

**City of Carter Lake, Iowa**

**SPECIAL MEETING NOTICE**

**TO:** Council Members / Public

**FROM:** Cameron Gales, City Administrator

**DATE:** 1/14/2026

**TIME:** 5:30 PM

**LOCATION:** Carter Lake City Hall, 950 East Locust Street, Carter Lake, Iowa 51510

NOTICE IS HEREBY GIVEN THAT a Special Meeting of the City Council will be held as follows:

- **Purpose of Meeting:**

RESOLUTION DECLARING CITY COUNCIL'S INTENT TO FILL COUNCIL VACANCY BY APPOINTMENT, AND DIRECTING PUBLIC NOTICE

**Tentative Agenda:**

1. Call to Order
2. Roll Call
3. Discussion and Possible Action on:
  - City Council's intent to fill City Council Vacancy
4. Adjournment

**Public Notice:**

This meeting is open to the public in compliance with Iowa Code Chapter 21. Notice posted on 1/13/2026 at Carter Lake City Hall and Carter Lake Community Center.

**Accessibility:**

If you require special accommodation, please contact Carter Lake City Hall at (712) 347-6320

# **AGENDA**

**City of Carter Lake**

## **CITY COUNCIL WORKSHOP**

City Hall – 950 Locust St.

### ***Immediately following the special meeting***

1. City Administrator Report
  - a. Engagement letter for professional services
  - b. Policy regarding background checks
  - c. Policy regarding credit cards
  - d. Employee handbook updates
2. Contract for new water distribution operator



## **EAGLE ENGINEERING GROUP**

12100 West Center Road, Suite 803 Omaha, Nebraska 68144  
(402) 399-0227 | [www.eagleengineeringgroup.com](http://www.eagleengineeringgroup.com)

January 8, 2026

Mayor and City Council  
c/o Cameron Gales, City Administrator  
CITY OF CARTER LAKE  
950 East Locust Street  
Carter Lake, Iowa 51510

RE: Engagement Letter for Professional City Engineering Services  
Carter Lake, Iowa

Dear Mayor and City Council,

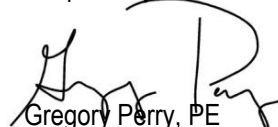
Eagle Engineering Group, LLC (Eagle) is pleased to submit our engagement letter and proposed Master Agreement for Professional Engineering Services to the City of Carter Lake for City Engineering Services.

Eagle appreciates the opportunity to provide engineering services to the City of Carter Lake. The partners of our firm have dedicated their careers to providing engineering services to municipal clients in western and southwestern Iowa.

Eagle values the potential relationship with the City of Carter Lake to provide long term value to the community. Eagle's team of professionals possess the knowledge to understand the City's infrastructure and capable of performing the range of services requested by the City of Carter Lake.

We are thankful for the opportunity to provide engineering services and excited to work with the City of Carter Lake.

Respectfully submitted,



Gregory Perry, PE  
President



## **SCOPE OF SERVICES**

Eagle will work with the City of Carter Lake and alongside City Staff to perform city engineering services on an as-needed basis:

### **Part 1 – Administrative Services – Hourly Rates**

1. Consult with City Staff about any general engineering inquiry from the citizens of Carter Lake.
2. Consult with Developers or Builders regarding land entitlement questions or inquiries alongside the Building & Zoning Department
3. Review development proposals including preliminary and final plats, construction drawings and studies for compliance with City of Carter Lake Subdivision Regulations for recommendation to Planning Commission and City Council.
4. Review site plan including construction drawings, drainage studies for compliance with City of Carter Lake Subdivision Regulations and Zoning Regulations for building permit.
5. Assist City Staff with budgeting, allocating funds and project prioritization for capital improvements projects (CIP) and long-range planning.
6. Compile mapping data for record keeping and asset management database for the City.
7. Assist City Staff with the annual Municipal Separate Storm Sewer System (MS4).
8. Consult with State agencies or utility stakeholders regarding any regulatory compliance
9. Assist City Staff in preparing ordinances or technical standards related to public infrastructure.
10. Attend City Council, Planning Commission and staff meetings as requested.

### **Part 2 – Specific Project Services – Lump Sum Fee**

1. Prepare preliminary engineering reports (PER)
2. Perform pre-condition topographic survey
3. Preparation of design engineering for construction drawings for sanitary sewer collection, lift stations, water distribution, roadway transportation or storm drainage.
4. Develop project manual and technical specifications
5. Provide project solicitation and bidding services
6. Obtain construction permits from authorities having jurisdiction (AHJ).
7. Provide construction engineering for construction contract administration, on-site project representation, construction staking, and project closeout including record “as-built” drawings.
8. Projects may require additional specialized services that do not fall under EAGLE’s area of expertise and may not be included in every City project. These services include geotechnical investigations, wetland evaluations and delineations, environmental services, and licensed land surveying. EAGLE will utilize a local sub-contractor to perform these services.

# City of Carter Lake, Iowa

## Pre-Employment Background Screening Policy

**Effective Date:** [Insert date]

**Approved By:** City Council

**Policy Owner:** Human Resources (HR)

### 1. Purpose and Policy Statement

The City of Carter Lake ('City') is committed to maintaining a safe, efficient, and trustworthy workforce serving the public. To support that mission, all candidates for designated positions must complete pre-employment background screening and, for safety-sensitive and other specified roles, pre-employment drug and/or alcohol testing as a condition of employment. This policy aligns with applicable federal laws and municipal best practices, and it integrates fair-chance hiring principles.

### 2. Scope

This policy applies to all applicants who receive a conditional offer of employment with the City. It also applies to interns, temporary employees, and volunteers in positions that are designated as safety-sensitive or that require access to sensitive information, critical infrastructure, or vulnerable populations.

Important municipal note: Iowa's private-sector drug testing statute (Iowa Code § 730.5) does not apply to public employers such as cities; the City voluntarily adopts several procedural safeguards from that framework (e.g., confirmatory testing standards) as best practices.

### 3. Legal Framework and References

Federal:

- Title VII, Civil Rights Act—nondiscrimination; EEOC guidance on criminal records and individualized assessments.
- Americans with Disabilities Act (ADA)—no discrimination based on disability, including past substance use disorder or participation in rehabilitation programs; current illegal drug use is not protected.
- Drug-Free Workplace Act of 1988—applies when the City receives qualifying federal grants or contracts; requires a drug-free workplace program.

State/Local (Iowa):

- Iowa Code § 730.5—private sector drug-free workplaces (City is excluded as a political subdivision; adopted herein only as best practice references).
- Iowa HHS guidance on confirmatory laboratory approvals and SAMHSA standards (best practice adoption).
- Iowa DPS Guide to Workplace Drug Testing—outlines permissible testing types and employer responsibilities (used as best-practice reference).
- Fair-chance ('ban-the-box') timing precedents in Iowa cities (e.g., Des Moines, Waterloo)—City adopts timing best practices for conditional offers.

#### **4. Definitions**

**Applicant:** Any individual who has received a conditional offer of employment from the City.

**Background Screening:** Consumer reports and checks (e.g., criminal history, motor vehicle record) obtained through a Consumer Reporting Agency (CRA).

**Drug Test:** Analysis of urine, oral fluid (saliva), hair, or blood to detect controlled substances or alcohol; includes initial screening and confirmatory testing by qualified laboratories.

**Safety-Sensitive Position:** A position designated by the City wherein an accident could cause loss of human life, serious bodily injury, or significant property/environmental damage, including immediate supervision of persons in such roles.

**Adverse Action:** A decision not to hire or to rescind a conditional offer based, in whole or part, on screening results, under FCRA procedures.

#### **5. Positions Requiring Pre-Employment Drug/Alcohol Testing**

The City requires pre-employment testing for:

- CDL/DOT-covered roles (e.g., Public Works drivers operating commercial motor vehicles).
- Safety-Sensitive positions, including (examples): Fire/EMS and Police roles; Public Works operators of heavy/motorized equipment; positions involving direct care or supervision of vulnerable populations; roles with access to evidence, narcotics, or secure facilities; roles with immediate supervision of employees in safety-sensitive duties.

Designation is made by HR in consultation with department leadership and documented in the Safety-Sensitive Position List, reviewed annually.

## **6. Timing and Applicant Consent**

Conditional Offer: Drug testing and background screening occur after a conditional offer of employment.

FCRA Disclosure and Authorization: Prior to ordering any background report, the City provides a standalone written disclosure and obtains the applicant's written authorization.

Testing Consent: Applicants for covered positions must sign a Testing Consent and Acknowledgment form.

## **7. Drug/Alcohol Testing Procedures (Best-Practice Model)**

### **7.1 Specimen Types and Panels**

Permitted specimen types: urine, oral fluid (saliva), hair, or blood (where clinically appropriate).

Standard test panel screens for commonly abused substances (e.g., amphetamines, cocaine, marijuana/THC, opiates, phencyclidine), with expansion as needed for role risk.

### **7.2 Laboratories and Medical Review**

Initial and confirmatory testing performed by SAMHSA-certified or Iowa-approved confirmatory labs; results reviewed by a Medical Review Officer (MRO).

Split specimen protocols and chain-of-custody standards are followed.

### **7.3 Positive Results, Retest, and Explanations**

Applicants with a confirmed positive may request a retest of the split specimen at a different certified/approved lab at their own expense. If the retest overturns the original result, the City will reimburse reasonable retest costs and disregard the initial positive.

Applicants may provide documentation of legitimate prescription use; MRO review will consider lawful, prescribed medications consistent with DOT and federal guidance.

### **7.4 Marijuana (THC) Considerations**

Iowa permits medical cannabidiol in limited forms; no state law requires workplace accommodation or protection from employment consequences for THC positives. Therefore, THC positives may disqualify applicants for covered positions, subject to MRO review and DOT rules (if applicable).

## **8. Notification of Results**

The City will notify applicants of confirmed results in writing. Where feasible and with applicant consent, the City may use electronic or in-person delivery as efficient alternatives to certified mail.

## **9. Background Screening Components**

For all positions (unless otherwise specified), the City may conduct:

- Criminal history check (county/state/federal as appropriate) with individualized assessment per EEOC guidance.
- Motor Vehicle Record (MVR) for driving roles.
- Employment and Education Verification via CRA.
- License/Certification Verification (e.g., EMT, CDL).
- Abuse Registry Checks when roles involve vulnerable populations (child/dependent adult), per Iowa code/regulatory frameworks.

Fair-chance timing: criminal history inquiries and checks occur after the conditional offer, except where law mandates earlier vetting.

## **10. FCRA Adverse Action Procedure**

If the City contemplates rescinding a conditional offer based on a background report:

- 1) Pre-Adverse Action Notice including a copy of the report and A Summary of Your Rights Under the FCRA.
- 2) Provide at least five business days for the applicant to dispute or explain.
- 3) After review, if the decision stands, issue the Final Adverse Action Notice with CRA contact information and rights to dispute.

## **11. Data Privacy and Records Management**

Screening data is confidential and stored with limited access consistent with FCRA and City records policies. The City follows PII safeguards appropriate for public entities with access controls and retention schedules aligned to state guidance.

## **12. Equal Opportunity and Non-Discrimination**

The City prohibits discrimination based on protected characteristics under federal and state laws. Criminal history will be evaluated using individualized assessments to avoid disparate impact and ensure job-relatedness and business necessity.

### **13. Refusal to Test or Provide Consent**

Applicants who refuse required testing or fail to complete background screening will be deemed to have withdrawn from consideration, and the conditional offer may be rescinded.

DOT-covered roles are subject to stricter federal consequences.

### **14. Fraud or Tampering**

Any attempt to cheat or defraud a drug/alcohol test (e.g., use of synthetic urine/additives) results in disqualification.

### **15. Roles and Responsibilities**

HR: Administers policy, selects CRAs/labs, ensures notices, maintains records, trains hiring managers.

Departments: Identify safety-sensitive roles; participate in individualized assessments.

Medical Review Officer (MRO): Reviews lab results, verifies prescriptions, and reports verified outcomes.

### **16. Training and Communication**

HR will train hiring managers on fair-chance timing, FCRA notices, DOT rules, and this policy's procedures. Reference guides will include sample disclosures/authorizations and adverse action templates.

### **17. Policy Review and Updates**

This policy is reviewed annually or upon changes in applicable law (e.g., DOT rules, federal grants, Iowa municipal guidance). Iowa's 2025 updates to private-sector drug testing inform best-practice refinements adopted herein.

### **18. Appendix: Forms and Notices**

- FCRA Disclosure and Authorization (standalone)
- Conditional Offer Letter with Screening Conditions
- Testing Consent and Acknowledgment
- Pre-Adverse Action Notice + Summary of Rights (FCRA)
- Final Adverse Action Notice
- Safety-Sensitive Position List

## **19. Questions**

Direct questions to HR at [HR contact info]. For DOT-covered roles, consult the City's DOT Compliance Coordinator.



Cameron Gales  
City Administrator  
950 E Locust St  
Carter Lake, IA 51510  
Phone: 712-797-3205

Email: [Cameron.Gales@carterlake-IA.gov](mailto:Cameron.Gales@carterlake-IA.gov)

The City of Carter Lake credit card policy outlines proper use of credit cards by city staff. The policy is designed to provide guidance, procedures, and regulations for department directors and their designees who have authority and responsibility for purchasing goods and safeguarding the city's credit card.

### **Procedures**

The City Council may authorize the use of credit cards by department heads or by individuals within a department whose primary job duties require them to make purchases of goods or services on behalf of the city. A Department director who makes or directs a purchase by credit card that is not approved by the City Administrator, the director or employee is personally liable for the purchase. A purchase credit card must otherwise comply with all statutes, rules, or city policies applicable to city purchases.

#### **A. Responsibility & Accountability**

1. All cardholders must always safeguard the credit card and the credit card number.
2. The cardholder must keep the card in a secure location at all times.
3. Card numbers shall never be stored on vendor websites or shared with non-cardholders. Shipping addresses must be City facilities.
4. Use of the city credit card for personal purchases is strictly prohibited.
5. Lost/stolen/compromised credit cards must be reported immediately to the City Administrator or City Clerk.
6. The cardholder may be personally liable for purchases that don't have a receipt or proper approvals.

#### **B. Process for Card Use**

1. All credit card purchases must have the approval of the Department Director.
2. Every effort to procure goods under the city's tax-exempt status
3. The credit card accounts are not to be used for carrying a debit, and the entire balance on the account must be paid promptly monthly, unless disputing charges, to avoid interest.



Cameron Gales  
 City Administrator  
 950 E Locust St  
 Carter Lake, IA 51510  
 Phone: 712-797-3205

Email: Cameron.Gales@carterlake-IA.gov

4. It is the responsibility of the cardholder to dispute any incorrect charges made to the account for which he/she is responsible. If there are disputed charges, the cardholder must notify the credit card agency and the city clerk.

