

CITY OF LONE TREE

Employee Handbook

Revised and Approved by Council

February 03, 2025

Introduction

The contents of this handbook are presented as a matter of information only. The plans, policies and procedures described are not conditions of employment. *The City of Lone Tree reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language which appears in this booklet is not intended to create nor is it to be construed to constitute a contract between the City and any one or all of its employees.*

APPOINTMENTS

1. Applicants hired by the City of Lone Tree shall be appointed to their positions by the City Council, City of Lone Tree, Iowa, after receiving recommendation from the Mayor.
2. The probationary period for all regular positions shall be ninety (90) days. At the end of the 90-day period, the Mayor will complete an employee review. This review will remain a part of the employee's personnel file.
3. Any written application will be rejected if the applicant does not meet the minimum qualifications required for the position. Applicants shall be rejected if the applicant has knowingly made any false statement of any material fact, or attempted to practice any deception or fraud in their application. The applicant shall not be denied employment because of race, political affiliation, creed or sex.
4. Any person employed by the City Lone Tree, at the discretion of the Council, **may** be required to live within 30 minutes of the corporate limits of the City within six (6) months after employment.

EMPLOYMENT CATEGORIES

Each employee of the City of Lone Tree belongs to one of the employment categories as described below:

1. REGULAR FULL-TIME EMPLOYEES

All regular full-time employees are scheduled to work 40 hours per week. Regular full-time employees are entitled to all benefits offered by the City, subject to the terms, conditions, and limitation of each benefit program.

2. REGULAR PART-TIME EMPLOYEES

All regular part-time employees are scheduled to work up to 30 hours per week. Regular part-time employees are entitled to partial benefits offered by the City as set forth in this Handbook, subject to the terms, conditions, and limitations of each benefit program.

3. TEMPORARY/CASUAL/SEASONAL/EMERGENCY WORKERS

Employees hired to work for a specified period of time or for a specific task such as during particularly busy period of the summer or substitutes at Community Dining. Hours may vary widely from week to week, depending on the needs of the City at the time.

Temporary/casual/seasonal/emergency employees are expected to abide by the provision of this Handbook, the same as regular full-time, or regular part-time employees. This category of employee shall not be entitled to receive benefits and will have necessary withholdings deducted each pay period.

EQUAL EMPLOYMENT OPPORTUNITY

It is the City's policy that all employment decisions shall be based on merit, qualifications, and competence. Employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, religion, sex, national origin, age, mental or physical handicap (if otherwise qualified) unrelated to ability to do the job or any other characteristic protected by law. This policy governs all aspects of employment, promotion, assignment, compensation, discharge, and all other terms and conditions of employment.

SEXUAL AND OTHER FORMS OF HARASSMENT

1. The City is committed to providing a work environment that is free of harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally-protected characteristic will not be tolerated.
2. If you have reason to believe that you have been the victim of any type of harassment, you should **immediately** report the facts of the incident to the Mayor or City Attorney. A prompt and thorough investigation will be conducted, and appropriate corrective action will be taken where it is warranted.
3. Any employee engaging in any improper harassment will be subject to disciplinary action, up to and including discharge.

CONFLICTS OF INTEREST

1. It is the City's policy to conduct business ethically and to avoid conflicts of interest or even the appearance of such conflicts. Our employees have an equal obligation to avoid conflicts of interest and are expected to comply with all Iowa laws concerning conflicts of interest, ethics and gifts.
2. We expect our employees to report conflicts of interest to the Mayor or City Attorney immediately upon discovery or suspicion of a conflict. The City will review each situation on its merits and notify you of decisions made or actions to be taken concerning the conflict.

EMPLOYMENT POLICIES AND PRACTICES

HOURS OF WORK

1. The normal work schedule for regular full-time employees is eight hours a day, five days a week, which may include weekends. This will usually be Monday through Friday with one-half hour or hour off (unpaid) for lunch. Exceptions to this rule will be made when the needs of the City and citizens must be served, or services maintained on a different schedule. Work weeks may exceed forty (40) hours per week, but the variances must be approved by the Mayor.
2. The City retains the right to require any and all employees to work additional hours when an emergency exists, as determined by the Mayor and/or Council.
3. Mayor and/or Council may change or alter employee job duties when it is deemed necessary or desirable to do so, this includes starting and ending times as well as the total number of hours that may be scheduled each day and week.
4. Regular full-time employees are responsible to complete a time sheet and punch card, on a bi-weekly basis, for time worked, including vacation, personal and sick time used.
5. Regular part-time employees are responsible to complete a time sheet, on a bi-monthly basis, for time worked.
6. Time sheets are to be turned in on the last day of the pay-period. If a time sheet is turned in after the City Clerk has completed payroll, that employee will not receive a paycheck until their time sheet has been turned in and approved by the Mayor.

