

CITY OF DUBUQUE ADMINISTRATIVE POLICY

POLICY NUMBER: 4.05

SUBJECT: RESIDENCY REQUIREMENT FOR CITY EMPLOYEES

APPROVED BY: CITY MANAGER

EFFECTIVE DATE: ISSUED SEPTEMBER 1, 1980
REVISED DECEMBER 9, 2009

PURPOSE

The purpose of this Administrative Policy (AP) is to put into AP format the City's policy regarding residency requirements for department managers, assistant department managers, division managers, the City Manager's staff, and all other non-civil service employees, and police officers, firefighters and all other critical civil service municipal employees. This Administrative Policy does not apply to temporary employees.

SCOPE

This AP covers all full-time and part-time employees under the administrative control of the City Manager.

RESPONSIBILITY

It shall be the responsibility of the City Manager or the City Manager's designated representative to insure compliance with this AP.

POLICY

Every person hired or appointed to a position of department manager, assistant department manager, division manager, or salaried member of the City Manager's staff (except Emergency Communications Manager, Assistant Fire Chief and Assistant Police Chief), shall have and shall maintain such person's principal residence within the corporate limits of the City of Dubuque as soon as practicable after employment or appointment, but within two (2) years of employment or appointment.

Every non-civil service employee, police officer, firefighter and other critical civil service municipal employee shall be a resident of the State of Iowa and shall have and shall maintain such person's principal place of residence either within the corporate limits of the City of Dubuque or within 6.5 miles of the corporate limits of the City of Dubuque by the most direct street, road, or highway, as soon as practical after their date of employment or appointment, but within two years

of their date of employment or appointment. However, an employee assigned to the municipal airport shall comply with this AP, or, at such person's option, shall have and shall maintain such person's principal place of residence within 6.5 miles of such person's assigned worksite at the airport by the most direct street, road, or highway. Thirteen (13) percent of the staff hours established to operate the emergency communications center may be filled by employees who have their principal place of residence within Dubuque County.

Principal place of residence is that place where an employee actually lives and which the employee declares as the employee's home with the intent to remain there indefinitely.

The determination of whether a civil service employee is a "critical municipal employee" will be made by the City Manager on a case by case basis upon written request of an employee who lives outside 6.5 miles of such person's assigned worksite or who desires to move outside 6.5 miles of such person's assigned worksite. The City Manager will consider whether the employee performs a function for the city that may require the employee to reliably and quickly respond from the employee's residence to a community crisis or potential crisis, or be able to promptly get to work in the event of an emergency or crisis. This Administrative Policy applies to employees who regularly respond to emergencies in their work and also to employees who may not regularly respond to emergencies in their work but who perform critical duties for the City in the event of a crisis or potential crisis.

Failure to comply with the provisions of this AP will be grounds for termination.



Michael C. Van Milligen
City Manager