacco Policy**
   The current Smoking and Smokeless Tobacco Policy in the Employee Policy Manuals prohibits employees from smoking and using smokeless tobacco products such as dip and chew, in and/or on city owned property and vehicles, except in designated smoking areas located adjacent to the public buildings. The proposed changes add the use of e-cigarettes and vapor products to the list of prohibited activity outside of designated areas. We are just trying to cover all facets of tobacco and smoking/smokeless tobacco products.

2. **Section VII amending the Electronic Communication and Information Systems Policy Section 2.5 B Passwords**
   We worked with our IT Technician Kris Rausch from Inteconnex to update the language pertaining to password construction and protection for city computers and applications. It has been some time since we have taken a look at our password protection policy and there have been changes to our internal procedures currently referenced in the Employee Policy Manuals. For instance, past practice was to require employees to provide their current computer and computer applications passwords to the city clerk's office on an annual basis. It is not necessary for employees to provide their passwords because Kris has administrative rights to log on to any city computer if we need access because an employee left or if Kris needs to remote in to fix a problem.

3. **Amending the Employment Acknowledgment Form**
   Each time a new employee goes through their orientation process we have them fill out employment paperwork including signature pages from the Employee Policy Manual. One of the pages we require new employees to sign is the Employment Acknowledgement Form indicating the employee is informed on how to access the Employee Policy Manual and it is their responsibility to review, understand, and follow the policies within the manual. The Employee Policy Manual is a large document and we have not printed out hard copies for employees in quite some time. Instead we upload both the full-time and part-time/seasonal/temporary Employee Policy Manuals to the Hiawatha website where

employees have access at any time. Each time we make a change to the manuals, we upload new copies to the website.

The current language on the Employment Acknowledgement Form states that the employee received a copy of the manual. We are simply updating this language to reflect access on the website and their responsibility to understand the policies.

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. 16-
City Council

RESOLUTION AMENDING THE EMPLOYEE POLICY MANUAL SECTION VII SMOKING / SMOKELESS TOBACCO POLICY, ELECTRONIC COMMUNICATION AND INFORMATION SYSTEMS POLICY AND EMPLOYMENT ACKNOWLEDGMENT FORM

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, to amend the Employee Policy Manual by amending Section VII Smoking / Smokeless Tobacco Policy, Electronic Communication and Information Systems Policy Section 2.5 B Passwords, and Employment Acknowledgment Form (and updating the Part-Time / Temporary / Seasonal Employee Policy Manual accordingly), as follows:

SECTION VII

Smoking / Smokeless Tobacco Policy

The City of Hiawatha is committed to providing a safe, healthy, and comfortable environment for all of its employees and will comply with the Iowa Smoke free Air Act of 2008. The law prohibits smoking within the confines of any public buildings owned, leased, or operated by or under the control of the City, the grounds of any public building owned, operated, leased or controlled by the City, all City-provided vehicles and roads- related equipment. However, the City has elected to exercise one of its options of permitting smoking in designated areas adjacent to its public buildings. Employees who smoke in the permitted areas should dispose of any smoking material in a trash receptacle for safety precautions and to reduce litter.

Because the City of Hiawatha may be subject to criminal and civil penalties for violations of applicable smoking laws, we must insist upon strict adherence to this policy. Employees smoking in non-smoking areas may be subject to disciplinary action up to and including termination.

All citizens and visitors within these "Non-Smoking" areas must be TACTFULLY requested to cease the use of all tobacco products for the duration of their presence in these areas.

In addition to smoking, the use of e-cigarettes, vapor products, and smokeless tobacco related products (to include dipping, chewing, etc.) within the confines of any public buildings owned, leased or operated by or under the control of the City, the grounds of any public building owned, operated, leased or controlled by the City, all City-provided vehicles and roads related equipment are prohibited. However, the City has elected to exercise one of its options of permitting the use of tobacco and smoking products, e-cigarettes, vapor products, and smokeless tobacco related products in designated areas adjacent to its public buildings. Employees who use tobacco and smoking products, e-cigarettes, vapor products, and smokeless tobacco related products in the permitted areas should dispose of any smokeless tobacco related material in a trash receptacle for safety precautions and to reduce litter.

Employees using tobacco and smoking products, e-cigarettes, vapor products, and smokeless tobacco related products in non-smoking areas may be subject to disciplinary action up to and including termination.

2.5. B PASSWORDS

~~Each user accesses the electronic information/e-mail system by means of a personal log-in name and password, which will be selected by the employee and kept on file with the Department Head and City Clerk's office.~~

~~The City server is installed with software requiring employees to update their user login passwords on a quarterly basis.~~

Employees at the City of Hiawatha must access a variety of IT resources, including computers and other hardware devices, data storage systems, and other accounts. Passwords are a key part of making sure only authorized people can access those resources and data. All employees who have access to any of those resources are responsible for choosing strong passwords and protecting their log-in information from unauthorized people.

The purpose of this policy is to make sure all City of Hiawatha resources and data receive adequate password protection. The policy covers all employees who are responsible for one or more accounts or have access to any resource that requires a password.