CONFIDENTIALITY

1. Even though employees of the City of Lone Tree are expected to comply with Iowa open records laws, certain records the City maintains are confidential, such as a customer's individual utility record. Also, during the course of an employee's duties other information may arise that should be considered private or confidential.
2. Any employee who discloses confidential information or uses private information learned in the course of their job duties will be subject to disciplinary action which can include discharge and legal action.

PERSONAL DATA CHANGES

It is each employee's responsibility to promptly notify the City Clerk of any changes in personal information, such as mailing address, telephone number, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, beneficiary changes, or other such status reports. Please don't assume that we "just know" when these changes occur.

EMPLOYEE BENEFITS OVERVIEW

VACATION BENEFITS

1. All regular full-time employees covered by this handbook shall be entitled to:
 - a. Five (5) vacation days; first (1) year of service.
 - b. Ten (10) vacation days; two (2) to five (5) years of service.
 - c. Fifteen (15) vacation days; five (5) to fifteen (15) years of service.
 - d. Twenty (20) vacation days; over fifteen (15) years of service.

Vacation benefits may be carried over year to year to be accumulated up to a maximum of four (4) weeks or twenty (20) working days (160 hours).

2. Vacation time will be granted for the period selected by the employee, subject to approval of the Mayor, with the understanding that the operation of the City must be assured. The employee must fill out a Vacation Request Form, which can be found in City Hall. This form must be filled out and approved prior to the time the employee is requesting off.
3. The City prefers that three weeks not be taken consecutively but will give consideration to special circumstances. Prior approval from the Mayor is needed.
4. Earned vacation shall be paid to all regular full-time employees who resign from the City service, have at least twelve (12) months of service, and are leaving the City service in good standing, when two weeks' notice of intent to resign is given.

HOLIDAYS

1. All regular full-time and regular part-time employees are entitled to the following days as designated as legal holidays:

• New Year's Day	• Thanksgiving
• Christmas Eve	• Day after Thanksgiving
• Christmas Day	• Fourth of July
• Memorial Day	• Labor Day
• President's Day	• Martin Luther King Jr. Day
• Veteran's Day	• Juneteenth
2. When one of the above days falls on a Saturday, it will be observed on the preceding Friday. Those that fall on a Sunday, it will be observed the following Monday.
3. Regular full-time employees will be compensated eight (8) hours for holiday pay.
4. Regular part-time employees will be compensated for the hours they would normally be scheduled to work for holiday pay.

SICK LEAVE

1. Regular full-time employees covered by this handbook will be entitled to one and one-quarter (1 ¼) days of sick leave per month, ten (10) hours.
2. Sick leave will be granted for the following circumstances:
 - a. When an employee is sick.
 - b. For medical, dental, or optical examination or treatment.
 - c. When a member of an employee's family is suffering from illness which requires the care and maintenance of the employee. For this purpose, an employee's "family" shall be defined as the employee's spouse, children and parents.
3. Sick leave may be carried over year to year to be accumulated up to a maximum of twenty-six (26) working days (1040 hours).
4. After three (3) or more days of illness, the City may require the employee to furnish a written release from the physician before returning to active employment.
5. Employees returning from a medical leave must provide a physician's verification of their fitness to return to work.
6. Each employee shall be covered by worker's compensation paid for by the City. The City shall pay to such employee the difference between their salary and the benefits received under worker's compensation for a period following said injury, for a maximum of 30 days, but not exceeding the number of sick leave days accumulated.
7. All accidents must be reported to the Mayor and Council within twenty-four (24) hours of the accident to insure proper coverage under Workman's Compensation Law.
8. One day of sick leave shall not exceed the equivalent to one full working day.
9. Upon separation, any accrued, unused sick leave shall not be paid out to employees.
10. The employee must notify the Mayor that they wish to use their available sick leave.

LEAVE OF ABSENCE

An employee may request an unpaid leave of absence, once all vacation and sick time has been exhausted, and such request will be considered on a case-by-case basis.

