

**CITY OF CEDAR RAPIDS PERSONNEL POLICY MANUAL**  
**SECTION 1 – GENERAL**  
**1.01 – GENERAL PROVISIONS OF PERSONNEL POLICY**

**GENERAL POLICY**

The purpose of this manual is to state the principles and procedures of the City's Human Resources program. This policy includes standard operating definitions of terms used throughout the policy manual.

**SCOPE**

These policies cover non-bargaining employees and bargaining unit employees where applicable labor agreement provisions do not conflict with these policies. All employees are expected to comply with the provisions and terms of this policy manual. Failure to do so may result in disciplinary action, up to and including termination. The policy manual shall be followed, except as otherwise provided by state or federal law.

**SPECIFIC PROVISIONS**

1. This policy manual does not constitute a contract for employment with the City of Cedar Rapids, either express or implied. The City of Cedar Rapids reserves the right at any time, to amend, delete or add to any provision in its sole discretion.
2. All employees are considered "at will."
3. Departmental rules, not in conflict with the policies in this manual, may be developed and implemented by individual departments. Department rules may exceed the standards addressed by these policies.
4. These policies will have force and effect when approved by the City Manager or appropriate Board or Commission.
5. These policies will be administered and enforced under the direction of the City Manager, department heads and supervisors. Members of citizen's boards and commissions, and personnel appointed to serve without compensation shall in their leadership capacity assist in ensuring city employees adhere to these policies.
6. Amendments and revisions to these policies may be proposed by the Human Resources Director, the Civil Service Commission, City Manager, or department heads. Policy changes proposed by other than the City Manager must be directed through the Human Resources Director to assure consistent policies and format. Before becoming effective, such amendments or revisions shall be approved by the City Manager.
7. The Civil Service Commission is established and operates in accordance with the appropriate statutes of the State of Iowa and adopted local rules and policies.

8. Unless otherwise expressly stated or the context clearly indicates a different intention, the following terms will have the meanings as defined.

*Administrative Leave* means the absence from the workplace for a reason not covered by another policy. This can be with or without pay.

*Allocate* means the act of assigning positions to classes in relation to the level of responsibility and types of duties performed.

*Appeal* means an application for review of a complaint submitted or instituted by an employee to a higher authority.

*Appoint* means the act of the appointing authority, in assigning to a position, such applicant or applicants as have been recommended for employment.

*Appointed Position* means a position to which the incumbent is appointed by City Manager or designee, Administrative Board, or Commission in accordance with the Municipal Code.

*Appointing Authorities* means the City Manager or designee, duly authorized Administrative Boards, or Commissions.

*Certify* means the act of the Civil Service Commission in supplying a recommending or appointing authority with the names of applicants who are eligible for appointment to the class and positions for which certification is requested and signifies an endorsement of the candidates as meeting required standards for employment.

*City Council* means the Mayor and Council Members elected by the citizens of Cedar Rapids.

*Civil Service* means employees placed under Civil Service by the City of Cedar Rapids and who have been certified through examination by the Civil Service Commission and appointed to the position by an appropriate appointing authority.

*Civil Service Eligible List* means a list of all persons who have qualified for appointment to positions within a certain civil service class and who have not yet been appointed to such class.

*Class* means a group of positions or a position having approximately similar duties and responsibilities, requiring similar qualifications, which can be properly designated by one title indicative of the nature and level of work and which can carry the same pay range assignment.

*Class Series* means two or more classes of positions substantially similar as to the types of work involved, differing primarily in rank as determined by the level of responsibility of the duties involved and the amount of training and experience required.

*Class Description* means a written description of a class of positions consisting of a class title, a statement of the nature and level of work, illustrative examples of work, and desirable qualifications for entry into the class of positions.

*Classification Plan* means the official listing of class descriptions.

*Compensation (Pay) Plan* means the official schedule of pay approved by the City Manager assigning ranges (*grades*) of pay to each class title.

*Compensatory Leave* means time off from work in lieu of monetary payment for overtime work. Compensatory leave is only available to non-exempt employees.

*Complaint* means a dispute between an employee(s) and a supervisor or because of the conditions of this employment arising out of a belief on the part of the employee(s) that he/she is being treated unfairly.

*Contract Employee* means an individual engaged to perform work that is evaluated based on results rather than day-to-day operations. Work typically is completed for a specific project and time period. A contract employee is not an employee under the FLSA and is not entitled to minimum wage and overtime protection, or any other employee rights and benefits.

*Demotion* means the involuntary assignment of an employee from one position to another which has a lower classification, reduced responsibilities and a lower pay range.

*Department* means the major operating division of the City of Cedar Rapids, board, or commission. For purposes of these policies, the departments of the City of Cedar Rapids are as follows:

- Attorney
- City Clerk
- City Manager
- Civil Rights
- Community Development
- Code Enforcement
- Eastern Iowa Airport
- Finance
- Fire
- Human Resources
- Library
- Memorial (*City Hall Maintenance*)
- Parks and Recreation
- Police
- Public Works
- Utilities

*Department Head* means the individual responsible for the operation of a designated department.

*Discharge* means involuntary separation from City employment.

*Eligible* means a person who has qualified for a particular civil service class or position, and who can be certified for appointment.

*Employee* means a person, other than a member of the City Council, occupying a position who is paid a salary or wage for services rendered.

*Employment List* means an eligible list, promotional list, or re-employment list.

*Established Workweek* means the number of hours within the workweek for a regular full-time or part-time employee as approved by the City Manager or designee and maintained in Human Resources and budget records. Benefit accruals are based on the established workweek.

*Examination* means the process of testing, evaluating, or verifying qualifications of applicants and employees.

*Family Members* are defined as mothers, fathers, brothers, sisters, spouses (*including common-law*), children, aunts, uncles, nieces, nephews, first cousins, mothers-in-law, fathers-in-law, brothers-in-law, sisters-in-law, stepfathers, stepmothers, stepbrothers, stepsisters, stepchildren, half-brothers, half-sisters, grandparents, grandchildren, and legal guardians.

*Family Relationship* means the employment of two or more family members within the same department.

*Flex Leave* means paid time off.

*General Schedule Adjustment* means an increase to the established salary ranges and the same increase in the compensation of individual employees within those ranges.

*Harassment* means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance' or (3) otherwise adversely affects an individual's employment opportunities.

*Immediate Family* means an employee's spouse and children including step children and half children.

*Layoff* means involuntary, non-disciplinary separation of an employee from the municipal service.

*Leave* means an approved absence from work as provided by these policies.

*Long-term Illness and Injury* means earned time that is available for employees to use when it is necessary to be away from work due to a medical condition according to Policy 5.00A and Policy 5.00B.

*Longevity* means compensation above base salary to recognize long and faithful service of employees.

*New Hire* means an original appointment to municipal service, or re-employment after a quit or discharge.

*Non-regular Employee* means any employee hired on a non-regular basis including hourly part-time, seasonal, or temporary. Non-regular employees are not entitled to benefit programs prescribed for regular employees, except where specific contract language or law provides otherwise. HOURLY part-time employees may work for a period equal to or greater than seven months in a calendar year on the following basis:

- a. Regular schedule averaging less than 20 hours per week, as assigned, or
- b. As-needed schedule (*up to 40 hours per week*).

*SEASONAL* employees are hired for seasonal programs for a period not to exceed seven months in a calendar year.

