



**Indianola Wellness Campus
Board of Trustee Study Session
October 17, 2023
5:00 PM
Indianola Wellness Campus- Community Room
Agenda**

1. Call to order
2. Roll Call
3. Agenda Approval
4. Consent Agenda
 - A. Approval of Minutes from prior meeting
5. Public Comments
6. Old Business
 - A. Indianola Wellness Campus Board of Trustees Rules, Guidelines, and Regulations
 - B. Indianola Wellness Campus Facility Policies
 - i. Discussion with IWC Leadership Staff
 - ii. Age Guidelines at Facility
 - C. Indianola Wellness Campus Member Code of Conduct
 - D. Indianola Area Swim Club Bylaws
 - E. Executive Director Dashboard
7. New Business
 - A. Weather Protocols
 - B. Sales Tax Implementation
 - C. Holiday Alignment
8. Trustee Comments
9. Agenda Items for Next Meeting (Tuesday, November 7, 2023 at 5:00 PM)
10. Adjourn



**Indianola Wellness Campus
Board of Trustee Meeting
October 3, 2023
5:00 PM
Indianola Wellness Campus- Community Room
Minutes**

1. Call to order

The meeting was called to order by Indianola Wellness Campus (IWC) Board of Trustees Chairperson Angie Jensen at 5:05 pm.

2. Roll Call

On roll call, Trustees present were: Mike Baethke, Cole Bickham, Lindsay Capps, Emily Damman, Jacy Downey (via Zoom), Angie Jensen and Steve Saylor.

Staff members present were: Heather Hulen, IWC Executive Director and Diane Thomas, Membership Director.

3. Agenda Approval

Trustee Mike Baethke moved to approve the meeting agenda. Trustee Steve Saylor seconded the motion. Motion carried unanimously.

4. Consent Agenda

A. Approval of Minutes from prior meeting -

Trustee Emily Damman moved to approve the minutes from the prior meeting. Trustee Cole Bickham seconded the motion. Motion carried unanimously.

5. Public Comments - none

6. Old Business

Review of Indianola Wellness Campus Board of Trustees Rules, Guidelines, and Regulations.

Review of Indianola Wellness Campus Facility Policies. Review of Indianola Wellness Campus Member Code of Conduct. Review of Indianola Area Swim Club Bylaws.

Discussion about Executive Director Dashboard. Items to be included in the Director Dashboard that were discussed include: membership, financials, programming, events, external collaborations and equipment.

7. New Business

A. Schedule Upcoming Study Session

The group agreed upon a study session to make more decisions regarding the above items on Tuesday, Oct. 17th at 5 pm at the IWC in the community room.

Heather Hulen, IWC Executive Director presented the following: fee schedule, Financial assistance and corporate discounts discontinuing, Phase 2 topics for discussion, last communication to membership and community, and Indianola Wellness campus organizational chart.

8. Trustee Comments

None

9. Agenda Items for Next Meeting

To finish up the policies, code of conduct, rules, guidelines, regulations.

10. Adjourn

Trustee Mike Baethke moved to adjourn. Trustee Cole Bickham seconded the motion. Motion carried unanimously.

Indianola Wellness Campus Board of Trustees Rules and Regulations

Section 1: Creation. Pursuant to the provision of statutes and regulations of the *Iowa Code*, Chapter 23 of the Code of Ordinances of Indianola, Iowa, and as hereinafter set forth, there is hereby created and established an Indianola Wellness Campus Board of Trustees consisting of seven (7) members appointed by the City Council. All members of the Indianola Wellness Campus Board of Trustees meeting shall serve without compensation.

Section 2: Membership and Terms of Office. All members shall be residents of, or within two miles of, the corporate limits of the City of Indianola. The term of office of the members of the Commission shall commence on July 1 beginning with appointments made in 2023 and shall be three (3) years, or until a successor is appointed but in no event more than six (6) months following the end of the term. The terms of not more than one-third of the members will expire in any one year. Vacancies shall be filled in the same manner as the original appointee for the unexpired term.

Section 3: Officers. The Indianola Wellness Campus Board of Trustees shall annually elect a Chairperson and a Vice-Chairperson from among its members at the first calendar meeting of the year.

