

COUNCIL ACTION FORM

SUBJECT: REVISIONS TO PERSONNEL POLICIES AND PROCEDURES MANUAL

BACKGROUND:

The Human Resources Department has identified several areas of the Personnel Policies and Procedures Manual that need to be revised. Explanations are shown below, along with new language shown in bold.

A) *The current language regarding **performance appraisals** in Chapter 8 references the types of performance appraisal groups as well as a numerical rating system. These areas have been revised and the information is no longer accurate. These revisions will bring the language up to date with current practice.*

8.2 Procedure

1. Performance Appraisal (PAM) Groups

For the purpose of standardization, job classes having similar characteristics are grouped into families called PAM groups. These include Management, ~~Manager/Supervisor~~, Professional/**Technical**, ~~Working Supervisor~~, ~~Technically Skilled~~, **Administrative Support** and ~~Clerical/Secretarial~~ **Union**.

~~3. Definitions for Numerical Rating~~

~~The performance appraisal form includes definitions for each level of performance from 1 to 5; ratings are permitted in half points. These are intended to provide guidelines for the assignment of ratings, and adherence is critical for equitable appraisals and equity in the distribution of merit increases.~~

3. Performance Appraisal Schedule

A written performance appraisal shall be conducted annually for each regular employee ~~for the period April 1 through March 31~~ except as otherwise provided in these Policies and Procedures. Additional performance appraisals may be conducted as deemed necessary by the department head. See Section 7.6 for guidelines for new hires and promotional appointments.

B) *The current language regarding **military leave** is being revised to include members of the civil air patrol. This revision will bring our policy current with Chapter 29A.28 of the Code of Iowa.*

10.8 Military Leave

1. Applicability

This policy applies to all City employees qualifying under the provisions of Chapter 29A.28 of the *Code of Iowa* other than those employed temporarily for six months or less. Included is any full-time employee who is a member of the National Guard, organized reserves, or any component of the military, naval, air forces, or nurse corps of the State of Iowa or the nation, or who may otherwise be inducted into the military service of the State of Iowa or of the United States, **or who are members of the civil air patrol.**

C) *The policy regarding **employee identification cards** is being updated to accurately reflect the current practice that takes place. The Human Resources Department provides employees with an authorization form to take to the Iowa Department of Transportation to receive an identification card.*

20.11 Employee Identification Cards

Employees who deal with the citizens of Ames, either in their homes or at their places of employment, must carry a picture identification card during all work hours. The Human Resources Department shall provide an ~~identification card~~ **authorization form** for all regular employees **at the request of their supervisor.** ~~Photos will be taken and cards will be laminated~~ **Identification cards will be issued** at the Drivers' License Station in Ames **upon submittal of the authorization form.** The cost of the identification card shall be borne by the employing department.

D) *The existing **smoking policy** needs to be replaced with current language to accurately reflect the State of Iowa's Smokefree Air Act.*

20.12 Smoking Policy

~~It is the goal of this policy to provide a comfortable, healthful environment for City employees, as well as for members of the public who visit or use City buildings and facilities. Effective May 1, 1996, smoking shall be prohibited in all City buildings, facilities and vehicles. Smoking shall be permitted on City property only in open, outdoor areas. The City Manager or his/her designee is authorized to determine approved outdoor areas. Employees shall be permitted to smoke during break periods provided by City policy or bargaining agreements; however, employees may not take smoke breaks in addition to such designated rest breaks. Employees may smoke while working out of doors provided that other persons are not subjected to second hand smoke, that productivity is not diminished, and that no fire hazard is present.~~

20.12 Smoking Policy

Clarify policy

Pursuant to the Iowa Smokefree Air Act, this policy applies to all employees of the City of Ames. Smoking is not allowed in any City building, vehicle, or equipment (mowers, backhoes, etc.). Smoking is not allowed on the grounds of any public building, building complex, parking lots, or in any vehicle (personal or City owned) located in the parking lots of public buildings or facilities.

Smoking will not be allowed at work sites, even if those are not on the grounds of or within a publicly owned building. Employees whose work site is not a fixed location (utility, street, park, cemetery, lineworkers, etc.) may not smoke at these sites. Locations where employees work on any given day are their “work sites”.

Employees may be permitted to smoke during break periods provided by City policy or bargaining agreements if department/division work rules/requirements allow for the employee to leave the worksite and/or prohibited areas to an area where smoking is not prohibited, such as sidewalks; however, employees may not take smoke breaks in addition to such designated rest breaks nor take longer than provided for breaks to accommodate the time required to get to an area where smoking is permitted.

E) On March 23, 2010, the Patient Protection and Affordable Care Act (PPACA) amended the Fair Labor Standards Act (FLSA) to require employers with 50 or more employees to provide reasonable break time and a private place for an employee to express breast milk after giving birth to a child. We are adding a new policy to be in compliance with this recent change.

20.18 Breaks for Nursing Mothers

Clarify policy

The City of Ames will provide break times as needed for an employee to express breast milk for up to 12 months from childbirth and designate a private place at each building location. The employee and her immediate supervisor will agree on the times for these breaks. Any questions regarding this policy or locations of designated break rooms should be directed to the Human Resources Department.

ALTERNATIVES:

1. Adopt the proposed changes to the City's Personnel Policies and Procedures effective September 14, 2010.
2. Do not adopt the proposed changes and retain the existing wording.

MANAGER'S RECOMMENDED ACTION:

These revisions clarify language, are required by law and/or make the policies easier to administer.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the above revisions to the City's Personnel Policies and Procedures effective September 14, 2010.