

RESOLUTION NO. _____

RESOLUTION APPROVING LOAN AGREEMENT FOR LOAN OF FUNDS
FROM THE CUSB HISTORIC DOWNTOWN REVOLVING LOAN FUND
AND THE CITY OF CRESCO TO BRADY NORMAN D/B/A
CORNSTALK IOWA, LLC

WHEREAS, the City of Cresco has established a CUSB Historic Downtown Revolving Loan Fund originally financed by donations from the John Scott Thomson and Stephanie C. Thomson Community Reinvestment Fund and the Thomson Charitable Foundation; and

WHEREAS, said revolving loan fund is administered under the terms prescribed in a written agreement between the Cresco Industrial Development Corporation and the City of Cresco, Iowa; and

WHEREAS, a loan application has been received from Brady Norman D/B/A Cornstalk Iowa, LLC for a loan of forty-five thousand dollars (\$45,000) at 0% interest rate over the first two years and 3% interest rate starting at year three for property renovations at 132 North Elm Street; and

WHEREAS, repayment shall be amortized over ten years with monthly ACH payments with a balloon payment after five years; and

WHEREAS, the Cresco Industrial Development Corporation and the City, through the CUSB Historic Downtown Cresco Revolving Loan Fund Committee, have reviewed the loan application and have recommended to the City Council in favor of such loan.

THEREFORE, Council Person _____ moved the adoption of the Resolution as follows:

- A. The loan application of Brady Norman and Cornstalk Iowa, LLC is hereby approved.
- B. The City Council of the City of Cresco hereby authorizes the release of funds in the amount of \$45,000 to Brady Norman and Cornstalk Iowa, LLC upon the execution of the proper loan agreements, promissory note, and any other accompanying documents. The Mayor, City Clerk, and the Cresco Industrial Development Corporation are authorized to sign and execute any necessary loan agreements or other documents that may be required to accomplish the said loan.

Council Person _____ seconded said motion. A roll call vote was requested by the Mayor and said roll call vote resulted as follows:

Ayes: _____
Nays: _____
Absent: _____

Thereupon, the Mayor declared said Resolution duly passed and announced that the agreement dated _____ between the City of Cresco and Brady Norman, Cornstalk Iowa, LLC is approved and that the Mayor and City Clerk are authorized to execute the agreement on behalf of the City of Cresco.

PASSED AND APPROVED THIS _____ DAY OF _____, 2024.

Mayor Alexander Fortune

ATTEST: _____
City Clerk Nicole Hill

**CUSB HISTORIC DOWNTOWN CRESCO
REVOLVING LOAN FUND REQUEST
CIDC/CITY REVIEW BOARD**

June 3, 2024 RLF Summary

Present: Scott Thomson (Thomson Charitable Foundation), Brendon Kacher (Cresco Bank & Trust), Alex McCabe (CUSB Bank), Mike Drees (CIDC)

Absent: Amy Bouska (City of Cresco)

Attendees: Brady Norman (Cornstalk Iowa, LLC), Austin Hrdlicka (CUSB Bank), Jason Passmore (HCBT)

Applicant: Cornstalk Iowa, LLC, Brady Norman, Owner

Summary: Brady Norman, owner of Cornstalk Iowa, LLC is seeking a loan for \$45,000 to go towards the renovations of the property at 219 North Elm Street, in downtown Cresco. Mr. Norman was represented by Austin Hrdlicka of CUSB Bank, the primary financial agent, and propose to completely remodel two residential upper-story units, while also renovating the main level rear apartment unit and making the front part of the main floor a commercial opportunity. Currently during the construction phase a commercial tenant is utilizing the front space as a general liquidation store. The residential units will be moderate with 2-bedroom units on the second floor and a small one-bedroom unit in the back of the main floor. The amount being requested is at or below the limits of the Historic Downtown Loan Fund parameters which is \$90,000 and less than 50% of the total project cost. The loan application and supporting documents were reviewed by the loan review board. Mr. Norman offered a second position behind CUSB Bank for the respective commercial property at 219 North Elm Street, along with a personal guarantee. The proposed term length was acceptable amortized over 10 years with a 5 year balloon, and monthly ACH payments would be established as detailed in the program guidelines, which is 0% interest rate for the first 2 years and 3.0% interest rate for years 3-5.

Motion: Moved by McCabe, Second by Kacher

To recommend to the Cresco City Council the approval of a \$45,000 loan to Cornstalk Iowa LLC, amortized over 10 years with a 5-year balloon, with ACH monthly payments, securities in the form of a personal guarantee and a second position on the commercial property at 219 North Elm Street, Cresco.

Unanimously Approved

June 17, 2024 – City of Cresco Council Meeting

RESOLUTION NUMBER _____

RESOLUTION APPROVING THE REVISED EMPLOYEE HANDBOOK

WHEREAS, the Employee Handbook sets out the basic policies and guidelines for employees of the City of Cresco; and

WHEREAS, the Employee Handbook has been revised to comply with employment regulations and updated employee benefits effective July 1, 2024; and

WHEREAS, all City employees are covered by this handbook, except:

1. Elected officials;
2. Members of City boards and commissions;
3. Persons appointed to serve without compensation; and
4. Employees hired on a contractual basis; and

WHEREAS, employees covered under a collective bargaining unit are also covered under this Employee Handbook. However, if a discrepancy occurs then the collective bargaining agreement will supersede this Employee Handbook.

BE IT RESOLVED, by the City Council of the City of Cresco, Iowa, that the revised Employee Handbook be approved and supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein.

PASSED AND APPROVED THIS 17TH DAY OF JUNE, 2024.

Mayor Alexander Fortune

ATTEST:

City Clerk Nicole Hill

EMPLOYEE HANDBOOK

City of Cresco

July 2024

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1.0 WELCOME LETTER

Welcome! You have just joined a dedicated team! We hope that your employment with the City of Cresco will be rewarding and challenging. We take pride in our employees as well as the services we all provide to the residents.

Please take the time now to read this employee handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment and submit it to the City Clerk. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The City reserves the right to interpret, modify, or supplement the provisions of this handbook at any time.

All City employees are covered by this handbook, except:

1. Elected officials;
2. Members of City boards and commissions;
3. Persons appointed to serve without compensation; and
4. Employees hired on a contractual basis.

Employees covered under a collective bargaining unit are also covered under this employee handbook. However, if a discrepancy occurs then the collective bargaining agreement will supersede this employee handbook.

This Handbook is not a contract and does not create an express or implied guarantee of any specific term of employment.

Please understand that no employee handbook can address every situation in the work place. If you ever have questions about your employment, you are encouraged to ask. If you have any difficulty reading or understanding any of the provisions of this handbook, please contact the City Clerk. Likewise, if you have any suggestions related to City policies or procedures, please let us know.

We wish you success in your employment here at the City of Cresco!

All the best,

City of Cresco

1.1 AT-WILL EMPLOYMENT

Your employment with the City is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the City at any time, with or without notice and with or without cause.

Nothing in the employee handbook or any other City document should be understood as creating guaranteed or continued employment, a right to termination only "for cause," or of any other guarantee of continued benefits or employment.

2.0 INTRODUCTORY LANGUAGE AND POLICIES

2.1 MISSION STATEMENT

Our mission is to serve the people of Cresco honestly and effectively. Through a variety of services, we strive to provide the quality of life desired by the community. The members of our City organization insist that services are provided with the highest level of respect, responsiveness and honesty to the people of Cresco. The result is a financially sound city government and citizens receiving services and value for their tax dollars.

2.2 ETHICS CODE

The City of Cresco will conduct its business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound judgment. All of our employees and elected officials are expected to adhere to high standards of business and personal integrity as a representation of our business practices.

We expect that officials and employees will not allow personal interests to conflict with the interests of the City, its clients, or affiliates, nor will they misrepresent the City or use their City contacts to advance private or personal interests. Sensitive information about our City or operations, or that of our citizens is to be treated with discretion and only be disseminated on a need-to-know basis.

