City Personnel Policy

RESIDENCY REQUIREMENT

POLICY: 215

Council approval (revision): 02/14/2022 # Pages: 1

POLICY:

It is the policy of the City to require those employed at the Department Head or Chief of Staff level to be active members of the community and reside within 30 miles from City. Violation of this policy shall subject employees to disciplinary action up to and including termination.

APPLICABILITY:

All Department Heads and the Chief of Staff.

PROCEDURE:

All Department Heads, as well as the Chief of Staff, are strongly encouraged to reside within City limits during the tenure of their employment with the City and be active members of the community.

Alternatively, if Department Heads or Chief of Staff reside within 30 miles of City Hall, but not within city limits, community involvement is expected. Acceptable community involvement may include things such as membership in service organizations in Council Bluffs, service on nonprofit boards in Council Bluffs, volunteering in Council Bluffs, and donations to charities in Council Bluffs. Community involvement must not create a conflict of interest with their role with the City. An annual report summarizing community involvement shall be submitted to the Mayor and City Council on an annual basis aligning with hire date.

Those hired into a Department Head or Chief of Staff role prior to November 8, 2021 or those that were appointed through promotion or transfer shall not be subject to this policy but are also strongly encouraged to engage in community involvement activities.

The City shall not be responsible for any relocation benefits and/or expenses associated with community involvement.