

such conduct has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive working environment.

Termination - The separation of an employee from the service of the city; including death, rejection, discharge, layoff, resignation or retirement. The termination date will be the last working day of the employee, unless otherwise determined by the City Manager.

Transfer - The movement of an employee from one position to another. This could be within the same job classification or in a different classification.

Vacancy - A position duly created and not abolished which is not currently occupied by an employee.

Equal Employment Opportunity (EEO) and Affirmative Action

The City of Ankeny is an equal opportunity employer and is committed to fair and equal treatment of all employees without regard to race, color, age, religion, sex, sexual orientation, gender identity, ancestry, national origin, or handicap that does not interfere with job performance with reasonable accommodation.

The City is committed to administer all personnel actions in compliance with federal and state regulations. The City refrains from using policies that discriminate in such matters as employment, promotion, demotion, transfer, compensation, benefits, training and education. The City's policies also prohibit sexual harassment of any kind. If any employee feels discriminated against or harassed, they should direct their problem either to their immediate supervisor or to human resources. All complaints will be investigated and resolved promptly. The confidence of the employees involved will be maintained to the extent possible.

The City will comply with all federal and state regulations regarding affirmative action.

Compensation

4.1 Pay Plan

The City seeks to balance the need to be prudent with public funds and the compensation needs of its employees. The city competes for a talented dedicated workforce in the same labor market as private sector employers. Accordingly, the City frequently assesses the labor market in order to determine the competitiveness of your pay plan. Most likely the City will not be the highest paying employer in the area. However, we do offer a competitive total compensation package and a work environment where you can feel good about your contribution to improving the community where you live.

Each job classification shall be assigned to the appropriate salary range. Newly appointed employees will normally start at the minimum rate of pay in the range. Generally, step increases in pay will occur at the beginning of each fiscal year.

4.2 Job Classification

The job classification plan shall consist of the various classification titles as approved by the City Council. The plan shall be administered by the City Manager to ensure that the job class specifications are accurate and current.

All employees are designated as either non-exempt or exempt under state and federal wage and hour