FAMILY MEDICAL LEAVE ACT (FMLA)

The Family Medical Leave Act (FMLA) requires covered employers who have 50 or more employees to provide unpaid medical leave, under certain conditions. Since the City of Lone Tree does not have 50 or more employees, employees are entitled to leave set out in this handbook under Sick Leave. Also, employees are referred to the FMLA notice posted at City Hall for more information regarding rights under FMLA.

BEREAVEMENT LEAVE

1. Three (3) days of bereavement leave shall be granted upon the death of the following named relatives (includes steps relationships):
 - Spouse
 - Children
 - Grandchildren
 - Parents
 - Grandparents
 - Mother-in law
 - Father-in-law
 - Siblings
2. Vacation time, if available, can be used for additional bereavement leave.
3. Regular full-time employees will be compensated eight (8) hours per day taken for bereavement pay.
4. Regular part-time employees will be compensated the hours they were scheduled to work for bereavement pay.
5. You must notify the Mayor immediately if you need to take time off due to the death of a family member.

JURY DUTY LEAVE

1. Paid time off without charge to vacation or sick leave is permitted for jury duty. If granted Court Leave and later excused by the Court for any day or substantial portion of a day, the regular employee will be expected to return to their regular city duties
2. If the employee receives compensation pay from the City, then fees received for jury duty must be turned over to the City when received from the Court.
3. You must notify the Mayor immediately if you need to take time off for Jury Duty Leave.

MATERNITY-RELATED ABSENCES

1. The City of Lone Tree will provide maternity leave to regular employees, as required by law. You may use any available sick leave or vacation time for maternity leave.
2. Notify the Mayor as soon as you become aware of a need for a maternity leave of absence, noting the approximate day the leave is expected to begin, the expected duration, and the date you can be expected to return to work.
3. Any changes in this information should be promptly reported to the Mayor and/or City Clerk.

MILITARY LEAVE

Leave of absence for training in the National Guard or armed services shall be granted in accordance with state statutes and subsidiary rules approve by the Council.

OUTSIDE EMPLOYMENT

No regular employee shall engage in outside employment which would tend to impair their efficiency, reduce their effectiveness or tend to create a conflict of interest (unless specifically exempted by state law).

GROUP INSURANCE

1. All regular full-time employees are considered covered under the health plan on the first of the month after hire date.
2. The City of Lone Tree shall provide insurance for any regular full-time employee as selected by the City Council.
3. Each regular full-time employee will have a monthly benefit allowance for health insurance in the amount equal to the cost of the group health plan of their choice. Each employee must choose a plan that will insure them at a minimum. Employees may not choose as an option to receive this benefit or any portion of it as a cash additional to their salary.
4. City agrees to pay \$400.00 of the \$500.00 deductible, if needed, on the employee's medical insurance policy. Explanation of benefits showing deductible usage must be turned into City Clerk for verification before reimbursement.
5. Each regular full-time employee will have the option on any plan under Delta Dental PPO Plus Premier Plan A Prime plan with City covering 90% of employee only premium with employee covering 10%, with employee's choice to cover up to family plan if wanted.
6. Each regular full-time employee will have the option on any plan under Delta Vision Insight \$10 Copay plan with City paying 100% of employee only premium, with employee's choice to cover up to family plan if wanted.

COMPENSATION

1. The compensation for all employees shall be set by Resolution of the City Council.
2. The City shall reimburse at whatever rate the current state rate is for mileage on all travel that employee does on city business with their personal vehicle.
3. When an employee is out of town for required meetings and conferences that do not supply meals, the employee will be reimbursed at the maximum rate of \$30.00 per day upon presentation of receipts.

LONGEVITY PAY

1. Regular full-time employees will receive longevity pay on or around December 1st of each year following the anniversary date of the years of continuous service according to the following schedule:
 - After five (5) years = \$250.00
 - After ten (10) years = \$500.00
 - After fifteen (15) years = \$750.00
 - After twenty (20) years = \$1,000.00

