

CITY OF CEDAR RAPIDS PERSONNEL POLICY MANUAL

SECTION 6 – EMPLOYEE RELATIONS

6.01 – NEW EMPLOYEE INFORMATION

GENERAL POLICY

The City of Cedar Rapids will verify the identity and work eligibility of all prospective employees in compliance with the provisions of the Immigration Control Regulations, and all prospective employees will be screened for fitness for duty prior to beginning employment. All new employees must report to the Human Resources Department to complete the necessary forms and procedures.

SPECIFIC PROVISIONS

1. Pre-employment procedures must be completed through Safety and Wellness Division (*including drug testing*). After receiving an offer letter, the prospective employee will contact the Safety and Wellness division of Human Resources to arrange all pre-employment health screening and physical qualifications testing (if required).
2. Once all pre-employment procedures are completed, and the employee is certified as eligible for hire, Human Resources will complete the Personnel Action Form and route it for approval prior to the date of hire for the new employee.
3. Required paperwork:
 - a. Each new employee must present the documents to verify the employee's identity and eligibility to work according to the laws of the United States. These documents will be inspected as to their authenticity by a member of the Human Resources Department. The designated representative and the employee will complete the form I-9 to attest that the documents have been produced and inspected.
 - b. New employees will be provided with the necessary forms to be completed at the Human Resources Department. These forms include tax withholding, beneficiary designation for pension and insurance, insurance enrollment forms, etc.
 - c. Regular full-time and regular part-time employees will be provided a copy of the policy manual summary, the appropriate insurance handbooks, IPERS information, a brochure introducing the Employee Assistance Program, a description of the Deferred Compensation Program, and related informational items.
 - d. The Human Resources Department will compile and maintain a file for each employee to include the original application forms, a copy of any enrollment forms, and the original personnel action form. Copies of all subsequent personnel action forms, disciplinary actions, training certificates, and related correspondence will be included in the employee's file.
4. Safety
 - a. The employee will be issued the required safety equipment and necessary handbooks as indicated by the employing department and the Safety and Wellness Division of HR.
 - b. The Safety and Wellness Division will maintain a health records file on every City employee.

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6.02 – EMPLOYEE TRAINING & DEVELOPMENT

GENERAL POLICY

The City of Cedar Rapids encourages staff development through funding professional development opportunities.

SPECIFIC PROVISIONS

1. All employees are expected to attend required training as approved by the department directors and published on the Human Resources training curriculum. The required topics are subject to change by the department directors.
2. Employees will request to attend seminars, conferences or training that will enhance their ability to perform in their positions. The request will include specific objectives to be gained from the event and specify how those objectives will benefit the employee's department.
3. Department directors will act on requests based on the benefit to the department and available budget.
4. The City will fund training that is required for employees to maintain licenses or certifications that are required based on the employee's position description. Department directors will approve required training on the basis of cost effectiveness and benefit to the department.
5. After attending the event, employees will provide their supervisor, manager and department director with a recap of the event including how the objectives were or were not met and specific action items that will be taken as a result of the training.
6. Employees will be compensated at their regular rate of pay for hours spent in training. See the "Overtime" Policy for discussion of how to compensate for travel time.
7. Employees will be reimbursed for expenses as provided by the Travel and Business Expense Policy (1.08).
8. Service club memberships (Rotary, Lions, etc.) are not considered professional development activities and will not be paid for from City funds.

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6.03 – SERVICE RECOGNITION PROGRAM

GENERAL POLICY

The City of Cedar Rapids will recognize years of dedicated service performed by employees in order to build morale, maintain positive attitudes, increase motivation, and develop loyalty and commitment.

SPECIFIC PROVISIONS

1. Service recognition will be presented to regular full-time and regular part-time employees as they reach 1, 5, 10, 15, 20, 25, 30, 35, 40, 45, or 50 years of service by the department manager or director.
2. The Human Resources Department will compile a list of eligible employees and provide it to the department manager or department director on a regular basis to facilitate scheduling of service recognition presentations. Human Resources will provide a keepsake certificate for the employee marking each 5-year milestone to be presented by the department manager or department director.

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6.04 – EDUCATIONAL ASSISTANCE PROGRAM

GENERAL POLICY

This program has been established to improve service, efficiency and effectiveness, by encouraging employees to take advantage of educational opportunities through courses, programs or degree studies that reasonably relate to current job duties or future City assignments.

SPECIFIC PROVISIONS

1. Eligibility

- a. An applicant for educational assistance must be a regular full-time employee of the City of Cedar Rapids who has completed probation prior to the date of application for educational assistance.
- b. An individual must be a regular full-time employee of the City at the time the course is started and completed in order to be eligible for reimbursement.
- c. Approval will be granted to an employee only for education that is compatible with the employee's current position or a higher position to which the employee could reasonably expect to be promoted.
- d. Short courses, seminars and comparable non-credit programs are not covered by this program.
- e. Coursework must be pursued at an accredited educational institution.

2. General Administrative Rules

- a. The Human Resources Director is responsible for the administration of the Educational Assistance Program.
- b. Coursework toward a degree program will be reimbursed, even if a course is not work related, so long as the course is part of a curriculum leading to the completion of an approved degree. The department head and the Human Resources Director shall determine if an employee is eligible to receive educational assistance to pursue an entire degree program.
 1. A [Request for Approval to Pursue a Reimbursed Degree Program](#) form must be completed and approved by department head and forwarded to the Human Resources Director for approval.
 2. In determining if an employee will receive approval to pursue a degree program, consideration will be given to the need of the City for the service which could be provided by the employee upon completion of the degree program and the availability of employees with those skills in the general employment population.
- c. Coursework must be scheduled outside normal working hours. Exceptions require approval in advance from the department head.
- d. Approval of courses that are not part of a degree program will be granted on an individual course-by-course basis.
- e. The Educational Assistance Program shall cover tuition and books only.
- f. Reimbursement for individual courses shall be at the rate of 100% of the tuition cost and required books.