*TEMPORARY* employees are hired for a period less than seven months in a calendar year for:

- a. A position normally filled by a regular employee, or
- b. Temporary programs or projects, or
- c. Emergency work, or
- d. Formal cooperative education or intern programs (*exception – these programs may exceed seven months*).

*Overtime* means hours worked (*including paid leave*) in excess of 40 hours in any workweek, except as specified otherwise in the overtime policy (3.02).

*Pay Rate* means a specific dollar amount established in the schedules of the official pay plan.

*Position* means any office or employment whether occupied or vacant, requiring full or part-time employment and consisting of duties and responsibilities.

*Probationary Period* means the six-month period beginning with the employee's appointment to a position in the municipal service as a new hire. Longer probationary periods may be designated upon hire.

*Promotion* means the assignment of an employee from one position to another which has a higher classification, increased responsibilities and higher pay range.

*Pro Rata* means proportionately according to an exactly calculable factor.

*Recommending Authority* means a department head empowered to recommend appointment or removal of employees of the department over which he/she has jurisdiction, subject to these policies, and with the approval of the City Manager or designee, Administrative Board, or Commission.

*Regular Full-time Employee* means an employee who has successfully completed the new hire probationary period, and who now holds a regular full-time appointment in the municipal service.

*Regular Part-time Employee* means an employee who has completed a designated new hire probationary period, and who has a regular part-time schedule throughout the year of at least 20 hours but less than 40 hours.

*Removal from Eligible List* means the act of deleting an individual's name from a Civil Service appointment or promotion list because of the applicant's falsification of records, discovery of incorrect procedures having been used, or other reasons necessary to maintain the integrity of the list.

*Standby* means that time period between regular work hours that the department requires the employee to be available through a paging device so that the employee can respond to calls for emergency service.

*Step Increase* means an increase in compensation within the employee's assigned salary grade and will occur in the amount and on the date prescribed by the compensation plan.

*Suspension* means an enforced leave of absence for disciplinary purposes or pending investigation of charges made against an employee.

*Termination* means a complete separation from municipal employment.

*Transfer* means the assignment of an employee from one position to another position in the same or another department.

*Trial Period* means the six-month period beginning with the employee's appointment to a position in the municipal service as a result of promotion or transfer. Longer trial periods may be designated upon promotion or transfer or may be extended at anytime during the trial period with the specific approval of the respective department head or Commission Chairperson. During such period, an employee will be evaluated for continued employment in that position.

*Vacancy* means a position which is authorized but not occupied.

# CITY OF CEDAR RAPIDS PERSONNEL POLICY MANUAL

## SECTION 1 – GENERAL

### 1.02 – EMPLOYEE ACCESS TO PERSONNEL FILES

#### GENERAL POLICY

It is the policy of the City of Cedar Rapids, in accord with 91B of the Code of Iowa, to permit access by all current employees to their own personnel file and to provide for correction of any erroneous information maintained in such file. An employee shall not have access to any employment references written for the employee (*in accordance with Iowa Code 91B.1 paragraph 2*).

#### SPECIFIC PROVISIONS

1. Current City employees may access their personnel file during normal working hours in the Human Resources Department. Employees may examine, take notes and request copies of any materials contained in their file.
2. A member of the Human Resources Department will be present during the examination of the file.
3. If an employee feels there is an error in the file, he/she should request a change in writing to the Human Resources Department. If this request is denied, the employee will receive an explanation, and will be permitted to place a concise statement of disagreement in the file.
4. Access to an employee's file will be limited to the employee, City Manager, the Human Resources Department staff, department head, and those who have a need to know and are involved in the decision-making process involving the employee.
5. No information concerning the employee will be given out other than the following: confirmation of employment, confirmation of salary, dates of employment, job title and department, except when authorized by a statement signed by the employee or former employee, or as a result of a legal document requiring such disclosure. Any employee disclosing information other than that noted in this paragraph shall be subject to disciplinary action.
6. The personnel record file shall remain in the Human Resources Department unless an exception to this policy is approved by the Human Resources Director in coordination with the City Attorney and City Manager.
7. A fee may be charged for copies of personnel file documents requested. Generally, when employees request copies of their personnel files, the first copy of the personnel file will be provided free of charge. A fee may be charged for additional copies of the personnel file up to a total amount at a common market rate (*in accordance with Iowa Code 91B*).
8. Access to the official Civil Service personnel files are subject to guidelines set forth by the Civil Service Commission.

**CITY OF CEDAR RAPIDS PERSONNEL POLICY MANUAL**  
**SECTION 1 – GENERAL**  
**1.03 – GENERAL EMPLOYEE CONDUCT AND ETHICAL BEHAVIOR**

**GENERAL POLICY**

City employees are prohibited from engaging in any conduct which could reflect unfavorably upon the City or their department. Employees must avoid any action which might result in or create the impression of using public office for private gain, giving preferential treatment to any person, or losing impartiality in conducting City business.

**SPECIFIC PROVISIONS**

1. City employees must not accept any extraneous fee for work performed on behalf of the City.
2. A City employee may not grant or make available to any person, any consideration, treatment, advantage or favor beyond that which is the granted or made available to all citizens.
3. City employees must refrain from securing special privileges or exemptions for themselves or their relatives beyond that which would be available to all citizens.
4. Employees must not use privileged information for their own financial advantage or to provide friends and acquaintances with financial advantages or with information which could be used for financial advantage. Each employee is charged with the responsibility for ensuring that he/she releases only information that should be made available to the general public.
5. A City employee will not use or permit the use of any publicly owned resource (property, vehicle, equipment, labor, service or supplies (*new, surplus or obsolete*)) for the personal convenience or advantage of the employee or any other person other than what is generally available to the public. Employees will not be permitted to work on personal items, including vehicles, in a City-owned building or shop area.
6. An employee is required to exercise care in the use of City property. Negligence in the care and use of City property may be grounds for suspension and/or dismissal. Unauthorized removal of City property from the premises or its conversion to personal use will be considered grounds for suspension and/or discharge.
7. An employee must return City issued property at the time the employee terminates employment or when the employee's department head requires such a return. The City assumes no responsibility for loss or damage of personal property of an employee.
8. City employees must exercise care when posting to personal websites or other social media. Any images or posts that could damage the City, department, or another employee's reputation or otherwise reflect unfavorably on the City or employees in their official capacity are prohibited. See additional policies for guidance on use of electronic communications including telephone, e-mail, internet, etc.

9. The possession of firearms on City work sites is prohibited. This policy does not apply to Police Officers or other employees that maybe operating within the normal scope of their official duties.
  
10. The possession of other weapons, explosives, or fireworks on city work sites is prohibited.

**CITY OF CEDAR RAPIDS PERSONNEL POLICY MANUAL**  
**SECTION 1 – GENERAL**  
**1.04 – POLITICAL ACTIVITY**

**GENERAL POLICY**

All employees of the City are entitled to exercise their rights as citizens outside of the workplace and working hours.

**SPECIFIC PROVISIONS**

1. An employee shall not
  - a. solicit in any manner for any political party or candidate or,
  - b. engage in any political activity during working hours,
  - c. nor use the "color of office" for political activities.
  
2. An employee shall not secure or attempt to secure in any manner for any other person employment or advantage of employment or an increase in pay or other advantage of employment for the purpose of influencing the vote or political action of that person or for any other consideration.