**C. Credit Card Use Acknowledgement**

1. The employees holding the following authorized positions will be provided with credit cards with a credit limit per cardholder as listed below.
2. When authority holds a credit card is issued to a department head or supervisor, he /she shall complete the acknowledgment form, Attachment A to this policy.

**Authority & Approval Chart**

Purchase Amount	Required Action	Approval Authority
\$0 – \$2,999		Department Head
\$3,000 – \$9,999	Line-item budgeted expenses	Department Head
\$10,000 – \$24,999	Previously Budgeted Improvements	City Administrator
\$25,000 – \$49,999	Previously Budgeted Improvements	City Administrator
\$50,000 and above	Competitive sealed bids; Council approval	City Council

**D. Card Access**

Any cardholder who violates this policy may have their credit card access revoked. The Department Director should monitor credit card use, act promptly to stop any misuse or abuse, and notify the City Administrator.

**This Policy Specifically Creates, Repeals, and Replaces Any Prior City Procedures for  
 Credit Card Use**



Cameron Gales  
City Administrator  
950 E Locust St  
Carter Lake, IA 51510  
Phone: 712-797-3205

Email: Cameron.Gales@carterlake-IA.gov

X

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Jason Gunderson  
Mayor, Carter Lake IA

X

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Cameron Gales  
City Administrator

## Attachment A

### Credit Card Holder Acknowledgement

As the \_\_\_\_\_ of the City of Carter Lake, Iowa, I accept responsibility for use of the city credit card, actions while using the credit card, and strict and diligent adherence to the Credit Card Policy and Procedures.

It is understood that the credit card authorization may be revoked for violation of the policy or if the card is misused or abused in any manner. I accept responsibility for monitoring the charges made on this card and agree to inform the credit card agency and Finance Department immediately of any fraudulent charges, loss, or theft of the card. I understand that I will be held personally responsible for any unauthorized purchases and will adhere to the monthly credit limit.

I hereby acknowledge receipt and acceptance of the City of Carter Lake, Iowa Credit Card Use Policy.

# ADMINISTRATIVE SERVICES AGREEMENT

WHEREAS, GRS Xpress Water Management Services, a sole proprietorship operated by Garrett Borden, 416 S 27<sup>th</sup> Council Bluffs Iowa 51501, desires to enter into an Agreement with the city of Carter Lake, Iowa. Dated this date, for the provision of certain administrative support services.

WHEREAS, the parties desire that the agreement provide the company in the capacity of an approved operator of the city's water distribution system.

WHEREAS that the company has the necessary qualifications, experience, and abilities to provide the services to Carter Lake.

Now, therefore, the agreement made and entered into between Carter Lake and GRS Xpress Water Management Services for the provision of administrative services shall provide as follows:

GRS Xpress Water Management Services shall provide a properly certified operator to function as the Operator of the owner's water distribution system as an affidavit operator. As part of these duties, the operator will perform all required sampling requirements (any outside laboratory and shipping costs will remain the responsibility of Carter Lake), complete any permit required reporting, complete the annual consumer confidence report (any publication required will remain the responsibility of Carter Lake), and be available for after emergencies as need (addition hourly billing rate of \$60.00 per hour will apply). As part of the service, Carter Lake has installed an in-line chlorine analyzer and any monthly operating costs shall remain the responsibility of Carter Lake.

The city of Carter Lake hereby agrees to engage GRS Xpress Water Management Services to provide them with the following services:

Provide Professional Water Management Services.

## I. COMPENSATION

The monthly compensation due under this agreement shall be \$1500.00 per month, beginning on \_\_\_\_\_, 2026

## II. Term

The term of this contract will be from \_\_\_\_\_, 2026 through and including the day of \_\_\_\_\_ unless otherwise cancelled by either party, with or without cause, after giving a 30-day notice to the other party. In the event that either party breaches a material provision under this agreement, the non-defaulting party may terminate this agreement and require the defaulting party to indemnify the non-defaulting party against all reasonable damages. This agreement may be terminated at any time by mutual agreement between the parties. Except as otherwise provided in this agreement, the obligations of the operator will end upon the termination of this agreement.

## III. Notice

All notices request demands or other communications required or permitted by the terms of this agreement will be given in writing and delivered to the parties of the following addresses

- a. To City of Carter Lake: 950 E locust St. Carter lake IA 51510
- b. GRS Xpress Water Management Services: 416 S 27<sup>th</sup> Council Bluffs Iowa 51501
- c. Or to such other addresses as either party may from time to time notify the other and will be deemed to be property delivered (a) immediately upon being served peers natty (b) 2 days after being deposited with the Postal Service if service I registered mail or (c) the following day after being deposited with an overnight Courier.

## IV. Capacity/ Independent Contractor.

In providing the services under this agreement it is expressly agreed that the contractor is acting as an independent contractor and not as an employee. The contractor and the client acknowledged that this agreement does not create a partnership or joint venture between them and is exclusively a contract for service. The client is not required to pay or make any contributions to any Social Security local state or federal tax unemployment compensation workers compensation insurance premium profit sharing pension or any employee benefit from the contractor during the term. The contractor is responsible for paying and complying with reporting requirements for all local state and federal taxes related to payments made to the contractor under this agreement.

## V. No Exclusivity

The parties acknowledge that this agreement is not exclusive and that either party will be free during and after the term to engage or contract with third parties for the provision of services similar to these services.

## VI. Indemnification

Except to the extent paid and settlement from any applicable insurance policies and to the extent permitted by applicable law each party agrees to indemnify and hold harmless the other party and its respective directors shareholders affiliates officers agents employees and permitted successors and assigns against any and all claims losses damages liabilities penalties punitive damages expenses reasonable legal fees and costs of any kind or amount whatsoever which result from or a rise out of any act or omission of the identifying party its respective directors shareholders affiliates officers agents employees and permitted successors and assigns that occurs in connection with this agreement this indemnification will survive the termination of this agreement

## VII. Modification of agreement

Any amendment or modification of this agreement or additional obligation assumed by either party in connection with this agreement will only be binding if evidenced in writing signed by each party or an authorized representative of each party.

## VIII. Assignment

The contractor will not voluntarily or by operational law assign or otherwise transfer its obligations under this agreement without prior written consent of the client.

## IX. Governing Law

This agreement will be governed by and construed in accordance with the laws of the state of Iowa.

Except as otherwise provided in this agreement, the contractor will have all control over working time, methods, and decision making in relation to the provision of the services in accordance with the agreement. The contractor will work autonomously and not at the direction of the client. However, the contractor will be responsive to the reasonable needs and concerns of the client.

## X. Equipment

Except as otherwise provided in this agreement, the contractor will provide at the contractor's own expense, any and all tools, machinery, equipment, raw materials, supplies, workwear, and any other items or parts necessary to deliver the services in accordance with the agreement.

## XI. Assignment

Neither provider nor customer shall assign, in whole or in part, any of the rights, obligations or benefits of this agreement without the prior written consent of the other party, which consent shall not be unreasonable withheld.

City of Carter Lake

By: \_\_\_\_\_

Mayor

\_\_\_\_\_

Printed Name

By: \_\_\_\_\_

Operating Manager

\_\_\_\_\_

Printed Name



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/07/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Anthony Michael Perez Adelle Risk Advisors	<b>CONTACT NAME:</b> Anthony Michael Perez <b>PHONE (A/C, No. Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> anthony.perez@adelieriskadvisors.com
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A :</b> Spinnaker Insurance Company <b>INSURER B :</b> <b>INSURER C :</b> <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>
<b>INSURED</b> GRS xpress Management Services 416 S 27th St Council Bluffs, IA 51501	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		CSG-00389134-00	01/07/2026	01/07/2027	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Certificate holder is named as an additional insured.  
 The policy contains a Blanket Additional Insured endorsement.  
 The policy contains a Blanket Waiver of Subrogation endorsement.  
 Coverage is Primary & Non-Contributory.

**CERTIFICATE HOLDER****CANCELLATION**

Garrett Borden 416 S 27th St Council Bluffs, IA 51501	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  David McFarland
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**WELCOME  
TO THE  
CITY OF CARTER LAKE**

**“OUR TOWN – YOUR TOWN”**

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## **CITY HISTORY**

*In 1853 Edmond Jefferies filed a claim on 30 acres of land which is today known as Carter Lake, Iowa. During the next 14 years, the Missouri River slowly shifted its channel, enlarging Mr. Jefferies' original 30 acres to 78 acres. In 1888, flooding and shifting of the Missouri River created an oxbow lake, Carter Lake, and left about 2,000 acres belonging to Iowa bounded on three sides by Nebraska. After extensive litigation between Iowa and Nebraska, in 1892 the United States Supreme Court finally ruled that Carter Lake belonged to the State of Iowa. In 1930, Carter Lake became an officially incorporated City in the State of Iowa and today the Missouri River has stabilized leaving 1,236 acres of land and 118 acres of water known as Carter Lake, Iowa. Today the population of Carter Lake, according to the 2020 official government census, is 3,791.*

## **CITY GOVERNMENT**

*The City of Carter Lake has a Mayor-Council form of government. Each is elected at large for a four-year term. Carter Lake has had nine mayors in its history. They are as follows:*

<i>July 7, 1930 – April 1932</i>	<i>Albert E. Schneider</i>
<i>April 1932 – April 1934</i>	<i>L.P. Heeney</i>
<i>April 1934 – January 1974</i>	<i>Wilson E. Mabrey</i>
<i>January 1974 – January 1978</i>	<i>Gerald D. Waltrip</i>
<i>January 1978 – January 1986</i>	<i>John D. Lesley</i>
<i>January 1986 – January 1994</i>	<i>Gerald D. Waltrip</i>
<i>January 1994 – August 1997</i>	<i>Leland "Bill" Blankenship</i>
<i>August 1997 – January 2002</i>	<i>Wanda Rosenbaugh</i>
<i>January 2002 – January 2006</i>	<i>Emil Hausner</i>
<i>January 2006 – January 2014</i>	<i>Russell D. Kramer</i>
<i>January 2014 – January 2018</i>	<i>Gerald D. Waltrip</i>
<i>January 2018 – Present</i>	<i>Ronald Cumberledge</i>

*City Council meetings are held on the third Monday of each month at 7:00 p.m. in the City Council Chambers of City Hall. To be on the agenda for the meeting you must present your request in writing to the City Clerk by noon on the Wednesday preceding the meeting.*

### **Current City Officials are as follows:**

<i>Mayor</i>	<del><i>Ronald Cumberledge</i></del>
<i>Mayor Pro-tem</i>	<i>Jason Gundersen</i>
<i>Council Member</i>	<i>Jacob Hanika</i>
<i>Council Member</i>	<i>Victor Skinner</i>
<i>Council Member</i>	<del><i>Jaeleen Wahl</i></del>
<i>Council Member</i>	<i>Aaron Grell</i>
<i>City Clerk/Treasurer</i>	<i>Jackie Carl</i>
<i>Deputy City Clerk</i>	<i>Lisa Ruehle</i>
<i>City Attorney</i>	<i>Clint Fichter</i>

*A current listing of all City employees is included on a separate sheet in this book. (See Appendix A) We welcome you to the staff of the City of Carter Lake and know you will help maintain and improve the quality of service we provide for our citizens.*

## **CITY STAFF AND SERVICES**

*The City of Carter Lake has a ten-member full-time police force with a Reserve Police force. The Police Department provides round-the-clock police protection seven days a week. The Police Department also employs a full-time police aide and part-time animal control officer. The Administration phone number during regular business hours is (712)347-5920. The Police Officers are dispatched from the Pottawattamie County Law Enforcement Center and the dispatch non-emergency number is (712)328-5737 and the emergency number is 911.*

*The City of Carter Lake has a volunteer Fire Department that usually has approximately 30 members. The department includes an ambulance for emergency services. The Fire Department is also dispatched from the Pottawattamie County Law Enforcement Center, and you can reach the dispatch office by dialing 911.*

*The City of Carter Lake has a public library that is accredited by the State of Iowa. There is a full-time Library Director, Assistant Library Director, and volunteers. A preschool story hour is provided during the school year, and a summer reading program is provided during the summer. Public access computers are available.*

*The Park and Recreation Department provides numerous activities for all ages throughout the year. The city participates in a baseball league. The city maintains the following parks listed with the services provided at each:*

*Hamilton Sports Complex – 1702 Avenue P*

*Three ball diamonds, concession stands, restrooms, drinking fountains, and enclosed playground area.*

*Wavecrest Park – 4<sup>th</sup> and Avenue Q*

*Restrooms, shelter area, dinosaur play equipment, picnic tables, and grills.*

*Rosenbaugh Park – 14<sup>th</sup> and Avenue P*

*Playground equipment, drinking fountain, basketball court, and tennis court.*

*Ortiz Park – 9<sup>th</sup> and Steele Avenue*

*Playground equipment, sand volleyball court, and picnic tables.*

*Neptune Circle*

*Green space with gazebo and park benches.*

*Lakefront – Lakefront area in the Carter Lake Club neighborhood.*

*Walking area along the lakefront with some benches.*

*Mabrey Park – 17<sup>th</sup> and Willow Drive*


*Playground equipment, picnic tables, grills, boat dock and ramp, cook shack, restrooms, shelter, tennis court, basketball court, three horseshoe pits, and a drinking fountain.*

*Watson Park – 9<sup>th</sup> St. and Avenue Q*


*Playground equipment and a small, sheltered picnic table.*

*Other recreational opportunities located in the city are Shoreline Golf Course, an 18-hole golf course, and the Carter Lake Boys and Girls Club, which provides numerous recreational activities throughout the year for school-aged children. The Carter Lake Community Center Senior Citizens Center provides meals for senior citizens on weekdays and also provides many recreational and educational opportunities for senior citizens.*

*The David & Rose Cumberledge Carter Lake Community Center (CCLC) opened in 2023 and is attached to the Carter Lake Public Library. This facility includes multi-purpose rooms for private and public gatherings; a gymnasium with a three-3 lane track, pickleball, volleyball, and basketball courts; and a fitness room.*

*The CLCC offers a variety of programmed activities for all age groups. The Carter Lake trail system has been greatly enhanced by the recent construction of a 2.7-mile /pedestrian route throughout the City of Carter Lake, utilizing a mix of shared use roadways and dedicated concrete trails to provide a safe trail loop through Carter Lake. The existing sidewalks along Locust Street provide connectivity to the City of Omaha's existing trail through Kiwanis Park.*

*The Carter Lake Maintenance Department maintains the streets and other public property areas of the City as well as maintaining the sewer and water mains within the City. PeopleService, Inc performs the water, sewer, and garbage billing for the city. They also provide water turn-offs or water turn-ons and repair or replacement of water meters.*

*The  Administration staff located at City Hall provides for the internal workings of City government, including all accounting functions, and provides and maintains all records for the City Council and other City Boards. The Administration staff issues most licenses and provides information or services as required by the citizens.*

*The Building Inspector issues all building permits for new construction, remodeling, altering or removal of structures.*

*The City of Carter Lake has five churches: Presbyterian, Baptist, Methodist, Catholic, and one that is non-denominational. The city has one elementary school that is a part of the Council Bluffs Community School District. Students attend junior high school at Woodrow Wilson Junior High School and high school at Thomas Jefferson High School, both in Council Bluffs.*

*The following are responsible for utility type connections for new service:*

- Electric – OPPD (Omaha Public Power District)*
- Gas – Black Hills Energy*
- Water, Sewer, and Garbage – PeopleService, Inc.*
- Garbage contractor - Waste Connections*
- Telephone – Century Link or Cox*
- Cable TV – Cox Cable*

## **CITY OF CARTER LAKE EMPLOYEE HANDBOOK**

The purpose of this employee handbook is to provide information to the employee on the policies and procedures to be followed while in employment of the City of Carter Lake. The policies and procedures contained in this handbook apply to all employees of the City of Carter Lake, except where specifically noted or where the policy conflicts with the terms and conditions of a collective bargaining agreement, in which case the collective bargaining agreement shall apply to the bargaining unit employees. Rules and regulations are necessary to operate a safe and efficient workplace. The provisions of this handbook replace all prior employment policies and practices. The City reserves the right to change any or all portions of this handbook at any time without notice. Nothing in this handbook is intended to create a contract of any kind between the City of Carter Lake and the employee. Employees are “at-will” employees; they or the City of Carter Lake may terminate the employment relationship at any time, with or without cause.

