

Continuation Coverage under Iowa Code Chapter 509A

Employees who retire from City employment before age 65 are eligible to continue in the City's group health insurance plan up to age 65. For purposes of this section, a retired employee is one who has applied for and is receiving a retirement allowance.

*PLEASE REFER TO YOUR HEALTH INSURANCE BENEFIT
BOOKLET FOR COVERAGES*

RETIREMENT, PENSION PLANS

Coverage's - Regular full-time employees shall be covered by retirement or pension plans in accordance with statutory requirements. The authorized retirement and pension plans for City employees include the Iowa Public Employees Retirement Systems (IPERS), the Municipal Fire and Police Retirement System of Iowa (MFPRSI), and the International City Management Association Retirement Corporation (ICMA-RC).

HOLIDAYS OBSERVED

The City of Oskaloosa recognizes certain days of importance as holidays and pays employees for time off on those days in accordance with eligibility rules explained in this section. The City recognizes the following holidays:

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
President's Day	Friday following Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	

Weekends - Whenever any of the above holidays fall on a Saturday, the Friday immediately preceding shall be a general holiday for City employees. Whenever any of the above holidays falls on a Sunday, the Monday immediately following will be a general holiday for City employees.

VACATION

Recognizing our employees' need for rest and relaxation, the City grants vacation with pay to recognize eligible employees' length of service and to show our appreciation by providing time off with pay.

Eligibility

Regular full-time employees in good standing shall earn vacation credits according to the following schedule:

Years of Continuous Service	Weeks of Vacation Earned
After one (1) year	One (1) week
After two (2) years	Two (2) weeks
After six (6) years	Three (3) weeks
After fourteen (14) years	Four (4) weeks
After twenty (20) years	Five (5) weeks

Employees shall be eligible to use vacation credits earned on the completion of their respective anniversary dates. Fire Department shift employees will receive equivalent vacation periods off. The most recent date of full-time employment with the City shall be the basis for determining vacation benefits. Employees shall not be granted vacation pay in lieu of vacation time, except when terminating employment.

Vacation Periods - Employees are required to file a request for vacation leave with their Department Head by the date stipulated in departmental rules. Time off for vacation shall be taken in no less than one-half hour increments. The time of each vacation shall be determined by the needs of the City and as approved by the Department Head. Seniority may be used as a basis for the scheduling of vacation time for employees, in particular the assignment of the first two weeks of vacation. Employees shall have a maximum of two consecutive weeks except as approved by the City Manager and Department Head.

Carryover -Vacation credits earned in one twelve month period of time shall be fully used during the succeeding twelve months. Carryover will only be approved in unusual circumstances by the City Manager, but in no event, may more than five vacation days be carried over from one anniversary date to the next. All requests for carryover of vacation time must be used within 30-days of the employee's anniversary date. Except in instances specifically approved by the City Manager, the chaining of the use of the vacation credits with previously earned vacation credits shall not be permitted. In effect, an employee cannot run together two consecutive years of vacation credits without the approval of the City Manager.

Holidays and Sick Leave - In the event that a holiday occurs during an employee's vacation period, time for such holiday shall not be charged against that employee's vacation credit. If an employee becomes ill during a vacation period, such days may not be designated as sick leave days, thereby carrying over the vacation time to another period, unless specifically approved by the City Manager.

However, if an employee is ill and has exhausted sick leave benefits, vacation credits earned may be used by the employee in lieu of paid sick leave.

Separation - An employee in good standing and separating from the City service shall be paid for any unused earned vacation upon separation, plus accrued vacation since the last anniversary date, provided the employee gives proper written notice to the City Manager. It is customary that such notice is delivered at least two weeks prior to the employee's intended last day of service. If an employment relationship ends due to involuntary dismissal or termination, the terminated employee will not be paid for accrued vacation.

SICK LEAVE

Eligibility - All regular full-time employees in good standing shall be eligible for paid sick leave benefits. The employee shall not be eligible for sick leave if injured while working on outside employment by a different employer who should be covered by worker's compensation. An employee may be eligible for sick leave because of personal illness or physical incapacity resulting from causes beyond the employee's control or enforced quarantine of the employee in accordance with health regulations. An employee shall be eligible to use up to twelve (12) days of their accumulated sick leave per fiscal year for family illness or injury that requires the employee to stay at home or for a hospital stay with a family member. Family members for purpose of this section are the employee's spouse, parents, child or step-child. Family Leave may be extended beyond twelve (12) days at the sole discretion of the City Manager. Sick leave shall be used in one-half hour minimum increments.

Accumulation - An employee can accumulate sick leave at a rate of eight hours per month (12 hours per month in the Fire Department for shift employees) with a maximum of 120 days (1152 hours in the Fire Department for shift employees) of sick leave with pay to protect the employee during extended illnesses. An employee shall be entitled to the use of any or all accumulated sick leave benefits with pay if and when needed and as authorized. Accumulation of sick leave is based on the employee's original date of employment as a regular full-time employee with the City.

Notification - An employee who is unable to report for work shall report the reason for the absence to the supervisor within one half hour of the regular starting time for that employee. Failure to provide notice on each such day may be considered a leave of absence without pay for that full day. The City may require evidence, paid for by the employee, supporting the use of sick leave, as it sees fit. Absences of three or more work days due to illness may require a doctor's statement, paid for by the employee. An employee who is sick is expected to be confined to one's residence or hospitalized unless the employee is en route to or located at the office of a physician or medical facility.

Vacations and Holiday -Paid sick leave will not be granted if taken the day immediately before or after authorized vacation or holiday time unless specifically approved by the City Manager.

Compensation -

While on sick leave, an employee shall receive his normal rate of base pay. Employees shall continue to accrue benefits and seniority while on paid sick leave.

Unused Sick Leave - An employee shall be compensated for one-half (one-quarter by employees hired after July 1, 2008) of their unused sick leave of the amount actually accrued or the maximum allowed to be accrued if the employee is at that amount, under the following circumstances:

- At the time of voluntary termination of employment by the employee, if the employee has worked 20 years or more as a full-time employee with the City.
- If employed full-time at the time of death, regardless of the length of service, payment to the employee's beneficiary as provide in the employee's life insurance policy provided by the City.