**CITY OF CEDAR RAPIDS PERSONNEL POLICY MANUAL**  
**SECTION 1 – GENERAL**  
**1.05 – VEHICLE USE PROCEDURES**

**GENERAL POLICY**

City-owned vehicles are to be used for City business. Personal use will not be permitted with exception of those vehicles which have been designated by the City Manager as commuting vehicles or through special permission from the department head.

**STANDARD OPERATING PROCEDURES**

1. Commuting in City-owned vehicles is authorized only on those days on which an employee has been designated as a first responder to emergency situations. Such vehicles are to be driven on the most direct, reasonable route between the employee's residence and the worksite, or the worksite to the employee's home. Positions with authorized commuting vehicles are listed below:
  - a. Fire Chief
  - b. Assistant Fire Chief
  - c. Assistant Fire Chief Support
  - d. Fire Arson Investigator
  - e. Fire Marshall
  - f. Animal Control Officer (Rotational)
  - g. Police Chief
  
2. Employees who drive authorized City-owned vehicles for commuting purposes *other than qualified non-personal use vehicles* will have the value of the non-cash commuting benefits included in their gross income. "Qualified non-personal use vehicles" means any vehicle which, by reason of its nature (i.e. design), is not likely to be used more than a de minimus amount for personal purposes. This value has been established at \$1.50 per one-way commute, or by use of the annual lease value method for "control employees" as applicable unless provided otherwise by the Finance Director.
  
3. In special circumstances, employees may be allowed to take a City vehicle home with department director or designee approval. After receiving approval, you must inform the Finance Department for tax purposes. Examples include:
  - a. Early morning departure for City business out of town, especially in the case of inclement weather forecast.
  - b. Other unusual instances where the permission creates a specific benefit to the City organization such as: ability to check on rapidly changing circumstances during off hours, saving payroll through a reduced commute time, saving fuel through a more direct route, or reducing the risk of liability in some way.
  
4. The use of personal vehicles for official City duties will be at the Federal mileage rate. Departmental approval is required for such reimbursement. See the travel and business expense policy for details (Section 1 – General, 1.08 - Travel and Business Expense).

5. Any fines or moving violations received while driving a City vehicle will be paid by the employee operating the vehicle at the time of the violation. Any violations or citations may result in disciplinary action.
6. City employees may be allowed to drive a city vehicle only if the following minimum standards are met:
  - a. Must have a valid operator's license, for the vehicle being operated, and
  - b. Must be a minimum of eighteen (18) years of age.
  - c. Drivers are personally responsible for the cost of all traffic citations, parking tickets, locksmith calls for retrieving keys, etc.

## VEHICLE OPERATING PROCEDURES

All City-owned vehicles are part of the ultimate responsibility of the City of Cedar Rapids. As such, there are certain procedural requirements that vehicle operators must comply with. The following list is not inclusive and will be updated as requirements change:

1. All drivers and all passengers in City-owned vehicles or equipment must wear their seatbelts any time the vehicle is in motion. This includes at slow speeds and in off-road situations such as a parking lot. Seatbelts must be worn in any equipment equipped with them.
2. No person may use a City-owned vehicle, or permit the use of a City-owned vehicle, in the following prohibited manners:
  - a. Speeding or reckless driving
  - b. Distracted driving (also see Employee Wireless Telecommunications Policy 1.13 (f) and Distracted Driving Policy 7.15)
  - c. The driver is impaired by fatigue, alcohol, drugs or any other condition
  - d. Drivers of City-owned vehicle who feel that their driving abilities may be impaired must cease operating the vehicle immediately. Employees who believe another employee is impaired have a duty to prevent that person from driving a City-owned vehicle.
  - e. Smoking is prohibited in City-owned vehicles (See policy 7.07)
  - f. Transporting non-city individuals, including family members, is not permitted unless in the course of official City business.
  - g. Use for personal gain, such as delivering goods or services is not authorized
  - h. Transporting of animals is limited to those duty positions that require animal transport,
  - i. Hauling loads that could structurally damage the vehicle (e.g., firewood, paper, gravel),
  - j. Installation or use of any radar-detection devices,
  - k. Transporting hitchhikers,
  - l. Use for vacations or any other use not expressly authorized by this policy statement.
3. Accident Reporting – drivers of City-owned vehicles are required to report motor vehicle accidents to their first-line supervisor immediately and the Employee Safety and Wellness office within twenty-four hours. Drivers may be required to undergo drug testing. (See

policies 7.03 A, B, and C)

4. Vehicle Damage – Damage to City-owned vehicles unrelated to motor vehicle accidents must be reported to the employee’s immediate supervisor and the fleet division as soon as possible after discovery of the damage.
5. Licensing– employees who operate City-owned vehicles must report any restriction or violation that may impact their driver’s license.
6. Commercial Driver’s License (CDL A and B) Holders – employees required to hold any CDL as a condition of their assigned position are required to report all traffic violations including but not limited to:
  - a. Moving violations – speeding, red light violations, reckless driving.
  - b. Operating While Impaired, (OWI)
  - c. See also Drug & Alcohol Testing Policy of City Operators Required to have a CDL Policy 7.03C and 7.03B
  - d. All employees required to hold a CDL (A or B) as a condition of their position are required to obtain a DOT medical certification.
7. Vehicle Condition – drivers must maintain the professional condition of their assigned vehicles and equipment which include interior and exterior cleanliness and organization.

**CITY OF CEDAR RAPIDS PERSONNEL POLICY MANUAL**  
**SECTION 1 – GENERAL**  
**1.06 – ETHICS AND THE RECEIPT AND REPORTING OF GIFTS**

**GENERAL POLICY**

The City of Cedar Rapids is committed to upholding the highest ethical standards in all of our business practices. Therefore, employees do not accept gifts other than small tokens of appreciation from private citizens. This standard recognizes the need to avoid even the perception of improper gifts or favors to employees. All employees shall comply with Chapter 68B of the Code of Iowa regulating the receipt and reporting of gifts

**STANDARD OPERATING PROCEDURES**

1. Vendors have been asked to abide by the City’s “no gift” standard.
2. If a vendor sends or offers a gift, you should:
  - a. If possible, refuse to accept the gift prior to or upon delivery.
  - b. If circumstances do not allow you to refuse the gift, immediately forward the gift to Human Resources. HR will arrange to donate the gift to an area food bank, shelter or charity.
3. The “No Gift” standard also applies to all offers of discounts or free items at any place of business targeted toward a City employee and not available to the general public, regardless of the value. The standard does not apply to small gifts of appreciation from citizens (such as a bottle of water or home baked goods) who have no connection to a vendor.
4. If you have questions or need clarification regarding the City’s “No Gift” standard contact your Department Director, the Human Resources Office or the City Manager’s Office.
5. Complaints regarding conduct of local officials or local employees which violates this policy should be filed with the county attorney.

Reference for current Chapter 68B (*in particular 68B.22*) of the Code of Iowa. See Appendix A for applicable sections of Chapter 68B of the Code of Iowa.