~~The Carter Lake Library has adopted certain policies for library employees. In the case of any inconsistencies or contradictory provisions between this Handbook and said policies, as to the library employees, the library policies shall control.~~

Carter Lake has entered into a contract with the union representing the police officers. In the case of any inconsistencies or contradictory provisions between this Handbook and the Police Union Contract, as to the police officers covered under the Contract, the Contract shall control.

## **EQUAL OPPORTUNITY EMPLOYMENT POLICY**

The City of Carter Lake is an equal opportunity employer. A continuous effort will be made to achieve genuine equal employment opportunity to all qualified persons regardless of race, color, religion, national origin, age, sex, marital status and physical or mental handicaps unrelated to job performance. This policy will be adhered to in any employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff, termination and all other terms and conditions of employment except as provided by law. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability. Any employee suspecting discriminatory or harassing actions on the part of the City of Carter Lake or any other employee should immediately notify their immediate supervisor as outlined in the grievance procedure and continue the grievance procedure policy if no satisfaction is gained from the immediate supervisor. Such notification will be held in confidence. Discriminatory behavior or action by any employee is cause for termination.

## **SEXUAL AND OTHER UNLAWFUL HARASSMENT POLICY**

It is the City of Carter Lake's goal to provide a workplace free of unlawful discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnic origin, disability, or religion will not be tolerated. Unlawful sexual harassment (both overt and subtle) is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited. In particular, an atmosphere of tension created by sex related remarks, unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature is not condoned or tolerated. The Equal Employment Opportunity Commission (EEOC) has established guidelines particularly for sexual harassment as a form of sexual discrimination under Title VII of the Civil Rights Act. Unlawful sexual harassment directed toward an employee or applicant includes:

1. unwanted sexual advances
2. requests for sexual favors during work or as a condition of employment
3. verbal and/or physical conduct of a sexual nature or based upon a person's gender
4. posters, calendars, or other visible materials of a sexual nature

Such conduct becomes illegal when:

1. submission to the conduct is explicitly or implicitly a term or condition of an individual's employment
2. submission to or rejection of this conduct is a basis for employment decisions
3. This conduct has the purpose or effect of substantially interfering with an individual's work performance, or creates an intimidating, hostile, or offensive work environment

Any employee who believes that they are being unlawfully sexually harassed in anyway or find the conduct of any other employee to be hostile or offensive should report the incident to their immediate supervisor as outlined in the grievance procedure. In the event that this is not possible or appropriate, the employee should report the incident to the City Clerk and/or Mayor. Each case will be promptly and confidentially investigated to determine whether sexual harassment occurred. All investigations will be designed to protect the privacy of, and minimize the suspicion toward, all parties concerned. Allegations that are substantiated will result in disciplinary actions against the employee engaged in the harassment, including up to termination. Likewise, false accusations may result in disciplinary action.

## **ACCOMMODATING PERSONS WITH A DISABILITY**

It is the policy of the City to comply with federal and state laws concerning the employment of people with a disability. Accordingly, it is City policy not to discriminate against a qualified individual with a disability, because of the disability, in regard to application procedures, hiring, advancement, discharge, compensation, training, other terms, conditions, and privileges of employment. Further, the city will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job.

All offers of employment will be conditioned upon completion of a medical examination, to establish that the person is capable of performing the essential job functions with reasonable accommodation if necessary. This medical examination will be given prior to the commencement of employment. Failure to submit or complete a medical examination will be viewed as rejection of the offer of employment.

An individual who cannot be reasonably accommodated for a job, without undue hardship, will not be selected for that position.

All employees are expected to comply with the City's drug and alcohol policy.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave.

Definitions. As used in this policy, the following terms have the indicated meaning:

“Disability” refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such an impairment, has a record of such an impairment, or is regarded as having such an impairment is a “disabled individual.”

“Direct threat to safety,” means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodations.

“Illegal use of drugs” means the use of drugs, the possession or distribution of which is unlawful under the controlled Substances Act.

A “qualified individual with a disability” means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.

“Reasonable accommodation” means making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification or training materials, adjustment or modification of policies, and similar activities.

“Undue hardship” means an action requiring significant difficulty or expense by the employer. The factors to be considered in determining undue hardship include:

- (1) the nature and cost of the accommodation.
- (2) the overall financial resources of the facility at which reasonable accommodation is to be made;
- (3) the number of persons employed at that facility.
- (4) the effect on expenses and resources or other impact upon that facility.
- (5) the overall financial resources of the Company.
- (6) the overall number of employees and facilities.
- (7) the operations of the particular facility as well as the entire Company; and
- (8) the relationship of the particular facility to the Company.

These are not all factors but merely examples.

## **DEFINITIONS**

### **APPOINTMENT**

The offer of and acceptance of a position either on a regular or temporary basis. An appointment may be withdrawn if it is determined during the probationary period that the person is not qualified for the position either in regard to technical ability or personal suitability.

### **BARGAINING UNIT EMPLOYEE**

A union or employee who is a member of a certified bargaining unit and whose wages and fringe benefits are determined by a collective bargaining agreement.

### **COMPENSATION**

The salary, wage, allowances, and all other forms of valuable consideration earned by or paid to any employee by reason of service in any position but does not include any allowances authorized and incurred incident to employment.

### **COMPENSATORY TIME OFF**

Time off from scheduled work in lieu of monetary payment for authorized overtime.

### **DEMOTION**

The assignment of an employee to a position of employment requires less responsibility or skill and having a lower minimum and maximum salary than the former position.

### **DISABILITY**

“Disability” refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such an impairment, has a record of such an impairment, or is regarded as having such an impairment is a “disabled individual.”

### **DISCHARGE**

The separation of a permanent employee for cause.

### **FRINGE BENEFITS**

Employee compensation other than wages, such as, but not limited to health insurance, dental insurance, life insurance, holiday pay, vacation, sick leave, retirement, court leave, emergency leave, military leave, injury leave and longevity.

### **FULL-TIME EMPLOYEE**

An employee works at least thirty (30) hours per week on a regularly scheduled basis.

### **GRIEVANCE**

A difference of opinion between an employee and the employer arising out of a belief on the part of the employee that there was unfair treatment in regard to working conditions, performance or pay.

### **IMMEDIATE FAMILY**

“Immediate family” shall mean and include: spouse; parents and stepparents, children and stepchildren, and the spouses of such persons; brother, step brothers, and half brothers, sisters, step sisters, and half-sisters, and the spouses of such persons; grandparents and step-grandparents, grandchildren and step-

grandchildren, and the spouses of such persons; aunts and uncles, nieces and nephews, great-grandparents, great-grandchildren, and the spouses of such persons; and persons in the same relationship to employee's spouse as included in the above.

**LAY OFF**

The involuntary, non-disciplinary separation of an employee from a position because of a reduction in forces or funds.

**LEAVE**

An approved absence from work other than vacation as provided by these rules and policies.

**NEPOTISM**

The employment of related people within the same department and one having a supervisory position over the other or favoring relatives in politics.

**OVERTIME**

All authorized actual time worked (including paid holiday leave, sick leave, or previously scheduled vacation or comp leave) by an employee in excess of regular scheduled hours over forty (40) per week.

**PART-TIME EMPLOYEE**

An employee who works less than thirty (30) hours per week either on a regular schedule or on an intermittent basis and does not accrue benefits.

**PERMANENT EMPLOYEE**

An employee who has successfully completed a probationary period and has been retained on a full-time basis.

**POSITION**

A group of specific duties, tasks and responsibilities assigned by competent authority to be performed by an employee. A position may be full-time or part-time, temporary, or permanent, occupied, or vacant.

**PROBATIONARY PERIOD**

That period of time during which an appraisal of a new or promoted employee's skills, aptitudes and adjustments are made prior to appointment to a permanent position. New employees hired to take a permanent position will serve a ninety (90) day probationary period. Sick leave benefits are accrued from the date of hire but are not available for use until the probationary period is completed. The probationary period for new sworn police personnel shall be as outlined in the current union contract. All other benefits are earned accordingly as outlined in other sections of this handbook. In the event that the job performance of a new hire for a permanent position who has reached their initial ninety (90) day period of employment is deemed to be marginal, the probationary period may be extended for another ninety (90) day period and the employee will be informed in writing of this event. In this case, sick leave benefits still accrue but cannot be used until probation is satisfactorily completed. All current employees transferred or promoted to another department or position shall be subject to a thirty (30) day probationary period with all current benefits in which they have been entitled to be available for use.

**PROMOTION**

The assignment of an employee to a position requires greater responsibilities or skill and having a higher minimum and maximum rate of pay than the former position.

**REJECTION**

Separation of an employee during or at the end of a probationary period.

**SEASONAL EMPLOYEE**

A person who is hired on an hourly basis and assigned to a specific department or activity who works less than 38 weeks per year on a regular work schedule, and who shall not be entitled to the fringe benefits of other employees.

**SUSPENSION**

The temporary separation of an employee without pay for disciplinary purposes.

**TEMPORARY EMPLOYEE**

A person who possesses the minimum qualifications and is hired for a short period of time on a seasonal or emergency basis and who shall not be entitled to the fringe benefits of other employees.

**TERMINATION**

The permanent separation of an employee from service to include death, rejection, discharge, lay off or retirement.

**TRANSFER**

The movement of an employee from one position to another has the same pay assignment.

\* Note: The use of the masculine or feminine gender in references or titles shall be considered to include both genders and is not a sex limitation.



## **GENERAL POLICIES AND PROCEDURES**

### **HOURS OF WORK - ATTENDANCE**

All employees are required to report to work on time and on a daily basis. The normal workday shall consist of not less than eight (8) hours actually worked and the normal workweek shall consist of at least forty (40) hours in five (5) consecutive days. Scheduling will be determined by the Department Head or his designee. Exceptions will be made for services that do not conform to a normal workday and for services that are on continual call. Pay periods for all departments: 12:01 AM Saturday to midnight the following Friday.

City Clerk's office:

Hours: 8:00 a.m. to 5:00 p.m.

~~Pay Period: 12:01 a.m. on Saturday to midnight on the following Friday.~~

Police Department:

Hours: 8:00 a.m. to 4:30 p.m.

~~Pay Period: 12:01 a.m. on Saturday to midnight on the following Friday.~~

Maintenance Department

Hours: 7:00 a.m. to 3:30 p.m.

~~Pay Period: 12:01 a.m. on Saturday to midnight on the following Friday.~~

Parks Department:


Hours: As set by department head

~~Pay Period: 12:01 a.m. on Saturday to midnight on the following Friday.~~


The Department Head will establish hours of work for seasonal and part-time employees. All employees, as practical, will be granted two fifteen-minute break periods and one meal period during an eight-hour day/shift. Meal periods will not be paid for any employees except for those employees who are on call at all times during their work shift. Full-time employees are allowed a meal break of either 30- or 60-minutes duration, near the middle of the workday. Part-time employees scheduled to work more than five consecutive hours during any workday will receive a meal break of the same duration as full-time employees in their department. Those employees who are on call at all times and are paid for their meal periods are entitled to a half-hour meal period. Meal periods and break periods will be established by the department head and in no instance can both break periods be taken consecutively and in no instance can one or both break periods be taken consecutively with a meal period. Employees may not extend meal breaks beyond their assigned period, will not be compensated for time lost because of tardiness, and will be subject to discipline if tardy. For hourly employees, all authorized work hours (including paid holiday leave, sick leave, or previously scheduled vacation or comp leave) over forty (40) in a workweek will be paid as overtime at time and one half. Compensatory time may be taken instead of overtime, if permitted by the Fair Labor Standards Act. Compensatory time off can be accumulated and carried over from year to year but should not exceed the maximum limits of accumulation as set by the City Council. The maximum accumulation at any one time for a Police Officer is set out in the Union Contract. The maximum accumulation for other employees at any one time is 40 hours. Time records need to be accurate and timely to reflect time actually worked using only the form provided by the city.



## **RECRUITMENT AND SELECTION**

It shall be the policy of the City of Carter Lake to carry on such recruitment programs as necessary to seek out and secure the most qualified individuals to apply for positions at all levels of service for the City of Carter Lake, Iowa. Applications shall be made on forms provided for such purposes by the Office of the City Clerk, or the Office of the Chief of Police or Library Director, as applicable. Such forms shall require information concerning the applicant’s background of training, experience, residence, physical fitness, references, and other information deemed pertinent by the City of Carter Lake. Defective applications may be returned to the applicant with notice to make revisions provided that the time limit for receiving applications has not expired. Any application which indicates that the applicant does not possess the minimum qualifications required for the position may be rejected. Applications shall be rejected if the applicant is unable to meet the essential job functions for the performance of duties in the position for which employment is sought, has made any false statement of any material fact, or attempted to practice any deception or fraud in the application process 

## **PHYSICAL EXAMINATIONS**

Job offers may be conditioned upon successful completion of a pre-employment physical by a physician selected by the City. The city pays for the examination. The City will give the applicant a copy of the results upon request. ~~The City Clerk or department heads~~ will make an appointment for the applicant. If the applicant fails to appear or fails to complete the physical, that action will be treated as a rejection of the conditional job offer. 