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

2.3 CITY STRATEGIC PLAN

The City of Cresco Strategic Planning Report, which was prepared and adopted by the Mayor and City Council, is a blueprint for the future growth and development of this community. This is a comprehensive effort to learn what the residents of Cresco want for the future of their community. It is our hope and expectation that the completion of the goals outlined and established in this plan will enhance the overall quality of life in our community. Please feel free to go to the City of Cresco website to read the Strategic Planning Report at <http://www.cityofcresco.com/mission-strategic.html>.

2.4 REVISIONS TO MANUAL

This employee handbook is our attempt to keep you informed of the terms and conditions of your employment, including City policies and procedures. The handbook is not a contract. The City reserves the right to revise, add, or delete from this handbook as it determines to be in its best interest. When changes are made to the policies and guidelines contained herein, we will try to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on City bulletin boards.

3.0 WAGE AND HOUR POLICIES

3.1 INTRODUCTION

If you have any questions about your compensation, including matters such as paid time off, overtime, benefits, or paycheck deductions, please speak with your supervisor or the City Clerk.

3.2 PAY PERIOD

The standard pay period is bi-weekly for all employees. The workweek begins at 12:00 AM Saturday and ends at 11:59 PM Friday. Paychecks are distributed on the Friday following the end of the pay period. Should any pay day fall on a holiday, you will be paid on the preceding workday.

3.3 PAYCHECK DEDUCTIONS

The City is required by federal and state law to make certain deductions from your paycheck. This includes federal income tax, state income tax, and FICA contributions (Social Security and Medicare) as well as any other deduction required under state or federal law such as IPERS and garnishments. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your W-4 Form. Other voluntary deductions may also be withheld from your paycheck. Any questions about your paycheck should be directed to the City Clerk.

3.4 DIRECT DEPOSIT

We require all new employees to enroll in direct deposit. You will receive a paystub, a written explanation of your deductions and a confirmation of your deposit on paydays in lieu of a check.

3.5 RECORDING TIME

Federal and state laws require us to keep accurate records of hours worked by nonexempt (hourly) employees. Every nonexempt employee of the City is required to enter his or her hours worked accurately, including all lunch periods. Employees are required to notify the City of any pay discrepancies, unrecorded or errors in recording work hours, or any meals missed involuntarily.

Please be sure to indicate your days off. All time sheets must be signed by the employee and supervisor. Time cards are to be turned in to City Hall on Monday morning after the pay period ends.

Falsification of time records or recording time for another employee may result in discipline, up to and including termination of employment.

3.6 TRAVEL TIME PAY

Nonexempt employees required to travel to a distant work place are paid travel time in addition to time worked. Travel hours are "hours worked" for the purposes of calculating overtime.

3.7 OVERTIME

If you are a nonexempt employee, you may qualify for overtime pay. All overtime must be approved by your supervisor. At certain times the City may require you to work overtime. We will attempt to give as much notice as possible in this instance.

However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Overtime pay or compensatory ("comp") time off will be paid for any hours worked in excess of 40 hours in a workweek (or 80 hours in a two-week pay period for police). The workweek begins at 12:00 AM Saturday and ends at 11:59 PM Friday. Overtime pay shall be calculated as one and one-half an employee's regular rate of pay. Comp time off shall be calculated at one and one-half comp time hours for each hour of overtime worked. The employee will determine, with Department Head input, whether the employee shall earn overtime pay or comp time. There shall be no more than 100 hours comp time

off accumulated at one time unless the Employer causes more. Employees may accrue no more than 100 hours each January 1st – December 31st based on actual hours worked disregarding the pay date. No more than 80 hours of comp time shall be carried over to the next calendar year. Any excess will be paid out by January 15th of the following calendar year.

Holidays, sick leave, comp time off, and vacation will count as hours worked for computing overtime.

Any employee called to work outside of his/her regularly scheduled shift shall be paid for a minimum of 2 hours at the appropriate rate of pay. Public Works employees scheduled to work on Saturday, Sunday, or a holiday shall be paid for hours worked with a minimum of 6 hours at the appropriate rate.

3.8 LONGEVITY PAY

Regular full-time employees shall be compensated for their continuous years of service after 5 consecutive years in the following manner:

At the end of 5 consecutive years of service, the employee shall receive \$20.00 per month increase.

At the end of each following 5-year period of continuous employment, an employee shall receive an additional \$20.00 per month increase, up to a maximum of \$100.00 per month increase.

3.9 CERTIFICATION PAY

Water or Wastewater employees who obtain and maintain State certifications shall be eligible for additional certification pay as follows:

State Water Certification (must pass both Distribution and Treatment certifications)

Grade 1 \$0.25 per hour

Grade 2 \$0.50 per hour (this includes the Grade 1 increase)

State Wastewater Certification

Grade 1 \$0.25 per hour

Grade 2 \$0.50 per hour (this includes the Grade 1 increase)

Grade 3 \$0.85 per hour (this includes the Grade 1 & 2 increase)

Certification pay will be added to the base pay. Any percentage raise approved by the City Council will be on the base rate only. Then certification pay will be added on to determine the final hourly wage.

Employees receiving certification pay will be required to participate in water/sewer department weekend coverage rotations. Water and Wastewater personnel must obtain Grade 1 Certification for both the Water and Wastewater certifications within 5 years from the date the employee was hired into the position.

3.10 ATTENDANCE POLICY

If you know ahead of time that you will be absent or late, provide reasonable advance notice to your supervisor. Employees may be required to provide documentation of any medical or other excuse for being absent or late.

The City reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

3.11 JOB ABANDONMENT

If an employee fails to show up for work or call in with an acceptable reason for the absence for a period of three consecutive days, he or she will be considered to have abandoned his or her job and voluntarily resigned from the City.

3.12 TRAVEL EXPENSES

Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved City business trips. City travel is limited to business activities for which other means of communication are inadequate and for which prior approval by the employee's supervisor has been received.

The following expenses for City-approved meetings, trainings, and conventions will be considered for reimbursement (receipts are required to be submitted):

- a) Registration fees
- b) Reasonable meal expenses (up to \$25.00) with detailed receipt
- c) Reasonable lodging expenses
- d) Mileage for personal vehicle at the current mileage allowance set by the IRS or gas expenses for a City-owned vehicle

Personal Vehicles

Employees travelling on City business are encouraged to use City vehicles; use of a personal vehicle must be approved in advance. In this case, the employee must maintain insurance coverage as required by law. Use of personal vehicle will be reimbursed at the standard IRS business mileage rate.

Travel between the employee's home and primary place of work is not considered to be business travel.

Employee Reporting

Employees are to report their approved expenses on the standard Expense Report Form and must include a description of the expense, its business purpose, date, place, and the participants. Receipts are required for all expenses except mileage.

3.13 GIFTS

Under no circumstances should an employee give or offer a customer anything to influence a favorable customer action. Also, employees may not accept any gift from donors, vendors or contractors that could directly or indirectly financially benefit the employee or the employee's immediate family. If you are offered a gift you should refuse the gift upon delivery and if you are not able to refuse, immediately notify Human Resources about the gift so they can arrange the gift to be donated to an appropriate organization. If there are any questions about whether the gift is legal or should be rejected please refer to Appendix A, Chapter 68B.22 of Code of Iowa, Gifts Accepted or Received.

3.14 OUTSIDE EMPLOYMENT

While under employment with the City, no employee shall engage in outside employment other than with the City if it is proven to impede or prevent the employee from performing their duties with the City. In regards to future employment, all offers outside of City employment must be reported immediately to the supervisor and it will be the supervisor's discretion to decide if the offered employment will impede or prevent the employee in the performance of their duties with the City.