TIMEKEEPING AND PAYROLL

1. Federal and state laws require that we keep an accurate record of time worked by hourly employees in order to calculate pay and benefits. Time worked is all the time you actually spend on the job performing assigned duties.
2. Regular full-time employees are required to use the time clock located in City Hall for punching in and out each work day as well as filling out a time sheet.
3. Pay periods for regular full-time employees are bi-weekly, with the pay period beginning on Thursday and ending on Wednesday.
4. Time sheets and punch cards for regular full-time employees are to be turned in to the City Clerk no later the 8:00 am on Thursday following each pay period.
5. The City of Lone Tree has bi-weekly pay periods for regular full-time employees with pay day being on Friday. If pay day falls on a holiday in which City Hall is closed, you will be paid on the Thursday proceeding the holiday. In case that the Thursday is also a holiday, you will be paid on Wednesday.
6. Pay periods for regular part-time and seasonal employees are bi-monthly, with the pay periods being 1st through 15th and 16th through 29th-31st of each month.
7. Time sheets for regular part-time and seasonal employees are to be turned in to the City Clerk at the end of the shift of the last day of the pay period.
8. The City of Lone Tree has bi-monthly pay periods for regular part-time and seasonal employees with pay day being on the 15th and last day of the month. If pay day falls on a holiday in which City Hall is closed, you will be paid on the day proceeding the holiday.
9. Most payroll related adjustments or errors will be corrected on the following pay check. See the City Clerk if there is a problem with your paycheck.

REST AND MEAL PERIODS

1. Regular full-time employees are allowed two fifteen-minute breaks (paid) during each regular work day during the week. One should be taken midway through your morning hours and the other midway through your afternoon hours.
2. Regular part-time employees can take one fifteen-minute break for each continuous four-hour period worked.

3. Lunch periods for regular full-time employees in public works are usually one-half hour in length and are unpaid time off. Lunch periods for regular full-time employees at City Hall are usually one hour in length and are unpaid time off. Lunch periods and break times are not to be used in order to leave earlier or start later in the work day.

PAYROLL DEDUCTIONS AND SETOFFS

1. The City of Lone Tree is required by law to make certain deductions from every employee's paycheck. Among these are federal and state income taxes, social security and Medicare tax, and IPERS contributions. These are automatically deducted from your paycheck. The amount of income tax withheld is determined by the W-4's you complete at the beginning of your employment. These can be changed at your discretion by completing another W-4 form and filing it with the City Clerk.
2. Pay setoffs involve deductions taken from an employee's paycheck by the City as directed by garnishment papers served on the City, court-ordered child support withholding deductions, or other deductions the City is legally obligated to make.

WORKERS' COMPENSATION INSURANCE

1. The City of Lone Tree provides a comprehensive worker's compensation insurance program as required by state law. This program covers any injury or illness sustained in the course of your employment that requires medical, surgical or hospital treatment.
2. If you sustain a work-related injury or illness, you **must** inform the Mayor or City Clerk **immediately**, no matter how minor an on-the-job injury may appear. A first report of injury must be completed for any work-related injury or illness requiring more than first aid and may also be required at other times.
3. The City of Lone Tree may conduct drug or alcohol testing in investigating accidents in the workplace in which the accident resulted in an injury or resulted in damage to property, including equipment. This will be determined by the Mayor on a case by case basis.

EMPLOYEE CONDUCT

EMPLOYEE CONDUCT AND WORK RULES

1. To assure orderly operations and provide the best possible work environment, the City expects its employees to follow rules of conduct that will protect the rights, interest and safety of all employees and citizens. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in disciplinary action, including suspension or termination of employment.
 - Discourteous conduct toward citizens or poor customer service.
 - Theft or inappropriate removal or possession of City property.
 - Falsification of timekeeping records.

- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned or leased vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage of city-owned property.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.
- Sexual or other forms of harassment.
- Possession of dangerous or unauthorized materials, such as explosives, or firearms, in the workplace.
- Excessive absenteeism or tardiness.
- Smoking and/or any type of nicotine is prohibited in any city owned property or vehicles.
- Unsatisfactory work performance or conduct.

DISCIPLINARY ACTIONS

1. Employees of the City shall conduct themselves in a manner not detrimental to the effectiveness of the City. Disciplinary action may be taken for such abuses as may tend to break down the orderly conduct of the City's business, including, but not limited to the above listed infractions.
2. The City will not discharge any employee without cause and shall give at least one written warning notice to the employee before discharge, except no warning notice will be given to an employee before they are discharged for the following, but not limited to: dishonesty, wrongful use of sick leave, careless handling of city equipment, drunkenness, or drinking of intoxicating liquors, or the use of illegal drugs while on the job.

EMPLOYMENT TERMINATION

1. Employment with the City of Lone Tree is based on mutual consent. Both you and the City have the right to terminate the employment relationship at will, with cause, at any time.
2. If you choose to leave the City voluntarily, we request that you give us at least two-weeks' notice, more if possible.
3. Federal law requires that some employee insurance benefits (notably health insurance) may be continued after termination of employment at your expense if you so choose. Contact the City Clerk with questions on the benefits you can continue and of the terms, conditions, limitation and costs associated with each.
4. Any City property in your possession at termination must be returned to the City no later than your last day of work. This includes keys, manuals, credit cards, maps, etc.