**APPENDIX A**  
**CHAPTER 68B.22 OF THE CODE OF IOWA, GIFTS ACCEPTED OR RECEIVED**

1. Except as otherwise provided in this section, a public official, public employee, or candidate, or that person's immediate family member shall not, directly or indirectly, accept or receive any gift or series of gifts from a restricted donor. A public official, public employee, candidate, or the person's immediate family member shall not solicit any gift or series of gifts from a restricted donor at any time.
2. Except as otherwise provided in this section, a restricted donor shall not, directly or indirectly, offer or make a gift or a series of gifts to a public official, public employee, or candidate. Except as otherwise provided in this section, a restricted donor shall not, director or indirectly, join with one or more other restricted donors to offer or make a gift or a series of gifts to a public official, public employee, or candidate.
3. A restricted donor may give, and a public official, public employee, or candidate, or the person's immediate family member, may accept an otherwise prohibited nonmonetary gift or a series of otherwise prohibited nonmonetary gifts and not be in violation of this section if the nonmonetary gift or series of nonmonetary gifts is donated within thirty days to a public body, the department of general services, or a bona fide educational or charitable organization, if no part of the net earnings of the educational or charitable organization inures to the benefit of any private stockholder or other individual. All such items donated to the department of general services shall be disposed of by assignment to state agencies for official use or by public sale.
4. Notwithstanding subsections 1 and 2, the following gifts may be received by public officials, public employees, candidates, or members of the immediate family of public officials, public employees, or candidates:
  - a. Contributions to a candidate or a candidate's committee.
  - b. Informational material relevant to a public official's or public employee's official functions, such as books, pamphlets, reports, documents, periodicals, or other information that is recorded in a written, audio, or visual format.
  - c. Anything received from anyone related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related.
  - d. An inheritance.
  - e. Anything available or distributed free of charge to members of the general public without regard to the official status of the recipient.
  - f. Items received from a bona fide charitable, professional, educational, or business organization to which the donee belongs as a dues paying member, if the items are given to all members of the organization without regard to individual members' status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received.
  - g. Actual expenses of a donee for food, beverages, registration, travel, and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the donee has participation or presentation responsibilities.
  - h. Plaques or items of negligible resale value which are given as recognition for the public services of the recipient.
  - i. Nonmonetary items with a value of three dollars or less that are received from any one donor during one calendar day.
  - j. Items or services solicited by or given to, for purposes of a business or educational conference, seminar, or other meeting, a state, national, or regional government organization in which the state of Iowa or a political subdivision of the state is a member, or solicited by or given for the same purposes to state, national, or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees.
  - k. Items or services received by members or representatives of members at a regularly scheduled event that is part of a business or educational conference, seminar, or other meeting that is sponsored and directed by any state, national, or regional government organization in which the state of Iowa or a political subdivision of the state is a member, or received at such an event by members or representatives of members of state, national, or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees.
  - l. Funeral flowers or memorials to a church or nonprofit organization.
  - m. Gifts which are given to a public official or public employee for the public official's or public employee's wedding or twenty-fifth or fiftieth wedding anniversary.

- n. Payment of salary or expenses by a person's employer or the firm in which the person is a member for the cost of attending a meeting of a subunit of any agency when the person whose expenses are being paid serves on a board, commission, committee, council, or other subunit of the agency and the person is not entitled to receive compensation or reimbursement of expenses from the state or a political subdivision of the state for attending the meeting.
  - o. Gifts of food, beverages, travel, or lodging received by a public official or public employee if all of the following apply:
    - (1) The public official or public employee is officially representing an agency in a delegation whose sole purpose is to attract a specific new business to locate in the state, encourage expansion or retention of an existing business already established in the state, or to develop markets for Iowa businesses or products.
    - (2) The donor of the gift is not the business or businesses being contacted. However, food or beverages provided by the business or businesses being contacted which are consumed during the meeting are not a gift under section 68B.2, subsection 8, or this section.
    - (3) The public official or public employee plays a significant role in the presentation to the business or businesses on behalf of the public official's or public employee's agency.
  - p. Gifts other than food, beverages, travel, and lodging received by a public official or public employee which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the donee.
5. For purposes of determining the value of an item given or received, an individual who gives an item on behalf of more than one person shall not divide the value of the item by the number of persons on whose behalf the item is given and the value of an item received shall be the value actually received by the donee.
  6. A gift shall not be considered to be received by a public official or public employee if the state is the donee of the gift and the public official or public employee is required to receive the gift on behalf of the state as part of the performance of the person's duties of office or employment.
  7. A person shall not request, and a member of the general assembly shall not agree, that a member of the general assembly sell tickets for a community related social event that is to be held for members of the general assembly in Polk county during the legislative session. This section shall not apply to Polk county or city of Des Moines events that are open to the public generally or are held only for Polk county or city of Des Moines legislators.
  8. An organization or association which has as one of its purposes the encouragement of the passage, defeat, introduction, or modification of legislation shall not give and a member of the general assembly shall not receive food, beverages, registration, or scheduled entertainment with a per person value in excess of three dollars.

Sec. 7. Section 68B.23, Code 1993, is amended by striking the section and inserting in lieu thereof the following:  
 68B.23 HONORARIA - BANNED.

1. Except as provided in subsection 2, a public official or public employee shall not seek or accept an honorarium from a restricted donor.
2. A public official or public employee may accept an honorarium from any person under the following circumstances:
  - a. The honorarium consists of payment of actual expenses of a donee for registration, food, beverages, travel, and lodging paid in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the recipient has participation or presentation responsibilities.
  - b. The honorarium consists of a nonmonetary item or series of nonmonetary items that the public official or public employee donates within thirty days to a public body, a bona fide educational or charitable organization, or the department of general services as provided in section 68B.22, subsection 3.
  - c. The honorarium consist of a payment made to a public official or public employee for services rendered as part of a bona fide private business, trade, or profession in which the public official or public employee is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as a public official or public employee, but, rather, because of some special expertise or other qualification.

Sec. 8. Section 68B.24, Code 1993, is amended to read as follows:

68B.24 LOANS - RECEIPT FROM LOBBYISTS PROHIBITED.

1. An official, member of the general assembly, state employee, legislative employee, or candidate for state office shall not, directly or indirectly, seek or accept a loan or series of loans from a person who is a lobbyist.
2. A lobbyist shall not, directly or indirectly, offer or make a loan or series of loans to an official, member of the general assembly, state employee, legislative employee, or candidate for state office. A lobbyist shall also not, directly or indirectly, join with one or more persons to offer or make a loan or series of loans to an official, member of the general assembly, state employee, legislative employee, or candidate for state office.
3. This section shall not apply to loans made in the ordinary course of business. For purposes of this section, a loan is "made in the ordinary course of business" when it is made by a person who is regularly engaged in a business that makes loans to members of the general public and the finance charges and other terms of the loan are the same or substantially similar to the finance charges and loan terms that are available to members of the general public.

Sec. 9. Section 68B.25, Code 1993, is amended by striking the section and inserting in lieu thereof the following:

68B.25 ADDITIONAL PENALTY.

In addition to any penalty contained in any other provision of law, a person who knowingly and intentionally violates a provision of sections 68B.2A through 68B.7, sections 68B.22 through 68B.24, or sections 68B.35 through 68B.38 is guilty of a serious misdemeanor and may be reprimanded, suspended, or dismissed from the person's position or otherwise sanctioned.

# **CITY OF CEDAR RAPIDS PERSONNEL POLICY MANUAL**

## **SECTION 1 – GENERAL**

### **1.07 – CODE OF CONDUCT - CONTRACTS SUPPORTED BY FEDERAL FUNDING**

#### **GENERAL POLICY**

It is the policy of the City of Cedar Rapids that a written code of conduct be applicable to those employees associated with contracts supported by Federal funds. This policy shall apply to all officers, employees, or agents of the City engaged in the award and/or administration of contracts supported by federal or state grant funds.