All medical information provided to the City will be maintained in confidence in accordance with the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), state law, and any other applicable law.

All applicants will be required to sign the standard consent and release form permitting the physician to disclose the results of the physical to the City. The form is attached as Appendix B.

If the applicant questions the results of the physical, he or she will be given an opportunity to comment, submit additional information including statements from other physicians, and/or request another physical.

The job description of the position offered to the applicant will be given to the physician. Any medical recommendation not to hire the individual must specifically state that the individual is not able to perform the essential functions of the position even with reasonable accommodations. The essential functions that cannot be performed shall be identified. Any accommodation that has been considered will be noted. Any undue burdens placed on the company as a result of the accommodation will also be noted, along with any accommodation suggested by the applicant.

If the company rejects any accommodations, the reasons for the rejection will be identified.

No applicants will be permitted to report to work until completion of the physical.

Generally, the physician will only advise the city whether the individual is able or is not able to perform the essential functions. The physician will only disclose specific medical information when:

- \* It is necessary to explain the reasons for the failure of the examination or the rejection of a particular accommodation, or
- \* Information is otherwise needed to understand the rejection of an applicant for failing the physical examination.

The city may require a medical examination from a city physician whenever it is felt necessary for the safe or efficient operation of the city. Such examination is to be treated as confidential and kept in a separate medical file. If this exam indicates that the employee can no longer safely and efficiently perform the required duties, the employee may be terminated for health reasons. Disqualification for health reasons will only occur when it has been determined that the city cannot reasonably accommodate the employee's/applicant's health problem.

**OTHER EXAMINATIONS**

Other examinations may be required by different departments including but not limited to written tests, office machines testing, polygraph testing, physical agility testing and psychological testing. The expenses for these tests will be paid by the City of Carter Lake.

**RETIREMENT**

The normal retirement age shall be 70 years of age, except that an employee may continue employment beyond 70 years of age so long as they are physically and mentally capable of exercising the efficient performance of their duties. The City Council may at its discretion set a mandatory retirement age for any position where age is a bona fide occupation qualification. The normal retirement age for sworn police personnel will be according to State law.

**EMPLOYMENT OF RELATIVES**

Nepotism as described in the definition of terms is generally forbidden. No immediate family members of the City Council or Mayor will be employed by the city unless the employee is already employed before their relative is elected to office. No relatives as described in the term of immediate family can work in the same department if one has a supervisory position (Department Head) over the other unless the Council, by a majority vote, determines it is the City's best interest to waive this prohibition on an individual, case-by-case basis. If such prohibition is waived, the mayor or his/her designee (other than the department head involved) shall also be the employee's supervisor for purposes of job evaluation and reviews. If two employees marry or become related, they will not be allowed to work in the same department, or one be in a supervisory position over another. Chapter 71 of the Code of Iowa shall apply when appropriate. (Updated May 19, 2008)

**INCOMPATIBLE ACTIVITIES**

It is the policy of the City that employees may be employed or self-employed at secondary jobs during the time they are not on duty or employed by the City. Such off-duty employment shall in no way impair the employees' ability to perform their job responsibilities for the City or create a conflict of interest or the appearance of a conflict of interest for the employee while performing their duty for the City. Performance of duty for the City shall be each employee's primary obligation and shall be subordinate to no other employment. The Mayor and Department Heads may adopt reasonable policies to implement this policy so long as such policies do not conflict with this policy.

**APPLICABILITY:**

All employees.

**PROCEDURES:**

- (1) Employees are cautioned to carefully consider the demands that additional work activity will create before engaging in any off-duty employment. Off-duty employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal

to travel, or refusal to work overtime or different hours. If outside work activity does cause or contribute to job related problems, such employment must be discontinued; and, if necessary, normal disciplinary procedures will be followed to deal with specific problems.

- (2) An employee engaged in off-duty employment shall not wear any clothing items that would identify the employee as a City employee. The use of City owned equipment by a city employee while working at off-duty employment is also forbidden.

Police Officers shall be allowed to wear their uniforms while working off-duty employment only when the Police Chief considers such arrangement, to be in the best interest of the city. Any such permission given by the Chief must be in writing and in accordance with procedures incorporated into the Police Department's Standard Operating Procedures. Such procedures will provide that the officer and the prospective employer must agree in writing to hold harmless and indemnify the city and the Police Chief for any and all claims against the city or the Police Chief resulting from such employee's off-duty employment. No Police Officer working an off-duty uniformed position shall be paid in cash without allowance for proper deductions from pay as required by law.

- (3) Employees should understand that insurance coverage afforded to them as a city employee may not be valid while engaging in off-duty employment. Examples of such coverage are health insurance, dental insurance, and worker's compensation. All employees should review their insurance coverage before engaging in off-duty employment.

- (4) Employees shall not engage in off-duty employment while on City leave for sickness or injury.

### **REIMBURSABLE EXPENSES**

If a city employee is required to use private transportation to fulfill the job requirements of the city, a mileage allowance equal to that allowed by the IRS guidelines is authorized for all trips approved by the department heads. Parking fees are included in the mileage rate and are not individually reimbursable.

Employees shall be allowed lodging and meal expenses when required to travel outside of the metropolitan area and the trip is approved by the department head or City Council. Receipts are required for reimbursement and will be only for the amount of the receipts (gratuities are excluded) or for the maximum allowed by the following limitations. No reimbursement shall be allowed for the purchase of alcoholic beverages.

**MEALS** - Those traveling on City business who are required to depart prior to 7:00 a.m. and return after 6:00 p.m. may be reimbursed a maximum of \$54.00 per day for three meals (\$13.00 breakfast, \$15.00 lunch, and \$26.00 dinner) but limited to actual receipts. There will be no advance travel funds given.

Those traveling on City business who are required to depart after 7:00 a.m. and return after 6:00 p.m. may be reimbursed for a maximum of \$41.00 for two meals (\$15.00 lunch and \$26.00 dinner) but limited to actual receipts. There will be no advance travel funds given.

Those traveling on City business who are required to depart before 7:00 a.m. and return before 6:00 p.m. may be reimbursed a maximum of \$28.00 for two meals (\$13.00 breakfast and \$15.00 lunch) but limited to actual receipts. There will be no advance travel funds given.

Those traveling on City business who are required to depart after 7:00 a.m. and return before 6:00 p.m. may be reimbursed a maximum of \$15.00 for one meal (\$15.00 lunch) but limited to actual receipts. There will be no advance travel funds given.



## VETERANS PREFERENCE

Any honorably discharged veteran as defined in Chapter 35C of the Code of Iowa shall be entitled to preference in appointment, employment, and promotion over other applicants of no greater qualifications.

## REEMPLOYMENT

All former employees are considered new hires and have no accumulated rights or benefits from previous employment with the exception of seasonal full-time employees who return each year, and those who return after active military duty and qualify under USERRA, or other kinds of leave listed in this policy manual.

## COURT LEAVE

Any full-time employee who is selected for jury duty or is called as a government witness shall receive a paid leave of absence at the employee’s regular rate of pay for up to forty hours per week for the time spent on such duty. Compensation received by the employee from the Court will be submitted to the City Clerk, with the exception of meal or travel expenses incurred by the employee. If an employee is summoned as a plaintiff or a defendant in a proceeding involving or arising from personal business or matters outside employment, the employee shall not be entitled to leave with pay, but may use accrued vacation, floating holiday or comp time to offset the lost time.

## SICK LEAVE

Full-time employees will earn sick leave based on the following scale (during the first year of employment sick leave shall be earned on a pro-rated monthly basis; after one year of employment all sick leave will be granted on the annual anniversary date):

- ~~accrual of 96 hours during the first year of employment (prorated at 8 hours per month).~~
- ~~accrual of 96 hours during the second year of employment plus carryover half of the unused portion of the first year with a maximum carryover of 40 hours to total 120 hours.~~
- ~~accrual of 120 hours during the third year of employment plus carryover half of the unused portion of the second year with a maximum carryover of 40 hours to total 160 hours.~~
- ~~accrual of 160 hours during the fourth year of employment plus carryover half of the unused portion of the third year with a maximum carryover of 40 hours to total 200 hours.~~
- ~~accrual of 200 hours during the fifth year of employment plus carryover half of the portion of the fourth year with a maximum carryover of 40 hours to total 240 hours.~~
- ~~240 hours automatically earned for each year beginning the sixth year with no carryover.~~

Sick leave will be earned or accrued but cannot be used during the first 90-day probation period. A written release from a physician will be required upon returning to work after being on sick leave for three or more days in succession. A written release may be required at other times as it is deemed necessary by the department head, Mayor, or City Council. Failure to provide a physician’s release will result in forfeiture of paid sick leave for those days. Sick leave is only to be used for the employee’s sickness or disability, including the employee's own health-related or dental appointments. However, the employee shall use all reasonable efforts to schedule appointments outside of their normal working hours. It is not to be used for family sickness or disability.

The maximum accrued sick time that an employee will be paid upon resignation, or retirement will be 240 hours as follows:

Under 5 consecutive years - zero hours.

5-10 consecutive years – 160 hours.

10 or more consecutive years – 240 hours.

An employee whose department is not on a twenty-four-hour basis must call in sick as close to the hour or earlier that they are to report for duty. An employee of a department that is on a twenty-four-hour basis must call in several hours before they are to report for duty in order that another employee can be called in to take their place. Failure to call in within a reasonable amount of time may result in unpaid leave or other disciplinary action. Failure to call in your absence for three (3) or more consecutive workdays may be considered a voluntary termination of employment.

**ATTENDANCE**

Regular attendance and punctuality are part of your job responsibilities. Employees are expected to be present on time for their job shift. The following guidelines will be used to address tardiness and absenteeism. Tardiness and absenteeism will result in discipline including termination. It is important that all communications with employees and/or actions taken are consistent and carefully documented. The intent of establishing guidelines is to ensure a greater degree of consistency in treatment of tardiness and absences by employees. Exceptions to the guidelines should be carefully documented. Department Heads retain the authority to take any action deemed appropriate even if tardiness and absences have not reached the levels defined below if the particular situation warrants such action.

**Unacceptable Tardiness/Absenteeism**

start date through 1 year of employment

More than 3 incidents or 4 days in any rolling (consecutive) 120-day period (total incidents days may not exceed the acceptable level for over one year of employment).

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over one year of employment

More than 7 incidents or 12 days in 4 or more incidents in any consecutive 365-day period (Based on a rolling 365-day period, not a calendar year).

An incident of absenteeism is defined as one period of continuous absence from work for any reason other than paid or unpaid leaves as defined in other places in this handbook and/or documented absences due to medical reasons.

An incident of tardiness shall be defined as being late for work.

**WELLNESS DAY**

An employee may receive wellness hours (8 hours) (day off with pay) every three months if the employee does not use any sick time in the previous three months. The wellness day must be taken in the next three months from the date earned or be forfeited.

**FAMILY AND MEDICAL LEAVE ACT**

An employee may be granted up to forty hours paid leave in a calendar year to provide temporary emergency care for ill or injured members of their immediate family. The city will abide by FMLA.

## **FUNERAL LEAVE**

In the case of the death of a person in the immediate family of the employee, the employee may be granted up to forty hours off with pay to attend the funeral and/or make arrangements depending on the travel required.

This benefit will not be paid in cases that would result in paying twice for the same time off. No payment will be made if the employee is on leave of absence or is absent as a result of disability, illness, or other personal business.

## **MATERNITY LEAVE**

The employee must request in writing to her immediate supervisor for use of maternity leave. Such written request must be made at least 30 days in advance of the leave when the need is foreseeable. If the need for leave is foreseeable less than 30 days in advance, the employee must provide written notice as soon as practicable. She must also state that she intends to return to her position after she is released by her physician.

Disabilities caused or contributed to by pregnancy and recovery there from shall be covered by accumulated sick leave, vacation, or compensatory time before an employee is placed on unpaid leave. The city may request a medical certificate from the employee if there is a question as to whether the employee's physical fitness to continue work before delivery or to return to work after delivery.

An employee hired to replace an employee on maternity leave is classified as temporary and retains temporary classification until the return of the employee or upon termination of the employee on maternity leave.

Maternity leave will commence at a time prior to delivery as agreed upon by the employee and her physician. A certificate must be presented from the attending physician stating the length of time the employee should be allowed to work past the six-month period.

If the employee has been employed by the City full-time for more than two (2) years, the employee shall be entitled to three weeks of paid maternity leave. If an employee has been employed by the City full-time for five (5) or more years, the employee shall be entitled to six weeks of paid maternity leave.

Once the employee has exhausted any applicable paid maternity leave, said employee may elect to use any accrued and available sick leave and vacation time. Once all paid maternity leave, sick leave, and vacation time has been exhausted, the employee may utilize unpaid leave as allowed by the FMLA where applicable or as allowed by Iowa Code Section 216.6(2)(e) where the FMLA does not apply. Any paid maternity leave, sick leave, or vacation time utilized by the employee with regard to the pregnancy shall be subtracted from the maximum applicable period of unpaid leave (12 weeks for employees to whom FMLA applies and 8 weeks for employees to whom Iowa Code Section 216.6(2)(e) applies) to determine the amount of unpaid leave that the employee may take under the FMLA or under Iowa Code Section 216.6(2)(e).

While an employee is on maternity leave she will continue other benefits and seniority.

## **PATERNITY LEAVE**

Employees shall be granted two (2) weeks of Paternity Leave following the birth or adoption of a child. The leave shall be granted as paid administrative leave and not charged against the employees leave banks or Family Medical Leave.

## **UNPAID LEAVE**

The City Council may grant, at its sole discretion, unpaid leave of absence to an employee who needs the time for personal reasons. During unpaid leave the employee:

- receives no compensation
- does not earn vacation or sick leave
- does not collect sick leave benefits
- does not contribute to retirement programs
- must reimburse the employer for all insurance premiums paid while on leave if coverage is desired to be continuous

The city does not guarantee that an employee's job will be held during a leave of absence. If the employee does not return on the agreed upon return date it will be treated as a resignation by the employee.

## **MILITARY LEAVE**

Any employee, when ordered by proper authority to active state or federal service, is entitled to a leave of absence from government employment for the period of active state or federal service, consistent with the USERRA. The City will pay the employee his/her normal City pay for the first thirty (30) days.

Any employee who is a member of the National Guard or military reserve organization and is required to attend summer camp or other authorized activities which require the employee to be away from regular duties for a specified length of time, shall be granted this time off with no charge against either vacation or sick leave.

## **HEALTH, DENTAL, LIFE AND VISION INSURANCE**

All full-time employees are eligible to apply for health, dental and life insurance benefits on the sixtieth day following their start date and the plan becomes effective on the first day of the next month following such applications. The city will pay up to \$700 per month towards the cost of employee and family health care coverage. The City will pay the full cost of single coverage for dental and life insurance benefits. The employee shall authorize a payroll deduction for the additional cost, of the single coverage or for family coverage if requested.