Section 4: Quorum. A majority of the current membership of the Indianola Wellness Campus Board of Trustees shall constitute a quorum and a quorum shall be required to conduct the business of the Indianola Wellness Campus Board of Trustees. Actions on items required to be reviewed by the Indianola Wellness Campus Board of Trustees shall require a majority vote of the Indianola Wellness Campus Board of Trustees membership present at the meeting. At the request of a member of the Indianola Wellness Campus Board of Trustees and with approval of the Chairperson, the City may make provisions for members of the Indianola Wellness Campus Board of Trustees to participate in a meeting via a conference call or other telecommunication device.

Section 5: Meetings. The Indianola Wellness Campus Board of Trustees shall meet monthly on the first Tuesday of each month at 5:00 PM, or on call at the Indianola Wellness Campus. However, the Chairperson, as needed, may revise the time and/or place of meeting, or may call a special meeting, and such changes noted in accordance with the notification procedures contained herein. The Chairperson may request from the Mayor a meeting with the City Council to discuss the Indianola Wellness Campus Board of Trustees's proceedings and activities, suggestions for policy and zoning ordinance revisions and other items relating to the Indianola Wellness Campus Board of Trustees's duties.

Section 6: Meeting Cancellation

An Indianola Wellness Campus Board of Trustees meeting may be canceled due to a lack of substantive agenda items to be addressed, meeting location scheduling conflicts, emergency conditions, inclement weather, or other acts of nature beyond the City's control. It is the responsibility and prerogative of the Chairperson of the Indianola Wellness Campus Board of Trustees to cancel such meeting, and the Chairperson will notify the Community and Economic Development Director or his/her designee who will assume responsibility for notifying the media and persons affected by the cancellation, posting notice of the cancellation as appropriate, and rescheduling the meeting as appropriate. If a scheduled meeting is canceled, the Chairperson may schedule a special meeting of the items scheduled to be conducted at the canceled meeting shall be deferred until such rescheduled meeting.

Section 7: Procedure of Meetings. The Indianola Wellness Campus Board of Trustees shall follow the following procedure for each meeting.

1. Call to Order

- a. The Chairperson calls the meeting to order.
- 2. Roll Call**
 - a. The recording secretary states each Trustee's name, who responds in turn with "present".
- 3. Approval of Agenda**
 - a. The Chairperson determines if there are any changes or additions to the draft agenda. The Chairperson calls for a vote by roll call and the recording secretary calls each name, and the vote is recorded.
- 4. Approval of minutes**
 - a. The Chairperson determines if there are any changes or additions to the draft minutes. The Chairperson calls for a vote by roll call and the recording secretary calls each name, and the vote is recorded.
- 5. Public Comments**
 - a. This is time for members of the public present to address the Indianola Wellness Campus Board of Trustees regarding matters not on the agenda. Also, correspondences received by staff regarding items not on the agenda are brought forth to the Indianola Wellness Campus Board of Trustees at this time.
- 6. Old Business**
 - a. This includes review of motions and business not settled at the last meeting when it was adjourned.
 - b. If there is old business, each item is acted upon individually.
- 7. New Business**
 - a. At this point, the Indianola Wellness Campus Board of Trustees is considering new business. Each item listed on the agenda is addressed separately.
 - i. The chairperson will announce the first item of business and ask for a motion.
 - ii. The motion may be changed through an amendment. If no amendments are proposed, and the discussion has ended, the Chairperson calls for a vote by roll call and the recording secretary calls each name, and the vote is recorded.
 - iii. Once the recording secretary has completed roll call vote, the Chairperson announces the results.
 - b. The same procedure is used for the next new business item.
- 8. Trustee Comments**
 - a. This item on the agenda allows the Indianola Wellness Campus Board of Trustees to note any announcements or offer comments regarding items not on the agenda.
 - b. This item on the agenda allows the staff to note any announcements or offer comments regarding items not on the agenda.
- 9. Adjournment**
 - a. The Chairperson asks if there is any further business, and if not, the Chairperson may adjourn the meeting. If the Indianola Wellness Campus Board of Trustees wishes to adjourn the meeting before all business is completed, the meeting must be adjourned by motion, and a second is required.

Section 8: Amending Motions. Motions can be amended only by the following:

- 1) Inserting or adding a word, phrase, or sentence.
- 2) Striking out a word, phrase, or sentence.
- 3) Striking out and inserting (substituting) words, phrases, sentences, or paragraphs.

