



## **CITY OF WATERLOO POLICY REGARDING RESIDENCY OF CRITICAL MUNICIPAL EMPLOYEES AND CITY DEPARTMENT HEADS**

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### **Application:**

This policy applies to all city of Waterloo employees deemed to be critical municipal employees and to all City of Waterloo department heads.

### **Policy:**

The City of Waterloo recognizes the need to have department heads and certain critical municipal employees able and available to respond on an emergency call basis. Those employees deemed to be critical municipal employees include: all ranks of sworn police officers and fire fighters; fire mechanics; Waterloo Fire Rescue medical supervisors; Regional Training Center Coordinator; engineering and sanitation staff directly involved in flood control; all Street Department personnel except clerical staff; forestry personnel; airport maintenance workers; garage mechanics; waste management staff, including waste management technicians; treatment operations foreman; sewer maintenance workers; collections systems foreman; maintenance mechanics; maintenance foreman; instrument control technicians; instrument control foreman; all traffic operations personnel except clerical staff; parking maintenance personnel; all building maintenance personnel; and all information technology personnel for the City of Waterloo, the Waterloo Police Department and the Waterloo Public Library.

If called in the event of an emergency, department heads and the City's critical municipal employees are expected to promptly report, prepared and ready for work. To ensure that these employees are able to report on a timely basis, it is the City of Waterloo's policy that all critical municipal employees who are hired on or after September 1, 2006, must physically reside within a radius of ten (10) miles from Waterloo's City Hall.

Consistent with the prior residency policy, effective April 7, 2003, City of Waterloo department heads who move their location of residence or who are hired after April 7, 2003, must physically reside within the city limits of Waterloo.

### **Provision:**

1. This residency policy for critical municipal employees is in accordance with Section 400.17 of the Code of Iowa, which permits cities to set reasonable maximum distances outside of the corporate limits of the city within which police officers, fire fighters and other critical municipal employees may live.
2. New critical municipal employees will be provided a reasonable period of time in which to meet the residency requirements of the policy. As the time period may vary depending upon the type of position held, each Department Head with critical municipal employees

shall adopt and enforce its own departmental policy specifying the deadline by which a new departmental employee must comply with the City of Waterloo's residency requirement.

3. Maintaining a post office box within the specified radius from City Hall shall not satisfy the requirements of this policy; employees must maintain their physical place of residence within the specified distance. Any critical municipal employee or City department head who fails to comply with this Policy shall be subject to immediate termination of employment, except as hereinafter provided in numbered paragraphs 4 and 6.
4. City of Waterloo critical municipal employees who physically reside outside of a 10-mile radius of City Hall and are residing at such address as of September 1, 2006, shall not be required to comply with the provisions of this policy unless and until they move their location of physical residence. Any such critical municipal employee who moves his or her location of residence after September 1, 2006, must physically reside within a radius of twenty (20) miles from Waterloo's City Hall, consistent with the prior residency policy effective April 7, 2003.
5. The Police Chief, Fire Chief, and department heads shall be responsible for enforcing this policy with respect to the critical municipal employees within their departments. An area map showing a 10-mile radius and a 20-mile radius from Waterloo's City Hall shall be made available by the Engineering Department to assist in this effort.
6. This policy shall be approved by City Council and become effective on September 1, 2006. This policy shall replace any previous residency policies or Council resolutions and shall remain in effect until replaced by subsequent Council resolution. Any exceptions to this policy regarding the residency of City of Waterloo critical municipal employees and department heads must be approved by a majority vote of the Waterloo City Council members.