Elective insurance if available, for vision, accident, life, sickness, and cancer plans, must be paid for by the employee through a payroll deduction whether it is for single or family coverage.

## **WORKERS' COMPENSATION**

All employees will be covered by worker's compensation insurance for job-related injuries. The City shall designate the doctor, hospital, or health care provider that will be used by the employee for the work-related injuries. In the case of an on-the-job injury, the employee's sick leave benefits can be used to cover any days of disability not otherwise covered by worker's compensation benefits.

If an employee is hurt or sickened the following policy needs to be followed immediately. If the Employee is critically hurt or sickened, call 911. If unsure and you think they need to be seen, someone call 911.

If it is an injury not requiring 911 employee shall immediately report it to their supervisor no matter how small the injury is or even if you think it requires no medical attention. Supervisor will notify Safety Coordinator on behalf of their employees. Supervisor and/or Safety Coordinator and employee will complete an incident report together, sign and date for the record. If you are a supervisor and sustain an injury, you should immediately report it to the Mayor, City Clerk and Safety Coordinator.

Per IMWCA coverage, Company Nurse is to be called on every incident @ 1-888-770-0928. The city code for is IA073. The employee will relay the incident in detail to the on-call Company Nurse. At this time, it will be decided if the employee needs to be seen at that time or monitored by supervisor for follow ups or seen later.

If the employee is not seen in clinic, they must follow up DAILY with Supervisor to make sure there are no changes in status or symptoms. If there is a worsening of symptoms at any time, notify Supervisor immediately and they will notify the Safety Coordinator immediately and we will get together and call the Company Nurse will be notified again of the change in status and make new recommendations for medical care.

As of January 2025, the primary care provider for work related injuries is Occupational Health Clinic at Methodist Clinic in Council Bluffs, adjacent to Jennie Edmundson Hospital. If prescriptions are issued by a physician, consult with IMWCA case coordinator to ensure proper information is provided to ensure payments are handled in a timely manner.

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### **SAFETY**

The City will continue to make reasonable provisions to protect the safety and health of its employees in accordance with all applicable Federal and State laws. A separate safety policy manual is provided to each employee for their referral and use.

All employees will participate in safety meetings or workshops as required by their Department Head and will be familiar with all safety rules. Authorized protective equipment and other devices necessary to properly protect employees from injury and sickness shall be designated and provided by the City and the use of such equipment and devices shall be mandatory.

All employees shall recognize their responsibility to conduct themselves in a manner that promotes safety, employee cooperation, good morale, and good public image. Every employee has a responsibility for their own safety, as well as their coworkers. Employees are also expected to exercise reasonable judgment in the care and use of all equipment including, but not limited to, safety equipment, hand tools, minor equipment, and vehicles used by City employees in the performance of their jobs.

Any violation by employees of City policies concerning Federal OSHA Standards, State, or City Safety rules and regulations shall be subject to disciplinary action, including termination.

### **TERMINATION FOR CAUSE**

Except as otherwise provided for in union contracts, employees are at will and may be terminated with or without cause at any time. However, an employee is also subject to discharge or demotion for any of the following causes: inefficiency, insubordination, incompetence, failure to perform the assigned duties, dishonesty, negligence, conduct which adversely affects the employee's performance or the department

employing him, conviction of a crime involving moral turpitude, conduct unbecoming a public employee, misconduct, or any other just and good cause. This list is not an all-exhaustive list but is for example purposes. Employees terminated for just cause shall not receive any of their accrued benefits. Employees who are terminated under these circumstances shall not be reemployed by the City.

### **REDUCTION IN FORCE**

If it becomes necessary to reduce the number of employees because of a shortage of work or limitations of funds, termination of the employee will be accomplished with due consideration to status, length of service, and performance evaluation. Any employee whose position is being discontinued will be given every opportunity to apply for another position (for which they are qualified) within the city if an opening exists.

### **RESIGNATION**

Employees shall provide a two-week notice written to their supervisor to be considered in good standing at the end of their employment. In the event of unusual or extenuating circumstances, the supervisor may accept a shorter period of notice. The employee shall be paid for all accrued benefits provided the two-week written notice is given.

### **GRIEVANCE PROCEDURE**

Any employee or group of employees who feel they have not been treated fairly in keeping with policies of the City should first discuss the problem with their immediate supervisor. If the problem is not settled to the employees' satisfaction, the following procedures should be used:

(1) The employee shall, within three working days of the date of the grievance, present the grievance in writing to the Department Head. The Department Head shall reply in writing within three working days of receipt of this grievance, informing the employee of his decision.

(2) In the event that the Department Head's decision is not satisfactory for the employee, the employee may, within three working days, present his grievance in writing to the City Council. The City Council shall, within five working days of receipt of the grievance, arrange to meet with the grievant, the Department Head, and witnesses called by either party. The City Council shall hold an informal hearing and shall issue a written decision within five working days of the closing of the hearing. The decision of the City Council shall be final and binding.

### **HOLIDAYS**

If a holiday designated as a paid holiday falls on Saturday, the preceding Friday shall be granted, for those employees whose department is not a 24-hour department and if a holiday designated as a paid holiday falls on Sunday, the following Monday shall be granted for those employees whose department is not a 24-hour department.

No holiday granted to an employee by this section can be considered as vacation time and shall not be included in the amount of vacation to which an employee is entitled.

An employee shall forfeit the right to payment for any holiday if there is an unexcused absence on the working day immediately preceding or immediately following such holiday. Employees on sick leave are entitled to holiday pay.

Part-time or seasonal employees are not entitled to holiday pay, unless they work the holiday and they will be paid their regular rate of pay for the hours worked. Full-time hourly employees who are called in to work on holiday will be paid time and a half for hours worked in addition to the 8-hour holiday pay.



Designated holidays for non-union employees are:

- January 1 - New Year's Day
- President's Day
- Good Friday
- Memorial Day
- July 4 - Independence Day
- Labor Day
- Columbus Day
- Thanksgiving and day after
- Christmas
- Birthday (must be taken within two weeks before or two weeks after your birthday)
- Floating Holiday

Holiday pay for non-union employees is 8 hours for each day. (Total – 96 hours)

Designated holidays for police union employees are set out in the Union Contract.

### **VACATION**

Vacations shall be earned from the anniversary of the last date of employment and must be used within the next anniversary year. No unused vacation days may be carried over to next year and no payment will be made for vacation time not used. Department Heads will have control of the scheduling of all vacations. A terminated employee shall receive pay for all accrued vacation due. There will be no vacation or sick leave accrual during leave without pay.

Full-time, non-seasonal employees shall be entitled to paid vacation days at their basic rate of pay based on the following schedule:

- 0 hours during the first year of service
- 40 hours after one year of service
- 80 hours after two years of service
- 80 hours after three years of service
- 80 hours after four years of service
- 80 hours after five years of service
- 88 hours after six years of service
- 96 hours after seven years of service
- 104 hours after eight years of service
- 112 hours after nine years of service
- 120 hours after ten years of service
- 128 hours after eleven years of service
- 136 hours after twelve years of service
- 144 hours after thirteen years of service
- 152 hours after fourteen years of service
- 160 hours after fifteen years of service
- and an additional 8 hours for each additional year of service

## **RECORDS AND PAYROLL**

The Clerk's office shall maintain a personnel record for each employee in the service of the City of Carter Lake. The Personnel Record will indicate the name, title of position held, the department to which assigned salary, changes in employment status, evaluations, reprimands, and all other **original** employment-related paperwork. At no time shall anyone remove paperwork from an employee's Personnel Record. The City and/or Deputy Clerk shall maintain personnel records under lock and key in a secure area at City Hall.

Each employee shall promptly report all changes of name, address, and telephone number to the City or Deputy Clerk's office in writing. All Department Heads shall be responsible for immediately notifying the City or Deputy Clerk of any employee's assignment or employment status change in writing, with all **original** paperwork placed in the employee's Personnel Record.

An employee may request to view the contents of their Personnel Record by requesting an appointment with the City or Deputy Clerk. The following personnel must be present during the employees' review of their Personnel Record: 1) City or Deputy Clerk; 2) A City Council Member. The employee also has the option of requesting the presence of their attorney. The City or Deputy Clerk will ensure that each employee's Personnel Record contains a log indicating the date, time, purpose of the review and the signatures of those reviewing the record. No unauthorized personnel will be allowed to view an employee's Personnel Folder.

Employees may maintain Personal Folders to keep personal and/or copies of employment-related paperwork; however, this folder will clearly indicate it is a Personal Folder by placing a label on the front of the folder indicating such. These labels can be obtained from the City or Deputy Clerk. **No original** employment-related paperwork will be kept in an employee's Personal Folder – all **originals** must be given to the City or Deputy Clerk for placement in the employee's Personnel Record.

If an employee leaves the service of the City of Carter Lake and does not take their Personal Folder, their Personal Folder shall be given to the City or Deputy Clerk and placed with the Personnel Record.

Personnel records and payroll registers, whether current or past, shall be kept permanently and confidential.

Failure to maintain records as indicated in this policy may result in disciplinary action.

Salary checks will normally be distributed biweekly, except for those part-time employees that are paid monthly. Overtime pay will be inclusive through the date on which the pay period ended. Department Supervisors shall approve all overtime and compensation time prior to payment. All overtime pays and compensation time accrual is subject to council approval. **All requests for advances in pay are forbidden.**

Overtime pay shall be paid for at one- and one-half times the hourly rate or hourly equivalent rate for any hours (including paid holiday leave, sick leave, or previously scheduled vacation or comp leave) over forty per week for the job performed.

Payroll deductions will include federal income tax, state income tax, FICA, and Medicare deductions, IPERS, and any other employee approved sum.

## **PAYROLL SCHEDULES**

- Biweekly employees: Payday will be every other Friday. If Friday falls on a holiday then payday will be on Thursday.
- Monthly employees: Payday will be the first of the month. If the first falls on a weekend or holiday then payday will be the next business day.

## **TIME SHEETS**

All biweekly employees are required to record time worked by using the Time & Attendance Program on a computer designated by employee's supervisor each workday. (Employees who do not have access to the program must use a paper timesheet).

Employees should ensure that actual hours worked and leave time are recorded accurately. The supervisor should be notified if there are any errors on the employee's timesheet. Falsification of a time record is a breach of City policy and is grounds for disciplinary action up to and including termination.

At the end of each pay period, all employees must verify the accuracy of the hours reflected on their timesheet by signing the timesheet. Supervisors must also attest to the accuracy of the employee's timesheet by approving the timesheet.

## **OTHER ABSENCES**

No paid time off will be granted in the first three months of employment (90-day probationary period) except for a death in the immediate family.

A full-time employee who does not report to work because of weather conditions must call in as soon as they determine weather is preventing them from getting to work. If the employee has six or more months of service they may take vacation to compensate for the time missed. For employees who have no vacation days or a floating holiday, are on probation, or have less than six months of service, the time off will be without pay. This time off will be considered an incident and days absent will be included in the annual total.

## **DISCIPLINE PROCEDURES**

It is the policy of the City that any conduct that in its view interferes with or adversely affects employment is grounds for disciplinary action, ranging from verbal warnings to immediate discharge. All disciplinary action taken against an employee shall be documented in the employee's personnel file.

Depending on the conduct, disciplinary steps may be enforced by the following methods in the listed order: verbal warnings, written warnings, suspensions without pay, or termination.

Factors that may be considered in ascertaining the appropriate steps include:

- \* Seriousness of conduct
- \* Employment record
- \* Employee's ability to correct conduct
- \* Action taken with respect to similar conduct by other employees
- \* Surrounding circumstances
- \* Prior occurrences of similar nature
- \* Prior disciplinary actions



There will be investigation to ascertain what occurred and the presence or absence of the factors listed. Employees are expected to cooperate with the investigation. When there is reason to believe that an employee has violated City policy, action will be taken that is consistent with this policy.

Remember, the examples that follow are only guidelines; and, as always, you may terminate your employment at any time, with or without cause, and the City retains the same right. Further, the City continually updates and reviews its policies; accordingly, its disciplinary procedure is subject to change.

### **Grounds for Immediate Dismissal and/or Suspension**

Some conduct may result in immediate dismissal. The mayor will apply these suspension and/or termination guidelines. Examples of behavior that may result in immediate dismissal include but are not limited to:

1. Dishonesty (including but not limited to theft).
2. Insubordination (refusal to perform assigned duties or to follow orders of management).
3. Fighting or assault on someone in the city premises or while performing work duties.
4. Possession of or bringing onto the City's premises dangerous weapons of any kind or other contraband without the written consent of the City (City-issued equipment and pocketknives excluded).
5. Deliberate destruction of, or damage to, City property or products.
6. Possession of, drinking, or being under the influence of alcohol on City premises or while on duty.
7. Possession, use, or being under the influence of drugs, narcotics, or other intoxicants while on City premises or while on duty.
8. Harassment (e.g., sexual, age, race, national origin, religion) of other employees, vendors, or citizens will not be tolerated. Anyone in violation of this rule may be subject to disciplinary action up to and including discharge.
9. Submitting inaccurate time sheets.
10. Repeated disciplinary action.

### **Grounds for Disciplinary Action**

This list describes other conduct that may result in discipline. Generally, the supervisor or Mayor will apply these guidelines when the discipline is a warning or written reprimand.

1. Leaving during work hours or not returning to work after lunch or rest period (except in an extreme emergency) without prior notification to management.
2. Failure to fill out time sheet.
3. Filling out another person's timecard.
4. Failure to call one-half hour before the employee's scheduled starting time for the day shift, or two hours before the employee's scheduled starting time for night shift, when absent.
5. Negligence or carelessness in performing specified or assigned duties.
6. Sleeping on the job.

7. Horseplay. If a serious injury is the result, discharge may occur.
8. Failure to report immediately to management any work-related injuries.
9. Unsafe operation of any equipment, including vehicles.
10. Operating equipment or machines without guards or safety devices in place and in working order.
11. Visiting or loitering in areas other than those to which you have been assigned.
12. Violation of any discrimination laws.

### **ALLOWANCES - CLOTHING/UNIFORM**

The city will furnish a clothing allowance for each sworn employee of the Police Department, the Animal Control Officer, the Maintenance Department employees, and full-time employees of the Parks Department. The clothing allowance will be issued on a reimbursement basis for all employees except those requiring police or animal control uniforms. Employees must turn in an original receipt indicating what was purchased to be considered for reimbursement. Those requiring police or animal control uniforms may make purchases using a city purchase order with the city paying the bill when received and deducting it from their total allowance. In addition, those required to wear police uniforms will be given an additional allowance to maintain (dry clean, launder) their uniforms. Cleaning allowances will be reimbursed after an original receipt has been presented for payment. Items that may be purchased with uniform/clothing allowances are as follows but not limited to: uniform/clothing worn on the job, boots or shoes used on the job, jackets, coats, coveralls or other outer wear used on the job, gloves used on the job, hats, helmets or other headgear used on the job or other items necessary for the safe performance of the job that is not provided by the City. Items purchased shall only be worn or used while working for the City. The payroll clerk will maintain an itemization of reimbursements, and a balance remaining can be obtained during regular office hours. There will be no pay out or carryover from year to year of any unused balance in uniform/clothing or maintenance allowances. The amount of available funds for uniform/clothing and maintenance allowances will be determined annually by the City Council. Current amounts for each department are attached hereto as Appendix C.