After a main motion has been made and seconded, any member can propose an amendment, after being recognized by the Chairperson, by stating, "I move to amend the motion by...". Each proposed amendment must be seconded by another member to proceed. If there is a statement, the Chairperson states the main motion and the amendment, so members will understand how the proposed amendment will change the main motion. The Chairperson then asks for Indianola Wellness Campus Board of Trustees discussion on the

proposed amendment. After the discussion has ended, a vote on the proposed amendment is taken. A roll call vote is then taken, and the Chairperson announces the outcome of the vote.

Section 9: Ex-parte Contacts. Any contact through e-mail, phone, in-person, or in such similar fashion that an Indianola Wellness Campus Board of Trustees member may have with a party involved, or potentially involved, in a matter before the Indianola Wellness Campus Board of Trustees and outside of the meeting is known as an "ex-parte" contact. Any substantive information or facts that an Indianola Wellness Campus Board of Trustees member may receive during those contacts that relates to the matter at hand shall be made a part of the public record so that it can be available for consideration or challenge by all interested parties. This shall be done by way of a public statement by the Indianola Wellness Campus Board of Trustees member prior to the presentation of the matter under consideration at the Indianola Wellness Campus Board of Trustees meeting.

Section 10: Conflict of Interest. An Indianola Wellness Campus Board of Trustees member shall abstain if the member believes there is a conflict of interest, particularly if the conflict is of a financial nature or otherwise. A member who elects to abstain from voting shall discuss the reason for the abstention with the Indianola Wellness Campus Board of Trustees prior to the presentation of the matter under consideration. During the presentation and discussion of the matter under consideration, a member who plans to abstain from voting should remove him/herself from the proceedings and from taking any action on the issue or attempting to persuade any other member of the Indianola Wellness Campus Board of Trustees to act in any specific direction. Indianola Wellness Campus Board of Trustees members may not receive any type of gift for their own personal use or enjoyment related to transaction of their official Indianola Wellness Campus Board of Trustees duties.

Section 11: Continuances. The Indianola Wellness Campus Board of Trustees may continue item of business until the next scheduled meeting to enable additional testimony to be heard, a site visit, or for other good cause by an affirmative vote of a majority of the members present and voting.

Section 12: Removal of Indianola Wellness Campus Board of Trustees Members. Indianola Wellness Campus Board of Trustees are appointed by the City Council and may be removed at any time in accordance to Section 5.09 of the Code of Ordinances of Indianola, Iowa. The Chairperson may recommend to the City Council that an Indianola Wellness Campus Board of Trustees member be removed for failure, (1) to attend three consecutive meetings or (2) to attend at least 1/2 of the meetings within any 12-month period.

Section 13: Notification Procedures. Notice of the time and place of the meetings shall be posted in the display case at the north entrance of City Hall and shall also be posted on the City's website. Notice shall be posted no later than twenty-four hours before the scheduled meeting, but every effort shall be made to post the agenda once it has been finalized by staff and meeting packets have been dispersed to the Commission. If a member of the news media has filed a request for notice with the City, they should also be notified in the same manner as outlined in this section.

ADOPTED:

REVISED:

Angie Jensen, Chairperson

Heather Hulen
Executive Director Indianola Wellness Campus



Indianola Wellness Campus (IWC) Facility Policies

IWC CHECK-IN

Members are required to have their photos taken to ensure safety and security for all. Members are required to scan their card on each visit to verify current membership status, and program participants must sign a non-member liability waiver.

USE OF FACILITIES BY CHILDREN

Children under the age of 9 must be accompanied and supervised by a parent/adult (age 18+) at all times, unless the child is in an organized program. Children ages 9 and older are allowed to use facilities without on-site parental/adult supervision.

USE OF WELLNESS CENTER BY CHILDREN

Members 7 and younger are not allowed in the Wellness Center. Members ages 14 and older may use the Wellness Center.

Cardio and Cable Exercise Equipment

Members aged 8-13 will need to participate in a youth orientation before having access to the Wellness Center and adhere to the rules set forth in the class and under adult supervision (21 and older).

Free Weight Equipment

Members must be 11 years old, participate in an orientation, adhere to the rules set forth in the orientation, and be under adult supervision (21 and older).

