



CITY OF IOWA CITY COUNCIL ACTION REPORT

December 9, 2025

Resolution rescinding the 2024 Personnel Policies and adopting updated Personnel Policies.

Prepared By: Karen Jennings, Human Resources Administrator
Reviewed By: Geoff Fruin, City Manager
Chris O'Brien, Deputy City Manager
Jennifer Schwickerath, Asst City Attorney
Fiscal Impact: N/A
Staff Recommendation: Approval
Attachments: [Resolution](#)
[Personnel Policies - December 2025](#)

Executive Summary:

The City's Personnel Policies were recently reviewed and updated to improve clarity, maintain best practices, and to reflect changes that have occurred within the workplace.

Background / Analysis:

The City's Personnel Policies have recently been reviewed and updated. The revised Personnel Policies include the following changes/updates:

- Clarification that accepting discounted pricing available to the City for personal purchases violates City policy.
- Clarification that dishonesty or refusal to cooperate in a workplace investigation is a cause for discipline.
- Appearance-grooming policy updated to allow employees not required to wear uniforms to wear non-ripped jeans unless otherwise required for a legitimate business purpose provided they are otherwise dressed appropriately for an office environment. Casual attire including sweatshirts and t-shirts is restricted to casual days, generally observed on Friday unless otherwise designated by the City Manager.
- Clarification of requirement that any medical records maintained at the department or division level must be maintained in a secured location separate from employee personnel records with access limited to appropriate staff with a need for legitimate work purposes.
- Added meal break and rest period provision to align with existing scheduling expectations.
- Clarified that non-exempt staff may not engage in work tasks outside of work hours, including accessing and/or responding to emails without supervisor authorization.
- Employment of relatives policy chain of command conflict amended to clarify intent regarding direct or indirect supervision.
- Exit interview/Offboarding questionnaire provision updated to reflect current practice.
- Clarified policy language regarding use of hands-free communication devices while

driving to align with state law.

- General wording, punctuation, and formatting edits throughout that do not substantially modify existing policy.