### **CASUAL DAY WEAR**

Office personnel or those who receive no uniform or clothing allowance must dress appropriately in office attire maintaining a good public image and the professionalism of their position. Each Friday during the year, office personnel may choose to wear more relaxed, casual clothes. A good public image must still be maintained as well as the professionalism of our positions. Torn, frayed, or cut off clothing is not allowed, as well as halter-tops, tube tops, crop tops, spaghetti straps or t-shirts or sweatshirts with questionable or objectionable messages on them. No midriff shall be shown. Undergarments should not be visible through clothing. Clothing should not be tight or ill fitting. If in doubt, do not wear it.

### **DEPARTMENT RULES**

Department Heads may establish written work rules appropriate for their department, subject to the approval of the city council. If those rules conflict with the Employee Handbook, then the Employee Handbook will apply. Violations of department established rules may also constitute disciplinary action.

### **USE OF CITY EQUIPMENT AND VEHICLES**

No employee is to drive, use or take-home City equipment or vehicles for their own personal use.



## **EMPLOYEE EVALUATIONS**

Every Department Head is required to evaluate the performance of each new employee as close to their ninetieth day of employment as possible and annually thereafter on an approved evaluation form. The Department Head must review the evaluation with the employee and the form must be completed and signed by both the supervisor and the employee. The supervisor will forward the completed form to the City Clerk for inclusion in the employee's personnel file and/or for further action if necessary.

Every Department Head is required to evaluate the performance of each of their employees on an annual basis to coincide with budget negotiations and present said evaluation along with recommendations for salary increase or decreases during their budget presentation to the City Council. Supervisors and Department Heads are required to be evaluated in the same manner by the mayor. Mayor will present his or her recommendations for salary increases or decreases to the City Council during budget negotiations. Supervisors, Department Heads, and anyone serving in an appointed position who reports to the City Council is required to be evaluated in the same manner by the full City Council or a subcommittee of the City Council. If the City Council uses a subcommittee, the subcommittee will present their evaluations and recommendations for salary increases or decreases to the full City Council for its approval before sharing the evaluation with Supervisors, Department Heads, and anyone serving in an appointed position.

Department Heads may add items to the evaluation forms to fit the work in their department, but the mayor and/or City Council must approve the form before they can be used. If an employee disagrees with his or her evaluation, a grievance may be filed in accordance with the grievance policy. This policy applies to all employees of the City.

## **LONGEVITY**

All part-time, non-union employees will be given an increase in pay of \$10.00 per month after each five years of employment. All full-time, non-union employees will be given an increase in pay of \$20.00 per month for each five years of employment.

## **CALL OUT OR RETURN TO WORK TIME**

Any employee who is entitled to overtime pay for hours worked (including paid holiday leave, sick leave, or previously scheduled vacation or comp leave) over forty per week and who is not already covered by a union contract or other employment contract is entitled to a minimum of two hours of pay for a call out or return to work incident.

## **TELEPHONE USE**

The city provides a telephone system. Office telephone facilities, like all City facilities, are for business purposes. It is recognized that some personal calls are necessary, but these should be kept as brief as possible and to a minimum.

Long-distance personal toll calls should not be charged to the city, but as noted above, it is accepted that employees do have occasional need to place such personal calls. If you need to make a personal long-distance call, please charge it to a personal phone card. If you charge a long-distance call to the city by accident, notify your supervisor so you can reimburse the city. Employees who make long-distance calls to the city, and who do not report the error and reimburse the city are subject to discipline.

Harassing phone calls are not tolerated. Any employee who is harassed is expected to report the incident in accordance with our harassment policy. Harassing calls received by an employee are to be reported immediately.

Employees may never call 900 numbers. Employees may not use the company phone system to make harassing calls.

### **CELL PHONE USAGE**

1. Personal telephone calls are to be kept to a minimum. Cell phones are to be used only for City business. Employees may not use cell phones to conduct business for others or themselves.
2. Cell phones are not to be used for any illegal activities.
3. Employees may be billed the airtime charges for all personal calls.
4. Cell phones and accessories (e.g., battery charges) are city property. To the extent permitted by applicable law, employees may be held responsible for lost or stolen cell phones, etc., belonging to the city. Employees must immediately report lost or stolen cell phones, etc.
5. Employees are to use cell phones in a safe manner (e.g., calls are not to be made by the person driving a vehicle).
6. Confidential information is not to be discussed over cell phones.
7. Phones are not to be forwarded to cell phones. Cell phones are not to be forwarded to other phones.
8. All city policies that apply to regular telephones also apply to city owned cell phones.
9. Employees may be disciplined for violating the cell phone policy.

### **INTERNET USE**

As the City maintains its own Web site and Internet account, employees are not to use their personal accounts during work hours or use company equipment to reach personal sites.

Materials downloaded from the Internet are to be placed on diskettes first. It is never to be placed on a hard drive. Anti-virus software is to be used to scan viruses before any material from a diskette is placed on our network system.

Anonymous messages are not to be sent. Aliases are not to be used.

Any data on company facilities or its premises may be viewed at any time. Employees have no ownership or privacy expectations in such data. All work created using city equipment or facilities belongs to the city.

Employees are expected to comply with the city policy regarding confidentiality, solicitation, moonlighting, business ethics, and harassment when using the Internet.

Employees are not to place personal copies of software or data on any company equipment. This especially includes any games or pornographic material.

Violations of this company policy may lead to discipline including discharge.

## **DRUG/ALCOHOL FREE WORKPLACE POLICY**

It is the policy of City of Carter Lake to provide safe, dependable, and efficient services to the public which it serves. City of Carter Lake is committed to maintaining a workplace that is free from the effects of drug and alcohol use and abuse in accordance with the federal Drug-Free Workplace Act of 1988, Public Law 100-690, and any amendments thereof.

City of Carter Lake intends to provide a drug-free environment for all its employees. It is not the City's intent to intrude into the private lives of employees. However, the effect of drug and alcohol abuse on safety, work quality, increased medical expenses and lost productivity require a drug and alcohol-free workplace policy. City of Carter Lake desires to make its employees aware of the dangers of drug and alcohol abuse and encourages employees to voluntarily seek assistance for any substance abuse. This policy always prohibits the use and ingestion of illegal drugs.

### **SCOPE**

This policy is applicable to all City employees including Elected Officials.

### **NON-DISCRIMINATION**

In accordance with the requirements of the Americans with Disabilities Act, the City does not discriminate against employees or applicants who are qualified individuals with a disability who are not currently engaged in the use of prohibited drugs or alcohol and who do not otherwise violate the provisions of this policy, including but not limited to individuals who:

1. Have successfully completed or who are currently participating in a supervised rehabilitation program and are no longer engaging in such use; or
2. Have otherwise been rehabilitated and are no longer engaging in such use.

### **PROHIBITED DRUGS**

Prohibited drugs addressed by this policy include the following:

1. **Illegal Drugs:** Illegally used controlled substances or drugs under the Drug Free Workplace Act of 1988, any drug or any substance identified in Schedule 1 through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), and as further defined by 21 CFR 1308.11 through 1308.15 are prohibited at all times in the workplace unless a legal prescription has been written for the substance. Illegal use includes use of any of the specified illegal drugs, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy.
2. **Legal Drugs:** The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited under this policy. However, not taking the medication as prescribed; not having a prescription for the medication or excessive use or abuse of such drugs shall be the same as use of illegal drugs under this policy.

Employees must report their use of over the counter or prescribed medications to their supervisor if the use of such medications might impair their ability to perform their job safely and effectively. Employees required to drive are required to notify their supervisor of any medications prescribed which have a warning with respect to the operation of machinery or vehicles. If it is determined that the employee is unable to perform the job safely and properly, the employee will be required to utilize sick leave until they are released to return to work by a medical professional.

City of Carter Lake reserves the right to take appropriate action if the use of a prescribed or an over-the-counter drug is impairing or is deemed likely to impair the employee's ability to perform his/her job.

3. **Alcohol:** The use of beverages containing alcohol is prohibited in the workplace. Alcohol is considered a "prohibited drug" under this policy.

## **PROHIBITED BEHAVIOR AND CONDUCT**

1. The following is prohibited conduct and employees who engage in this conduct will be subject to termination of employment and may in addition, suffer legal consequences:
  - A. The use, sale, offering for sale, storing, distribution or possession of illegal drugs, including controlled substances, imitation controlled substances, counterfeit controlled substances on the job, City property or in City vehicles is prohibited.
  - B. The illegal use, sale, offering for sale, storing, distribution or possession of prescription medications or over-the-counter medication on the job, on City property, or in City vehicles is prohibited.
  - C. The use of alcohol in the workplace, or the sale, offering for sale, distribution or illegal possession of beer, wine, liquor, or other alcoholic beverages or medicines containing alcohol on the job, on City property or in City vehicles is prohibited.
  - D. Employees are prohibited from reporting for duty or remaining on duty anytime there is a presence of a prohibited illegal drug in the body.
  - E. Employees are prohibited from reporting for duty or remaining on duty if they are under the influence of alcohol.
  - F. An employee who tests positive for alcohol or illegal drugs has engaged in prohibited conduct.
  - G. Being under the influence of a prescription or over-the-counter medication that affects the employees' ability to safely perform any of their job functions is prohibited.
  - H. Commercial drivers are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he/she submits to a required post-accident drug and alcohol test, whichever occurs first.
  - I. Employees who refuse to test for drugs or alcohol when required by the employer or any conduct that results in a test refusal is prohibited conduct.
  - J. All City employees who are off duty and under the influence of alcohol or illegal drugs, are obligated to refuse any emergency calls or call outs. Reporting for work under the influence of alcohol or drugs is prohibited conduct.
2. For the purpose of enforcing this policy, employees, their personal possessions (including personal vehicles), and their City-issued equipment and containers are subject to inspection and surveillance at all times while on City property or work sites or while conducting City business as provided by law. Any refusal by the employee to submit to an inspection is an act of insubordination subject to disciplinary action.

3. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is City of Carter Lake's intent and obligation to provide a drug-free work environment.
4. As required by law, it is a condition of continued employment that any employee who is convicted of any criminal drug violation for conduct in the workplace is required to notify their *Elected Official* or Department Head of this fact no later than five (5) calendar days after such conviction. (A conviction means a finding of guilt, including a plea of "nolo contendere" or "no contest", of the imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of federal, or state criminal drug statutes.) Employees who violate this provision will be subject to disciplinary action up to and including termination of employment.
5. Employees are obligated to report co-workers who are in violation of this policy. If an employee becomes aware of another employee using, possessing, selling, purchasing, or transferring prohibited drugs or alcohol while on the job, he/she is expected to take prompt action to report the information to their immediate supervisor. Failure to do so is prohibited conduct.
6. Employees are required to report alcohol/drug related traffic offenses to their supervisor if it will affect their ability to operate a motor vehicle for City business. This report shall be made no later than the next scheduled business day and before operating a vehicle for City business.
7. City of Carter Lake will not take adverse action against any employee that makes voluntary admission of alcohol misuse or controlled substance use provided that the employee does not self-identify to avoid testing. The City will allow the employee sufficient opportunity to seek an evaluation, education, or treatment to establish control over the employee's drug or alcohol problem.

Self-reporting just after being notified of a test

- a. Does not release the employee from the responsibility of taking the alcohol or drug test.
- b. Does not release the employee from discipline which may arise from a positive test.
- c. Does not qualify as a voluntary referral.

Please refer to the Drug & Alcohol Testing Program, Section VI for additional information on employee admission of alcohol and controlled substance use.

### **DRUG AND ALCOHOL TESTING REQUIREMENTS**

1. The federal Department of Transportation (DOT) and the Federal Motor Carrier Safety Administration (FMCSA) requires that commercial drivers be tested for drugs and alcohol under the following conditions: Pre-Employment, Reasonable Suspicion, Random and Post-Accident. Commercial drivers who voluntarily admit to alcohol misuse or controlled substance use will be subject to return-to-duty testing and may also be required to employee monitoring and non-DOT follow-up testing.

Commercial drivers performing safety sensitive functions will be tested for five (5) substances: marijuana (THC metabolite), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP).

2. City of Carter Lake will conduct Pre-Employment and Reasonable Suspicion drug and alcohol testing.

The City drug test will test for nine (9) substances which include: marijuana (THC metabolite), cocaine, amphetamines, opiates (including heroin), phencyclidine (PCP), Benzodiazepines, Barbiturates, Methadone, and Propoxyphene. For the purpose of this policy, this shall be hereinafter referred to as a City drug test. The City reserves the right to add additional drugs as they become available for testing.

Employees who are required to maintain a commercial driver's license shall be required to submit to both the DOT and City drug and alcohol test for Pre-Employment and Reasonable Suspicion.

Employees who test positive for drugs or alcohol shall be placed on administrative leave without pay pending final disciplinary action.

## **DRUG AND ALCOHOL TESTING POLICY**

### **SECTION 1: PURPOSE**

The City of Carter Lake (hereinafter referred to as the Employer) has a vital interest in maintaining safe, healthful, and efficient working conditions for all its employees. Being under the influence of a drug or alcohol on the job poses serious safety and health risks, not only to the user, but to all those who work with or otherwise encounter the user. The possession, use, sale or distribution of illegal drugs or alcohol on the job also poses unacceptable risks for safe, healthful, and efficient operations.

It is the Employer's right, obligation, and intent to maintain a safe, healthy, and efficient working environment for all its employees and to protect the Employer's property, equipment and operations from the risks associated with drug or alcohol use in the workplace.

The Drug & Alcohol Testing Policy can be altered or modified at the discretion of the Employer, however those represented under this policy shall be notified sixty (60) days prior to the implementation of any changes.

The provisions of this Drug & Alcohol Testing Policy apply to all employees of the City of Carter Lake. It is understood that a policy cannot address every situation that may arise, and in those situations which are not covered in this policy, each shall be handled on its individual merit by the mayor or his/her designated representative.

The Employer will inform the employees of the following:

- A. the dangers of drug & alcohol use in the workplace.
- B. the City of Carter Lake Drug & Alcohol policy.
- C. the availability of treatment and counseling for employees seeking such assistance; and
- D. the penalties the Employer will impose for violations of its Drug & Alcohol Policy.

