



Human Resources Department
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**EMPLOYMENT AS A
 DUBUQUE POLICE OFFICER**

APPLICATION: Applicants for the Dubuque Police Department must pass the written examination and physical agility test prior to being placed on an eligibility list for possible appointment. Interested individuals must submit an electronic employment application when available at www.cityofdubuque.org/employment. Applicants must be 18 years of age at the time of appointment. A pre-employment drug screen will be administered prior to appointment.

Please contact the City of Dubuque Human Resources Department at (563) 589-4125 if you have questions regarding the Civil Service certification process.

The City of Dubuque is an equal opportunity employer without regard to race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

RESIDENCY: Police Officers shall establish their principle place of residence either within the corporate limits of the city of Dubuque or within thirty (30) miles of the corporate limits of the city of Dubuque by the most direct street, road or highway, as soon as practicable after appointment, but within two years of appointment.

CERTIFIED POLICE OFFICER HIRING INCENTIVE: Candidates who possess an Iowa Law Enforcement Academy Police Officer certification or a Police Officer certification from an academy accepted by the Iowa Law Enforcement Academy are eligible for cash bonuses upon completion of the field training program and the trial period.

SHIFT PREMIUM PAY: 3:00 P.M. to 1:00 A.M. \$.25 per hour
 7:00 P.M. to 5:00 A.M. \$.30 per hour
 11:00 P.M. to 9:00 A.M. \$.35 per hour

<u>LONGEVITY:</u>	<u>Years of Service</u>	<u>Percent of Base Wage</u>
	After 5 years	1%
	After 10 years	2%
	After 15 years	3%
	After 20 years	4%
	After 25 years	7%

HOLIDAYS: Cash payment based on eleven holidays. Optional time off in lieu of holiday pay for two of the named holidays.

CASUAL DAY: Two days

VACATION: After one (1) year of service – 80 hours per year
 After four (4) years of service – 120 hours per year
 After eight (8) years of service – 160 hours per year
 After twenty-three (23) years of service – 200 hours per year

SICK LEAVE: Accrue eight hours for each full month of service. Maximum accumulation is 960 hours.

FUNERAL LEAVE: Depending upon relationship of deceased, one to five work days off with pay.

PARENTAL LEAVE: Eligible employees will receive their regular base pay (plus longevity) and benefits for up to twelve weeks following the date of birth, adoption event or foster-to-adopt placement.

HEALTH INSURANCE: The City offers a Preferred Provider Organization (PPO) Plan. The employee pays 15% and the City pays 85% of the cost of the premium for the health and prescription drug insurance plans for which the employee is enrolled. The prescription drug program provides for the following co-pay arrangement: \$5.00 Generic Drugs, \$15.00 Brand Name Formulary Drugs and \$25.00 Brand Name Non-formulary Drugs. A dental plan is offered to employees. The employee is responsible for paying 100% for both the single and family dental plan premium. Dental, health and prescription drug insurance premiums are pre-tax.

LIFE, AD&D, DISABILITY INCOME PROTECTION INSURANCE: The City provides a \$25,000 term life insurance policy with accidental death and dismemberment coverage. Employees may purchase an additional amount up to \$200,000 in term life insurance. Up to \$25,000 in term life coverage may also be purchased for a spouse and up to \$15,000 for children. The City also provides a disability income protection plan that pays 60 percent of the employee's pay up to \$250 per week for up to 52 weeks.

FLEXIBLE SPENDING ACCOUNTS: The City offers I.R.S. Code Section 125 Flexible Spending Accounts for medical, dental and dependent care expenses.

RETIREMENT: In order to be eligible for a service retirement at age 55, the employee must have completed 22 years of service. The City contribution is 23.90% of earnable compensation and the employee contribution is 9.40% of earnable compensation. This position is covered by Medicare, but is not covered by Social Security.

MISSIONSQUARE RETIREMENT DEFERRED COMPENSATION PLAN: Employees may contribute up to \$20,500 per year. Employees 50 years of age and older may contribute up to \$27,000 per year.

CLOTHING ALLOWANCE: A uniform is issued the first year. Thereafter, \$550 annual clothing allowance is provided.

EDUCATION BENEFIT: Employees are eligible to receive an additional 5% of their base pay if they have completed 60 semester hours of college-level course work at an accredited university or college with a minimum of 12 hours of course work in professional law enforcement development. Employees are eligible to receive this benefit after they have completed 12 months of continuous service as a City of Dubuque Patrol Officer.

EMPLOYEE ASSISTANCE PROGRAM: The City retains the services of a premium, full-service Employee Assistance Program (EAP) provider. EAP provides support for all of life's challenges, while integrating wellness programming that optimizes employees' overall well-being.

QUESTIONS: Please contact the Human Resources Department at humanresources@cityofdubuque.org or (563) 589-4125.

BARGAINING UNIT AFFILIATION: This position is represented by the Dubuque Police Protective Association.

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