- g. Reimbursement is limited to \$3000 per calendar year (as determined by the date of payment), per employee.
- h. An employee must receive a letter grade of "C" or better to be reimbursed under this program. For pass/fail courses, a "passing" grade must be received.
- i. Reimbursement will be reduced by the amount of any government, college or other program grants, scholarships, fellowships, etc.
- j. Upon completion of the coursework, the employee must submit itemized tuition and book receipts and grade report to the Human Resources Department. In the event the course did not have a grade assigned, evidence of satisfactory completion must be submitted.
- k. The information must be submitted to Human Resources within **90 days** of course completion. If all information is in order, a request for payment will be forwarded to Finance for payment.
- l. Current IRS reimbursable limit is not subject to taxation. Reimbursement for graduate level courses is subject to taxation.
 - 1. These provisions are subject to change. In making the reimbursement, the City will apply the appropriate IRS regulations in effect at the time of reimbursement.
- m. Individuals who leave the employment of the City shall reimburse the City for all educational expenses paid by the City in the previous 12-month period, except where termination is due to disability, death, retirement or layoff. Previous 12-month period will be calculated from the date of reimbursement.
- n. Reimbursement for approved expenses incurred under the Educational Assistance Program will be paid one-half from the employee's departmental budget and one-half from the budget of the Human Resources Department.

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6.05 – PERFORMANCE APPRAISALS

GENERAL POLICY

It is the policy of the City of Cedar Rapids that regular employees receive written feedback regarding their performance on a systematic basis to facilitate employee development and therefore overall organizational improvement. Appraisals recognize good job performance, provide an opportunity to set goals for the future, address any performance development needs and provide guidance.

SPECIFIC PROVISIONS

- 1) This policy applies to all regular employees including bargaining employees.
- 2) Due dates:
 - a) Front line employees will receive written feedback on an annual appraisal according to their hire date or most recent position date. These dates apply to all departments with the exception of the Parks and Recreation, Police and Fire departments.
 - b) Leadership positions (Program Administrator, Supervisor, and Manager) will receive an annual appraisal due September 30 using the previous fiscal year end information as criterion.
 - c) Director level positions will receive an annual appraisal in October.
 - d) Parks and Recreation staff including employees, supervisors, program administrators and managers will receive an annual performance appraisal due November 30.
 - e) Police and Fire front line employees receive an annual performance appraisal due November 30.
 - f) Supervisors, program administrators, managers receive a mid-year update 6 months after the annual review to review progress on goals and make any adjustments needed.
 - g) It is recommended that employees who change classifications or transfer between departments will receive an exit appraisal from the supervisor of their "transferring from" position.
 - h) It is recommended that employees receive an end of probation, trial or introductory period appraisal from their supervisor, manager or director.
- 3) Performance appraisals are imperative for organizational improvement and must be conducted by the month they are due (Policy 6.05 2.), or within a grace period of 30 days. Effective 7-1-2014, leaders found to be non-compliant with the above due dates are subject to a step increase penalty (see policy 3.01). Those leaders otherwise eligible for a step increase will have that increase withheld for 90 days. Those leaders at step 14 will have their step reduced to 13 for 90 days. If at the end of 90 days, the leader still has overdue or late appraisals, the step change will remain in effect for the next 9 months until the next step

increase due date. Complete documentation as required in the implementation guidelines provided by Human Resources.

- 4) Employees will provide input regarding their perception of their performance through a self-appraisal and the supervisor will complete an appraisal form to communicate his/her feedback. This feedback will be discussed with the employee and the employee will receive a copy of the document.
- 5) If the employee disagrees with the feedback on their appraisal and he/she cannot come to an acceptable agreement with the supervisor, he/she may challenge the feedback using the employee complaint procedure (*Policy 2.10*).
- 6) Situations may warrant formal feedback more often than annually and employees may request written feedback if they feel it is necessary.
- 7) While written feedback generally occurs annually, verbal feedback should be given on an ongoing continual basis in order to provide coaching and development to employees.
- 8) Standard operating procedures for this process, including specific forms and instructions are developed and maintained by the Human Resource department. The Human Resources department will provide guidance and feedback to supervisors and managers as they are completing appraisals for the employees they supervise.

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6.06 – INTERNSHIP

GENERAL POLICY

Internships provide a valuable opportunity for students to gain experience and for the City to create relationships with potential employees early in their careers.

SPECIFIC PROVISIONS

1. There are two types of internships, paid and unpaid.
2. Interns must have a positive experience and be able to gain experience and knowledge that will help them improve their professional skills.
3. Unpaid internships must meet specific guidelines based on IRS regulations. Consult with Human Resources before arranging for an unpaid intern.
4. Internships may be for any duration that meets the needs of the department, student and sponsoring institution. Paid internships are typically for a semester or summer (approximately 3 months).
5. Paid internships are requested and approved through the normal staffing requisition process. Departments and HR will collaborate to determine recruiting processes and sources.
6. Departments and HR will partner order to identify colleges and universities that may provide a good return on our investment and to identify fields/positions that are available to interns to fill.