

ARTICLE VII **RESIDENCY REQUIREMENT**

Employees of the City of Earlham shall be classified as Level I, Level II and Level III employees.

All employees of the City shall be residents of the State of Iowa at the time of employment with the City and shall remain residents of the State of Iowa during their employment.

Level I employees of the City shall reside within a 10 minute response time to City Hall. All police officers, the Street Superintendent, Water/Waste Water Superintendent, Public Works Supervisor, and part-time seasonal employees assisting with snow removal are deemed Level I employees.

Level II employees of the City shall live within 10 miles of the City. Level II employees are all other full-time city employees.

Level III employees of the City shall live in the state of Iowa. Level III employees are all part-time or seasonal employees, excluding those required to assist with snow removal.

The term "reside" shall be construed to be the actual domicile of the individual. This means the location where the individual regularly conducts daily life activities such as eating and sleeping and the place where the individual's normal personal and household effects are maintained. Reside does not include a place of residence that has been adopted with the intention of defeating the purposes of this policy.

All Level I employees hired after the passage of this policy must comply with the policy within one (1) year. All uncertified police officers must comply with residency policy prior to attending the academy.

ARTICLE VIII **EMPLOYEE EDUCATION**

Upon the request of the employee, recommendations of the employee's department supervisor and approval by the City Council, a permanent full-time City employee may be determined for educational costs subject to the following requirements:

1. The course shall directly relate to the employee's current job duties.
2. Such course work must be completed at an officially accredited educational institution.
3. The employee shall satisfy the necessary prerequisites of the course for which reimbursement is being requested and shall receive approval of the City Council prior to enrolling in the course.
4. The employee shall successfully complete the course.
5. Participation in the course shall be solely on the employee's time, unless specifically