5. If you are terminating due to a change of address, we need to have a forwarding address, so we can send a W-2 form at year end.

SMOKING

1. Smoking and/or any type of nicotine (chewing tobacco) is prohibited in any City owned property or vehicles.
2. Vaping is not allowed on or in City owned property or vehicles.

DRUG AND ALCOHOL USE

1. No employee may be under the influence of any illegal drug or alcohol, nor possess, consume, distribute, transfer, purchase or sell alcohol or illegal drugs while on duty (includes lunch hour).
2. Employees shall not be alcohol or drug impaired while operating a vehicle or equipment owned or leased by the City. Any such activity will lead to disciplinary action, including suspension and discharge.

SAFETY

1. The establishment and maintenance of a safe work environment is the shared responsibility of the City and it's employees. The City of Lone Tree will attempt to do everything within its control to assure a safe environment and to comply with federal, state, and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all work activities. You are asked to immediately report any unsafe conditions to the Mayor and/or City Council. Every employee is expected to report and/or correct unsafe conditions as promptly as possible.
2. All accidents that result in injury must be reported **immediately** regardless of how insignificant the injury may appear. These reports are necessary in order to comply with laws and initiate insurance and worker's compensation procedures.

USE OF EQUIPMENT AND VEHICLES

1. Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using City property, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.
2. When driving on City business, you are expected to observe area traffic laws. This includes wearing of seat belts. Tickets that result from an infraction of traffic laws or parking violations are your own responsibility.
3. Notify the Mayor if any equipment, machines, tools, or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of these situations could prevent deterioration of equipment and possible injury to employees or others. The Mayor can

answer questions about your responsibility for maintenance and care of equipment or vehicles used on your job.

4. The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles can result in disciplinary action, including discharge. If any damage is sustained to city property, at the fault of the employee, it is mandatory to notify the Mayor and/or City Clerk immediately. Once notification occurs, a urine drug screen will be performed the same day of the incident.

MISCELLANEOUS

DRESS CODE

1. We expect our employees to be neatly groomed and to dress appropriately for the work they are doing. We do not allow our employees to work in torn or soiled clothing. Inappropriate attire will be addressed on a case-by-case basis.
2. The City of Lone Tree will reimburse regular full-time public works employees for clothing expenses at the following rate:
 - General clothing allowance of up to \$150/fiscal year.
 - One (1) pair of shoes up to \$100/fiscal year.
 - i. Receipts are required to be turned in to the City Clerk prior to reimbursement.
 - ii. There is no carryover of unused clothing allowance monies.
 - iii. All reimbursements are based on a fiscal year.
 - iv. Items requested for reimbursement will be used for City use only.
 - v. If not employed for longer than 12 months, all reimbursement **must** be paid back to the City of Lone Tree.

PERSONNEL FILES

1. The following information, when previously furnished or subsequently collected in sum or in part, is to be included in the employee's official personnel file. Such documents shall be subject to access by the employee and subsequent disclosure consistent with Employer policy.
2. Records used in deciding such employment actions as hiring, promotions, salary increases, disciplinary actions and terminations; Records relating to an employee past and present compensation; Records consisting of information provided by, or signed by, the employee; and include any non-sensitive information and records kept in the files such as the following:
 - Completed job application form
 - Employment eligibility form I-9
 - Resumes and transcripts of coursework
 - Licenses and registrations, when required
 - Performance evaluations

- Salary history
 - Disciplinary actions
3. Pursuant to Iowa Code 22.7(11), certain employee personnel records are confidential. Employee personnel records are maintained by the City Clerk. It is the policy of the City that each employee should be free to examine their own personnel files, subject to Iowa code 91B.1 and the following provision:
- The Mayor and employee shall agree on the time the employee may have access to the employee's personnel file, and a representative of the City may be present.
 - The City will charge a reasonable fee for each copy made by an employee of an item in the employee's personnel file.

