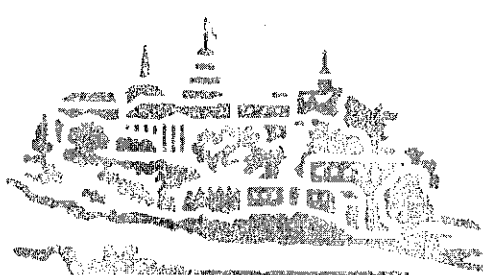


**AFSCME (Mixed)
Non-bargained
Employment and
Benefits Manual**



CITY OF IOWA CITY

July 1, 2021 – June 30, 2026

INTRODUCTION

The City's ability to manage and provide public services with the greatest efficiency and effectiveness is heavily dependent upon the capability and performance of its employees.

This document has been created to provide information on the terms and conditions of employment which have been established for other City employee groups and are prohibited subjects of collective bargaining under Iowa law for non-public safety union or transit employees.

This document should be read in conjunction with the personnel policies which apply to all City employees and the collective bargaining agreement for AFSCME (mixed) employees. Questions of interpretation should be addressed to the Human Resources Administrator.

This manual was authorized by the City Manager on May 13, 2021.



Geoff Fruin, City Manager

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SECTION 1: BENEFITS

a. Coverage

Permanent full-time employees receive full benefits. Permanent part-time employees receive benefits on a prorated basis.

b. Medical Insurance

The City provides medical insurance for employees and their dependents. Employees are covered under Wellmark Blue Cross and Blue Shield of Iowa. Most services are paid on a 90/10 basis. Contribution rates are set by the City and subject to change.

Full-time employees will contribute to the monthly premium as follows:

	7/1/21	7/1/22	7/1/23	7/1/24	7/1/25
Employee premium contribution	10%	11%	11%	12%	TBD

Part-time employees will pay a pro-rata share of the full monthly premium for single or family coverage.

	1/1/22	1/1/23	1/1/24	1/1/25	1/1/26
Health plan deductibles	\$750 single/ \$1200 family	\$800 single/ \$1600 family	\$800 single/ \$1600 family	\$800 single/ \$1600 family	TBD

	1/1/22	1/1/23	1/1/24	1/1/25	1/1/26
Health plan out of pocket max.	\$1250 single/ \$2250 family	\$1300 single/ \$2600 family	\$1300 single/ \$2600 family	\$1300 single/ \$2600 family	TBD

c. Dental Insurance

The City pays the cost of single dental insurance for employees. Employees may purchase dependent coverage if they wish. Employees are covered under Delta Dental of Iowa.

City contribution to single dental premium is pro-rated for part-time employees.

d. **Vision Insurance**

The City provides an optional vision insurance plan. Employees may purchase coverage if they wish.

e. **Life Insurance**

The City provides life insurance coverage at no cost to the employee in an amount equal to the employee's annual salary. If salary is a fraction of a thousand dollars, coverage is rounded up to the next thousand dollars. Insurance becomes effective ninety (90) days after employment.

f. **Dependent Life Insurance**

Dependent life insurance is available to employees for a minimal fee.

g. **Supplemental Life Insurance**

Supplemental life insurance is available to employees. Employees may elect coverage for themselves and their spouse. Coverage for dependent children is also available. Employees must participate in order to purchase insurance for a spouse and/or child(ren).

h. **Long Term Disability Insurance**

The City will provide long-term disability insurance for permanent full-time bargaining unit employees and for permanent part-time bargaining unit employees who work or are on paid leave time in a position budgeted at .75FTE or greater, with sixty percent (60%) coverage of monthly salary up to \$85,000 maximum annual salary. This benefit, as applied, shall be subject to other applicable offsets such as worker's compensation, social security, sick leave, etc. Such disability insurance shall begin paying benefits after one hundred twenty (120) calendar days of continuous covered total disability. Regardless of other situations which are covered or not covered by the terms of the policy, long-term disability benefits shall not pay for situations arising from employment by any employer other than the City of Iowa City.

The City will absorb the cost of long-term disability insurance during the term of this contract provided that premiums do not increase in an amount greater than ten percent (10%). If said premiums do increase by more than ten percent (10%), the increase shall be subject to mutual agreement by the parties.

i. **Deferred Compensation**

Employees may voluntarily join a deferred compensation program administered by the City. Deferred compensation provides for the setting aside of income into a private investment plan, whereby the amounts deferred and investment earnings are not subject to current personal income taxes. Taxes on these monies are paid when funds are withdrawn from the plan.

