

Personnel Committee Meeting

Monday, July 6, 2026

5:00 PM

Main Conference Room, City Hall

101 W. 5th Street

Spencer, Iowa

- 1. Roll Call**
- 2. New Business**
 - A. Review for recommendations to full council: City of Spencer Employee Handbook Edits**
- 3. Adjourn**

Note: Some members may participate by telephone, per Section 21.8 of the Code of Iowa

City of Spencer Employee Handbook PROPOSED EDITS

Proposed edits highlighted in yellow

1. Vacation Policy: Add clarification when resignation notice is given

Tier I employees may accumulate a maximum of six (6) weeks of vacation. Employees may take vacation only with approval from his/her Department Head or supervisor. Vacation time shall not be counted towards overtime.

Employee leaving employment with the City

- When an employee leaves employment, they will be paid for accrued vacation time as of the date of termination; however, never more than six (6) weeks.
- (Add): Any vacation scheduled in the last two weeks of employment may be denied/reversed at the discretion of the department head.
- (Add): Counting sick/vacation or personal leave in lieu of working the two-week notice is at the discretion of the department head.
- (Add): Employee must physically work a minimum of one full work day in their last employed month to qualify for benefits through that month; accrued leave may not be substituted to carry benefits over to the next month.

Vacation begins accruing on the first day of the month after the date of hire, and the accrual is updated on the employee's Employee Self Service (ESS) page on the first of each month. Accrual is compensatory to years of service.

Vacations must be approved by the department head or his/her designee. Vacation time will be scheduled in increments of five (5) scheduled workdays. Vacation may be taken in less than five (5) day increments with advance approval of the department head or his/her designee. The department head or his/her designee may require rescheduling of vacation when it is necessary for the efficient operation of the department. When two (2) or more employees request vacation for the same period, and not all can be spared from work for the same period, the employee or employees granted vacation will be based on order of request and department requirements on the dates requested.

2. Specify Volunteer Firefighter overtime rate to align with FLSA regulations:

Overtime: **Career Fire Staff Department**

Finance Director comments: "This should have no bearing on the budget"

Fire Department employees have adopted the Department of Labor's 7K exemption and shall earn overtime pay/comp time off equal to one and one-half (1-1/2) times the hours worked which exceed 212 hours in a 28-day period. The choice between payment or compensatory time will be at the sole and exclusive discretion of the Department Head. Paid leaves (Vacation time, Personal leave and Comp time) are not considered work time for the purpose of determining overtime. Sick leave and Holiday pay will be considered work time in computing overtime. All overtime work shall be held to a minimum for the efficient operation of the department. When overtime is required, each employee is expected to be available for such assignment. The supervisor will reschedule employees to avoid overtime. There will be no pyramiding of overtime.

Add: Volunteer Firefighters will be paid overtime for any hours worked over 40 in a workweek at the rate of one and one-half (1 1/2) times their usual pay rate per call. Overtime must be pre-approved by the Fire Chief or his/her designee.

3. Consider Increasing Holidays to align with other city's/county's policies

Current (7) holidays include:

1. New Year's Day (Jan 1)
2. Memorial Day (May 25, 2026)
3. Independence Day(July 4)
4. Labor Day (Sept. 7, 2026)
5. Veterans Day (W Nov 11, 2026)
6. Thanksgiving Day
7. Christmas Day

Staff recommendation: 10 holidays (increase by 3):

Finance Director comments: In favor of increasing holidays; no impact to the budget.

+ 1 Day New Year's Eve

+ 1 Day Christmas Eve

+ 1 Day (Friday) after Thanksgiving

OTHER CITY'S HOLIDAY DATA:

Bettendorf: 11 holidays + mayor may approve 4 hours holiday pay for Christmas Eve

In addition to Spencer's: Martin Luther King Day; President's Day; Good Friday; Day after Thanksgiving

Waterloo: 11 holidays (+ 4 personal days)

In addition to Spencer's: Martin Luther King Day; Juneteenth; Day after Thanksgiving; Christmas Eve; Floating holiday

Hiawatha: 11 holidays

In addition to Spencer's: Day after Thanksgiving; New Year's Eve; President's Day; Good Friday

Dubuque County: 14 holidays + 1 floating day + 4 personal days

In addition to Spencer's: President's Day; Martin Luther King Day, Spring Holiday, Juneteenth, Day after Thanksgiving, Christmas Eve Day; New Year's Eve Day

