

RESOLUTION 923

A RESOLUTION TO AMEND THE CITY OF WEST BRANCH PERSONNEL HANDBOOK

WHEREAS, the City Council, of the City of West Branch, Iowa adopted a Personnel Handbook on September 8, 2009, and amended same handbook on October 19, 2009, February 1, 2010, and October 4, 2010; and

WHEREAS, the City Council finds that the following changes should be made to said Handbook:

ADMINISTRATION- Current Handbook page 5

Central Administration includes the offices of City Administrator, City Clerk and Deputy City Clerk. The City Administrator is appointed by the City Council and implements policy decisions of the Council and enforces City ordinances. Additionally, the City Administrator supervises department directors. The City Clerk is appointed by the City Council and reports directly to the Council. The Clerk is responsible for the keeping of all official City records, including ordinances, resolutions and minutes, as required by Iowa law. The Clerk handles payroll, accounts payable and receivable, bond and interest payments, state and federal reporting and preparation of the City's annual budget. The Deputy City Clerk oversees the accounting for the City's enterprise utilities, liquor and cigarette permits and cemetery records.

ADMINISTRATION- Change to the following (page 5)

Central Administration includes the offices of **City Administrator/City Clerk, Deputy City Clerk and Administrative Assistant. The City Administrator/City Clerk** is appointed by the City Council and implements policy decisions of the Council and enforces City ordinances. Additionally, the **City Administrator/City Clerk** supervises department directors and is responsible for the keeping of all official City records, including ordinances, resolutions and minutes, as required by Iowa law. **The Deputy City Clerk handles accounts payable and receivable, bond and interest payments, cemetery records and state and federal reporting. The Administrative Assistant handles payroll and oversees the accounting for the City's enterprise utilities, liquor and cigarette permits.**

PUBLIC WORKS- Current Handbook page 5

The West Branch Public Works Department performs daily operations and maintenance of the City's municipal cemetery, water and wastewater systems and infrastructure as well as street infrastructure. The Public Works Director oversees this department and is also responsible for water and wastewater compliance and operating reports as required by state law.

PUBLIC WORKS- Change to the following (page 5)

The West Branch Public Works Department performs daily operations and maintenance of the City's municipal cemetery, water and wastewater systems and infrastructure as well as street infrastructure. **They are also responsible for water and wastewater compliance and operating reports as required by state law.**

PERSONNEL FILES – Current Handbook page 8

Employees who wish to review their own file should contact the City Clerk. With reasonable advance written notice, employees may review their own personnel file in the appropriate office and in the presence of an individual appointed by West Branch to maintain the files.

PERSONNEL FILES- Change to the following (page 8 third paragraph)

Employees who wish to review their own file should contact the **City Administrator/City Clerk**. With reasonable advance written notice, employees may review their own personnel file in the appropriate office and in the presence of an individual appointed by West Branch to maintain the files.

INCLEMENT WEATHER – Current Handbook page 9

In the event of inclement weather, employees who choose not to report to work shall use earned compensatory time, vacation or leave without pay for their absence.

INCLEMENT WEATHER – Change to the following: **remove compensatory time (page 9)**

In the event of inclement weather, employees who choose not to report to work shall use earned vacation or leave without pay for their absence.

UNPAID LEAVE OF ABSENCE – Current Handbook page 22 (last paragraph)

In considering an employee's request for an unpaid leave of absence, the Department Head shall require the employee to use available vacation and/or compensatory time accruals prior to being placed on leave without pay.

UNPAID LEAVE OF ABSENCE – Change to the following: **remove compensatory time (page 22)**

In considering an employee's request for an unpaid leave of absence, the Department Head shall require the employee to use available vacation prior to being placed on leave without pay.

NOW, THEREFORE, BE IT RESOLVED that the City Council of West Branch, Iowa does hereby approve and adopt the City of West Branch Personnel Handbook dated December 2010.

Passed and approved this 6th day of December, 2010.

Don Kessler, Mayor

Attest:

Matt Muckler, City Clerk