The City server is installed with software requiring employees to update their user login passwords on a quarterly basis.

Password Construction

- All passwords should be reasonably complex and difficult for unauthorized people to hack. Employees should choose strong passwords that are ~~Passwords must be~~ no less than eight characters long and include all three of ~~two of the three~~ the following requirements:
  - ~~At least one capital letter.~~ A combination of upper and lower case letters.
  - ~~At least one number.~~ Numbers.
  - ~~At least one~~ Punctuation marks and other special characters (!#%*).

- When choosing a password employees should avoid basic combinations that are easy to crack. For example, password, password1 and Pa$$w0rd are not secure choices.

- ~~The stronger the password the greater the security and the strongest passwords would include all of three of the above listed parameters.~~

- Substituting numbers for specific letters makes the password easier to remember and also makes the password stronger example, using 1 for the letter I, 3 for the letter e, @ for the letter a, 0 for the letter o, and 5 for the letter s.

- A password should be unique, with meaning only to the employee who chooses it. That means dictionary words, common phrases and even names should be avoided.

- Employees must choose unique passwords for all of their company accounts, and may not use a password that they are already using for a personal account.

~~***City of Hiawatha employees shall notify the City Clerk's office Administrative Assistant/IT each time a change has been made to City computer passwords.***~~ ***All City of Hiawatha employees using software applications to process departmental tasks (example: Summit) shall provide current login passwords to the City Clerk's office.***

Password Protection

- ~~On an annual basis, employees will receive a memo from the City Clerk's office Administrative Assistant/IT requesting current computer login password and current computer program passwords.~~

- ~~Passwords will be recorded into a confidential database that will be secured in the City Clerk's office.~~

- Passwords are intended to keep unauthorized individuals from accessing messages stored on the system. From a systems perspective and from the perspective of an e-mail recipient, passwords also establish the identity of the person sending an e-mail message. The failure to keep passwords confidential can allow unauthorized individuals to read, modify, or delete e-mail messages; circulate e-mail forgeries; and download or manipulate files on other systems.

- If the security of a password is in doubt, for example, if it appears that an unauthorized person has logged in to the account, the password must be changed immediately.

- The practice of using passwords should not lead employees to expect privacy with respect to messages sent or received. The use of passwords for security does not guarantee confidentiality. (See Section 2.5.A, "Access to Employee E-mail").

- Passwords should never be given out over the phone, included in e-mail messages, posted, or kept within public view. Employees must never share passwords with any outside parties, including those claiming to be representatives of the City of Hiawatha stating a legitimate need to access the system.

- Employees are prohibited from disclosing their password, or those of any other employee, to anyone who is not an employee of the City. Employees also should not disclose their password to other employees, except when required by an urgent business matter (see Section 2.5.A.1 (b) of this policy). (or by authorized IT support personnel for the purpose of repair or maintenance).

- Employees should take steps to avoid phishing scams and other attempts by hackers to steal passwords and other sensitive information. Employees will receive training on how to recognize these attacks.

- Employees may not use password managers or other tools to help store and remember passwords without permission from IT.

EMPLOYMENT ACKNOWLEDGMENT FORM

This acknowledgment form ~~is to certify~~ certifies that the undersigned on the date indicated received ~~a copy of this~~ instructions on retrieving a copy of this handbook for use while employed by the City of Hiawatha. This handbook is available on the Hiawatha website at www.hiawatha-iowa.com under the Employee Login tab utilizing a username and password issued by the City Clerk's office.

I understand that this Employee Handbook is neither a contract nor a guarantee of employment. This handbook describes important information about my employment with the City of Hiawatha.

Policies and programs presented here in summary form are subject to City Management interpretation and City practices. I further understand that the City retains the unilateral right to add to, delete from, change, or revoke the policy manual or any of its policies at any time. I understand that this policy manual is intended to supersede and replace all previous employee handbooks, manuals and policy statements, whether oral or written, issued by the City of Hiawatha. I further understand that revisions to this handbook may supersede or eliminate one or more existing policies and/or benefits and that all such changes will be communicated through official notices.

I understand that this manual remains the property of the City of Hiawatha and must be returned intact to the City along with all other City property upon termination of my employment.

My employment relationship with the City of Hiawatha is entered voluntarily and is subject to termination by me or the City at will, with or without cause; at any time either I or the City believes such action to be appropriate. No policy or practice of the City may be construed to change the nature of this employment relationship. Only the City Council has the right to modify or change this practice and such action must be in writing.

I acknowledge that I have received ~~a copy of this~~ instructions on retrieving a copy of this handbook and that it is my responsibility to read the handbook and any revisions made to it, understand the policies contained within the handbook, and act in accordance with its provisions.

I authorize that any balances owed to the City at the time of termination of my employment relationship to be deducted from my paycheck according to Federal and State regulations.

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EMPLOYEE'S SIGNATURE DATE

DRAFT

* Original signature page is in personnel file

AYES:
NAYS:
ABSENT:

PASSED AND APPROVED this 18th day of May, 2016.

_____
Bill Bennett, Mayor

ATTEST:

_____
Kari Graber, Deputy Clerk