3.15 USE OF CITY CREDIT CARDS

Every employee in the possession of a City credit card will adhere to the strictest guidelines of responsibility for the proper protection and use of that card. All sales receipts generated by use of the City credit card must be turned in immediately to the Accounts Payable Department. City credit cards are not to be used for personal reasons. Use of the City credit card is restricted to approved business-related expenses.

Any unauthorized purchases made with a City credit card will be the cardholder's responsibility. Any such purchase will be reimbursed to the City by the employee within 10 days.

Lost or stolen City cards must be reported immediately to your supervisor or manager. Failure to follow this policy may result in disciplinary action up to and including discharge.

3.16 REST AND MEAL PERIODS

The City strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding rest and meal periods. Please check with your supervisor regarding procedures and schedules for rest and meal breaks. Employees' work schedules provide for a 15-minute rest period during each 4-hour shift. The rest period is a privilege offered for mental and physical refreshment and improved efficiency. This is not to be cumulative and there will be no extra compensation if missed.

The City requests that employees accurately observe and record meal periods. An uninterrupted unpaid lunch period of no less than one-half hour and no more than one hour will be required if the employee is scheduled for 6 hours or more of work. Employees working in Police operations shall have a paid lunch period, of no more than one hour, included as part of their regular shift.

After 4 hours of overtime worked, an employee may take an unpaid meal break of up to one hour. The City will reimburse the reasonable cost of the meal if a receipt is submitted. The maximum reimbursement will be \$25.00 and is effective for all Union and Non-Union employees.

4.0 BENEFITS

4.1 REGULAR FULL-TIME EMPLOYEES

A regular full-time employee is an employee who has completed his or her probation period and is regularly scheduled to work 40 hours per week or, for police, 80 hours in a two-week pay period. Unless stated otherwise, all the benefits provided to employees are for regular full-time employees only. This includes vacation, holiday pay, health insurance, dental insurance, vision insurance, life insurance, AFLAC, Fitness Center dues, flexible spending account, IPERS and 457B retirement and other benefits.

4.2 REGULAR PART-TIME EMPLOYEES

Any employee who works less than 40 hours per week is considered a regular part-time employee unless they are classified as a temporary part-time employee. Part-time employees are not eligible for City benefits unless specified otherwise in this handbook or in the benefit plan summaries.

4.3 TEMPORARY EMPLOYEES

Temporary employees are hired for a specific period or specific work project. The City reserves the right to extend the duration of temporary employment where necessary. Temporary employees are not eligible for employee benefits unless specified otherwise in this handbook or in the benefit plan summaries.

4.4 EXEMPT EMPLOYEES

If you are classified as an exempt employee at the time of your hiring, you are not eligible for overtime pay as otherwise required by federal, state, or local laws. If you have a question regarding whether you are an exempt or nonexempt employee, contact your supervisor for clarification.

4.5 HEALTH INSURANCE

The City provides its regular full-time employees the opportunity to participate in a group health insurance program. Medical plan benefits for eligible employees (and their dependents) are described in detail in the Summary Plan Description (SPD) prepared by the insurance carrier. These benefits may be canceled or changed at the discretion of the City, unless otherwise required by law.

The City's contribution toward the health insurance premium is set by the City Council and is subject to review and change annually.

If you enroll, insurance coverage will be effective on the first day of the first full month following the employment date. Employer-paid insurance coverage will end on the last day of the month in which employment is terminated.

Health benefits during Family and Medical Leave Act (FMLA) leaves are maintained by the City on the same terms as if the employee continued to work. Please contact the City Clerk for clarification. In such circumstances, arrangements must be made by eligible employees to pay their share of the health insurance premium on a monthly basis to maintain insurance coverage. Please contact the City Clerk to determine the amount of your contribution. The City's obligation to maintain health benefits stops when:

- An employee informs the City of an intent not to return to work at the end of the leave period; or
- An employee fails to return to work when the FMLA entitlement is exhausted; or
- An employee's premium contribution is past due.

The City will be entitled to recover premiums paid to maintain health insurance coverage from an employee who fails to return to work from leave.

Please understand that plan eligibility does not necessarily mean coverage for all medical treatments or procedures. In addition, under changed circumstances you may be responsible for contributing to the cost of increased premiums. This benefit, as well as other benefits, may be canceled or changed at the discretion of the City, unless otherwise required by law.

If you or a dependent become ineligible for benefits due to a change in work hours or through a life event or you leave employment with us, you may have the right to continue your medical benefits under the Consolidated Omnibus Benefits Reconciliation Act (COBRA). The City will mail you information about your COBRA rights.

Continuation Coverage under Iowa Code Chapter 509A

Employees who retire from City employment before age 65 are eligible to continue in the City's group health insurance plan up to age 65. Coverage must be continuous and the retired employee must pay the full cost of the premium. For purposes of this section, a retired employee is one who has applied for and is receiving a retirement allowance from IPERS.

4.6 LIFE INSURANCE

All regular full-time employees are provided with life insurance by the City effective on the first day of the first full month following the employment date. You will be required to notify the benefits

administrator of your intended beneficiary. Refer to the Summary Plan Description (SPD) for details about the benefit.

4.7 DENTAL AND VISION CARE INSURANCE

All regular full-time employees may enroll in the dental and/or vision care plan within 30 days of hire. The City does not contribute to this benefit therefore 100% of the premium will be withheld from your paycheck. Benefits are described in detail in the Summary Plan Description (SPD).

4.8 PENSION PLAN

All regular full-time employees are required to participate in the pension plan called IPERS. After a specified period of employment, this plan provides you with a vested interest related to your length of employment. The City's contribution on your behalf to the plan and your personal contribution rates are set by IPERS in July of each year. Please refer to the Summary Plan Description (SPD) provided by the benefits administrator for specifics or contact the City Clerk for more information.

4.9 CONTINUING EDUCATION POLICY AND TUITION ASSISTANCE

We believe in the continuing education of our employees. If the City sends you to a class or training program during normal working hours related to your employment and you are a nonexempt employee, you will be paid your regular rate of pay for that time. If you are interested in attending an outside class and having the City pay for your attendance, you are required to provide advance written notice indicating a description of the class, including the subject matter, length, and cost. Depending on the type of training, the City may reimburse some or all of the fees, including materials expenses, meals, and transportation. If your supervisor approves of your attendance at a non-sponsored class, you will be reimbursed once you have attended and paid for the class.

4.10 HOLIDAY PAY

The City of Cresco offers the following paid holidays each year:

- New Year's Eve Day
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Good Friday Afternoon
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day

When a City holiday falls on a Saturday, it will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

The City observes the right to close on another day or grant comp time off instead of closing its offices.

Holiday pay for full-time employees is computed at the straight time rate of eight hours (except Good Friday is four hours). If an employee works on any of the holidays listed above, they shall be paid time and one-half for all hours worked, in addition to the eight hours of holiday pay.

If an employee works on Easter Day he/she shall be paid time and one half for all hours worked.

4.11 VACATION POLICY

Eligibility and Allowances. All employees hired before July 1, 2015 shall be entitled to a paid vacation in accordance with the following schedule:

<u>Length of Service</u>	<u>Vacation Allowance</u>	<u>Length of Service</u>	<u>Vacation Allowance</u>
After 1 year	48 hours	After 10 years	144 hours

After 2 years	88 hours	After 12 years	152 hours
After 3 years	96 hours	After 14 years	160 hours
After 5 years	104 hours	After 16 years	184 hours
After 7 years	120 hours	After 18 years	192 hours
After 9 years	136 hours	After 20 years	200 hours

All employees hired after July 1, 2015 shall be entitled to a paid vacation with the following schedule:

Length of Service	Vacation Allowance	Length of Service	Vacation Allowance
After 6 months	40 hours		
After 1 year	40 hours	After 10 years	120 hours
After 2 years	88 hours	After 15 years	144 hours
After 5 years	104 hours	After 20 years	160 hours

Employment anniversary dates shall be used in determining years of employment.