#### **SPECIFIC PROVISIONS**

1. No officer, employee, or agent of the City will participate in the selection, award, or administration of a contract supported by federal or state grant or loan funds if a conflict of interest, real or apparent, would be involved. Unless a more restrictive provision of federal or state law should apply, such conflict would arise when:
  - a. The employee, officer, or agent;
  - b. any members of his/her family;
  - c. his/her partner; or
  - d. an organization which employs, or is about to employ any of the above, has financial or other interest in the party selected to award.
2. The City's officers, employees, or agents will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or sub-contractors or others involved in the contract, beyond that allowed by applicable federal and state laws.
3. Violations of this Code of Conduct will involve penalties and sanctions consistent with applicable federal and state laws.

**CITY OF CEDAR RAPIDS PERSONNEL POLICY MANUAL**  
**SECTION 1 – GENERAL**  
**1.08 – TRAVEL AND BUSINESS EXPENSE**

**GENERAL POLICY**

It is the policy of the City of Cedar Rapids to pay for reasonable and appropriate expenses incurred as a result of official business, representing the City at conferences or conventions, or while attending training seminars, business meetings or other forms of City business.

**SPECIFIC PROVISIONS**

For specific provisions of the Travel Regulations, refer to CityNet:

<\\Audit-app\users\Audit\Accounts Payable\Travel\travel.htm>

**CITY OF CEDAR RAPIDS PERSONNEL POLICY MANUAL**  
**SECTION 1 – GENERAL**  
**1.09 – COMPUTER SOFTWARE USAGE**

**GENERAL POLICY**

Computer software is acquired by the Information Technology Department under license from vendors and the agreements carry various restrictions regarding the use of the product. The City requires license agreement compliance. To commit copyright infringement may subject users and/or the City of Cedar Rapids to both civil and criminal penalties under the United States Copyright Act.

**SPECIFIC PROVISIONS**

1. All terms and conditions of each license agreement shall be adhered to in the strictest sense. It is the employee's responsibility to read the license agreement and abide by its terms. The Information Technology Department will assist you if you have questions about the license agreement.
2. Use of copyrighted software which is not properly licensed to the City is not allowed. Software should be licensed to the City of Cedar Rapids, with contact information listed as the responsible department.
3. Copyrighted software which is licensed to the City must NOT be installed or used on more than a single computer at a time unless the software license specifically states that installation and/or use on multiple computers is allowed.
4. Only business-related software shall be installed on City-owned computers. Software shall be installed by or under the supervision of the Information Technology Department. The Information Technology Department shall maintain a catalog of approved software for installation. Requests for software that has not been approved will be evaluated as a business case exception (BCE). The Information Technology department will audit computers at its discretion and any software found that is not in the approved catalog or has not been approved by BCE may be removed.
5. The Information Technology Department will be responsible for maintaining a software media library. Physical media will be collected and stored in a secure area. Media will be made available via the network.
6. Purchases of software licenses must be approved by the department's designated approver according to City of Cedar Rapids purchasing practices. The department is responsible for funding purchases of software.
7. Each department is responsible for training employees on the use of software necessary for the employee to perform their duties.
8. Failure to comply with policy may result in disciplinary action up to and including termination.

**CITY OF CEDAR RAPIDS PERSONNEL POLICY MANUAL**  
**SECTION 1 – GENERAL**  
**1.10 – RESIDENCY REQUIREMENTS**

**GENERAL POLICY**

It is the policy of the City of Cedar Rapids to require sworn personnel in the Cedar Rapids Police Department and sworn personnel in the Cedar Rapids Fire Department to reside in a location where they are available to respond to an emergency situation in a timely fashion. City Directors are required to live within the Cedar Rapids City limits.

**SPECIFIC PROVISIONS**

1. Designated sworn employees are required to live in a location within 50 driving miles from the Cedar Rapids Police Station and within 50 driving miles from the Central Fire Station for sworn fire personnel.
2. Designated sworn personnel living outside the parameters on May 1, 1998, shall be exempt. This exemption will be revoked if the employee moves from the exempted residence to a new location.
3. Newly hired sworn employees or City Directors are required to live within the residency area within three months from the date of employment. The department head (or City Manager in the case of City Directors) may grant an additional three months if the employee provides documentation of financial commitment to move within the residency area.
4. Residence shall mean the place where that employee normally eats and sleeps and maintains the normal personal and household effects necessary for day-to-day living. Residence shall not include a place secured solely for the purpose of meeting this requirement which is maintained in addition to the employee's actual place of residence outside the described parameters. Measurement of distance shall be calculated using existing public roadways.
5. The requirement for City Directors to live within the City limits is effective 4/1/2012. Directors living outside of the City limits as of that date shall be exempt. The City Manager may waive this requirement based on special circumstances.

# CITY OF CEDAR RAPIDS PERSONNEL POLICY MANUAL

## SECTION 1 – GENERAL

### 1.11 – FRAUD AND THEFT POLICY

#### GENERAL POLICY

Financial accountability is a top priority for the City of Cedar Rapids. The City's fraud and theft policy formalizes the expectations of personal honesty, integrity, responsibility and accountability required of City officials and employees. The City of Cedar Rapids is committed to protecting its revenue, property, information and other assets from any attempt, by either members of the public, contractors, subcontractors, agents, intermediaries or its own employees, to gain by deceit; financial or other benefits. This policy prohibits fraud or misuse of the City of Cedar Rapids assets and sets forth specific guidelines and responsibilities regarding appropriate actions that must be followed for the prevention and investigation of fraud and other similar irregularities. The City's policy is designed to promote consistent, legal, and ethical organizational behavior by assigning responsibility for reporting fraud and theft; and providing guidelines to conduct investigations of suspected fraudulent behavior.

The City of Cedar Rapids recognizes the importance of protecting the organization, its taxpayers, its employees and its assets against financial risks, operational breaches and fraudulent activities. Therefore, the management must clearly communicate the fraud and theft policy to both internal and external customers, vendors and employees.

The impact of misconduct and dishonesty may include:

- The actual financial loss incurred
- Negative publicity
- The cost of investigation
- Loss of employees
- Loss of public confidence
- Damaged relationships with our contractors and suppliers
- Litigation

The City's goal is to establish and maintain an environment of fairness, ethics and honesty for our employees, our citizens, our suppliers and anyone else with whom we have a relationship. To maintain such an environment requires the active assistance of every employee.

#### SPECIFIC PROVISIONS

##### ***1. ORGANIZATIONS AFFECTED***

All departments and divisions of the City of Cedar Rapids.