### **SECTION 2: PROHIBITED CONDUCT**

The Employer prohibits the following conduct:

- A. Using, being under the influence of or possessing controlled substances and/or alcohol while performing City business or while in or at a city facility or work site.
- B. Using or being under the influence of a legal drug (such as "over the counter" and prescription drugs) while performing City business, or while in or about a City facility or work site, to the extent such use affects the safety of any employee or others. When in doubt about the effects of a certain drug, consult your physician regarding any adverse side effects.
- C. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance and/or alcohol by any employee while performing City business, or while in or about a city facility or work site.
- D. No employee shall report for duty or remain on duty with any alcohol in their system.
- E. Tampering with a specimen provided for drug or alcohol testing for the purpose of altering the results.
- F. Refusal to submit to a drug or alcohol test

**SECTION 3: CONDITIONS FOR DRUG/ALCOHOL TESTING**

The City of Carter Lake will, pursuant to policy, conduct reasonable suspicion testing of their employees and shall require that an individual submit to a drug and/or alcohol test if the individual has applied and is being considered for a position within the City or if the Employer has probable cause to believe that an employee is under the influence of a prohibited drug and/or alcohol. The policy regarding random drug testing may be found in the Collective Bargaining Agreement.

**A. PRE-EMPLOYMENT/PRE-DUTY TESTING**

The Employer will require that all applicants who are given a conditional offer of employment be tested for the use of controlled substances. Applicants who test positive for the use of controlled substances or who refuse to submit to such testing, will be disqualified from further consideration.

An applicant who is offered a position which requires pre-employment drug testing will be required to report to a drug testing collection site specified by the Employer within forty-eight (48) hours of notification and provide a specimen of his/her urine. Picture identification is required to be shown at the time of collection. A consent to drug or alcohol testing will be signed at the collection site.

**B. PROBABLE CAUSE TESTING**

When the Employer has probable cause to believe that an employee covered by this policy is using a prohibited drug and/or alcohol, the Employer will require that the employee take a drug and/or alcohol test. The Employer will require current employees to submit to testing for controlled substances or alcohol based on specific contemporaneous, describable observations concerning the appearance, behavior, speech or body odors of the employee by at least one supervisor trained in detecting the signs and symptoms of prohibited drug or alcohol use. Observations may include indications of the chronic and withdrawal effects of controlled substances and/or alcohol. Examples of this are evidence of repeated errors on the job, regulatory or employer rule violations, or unsatisfactory time and attendance patterns, coupled with a specific contemporaneous event that indicates probable drug or alcohol use. The supervisor will explain his/her justification for the probable cause testing and shall provide documentation for the employee's file.

An employee who has an accident or who has been stopped by law enforcement officials while conducting City business may be directed by the Employer to submit to a drug or alcohol test if it is determined that probable cause exists. Whenever a test is conducted by a law enforcement officer, the employee is required to contact his/her immediate supervisor or designated representative immediately to report this and to provide the Employer with the name and telephone number of the law enforcement officer who conducted the test in lieu of taking a test at the City Collection site. Positive test results will be cause for disciplinary action up to and including termination from employment.

**SECTION 4: DRUG & ALCOHOL TESTING REQUIREMENTS**

The urine drug test and the evidential breath alcohol test shall be the primary tests conducted to detect the presence of drugs and/or alcohol. However, the collection site may administer blood drug and alcohol tests to employees if necessary.

**A. DRUG SPECIFIC REQUIREMENTS**

Employees notified that a drug test is required will be escorted to the collection site by the supervisor or his/her designated representative immediately. The employee will be required to

provide a specimen of his/her urine. A picture identification is required to be shown at the time of collection.

Drug testing will be performed using split urine sample collections. Urine samples will be tested for marijuana, cocaine, opiates, amphetamines, PCP, barbiturates (phenobarbital), benzodiazepines (Xanax, Tranxene, and Valium), methadone, methaqualone, and propoxyphene (Darvon, Dolene). A split sample of at least 45 ml of urine will be collected - 30 ml for the primary sample and 15 ml for the split sample.

If the test result of the primary specimen is positive, the second test shall be of the split sample which shall be tested by GC/MS (Gas Chromatology/Mass Spectrum). If the result of the second test fails to confirm the drugs found in the primary sample, the test will be canceled.

## **B. SPECIFIC REQUIREMENTS**

Employees notified that an alcohol test is required will be escorted to the collection site by the supervisor or his/her designated representative. The employee will be required to submit to an Evidential Breath test at the collection site. A picture identification is required to be shown at the time of testing. A consent to drug or alcohol testing will be signed at the collection site.

A test result which registers .02 or more will be considered positive. If the test is not administered within two (2) hours following the supervisor's observation and determination that a probable cause of alcohol violations exists, the Employer will prepare and maintain on file a record stating the reasons. If the alcohol test is not administered within eight (8) hours, the Employer will stop attempts to administer the test and will prepare and maintain a record stating the reason. The employee will be provided the opportunity to rebut or explain the circumstances of the situation and such rebuttal or explanation shall be submitted to the file. This record will be kept for the sole purpose of protecting the Employer from third party litigation claims.

## **C. PRIVACY-COLLECTION OF URINE SPECIMEN**

Unless there is a reason to believe that a particular individual may alter or substitute a specimen, procedures for collecting urine specimens will allow individual privacy except when:

1. The employee presents a specimen that is outside the accepted temperature range, and he/she refuses to have an oral body temperature measurement, or the body temperature measurement varies more than one degree Celsius from the specimen temperature.
2. The collector observes the employee attempting to adulterate or substitute the specimen or detects an obvious smell, color, or any obvious form of adulteration.
3. The employees' last provided specimen was determined to be diluted.
4. The employee has previously had a verified positive.

## **SECTION 5: POLICY & PROCEDURE**

Employees who are requested to undergo probable cause testing will be transported to the collection site by a city representative. The employee will be required to submit to the drug and/or alcohol test. Any attempt to invalidate or tamper with the process or refuse the test will subject the employee to disciplinary action, up to and including termination from employment.

An employee who is required to take a probable cause test will be considered by the city unqualified to

work and relieved from duty pending the results of his/her test(s). The Employer will make arrangements for transporting the employee home after the test is conducted. An employee may request vacation or compensatory time and at the expiration of vacation or compensatory time, he/she may request leave without pay, for the time the employee is relieved from duty. An employee whose test results are negative will be reimbursed for the time off. An employee whose test results are positive will not be reimbursed for the time off. The employee is not eligible to use sick leave while he/she is relieved from duty, awaiting test results.

An employee whose primary test results are positive shall be provided the opportunity to rebut or explain the results of the test and such rebuttal or explanation shall be submitted to the employee's file. A positive test result requires a second test of the split sample, as provided in Section IV, Paragraph A of this policy.

An employee who has a positive drug or alcohol test shall be suspended for five (5) consecutive workdays. If it is the employee's first offense, the Employer shall recommend that the employee be evaluated by a Substance Abuse Professional. In the event that it is not the employee's first offense, the Employer shall use the time period of suspension to determine appropriate disciplinary action, pursuant to the Code of Iowa, Chapter 730, Section 5.5. If the employer recommends that the employee be evaluated by a Substance Abuse Professional and the employee refuses the evaluation, the employee shall be terminated from employment.

Upon evaluation of the employee, the Substance Abuse Professional shall recommend an individual rehabilitation program which may or may not include inpatient substance abuse treatment. The employee shall sign a waiver to release all information to the Employer. Employees who refuse to sign a waiver which allows information to be released to the Employer to be terminated from employment. The employee shall agree to abide by the terms and conditions outlined in the recommended rehabilitation program or the employee shall be terminated from employment. The Employer shall pay the cost of the initial evaluation. The employee is responsible for payment of services rendered for the rehabilitation program. The cost of the rehabilitation program shall be subject to the provisions as outlined in the employee's health insurance benefit plan.

An employee may request vacation and/or compensatory time and at the expiration of vacation or compensatory time, request leave without pay until such time he/she is released to return to work by the Substance Abuse Professional. Should the employee be required to undergo inpatient substance abuse treatment, he/she will be allowed to utilize accrued sick leave until the completion of inpatient treatment. If the employee is injured on the job and there is reasonable suspicion to suspect a drug or alcohol violation, the employee will be placed on injury leave pending the results of the drug or alcohol test. In accordance with State Worker's Compensation laws, employees who are injured and have a positive drug test or a positive alcohol test of .10 are not entitled to injury leave or other worker's compensation benefits.

Employees released by the Substance Abuse Professional shall submit to a drug or alcohol test prior to their return to work. The employee shall contact their supervisor or his/her designated representative in order to arrange an appointment with the collection service. The supervisor or his/her designated representative shall talk to the Substance Abuse Professional to verify that the individual is in compliance with the recommended program and if in agreement, the Employer shall schedule an appointment for the drug and/or alcohol test. The cost of the return to duty test shall be borne by the Employer.

The employee must have a verified negative test result to return to work. If a drug or alcohol test result is canceled, the Employer will require the employee to submit to and pass another drug or alcohol test. If the employee fails to appear for any scheduled test or tests positive, the employee shall be terminated from employment.

An employee allowed to return-to-duty shall be subject to unannounced follow-up testing as recommended by the Substance Abuse Professional. The frequency and duration of the follow-up testing will be determined by the Substance Abuse Professional. A positive test result will be cause for termination from employment.

**SECTION 6: DISCIPLINARY ACTION**

Employees who test positive for drugs or alcohol shall be subject to disciplinary action, up to and including termination from employment. All employees who test positive for drugs or alcohol shall be suspended for five (5) consecutive workdays. Disciplinary action shall then be determined on a case-by-case basis; however, employees shall be terminated from employment if any of the following conditions are met:

- A. An employee is caught manufacturing, distributing, dispensing, possessing, or using a controlled substance and/or alcohol while performing City business, or while in or about a city facility or work site.
- B. An employee refuses to submit to an alcohol or drug test.
- C. An employee refuses to sign a waiver releasing drug and/or alcohol testing and rehabilitation information to the employer.
- D. An employee tampers with the alcohol or drug testing process.
- E. An employee tests positive for drugs or alcohol and refuses to be evaluated by a Substance Abuse Professional.
- F. An employee tests positive for drugs or alcohol and fails to abide by the recommended treatment program.
- G. An employee does not successfully complete the recommended treatment program.
- H. An employee has two violations of the drug and alcohol policy. This includes the return to duty testing process.

**SECTION 7: RECORD KEEPING**

The Employer will maintain records of its drug program in a secure location with controlled access. These records will be available for inspection at the City Clerk’s office. Each individual’s record of testing and results under this policy will be private and confidential.

- A. The Employer will maintain the following records:
  - 1. Records relating to collection and testing process will be kept which include:
    - (a) Documents related to decisions to administer probable cause tests.
    - (b) Medical explanations for the inability of an employee to provide a urine sample for testing.
    - (c) Documents sent by the Medical Review Officer to the employer.
  - 2. Records related to employee test results which include:
    - (a) Documents sent by the Medical Review Officer to the Employer indicating positive, negative, or canceled test results.
    - (b) Documents submitted by an employee to dispute test results.

- (c) Documents related to an employee's refusal to submit to a required test.
  - 3. Records related to other violations of the law governing drug & alcohol programs.
  - 4. Evaluation records including records pertaining to a substance abuse professional's determination of an employee's need for assistance and records concerning an employee's compliance with the recommendations of a substance abuse professional.
  - 5. Education and Training records which include:
    - (a) Awareness records including the Employer's drug and alcohol policy.
    - (b) Documentation of compliance with education requirements including each employee's signed receipt of the drug and alcohol policy.
    - (c) Documentation of supervisor training for probable cause testing.
  - 6. Drug Testing records including:
    - (a) Agreements with collection sites, labs, Medical Review Officers.
    - (b) Names and positions of officials responsible for administering and/or reviewing results and their roles in the Employer's testing program.
- B. Access to facilities and records held by the Employer shall be as follows:
- 1. The Employer will not release employee information that is contained in the drug and alcohol program records except as required by law or expressly authorized by the employee.
  - 2. An employee is entitled, upon written request, to obtain copies of any records pertaining to the employee's use of drugs and/or alcohol including any test records. The employer will promptly give these records to the employee and will not make access to the records contingent upon payment.
  - 3. The Employer may provide information to an employee or decision maker when a grievance or other proceeding has been initiated by or on behalf of the employee which arises from the results of a drug or alcohol test given by the Employer, or from the Employer's determination that the employee engaged in prohibited conduct.
 

Such proceedings may pertain, but are not limited, to workers' compensation, unemployment compensation or other benefits sought by the employee.
  - 4. The Employer will release information regarding an employee's records as directed by the specific, written consent of the employee authorizing the release of the information to an identified person and only in accordance with the terms of the employee's consent.
  - 5. The Employer will make all drug and alcohol test results and other program information available to federal, state, and local officials with regulatory authority over the Employer or its employees when requested.

## **RANDOM DRUG TESTING POLICY**

### **I. STATEMENT OF PURPOSE**

The City of Carter Lake is committed to providing a safe working environment to protect employees and the public and to minimize the risk of accidents and injuries.

Each employee has a responsibility to work in a safe and conscientious manner. Impairment under the influence of drugs can have catastrophic results. For these reasons, the City of Carter Lake has adopted a policy that all employees must report to work completely free from the presence of drugs. The following are considerations which have prompted the adoption of the Random Drug Testing Policy.

#### **A. Public Safety**

The impairment characteristics of drug use are well known. Judgment and response are the two most important attributes which an employee of the City of Carter Lake needs in order to perform his/her assigned duties.

#### **B. Public Trust**

Carter Lake City Council realizes that the job of serving the community is made easier when the community trusts and supports its employees. Obtaining the support and trust of the community is an ongoing endeavor and is undermined if employees themselves are breaking the law by engaging in illegal use of drugs.

#### **C. Morale and Safety in the Workplace**

The nature of law enforcement work frequently places employees in life threatening jeopardy. Every employee has the right to be secure in the knowledge that his/her fellow employees are capable of reacting in a safe and effective manner.

#### **D. Loss of Productivity**

Drug use, to any degree, will adversely affect productivity and health benefit costs.

#### **E. Civil Liability**

If a drug use problem exists within a city department, liability could be attached if it were established that an employee's conduct which injured a citizen was directly linked to the failure of the City of Carter Lake to detect and resolve the drug use problem.

### **II. DEFINITIONS**

#### **A. Drug**

Drug shall mean any substance, chemical or compound as described, defined, or delineated in chapter 124.101, and those thereafter, of the Iowa Code or any metabolic or conjugated form thereof, except that any substance, chemical or compound containing any product as defined in this section.