Choice of Vacation Period. If the nature of the work makes it necessary to limit the number of employees on vacation at the same time, the employee with the greater seniority shall be given his/her choice of vacation period in the event of any conflict over vacation periods. However, these vacation times shall not preempt any vacation that had 30 days or more approval. Vacation requested and approved 30 days or more in advance shall have priority over any other vacation requests, with the exception of already scheduled vacations. Vacations requested and approved less than 30 days in advance shall be granted by seniority; however, these vacation times shall not preempt any vacations that had 30 days or more approval.

Vacations shall be taken in increments of 30 minutes or more. Vacations of longer than 14 consecutive days shall be subject to the approval of the Supervisor.

Department Heads may carry over up to 120 hours of vacation. All others may carry over up to 80 hours of vacation.

Vacation Rights in Case of Separation. Upon separation, employees will be paid out for all accrued and unused vacation. Accrued vacation benefits for deceased employees shall be paid to the employee's estate.

4.12 SICK PAY

Sick leave shall apply to a period in which the employee is incapacitated and absent from the performance of the employee's duties by sickness, injury, for medical, surgical or optical treatment, or where by reason of the employee's exposure to contagious disease, the employee's presence at the employee's post of duty would jeopardize the health of others. Disabilities caused by or contributed to by pregnancy and recovery thereof shall be covered by sick leave. After the second day of sick leave, the Employer may request written verification from the attending doctor. An employee may use 48 hours of his or her accumulated sick leave for the illness of the employee's spouse, child or parent.

Accumulation and Bank. Employees shall be eligible for sick leave from their date of hire. Employees shall accrue 8 hours of sick leave for each month of service. Sick leave shall be earned by an employee for any month in which the employee is compensated for 10 or more days of work. Employees may accumulate sick leave up to a maximum of 1008 hours.

Unused Days

- A. A lump sum shall be paid to an employee equal to 20% of the cash value of the accumulated sick leave when they retire. Retirement is defined as eligibility for benefits under a State of Iowa public employees retirement plan (IPERS).
In lieu of the above, upon retirement, the employee shall have the option to apply unused sick leave to pay the health insurance premiums for the retiree.
- B. In the event of death, payment equal to 20% of the cash value of the accumulated sick leave is to be made to the estate of the employee.
- C. The amount of payment for all unused sick leave is to be calculated at the employee's rate of pay in effect on the payday immediately preceding the employee's separation.
- D. The accumulated sick leave will not be paid out for any voluntary or involuntary resignation or termination of employment except for retirement.

Scheduled Sick Leave. An employee may return to work and perform light duty work if cleared by his/her physician. Give your supervisor as much advance notice as possible if you are going to take sick time off. There may be occasions, such as sudden illness, when you cannot notify your supervisor in advance. In those situations, you must inform your supervisor of your circumstances as soon as possible. You may also be requested to provide a certificate of illness to your supervisor.

You may use sick leave benefits for the purpose of dental or doctor visits as well as up to 48 hours to care for immediate family members who are sick.

4.13 REQUESTING LEAVES OF ABSENCE

A leave of absence (leave) is defined as an unpaid approved absence from work for a specified period of time for medical, parental, military, or other approved reasons. If an employee finds that he/she must be out of work for more than three days, he or she should contact the City Clerk department to determine if a leave of absence may be necessary.

Leaves of absence will start on the date of request or date of need. While on leave, an employee must contact the City Clerk at least every 30 days. Failure to contact the City Clerk upon request may result in voluntary termination of employment. Failure to return to work upon the expiration of the leave or refusing an offer of reinstatement for which the employee is qualified will also result in voluntary termination of employment.

Required Documentation

All requests for a leave of absence must be made on a Leave of Absence Request Form for the particular leave (FMLA, disability accommodation, military, pregnancy, other medical leave, personal leave, etc.) and submitted to the immediate supervisor. An employee must provide 30 days' advance notice when the need for the leave of absence is foreseeable; for instance, if medical treatments or other events are planned or known in advance. If the leave of absence is not foreseeable, the employee must provide notice to his or her immediate supervisor as soon as possible. Medical certifications and/or other documentation supporting the need for the leave may be required.

Job Benefits

For leaves other than approved FMLA leaves, the City of Cresco will pay its portion of the cost of the employee's benefits including health, and life insurance benefits while an employee is on leave for the end of the monthly billing cycle at which time a COBRA notification will be issued. Family and Medical Leave Act (FMLA) leaves of absence allow for up to 12 weeks of group health insurance continuation coverage in the same manner as if the employee continued to work. The employee must continue to pay his or her portion of the benefits which may be made by payroll deductions (when applicable) or

by check which must be submitted to the City Clerk department each pay period unless other arrangements have been made. If the employee fails to pay his or her portion of the benefits for more than 30 days, the employee's coverage(s) will be terminated and the employee will be offered COBRA to continue benefits coverage.

Before granting Unpaid Leave of Absence, employees may be required to use any accrued vacation, comp time or sick time.

No benefits will be accrued while an employee is on leave. Except as otherwise provided by law, time spent on a leave of absence, except for military reserve duty, will not be counted as time employed in determining an employee's eligibility for benefits that accrue on the basis of length of employment.

Return to Work

Upon return to work, the employee may be required to take a fitness for duty exam or otherwise provide medical clearance.

4.14 FAMILY AND MEDICAL LEAVE OF ABSENCE

The City complies with the Family and Medical Leave Act of 1993 (FMLA), as amended.

The FMLA requires covered employers to provide up to 12 weeks of unpaid, benefits and job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, parent, or in certain circumstances care for those in nontraditional family arrangements, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: 1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise on the temporary disability retired list for a serious injury or illness*; or 2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

*The FMLA definition of "serious injury or illness" for current service members and veterans is distinct from the FMLA definition of "serious health condition."

During FMLA leave, the City will maintain the employee's group health coverage on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements for FMLA Leave

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the City within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the City's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

The City may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the City's normal paid leave policies. Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the City's normal call-in procedures.

Employees must provide sufficient information so that the City can determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees will be required to provide a certification and periodic recertification supporting the need for leave. If you have any questions about FMLA leave, please contact The City Clerk.

4.15 MILITARY LEAVE [USERRA]

The City complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (with amendments) and all applicable state law. Appropriate documentation of the need for the leave is required to be submitted to the City Clerk prior to the leave unless military necessity makes this impossible. An employee returning from military leave of absence will be reinstated to his or her previous or similar job in accordance with state and federal law. You must notify your manager of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits and reinstatement upon return from military leave, please contact the City Clerk.

4.16 JURY DUTY AND WITNESS LEAVE

Employees shall be granted a leave of absence with pay any time they are required to report for jury duty or jury service. Employees shall return any salary compensation for jury duty they received to the Employer.

Employees required to appear, pursuant to a subpoena and as a result of their position with the City, before a court or other public body, shall be granted a leave of absence with pay for the period necessary to fulfill their civic duties and responsibilities. Employees shall return any salary compensation they receive from the court or other public body to the Employer.

4.17 VOTING LEAVE - Iowa Code § 49.109

Any person entitled to vote at an election in this state who does not have three consecutive hours in the period between the time of the opening and the time of the closing of the polls during which the person is not required to be present at work for an employer, is entitled to such time off from work time to vote as will in addition to the person's nonworking time total three consecutive hours during the time the polls are open. Application by any employee for such absence shall be made individually and in writing prior to the date of the election, and the employer shall designate the period of time to be taken. The employee is not liable to any penalty nor shall any deduction be made from the person's regular salary or wages on account of such absence.

4.18 BEREAVEMENT LEAVE

In the event of death in the immediate family of an employee or the employee's spouse, the employee shall be granted 32 hours leave of absence with pay to make household adjustments, arrange for funeral services, or to attend funeral services. In the event of death of an employee's aunt or uncle, the employee shall be granted up to eight (8) hours leave of absence with pay to attend funeral services. Authorization for bereavement and funeral leave shall be subject to the employee's submission of a copy of the obituary for the individual who has deceased including documentation regarding the date, time and location of the funeral, and a copy of the funeral memorial card from the service.