##### ***2. DEFINITIONS***

As used in this policy, the terms listed below shall have the following definitions:

- a. **Embezzlement:** is any loss resulting from the misappropriation of the City of Cedar Rapids assets.
- b. **Theft:** is the diversion of cash, checks or other assets before or after they are recorded by the accounting system. This can be perpetrated either internally or externally.
- c. **Misappropriation:** is to take or make use of any item without authority or right.
- d. **Loss:** is defined as the City of Cedar Rapids losing possession or control of any type of asset through fraudulent activities or misuse of City resources that result from deficient practices, system controls, or decisions.
- e. **Fraud:** is the intentional misrepresentation or omission of facts to obtain a benefit or advantage or to cause some benefit that is due to be denied.
- f. **Employee(s):** refer to all City of Cedar Rapids employees, independent contractors, consultants, and temporary, part-time and/or seasonal workers.
- g. **Assets:** refer to the entire property of the City applicable or subject to the payments of debts. Assets include, but are not limited to, all City vehicles and building properties, computers and software, cash receivables, wages and benefits.
- h. **Equipment:** is defined as a fixed asset that is not consumable or expendable; it is movable, even though sometimes attached to other objects or buildings; and its removal does not create a readily observable physical impairment or deterioration. Examples include, but are not limited to: Office equipment including computers, desk cabinets, printers and scanners, any electronic data processing equipment, training/educational equipment, furnishings, audio-visual, cameras, recording devices, all construction and maintenance equipment, air conditioners, fire-fighting equipment, and tools.
- i. **Collusion:** in which two or more individuals overriding the control system collectively perpetrate and conceal actions from detection. This could include collusion between an employee and a vendor or customer, or another employee.
- j. **Intentional abuse or destruction:** deliberately, with intent, damaging City property.

### ***3. POLICY***

The City of Cedar Rapids has adopted a zero tolerance policy regarding fraud. No employee of the City shall remove any City of Cedar Rapids assets from the property, misuse any City assets for personal gain, or willfully misappropriate any City of Cedar Rapids asset, except as expressly approved and formally assigned by the City. Any evidence of supporting fraud, theft or embezzlement of City of Cedar Rapids assets and equipment may be subject to the following actions including but not limited to: suspension, termination, restitution, and criminal charges. Any City of Cedar Rapids employee who is aware of fraud or theft being committed against the City by anyone is required to report such activity to the Police Department or other official as detailed in Section 6.

### ***4. PROHIBITED ACTS***

Fraud and misuse of the City of Cedar Rapids assets are prohibited. Examples of fraud and misuse of City assets include but are not limited to:

- a. Embezzlement
- b. Misappropriation, misapplication, intentional abuse or destruction, removal, or concealment of City of Cedar Rapids property.
- c. Alteration or falsification of documents or accounts belonging to the City (checks, timesheets, invoices, contractor agreements, bid documents, purchase orders, electronic files, and other financial documents)
- d. Theft of any asset (money, tangible property, inventory, supplies, etc.)
- e. Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the City that may be construed to be an attempt to influence the performance of an employee's official duty in the scope of employment for the City
- f. Authorizing or receiving compensation for hours not worked
- g. Deliberate misrepresentation of fact
- h. Impropriety in the handling or reporting of money or financial transactions
- i. Disclosing confidential and proprietary information to outside parties

## **5. COMPLAINT PROCEDURE**

- a. All employees are responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Each employee shall be watchful for the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of fraud. All employees will be held accountable to act in the best interest of the City of Cedar Rapids.
- b. Employees shall read and understand this policy. Additionally, suspected or known fraudulent acts by employees shall be reported to their respective Division Manager. If the employee has reason to believe that their Division Manager may be involved, the employee shall notify the Department Director and the Police Department directly.
- c. Employees who witness or suspect fraud or theft by a member of the public shall immediately contact the Police Department and notify the Division Manager. If the employee is a member of the Police Department and has concern that an irregularity exists within the department, he/she should notify the City Attorney. If a Division Manager believes there is an issue of potential fraud within the Police Department, he/she shall notify the City Attorney of the details of his/her concerns.
- d. Division Managers shall:
  1. Communicate the provisions of this policy to all staff,
  2. Take no action without consulting the Department Director,
  3. Recommend appropriate disciplinary action when there is evidence of wrong-doing,
  4. If suspension or termination is recommended, consult with the City Attorney.
- e. Division Managers are required to report suspected fraud, theft, misappropriation or

abuse or other dishonest conduct, including reports from employees or other individuals, to the Police Department and Department Director. The Police Department shall notify the City Attorney of each reported incident and keep the City Attorney abreast of the investigation. Division Managers do not have the authority to determine the merits of a report of suspected fraud – the Department Director makes this determination after an internal investigation has been completed by the Police Department.

- f. All participants in a fraud investigation shall document all information concerning the incident and keep the details and results of the investigation confidential. Public statements shall not be made during an ongoing investigation. The identity of an employee or complainant who reports suspected fraud will be protected to the full extent allowed by law. The suspect engaging in the fraud or theft should not be approached or apprehended except by law enforcement if warranted. Do not contact the suspected individual in an effort to determine facts or demand restitution. Allow the investigative body to conduct the investigation. Do not further investigate the allegations. No personnel action shall be taken without prior consultation with Police Department and the Department Director. The premature approach might jeopardize the gathering of necessary evidence, result in a needless lawsuit or cause physical harm to the persons involved.
- g. Any employee reporting an act of fraud; or assisting, testifying, or participating in a fraud investigation, acting in accordance with the requirements of this policy, shall not be subject to any adverse employment action unless it is determined the employee is culpable for such action and/or made an allegation knowing it was false. Examples of adverse employment action include, but are not limited to, discipline, suspension, threatening to discipline or suspend, coercion, acts of intimidation, and firing.

## ***6. PREVENTION***

Each department will maintain an internal control environment to protect the department and the City from loss or other damages as a result of a fraudulent act.

## ***7. CORRECTIVE ACTIONS AND DISCIPLINE***

Appropriate and timely action will be taken against those proven to have committed fraudulent acts. These remedial actions may include, but are not limited to:

- a. Disciplinary action (up to and including immediate termination of employment).
- b. Restitution for all losses, including investigation and legal expenses, to the fullest extent of the law.
- c. Forwarding information to the appropriate authorities for criminal prosecution.
- d. Institution of civil action to recover losses.
- e. Where the City of Cedar Rapids elects to take corrective or disciplinary action, it will proceed under the procedures in place under policy or under any collective bargaining agreement for the respective employment classification.

- f. The City of Cedar Rapids may take corrective or disciplinary action without awaiting the resolution of criminal or civil proceedings arising from fraudulent conduct.

## **8. CONFIDENTIALITY**

All investigations shall be conducted in confidence insofar as reasonably possible. The name or names of those communicating information about a fraudulent act or the name or names of those suspected of a fraudulent act will only be revealed when required by law in conjunction with the investigation or legal action. All information regarding the incident shall not be discussed with anyone outside the investigation.

## **9. COUNCIL NOTIFICATION**

At the conclusion of any investigation, the City Attorney shall inform Council of the nature of any suspected, alleged or purported fraud that was presented to an appropriate City official in accordance with the provisions of this policy. The City Attorney shall discuss and/or report to the Council on the results of the investigation and any civil or criminal proceedings that may arise from such investigation.

In the event an instance of fraud is reported in accordance with the terms of this policy and the nature of such information may impact the legislative operations of the City, the City Attorney shall inform the Council of the existence of an allegation or report without disclosing details or information that would impact the investigation of any such claim. The City Attorney may wish to request an Executive Session of Council to discuss such matters if public discussion of such information may jeopardize the investigative process or is not in the best interests of the financial or legal position of the City.

This policy does not supersede any other City Policy but is meant to supplement existing City Policies.

Incident Report forms may be obtained from the Treasury Operations Department to record the employee's account of the facts and details to assist with the investigation. One copy should be sent to the Police Department and one copy should be retained by the employee. Copies should also be provided to others involved in the investigation as requested.