JOB DESCRIPTIONS

City of Lone Tree, IA

Updated January 8, 2025

** Duties include the following, but are not limited to these items. **

City Clerk/Treasurer

Classified: Full Time

Hours: M-F 7:30am – 4:30pm (1 hour lunch)

- Finances
 - Monthly, quarterly and annual reports (see attachment)
 - Bank reconciliation
 - Maintain city bonds with payments and reimbursements
 - Maintain city investment CDs
 - Annual city budget
 - Hold work sessions to gather upcoming fiscal year data
 - Enter all data online in budget system
 - Organize all aspects of state requirements including each items due dates
 - Submit all public hearing and publication requirements
 - Hold public hearings and special meetings
 - Confirm all requirements met and submit to IDOM and county auditor
 - Annual exam/audit
 - Send out RFP, present to Council, letter to approved proposal
 - Coordinate with selected auditor on dates for exam
 - Gather all requested information auditor is asking for and answer any questions pertaining to the audit
 - Publish results
- Accounts Receivable
 - Checks received stamped and sorted
 - Utility bill payments (see under utility billing)
 - Miscellaneous payments
 - Enter receipt into fund software assigning appropriate chart of accounts
 - At month end organize deposit for miscellaneous accounts receivable and take to bank
 - Examples: permits, licenses, garbage stickers
 - Enter all ACH payments received at time of deposit
 - Examples: Road Use Taxes, LOST, interest
- Accounts Payable
 - All invoices to be matched with receipts and assigned appropriate chart of accounts code for payment to be made out of

- Any invoices with questions or no receipt to match do research and resolve questions
 - All invoices added To Be Paid list for approval at next city council meeting – added to agenda packet
 - Certain invoices to be paid ahead of meeting that have specific due dates, such as phone and electric bills (these added to Paid in Advance list and added to agenda packet)
 - Following city council meeting all approved invoices to be paid
 - Enter and print checks from software
 - Write check number and date on all invoices, file in appropriate month paid
 - Mail payments, distribute reimbursements to employees
 - Enter any ACH payments city has set up at time of disbursement
 - Example: SRF bond payments twice a year
- Utility Billing
 - Maintain customer accounts in software
 - Final reads for those moving out
 - New customers for move ins
 - New accounts for new homes
 - Update all forwarding address or address changes
 - Every other month utility bills (Jan, March, May, July, Sept, Nov)
 - Update all accounts
 - Create route in software and upload to meter software for public works to read meters
 - Once meters are read download reads back into software
 - Calculate bills
 - Verify billing amounts – make changes if any errors – verify amounts again if changes were made
 - Request meter reports to be ran by public works for any high bills – print report and mail with bill
 - Print bills onto 2-up pages of postcards
 - Separate into individual postcards
 - Sort into categories of: PO Box, Mailboxes at residence, out of state and multiple bills to same resident
 - Those out of state or multiple accounts label an envelope and send that way
 - Online submittance to USPS of postcard mailing, cut check for postage amount, take all to post office for mailing
 - Manage all payments from residents
 - In person cash (write out receipt), in person credit card (login to All Paid for payment), in person check (stamp on back)
 - Enter payments into receipt batch in software
 - Organize weekly receipt batches to be posted in software, deposit made for bank, take deposit to bank
 - Balance software after each deposit

- Maintain all accounts managing due date
 - Late fees to applied and letters sent
 - 24-hour notices of shut off made and given to public works to be posted at residence
 - Work order made for residence that need shut off for non-payment and given to public works
 - Once paid in full notify public works for water to be turned back on
 - Add notice and reconnect fees to appropriate accounts
 - Manage calls from residents to make arrangements for late payments
 - Manage payment agreements
- Handle all phone calls or in person complaints and questions about utility bills
- Make monthly Water Excise Tax payment
- Make annual Sewer Sales Tax payment
- Update rates every July 1st per ordinance, verify new rates calculate correctly
- Payroll
 - Collect and maintain payroll forms for employees
 - Create and maintain employee records in software
 - Enter new wages in software, review calculations are correct
 - Review timesheets, give to Mayor for signature
 - Figure department percentages for public works
 - Figure hours for community dining
 - Enter hours, holidays, time off into software
 - Calculate and verify pay
 - Run reports - verifying time off, deductions and calculations
 - Print checks
 - Enter ACH or sign checks, distribute to employees
 - Monthly payroll reports and make payments where necessary
 - FICA, IPERS, State Withholding, Unemployment
 - Annual payroll reports
 - W-2 (submit to state, feds and employees), salary publication to newspaper
- Council Meetings
 - Organize and maintain agenda throughout the month
 - Gather all items for council packets
 - Monthly financial reports
 - Bills to be paid and paid in advance
 - Previous minutes
 - Information for each agenda item
 - Print and distribute council packets
 - Hang agenda at city hall and post office