VISITOR/GUEST PRIVILEGES

Community members may utilize IWC facilities as a visitor by purchasing a Non-Member Day pass. Youth \$5.00 (ages 18 and under), Individual \$15.00 (ages 19 and up), or Family \$30.00. Time and Day usage restrictions may apply. Please contact Member Services for access limitations. Visitors are limited to 10 passes per calendar year and guests are limited to 3 guest passes per calendar year.

USE OF POOLS BY CHILDREN

For your safety, unless in an organized supervised program such as swim lessons, children 8 and under must be accompanied in the water by a parent/adult (age 16 & up) at all times when using an IWC swimming pool. Youth ages 14 and under who would like to use a pool in water depths that exceed chest height of the individual will need to pass a swim test.

IWC CODE OF CONDUCT

The IWC is a community-based organization for all, where children are often present. To promote safety and comfort for all, we ask individuals to act appropriately at all times when they are in our facility or participating in our programs. The IWC is committed to providing a safe and welcoming environment for all members and guests. We expect persons using our facilities to behave in a mature and responsible way, and to respect the rights and dignity of others. This Code of Conduct does not permit language or any other action that can hurt or frighten another person, or that falls below a generally accepted standard of conduct. For a complete copy of our Code of Conduct, please visit our Member Services desk.

SEX OFFENDER DISCLOSURE

The IWC may in its discretion periodically review sex offender lists and/or do background checks for this purpose. In the event it is determined that a member or prospective member's name is on a registered sex offender list, that person will not be eligible for membership or facility access of any sort.

PERSONAL TRAINING

Personal, partner, and group training at the IWC Pools, Gyms and Wellness Center are a member service. Outside personal trainers are not allowed to conduct business within the IWC.

INSURANCE STATEMENT

The IWC does not provide accident insurance to injuries sustained during IWC activities. Members and program participants participate in programs and use the facility at their own risk and are encouraged to have personal medical insurance coverage.

ATTIRE

Please wear proper attire in all areas of the IWC. Shirts, shorts, sweats and shoes are appropriate attire. No black-soled or street shoes are allowed in the gym, Studios, or courts. In the swimming pool, proper swimming suits are required. For racquetball and handball, protective eyewear is strongly recommended.

FOOD AND BEVERAGES

No food or drink is permitted in the workout areas except a water bottle. Non-glass water bottles only.

LOCKERS

Lockers are available for day use by members and guests. You must bring your own lock and remove it at the end of each visit. Items left overnight will be removed from the locker room and placed in lost and found. Contents will be kept for 30 days. Invest in a strong lock and always secure your belongings. We recommend you do not bring valuables into the facility; the IWC is not responsible for lost/stolen items. Locker rentals are available for a monthly fee.

LOST AND FOUND

Lost and Found is located near the Member Service desk at the IWC. Articles found in the building should be turned in to staff. All items turned in at the Lost and Found will be kept for a 30-day period. The IWC is not responsible for lost or stolen property.

SMOKING/TOBACCO PRODUCTS

Use of tobacco products, vaping and/or smoking is prohibited in the IWC Membership and Program facilities and IWC Membership and Program grounds. Using or possessing illegal chemicals or alcohol on IWC property, in IWC vehicles, or at IWC sponsored programs is strictly prohibited.

SCHEDULES

Program schedules can be found on our website at www.indianolaiowa.gov/1143/Wellness-Campus

MEMBERSHIP REFUND/BANKDRAFT CANCELLATION POLICY

Membership fees paid annually or tri-annually are non-refundable. Your bank or credit card draft may be cancelled upon receipt of written notification. At least 5 days' notice is required to prevent your draft from occurring. IWC memberships have a 30-day money-back guarantee if not satisfied.

PROGRAM REFUND & CREDITS

Program fees are non-refundable but unused portion may be applied to a credit. Credits expire after one year.

RETURNED CHECK/BANKDRAFT

Returned items are subject to a \$30 processing fee.

FACILITY MAINTENANCE CLOSINGS

Maintenance in our facilities requires that we close certain areas for extended periods of time, during which time members may continue to use other areas of the facility.



Indianola Wellness Campus (IWC) Code of Conduct

We expect persons using the IWC to behave in a mature and responsible way, and to respect the rights and dignity of others. This Code of Conduct does not permit language or any action that can hurt or frighten another person, or that falls below a generally accepted standard of conduct.