The immediate family shall include spouse, domestic partner, parent, child, grandchild, grandparent, sibling, and comparable in-laws of present spouse. Also included are step-parents, step-children, and step-siblings.

4.19 WORKERS' COMPENSATION INSURANCE AND DISABILITY LEAVE

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by the employer and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, rehabilitation services, as well as payment for lost wages due to work-related injuries. If you are injured on the job, no matter how slightly, you are to report the incident immediately to your supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your supervisor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You may be required to submit a medical release before you can return to work.

4.20 COBRA

COBRA, the Consolidated Omnibus Budget Reconciliation Act, provides the opportunity for employees and their beneficiaries to continue health insurance coverage under the City health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements. Please contact the City Clerk to learn more about your COBRA rights.

4.21 457B Plan

All regular full-time employees who have completed at least 90 days of employment are eligible to participate in the City's 457B plan. The City of Cresco does not provide matching funds. This is similar

to a 401K Plan and pre-tax contributions or a ROTH is available. Please refer to your Summary Plan Description (SPD) provided by the benefits administrator for specifics. Should you have any other questions about pension rights, please consult with the City Clerk. This benefit, as well as other benefits, may be canceled or changed at the discretion of the City, unless otherwise required by law.

4.22 Pregnancy Works Fairness Act Policy and Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP)

If an employee is not able to perform the duties of employment because of employee's pregnancy, child birth, or medical conditions related to pregnancy or child birth, in conformity with Iowa law, the City will grant the employee an unpaid leave of absence for the period the employee is not able to perform the duties of employment, or for eight (8) weeks, whichever is less. In the event an employee is disabled as a result of pregnancy or following the birth of a child, FMLA permits up to twelve (12) weeks of unpaid leave. Employees are not required to exhaust their vacation and other available, awarded paid time off before taking unpaid Maternity Leave.

The City shall provide reasonable break time and a private place, other than a bathroom, for an employee to pump breast milk for their nursing child for one year after the child's birth each time the employee needs to pump at work.

5.0 HIRING AND ORIENTATION POLICIES

5.1 EEO STATEMENT AND NON-HARASSMENT POLICY

Equal Opportunity Statement

Our City is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing Equal Employment Opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment or discrimination because of sex, race, religion, color, national origin, physical or mental disability, genetic information, marital status, age, sexual orientation, gender identity, military service, veteran status, or any other status protected by federal, state or local laws. The City is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination and all other terms conditions and privileges of employment.

The City will conduct a prompt and thorough investigation of all allegations of discrimination or any violation of the City's Equal Employment Opportunity Policy in a confidential manner. The City will take appropriate corrective action, if and where warranted. The City prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of discrimination or violation of the City's Equal Employment Opportunity Policy.

We are all responsible for upholding the City's Equal Employment Opportunity policy and any claimed violations of that policy should be brought to the attention of your supervisor and/or Personnel Committee.

Policy Against Workplace Harassment

The City of Cresco has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's sex, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation, gender identity or any other status protected by federal, state or local laws. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Policy Against Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

While it is not possible to identify each and every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment: (a) unwelcome requests for sexual favors; (b) lewd or derogatory comments or jokes; (c) comments regarding sexual behavior or the body of another employee; (d) sexual innuendo and other vocal activity such as catcalls or whistles; (e) obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature; (f) repeated requests for dates after being informed that interest is unwelcome; (g) retaliating against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to City of Cresco or any government agency; (h) offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and (i) any unwanted physical touching or assaults, or blocking or impeding movements.

Other Workplace Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's sex, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation, gender identity or any other status protected by federal, state or local laws, and that: (1) contributes to or has the effect of creating an intimidating, hostile or offensive working environment; (2) unreasonably interferes with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Again, while it is not possible to list all the circumstances that constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment: (a) the use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above protected categories; (b) written or graphic material that insults, stereotypes or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail or elsewhere on the City's premises, or circulated in the workplace; and (c) a display of symbols, slogans or items that are associated with hate or intolerance towards any select group.

Discrimination and harassment will not be tolerated in the workplace. Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment is required to immediately notify their supervisor, the City Clerk, or Public Works Director.

The City of Cresco prohibits retaliation against any employee who provides information about, complains, or assists in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. Discipline for violation of this policy may include, but is not limited to reprimand, suspension, demotion, transfer, and discharge. If the City determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the City may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the City will follow up as necessary to ensure no retaliation for making a complaint or cooperating with an investigation.

5.2 DISABILITY ACCOMMODATION

The City complies with federal and state disability regulations, including the Americans with Disabilities Act (ADA). Qualified applicants or employees who inform the City that they have a physical or mental disability, which requires accommodation in order for them to perform the essential functions of their jobs should inform the City Clerk of this so that we can together discuss what accommodations are available and appropriate.

Procedure for reasonable accommodation requests:

- Employee advises the City Clerk of the need for accommodation. Employee completes a Request for Accommodation form and gives it to the City Clerk.
- The accommodation request will be discussed with the employee and the employee's supervisor.
- The employee may be required to provide documentation supporting a disability, including medical certification.
- If a reasonable appropriate accommodation is readily available, the request will be approved and the accommodation implemented.
- If an accommodation is not readily ascertainable; the matter will be pursued further with assistance from appropriate external resources.

The City will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. The City will consider cost, the effect that an accommodation will have on current established policies and the burden on operations, including other employees, when determining a reasonable accommodation.

5.3 RELIGIOUS ACCOMMODATION

The City of Cresco is dedicated to treating the religious diversity of all our employees equally and with respect. Employees may request an accommodation when their religious beliefs cause a deviation from the City of Cresco's dress code, schedule, basic job duties, or other aspects of employment. The City will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Accommodations may include but are not limited to changes in current job conditions, a change in position, an exception to the dress code, paid/unpaid leave time, etc. The City will consider cost, the effect that an accommodation will have on current established policies and the burden on operations, including other employees, when determining a reasonable accommodation. At no time will the City question the validity of a person's belief.

5.4 POSTING OF OPENINGS

The City of Cresco believes that all positions need to be staffed by competent individuals. All vacancies in any job classification or new job openings shall be posted on the employee bulletin board for a period of 10 days.

5.5 CONFLICTS OF INTEREST

The City of Cresco is concerned about conflicts of interest, which are situations in which a public official or employee, contrary to an absolute duty to act for the benefit of the public, is in a situation to exploit his or her position for personal benefit, whether financial or not. Any actual or potential conflict of interest between an employee of the City and a supplier, distributor, or contractor to the City, must be disclosed by the employee to the City Clerk. If an actual or potential conflict of interest is determined to exist, the City will take such steps as it deems necessary to reduce or eliminate this conflict.

5.6 EMPLOYMENT OF RELATIVES AND FRIENDS

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts, the City of Cresco will hire or consider other employment actions concerning relatives of persons currently employed only if: a) candidates for employment will not be working directly for, or supervising, a relative, and b) candidates for employment will not occupy a position in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include hiring, retention, transfer, promotion, wages and leave requests. This policy applies to all current employees and candidates for employment.

5.7 JOB DESCRIPTIONS

The City of Cresco attempts to maintain a job description for each position. If you do not have a copy of a current job description, you should request one from your supervisor. Job descriptions prepared by the City of Cresco serve as an outline only. You may be required to perform job duties not within your written job description. Furthermore, the City may have to revise, add to, or delete from your job duties according to City needs. On occasion, the City may need to revise job descriptions with or without advance notice to the employee.

If you have any questions regarding your job description, or the scope of your duties, please speak with your supervisor or the City Clerk.