Jasper County: 10 holidays

In addition to Spencer's: Day after Thanksgiving; Floating holiday; Christmas Eve or day after, depending on day of week

Mason City: 11 holidays

In addition to Spencer's: President's Day; Good Friday; Day after Thanksgiving; Floating holiday/personal day

Marshalltown: 9 holidays

In addition to Spencer's: Good Friday, Day after Thanksgiving

Ankeny: 9 holidays

In addition to Spencer's: Martin Luther King Jr. Day; Day after Thanksgiving; Day before or after Christmas Day. (not Veteran's Day)

4. Review Meal / Travel per diem policy

[Travel Policy DRAFT with recommendations applied/highlighted for review](#)

5. Clarify Work Rules & Disciplinary Action Policy

Work Rules & Disciplinary Action

The following steps may be taken in an attempt to resolve problems of unsatisfactory conduct, up to and including termination, with the approval of the City Manager, at any point in the disciplinary process which are not of a serious nature. The Human Resources Director conducts the disciplinary process, in coordination with the supervisor and Department Head:

- Verbal Warning:** The Department Head &/or Supervisor with Department Head & Human Resources review, will normally give the employee The first step in the disciplinary process is typically a verbal warning and place a written notation of this in the employee's personnel file, however, this step may be bypassed if the conduct is deemed to be more severe as to warrant a written warning.
 - Written Warning / PIP:** If unsatisfactory conduct continues, a written warning will be issued by the Human Resources Director &/or Department Head; the supervisor may also be present. The original copy will be placed in the employee's personnel file, with a copy provided to the employee. A Performance Improvement Plan (PIP) is typically issued by Human Resources at this stage; however, a PIP may be put into effect at any point in the disciplinary process.
 - Final Written Warning and/or Suspension:** If unsatisfactory such conduct persists, the employee may be suspended without pay, or terminated. A written report of this action and the reasons for it will be placed in the employee's file.
 - ~~If such conduct continues, the City will terminate employment of the employee. A written report of this action and the reasons for it will be placed in the employee's file (second sentence moved to #3)~~
-

6. Add to Worker's Compensation / Injury Leave policy, to align with our FMLA Policy (also recommended by IMWCA)

If an employee is out on a worker's compensation injury, they may be required to utilize FMLA during their absence. *Please refer to our Light Duty Policy for more information.*

7. Move into handbook: [Current City Idling Policy](#) (currently only in each department's SOPs)

8. New Policy Consideration: [DRAFT: Line of Death and Off-Duty Employee Death Policy](#)

9. New Policy to match current, undocumented policy: [DRAFT Appropriate Work Clothing Policy](#)

10. Recommendation to edit or clarify our Funeral Leave & rename the policy to "Bereavement Leave" to paid or unpaid leave:

Issue: Prior to 2021 when HR added clarification to this policy to match how finance was handling the pay transaction of this "Leave," this policy had implied that the leave was paid; however, employees were required to record their funeral leave time using their accrued sick leave bank.

[Current Funeral Leave Policy handbook excerpt](#)

Staff Recommendation: Move this to an actual "paid" benefit, as most cities/counties do. Change policy name to "Bereavement Leave." Also clarify:

- Clarify "spouse" to include *qualified* domestic partners
- Change the payroll codes for sick leave to reflect sick or bereavement
- Note: Proof of documentation of the qualified leave (i.e. funeral announcement) may be required

Finance Director comments: *In favor of paid bereavement leave, "and holidays should not count toward your bereavement days; it should be 3 paid days," aside from any holidays that are a separate benefit.*

11. Recommendation to add our Records Retention Policy to the Employee Handbook

Currently, each department handles records retention requirements individually through their Standard Operating Procedures (using the Iowa League of Cities guidelines), however those guidelines can easily be overlooked by newer employees, so having them referenced in the handbook is important for compliance. The entire document does not need to be inserted into the handbook; it will be referenced:

Add: All employees are required to be aware of and adhere to the current version of the adopted City of Spencer Record Retention Manual policies found at:

[Record Retention Manual Effective by Resolution 08.07.23](#)

12. Add an Employee Recognition Program (requested by council in annual goals)

City of Spencer Employee Recognition Policy DRAFT

13. Recommended approval: Elected Official Code of Conduct

Elected Official Code of Conduct DRAFT

14. Clarification to match other compensation policies:

Compensatory Time: Non-Public Safety Employees