Prohibited actions specifically include:

- Inappropriate attire, including clothing that is too revealing or that exhibits offensive language or messages. Appropriate attire must be worn at all times.
- Angry or vulgar language includes swearing, name-calling or shouting.
- Physical contact with another person in any angry or threatening way.
- Any demonstration of sexual activity or sexual contact with another person.
- Harassment or intimidation by words, gestures, body language or any menacing behavior.
- Theft or behavior that results in the destruction of property.
- Carrying or concealing any weapons or devices or objects that may be used as weapons.
- Using or possessing illegal chemicals or alcohol on IWC property, in IWC vehicles, or at IWC sponsored programs.
- Other conduct of any inappropriate, threatening, or offensive nature that may be deemed so by any reasonable person.
- Loitering is not permitted in or outside the IWC.

Members and guests are encouraged to be responsible for their personal comfort and safety, and to ask any person whose behavior threatens their comfort to refrain. If a member or guests feels uncomfortable in confronting the person directly, they should report the behavior to a staff person.

To be able to carry out these policies, we ask that members and guests identify themselves with staff when asked. Suspension or termination of IWC membership privileges may result from a determination by the Executive Director if, at their discretion, a violation of the IWC Member Code of Conduct has occurred.

Bylaws of Indianola Area Swim Club

To the extent these required bylaws conflict with applicable law, applicable law prevails.

ARTICLE 1

NAME AND ORGANIZATIONAL AFFILIATION

- 1.1 NAME - The name of the organization shall be Indianola Area Swim Club (IASC).
- 1.2 ORGANIZATIONAL AFFILIATION - IASC shall compete within the Greater Iowa Swim League (GISL) and USA Swimming.

ARTICLE 2

OPERATION AND PURPOSE

- 2.1 OPERATION - IASC will operate in the Indianola Wellness Campus (IWC) under the city of Indianola as a nonprofit organization within the meaning of Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future Federal tax code. Investing all money raised from member fees and fundraising toward only necessary team expenses. No part of the assets shall benefit any members or directors. In the event of liquidation and dissolution, all properties and assets shall be distributed and paid to the City of Indianola provided that the recipient organization is dedicated to the exempt purposes as specified in Internal Revenue Code, Section 501(c)(3).
- 2.2 PURPOSE - The purpose of IASC shall be to develop well-rounded, hard-working and empathetic swimmers by creating a community of support and excellence.

ARTICLE 3

MEMBERSHIP

- 3.1 MEMBERSHIP - Membership on IASC shall be open to all swimmers ages 6 through 19 who can meet the basic skill requirements as defined by the coaching staff. Parents or Guardians of these swimmers are considered members of IASC by their child's participation until their child is 18 years or older at which point they are considered to be a self-supporting swimmer.

3.1.1 Good Standing - Members are considered to be in good standing when they have completed the registration process, all fees for the season have been paid and they are acting in accordance with the IASC team code of conduct.

3.1.2 Additional Membership - Members of IASC are required to pay the registration fee as set by the IASC staff and the GISL registration fee. Members may elect to pay the registration fee to be a part of USA Swimming if they wish to compete in USA Swimming meets.

ARTICLE 4

BOOSTER CLUB, OFFICERS, AND MEETINGS

4.1 BOOSTER CLUB - The IASC booster club shall be comprised only those interested in the betterment of IASC. The IASC booster club shall not have governance over IASC.

4.1.1 Purpose - The purpose of the IASC booster club shall be to support IASC through fundraisers, plan team events and act as an advisory board to the IASC coaching staff when requested by the IASC coaching staff.

4.1.2 Funds - All funds raised by the IASC booster club shall be used to fund team events and subsidize costs of team equipment not covered by the IASC city-provided budget.

4.1.3 Committees - The IASC booster club president may form committees of IASC members to complete projects and lead events if needed. Committees shall be chaired by an officer of the IASC booster club.

4.2 OFFICERS - The IASC booster club shall include five (5) officers: President, Vice President, Treasurer, Secretary, and Volunteer Coordinator. Each shall serve a one (1) year term unless circumstances dictate that a replacement is needed. Terms shall begin in September and end in August of the following year. A member shall not exceed two (2) terms.