5.8 NEW EMPLOYEES AND PROBATION PERIODS

The first 90 days of your employment is considered a probation period. During this period, you will become familiar with the City of Cresco and your job responsibilities. During this time, we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Your probation period with the City can be shortened or lengthened as deemed appropriate by management and the City Clerk. Completion of this probation period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

5.9 TRAINING PROGRAM

Employee training is done on an individual basis by the department supervisor. Even if an employee has had previous experience in their specified functions, it is necessary for them to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, please ask your supervisor.

5.10 PROOF OF CITIZENSHIP AND RIGHT TO WORK

All new hires and current employees are required by federal law to verify their identity and eligibility to work in the United States. You will be required to complete federal Form I-9 on the first day of employment. If this form and verification of employment eligibility is not completed during the first three days of employment, we are required by law to terminate your employment.

5.11 PERSONAL DATA CHANGES

It is your obligation to provide the City with all of your current contact information, including current mailing address and telephone number.

6.0 PERFORMANCE, DISCIPLINE, LAYOFF, AND TERMINATION

6.1 PERFORMANCE IMPROVEMENT

The City of Cresco will make efforts to periodically review your work performance. The performance improvement process will take place as business needs dictate. You may specifically request that your supervisor assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. City pay raises and promotions are based on numerous factors, only one of which is job performance.

6.2 PROMOTIONS

It is the City's policy to fill open positions with the most qualified candidate, either internal or external. Promotions are made on an equal opportunity basis according to employees possessing the needed skills, education, experience, and other qualifications that are required for the job. All open positions will be posted internally for 10 days and may be advertised externally as well.

All employees promoted into new job positions will undergo a 90-day probation period as described in the New Employees and Probation Periods (section 5.8). Such employees will continue to receive City benefits for which they are eligible.

6.3 PAY RAISES

Depending on the City's financial health and other factors, efforts will be made to give pay raises consistent with the City's financial situation, job performance, and the consumer price index. The City of Cresco may also make individual pay raises based on merit or due to a change of job position.

6.4 TRANSFER

The City of Cresco may transfer your employment from one position to another with or without notice or upon request by an employee and management approval. Transfers in excess of 90 days may be considered final and your paycheck may be increased or decreased consistent with the pay scale for your new position.

6.5 WORKFORCE REDUCTIONS (LAYOFFS)

When it is necessary to reduce staffing, the City will try to do this through attrition. However, if necessary based upon the needs of the City, the City may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for management and employees alike, and the City will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

6.6 STANDARDS OF CONDUCT

The City of Cresco wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all of our employees, residents, customers, and other stakeholders. Every employee has a shared responsibility toward improving the quality of our work environment. By deciding to work at this City, you agree to follow the City's rules.

While it is impossible to list every item that could be considered misconduct in the workplace, what is outlined here is a list of commonsense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit the City's right to discipline or discharge employees for any reason permitted by law. In fact, while we value our employees, the City retains the right to terminate an employee on an "at-will" basis.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook

- Possessing, using, distributing, selling, or negotiating the sale of drugs or other controlled substances or being under the influence of alcohol during working hours on City property (including City vehicles), in City uniform, or on City business
- Inaccurate reporting of hours worked by you or any other employee;
- Providing inaccurate, incomplete or misleading information in interviews or the preparation of any employment related document including, but not limited to, job applications, personnel files, employment review documents, intra-City communication, communications with those outside the City, or expense records
- Taking or destroying City property
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization
- Fighting with, or harassment of, any fellow employee, vendor, or customer
- Unauthorized or excessive use of City property or the property of any visitor, customer, or fellow employee, including but not limited to: vehicles, supplies, telephones, mail, and computers
- Disclosure of proprietary information of the City, its customers, or fellow employees
- Refusal or failure to follow directions or to perform a requested or required job task
- Refusal to cooperate in a workplace investigation
- Refusal or failure to follow safety rules and procedures
- Excessive tardiness or absence
- Smoking in non-designated areas
- Working unauthorized overtime
- Solicitation of fellow employees in work areas during working time (see section 7.9)
- Failure to dress according to City policy
- Use of obscene or otherwise inappropriate language or conduct in the workplace
- Outside employment which interferes with your ability to perform your job at this City
- Gambling on City premises
- Lending keys or keycards to City property to unauthorized persons
- The Harassment or discrimination against an employee, customer, or visitor because of that person's race, religion, color, sex, age, sexual preference, gender identity, disability, or national origin (see section 5.1)

Failure to comply with this policy can result in disciplinary action, up to and including immediate termination of employment. Nothing in this policy is intended to limit employee rights under the National Labor Relations Act or the Iowa Public Employment Relations Act.

6.7 CRIMINAL ACTIVITY; ARRESTS

Involvement in criminal activity (whether on or off City property) may result in disciplinary action including suspension or termination of employment. Disciplinary action depends upon a review of all factors involved, including whether or not the employee's action was work-related, the nature of the act, or circumstances which adversely affect attendance or performance. Any disciplinary action is not dependent upon the disposition of any case in court.

Employees are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled as a result of an arrest may lead to disciplinary action, up to and including termination of employment, for violation of attendance policy (section 3.10) or job abandonment (section 3.11).

Any disciplinary action taken will be based on information reasonably available. This information may come from witnesses, police, or any other source as long as management has reason to view the source as credible.

6.8 DRUG AND ALCOHOL POLICY

The City of Cresco considers drug or alcohol abuse to be serious matters which will not be tolerated. The City absolutely prohibits employees from using, selling, possessing, or being under the influence of illegal drugs, alcohol, a controlled substance or a prescription drug not medically authorized while at their job, on City property, or while on work time.

Therefore, it is the City's policy that:

1. Employees shall not report to work under the influence of alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized.
2. Employees shall not possess or use alcohol, illegal drugs, or any controlled substance or prescription drug not medically authorized while on City property or on City business.

The City recognizes that drug/alcohol testing is a necessary part of a comprehensive program to maintain a drug-free workplace. Accordingly, the City reserves the right to require a drug or alcohol test of any employee on a random basis, after an accident, or based upon reasonable suspicion. Reasonable suspicion includes, but is not limited to, physical evidence of use, giving the appearance of being under the influence, the causing of an accident, or a substantial drop off in work performance. Failure to take a requested test may lead to discipline, including possible termination of employment.

The City also cautions against use of prescribed or over-the-counter medication which can affect an employee's ability to perform his or her job safely or the use of prescribed or over-the-counter medication in a manner violating the recommended dosage or instructions from the doctor. Employees must have a valid prescription for any prescription medication (or medical marijuana) used by employees while working for the City. Please inform your supervisor prior to working under the influence of a prescribed or over-the-counter medication that may affect your ability to perform your job safely. If the City determines that the prescribed or over-the-counter medication does not pose a safety risk, you will be allowed to work. Failure to comply with these guidelines concerning prescription or over-the-counter medication may result in disciplinary action, up to and including termination of employment.

Violations

A violation of this policy (section 6.8) will result in disciplinary action up to and including termination of employment. The refusal to submit to a drug or alcohol test as provided for in this policy, or refusal to sign a consent form, will be subject to discipline including termination of employment.

6.9 DISCIPLINARY PROCESS

Violation of City policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. The City encourages a system of progressive discipline depending on the type of prohibited conduct. However, the City is not required to engage in progressive discipline and may discipline or terminate an employee where he or she violates the rules of conduct, or where the quality or value of the employee's work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at will" basis.

In appropriate circumstances, management will provide the employee first with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your supervisor will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the City is concerned with consistent enforcement of our policies, the City is not obligated to follow any disciplinary or grievance procedure (except for employees covered under the collective Bargaining Unit Local 1068) and that depending on the circumstances, employees may be disciplined or terminated without any prior warning or procedure.

