

## RESOLUTION 2025-19

### A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK (AMENDMENT #2)

**WHEREAS**, the City of West Branch Employee Handbook, dated July 1, 2024 will be amended as follows:

#### Section III - EMPLOYMENT

##### 19. TIME RECORDS

All employees shall provide an accurate record their work time on a daily basis. Timesheets are to be completed and signed by the employee and submitted to their Supervisor at the end of each pay period. Falsifying timesheets is subject to discipline up to and including termination. **Time worked should be entered on your timesheet in the following manner:**

**Enter time worked in full hours or ¼ hours as follows:**

**15 minutes = .25**

**30 minutes = .50**

**45 minutes = .75**

**60 minutes = 1.00**

**If the time worked doesn't equal a full quarter, round to the nearest quarter of hour.**

#### Section V – TIME OFF BENEFITS

##### 3. HOLIDAYS

**The City observes the following holidays.** ~~Part-time employees receive their scheduled hours and~~ **Full-time** employees will receive eight hours compensation for the following City holidays:

New Year's Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve Day  
Christmas Day

Those employees whose regular work week is Monday through Friday, if the holiday falls on a weekend, it will be observed on either the preceding Friday or following Monday.

##### 5. BEREAVEMENT LEAVE

**Full-time** employees may be granted time off with pay for five (5) days in the event of the death of their spouse or child.

**Full-time** employees may be granted time off with pay for three (3) days off in the event of the death in the employee's immediate family.

For the purposes of bereavement leave immediate family includes the following: Mother, father, step-parents, foster parents, spouse, son, daughter, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, step-children, foster children, grandparent, grandchild.

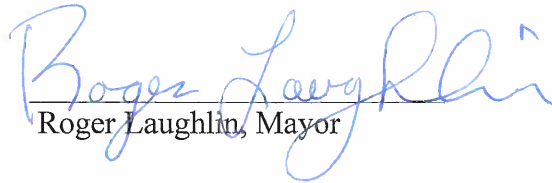
**Full-time** employees may be granted time off with pay for one (1) day for the employee's extended family. Extended family shall include the following: uncle, aunt, niece, nephew or first cousin, and step-family members. ~~and half family members.~~

**6. JURY DUTY**

**Full-time** employees may be granted time off with pay for a period not to exceed three (3) calendar months in any one calendar year for the purpose of jury duty. The employee will be granted time off only for that portion of the workday necessary to serve duty. The employee is responsible to turn over jury or witness fees, excluding mileage fees, to the City Administrator or City Clerk when the length of jury duty service requires the hiring of temporary staff to cover operational effectiveness of the department.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of West Branch, Iowa that the aforementioned Amendment #2 to the West Branch Employee Handbook is hereby approved.

Passed and approved this 18<sup>th</sup> day of February, 2025.

  
Roger Laughlin, Mayor

ATTEST:

  
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Leslie Brick, City Clerk