



Public Work Department Operational Policies

Effective July 1, 2018

1. Purpose

The operational policies for the Public Works Department are general directives for conditions of employment not otherwise specified in the City of Fort Dodge Employee Handbook or in a collective bargaining agreement.

2. Job Postings & Bidding

- A) A job vacancy of a permanent nature, which the City desires to fill, shall be posted internally City-wide on all designated bulletin boards for a period of three (3) full working days, excluding Holidays, Saturdays, and Sundays. All non-probationary employees (those who have completed 120 days of continuous service with no break in service) are allowed the opportunity to apply for the opening.
 - 1) Employees shall provide the City with a personal email address where job posting notices can be received. A personal email address helps to ensure timely notifications of openings in the event an opening occurs while the employee is off on a scheduled or non-scheduled absence.
- B) The following rules shall be followed when bidding on (or applying for) a position.
 - 1) The employee shall notify Human Resources of their intent to bid such positions within the three (3) day posting time period.
 - 2) Bidders shall be considered on the basis of seniority and job-related qualifications, including skill, abilities, past performance, efficiency and disciplinary record. The department bidder with the greatest seniority who meets the qualifications of the position shall be awarded the bid.
 - 3) All employees must be qualified for the job before being placed in that position. The City Manager or City Manager's Designee, in conjunction with the department supervisors, shall determine job qualifications.
 - 4) If during the first sixty (60) workdays in a new position it is determined by the City that the employee is not capable of performing the job adequately, the employee's bid award shall be rescinded and the next qualified bidder shall be selected. The sixty (60) workday period shall not include time off for sickness or vacation. This trial period shall not have any adverse effect on the employee's departmental seniority. The employee will be notified of the reasons for their disqualification.
 - 5) If during the first five (5) workdays in a new position, the employee decides to return to his or her former job, and upon written request through his or her Supervisor, the request will be granted and arrangements made to return the employee to their former job without prejudice to his or her prior departmental seniority. The next qualified bidder shall then be selected. After awarding a bid to an employee to fill a vacant position the City will wait to post the

vacant position until after the five (5) day time limit has expired from that employee working within their new position.

- 6) The City shall place a successful bidder in their new position within fifteen (15) calendar days after closing date. In the event this is impossible, the employee shall receive the higher rate of pay of the two (2) jobs.
 - 7) All of the time periods referred to above are excluding Saturdays, Sundays, and Holidays.
- C) If the position is still vacant after being posted for three (3) full workdays then the City will post externally in accordance with the City's Job Posting policy.
- D) A temporary or vacation vacancy of a higher classification, if filled, will be filled by using qualified employees in order of divisional seniority or departmental seniority. The employee filling the higher classification vacancy shall draw the grade of pay of that classification so long as they work at least 8 hours in a day performing work of the higher classification. The step will be determined in accordance with the Fort Dodge Municipal Code Section 2.72.060 Promotions and Transfers. The rate an employee receives will be properly noted on the time sheet. An employee assigned to perform work in a classification paying a lower rate of pay than their own will continue to receive their regular rate so long as they occupy that job.
- E) Any dispute with regards to the qualifications of an employee may be subject to the City's Dispute Resolution Procedure, as indicated in the Employee Handbook. The City expressly reserves its management right to unilaterally establish position qualification. The City agrees to not use its qualification establishment right to eliminate a particular employee from consideration for a unit position by changing qualifications after that position has been posted and bid by said employee.

3. Layoff

A lay-off occurs whenever a regular position is discontinued and the services of the employee holding the position are terminated.

When a class has been selected for lay-off purposes, lay-off of employees shall be made in the order determined by the City Manager. The order of lay-off for civil service positions is governed by state law.

Notice as to lay-off shall be provided as follows:

- (1) The Director of Human Resources shall give the employees to be laid-off written notice of the action at least thirty (30) calendar days before the effective date.
- (2) An employee shall be paid for all accrued leave for which the employee is eligible according to the policies governing such leave.
- (3) Employees who were laid off shall have all their seniority frozen as of the date of the layoff. Sick leave accrued will also be frozen unless the employee is eligible to retire. In order to be eligible for retirement the employee must be at least fifty-five years of age with a minimum of ten (10) years of continuous service. If the employee chooses to retire, employees will receive sixty percent (60%) of their unused sick leave which will be placed into a health savings plan which can be used to pay for medical expenses upon retirement. This will be considered a voluntary retirement and the employee will not be eligible for recall.

- (4) If the affected employee chooses to take the layoff instead of retiring their sick leave will be frozen upon layoff and reactivated if/when the employee is recalled.
- (5) Other accrued paid time off to include vacation, personal holiday and comp time earned will be paid out after the effective date of the layoff with the employee's last paycheck. The vacation accrual rate based on years of service shall also be reactivated if/when the employee is recalled and returns to employment within the two (2) year period. Vacation accrual increases will be based upon actual time employed minus any layoff time, which will be reflected in an adjusted benefit date
- (6) The Human Resources department shall establish lay-off lists for the names of employees laid off from regular positions after having completed the six-month probationary period; or, who have been demoted or transferred to temporary positions in lieu of lay-off.
- (7) No new employee shall be hired by the City in any job classification where a lay-off list exists prior to the expiration date of the lay-off list, unless the individuals on that list have declined recall and/or efforts to contact individuals on the list have been unsuccessful. Employees shall remain on the lay-off list for a period of two (2) years from the date of their lay-off. An employee who has been recalled for a position shall have five (5) calendar days from the receipt of notice that a position is available to advise the City, in writing, if he/she will accept the position.
- (8) Notice of recall shall be by certified mail. The City will determine the date the employee shall report to the position. If the offer of the position is declined, the name of the declining employee will be removed from the lay-off list.