6.10 PROBLEM SOLVING PROCEDURE

We strive to provide a comfortable, productive, legal, and ethical work environment. To this end, the City wants you to bring any problems, concerns, or grievances you have about the work place to the attention of your supervisor and, if necessary, to the Public Works Director or City Clerk. To help manage conflict resolution we have instituted the following problem-solving procedure:

If you believe there is inappropriate conduct or activity on the part of the City, management, its employees, vendors, customers, or any other persons or entities related to the City, bring your concerns to the attention of your supervisor at a time and place that will allow the supervisor to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate supervisor. If you have discussed this matter with your supervisor before and do not believe you have received a sufficient response, or if you believe your supervisor is the source of the problem, we request you present your concerns to the City Clerk or Public Works Director. Please indicate what the problem is, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have. The Personnel Committee may be consulted if the matter cannot be resolved. It is the purpose of this problem-solving procedure to help maintain a work environment with respect and responsibility towards each other.

6.11 REPORTING AND DISCIPLINARY ACTIONS

You have a duty as a city employee to report any unethical conduct or actions by any director, supervisor, or employee that does not directly comply with the Ethics Code (section 2.2). If it is found that you have violated the code or you failed to report a known or suspicious violation of the code, it shall result in disciplinary actions against you. No employee shall retaliate against another employee or person for submitting a complaint. If it is found that there has been retaliation for the complaint, there will be disciplinary measure taken toward the retaliator(s). If you want to file a complaint you can do so with complete confidentiality to a supervisor or human resources to resolve the problem. As an employee, you will be expected to operate under the code of ethic set forth by the city. Failure to do so will result in disciplinary measures that can result into termination or other consequences. It may also result in civil or criminal prosecution and/or suit by the city to recover losses or damages resulting from the violation.

6.12 EXIT INTERVIEW

You may be asked to participate in an exit interview when you leave City employment. The purpose of the exit interview is to provide management with greater insight into employee relations and to avoid unnecessary employee claims. Your cooperation in the exit interview process is appreciated.

6.13 POST-EMPLOYMENT REFERENCE POLICY

It is City policy is to confirm only dates of employment, job title and compensation for former employees. Please forward any requests for employment verification to the City Clerk.

If the former employee is requested to provide a prospective employer with additional information by way of reference, the employee must sign a form that holds the City and the prospective employer harmless from any claims related to any information provided in response to that reference. Please contact the City Clerk for the release form.

7.0 GENERAL POLICIES

7.1 DRIVING RECORD

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license and an acceptable driving record. The City may run a motor vehicle department check to determine an employee's driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions, must be reported to the City.

State law requires all motorists to carry auto liability insurance. Employees using their own vehicle as a part of their employment duties must carry insurance.

7.2 USE OF CITY VEHICLES

City vehicles are to be used for City business only. Unless the use of the vehicle has been approved for personal use, personal or outside business use is strictly prohibited.

Drivers of City vehicles are to immediately report all infractions or violations while driving a City vehicle and all restrictions, suspensions, or revocations against their driver's license to their supervisor or the City Clerk immediately.

When a City vehicle cannot be operated, is unsafe for use, or has been damaged, notify a supervisor immediately. The driver of a City vehicle is responsible for the vehicle while it is in his or her charge and must not permit unauthorized persons to drive it. The driver is responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered.

Employees who drive a vehicle during the course of their employment may not use any cell phone/mobile device or other communication device while driving. No person shall operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment.

Multiple moving violations that appear on the Annual State Department of Motor Vehicle Check will result in suspension of rights to drive a City vehicle or drive a personal vehicle on City business. Suspension of rights will continue until one (1) year has passed with no infractions. If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of job responsibilities, termination of employment is possible.

7.3 PERSONNEL AND MEDICAL RECORDS

The City maintains a personnel and medical file for every employee. Every effort will be made to keep your personnel and medical records confidential. Access is on a "need-to-know" basis only. This includes, but is not limited to supervisors and others in management reviewing the file for possible promotion, transfer or layoff.

If an employee wishes to review his or her personnel or medical file, he or she may do so after giving the City reasonable notice. Inspection must occur in the presence of a City representative. All requests by an outside party for information contained in your personnel file will be directed to the City Clerk, which is the only department authorized to give out such information. However, pursuant to Iowa Code Section 22.7(11)(a), certain information contained in City employee personnel records shall be public records, including the fact that the employee was voluntarily demoted, discharged, or that the employee resigned in lieu of discharge, as well as the documented reasons and rationale for the disciplinary action.

7.4 EMPLOYEE PRIVACY AND RIGHT TO INSPECT

City property, including but not limited to lockers, phones, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of the City and is subject to inspection at any time, without notice to the employee, and without the employee's presence. Employees should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, any employee property maintained on City premises including that kept in lockers and desks.

7.5 VOICEMAIL, EMAIL AND INTERNET POLICY

This Voicemail/Email/Internet Policy is intended to provide each employee of the City with the guidelines associated with the use of the City's voicemail/email/internet system (the system). This policy applies to all employees, contractors, vendors, partners, or associates, and any others accessing and/or using the City's system through onsite or remote terminals.

General Provisions

- The system, and all data transmitted or received through the system, are the exclusive property of the City. No individual should have any expectation of privacy in any communication over this system. Any individual permitted to have access to the City's system will be given a voicemail, email and/or internet address and/or access code, and will have use of the system, consistent with this policy.
- The City reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over the system. Any individual who is given access to the system is hereby given notice that the City may exercise this right periodically, without prior notice and without the prior consent of the employee.
- The City's interests in monitoring and intercepting data include, but are not limited to: protection of City proprietary and classified data; managing the use of the City's computer system; preventing the transmission or receipt of inappropriate materials by employees; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. In order to protect everyone involved, no one can have a right or expectation of privacy with regards to the receipt, transmission or storage of data on the City voicemail/email/internet system.

Any employee who abuses the privilege of access to the City's voicemail, email, or the internet system will be subject to corrective action, up to and including termination of employment. If necessary, the City will also advise law enforcement officials of any illegal conduct.

7.6 SOCIAL MEDIA POLICY

The City of Cresco understands that social media is widely used. However, use of social media also presents certain risks and carries with it certain responsibilities. As such, we have established the following guidelines for appropriate employee use of social media. Managers and supervisors should use the supplemental Social Media Management Guidelines for additional guidance in administering the policy.

Guidelines

In the rapidly expanding world of electronic communication, "social media" can mean many things. Social media includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the City of Cresco, as well as any other form of electronic communication.

When considering your activities on social media outlets, keep in mind that any of your conduct that adversely affects your job performance or the performance of fellow associates/employees, or that

adversely affects customers or suppliers of the City of Cresco or the City of Cresco's legitimate business interests may result in disciplinary action up to and including termination of employment.

Carefully read the Ethics Code (section 2.2) and the Discrimination & Harassment Prevention Policy (section 5.1) and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, slander, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated.

Always be fair and courteous to fellow associates, customers, members, suppliers, or people who work on behalf of the City. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Problem-Solving Procedure (section 6.10) rather than by posting complaints to a social media outlet. When posting, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, dishonest, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City policy.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Remember that the internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the City, fellow associates, members, customers, suppliers, or people working on behalf of City of Cresco or competitors.

Express only your personal opinions. Never represent yourself as a spokesperson for City of Cresco and be clear and open about the fact that you are an associate and that your views do not represent those of City of Cresco, fellow associates, members, customers, suppliers or people working on behalf of City of Cresco. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of City of Cresco.

Refrain from using social media while on work time or on City-provided equipment unless it is work-related as authorized by your manager or consistent with the City Internet Policy (section 7.5). Do not use City email addresses to register on social networks, blogs, or other online tools utilized for personal use.

The City of Cresco prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

If you have questions or need further guidance, please contact the City Clerk.

7.7 EMPLOYEE SUGGESTIONS

We welcome suggestions for better ways to do your job or to improve the services of the City. Discuss your ideas with your supervisor or another member of the management team.

We also encourage you to offer any suggestions derived from seminars, magazines, or other outside sources of information you believe would add value to the City.

Any suggestions, innovations, inventions, or other matter created by you on work time or with City tools or property are considered to be the property of the City.