**CITY OF CEDAR RAPIDS PERSONNEL POLICY MANUAL**  
**SECTION 1 – GENERAL**  
**1.12 – ELECTRONIC MEDIA USAGE POLICY**

**GENERAL POLICY**

Electronic communications are for City business use only, except where noted otherwise. Each department director or a delegated manager will determine the types of electronic communication or service employees require to fulfill their job responsibilities. Employees are responsible for safeguarding City information and assets by complying with this policy.

**SCOPE**

This policy applies to all City employees and other authorized users of electronic communications, including, but not limited to Fax, Internet, Intranet, Email and Network File System. *No employee should consider their electronic communications private.*

**SPECIFIC PROVISIONS**

1. This policy covers all types of electronic communications with emphasis on the Internet and City Email. These guidelines are not all-inclusive but are intended to illustrate both appropriate and inappropriate use.
2. Misuse of city assets or resources, or that which constitutes harassment, unauthorized public speaking and misappropriation, or theft of intellectual property is prohibited. Employees using the City computer system for defamatory, illegal, or fraudulent purposes may also be subject to civil liability and criminal prosecution.
3. Accessing another employee's electronic files or communications without permission is prohibited.
4. Users are required to sign the Authorization Form (see Appendix A).
5. Any kind of sexually explicit image or document on any City system is a violation of the city's policy on sexual harassment and employee conduct.
6. Use of the Internet
  - a. The City provides Internet services for city business. Very limited or incidental use of Internet service for personal, non-business purposes is acceptable, however personal use must be infrequent and must not:
    - Involve any prohibited activity; or
    - Interfere with the productivity of the employee or his or her co-workers; or
    - Consume system resources or storage capacity on an ongoing basis; or
    - Involve large file transfers or otherwise deplete system resources available for business purposes.
  - g. Files or software downloaded via the Internet onto personal computers or into the City network may be used only in ways that are consistent with their licenses or copyrights.
  - h. No employee may purposefully use the City Internet services to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

- i. Each employee using the Internet services of the City shall identify himself or herself honestly, accurately and completely (including one's City affiliation and function where requested) when participating in on-line communication.
- j. Only those employees or officials who are authorized to speak to the media, to analysts or in public gatherings on behalf of the City may speak/write in the name of the City on-line. Other employees may participate in on-line communication in the course of business when relevant to their duties, but they do so as individuals speaking only for themselves. Employees releasing protected information, whether or not the release is inadvertent, may be subject to all penalties under City policy and any other data security policies and procedures.
- k. Credit card numbers, log-in passwords and other parameters which can be used to gain access to goods or services must **not** be sent over the Internet in except using secure sites. The City will not be held responsible for the security and use of personal credit card numbers, telephone calling card numbers, or other personal information sent via the Internet for business purposes.

**7. Use of Electronic Mail**

- a. **The city's Email system is intended for official business usage only. Incidental usage that does not violate any of the other terms in this policy may be permitted on an occasional basis. All business or personal incidental usage is considered public information and subject to disclosure at any time.**
- b. Employees are responsible for managing their Email, Sent Items, & Deleted Items folders. Check for new messages daily at a minimum. Ask the Help Desk how to archive your Email.
- c. Do not send chain letters, games and jokes over the city network. If you receive any of these types of Emails, delete them immediately and do not forward them to any other recipient. Ask the sender to stop sending them to you..

**8. Use of the Network File System**

- a. The City maintains and will enforce strict adherence to software vendor's licensing agreements. Participation (including during off-hours) in the use or distribution of pirated software, bulletin boards and similar activities is prohibited. Reproductions of words posted or otherwise available over the Internet must be done only with the permission of the author/owner.
- b. A "firewall" device is installed at the Internet gateway connection point to control access to/from the City network. This connection into the Internet is the only authorized link between the Internet and the City enterprise network.

**APPENDIX A**

**AUTHORIZATION FORM**

I hereby give approval for (Print user's name here) \_\_\_\_\_ to access the Internet and/or E-mail via City network. I have read the policy statement as it concerns electronic communications.

The above listed employee is hereby authorized to use the City of Cedar Rapids Computerized Network Electronic Services. I authorize the following for the employee listed:

(Please check the following)

Internet

E-Mail

Network

---

**Department Manager's Signature**

---

**Date**

---

“I have received a written copy of the City of Cedar Rapids Electronic Media Usage Policy. I fully understand the terms of this policy and agree to abide by them. I realize that the City of Cedar Rapids’ security software may record for security and management use the Internet address of any site that I visit and keep a record of any network activity in which I transmit or receive any kind of information. I acknowledge that any message I send or receive will be recorded and stored in an archive file for management use. I know that any violation of this policy may result in loss of Internet, Email, or Network privileges and may result in disciplinary action in accordance with City policies.”

---

**Employee Signature**

---

**Date**

**APPENDIX A**

**AUTHORIZATION FORM**

I hereby give approval for (Print user's name here) \_\_\_\_\_ to access the Internet and/or E-mail via City network. I have read the policy statement as it concerns electronic communications.

The above listed employee is hereby authorized to use the City of Cedar Rapids Computerized Network Electronic Services. I authorize the following for the employee listed:

(Please check the following)

Internet

E-Mail

Network

---

**Department Manager's Signature**

---

**Date**

---

“I have received a written copy of the City of Cedar Rapids Electronic Media Usage Policy. I fully understand the terms of this policy and agree to abide by them. I realize that the City of Cedar Rapids’ security software may record for security and management use the Internet address of any site that I visit and keep a record of any network activity in which I transmit or receive any kind of information. I acknowledge that any message I send or receive will be recorded and stored in an archive file for management use. I know that any violation of this policy may result in loss of Internet, Email, or Network privileges and may result in disciplinary action in accordance with City policies.”

---

**Employee Signature**

---

**Date**

**CITY OF CEDAR RAPIDS PERSONNEL POLICY MANUAL**  
**SECTION 1 – GENERAL**  
**1.13 – EMPLOYEE WIRELESS TELECOMMUNICATIONS POLICY**

**GENERAL POLICY**

City telecommunications equipment and services are owned and/or provided by the City for conducting City business and are not to be used for personal reasons. Employees should not consider any communications via City telecommunications equipment and/or services confidential, personal, and/or private.

**SPECIFIC PROVISIONS**

**1. Cellular devices (Cell phones, Blackberries, air cards, etc.)**

- a. Cellular devices are to be used for official City business purposes only. If abuse occurs, employees must reimburse the City for the City's actual cost through payroll deduction as well as an administrative fee and will be subject to appropriate disciplinary action.
- b. Please refer to IT policy CIO-001 for detailed information describing how to obtain a cellular device, services available, etc.
- c. In the event of a disaster or emergency, employees may use personally owned cellular devices to conduct City business as needed. Reimbursement for actual City related minutes used requires proper documentation (copy of cellular service minutes, call identification and justification) and a completed Business Travel Report (BTR). **No portion of the basic, routine monthly charge for service and plan-allotted minutes will be reimbursed.** Copies of all bills submitted for reimbursement are subject to public disclosure and review including itemized call detail.
- d. Cellular devices are not suitable for conversations where privacy or security is a requirement since they are subject to monitoring with simplified radio scanner technology.
- e. Cellular device users will receive a detailed monthly bill, which must be reviewed and verified by the employee that all usage was for City business. A percentage of all bills will be audited monthly.
- f. **Cell Phone Use in Vehicles**
  1. The number of accidents caused by cell phone use now rivals those caused by alcohol use. Safe driving takes precedence over all other activities while driving. When on the road, concentrate on safe and defensive driving, not on making phone calls.

