City Personnel Policy		
RESIDENCY REQUIREMENT		
	POLICY:	215
Council approval: DRAFT	# Pages:	1

POLICY:

It is the policy of the City to require those employed at a Department Head or Chief of Staff level to reside within Council Bluffs City limits. Violation of this policy shall subject employees to disciplinary action up to and including termination.

APPLICABILITY:

All Department Heads and the Chief of Staff.

DEFINITION:

The term "City limits" as used in this policy means a property within the city limit of Council Bluffs that is subject to city taxation and which establishes the resident as an eligible elector in City elections.

PROCEDURE:

1. All Department Heads, as well as the Chief of Staff, must reside in City limits during the tenure of their employment with the City.

2. Employees hired into a Department Head or Chief of Staff position may have six (6) months from the original hire date to relocate to a residence within City limits.

3. Those hired into a Department Head or Chief of Staff role prior to November 8, 2021, shall not be subject to this policy.

4. If the employee's appointment to a Department Head or Chief of Staff role is the result of a promotion or transfer, he or she shall not be subject to this policy.

5. Extensions of up to ninety (90) days may be granted with prior approval of a majority of the City Council, but shall not exceed two (2) extensions in total. Requests for extensions must be made no later than thirty (30) days prior to the date the extension is needed.

6. The City shall not be responsible for any relocation benefits and/or expenses.

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