4.2.1 Eligibility - To be eligible to serve as an officer, the member must be in good standing.

4.2.2 Appointment - The officer roles shall be appointed by the preceding officer in that position.

4.2.3 Attendance - Officers may only miss one meeting per season and may attend by zoom if needed.

4.3 MEETINGS - Booster club meetings shall occur on a regularly set schedule as determined by the IASC booster club at the beginning of their terms. The IASC Booster Club must meet a minimum of once a month when IASC is in session.

4.3.1 Meeting Attendance - Booster club meetings shall be open to all members of IASC to voice their opinions on the agenda items; however only

officers of the IASC booster club shall be allowed to vote and act as decision makers.

ARTICLE 5

DUTIES OF BOOSTER CLUB MEMBERS

5.1 PRESIDENT -

- a. Prepare the agenda and preside over booster club meetings.
- b. Oversee yearly fundraising and budget
- c. Act as liaison between parents and coaching staff
- d. Ensure open, clear communication with all members of the booster club
- e. Lead planning of fundraisers and team events
- f. Approve spending for team events or equipment

5.2 VICE PRESIDENT -

- a. Assume duties of the President if they are unable to do so.
- b. Assist in preparing the annual budget.
- c. Assist officers in procuring their replacements.
- d. Oversee committees formed for special projects and events
- e. Perform such other tasks as may be designated by the President.

5.3 TREASURER -

- a. Provide accounting and financial support to the booster club. Receive and disburse the funds of the booster club as directed by the booster club in a legal and ethical manner.
- b. Keep a detailed record of all transactions.
- c. Assist with the preparation of the yearly budget and monitor all disbursements for consistency with set budget.
- d. Provide the booster club with updates on financial status at each meeting.

5.4 SECRETARY -

- a. Record minutes at booster club meeting.
- b. Prepare booster club updates to be sent out to the IASC members.
- c. Prepare an end of term report detailing the actions of the booster club over the past year.

5.5 VOLUNTEER COORDINATOR -

- a. Assess and report volunteer needs for team events, meets and fundraising events to the booster club
- b. Canvas IASC membership for volunteers for upcoming events
- c. Help to plan team events and fundraisers
- d. Oversee volunteers at meets, and team fundraisers and events
- e. Works with Head Coach and Team Office Manager to ensure Iasc-hosted swim meets run smoothly

ARTICLE 6

STAFF AND FEE MANAGEMENT

6.1 STAFF MANAGEMENT - All Assistant Coaches shall report directly to the IASC Head Coach. The Head Coach shall report to the Indianola Wellness Campus (IWC) Executive Director.

6.1.1 Wages - All IASC staff wages shall be paid under the IWC. Wage changes shall be handled through proper IWC policy.

6.1.2 Staff Selection - Assistant coaching staff shall be hired by the Head Coach and required to complete all coaching certifications prior to starting. The Head Coach shall be hired by the Executive Director and Aquatics Director and shall be required to complete all coaching certifications prior to starting.

6.2 FEE MANAGEMENT - Team registration fees shall be set by the Head Coach and Team Administrator and approved by the Executive Director. Team registration fees shall be set according to the previous years' expenses.

ARTICLE 7

BYLAW AMENDMENTS

7.1 BYLAW AMENDMENTS - In furtherance and not in limitation of the powers conferred by the laws of the State of Iowa or federal law, the Indianola Wellness Campus Board of Trustees is expressly authorized to adopt, amend or repeal the Bylaws of IASC.

ARTICLE 8

DEFINITIONS

8.1 DEFINITIONS -

8.1.1 Article - a principal subdivision by these Bylaws

8.1.2 Team Code of Conduct- document

- 8.1.3. Season- Fall/Winter season operates from September through March or April of the following calendar year. Spring/Summer season operates from April or May through July or August of the same calendar year.
- 8.1.4 Indianola Wellness Campus - Facility in which IASC operates and practices
- 8.1.5 Greater Iowa Swim League - Collection of swim teams in Iowa who compete in season from November through March of the following year and hold State and Regional Competitions.
- 8.1.6 USA Swimming - USA Swimming Inc. is a Colorado nonprofit corporation and national governing body of the sport of swimming in the United States.