### **III. EMPLOYEE REPORTING REQUIREMENTS – LEGAL DRUGS**

Even an employee's use of a legal drug can pose a significant risk to the safety of the employee or the public. Employees who feel, or have been informed by their physician, that the use of a legal drug may present a safety risk, are required to report such drug use to their supervisor. Supervisors

who are aware of such a situation are to report such drug use to the mayor, or designee, in order to determine any effect on the performance of job functions.

The proper use of medication prescribed by a physician is not prohibited; however, the City of Carter Lake does prohibit the misuse of prescribed medication and over the counter non-prescription drugs. Such drug use may affect job performance, such as by causing dizziness or drowsiness.

#### **IV. DRUG SCREEN TEST**

The City of Carter Lake may require a urinalysis of those people randomly selected for the drug screening process. An employee's consent to such a test is required as a condition of employment and the employee's refusal to consent will result in termination.

The actual test will be administered by a competent laboratory or testing facility under contract with the City of Carter Lake qualified to administer such tests and to evaluate the results thereof. The City of Carter Lake shall advise the union representative of the designated laboratory. In the event the City of Carter Lake changes laboratories, the City of Carter Lake shall notify the union representative.

#### **V. EMPLOYEES INCLUDED IN THE RANDOM SELECTION PROCESS**

The random drug testing selection process is applicable for all employees listed in the following:

A. Mayor and Council Members

The Mayor and Council Members are Executive and Legislative positions and are expected to lead by example; therefore, being free from the impairment of drugs.

B. Non-Union Supervisors

The Non-Union Supervisor under this section includes the City Clerk, Deputy Clerk, Chief of Police, Maintenance Supervisor, Library Director, Assistant Library Director, Senior Center Director, and the Park & Recreation Director. These individuals are key administrative positions and are expected to lead by example; therefore, being free from the impairment of drugs.

C. Police Union Members

This includes the Police Captain, Sergeants, Detective, and Officers. As a sworn law enforcement officer for the City of Carter Lake, being free from drug use is essential in performing the required duties and responsibilities.

D. Employee Union Members

Employee Union Members play a key role within the City of Carter Lake. Trust and integrity are essential elements for these employees which demands freedom from the impairment of drugs.

E. Employee Non-Union Members

Employee Non-Union Members play a key role within the City of Carter Lake. Trust and integrity are essential elements for these employees which demands freedom from the impairment of drugs.

## **VI. PROCEDURES FOR THE RANDOM SELECTION AND NOTIFICATION**

The following procedures will apply for the random testing process:

- A. Employees will be randomly selected by a computer-generated program administered by the testing facility. The method of selection for random testing will be neutral so that all employees subject to testing will have equal chance to be randomly selected. The testing facility shall contact the City Clerk or Deputy Clerk with the employees selected for the random process.
- B. Two (2) employees will be selected each calendar month.
- C. During the employees' regularly scheduled work shift, the City Clerk, or designee, will notify the employee that they were selected in the random process. In the event that an employee selected is on extended leave of absence, only one (1) name will be used for that calendar month. An extended leave of absence is defined as two or more consecutive weeks off during a calendar month. In the event that an employee is selected and is on paid leave but not for an extended period, the City Clerk, or designee, will notify them during their next regularly scheduled work shift.
- D. Once the employee is notified, he/she will be sent to report to the testing facility at the beginning or end of his/her shift.
- E. Upon arrival at the testing facility, the employee will be required to show proof of identification. At the time specimens are collected, the employee shall be given a copy of the specimen collection procedures. In the presence of the employee, the specimens are to be sealed and labeled.
- F. The primary lab will collect and maintain the urine samples and will inform the results directly to the City Clerk, or designee.

## **VII. PROCEDURE FOR A NEGATIVE TEST RESULT**

- A. Employees shall obtain written notification of negative test results.

## **VIII. PROCEDURE FOR A "NEGATIVE DILUTE" TEST RESULT**

- A. In the event that the test results register "negative dilute," the employee will be required to submit to a second collection and test. If the result of the second test registers "negative dilute," the test will be considered positive by the employer.

## **IX. PROCEDURE FOR A TAMPERED SPECIMEN**

- A. A urine sample may be considered tampered with if it is not of proper temperature, odor, or color at the time of collection. If the testing facility determines that a urine sample has been tampered with, the Mayor or City Clerk shall be notified immediately. The employees will remain at the testing facility until they are able to provide a second sample under observed conditions. Employees will be subject to disciplinary action which may include termination for tampering with specimen samples.

**X. PROCEDURES FOR A POSITIVE TEST RESULT**

- A. In the event that the results register positive, the primary lab will follow protocol of the testing facility in order to verify the positive results.
- B. Employees testing positive will be notified of the results in a conference with the Mayor and City Clerk, or designee. If an employee requests, a union representative will be invited to attend.
- C. If an employee tests positive, they will immediately be suspended with pay for a time period determined by the mayor, in order to remove the employee from the working environment for the safety of themselves and other employees.
- D. Employees testing positive will be given the option to participate in a treatment program. As a part of the treatment program, employees testing positive will be required to submit to follow-up testing at the discretion of the mayor. The cost of the treatment shall be the responsibility of the employee. In the event that the employee does not participate or successfully complete the treatment program, as recommended by appropriate medical personnel, they will be subject to disciplinary action up to and including termination.
- E. If an employee successfully completes the treatment program, but tests positive on a second random test, they will be subject to further disciplinary action, up to and including, termination.
- F. In the event that an employee is unable to produce a specimen for testing, the employee will remain at the testing facility until a specimen can be obtained. The testing facility must collect 45cc of fluids for the specimen prior to allowing the employee to leave.
- G. There will be a split sample procedure for all employees selected for drug testing. When any test kit is received by the lab, the “primary” sealed urine specimen bottle shall be immediately removed for testing, and the remaining “split” sealed bottle shall be placed in secured storage. If the employee chooses to have the second sample analyzed, a written request shall be made to the City Clerk within seven (7) days from the date that the employee was notified of the first test results. The employee shall be responsible for the testing costs. If the employee chooses the optional second analysis, disciplinary action will only take place after a positive has been received on both the first and second tests. However, the employee may be suspended while the second test is administered. If the second test shows a negative result, the employee will be reimbursed for all testing costs.

H. The following cut-off levels will be used for the screening of nine (9) drug groups, as recommended by the approved medical facility:

<u>Drug Panel</u>	<u>Initial</u>	<u>Confirmation</u>
1. Amphetamines	1000 ng/ml	500 ng/ml
2. Cocaine	300 ng/ml	150 ng/ml
3. Opiates	2000 ng/ml	2000 ng/ml
4. Phencyclidine (PCP)	25 ng/ml	25 ng/ml
5. Cannabinoids (marijuana)	50 ng/ml	15 ng/ml
6. Barbiturates	300 ng/ml	300 ng/ml
7. Benzodiazepines	300 ng/ml	300 ng/ml
8. Methadone	300 ng/ml	300 ng/ml
9. Propoxyphene	300 ng/ml	300 ng/ml

**XI. BENEFITS PROVIDED FOR TREATMENT OF DRUG USE**

The City of Carter Lake maintains a group health plan, which provides help to participating employees who suffer from drug use. However, it is the responsibility of each employee to seek assistance under the plan before drug problems lead to disciplinary action, which can include termination for a first offense. Once a violation of this policy occurs, subsequently using the plan benefits on a voluntary basis shall not lessen disciplinary action or have an impact on the determination of appropriate disciplinary action.

The employee's decision to seek prior assistance under the group health plan will not be used as the basis for disciplinary action and will not be used against the employee in any disciplinary proceeding. However, utilization of plan benefits will not be a defense to the imposition of disciplinary action where facts proving a violation of this policy are independently obtained. Accordingly, the purposes and practices of this policy and the group health plan are not in conflict and are distinctly separate in their applications.

**XII. EDUCATION OF EMPLOYEES**

A. The City of Carter Lake will develop and implement a drug free awareness program to inform all employees of the following:

1. The City of Carter Lake policy regarding drug use.
2. The danger of drug use in the workplace.
3. The availability of counseling, rehabilitation services, etc.
4. The penalties that may be imposed upon employees for substance abuse violations.

B. Employees will be encouraged to utilize various programs in seeking assistance with drug problems. When such use is private and voluntary, no report of any kind will be made to the mayor unless the employee chooses.

- C. The City of Carter Lake will develop and implement an educational program to assist supervisory personnel in the recognition of conduct and behavior that gives rise to suspicion that an employee may be using drugs. The intent of this training is not to put the supervisor in a position to diagnose drug problems, but simply to make such supervisors sufficiently aware of the causes and symptoms so that they may seek proper referral. Such training programs shall also inform the supervisors of the resources available in the community in order to assist employees who are in need of assistance.

**XIII. CONFIDENTIALITY STATEMENT**

The results of any drug test shall be returned to the City Clerk, or designee. These results will remain confidential. Only those people who have a need to know will be provided with information necessary to enable them to make an informed decision regarding employment and/or treatment.

**XIV. EFFECTIVE DATE OF POLICY**

This policy was approved on March 19, 2018, and became effective on May 19, 2018

**CONSENT FORM FOR RANDOM DRUG TESTING**

I hereby give my consent for the City of Carter Lake to collect urine samples from me and to conduct other necessary medical tests to determine the presence or use of drugs or controlled substances. Further, I give my consent for the release of the test results, and other relevant medical information, to authorize City of Carter Lake representatives for appropriate review. I also understand that, if I refuse to consent, I may be subject to disciplinary action, including termination of employment.

\_\_\_\_\_  
Employee Name, printed

\_\_\_\_\_  
Date

**AGREED TO:**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

**REFUSED:**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

Reasons for Refusal: \_\_\_\_\_

\_\_\_\_\_

## **SOCIAL MEDIA POLICY**

### **Purpose**

This policy sets forth guidelines for the establishment and use by the City of Carter Lake of social media sites as a means of conveying information to the public. The intended purpose behind the use of social media sites is to disseminate information from the city, about the city, to the public in a civil and unbiased manner.

The city has an overriding interest and expectation in deciding what is “spoken” on behalf of the city via the city operated social media sites. For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation blogs, wikis, content hosting sites such as Flickr and YouTube, and social networking sites such as Facebook, LinkedIn, and Twitter. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, smart phones, e-mail, and the internet.

### **General policy**

- 1) The City of Carter Lake’s website at <http://www.cityofcarterlake.com> will remain the City’s primary and predominant Internet presence. The establishment and use by any City department of City social media sites are subject to approval by the City Clerk or his/her designees. All City of Carter Lake social media sites shall be administered by the Department Director or his/her designees and linked to the City Hall website. Wherever possible, they should link to the official City of Carter Lake website for forms, documents, online services, and other information necessary to conduct business with the City of Carter Lake.
- 2) City social media sites shall make clear that the City of Carter Lake maintains them and that they follow the City Communications Policy. The City logo or branding shall be used on all social media accounts to confirm authenticity of the site. City social media accounts will only join a group or become a fan of a page if it is related to official City business, services, and events.
- 3) The Department Director or his/her designees will monitor content on City social media sites to ensure adherence to both the City of Carter Lake Communications Policy and the interest and goals of the City.
- 4) Users of all City social media shall adhere to applicable federal, state, and local laws, regulations, and policies.
- 5) The City reserves the right to restrict or remove any content that is deemed in violation of the City of Carter Lake Comment Policy or any applicable law. Any content removed based on these guidelines must be retained by the Department Director or his/her designees for a reasonable period of time, including the time, date, and identity of the poster, when available.
- 6) Freedom of Information Act and e-discovery laws and policies apply to social media content and therefore content must be able to be managed, stored and retrieved to comply with these laws.
- 7) City of Carter Lake social media sites are subject to State of Iowa public records laws. Any content maintained in a social media format that is related to City business, including a list of subscribers and posted communication, is a public record. The Department maintaining the site is responsible for responding completely and accurately to any public records request for public records on social media. Content related to City business shall be maintained in an accessible format pursuant to City policy and practice so that it can be produced in response to a request. Wherever possible, such sites shall clearly indicate that any articles and any other content posted

or submitted for posting are subject to public disclosure.

- 8) Employees representing the City of Carter Lake via social media accounts must conduct themselves at all times as representative of the city. Employees that fail to conduct themselves in an appropriate manner shall be subject to the Disciplinary Action Procedures outlined in the Personnel Policy Manual.

### **SOCIAL MEDIA COMMENT POLICY**

Although the City of Carter Lake encourages posts and comments on the social media sites managed by the city, the sites are limited public forums and are moderated by City staff. The City reserves the right to deactivate the comment feature on City-affiliated social media sites, where applicable, at any time without prior notice.

- 1) A comment posted by a member of the public on any City of Carter Lake social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the City of Carter Lake, nor do such comments necessarily reflect the opinions or policies of the City of Carter Lake.
- 2) Comments containing any of the following inappropriate forms of content shall not be permitted on City of Carter Lake social media sites and are subject to removal and/or restriction by the Department Director or his/her designees after consultation with the Communications Office:
  - a. Profane, vulgar, or obscene comments.
  - b. Sexual content or links to sexual content.
  - c. Comments not related to the original topic.
  - d. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status or mental or physical disability.
  - e. Defamatory or personal attacks.
  - f. Threats to any person or organization.
  - g. Comments in support of, or in opposition to, any political campaigns or ballot measures.
  - h. Solicitation of commerce, including but not limited to advertising of any business or product for sale.
  - i. Conduct in violation of any federal, state, or local law.
  - j. Encouragement of illegal activity.
  - k. Information that may tend to compromise the safety or security of the public or public systems; or
  - l. Content that violates a legal ownership interest, such as copyright, of any party.
- 3) Comments that contain the following protected information should be immediately removed after consulting with the Communications Office. Protected information includes the following:
  - a. Social security numbers
  - b. Financial account numbers

- c. Dates of birth.
  - d. Names of minor children.
  - e. Individual taxpayer identification numbers.
  - f. Personal identification numbers.
  - g. Other unique identifying numbers.
- 4) The City of Carter Lake reserves the right to deny access to City of Carter Lake social media sites for any individual who violates the City of Carter Lake Communications Policy, at any time and without prior notice. The City reserves the right to restrict or remove any content that is deemed to be in violation of this social media policy or any applicable law.
- 5) The following verbiage can be used to warn individuals about their content:
- “Your recent post is in violation of the City of Carter Lake Communications Policy. Please refrain from posting inappropriate content in the future. If you do not refrain from posting such content, we will block you from this forum. Thank you for understanding.”*
- 6) Departments shall monitor their social media sites for comments requesting responses from the City and for usage in violation of this policy.
- 7) Department Directors or their designees, shall determine how employees must identify themselves when participating in the social media forum.
- 8) The social media policy must be displayed to users on the social media site, or the site must contain information for users about where they may find the social media policy.

***Social Media policy was adopted 04/16/18.***