7.8 CITY BULLETIN BOARDS

The City of Cresco maintains official bulletin boards located at the Cresco Street Shop, Theatre, Library, Fitness Center and City Hall for the purpose of providing employees with its official notices, including wage and hour laws, changes in policies, and other employment-related notices. At times the City may also post information of general interest to the employees on the bulletin board. Please keep informed about this material by periodically reviewing the bulletin boards. Only authorized personnel are allowed to add and remove notices from the City bulletin boards.

7.9 NON-SOLICITATION POLICY

To avoid disruption of business operations or disturbance of employees, visitors, and others, the City has implemented a Non-Solicitation Policy. For purposes of the Non-Solicitation Policy, "solicitation" includes canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing handbills, pamphlets, petitions, or other materials on City property or using City resources (including without limitation bulletin boards, computers, mail, email and telecommunication systems, photocopiers, and telephone lists and databases). Solicitation performed through verbal, written, or electronic means is covered by the Non-Solicitation Policy. Employees are also prohibited from soliciting other employees for any cause during work time and/or in work areas.

7.10 PERSONAL APPEARANCE AND DRESS CODE

Your personal appearance reflects on the reputation and integrity of the City. All employees are required to report to work neatly groomed and dressed appropriately. You are expected to maintain personal hygiene habits that are generally accepted in the community, i.e., clean clothing, good grooming and personal hygiene, and appropriate social behavior.

7.11 PAYROLL ADVANCES AND LOANS

The City of Cresco does not make payroll advances or loans.

7.12 TELEPHONE USE

Our phones are principally for work-related communications. Unless there is an emergency, employees are required to limit long distance telephone calls to business purposes only. Employees should limit personal use of the telephone to brief communications during rest periods where possible. Casual conversation with friends and relatives during working hours is strongly discouraged. Telephone use is subject to the Voicemail/Email/Internet Usage Policy (section 7.5).

7.13 MAIL USE/ MAIL DELIVERY

Employees are required to limit usage of the City's mail service to business purposes only. You may not use the City address to receive personal mail. Do not use the City postage for your personal mail. If you notice any suspicious packages or envelopes, please report this to the Police Department immediately.

7.14 OFF-DUTY USE OF CITY PROPERTY OR PREMISES

Employees may not use City property for personal use, or City property for use while off premises, without prior written approval from their supervisor. Employees are responsible for returning City property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes using copy machines, computers, City products, or office supplies for personal use without prior authorization.

It is the policy of the City to control off duty and nonworking-hour use of City facilities either for business or personal reasons. Employees are prohibited from using City facilities during off duty or non-working hours without the written consent of their supervisor.

7.15 SECURITY

Every employee is responsible for helping to make this a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or other similar devices to your supervisor immediately. You should refrain from discussing with nonemployees specifics regarding City security systems, alarms, passwords, etc.

We also request that you immediately advise your supervisor of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of the City. Safety and security is the responsibility of every employee and we rely on you to help us keep our premises secure.

7.16 COMPUTER SECURITY AND COPYING OF SOFTWARE

Software programs purchased and provided by the City are to be used only for creating, researching, and processing City-related materials. By using the City's hardware, software, and networking systems you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable City policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the City or developed by City employees or contract personnel on behalf of the City is and shall be deemed City property. It is the policy of the City to respect all computer software rights and to adhere to the terms of all software licenses to which the City is a party.

City users may not duplicate any licensed software or related documentation for use either on City premises or elsewhere unless the City is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject users and/or the City to both civil and criminal penalties under the United States Copyright Act.

Users may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. City users may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the City.

7.17 THIRD PARTY DISCLOSURES

From time to time, our City may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not discuss the matter with the caller but refer the call to the Mayor, and then immediately advise the City Clerk that the contact was made.

7.18 RECYCLING AND ENERGY POLICY

All sensitive or confidential material should be shredded or otherwise destroyed. The City tries to recycle as much as possible. We encourage using recycling bins. Suggestions are welcome on how to reduce waste material produced. Please also make an effort to turn off any lights, equipment, faucets, and other energy users, and to keep temperatures in City buildings in the most energy-efficient range while maintaining reasonable employee comfort.

7.19 MANDATORY COOPERATION IN WORKPLACE INVESTIGATIONS

Any workplace investigation conducted by management or their designee will receive complete cooperation of all employees. Employees may be disciplined, up to and including termination, for making any untrue statement or providing information that is dishonest, misleading, inaccurate or incomplete during the course of the investigation and related procedures. Employees may also be disciplined, up to and including termination, for impeding, obstructing or failing to cooperate with the investigation and related procedures.

7.20 RESIDENCY REQUIREMENTS

To ensure rapid response to emergency calls, all employees of the Police Department of the City must reside within a 30-minute response time of the city limits of Cresco. All employees of the Public Works Department, excluding the Public Works Director, of the City must reside within a 30-minute response time of the city limits of Cresco.

A new employee will be granted a ninety (90) day grace period, from the date of hire, in which to comply with this provision.

For purposes of this policy, residence shall mean the actual domicile of the employee where that employee normally eats, sleeps, and maintains the normal personal and household effects necessary for daily living. "Residence" shall not include a place secured solely for the purpose of meeting the requirements of this policy, which is maintained in addition to the employee's actual place of residence outside the City's maximum limit.

8.0 SAFETY AND LOSS PREVENTION

8.1 GENERAL SAFETY POLICY

It is the responsibility of every employee of the City to maintain a healthy and safe work environment. Please report all safety hazards and occupational illnesses or injuries to your supervisor immediately and complete an occupational illness or injury form as needed. Failure to follow the City's health and safety rules can result in disciplinary action, up to and including termination of employment.

8.2 NON-SMOKING POLICY

The City of Cresco is concerned about the effect that smoking and second-hand smoke inhalation can have on its employees and clients. Smoking in City- owned buildings and vehicles is prohibited.

8.3 POLICY AGAINST VIOLENCE

The safety and security of our employees, residents, tenants, vendors, contractors, and the general public is of essential importance. Threats or acts of violence made by an employee against another person's life, health, well-being, family, or property will not be tolerated. Any act of intimidation, threat of violence, or act of violence committed against any person on City property is prohibited. The following definitions apply:

- Intimidation: A physical or verbal act toward another person, the result of which causes that person to reasonably fear for his or her safety or the safety of others.
- Threat of violence: A physical or verbal act which threatens bodily harm to another person or damage to the property of another.
- Act of violence: A physical act, whether or not it causes actual bodily harm to another person or damage to the property of another.

No person shall possess or have control of any firearm, deadly weapon, or prohibited knife, as legally defined, while on City property, except as required in the lawful course of business or as authorized by law.

It is a requirement that employees report to their supervisor or the City Clerk, in accordance with this policy, any behavior that compromises the City's ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know.

Employees who violate this policy may be subject to criminal charges as well as discipline up to and including immediate termination of employment.

ACKNOWLEDGMENT OF RECEIPT & REVIEW OF EMPLOYEE HANDBOOK

By signing below, I acknowledge that I have received a copy of the **January 2024 Employee Handbook** and understand that it is my responsibility to read the Employee Handbook in its entirety. I agree to comply with the rules, policies, and procedures set forth herein, as well as any revisions made to the Employee Handbook in the future. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to discipline, up to and including termination of my employment.

I understand that the Employee Handbook contains information about the employment policies and practices of the City. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in an on-going business will require changes from time to time. I understand that the City retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the City. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that the Cresco City Council, reserves the right to revise, delete, and add to the provisions of this Employee Handbook at any time. I understand that no oral statements or representations can change the provisions of this Employee Handbook. I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period. I understand nothing in this handbook is created to infringe on any available legal rights.

I understand that this Employee Handbook refers to current benefit plans maintained by the City and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

If I have questions about the content or interpretation of the Employee Handbook, I will ask my supervisor or the City Clerk.

Date

Signature of Employee

Print Name