**2. Pagers and Radios**

City wireless telecommunications equipment and services shall be used for official City business. As wireless communications are subject to outside monitoring and interception, confidential, privileged, sensitive or personal material should not be discussed or communicated via wireless service.

As with all City equipment, employees are required to protect the City's investment by preventing damage, loss or theft.

**APPENDIX A**

Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Dept: \_\_\_\_\_

I have reviewed the City of Cedar Rapids Wireless Communication Policy. I fully understand the terms of this policy and agree to abide by them. I realize that the City of Cedar Rapids will periodically review my usage of City owned equipment or services and may at it's discretion at any time ask to have any or all equipment returned. I acknowledge no expectation of privacy from usage of City owned equipment or services including documentation of any personal use that I may request reimbursement from the City of Cedar Rapids. I know that any violation of this policy may result in loss of wireless telecommunications services and may result in disciplinary action in accordance with City policies. I agree that any money due the City from devices that are not returned or from outstanding personal use charges will be deducted from my last paycheck if I leave the City.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# CITY OF CEDAR RAPIDS PERSONNEL POLICY MANUAL

## SECTION 1 – GENERAL

### 1.14 – UNIFORMS AND INSULATED OUTERWEAR

#### GENERAL POLICY

It is the policy of the City of Cedar Rapids to provide uniforms and insulated outerwear for certain City employees based on the following:

#### *Uniforms*

1. Work Environment – Exposures to chemicals, sewage, or other compounds that could affect the health of the employee and/or the employee’s family.
2. Clothing Damage – Normal assigned job duties that regularly damage the employee’s clothing.
3. Job Responsibilities – Positions that have job responsibilities where it is important to convey authority (*Police Officers, Firefighters, Animal Control Officers, Parking Meter Patrol Officers*) or have regular contact with the public where a lack of city identification would/could cause safety concerns to the public or confuse the public in identifying sources of assistance.

#### *Insulated Outerwear*

Insulated outerwear for employees who work on a regular basis or respond on an emergency basis in freezing weather.

#### *Minimum Uniform Standards*

This policy is designed to establish guidelines for minimum standards while allowing departments the flexibility needed to meet the needs of their department based on the three (3) criteria outlined in the Policy Statement.

1. Minimum –
  - A. Shirts/Pants (*may be denim*)
    - i. Mechanics
    - ii. Sewer Maintenance employees
    - iii. Forestry employees
    - iv. Water Pollution Control Plant Operators
    - v. Solid Waste employees
    - vi. Other jobs based on work, identification requirements, clothing damage and job responsibilities.
  - B. Shirts only (*regular cloth button or T material*) for employees who need to be easily identified by the public, but don’t require a complete uniform set based on their job duties.
2. Optional clothing items may include:
  - A. Sweatshirts
  - B. Shorts (*if appropriate for the job requirements*)
  - C. Boots
  - D. Safety Shoes
  - E. Gloves
  - F. Other items employees already receive based on a departmental rule or past practice.

3. Individual departments will decide if seasonal employees must wear identifying clothing.
4. Issued clothing items are the property of the City (*even if leased*) and must be returned to the City upon separation of service.
5. All clothing items must display the City logo (*printed, stamped, embroidered or a sew-on patch*) and may also include the department and employee's first name.
6. Items issued may be either purchased or leased whichever is appropriate to the needs of the department and fits within the guidelines established by the Purchasing Department.
7. If uniforms are issued, employees are required to wear them. Failure to do so may/will subject the employee to discipline. Employees sent home to retrieve their uniform will do so without pay.
8. Employees may wear uniforms to and from work but are specifically excluded from wearing them for personal pursuits such as entering bars, taverns, recreational establishments or other personal activities outside of work hours.
9. Insulated outerwear may only be used while performing city job responsibilities. Departments may require that such wear remain in the department outside of work hours.
10. Departments may continue to provide a clothing allowance instead of uniforms if it is required that employees be easily identifiable and/or require the employee to project a professional image; ex: golf course superintendents and their assistants, certain plain-clothes officers in police and fire, etc. Such policies shall have been in existence upon adoption of this policy.
11. The City is responsible for the laundering of uniforms for employees whose work environment includes chemicals, sewage and other compounds that could affect the health of the employee or the employee's family. Laundering may be included in contracts for leased uniforms.
12. Department who purchase clothing will establish how often uniforms will be replaced. They may be replaced as they wear out, or on a routine basis such as annually. It is expected that leased uniforms will meet the standards required in the contract.
13. Uniform policies in various departments such as Police (*General Orders: 0402-00*); Fire (*Administrative Rule: 105.18*); Animal Control (*Uniform Protocol*); Five Seasons Transportation & Parking (*Section 2-Uniform and Appearance Policy*) and other established departmental uniform policies shall remain in effect provided they meet the minimum requirements of this policy.
14. Information for Personal Protective Equipment is included in Policy 7.12.

**CITY OF CEDAR RAPIDS PERSONNEL POLICY MANUAL**  
**SECTION 1 – GENERAL**  
**1.15 – EMPLOYEE IDENTIFICATION BADGES**

**GENERAL POLICY**

City employees wear City issued identification badges while performing City-related business as related to their specific job duties. Identification badges will provide a means of identifying employees as well as serve as a mechanism used to clock in, gain services and access to City-owned facilities. Access will be determined by the respective departmental directors and is based on an employee's need to enter a controlled access area to perform a job duty.

An identification badge shall contain an employee's photo, name, and department.

**SPECIFIC PROVISIONS**

1. In order to maintain a safe, secure work environment, assist individuals with no identification badges in City-owned facilities to ensure they are directed or accompanied to their point of destination.
2. Each employee is responsible for obtaining and wearing his/her identification badge.
3. Proper display of an identification badge includes wearing the badge so it is easily seen.
4. Employees must not allow others to possess their identification badge for purpose of clocking in, gaining access to buildings, or presenting oneself as a City employee.
5. Report a lost or stolen identification badge to your supervisor immediately. Lost or misplaced identification badges and lanyards will be replaced at the expense of the employee, unless the badge was stolen or damaged in the course of employment.
6. Identification badges shall be updated every four years on or around the employee's anniversary date or as scheduled by their department.
7. An employee must return his/her identification badge upon termination of employment or when the employee's department director requires such a return. Failure to do so could result in deduction from their final paycheck for the cost of the badge.
8. Those who wear uniforms may be exempt from the policy provided that the uniform displays their affiliation with the City of Cedar Rapids. Such employees may include Police Officers, Firefighters, Animal Control Officers, or Parking Meter Patrol Officers and others. Although the badge may not have to be displayed, it must be available upon request.
9. Also exempt from displaying an identification badge will be those who work in processes or operations where the badge may be physically unsafe to the employee or others due to particular conditions, equipment, duties or environments. This determination will be at the discretion of the department director. As in provision 9, the badge may not have to be displayed, but must be available upon request.

10. Breakaway lanyards are required for safety reasons. Employees who choose to wear a lanyard with their identification badge may tuck the lanyard and badge inside a shirt or coat when performing a duty where the lanyard may catch or be caught in equipment.
11. Intentional damage or defacing of an identification badge, or any part of the identification system, will be considered destruction of City property and the employee will be subject to disciplinary action.
12. Employees who report to work without their identification badge may be subject to discipline in accordance with City policy 2.08 or their respective collective bargaining agreement.