Directors Report

Membership Data

Sept 2022

Units: 1277

Members: 2489

Sept 2023

Units: 1711

Members: 3182

IWC Staff Team Data

Full Time Staff – 3

Part Time Benefitted- 9

Part Time Unbenefitted- 83

Total Staff Count – 95

Inclement Weather: 3.26

3.26 INCLEMENT WEATHER

Closed or Delayed Operations

In the event that any part of the City's operations is closed or delayed by order of the City Manager, or designee, due to weather conditions, employees of the affected operations who were scheduled to work may be excused from duty. When a decision has been made to stop work or decrease hours of the scheduled shift, all employees available for work will be paid regularly scheduled hours.

** Please refer to your bargaining agreements to see if this is part of your contract.*

An employee of a work unit scheduled for duty who is unable to report to work due to adverse weather conditions may request an excused absence from the immediate Supervisor prior to the start of the regular work day. The Supervisor shall decide whether an excused absence due to weather is justified. If not granted by the Supervisor, the employee shall be required to report to work at the scheduled time. If an excused absence is granted, the employee may use his/her paid leave time.

Paid Holidays: 7.1

TIME OFF AND LEAVES OF ABSENCE

7.1 PAID HOLIDAYS

The following shall be recognized and observed as paid holidays by regular full time and permanent part time employees:

1. New Year's Day - January 1
2. President's Day - Third Monday in February
3. Memorial Day - Last Monday in May
4. Independence Day - July 4
5. Labor Day - First Monday in September
6. Thanksgiving Day - Fourth Thursday in November
7. Day After Thanksgiving
8. Christmas Eve Day - December 24
9. Christmas Day - December 25

Full time employees, except fire, will receive eight (8) hours of pay on the paid holiday. See below for fire.

Permanent part time employees will receive holiday pay if scheduled for work for the number of hours they are scheduled. If they are not scheduled to work, the employee will not receive holiday pay. Employees starting prior to January 1, 2019 will be grandfathered in and will receive holiday pay based on departmental policies.

Seasonal and temporary employees are not eligible for holiday pay.

Holidays shall count as hours worked in meeting the forty (40) hour requirement for overtime pay.

Fire

Fire – full-time and part-time employees do not receive holiday pay unless they actually work the holiday. If the full or part-time employee actually works the holiday, they receive double pay for the hours worked in addition to holiday pay.

Holidays Occurring on Non-Work Days

If the holiday falls on a Saturday, the Friday before the holiday will be observed.

If the holiday falls on a Sunday, the Monday after the holiday will be observed.

When Christmas falls on Tuesday, Wednesday, Friday, or Saturday, in addition to the legal holiday observance, the preceding workday shall also be observed as a holiday. When Christmas falls on Sunday, Monday, or Thursday, in addition to the legal holiday observance, the following workday shall also be observed as a holiday. For example, if Christmas Eve falls on Friday and Christmas Day falls on Saturday, then Thursday and Friday shall be designated as the observed holidays. If Christmas Eve falls on Sunday and Christmas Day falls on Monday; Monday and Tuesday shall be designated as the observed holidays.

Heather Hulen

From: Aaron Young
Sent: Tuesday, September 19, 2023 4:31 PM
To: City Employees
Subject: Veterans Day Now a Paid Holiday

Good afternoon, everyone,

At the Monday, Sept. 18, 2023, City Council meeting, a resolution to amend the Employee Handbook and add Veterans Day as an observed, paid holiday was approved by council members. This change reflects our commitment to honoring the service and sacrifices of our veterans, and we are proud to now offer this benefit to City employees.

Here are some important details:

- **When Is Veterans Day Observed:** Since Veterans Day this year is Saturday, Nov. 11, the holiday will be observed on **Friday, Nov. 10.**
- **Questions:** If you have any questions regarding Veterans Day and paid holidays, please don't hesitate to reach out to your supervisor or Human Resources.

We believe that this addition to our holiday calendar not only provides employees time during this special day to express appreciation to a family member, community member or friend through a random act of kindness, but also allows us to recognize the immense contributions of all veterans in our city, county, state and across the country. If you have served or are currently serving in the military, we thank you for your dedication and service.

Sincerely,



Aaron Young
Communications Manager
111 S Buxton Street, Indianola, Iowa 50125
Office: 515.962.5306 | Txt: 515.552.0058