- Upload agenda onto website
- Create script for meeting that will assist council members with motions and if roll call is needed
- Prepare all documents that will require Mayor's signature following meeting
- Attend all council meetings
- Take minutes
- Type and verify minutes
 - Give to Mayor for signature
 - After signed add to minutes book
 - Submit to newspaper for publication
 - Upload to website
- Follow up on agenda items
 - Sign and file all resolutions & ordinances
 - Any requests made by council for research into items
 - ABD, accept estimates, etc.
- Other Meetings
 - Board of Adjustments
 - Contact board members when meeting is needed and organize date and time
 - Publish notice of meeting
 - Send out letters to neighboring residents about meeting
 - Attend meeting to assist board if needed
 - Publish board decisions
 - Bi-annual IMFOA conference in Des Moines
 - Attend 2-day conference in April and October
 - Annual budget meeting
 - Attend 1-day conference in November
- Cemetery
 - Maintain all cemetery records
 - Plot purchased
 - Help patron to pick an available plot
 - Receive payment
 - Record purchase in appropriate cemetery book and on large map
 - Create deed
 - Give original to patron and any copies they want
 - Place original in deed book
 - Place original in file to be used for annual reporting
 - Burial
 - Gather internment order and payment from funeral home or family
 - Record burial in appropriate cemetery book

- Create work order for burial plot to be flagged by public works for digging
 - Monument placement
 - Gather monument permit and payment
 - Create work order for burial plot to be flagged by public works for placement
 - Prepare and submit annual Perpetual Care report
- Community Dining
 - Type menu
 - Print copies
 - Upload menu onto website
 - Post menu at City Hall
 - Deposits
 - Enter all meal contributions into fund software by day
 - Organize weekly deposits and take to bank
 - Month end verify all receipts and add to list of bills to be paid
 - Match receipts to invoices once received
 - Track donations and order items to use donations towards
- General
 - Greet residents
 - Answer phone
 - Listen to answering machine and return calls
 - Answer code or general questions from residents
 - Manage drop box
 - Order office supplies
 - Clean office
 - Shovel city hall sidewalks and steps
 - Take all complaints
 - Discuss with Mayor, handle any follow up such as write a letter or call resident
 - Receive and review building permits
 - Issue golf cart permits
 - Issue dog licenses
 - Maintain/write (if needed) all resolutions and ordinances
 - Maintain website and electric sign
 - Manage reservations for community building and parks
 - Go to post office daily
 - Manage any documents that need to go to the county offices
 - Maintain flag a city hall
 - Half staff alerts, order new and replace when damaged
 - Maintain all 28E agreements or contracts with outside vendors
 - Examples: Johnson County Sheriff, LT School for library, ION, Johnosn Couty Refuse
 - City liaison for communicating with city attorney and city engineer

Clerk Reports w/ Due Dates

January 31

- Payroll Reports- W-2 Forms to EE
- 1099 Forms- Federal and State to EE
- Payroll Reports-W-2/1099 Forms Due to Federal/State Governments
- Salaries Publication
- Sales Tax (sewer tax/due annually)

March 5

- Proposed tax levy (submit online DOM no later than March 5)

March 31

- Payment to State Auditor due for filing fee of audit
- Wellmark CAA reporting

April

- Hold property tax levy hearing (only item on this agenda)
- Hold special meeting for full budget adoption

April 30

- Budget Certification
- Perpetual Cemetery Report
- American Rescue Plan reporting

August 31

- Outstanding Obligations Report

September 30

- GASB 77 letters
- Renew Sam's (expires 10-31-25)

November 1

- Unclaimed Property Report (Treasure Hunt)

December 1

- Annual Financial Report
- Tax Increment Financing Certification
- Annual Urban Renewal Report
- Street Finance Report

Monthly

- Treasurer's Reports (in agenda packets)
- FICA (IRS payment/EFTPS)
- IPERS (IPERS)
- Water Excise Tax (govconnect)
- Employment Statistics (will get email around the 12th)

Quarterly

- Unemployment (Workforce Development)
- State Withholding (govconnect)

Annually

- Sewer Sales Tax (govconnect)

Public Works

Classified: Full Time

Hours: M-F 7:00am – 3:30pm (1/2-hour lunch)