A post-tax Roth IRA option is also available.

For more specific details or enrollment information contact the Finance Department.

j. Retirement and Pension Benefits

Both the Iowa Public Employees Retirement System (IPERS) and Social Security (FICA) are deducted from most employees' paycheck. IPERS is a mandatory retirement system for all public employees unless excluded by law.

Contribution rates are set by the Iowa Legislature and are subject to change per action of the Legislature. Contact Human Resources for current member and employer contribution rates.

k. Payment for Unused Sick Leave

Upon resignation or retirement, the City shall pay for one-half of the accumulated sick leave at the time of resignation/retirement on the basis of the employee's then current hourly base salary, provided that the dollar amount of the payment may be up to but shall not exceed the amount that an employee would have been due if he/she had terminated on June 28, 1985. Employees hired on or after June 29, 1985, are not eligible for payment under the provisions of this paragraph. An employee must have been employed by the City for at least one year in order to be eligible for payment of accumulated sick leave upon termination.

l. Uniforms

The City will provide uniforms for those employees required to wear uniforms.

m. Commercial Driver's License.

The employer will reimburse non-probationary employees for the difference between the cost of an operator's license and Commercial Driver's License and any endorsements or restriction removals when the employee's job requirement includes possession of such license. When available, the City will provide equipment necessary to take the applicable tests.

n. Equipment Mechanics Stipend.

Each of the Equipment Division employees who is required to provide a complete set of mechanics tools will receive fifty dollars (\$50.00) on or before July 15 of each year.

o. Parking Permits

Employee parking space will be made available in City owned facilities as space permits. Employees pay one-half of the public rate for parking. Parking costs will be paid by payroll deduction.

SECTION 2: SALARY ADMINISTRATION

a. **Reclassifications**

Periodically changes in position scope, responsibility and/or minimum entry level qualifications may warrant a review of individual position classification and/or salary grade assignment. Recommendations for reclassification must be based upon characteristics of the position and operational needs of the department and should not be based upon employee seniority, qualifications, or performance.

Reclassification reviews may be requested by the employee or Department Director.

Review of reclassification requests will be conducted by the Human Resources Administrator, Assistant City Manager and City Manager. Information submitted in writing and through interviews of employee, Department Director, and immediate supervisor will form the basis for determination of proper classification.

Requests for review of job classification should be submitted to Human Resources.

SECTION 3: EMPLOYMENT ACTIVITY

a. **Probation**

Probationary employees may not bid on other jobs with the exception of promotions.

b. **Transfer procedures**

A notice which describes the position for permanent job openings will be posted on administrative and departmental bulletin boards and on the City's self-services site for not less than ten (10) days. During this period, employees who wish to apply for the position may do so. Employees are required to apply via the City's self-services employment application. This application also serves as a testing document for civil service positions and must be completed thoroughly. The City's standard hiring process will apply.

c. **Reduction in Force**

The City will give fifteen (15) days' notice to employees who are to be laid off except in the case of an emergency. Temporary, casual and seasonal employees will be laid off prior to permanent employees. The City will communicate with the Union as far in advance as possible prior to a contemplated layoff in order to provide the most equitable treatment to employees who are to be laid off.

1. The City will attempt to accomplish reduction in force by attrition.
2. The City reserves the right to transfer an employee whose job is to be eliminated to existing vacancies for which the employee is qualified.

Employees notified of lay-off or who are subject to recall from lay-off shall be allowed to apply for new or vacant non-promotional positions to be filled by the City.

d. **Preferred Shift**

Employees may use seniority to bid on a preferred shift provided a vacancy exists. Employees currently within the classification in which the vacancy has occurred will first be given the option to bid prior to the vacant hours being posted.

e. **Trial Period**

Employee Option

A transferred employee shall be granted up to ten (10) working days to determine if they want to continue in the position to which they voluntarily transferred. If during the option period the employee desires to do so, they may return to the previous position.

City Option

The length of the trial period for a person who is transferring to another position within the City will be adapted to the type of job, length of City employment and similarity to previous jobs, but will not be longer than forty (40) working days. A transferred employee agrees not to initiate another transfer for six (6) months. This limitation on voluntary transfers does not apply to promotions. If the employee's performance is unsatisfactory at the end of the trial period, they may return to their previous position or a similar vacancy.