- Streets
 - Check streets & alleys for needed repairs
 - Fix pot holes
 - Add gravel to alleys
 - Paint parking lines & crosswalks
 - Pick-up dead animals
 - Vacuum leaves (approximately end October – November)
 - Pick-up yard waste weekly (March-November)
 - Chip once a month (March-November)
 - Remove storm damage from streets
 - Monitor street work by outside vendors
 - Mow & maintain old lagoon – manage compost piles
 - Maintain storm sewers – clean grates
- Parks
 - Mow and trim
 - Empty trash
 - Hang reservations signs
 - Clean bathrooms
 - Winterize bathrooms
 - Put up and take down tennis/pickle ball nets
 - Maintain grounds by trimming trees, spray weeds, picking up sticks and trash
 - Maintenance on play equipment
 - Maintenance on shelters & picnic tables
- Cemetery
 - Mow and trim
 - Flag plots for burials and monument placements
 - Maintain new graves
 - Backfill or remove extra dirt – level
 - Seed
 - Maintain grounds by trimming trees, spray weeds, picking up sticks and trash
 - Cemetery clean up twice a year
 - Post signs for cleanup prior to March 15th & September 15th
 - Begin city's portion of cleanup following final dates of April 15th & September 30th
 - Remove dead or fake flower arrangements
 - Remove any objects in the way of trimming, place on trailer
 - Mow and trim

- Water
 - Check for water leaks
 - Fix water main breaks
 - Replace water tower lights
 - Mow water plant
 - Read meters every other month (Jan, March, May, July, Sept, Nov)
 - Run & report final reads on work order when requested
 - Run usage reports when requested
 - Hang 24 hour shut off notices
 - Shut off water at curb stop for non-payment when requested
 - Repair curb stops
 - IA One Call locates
 - Flush hydrants annually
- Sewer
 - Mow & trim at wastewater plant & lift station
 - Spray to maintain weeds at both locations
 - Trim trees at both locations
 - Roll out dumpster every other week for disposal
 - Check manholes for backups – contact vendor if needed to jet sewer main
- Snow
 - Plow
 - Streets
 - Alleys
 - Public parking, business district of DeVoe St
 - Community building parking lot
 - Fire station
 - Water plant
 - Wastewater plant
 - Parks
 - Lift station
 - Cemetery
 - Remove snow piles
 - Business district
 - Fire station
 - Funeral home
 - Administer salt/sand to streets
 - Shovel city owned sidewalks
 - Put up & remove snow fences
- General
 - Purchase city supplies
 - Maintain all city equipment
 - Building maintenance when applicable

- Electrical, plumbing, H-Vac, general repairs
- On call every other weekend for any emergency calls
- Catch dogs that are running loose, return to owners
- Assist & monitor third party contractors
- Deliver gravel to patrons
- Operate dump truck
- Operate backhoe
- Maintain stock piles of gravel, sand and salt
- Maintain neglected properties after notice sent to property owner by city clerk
 - Mowing, trimming of trees, weeds
 - Track time and equipment used at each property – report info back to city clerk for billing
- Shut down streets with road closures when requested
- Assist with preparing for special events
 - Move picnic tables
 - Put out extra trash cans/bags
 - Move bleachers
- Mow city hall
- Mow & trim fire station

Community Dining

Classified: Part Time

Hours: M-F

- Cook: 5.5 hours/daily
- Dining Room: 5 hours/daily
- Transport: 1.5 hours/daily

Cook:

- Hold and maintain food license
- Write menu
- Organize grocery lists
- Place grocery orders with food delivery vendors
- Prep and cook meals
- Clean dishes
- Clean kitchen
- Confirm time sheets with signature, take to city hall

Dining Room:

- Organize and manage daily orders
 - Track daily meal count
- Set up dining room for in person diners
- Assist cook in prepping and cooking meals
- Take payments
 - Enter daily payment receipts onto contribution report
 - Weekly - take payments to city clerk
- Clean dining room
- Maintain and organize all food receipts
- Monthly - take receipts, meal counts and contribution report to city clerk

Transport:

- Deliver to go orders
- Take payments

Shared Duties (cook & dining room):

- Fill to go orders
- Hand out pick-up orders
- Serve in person meals
- Get groceries
- Put groceries away, rotate stock
- Report any issues with building to city hall
- Decorate for holidays
- Shovel steps
- Extra cleaning & stocking supplies when building is rented
- Put recycling out weekly

CITY OF LONE TREE

Employee Handbook

Revised and Approved by Council

February 03, 2025

By signing below, I agree I have read, fully understand, and am expected to abide the Employee Handbook as presented to me by the Mayor of the City of Lone Tree.

Employee Signature

Dated

Mayor Signature

Dated